



Oregon

Theodore R. Kulongoski, Governor

Department of Land Conservation and Development

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EXHIBIT: LAND CONSERVATION & DEVELOPMENT
COMMISSION
DATE: 1-24-08
PAGES:
SUBMITTED BY: LCD Staff

AGENDA LCDC BUDGET AND MANAGEMENT SUBCOMMITTEE

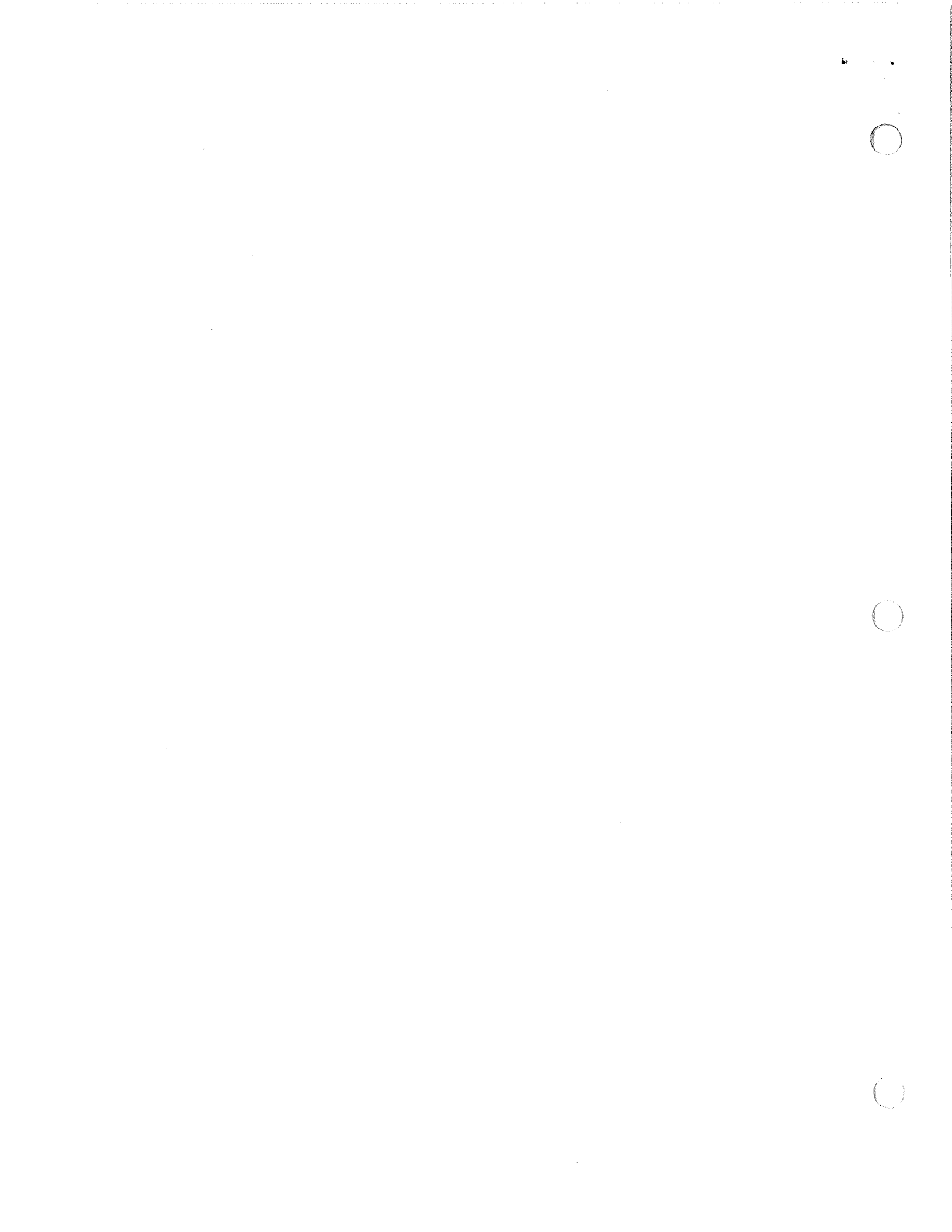
Gresham City Hall

1333 NW Eastman Parkway

Gresham OR 97030

Thursday, January 24, 2008 (8:00 a.m.)

1. Call to Order
2. Agency Business Report
 - Final Reversion Rate for 2005-07
 - Budget Report 2007-09
 - Business Manager Approvals
 - Review of 2007 Agency Head Transactions
 - 2009-11 Budget Development: Initial conversation will be handled in LCDC Agenda Item #9
3. Adjourn





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January 17, 2008



TO: LCDC Budget and Management Subcommittee

FROM: Teddy Leland, DLCD Operations Services Division Manager
Shawn Range, DLCD Fiscal Analyst 2

SUBJECT: Agency Business Report for January 24, 2008
BAM Subcommittee Meeting, 8 a.m.
Gresham City Hall, 1333 NW Eastman Parkway, Gresham OR 97030

Budget Information for 2005-07

The department's 2005-07 biennial budget closed December 31, 2007. The final reversion rates for 2005-07 are as follows:

- General Fund Planning Program: \$2,142.60
- General Fund Landowner Notification Program: \$188,674.34
- General Fund Grant Program: \$81,260.89

- Total reversion: \$272,077.83
- Total reversion rate: 1.94%

Budget Execution Information for 2007-09

The department is rolling out division budgets. In the meantime, the department's 2007-09 Legislatively Adopted Budget is:

	General Fund	Other Funds	Federal Funds	Total Funds	POS/FTE
Planning & Administration	13,241,949	798,687	4,741,306	18,781,942	78/68.21
Grants	2,720,632		1,621,763	4,342,395	
Grand Total	15,962,581	798,687	6,363,069	23,124,337	78/68.21

Shawn Range, our Fiscal Analyst, will be discussing the LCDC BAM Subcommittee Budget Report with you at your January 24, 2008, meeting. (Attachment #1)

- 1) Please note on these monthly reports, the following items:

- a. The definition of variance needs to be carefully considered. **Variance is not the same as reversion.** Variance in the current period is the deviation between budgeted amount and what was actually spent in the current period. Variance for biennium year-to-date is the deviation between budgeted biennium year-to-date and actuals spent to-date.
 - b. Variances in monthly reports can be caused by a variety of factors. In the current period, the variance is driven by vacancies, vacation leave, and Federal Funds grant activity. In biennium year-to-date period, variance is driven by the cumulative effect of prior and current monthly reporting and when the actual payment is made.
- 2) Projections for the services and supplies models have been “straight-lined” in anticipation of more in-depth discussions and reviews occurring as division budgets are developed. Division budgets have been agreed upon and you will notice the reflection of division budgets in your December report.
 - 3) There are no expenditures to date in the General Fund Grants Program. General Fund and Federal Funds grant applications are underway.
 - 4) The department’s budget is anticipated to change as a result of February 2008 Legislative Special Session for both Measure 49 funding and potential Land Use Review Task Force efforts. Once information has been approved by the legislature and certified by DAS, the department will be changing its spending plans to reflect these additional General Fund dollars.

