

AGENDA COVER MEMORANDUM

AGENDA DATES: [June 15, 2011](#) Work session
[June 22, 2011](#) Public Hearing and Adoption (9:30 a.m.)

TO: Board of County Commissioners

DEPT.: County Administration

PRESENTED BY: Christine Moody, Budget & Financial Planning Manager

AGENDA TITLE: **DISCUSSION/2011-2012 LANE COUNTY BUDGET, MAKING APPROPRIATIONS AND LEVYING TAXES**

I. MOTION

NONE, this is a discussion item only.

II. AGENDA ITEM SUMMARY

The Board of County Commissioners must adopt a FY [2011-2012](#) budget prior to June 30, [2011](#) (ORS 294). The Board is asked to give staff direction as to which items they want included in the final Adopted Budget Order and accompanying attachment.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The County Administrator presented the Proposed FY [2011-2012](#) budget to the Lane County Budget Committee on [May 3, 2011](#). The committee held a required public hearing, held four work sessions, took more public comment and deliberated on one evening before approving the budget and the taxing authority on [May 17, 2011](#).

The notice and financial summary of the approved budget will be published on [June 17, 2011](#), in the Register Guard as required by state budget law for the [June 22, 2011](#), public hearing. The Board may make adjustments within the funds, but may not increase appropriations by more than \$5,000 or 10 percent of total fund expenditures, whichever is greater, in any fund. The Board may also determine, make and declare tax levies equal to or less than that approved by the Budget Committee.

B. Policy Issues

The Approved and Adopted budgets are in compliance with state budget law and do not conflict with any established County policy.

C. Board Goals

Lane County's budget and financial management policies support the County's strategic goal of ensuring stability in service delivery to promote the efficient use of public funds.

D. Financial and/or Resource Considerations

The budget approved by the budget committee represents a balanced budget. In addition, any changes made by the Board of County Commissioners to the Approved Budget will be need to be offset in such a way as to maintain the balanced budget status.

E. Analysis

The Budget Committee approved changes to the Proposed Budget which amounted to a total increase of \$2,160,541 and no net change to FTE from the Proposed Budget. Summary of these changes and more detail by department by fund can be found on Attachment A.

Adjustments to the Approved Budget total increase of \$2,232,820 for All Funds with an overall no net change of FTE (Attachment A)

Lane County departments have requested a series of budget adjustments across multiple funds since the Budget Committee approved the budget. The proposed adjustments, are included on Attachment A, and are classified into several different groupings depending upon the level of review and analysis required, and whether or not they involve a policy issue. These groups include:

TECHNICAL (TA) (no material provided except Attachment A)

Technical adjustments are the result of:

- Recent Board actions,
- Personnel reclassification/adjustments,
- Updated information or corrections of errors or omissions in the Approved Budget.

REBUDGETS (RB) no material provided except Attachment A)

These are FY 2010-2011 expenditures or projects with dedicated funding that will not be completed by June 30th as originally planned. The remaining funding is therefore carried forward to complete the project or pay for the expense in the new fiscal year.

GRANT-RELATED (GR) (no material provided except Attachment A)

These adjustments are the result of revised grant notifications or final funding awards. Grant adjustments modify revenue and expense equally. In that they are self funding, there is no impact on the General Fund.

INCREASE / REDUCTIONS (INC or RD)

These adjustments are increases and decrease of amounts in the related fund within NO increase or decrease in service or FTE.

ADDITIONS / REDCUTIONS (AD or RX)

These represent **POLICY ISSUES** where service or FTE is impacted by the change.

There are several add & reduction packages for the Board's consideration. Service Impact statements are attached as Attachment D.

Add Packages –

Management Services add Stores clerk. net \$7,301, 0 FTE
Health & Human Services, Admin - \$81,916, 1.0 FTE
Health & Human Services, Behavioral Health, \$58,200, 1.0 FTE
Health & Human Services, Comm Hlth Ctr, \$197,312, 1.0 FTE

Reduction Packages –

Human Services Commission, (\$90,092), (1.0 FTE)
Health & Human Svcs, Comm Disease (\$43,213) (.30 FTE)
Health & Human Svcs, Behavioral Hlth (\$265,959) (2.70 FTE)
Workforce Partnership (\$690,769), (9.00 FTE)

LIST OF CONTRACTS (Attachment B)

Lane Manual 21.145(1) (I) permits the County Administrator to execute contracts that are specifically listed as part of the annual budget adoption order. Attachment B constitutes the required list. The list includes new contracts and amendments and indicates the type of contract (revenue, expense, billing authority, or reciprocal).

INTERGOVERNMENTAL AGREEMENTS/DUES (Attachment C)

The list of Intergovernmental Agreements/Membership and Association has already been reviewed and approved by the budget committee. There are no further changes recommended and the list has been included as Attachment C for Board approval.

F. Alternative/Options

At the time of Adoption, the Board may choose to make adjustments to the budget. The only limitations are that:

- 1) Changes in any single fund cannot exceed \$5,000 or a 10 percent increase, whichever is greater, and
- 2) Tax levies may not be certified in an amount greater than what was approved by the Budget Committee.

IV. RECOMMENDATION

It is recommended that the Board discuss the attached list of adjustments, contracts and intergovernmental dues/agreement. The Board should also discuss and provide direction on the policy issue items.

V. TIMING/IMPLEMENTATION

Final adoption must be completed prior to July 1, [2011](#), in order for the County to have the spending authority for the new fiscal year. Adoption is scheduled for [June 22, 2011](#).

VI. FOLLOW-UP

Upon final adoption, staff will prepare the forms required by ORS 294 and distribute accordingly.

VII. ATTACHMENTS

Board Order: N/A - Will be provided for the [June 22, 2011](#), meeting.

Attachment A: Changes from Proposed to Approved Budget
Changes from Approved to Adopted Budget

Attachment B: List of Contracts

Attachment C: List of Intergovernmental Agreements/Dues

Attachment D: Service Impact Statements for Add and Reduction Packages

Attachment D – Impact Statements for New Add/Reduction Packages