



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: June 18, 2025

SUBJECT: Approval of Resolution No. 2025-007 adopting a supplemental budget and adjusting appropriations within the Fiscal Year 2025 Deschutes County budget

RECOMMENDED MOTION:

Move approval of Resolution No. 2025-007 adjusting appropriations within the Fiscal Year 2025 Deschutes County Budget.

BACKGROUND AND POLICY IMPLICATIONS:

As the 2025 Fiscal Year comes to a close, it is necessary to increase or transfer appropriations within the Deschutes County Budget to account for unforeseen expenditures and other changes.

Specific adjustments include:

- 001 – General Fund Non-Departmental
 - Recognize Revenue of \$177,481 from the State of Oregon Judicial Department and increase Program Expense appropriations by the same amount for contracted mediation services provided by Saving Grace.
 - Increase Program Expense and reduce Contingency by \$95,000 for Saving Grace contacted services which were inadvertently excluded from budgeted appropriations.
 - Increase Transfers In and Program Expense by \$34,998 within the General Fund. On 12/18/2024 the Board approved increased Transfers Out from the Health Services Fund to the General Fund. This adjustment is required to balance Transfers In and Transfers Out within the overall County budget.
 - Increase Transfers In and Contingency of \$362,670 within the General Fund. On 12/18/2024 the Board approved increased Transfers Out from the ARPA Fund to the General Fund. This adjustment is required to balance Transfers In and Transfers Out within the overall County budget.
 - Recognize Revenue of \$50,000 for the Wolf Grant Depredation grant award and increase Program Expenses by the same amount.
 - Recognize Revenue of \$54,000 for the Community Development Block Grant award and increase Program Expenses by the same amount for a pass-through to Neighbor Impact

- Increase Transfers Out to the Project Development Fund and reduce Program Expenses by \$37,645. Recategorized ARPA funds were budgeted as Program Expenses for the Swalley Canal fortification project. Instead, Project Development incurred those costs which will be reimbursed via this transfer.
- 001 – General Fund Property Value Appeals Board
 - Increase Program Expense and reduce Contingency by \$2,200 due to higher than expected personnel expenses because of increased health insurance costs.
- 001 – General Fund Tax Office
 - Increase Program Expense and reduce Contingency by \$23,400 due to higher than expected personnel expenses because of increased health insurance costs.
- 001 – General Fund Property Management
 - Increase Program Expense and reduce Contingency by \$12,400 due to higher than expected personnel expenses because of increased health insurance costs.
- 001 – General Fund Veterans’ Services
 - Recognize Transfers In Revenue of \$20,108 from the Road Building & Equipment Fund for the sale of a vehicle. Increase Transfers Out of \$20,108 to the Vehicle Replacement Fund. Additionally, utilize Personnel Savings and reduce Program Expenses to make a transfer of \$25,000 to the Vehicle Maintenance & Replacement Fund to replenish funds which were fully used to purchase a new vehicle.
- 060 – General County Reserve Fund
 - Increase Transfers Out and decrease Reserves by \$77,083. In FY 2024 the LACTF funds were accounted in the General County Reserve fund. These funds were not spent and earned interest. The interest will be transferred to the Campus Improvement fund for the courthouse project.
- 070 – General County Projects Fund
 - Increase Transfers Out and reduce Program Expense by \$32,000. In FY 2024, Health Services Fund 270 transferred this amount to the General County Projects Fund for improvements to the Antler Building. This project has been cancelled.
- 090 – Project Development Fund
 - Recognize Transfers In Revenue of \$37,645 and increase Program Expense for the Swalley Canal fortification project reimbursement from the General Fund.
 - Increase Transfers Out and decrease Reserves by \$8,500 to pay for debt service costs. The Project Development Fund maintains a reserve for debt service costs when additional resources are required.
- 160/170 – Transient Room Tax Fund
 - Recognize Revenue for an additional \$232,800 of Transient Room Taxes (TRT) collected in FY 2025.
 - Increase Program Expense by \$161,800 for increased TRT Revenue available for distribution to Central Oregon Visitors Association (\$140,000), increased health insurance costs (\$10,300) and other various Materials & Services costs (\$10,000).
 - Increase Transfers out by \$71,000 for increased revenue available for distribution to the Fair & Expo Center.
- 165 – Video Lottery Fund
 - Increase Program Expense and reduce Contingency by \$20,000 due to grant awards carried over from FY 2024.