2009-11 Budget Development

The department is beginning its 2009-11 Agency Request Budget Development cycle. The Department of Administrative Services’ Budget and Management Division is evaluating its processes. As a result, agency processes and accompanying deadlines may change throughout the budget development cycle for 2009-11.

A tentative timeline is as follows:

Date	Description
January 24-25, 2008	Legislative Concepts Briefing
	Policy Package Concepts reviewed through LDCD Agenda Item #9
March 19-21, 2008	Legislative Concepts approved for submittal to DAS in early April 2008
	Proposed changes to Key Performance Measures presented for discussion. Informal criteria review due to BAM by April 30, 2008.
April 31, 2008	Draft 2009-11 Policy Package narratives presented for review
	Information Resources Management Plan, Sustainability Plan drafts presented for discussion
June 18-20, 2008	Final Policy Packages, Information Resources Management Plan, Sustainability Plan, Proposed Changes to Key Performance Measures presented

2007-09 Business Manager Approvals

I have reviewed and approved November and December time and leave reporting for Acting Director Cora Parker. These timesheets will be provided to you for your review and signature at your January 24, 2008, meeting. One travel claim has been processed at this time for Acting Director Cora Parker for November 2007 in the amount of \$513.17. This travel claim will be provided to you for your review and acknowledgement at your January 24, 2008, meeting.

A summary of all agency head transactions in Attachment #2 is presented for your annual review per DLCD Policy #03-01: LCDC BAM Subcommittee. You'll note Acting Director Parker's leave has been approved via the timesheet and is reflected on her Group-wise calendar.

c: Satish Upadhyay, BAM Analyst
Susan Jordan, LFO



Department of Land Conservation & Development
Agency Wide Total Funds
With Actuals through November 2007

Amount of Biennium Completed 21%

	Legislatively Adopted Budget 07/09	Biennium to Date Actuals through November	Biennium to Date Available
GF Operations	13,241,949	3,120,272	10,121,677
OF Operations	798,887	142,778	655,909
FF Operations	4,741,306	786,833	3,954,473
FF Grants	1,621,763	10,000	1,611,763
GF Grants	2,720,632	-	2,720,632
Total Funds	23,124,337	4,059,882	19,064,455
Percentage of GF Operations Budget Spent		24%	
Percentage of OF Operations Budget Spent		18%	
Percentage of FF Operations Budget Spent		17%	
Percentage of FF Grant Budget Spent		1%	
Percentage of GF Grant Budget Spent		0%	
Percentage of Total Funds Budget Spent		18%	

Department of Land Conservation & Development
Agency Wide Total Funds
With Actuals through November 2005

	Legislatively Adopted Budget 05/07 including Emergency Board	Biennium to Date Actuals through November	Biennium to Date Available
GF Operations	11,904,503	2,143,737	9,760,766
OF Operations	922,472	133,140	789,332
FF Operations	4,309,984	685,766	3,624,218
FF Grants	1,573,000	27,092	1,545,908
GF Grants	2,153,863	-	2,153,863
Total Funds	20,863,822	2,989,735	17,874,087
Percentage of GF Operations Budget Spent		18%	
Percentage of OF Operations Budget Spent		14%	
Percentage of FF Operations Budget Spent		16%	
Percentage of FF Grant Budget Spent		2%	
Percentage of GF Grant Budget Spent		0%	
Percentage of Total Funds Budget Spent		14%	

	Current Period			Bi Year to Date		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
DEPARTMENT WIDE SUMMARY						
General Fund	661,194	637,309	\$ 23,884	3,359,678	3,120,272	\$ 239,407
Other Funds	37,786	26,991	\$ 10,795	188,199	142,778	\$ 45,421
Federal Funds	240,069	154,295	\$ 85,774	1,009,929	796,833	\$ 213,096
TOTAL	\$ 939,048	\$ 818,595	\$ 120,454	\$ 4,557,806	\$ 4,059,882	\$ 497,924

	Current Period			Bi Year to Date		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
OPERATIONS / PLANNING SUMMARY						
General Fund	654,671	637,309	\$ 17,362	3,333,588	3,120,272	\$ 213,316
Other Funds	37,786	26,991	\$ 10,795	188,199	142,778	\$ 45,421
Federal Funds	198,428	154,295	\$ 44,133	964,245	786,833	\$ 177,412
TOTAL	\$ 890,885	\$ 818,595	\$ 72,290	\$ 4,486,032	\$ 4,049,882	\$ 436,149

	Current Period			Bi Year to Date		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
GRANT SUMMARY						
General Fund	6,523	-	\$ 6,523	26,090	-	\$ 26,090
Other Funds	-	-	\$ -	-	-	\$ -
Federal Funds	41,641	-	\$ 41,641	45,684	10,000	\$ 35,684
TOTAL	\$ 48,163	\$ -	\$ 48,163	\$ 71,774	\$ 10,000	\$ 61,774

Based on 2007-09 Legislatively Adopted Budget Model

DEPARTMENT OF LAND CONSERVATION & DEVELOPMENT (66000)

November-07

	Current Period			Bi Year to Date		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
PERSONAL SERVICES						
Personal Services Total	\$ 504,911	\$ 456,411	\$ 48,500	\$ 2,507,701	\$ 2,341,959	\$ 165,742

