



AGENDA COVER MEMORANDUM

AGENDA DATE: December 12, 2023

PRESENTED TO: Board of County Commissioners

DEPARTMENT: County Administration

PRESENTED BY: Christine Moody, Budget & Financial Planning Manager

AGENDA TITLE: PUBLIC HEARING / ORDER /RESOLUTION In the Matter of Adopting the FY 23-24 Supplemental Budget #2, Making, Reducing and Transferring Appropriations

I. MOTION

MOVE APPROVAL OF THE ORDER/RESOLUTION ADOPTING THE FY 23-24 SUPPLEMENTAL BUDGET #2 MAKING, REDUCING AND TRANSFERRING APPROPRIATIONS.

II. AGENDA ITEM SUMMARY

The Board is being asked to adopt the FY 23-24 Supplemental Budget #2.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Board adopted the FY 23-24 budget on June 13, 2023, in Board Order 23-06-13-01.

This is the second supplemental budget for FY 23-24.

B. Policy Issues

Oregon local budget law (Chapter 294 of Oregon Revised Statutes) gives budget provisions and procedures that must be followed during the budgeting process, including supplemental budget modifications.

A public hearing and publication of a notice is required when any fund increases expenditures (not including transfers, contingency or reserves) by greater than 10% from the current budget. For this supplemental budget, there are six (6) County funds changing by more than 10% in this supplemental budget request. (Parks & Open

Spaces Fund, Title III Projects Fund, American Rescue Plan Fund, Fire Defense Board Fund, Capital Improvement Fund, and Technology Replacement Fund) The notice of Public Hearing was published in the Register Guard on December 7, 2023.

If necessary, the Board of Commissioners may amend the supplemental budget as published, with any increases limited to \$5,000 or 10% per fund, whichever is greater.

C. Strategic Plan

Lane County's budget and financial management policies support the County's Strategic Plan priorities and the commitment to open and accountable government and wise stewardship of public funds.

D. Financial and /or Resource Considerations

This supplemental budget increases the County's total resources by \$47,632,859. Department expense appropriations are decreasing by \$10,358,163, non-departmental materials and services are increasing by \$3,799,225, transfers are increasing by \$9,341,150, operational contingency is increasing by \$9,772,410. Unappropriated reserves are increasing by \$35,078,237. Full-time-equivalent (FTE) positions are increasing by 0.30. If approved as presented, the County's Current Modified Budget for FY 23-24 will be \$1,165,843,825 with 2,030.05 FTE across all funds.

E. Health Implications

There are no known health implications associated with adoption of this supplemental budget.

F. Analysis

Examples of changes occurring in this supplemental are:

- Adjust beginning fund balance for all funds to match actuals.
- Reduce 6.0 FTE in Community Justice & Rehabilitation Services related to Community Correction Act and Justice Reinvestment Initiative funding.
- Reduce 3.0 FTE in Sheriff's Office related to Community Correction Act and Justice Reinvestment Initiative funding.
- Add 1.0 FTE in Technology Services to oversee the Regional Fire Radio System program as part of the Intergovernmental Agreement with the Lane County Fire Defense Board.
- Add 10.0 FTE in Health and Human Services to increase provider staff at Community Health Centers. Reducing one position from 1.0 FTE to 0.80 FTE.
- General Fund adjustments include:
 - Decrease expense in Sheriff's Office related to Community Correction

