
Yamhill County

Courthouse • 535 NE 5th Street • McMinnville, Oregon 97128-4523
Phone (503) 434-7501 • Fax (503) 434-7553

Office of County Administrator

LAURA S. TSCHABOLD
COUNTY ADMINISTRATOR

KEN HUFFER
DEPUTY ADMINISTRATOR

MEMORANDUM

TO: Board of Commissioners

Date: June 10, 2016 

FROM: Laura Tschabold, County Administrator

CC:

RE: End of FY 2015-16 Transfer of Appropriation Requests

After analyzing departmental budgets, Becky Weaver, Ken Huffer and I are presenting the following transfer of appropriation requests to the Board for consideration. These transfers will keep departments from exceeding their appropriation authority, thus avoiding violating local budget law.

You will find attached the specific accounts and amounts of appropriation transfer requests for your consideration.

RECOMMENDATION

Approve the list of departmental appropriation authority transfer requests.

Accepted by Yamhill County
Board of Commissioners on
6-16-16 by Board Order
16-240

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LAURA S. TSCHABOLD
COUNTY ADMINISTRATOR

CHARLES G. VESPER
DEPUTY ADMINISTRATOR

MEMORANDUM

TO: Board of Commissioners
DATE: March 3, 2016
FROM: Laura Tschabold

RE: Mid-year Budget Adjustments

After conducting a mid-year budget review and analysis of county departmental budgets, I am recommending that the Board make the disbursements listed below. The distributions are needed due to unexpected equipment needs, necessary infrastructure improvements and lower than anticipated revenue collections.

The amounts are fully appropriated and available for distribution to departments in the 2015-16 fiscal year budget and thus will not require a supplemental budget or any transfers of appropriation authority.

| <u>FROM</u> | <u>TO</u> | <u>AMOUNT</u> |
|----------------|----------------------------------|---------------|
| 010-002-699.01 | 010-017 (Information Technology) | 125,000 |
| 010-002-699.01 | 010-041 (Jail) | 150,000 |
| 010-002-699.01 | 010-043 (Patrol) | 150,000 |

Please let me know if you have any questions or concerns.

Laura Tschabold

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Please let me know if you have any questions or concerns.

Laura Tschabold

Becky Weaver

From: Becky Weaver
Sent: Wednesday, June 08, 2016 7:13 PM
To: Ken Huffer
Subject: Asbestos payment

The payment to Lake Oswego Insulation Co was made from 40-27-820.02, so that is the code I put on the budget adjustment. Becky

| Header | Detail | Comments | Approval | Status | Invoices by PO | Ready for Ap |
|------------------------------------|-------------------------------------|-----------------------|---------------------------|----------------------|--------------------------|--------------|
| Organization # | 1 | Name | LAKE OSWEGO INSULATION CO | | | |
| Bank | 00001 713 US BANK | Address | 5930 JEAN ROAD | | | |
| Vendor # | LOIC | Address # | 0 | Invoice on File | Date | |
| Invoice # | 161033-01 | Credit Memo | <input type="checkbox"/> | Authorization Status | APPROVED | |
| PO # | | Routing Level | 0 | Invoice | | |
| Operator | | Original Invoice # | | Next Routing Area | | |
| Invoice Total | 11,560.00+ | Invoice Date | 05/16/16 | PO Balance | 0+ | |
| G/L Date | 05/26/16 | Due Date | 05/26/16 | Sub Total | 11,560.00+ | |
| Pay Date | 05/26/16 | Check/Wire # | 12474085 | GST | 0+ | |
| Reissue Date | | Reissue Chk # | 0 | PST | 0+ | |
| Area | | Total | 11,560.00+ | | | |
| Special Code | 00 no 1099 | Expended Amount | 11,560.00+ | | | |
| Payment Terms | | Payment Status | p | | | |
| Separate Check | <input type="checkbox"/> | Hold Check For Pickup | <input type="checkbox"/> | Ready for Approval | <input type="checkbox"/> | |
| Comments | N | Payment Type | System-Generated Check | | | |
| One Line Invoice Details : | | | | | | |
| Account # | 040-027-820.01 | Budget Auth | <input type="checkbox"/> | | | |
| Description | MAIN=ASBESTOS RMVL MOORE BLDG | | | | | |
| Grid Screen Option | <input checked="" type="checkbox"/> | | Group Code/Clair | | | |
| Demand Check: Authorization | <input type="checkbox"/> | | Pri | | | |
| PO SH | 0+ | | Reverse | | | |
| Claim # | 0 | | Procurement Vendr | | | |
| Print Check for Procurement Vendor | <input type="checkbox"/> | | | | | |