DEPARTMENT-WIDE

	Current Period			Bi Year to Date		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
SERVICES AND SUPPLIES						
Instate Travel	12,894	6,608	\$ 6,286	64,468	70,112	\$ (5,644)
Out of State Travel	1,213	1,085	\$ 128	6,066	3,602	\$ 2,463
Employee Training	3,829	1,152	\$ 2,677	19,146	21,636	\$ (2,490)
Office Expenses	11,363	2,615	\$ 8,748	56,813	32,745	\$ 24,068
Telecommunications	5,969	7,996	\$ (2,027)	28,296	34,269	\$ (5,973)
State Gov Service Charges	2,585	2,170	\$ 415	128,542	126,319	\$ 2,223
Data Processing	3,408	-	\$ 3,408	17,040	-	\$ 17,040
Publicity & Publications	647	91	\$ 556	3,237	5,009	\$ (1,771)
Professional Services	30,202	6,204	\$ 23,997	134,810	31,956	\$ 102,854
IT Professional Services	10,763	-	\$ 10,763	48,261	29,360	\$ 18,901
Attorney General	260,689	300,793	\$ (40,104)	1,273,443	1,190,415	\$ 83,027
Employee Recruitment & Develop	1,253	-	\$ 1,253	6,264	1,599	\$ 4,664
Dues & Subscriptions	-	-	\$ -	-	1,507	\$ (1,507)
Facilities Rental & Taxes	31,992	27,568	\$ 4,424	146,100	113,529	\$ 32,571
Fuels & Utilities	114	-	\$ 114	570	-	\$ 570
Facilities Maintenance	163	-	\$ 163	813	-	\$ 813
Other Services & Supplies	2,273	1,929	\$ 344	11,363	16,869	\$ (5,506)
Expendable Prop \$250-\$5000	762	1,064	\$ (302)	3,812	6,561	\$ (2,749)
IT Expendable Property	5,858	2,909	\$ 2,949	29,289	15,906	\$ 13,383
Sub Total	385,975	362,184	\$ 23,791	1,978,331	1,701,394	\$ 276,937

	Budgeted	Actual	Variance	Budgeted	Actual	Variance
PERSONAL SERVICES & SERVICES						
Total	\$ 890,885	\$ 818,595	\$ 72,290	\$ 4,486,032	\$ 4,043,353	\$ 442,679

	Budgeted	Actual	Variance	Budgeted	Actual	Variance
SPECIAL PAYMENTS						
Distribution to Cities	-	-	\$ -	2,647	-	\$ 2,647
Distribution to Counties	36,904	-	\$ 36,904	36,904	10,000	\$ 26,904
Distribution to Other Gov Units	4,271	-	\$ 4,271	4,271	6,529	\$ (2,258)
Distribution to Individuals	459	-	\$ 459	1,836	-	\$ 1,836
Other Special Payments	6,529	-	\$ 6,529	26,117	-	\$ 26,117
Spc Pmt to Dept of Transportation	-	-	\$ -	-	-	\$ -
Total	48,163	-	\$ 48,163	71,774	16,529	\$ 55,245

	Budgeted	Actual	Variance	Budgeted	Actual	Variance
DECD AGENCY EXPENSES						
Total	\$ 939,048	\$ 818,595	\$ 120,454	\$ 4,557,806	\$ 4,059,882	\$ 497,924

OPERATIONS / PLANNING Program Unit	Current Period			Bi Year to Date		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
PERSONAL SERVICES	504,911	\$ 456,411	\$ 48,500	2,507,701	\$ 2,341,959	\$ 165,742
Personal Services Total \$						

SERVICES AND SUPPLIES	Current Period			Bi Year to Date		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
Instate Travel	12,894	6,608	\$ 6,286	64,468	70,112	\$ (5,644)
Out of State Travel	1,213	1,085	\$ 128	6,066	3,602	\$ 2,463
Employee Training	3,829	1,152	\$ 2,677	19,146	21,636	\$ (2,490)
Office Expenses	11,363	2,615	\$ 8,748	56,813	32,745	\$ 24,068
Telecommunications	5,969	7,996	\$ (2,027)	28,296	34,269	\$ (5,973)
State Gov Service Charges	2,585	2,170	\$ 415	128,542	126,319	\$ 2,223
Data Processing	3,408	-	\$ 3,408	17,040	-	\$ 17,040
Publicity & Publications	647	91	\$ 556	3,237	5,009	\$ (1,771)
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Attorney General	260,689	300,793	\$ (40,104)	1,273,443	1,190,415	\$ 83,027
Employee Recruitment & Develop	1,253	-	\$ 1,253	6,264	1,599	\$ 4,664
Dues & Subscriptions	-	-	\$ -	-	1,507	\$ (1,507)
Facilities Rental & Taxes	31,992	27,568	\$ 4,424	146,100	113,529	\$ 32,571
Fuels & Utilities	114	-	\$ 114	570	-	\$ 570
Facilities Maintenance	163	-	\$ 163	813	-	\$ 813
Other Services & Supplies	2,273	1,929	\$ 344	11,363	16,869	\$ (5,506)
Expendable Prop \$250-\$5000	762	1,064	\$ (302)	3,812	6,561	\$ (2,749)
IT Expendable Property	5,858	2,909	\$ 2,949	29,289	15,906	\$ 13,383
Sub Total	385,975	362,184	\$ 23,791	1,978,331	1,701,394	\$ 276,937

PERSONAL SERVICES & SERVICES	Budgeted	Actual	Variance	Budgeted	Actual	Variance
Total \$	890,885	\$ 818,595	\$ 72,290	4,486,032	\$ 4,043,353	\$ 442,679

SPECIAL PAYMENTS	Budgeted	Actual	Variance	Budgeted	Actual	Variance
Distribution to Cities	-	-	\$ -	-	-	\$ -
Distribution to Counties	-	-	\$ -	-	-	\$ -
Distribution to Other Gov Units	-	-	\$ -	-	6,529	\$ (6,529)
Distribution to Individuals	-	-	\$ -	-	-	\$ -
Other Special Payments	-	-	\$ -	-	-	\$ -
Spc Prnt to Dept of Transportation	-	-	\$ -	-	-	\$ -
Total	-	-	\$ -	-	6,529	\$ (6,529)

OPERATIONS/PLANNING EXPENSES	Budgeted	Actual	Variance	Budgeted	Actual	Variance
Total \$	890,885	\$ 818,595	\$ 72,290	4,486,032	\$ 4,049,882	\$ 436,149