- Act and Justice Reinvestment Initiative funding. Increase \$846,894 in one-time General Fund allocation to maintain portion of reductions that would have otherwise occurred.
 - Transferring funds from Public Works for expenses related to Climate Analyst position.
- Parks & Open Spaces Fund
 - Increase expense for contractor work related to water and sewer improvements, habitat work, and fuel reduction work.
 - Increase expense related to capital improvements of the Armitage Maintenance Shop
 - Increase resources related to American Rescue Plan reimbursement, BLM fuel reduction grant award, and Ponderosa timber sales.
- Law Library Fund
 - Increase resources for court fees due to a State increase.
 - Budget expense for one time internship costs.
- General Road Fund
 - Increase resources for Safe Streets 4 All grant and Gilham Road acquisition reimbursement.
 - Increase expense for Laura Street upgrade, Safe Streets 4 All grant expenses, and carryover of capital project funds related to project timing.
- Public Land Corner Preservation Fund
 - Increases expense for GPS equipment and to budget extra help funds related to transition from a staff retirement.
- Title III Projects Fund
 - Increases expense to match expected Department reimbursement requests.
- American Rescue Plan Fund
 - Increases expense for reimbursements to Health & Human Services, Public Works, and Community Justice & Rehabilitation Services.
- Special Revenue Fund
 - Decrease expense in Community Justice & Rehabilitation Services/Parole & Probation related to Community Correction Act and Justice Reinvestment Initiative funding. Increase \$1,538,809 in one-time General Fund allocation to maintain portion of reductions that would have otherwise occurred.
 - Budgeting expense for Sheriff's Office truck that was not purchased in FY 22-23.
 - Budgeting expense for position to oversee the Regional Fire Radio System program as part of the Intergovernmental Agreement with the Lane County Fire Defense Board.
 - Budgeting expense for County Administration related to Blue River Road surveying and design and Upper McKenzie Rural Fire Protection District.

- Fire Defense Board Fund
 - Budgeting revenue and expenses anticipated for Fire Defense Board.
- Animal Services Fund
 - Increase expense related to new contract with Oregon Coast Humane Society.
- Intergovernmental Human Services Fund
 - Increase revenue for ARPA reimbursement, Federal, State, and Human Services revenue to be received and related expenses associated.
 - Reduced 1.50 FTE related to three temporary part time positions
- Health & Human Services Fund
 - Add 10.0 FTE to increase provider staff at Community Health Centers and reduce one position by 0.20 FTE down from 1.0 FTE
 - Increase expense due to Riverstone move and renovation.
 - Adjust revenue and expense to account for updated projections to Trillium, Pacific source, and Medicare fees.
 - Increase revenue for Medicaid wrap and Coordinated Care due to the addition of service provider FTE.
- Local Option Tax Levy Fund
 - Adjust Administrative charges down and offset increasing reserves for 0.5 FTE move of Director position to County Administration for Assistant County Administrator position.
- Capital Fund
 - Reduce budgeted expenses related to timing of projects in progress and receipt of reimbursement funds.
 - Reduce transfer out of remaining funds for Development Disabilities Services project due to final project expense actuals.
- Solid Waste Fund
 - Increase expense related to Florence Transfer station improvements, remodel of Environmental Services program offices at the landfill, and Short Mountain Cell Development.
- Land Management Fund
 - Increase revenue and expense related to increase in Video Lottery dollars.
- Employee Benefit Fund
 - Increase expenses related to additional charges in FY 23-24 expected due to modified accrual from FY 22-23.
 - Increase revenue to better reflect actuals due to higher interest rates being earned.
- Motor & Equipment Services Fund
 - Increase expense for additional purchases and replacements and increased

market costs.

- Technology Replacement Fund
 - Adjusting expenses associated with the continuation of Infrastructure Replacement primarily due to timing of projects not completed or postponed during FY 22-23.
- Technology Services Fund
 - Increased expense for Oracle PeopleSoft expansion due to FTE and budget growth.
 - Adjusting expense for Microsoft Unified Support project that was started in FY 22-23 and continued into the current year.

II. RECOMMENDATION

Staff recommends approval of the Supplemental Budget as submitted.

III. TIMING/IMPLEMENTATION

This is second supplemental adjustment for FY 23-24.

IV. FOLLOW-UP

Upon approval of the supplemental, County Administration budget staff will adjust the appropriations in the financial general ledger.