Becky Weaver

(B) / (C)

From: Laura Tschabold
Sent: Tuesday, June 07, 2016 8:49 AM
To: Becky Weaver
Cc: Ken Huffer
Subject: RE: Budget adjustments for 15-16

Yowzer – I remember that!

Well, we will need to have everything ready for the Board's Informal by Friday then. That includes budget changes for 16-17 and all appropriation transfer requests. I know you and Ken are meeting this morning to go over the list of appropriation transfers to be addressed. Please don't forget the contingency transfers for 10-39 and the asbestos mitigation for the HHS admin house.

Thanks, Laura

Laura Tschabold, MPA
County Administrator
Yamhill County
434 NE Evans Street
McMinnville, OR 97128
W: 503.434.7501 F: 503.434.7553
tschabol@co.yamhill.or.us

form to KH

\$50,000
done 12/15
BO 15-910



From: Becky Weaver
Sent: Tuesday, June 07, 2016 8:43 AM
To: Laura Tschabold <tschabold@co.yamhill.or.us>
Cc: Ken Huffer <hufferk@co.yamhill.or.us>
Subject: RE: Budget adjustments for 15-16

Thanks, I will know for certain if I need to do that or not by then and if I do, I will have the form(s) completed. Thanks, Becky

FYI – I will be out of the office Monday and Tuesday of next week. Monday is high school graduation and that night I am volunteering for the all night party. B

From: Laura Tschabold
Sent: Tuesday, June 07, 2016 8:39 AM
To: Becky Weaver <weaverb@co.yamhill.or.us>
Cc: Ken Huffer <hufferk@co.yamhill.or.us>
Subject: RE: Budget adjustments for 15-16

I'm sorry – I didn't realize it would entail moving appropriation authority. I will need these forms completed along with all the others – by the end of the week to take to the Board at Informal on Tuesday.

Thanks, Laura

STATEYAM REPORT
 FISCAL YEAR 07/01/15
 PERIOD 07/01/15 THRU 06/07/16

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Becky Weaver

From: Laura Tschabold
Sent: Wednesday, June 08, 2016 12:53 PM
To: Lana Drew
Cc: Ken Huffer; Al Westhoff; Stan Primozich; Becky Weaver; Ken Huffer
Subject: RE: Appropriation Authority for FY 2015-2016

Thank you Lana! Laura

Laura Tschabold, MPA
County Administrator
Yamhill County
434 NE Evans Street
McMinnville, OR 97128
W: 503.434.7501 F: 503.434.7553
tschabol@co.yamhill.or.us



From: Lana Drew
Sent: Wednesday, June 08, 2016 12:41 PM
To: Laura Tschabold <tschabol@co.yamhill.or.us>
Cc: Ken Huffer <hufferk@co.yamhill.or.us>; Al Westhoff <westhoffa@co.yamhill.or.us>; Stan Primozich <primozichs@co.yamhill.or.us>
Subject: RE: Appropriation Authority for FY 2015-2016

20-92-950.01

Hello Laura and Ken,

I've spoken with Al and he is in agreement with Leslie's proposal to move the contingency \$17,318 to the event center exp as needed for this year's coverage. 20-82-511.19

We will be able to take the funds for the current sewer project as well as the communications project out of what we already have in capital improvements.