GRANT Program Unit

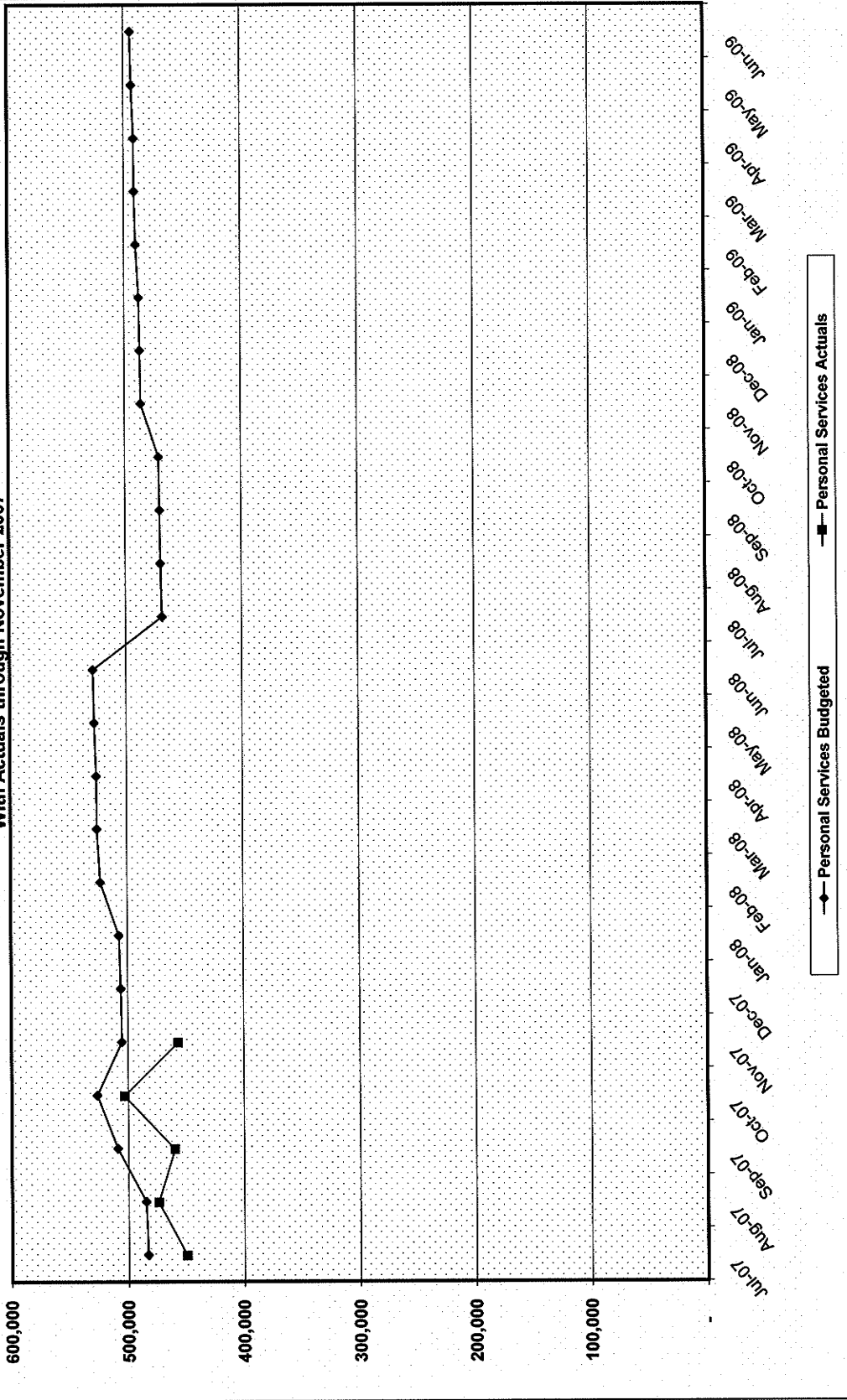
PERSONAL SERVICES	Current Period		Bi Year to Date	
	Budgeted	Actual	Budgeted	Actual
Personal Services Total	\$ -	\$ -	\$ -	\$ -
SERVICES AND SUPPLIES				
Instate Travel	-	\$ -	-	\$ -
Out of State Travel	-	\$ -	-	\$ -
Employee Training	-	\$ -	-	\$ -
Office Expenses	-	\$ -	-	\$ -
Telecommunications	-	\$ -	-	\$ -
State Gov Service Charges	-	\$ -	-	\$ -
Data Processing	-	\$ -	-	\$ -
Publicity & Publications	-	\$ -	-	\$ -
Professional Services	-	\$ -	-	\$ -
IT Professional Services	-	\$ -	-	\$ -
Attorney General	-	\$ -	-	\$ -
Employee Recruitment & Develop	-	\$ -	-	\$ -
Dues & Subscriptions	-	\$ -	-	\$ -
Facilities Rental & Taxes	-	\$ -	-	\$ -
Fuels & Utilities	-	\$ -	-	\$ -
Facilities Maintenance	-	\$ -	-	\$ -
Other Services & Supplies	-	\$ -	-	\$ -
Expendable Prop \$250-\$5000	-	\$ -	-	\$ -
IT Expendable Property	-	\$ -	-	\$ -
Sub Total	-	\$ -	-	\$ -

PERSONAL SERVICES & SERVICES	Current Period		Bi Year to Date	
	Budgeted	Actual	Budgeted	Actual
Total	\$ -	\$ -	\$ -	\$ -
SPECIAL PAYMENTS				
Distribution to Cities	-	\$ -	2,647	\$ 2,647
Distribution to Counties	36,904	\$ 36,904	36,904	\$ 36,904
Distribution to Other Gov Units	4,271	\$ 4,271	4,271	\$ 4,271
Distribution to Individuals	459	\$ 459	1,836	\$ 1,836
Other Special Payments	6,529	\$ 6,529	26,117	\$ 26,117
Spc Pmt to Dept of Transportation	-	\$ -	-	\$ -
Total	48,163	\$ 48,163	71,774	\$ 61,774

GRANT EXPENSES	Budgeted	Actual	Budgeted	Actual
Total	\$ 48,163	\$ -	\$ 71,774	\$ 10,000