V. ATTACHMENTS

Board Order/Resolution

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER & RESOLUTION) IN THE MATTER OF ADOPTING THE FY 23-24
NO. 23-12-12-01) SUPPLEMENTAL BUDGET #2, MAKING,
) REDUCING AND TRANSFERRING
) APPROPRIATIONS

WHEREAS, the Board of Commissioners having reviewed and considered the supplemental budget requests presented in the prepared Agenda Memorandum, in their regularly scheduled board meeting on this date; and

WHEREAS, there are six County Funds changing by more than 10% in this supplemental budget and therefore a Public Hearing is required under Oregon Budget Law and the Board held a Public Hearing and fully considered the matters on December 12, 2023; and

WHEREAS, publication of the Public Hearing occurred in the Register Guard on December 7, 2023; and

WHEREAS, in accordance with ORS 294.480, the governing body of any municipal corporation may make a supplemental budget for the fiscal year for which the regular budget has been prepared; and

WHEREAS, the amounts and purposes for the budget changes are herein detailed; and

NOW, THEREFORE, the Board of County Commissioners of Lane County ORDERS AND RESOLVES as follows:

That the amounts for the fiscal year beginning July 1, 2023, be increased, decreased and transferred, for the purposes as outlined to the Board, as follows:

GENERAL FUND 124

	<u>Change Amount</u>	Authorized <u>FTE Chg</u>	<u>New Fund Total</u>
Resources	0		150,704,930
Assessment & Taxation	0	0.00	8,120,494
County Administration	73,022	0.00	19,410,270
County Counsel	0	0.00	2,771,777
Community Justice & Rehabilitation Services	0	0.00	10,841,694
District Attorney	0	0.00	13,932,980
Human Resources	0	0.00	4,763,813
Public Safety (Sheriff's Office)	(314,351)	(3.00)	41,817,580
Lane County Office of Emergency Management	0	0.00	785,273
Lane County Office of Data & Analytics	0	0.00	333,529
Not Allocated to Organizational Unit:			
Materials & Services	21,933		1,505,158
Transfers Out	2,393,459		11,931,037
Contingency	0		1,020,000
Total Fund Appropriations	2,174,063	(3.00)	117,233,605

PARKS & OPEN SPACES FUND 216

	<u>Change Amount</u>	Authorized <u>FTE Chg</u>	<u>New Fund Total</u>
Resources	1,296,433		9,395,453
Public Works	1,486,513	0.00	7,260,762
Not Allocated to Organizational Unit:			
Transfers Out	0		60,132
Contingency	0		564,728
Total Fund Appropriations	1,486,513	0.00	7,885,622

LAW LIBRARY FUND 222

	<u>Change Amount</u>	Authorized <u>FTE Chg</u>	<u>New Fund Total</u>
Resources	66,638		844,330
County Administration	33,805	0.00	392,034
Not Allocated to Organizational Unit:			
Contingency	32,833		81,665
Total Fund Appropriations	66,638	0.00	473,699

GENERAL ROAD FUND 225

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	2,408,498		148,473,586
Public Works	1,814,180	0.00	80,847,083
Not Allocated to Organizational Unit:			
Transfers Out	0		5,245,129
Contingency	0		-
Total Fund Appropriations	1,814,180	0.00	86,092,212

LIQUOR LAW ENFORCEMENT FUND 231

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	(39)		34,317
District Attorney	(39)	0.00	10,165
Not Allocated to Organizational Unit:			
Contingency	0		24,152
Total Fund Appropriations	(39)	0.00	34,317

PUBLIC LAND CORNER PRESERVATION FUND 240

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	29,109		2,157,277
Public Works	53,869	0.00	610,596
Not Allocated to Organizational Unit:			
Contingency	0		57,332
Total Fund Appropriations	53,869	0.00	667,928

COUNTY SCHOOL FUND 241

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	(2,678)		2,720,157
Not Allocated to Organizational Unit:			
Materials & Services	(2,678)		2,720,157
Total Fund Appropriations	(2,678)	0.00	2,720,157