- 220 – Justice Court Fund
 - Increase Program Expense and reduce Contingency by \$43,300 due to increased health insurance costs, additional temporary help, and software costs.
- 270 – Health Services Fund
 - Recognize Transfers In Revenue of \$32,000 and increase Contingency by the same amount. In FY 2024, Health Services (Fund 270) made a transfer to the General County Projects Fund for improvements to the Antler Building. This project has been cancelled.
- 295/300 – Community Development Fund
 - Fund 295: Increase Transfers Out by 1,033,000 and reduce Contingency by the same amount. Due to higher than expected FY 2025 revenues along with savings in personnel and services costs, additional funds are available for future year reserves.
 - Fund 300: Recognize Transfers In Revenue of \$1,033,000 and increase Reserves by the same amount.
- 325 – Road Fund
 - Recognize Interfund Charges Revenue of \$105,385 and increase Program Expense by the same amount. The Public Land Corner Fund pays the Road Fund based on the actual cost of services provided for corner restoration work annually. For FY 2025, the actual costs are anticipated to be higher than budgeted due to more corner restoration being completed and actual costs exceeding estimates. Costs were expected to increase by 3%. However, actual costs increased by 15%.
- 326 – Natural Resources Fund
 - Recognize Transfers In Revenue of \$30,081 and increase Contingency by the same amount. On 12/18/2024 the Board approved increased transfers out of \$30,081 from the Taylor Grazing Fund to the Natural Resources Fund. This adjustment is required to balance Transfers In and Transfers Out within the overall County budget.
- 329 – Public Land Corner Fund
 - Increase Program Expense in the Public Land Corner Fund by \$105,385 and decrease Contingency appropriations by the same amount. The actual costs are expected to be higher due to more corner restoration being completed and actual costs exceeding estimates.
- 350 – Dog Control Fund
 - Increase Program Expense and reduce Contingency by \$2,800 due to higher than expected personnel expenses because of increased health insurance costs.
- 463 – Campus Improvement Fund
 - Recognize Transfers In Revenue from Fund 060 in the amount of \$77,083 for interest earned on LACTF funds in FY 2024 and increase Program Expense by the same amount.
- 500 – Debt Service Fund
 - Recognize Transfers In Revenue of \$8,500 and decrease Lease Revenue by the same amount. The 2021 full faith and credit debt payments are supported by lease revenue from the Deschutes Services Building and transfers from the Project Development Fund. Facility maintenance costs have gradually increased over

several years, which have decreased the net lease revenue available for debt service payments.

- 615/617 – Fair & Expo Center Fund
 - Fund 615: Recognize Transfers In Revenue and increase Contingency by \$48,000 for additional TLT funds collected in FY 2025.
 - Fund 617: Recognize Transfers In Revenue and increase Reserves by \$48,000 for additional TLT funds collected in FY 2025.
- 640 – Legal Counsel Fund
 - Increase Program Expense and reduce Contingency by \$54,200 due to increased health insurance costs, higher than expected wages, and higher than expected time management sell-back costs.
- 660/661 – Information Technology Fund
 - Fund 660: Increase Transfers Out and reduce Contingency by \$150,000. This transfer was adopted to meet the limited growth strategy target while providing ongoing resources for the IT Reserve Fund.
 - Fund 661: Recognize Transfers In Revenue and increase Reserves by \$150,000.
- 670 – Risk Management Fund
 - Increase Program Expense and reduce Contingency by \$31,700 due to increased health insurance costs, higher than anticipated wages, and higher than expected time management sell-back costs.
- 680 – Vehicle Maintenance & Replacement Fund
 - Recognize Transfers In Revenue of \$45,108 and increase Program Expense by the same amount. Veterans' Services purchased a new vehicle in FY 2025. The sale of another vehicle was used to finance the purchase, and the proceeds along with additional funds will be transferred to the Vehicle Maintenance & Replacement Fund.

BUDGET IMPACTS:

Specific details listed above.

ATTENDANCE:

Cam Sparks, Budget & Financial Planning Manager