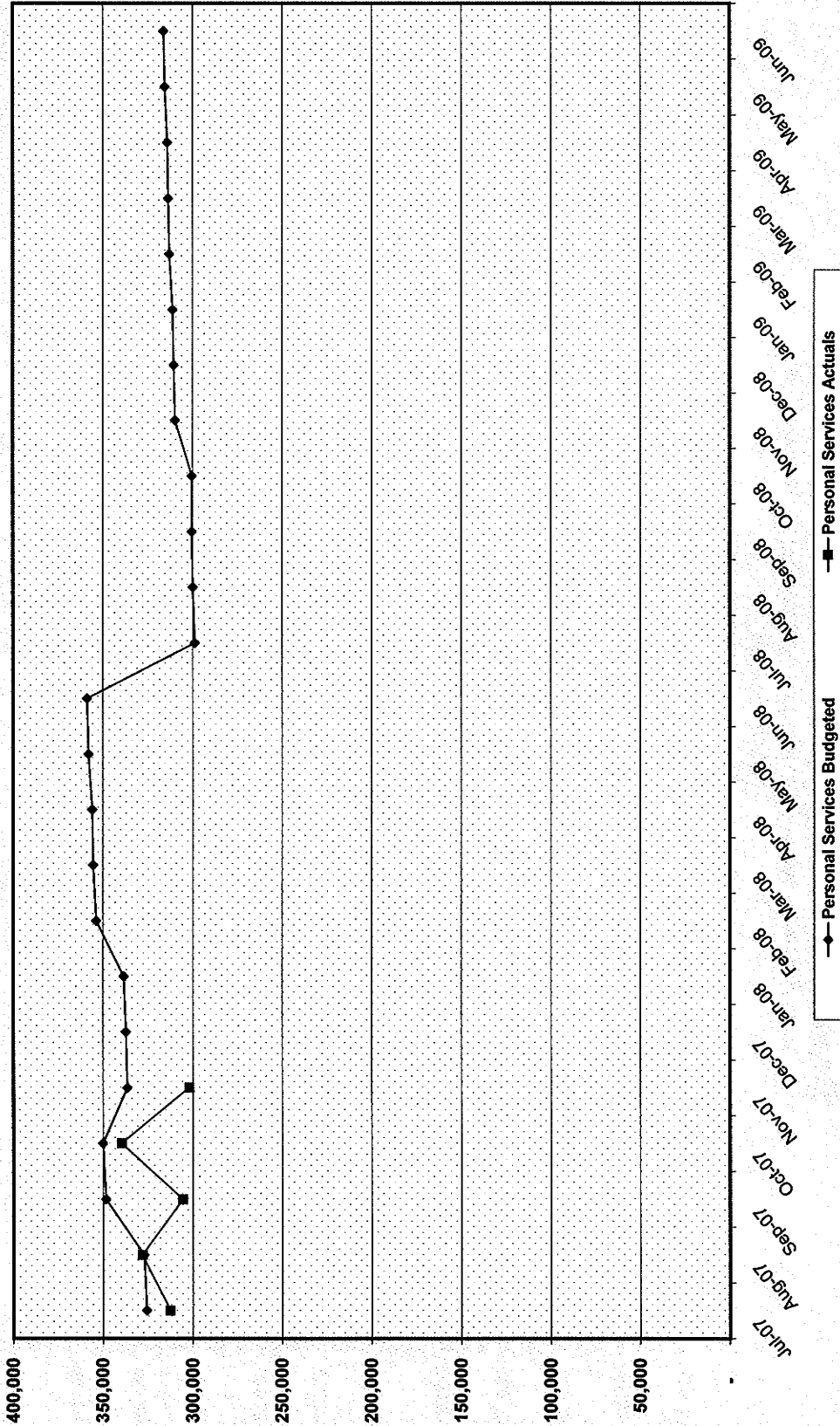
Department Of Land Conservation and Development Department - Wide Planning Program Personal Services Total Funds

With Actuals through November 2007



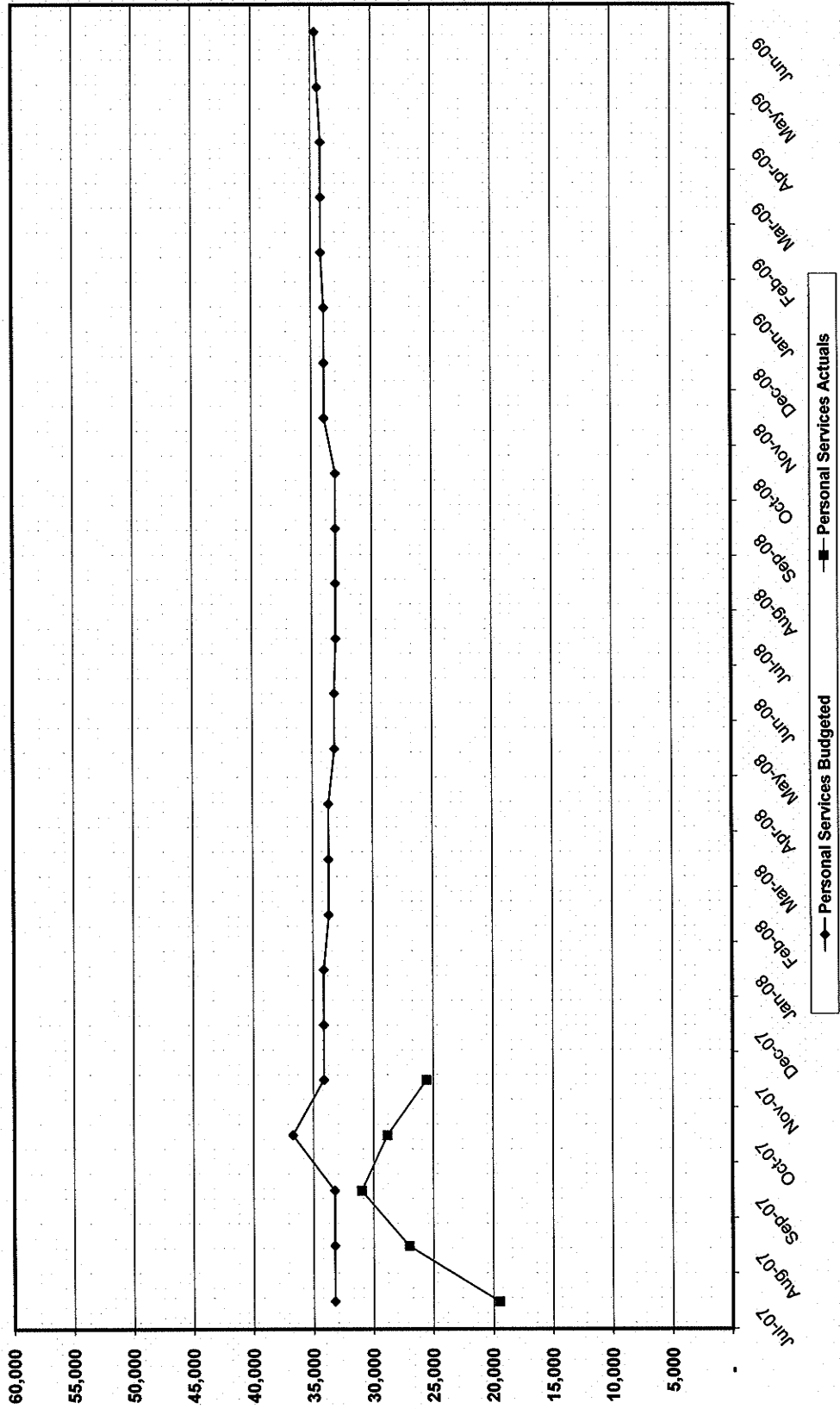
Department Of Land Conservation and Development Department - Wide Planning Program Personal Services General Funds