If you have further questions Al may be reached at 971-241-1137.

Thank you!

*Lana Drew
Office Manager
Yamhill County Fairgrounds
2070 NE Lafayette Ave.
McMinnville, OR 97128
Phone 503-434-7524
Fax 503-435-1860*

From: Laura Tschabold
Sent: Thursday, June 02, 2016 11:09 AM

To: Lana Drew
Cc: Ken Huffer; Al Westhoff; Stan Primozych
Subject: FW: Appropriation Authority for FY 2015-2016
Importance: High

Hi, Lana – can you please discuss this with Al? the deadline for this to get to me and Ken and Becky is June 9, next Thursday. I'd like you and Al to confirm Leslie's estimates - or if he has different ideas, you and Al should provide us with the proper numbers by the deadline.

Thanks very much. Laura

Laura Tschabold, MPA
County Administrator
Yamhill County
434 NE Evans Street
McMinnville, OR 97128
W: 503.434.7501 F: 503.434.7553
tschabol@co.yamhill.or.us



From: Ken Huffer
Sent: Thursday, June 02, 2016 9:53 AM
To: Laura Tschabold <tschabol@co.yamhill.or.us>
Subject: FW: Appropriation Authority for FY 2015-2016
Importance: High

Thank you,
Ken Huffer
Deputy County Administrator
Yamhill County
535 NE 5th St.
McMinnville, Oregon 97128
Ph: 503-474-6270 Fax: 503-434-7553
Email: hufferk@co.yamhill.or.us
Website: www.co.yamhill.or.us

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From: Leslie Lewis [<mailto:leslie.lewis@uptimer.com>]
Sent: Wednesday, May 18, 2016 12:51 PM
To: Ken Huffer <hufferk@co.yamhill.or.us>; Al Westhoff <westhoffa@co.yamhill.or.us>
Cc: Laura Tschabold <tschabol@co.yamhill.or.us>; Chuck Vesper <vesperc@co.yamhill.or.us>
Subject: Re: Appropriation Authority for FY 2015-2016
Importance: High

Dear Ken and Al,

Hi! Attached is my 15-16 Cash Flow Projection for the Fair as of the end of April.

Our budgeted Appropriation Authority for FY 15-16 is \$611,414 (includes \$13,141 for debt service and \$17,318 for contingency). I am projecting that our expenses will be about \$579K. At first blush, it appears that we are well within our authority. **However, certain circumstances could push those expenses over \$600K (please see my caveats below).**

Because of this possibility, I recommend the following:

1. Transfer the Fair's \$17,318 in contingency to 20-82-511.19 Event Center Supplies. (This is transfer of approps authority only, not funds). Budgeted contingency does not give a department spending authority. Contingency must be moved to an expense account to be part of our approps authority. I learned that from John K years ago. (NOTE: This wasn't done last year. If our \$4554 contingency for 14-15 had been moved to an expense account, then the Fair would not have been \$4185 over our authority).

This transfer of approps authority should ensure that the Fair expenses for 15-16 does not exceed our authority.

2. Depending on Al's estimate of upcoming expenses (event center supplies and capital), please consider also transferring another \$10K of approps authority to the Fair from another fund.

My projection of \$579K expenses includes:

- Payroll & taxes through June 30 for Al, Lana and Austin
- 12 months of phone & utilities
- Temp office help (contract services) of \$15K for the year
- 12 months of telecom and motor pool charges
- 12 months of payment for two work crew supervisors & inmates plus \$1000 for OT for Dwight
- \$27K of capital expenditures (which matches Al's estimate to the Board given to us in December)
- An additional expenditure of \$2100 for bedding materials (shavings for horse stalls). We've only been spending about \$100 per month (the price must be down this year)
- 12 months of Event Center supplies including \$6700 for April, May and June. These are mostly BofA expenses for Dwight and Al.