EXTENSION SERVICE FUND 242

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	6,241		1,121,450
Not Allocated to Organizational Unit:			
Materials & Services	6,241		1,121,450
Total Fund Appropriations	6,241	0.00	1,121,450

COUNTY CLERK FUND 244

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	(46,650)		347,681
County Administration	0		63,792
Not Allocated to Organizational Unit:			
Transfers Out	0		110,647
Contingency	(46,650)		38,350
Total Fund Appropriations	(46,650)	0.00	212,789

TITLE III PROJECTS FUND 250

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	974,401		6,385,663
Not Allocated to Organizational Unit:			
Materials & Services	213,500		2,148,924
Total Fund Appropriations	213,500	0.00	2,148,924

AMERICAN RESCUE PLAN FUND 255

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	19,012,746		53,418,698
Not Allocated to Organizational Unit:			
Materials & Services	1,795,527		16,072,915
Total Fund Appropriations	1,795,527	0.00	16,072,915

SPECIAL REVENUE FUND 260

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	0		66,395,559
County Administration	733,617	0.00	5,365,234
Community Justice & Rehabilitation Services	(235,770)	(6.00)	16,089,580
District Attorney	(235)	0.00	1,524
Public Safety (Sheriff's Office)	67,890	0.00	13,024,275
Public Works	0	0.00	198,634
Technology Services	92,391	1.00	92,391
Not Allocated to Organizational Unit:			
Materials & Services	695,203		9,795,594
Transfers Out	293,468		870,209
Contingency	500,111		2,776,024
Total Fund Appropriations	2,146,675	(5.00)	48,213,465

FIRE DEFENSE BOARD FUND 270

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	260,391		260,391
Lane County Office of Emergency Management	260,391		260,391
Not Allocated to Organizational Unit: Contingency	0		0
Total Fund Appropriations	260,391	0.00	260,391

INDUSTRIAL REVOLVING FUND 275

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	1,337		129,337
Not Allocated to Organizational Unit: Contingency	0		0
Total Fund Appropriations	0	0.00	0

ANIMAL SERVICES FUND 283

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	14,460		941,668
Public Works	14,460	0.00	941,668
Not Allocated to Organizational Unit: Contingency	0		0
Total Fund Appropriations	14,460	0.00	941,668

INTERGOVERNMENTAL HUMAN SERVICES FUND 285

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	1,805,707		67,003,014
Health & Human Services	3,117,297	(1.50)	63,464,828
Not Allocated to Organizational Unit: Contingency	(1,865)		156,229
Total Fund Appropriations	3,115,432	(1.50)	63,621,057

HEALTH & HUMAN SERVICES FUND 286

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	12,839,604		224,745,619
Health & Human Services	2,671,557	9.80	149,200,167
Not Allocated to Organizational Unit: Transfers Out	6,641,701		16,802,529
Contingency	4,409,262		33,121,255
Total Fund Appropriations	13,722,520	9.80	199,123,951

LOCAL OPTION TAX LEVY FUND 290

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	496,919		45,845,300
Community Justice & Rehabilitation Services	0	0.00	2,337,671
Public Safety (Sheriff's Office)	0	0.00	21,263,329
Not Allocated to Organizational Unit:			
Contingency	(61,231)		3,063,769
Total Fund Appropriations	(61,231)	0.00	26,664,769

SPECIAL OBLIGATION BOND RETIREMENT FUND 333

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	(3,441)		19,296,025
Not Allocated to Organizational Unit:			
Debt Service	0		19,024,817
Total Fund Appropriations	0	0.00	19,024,817

NOTES PAYABLE DEBT SERVICES FUND 341

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	1,194		412,049
Not Allocated to Organizational Unit:			
Debt Service	0		410,855
Total Fund Appropriations	0	0.00	410,855

CAPITAL IMPROVEMENT FUND 435

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	(18,249,191)		24,894,774
County Administration	(20,876,859)	0.00	13,485,180
Not Allocated to Organizational Unit:			
Transfers Out	(20,744)		1,160,216
Contingency	2,996,393		3,297,359
Total Fund Appropriations	(17,901,210)	0.00	17,942,755