With Actuals through November 2007



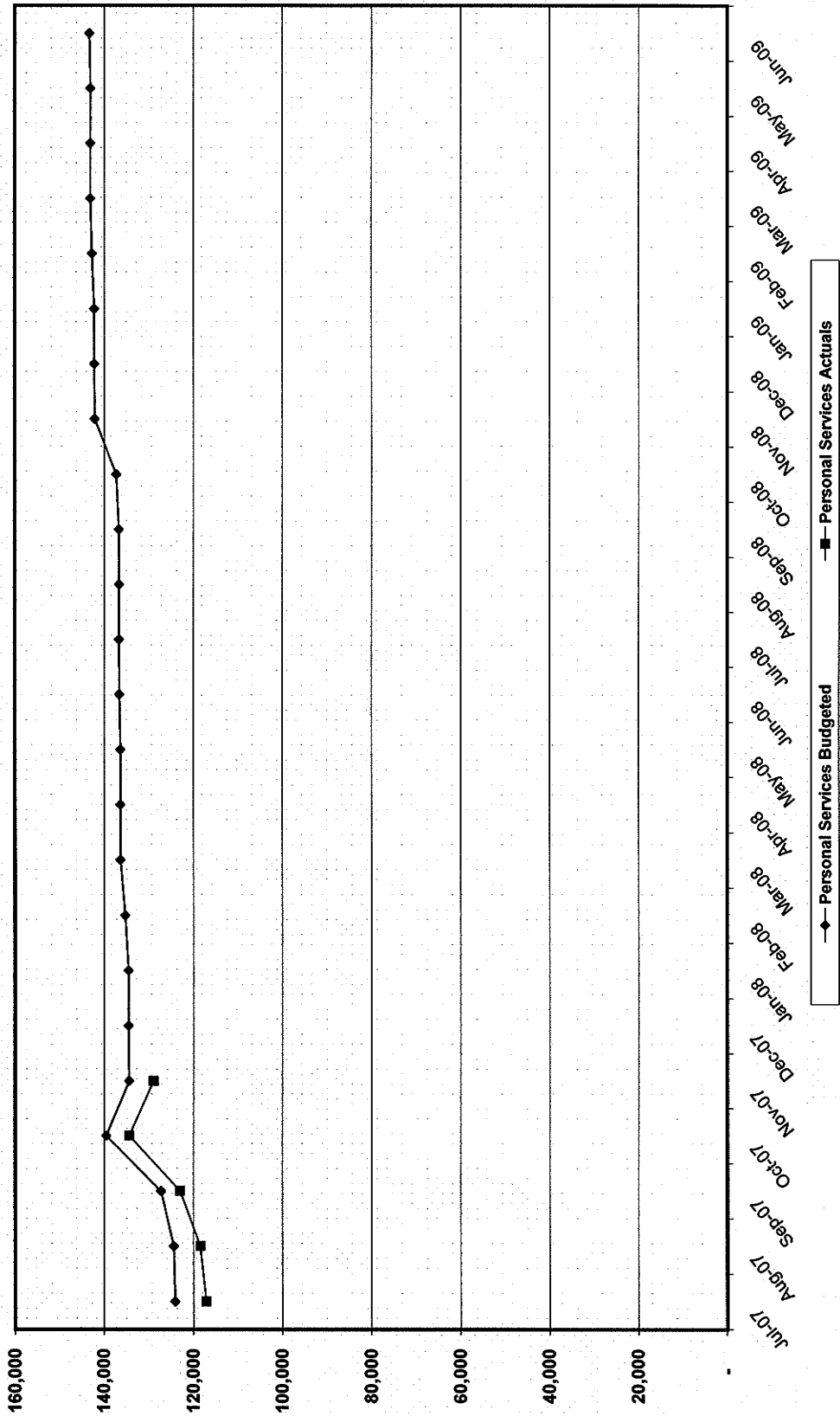
Department Of Land Conservation and Development Department - Wide Planning Program Personal Services Other Funds

With Actuals through November 2007



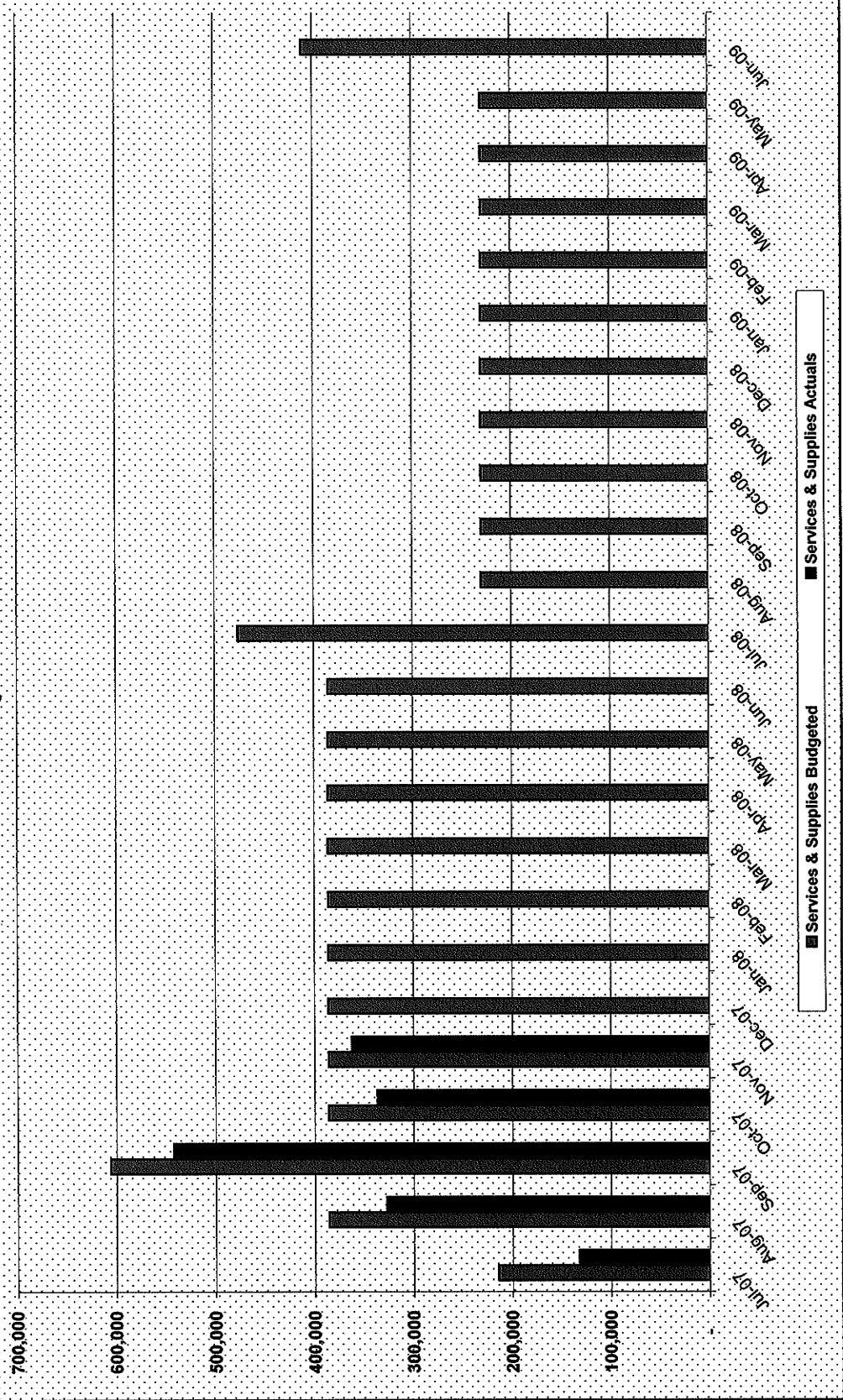
Department Of Land Conservation and Development Department - Wide Planning Program Personal Services Federal Funds