I believe that my expense projections are realistic, perhaps a little high, **but my caveats are as follows:**

1. Please check with Al about Event Center supplies projected to year end. My April 30 projection has actual BofA expenses through March. As I mention above, I am estimating \$6700 for April-June. Al would have a better estimate than me for these expenses for the final three months of the year. This category also includes any supplies that Lana purchases at Staples or other vendors. **So Al needs to give you a good estimate.**

2. Capital expenditures may end up much higher than \$27K for the year. I am estimating \$16K left to spend for remaining projects on Al's list (for a total of \$27K for the year) This \$16K should cover Al's remaining projects. However, we have another project that has come up. Replacement of an old cast iron sewer line at the Delashmutt Arena. We have one quote from Mr. Rooter (?) for \$20K. At our May Fair Board meeting, we voted to have Dwight pursue other quotes. This project may not get done until July, but it is very serious. Sewage backs up into the restrooms at the arena

and we must fix this prior to Fair. **Again, please consult with AI about his estimate of remaining capital expenditures for May and June.**

As you can see, depending on AI's estimates for May and June, our expenses could top \$600K. **We definitely need the Fair's contingency to be moved to 20-82-511.19 to be proactive.**

I hope this helps! Please let me know if you have questions.

Best wishes,

Leslie Lewis
Yamhill County Fair Board finance committee member

Cell: 503-577-4321

From: [Ken Huffer](#)
Sent: Tuesday, May 17, 2016 4:40 PM
To: <mailto:leslie.lewis@uptimer.com> ; [Al Westhoff](#)
Cc: [Laura Tschabold](#) ; [Chuck Vesper](#)
Subject: FW: Appropriation Authority for FY 2015-2016

Hi Leslie,

We were hoping you could help us out with this year's Fair budget. We were reviewing appropriation authority and year to date expenditures for all departments and we have concerns with the Fair budget. Can you take a look at the Fair budget and let us know if the Fair is going to need assistance with this year's budget? Any transfer requests or changes to the current year's appropriation authority will need to be submitted to us by 6/9/16, so we can prepare the required forms for Board consideration on 6/14/16. Please let us know if you have any questions.

Thank you very much,

Ken Huffer
Yamhill County

535 NE 5th St.
McMinnville, Oregon 97128
Ph: 503-474-6270 Fax: 503-434-7553
Email: hufferk@co.yamhill.or.us
Website: www.co.yamhill.or.us

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From: Ken Huffer
Sent: Tuesday, May 17, 2016 4:31 PM
To: _Department Heads <DepartmentHeads@co.yamhill.or.us>; _Division Managers <DivisionManagers@co.yamhill.or.us>
Cc: Laura Tschabold <tschabold@co.yamhill.or.us>; Chuck Vesper <vesperc@co.yamhill.or.us>; Becky Weaver <weaverb@co.yamhill.or.us>
Subject: Appropriation Authority for FY 2015-2016
Importance: High

Good afternoon everyone,

As the 2015-2016 Budget Year is coming to a close, we wanted to remind you to please evaluate your budgets and determine if your end of year appropriation authority is on track. If you determine that you may have issues at the end of the year, please contact let us know. Any requests for assistance with your appropriation authority will need to be submitted by June 9, 2016. If you have any questions, please let me know.

Thank you,

Ken Huffer

Yamhill County

535 NE 5th St.

McMinnville, Oregon 97128

Ph: 503-474-6270 Fax: 503-434-7553

Email: hufferk@co.yamhill.or.us

Website: www.co.yamhill.or.us

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LAURA S. TSCHABOLD
COUNTY ADMINISTRATOR

CHARLES G. VESPER
DEPUTY ADMINISTRATOR

MEMORANDUM

TO: Board of Commissioners
DATE: March 3, 2016
FROM: Laura Tschabold

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| 010-002-699.01 | 010-041 (Jail) | 150,000 ✓ |
| 010-002-699.01 | 010-043 (Patrol) | 150,000 ✓ |

Please let me know if you have any questions or concerns.