LANE EVENTS CENTER FUND 521

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	158,499		15,709,257
Public Works	0	0.00	5,687,692
Not Allocated to Organizational Unit:			
Transfers Out	0		91,781
Contingency	0		592,279
Total Fund Appropriations	0	0.00	6,371,752

SOLID WASTE DISPOSAL FUND 530

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	3,606,847		58,525,231
Public Works	494,000	0.00	25,761,712
Not Allocated to Organizational Unit:			
Transfers Out	33,266		7,271,346
Contingency	0		2,290,942
Total Fund Appropriations	527,266	0.00	35,324,000

CORRECTIONS COMMISSARY FUND 539

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	46,068		782,068
Public Safety (Sheriff's Office)	0		562,152
Not Allocated to Organizational Unit:			
Contingency	0		74,000
Total Fund Appropriations	0	0.00	636,152

LAND MANAGEMENT FUND 570

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	2,216,887		21,429,245
Public Works	60,000	0.00	10,696,275
Not Allocated to Organizational Unit:			
Contingency	215,688		1,061,921
Total Fund Appropriations	275,688	0.00	11,758,196

SELF INSURANCE FUND 612

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	821,503		12,231,423
Not Allocated to Organizational Unit:			
Materials & Services	0		4,064,612
Transfers Out	0		409,786
Contingency	0		300,000
Total Fund Appropriations	0	0.00	4,774,398

EMPLOYEE BENEFIT FUND 614

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	3,272,892		113,758,854
Not Allocated to Organizational Unit:			
Materials & Services	1,074,699		76,454,480
Total Transfers	0		17,347,377
Contingency	0		350,000
Total Fund Appropriations	1,074,699	0.00	94,151,857

PENSION BOND FUND 615

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	170,726		13,116,902
Not Allocated to Organizational Unit:			
Materials & Services	0		6,188
Debt Service	0		9,300,833
Total Fund Appropriations	0	0.00	9,307,021

MOTOR & EQUIPMENT POOL FUND 619S

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	2,968,203		46,962,047
Public Safety (Sheriff's Office)	180,000		2,048,073
Public Works	(1,105,625)	0.00	14,302,281
Not Allocated to Organizational Unit:			
Contingency	96,467		1,223,870
Total Fund Appropriations	(829,158)	0.00	17,574,224

INTERGOVERNMENTAL SERVICES FUND 627

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	21,183		1,018,835
County Administration	0		798,233
Not Allocated to Organizational Unit:			
Contingency	21,183		122,449
Total Fund Appropriations	21,183	0.00	920,682

TECHNOLOGY REPLACEMENT FUND 653

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	2,790,744		7,963,257
Technology Services	632,463		4,219,305
Not Allocated to Organizational Unit:			
Contingency	0		1,361,066
Total Fund Appropriations	632,463	0.00	5,580,371

TECHNOLOGY SERVICES FUND 654

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	1,999,480		20,397,653
Technology Services	389,261	0.00	18,787,434
Not Allocated to Organizational Unit:			
Contingency	1,610,219		1,610,219
Total Fund Appropriations	1,999,480	0.00	20,397,653

RETIREE BENEFIT TRUST FUND 714

	<u>Change Amount</u>	<u>Authorized FTE Chg</u>	<u>New Fund Total</u>
Resources	398,628		14,302,109
Not Allocated to Organizational Unit:			
Materials & Services	(5,200)		2,916,445
Total Fund Appropriations	(5,200)	0.00	2,916,445

	<u>Supp #2</u>	<u>FTE Change</u>	<u>Revised Budget</u>
Total APPROPRIATIONS, All Funds	12,554,622	0.30	825,966,173
Total Unappropriated and Reserve Amounts, All Funds	35,078,237		339,877,652
TOTAL BUDGET	47,632,859		1,165,843,825

ADOPTED this 12th day of December 2023.

Pat Farr, Chair
Lane County Board of Commissioners