With Actuals through November 2007



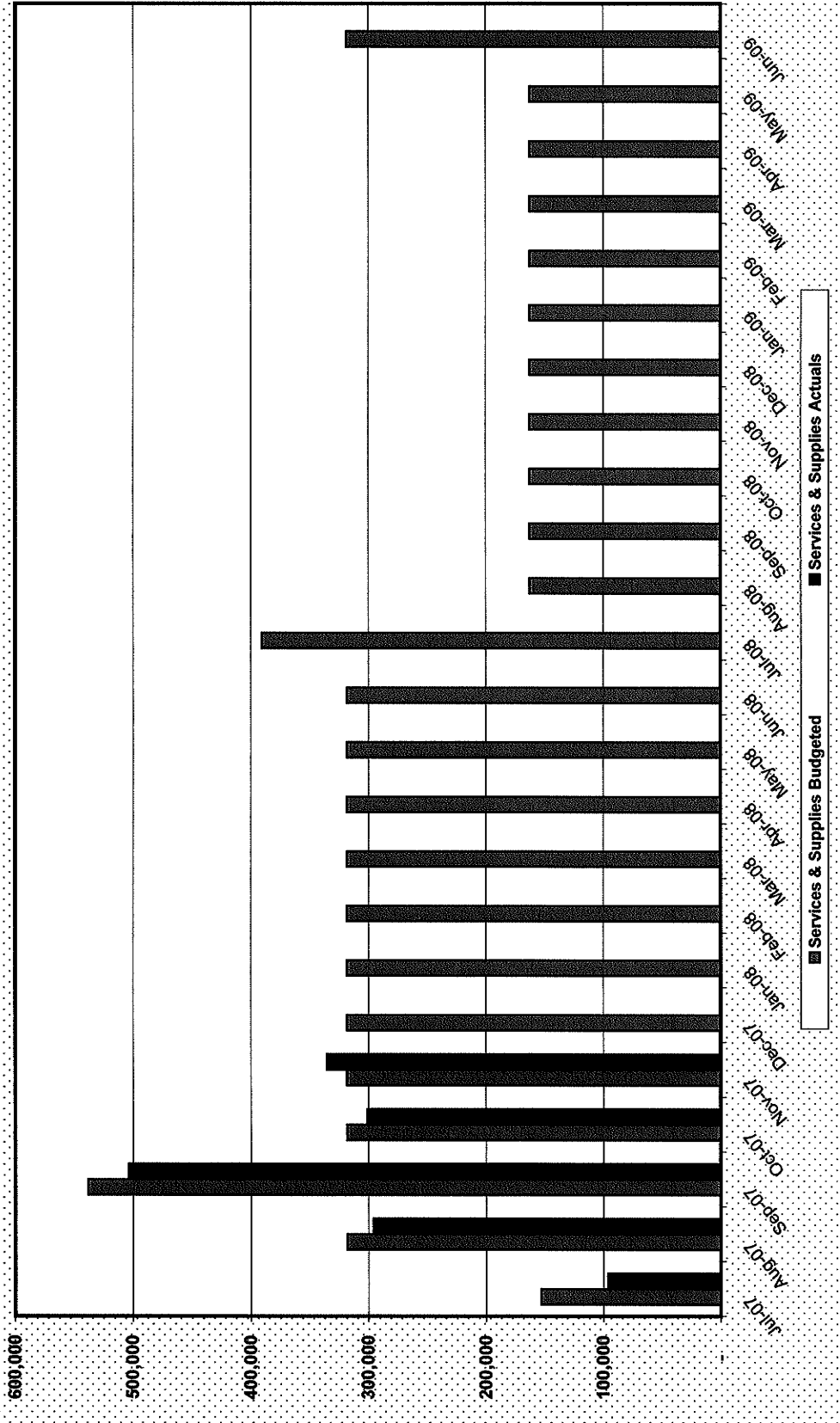
Department Of Land Conservation and Development Department - Wide Planning Program Services & Supplies Total Funds