Laura Tschabold

STATEYAM REPORT
 FISCAL YEAR 07/01/15
 PERIOD 07/01/15 THRU 06/07/16

| | 974392.00 | 825457.82 | 825457.82 | 148934.18 | 84.715% | 9.2000 |
|-----------------------------|------------|------------|------------|-----------|----------|--------|
| TOTAL FOR PERSONNEL | 974392.00 | 825457.82 | 825457.82 | 148934.18 | 84.715% | 9.2000 |
| CENTRAL SUPPLIES | 11469.00 | 1391.75 | 1391.75 | 10077.25 | 12.13 | |
| CLEANING SUPPLIES | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | |
| PUBLICATIONS & DUES | 250.00 | 158.56 | 158.56 | 91.44 | 63.42 | |
| SOFTWARE | 16200.00 | 4659.15 | 4659.15 | 11540.85 | 28.76 | |
| DEPT. EQUIPMENT + 15,000 | 20000.00 | 77109.49 | 77109.49 | 57109.49 | 385.54 | |
| PROFESSIONAL SERVICE | 22000.00 | 11271.94 | 11271.94 | 10728.06 | 51.23 | |
| MISC TRAINING | 17000.00 | 50.95 | 50.95 | 16949.05 | 0.30 | |
| TELEPHONE | 4700.00 | 3099.93 | 3099.93 | 1600.07 | 65.95 | |
| DATA CIRCUIT | 16000.00 | 13521.49 | 13521.49 | 2478.51 | 84.50 | |
| POSTAGE | 500.00 | 18.18 | 18.18 | 481.82 | 3.63 | |
| TRAVEL EXPENSE | 8500.00 | 3261.85 | 3261.85 | 5238.15 | 38.37 | |
| COPY MACHINES/MAINT | 1200.00 | 1350.50 | 1350.50 | 150.50 | 112.54 | |
| DP EQUIP MAINT | 11000.00 | 0.00 | 0.00 | 11000.00 | 0.00 | |
| SW LIC/SUP-APPLICATI | 134000.00 | 170346.42 | 170346.42 | 36346.42 | 127.12 | |
| SW LIC/SUP-OPERATION | 3500.00 | 29.95 | 29.95 | 3470.05 | 0.85 | |
| OTHER EXPENSE | 1500.00 | 63.00 | 63.00 | 1437.00 | 4.20 | |
| OTHER PROGRAMS | 1.00 | 0.00 | 0.00 | 1.00 | 0.00 | |
| BUILDING RESERVE | 16560.00 | 12420.00 | 12420.00 | 4140.00 | 75.00 | |
| INTERNAL TELECOMMUNI | 6560.00 | 5957.46 | 5957.46 | 602.54 | 90.81 | |
| EQUIPMENT REPLACEMENT | 6100.00 | 6100.00 | 6100.00 | 0.00 | 100.00 | |
| CO INT PEL RESERVES | 0.00 | 1923.17 | 1923.17 | 1923.17 | 0.00 | |
| TELECOMM PER CALL AN | 479.00 | 444.05 | 444.05 | 34.95 | 92.70 | |
| TOTAL FOR MATERIALS | 297719.00 | 313177.84 | 313177.84 | 15458.84 | 105.192% | |
| DP EQUIP PURCHASE + 75,000 | 167500.00 | 327078.37 | 327078.37 | 159578.37 | 195.27 | |
| TOTAL FOR CAPITAL + 125,000 | 167500.00 | 327078.37 | 327078.37 | 159578.37 | 195.271% | |
| ENDING BALANCE | 58036.00 | 0.00 | 0.00 | 58036.00 | 0.00 | |
| TOTAL FOR BALANCES | 58036.00 | 0.00 | 0.00 | 58036.00 | % | |
| FUND TOTAL | 1497647.00 | 1465714.03 | 1465714.03 | 31932.97 | | |
| TOTAL EXPENDITURES | 1497647.00 | 1465714.03 | 1465714.03 | 31932.97 | | |