With Actuals through November 2007



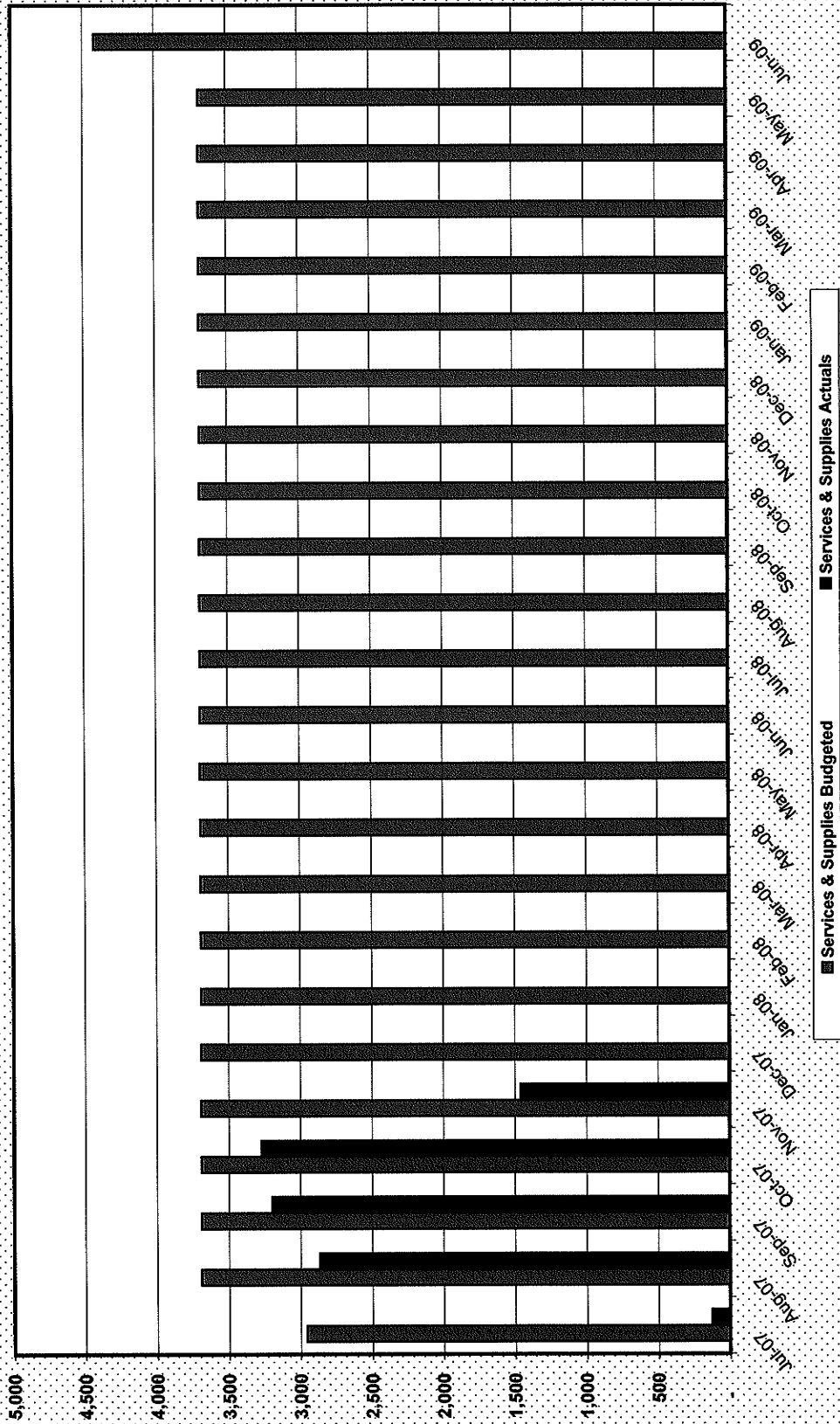
Department Of Land Conservation and Development Department - Wide Planning Program Services & Supplies General Funds

With Actuals through November 2007



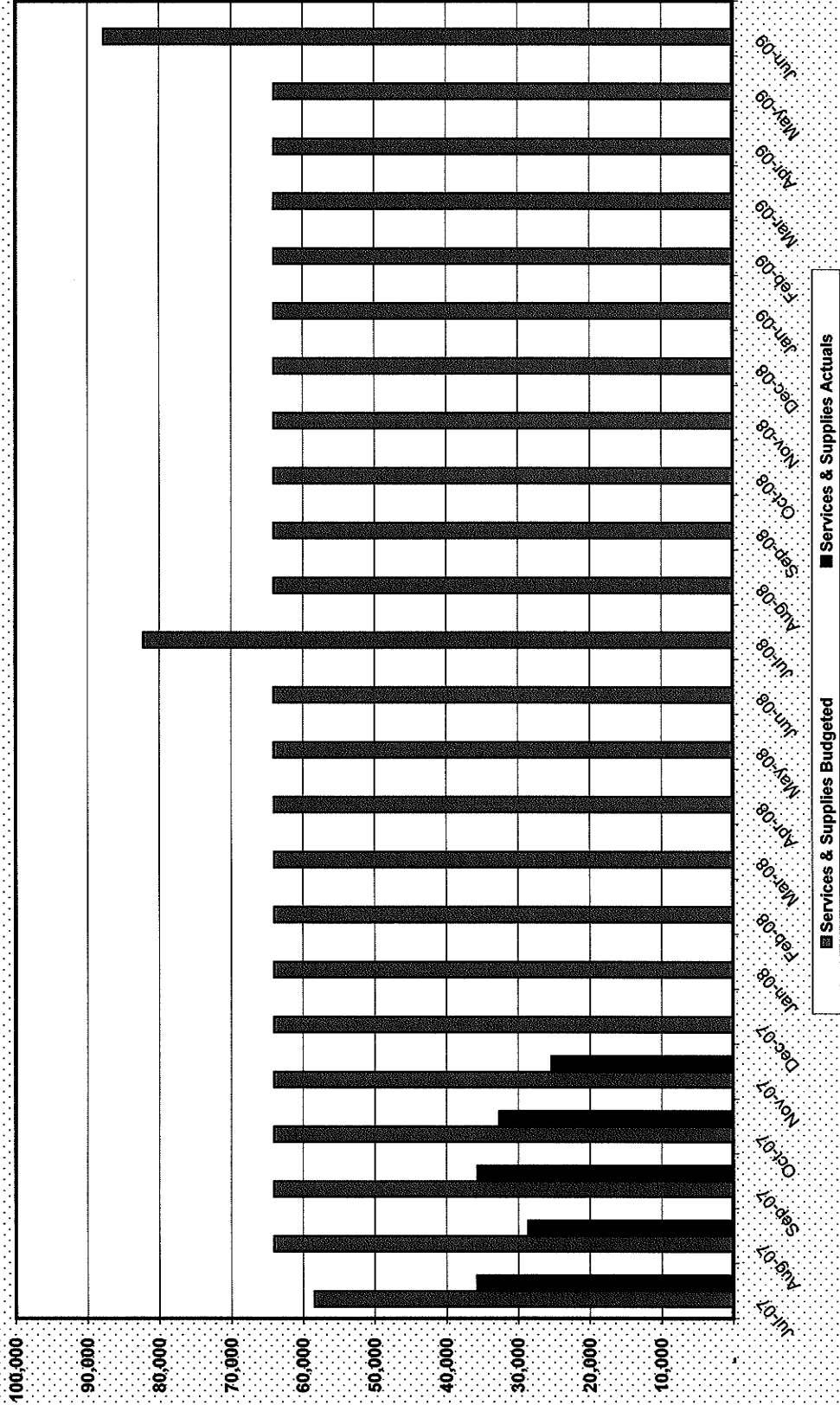
Department Of Land Conservation and Development Department - Wide Planning Program Services & Supplies

Agency Wide Other Funds
With Actuals through November 2007



Department Of Land Conservation and Development Department - Wide Planning Program Services & Supplies Federal Funds

With Actuals through November 2007







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January 24, 2007



TO: LCDC Budget and Management Subcommittee

FROM: Teddy Leland, DLCD Operations Services Division Manager

SUBJECT: Summary of Agency Head Transactions: Review
BAM Subcommittee Meeting, 8 a.m.

Teddy Leland, Operations Services Division Manager, notes that it is time for the annual review of agency head transactions according to OAM 10.90.00 PO *Approval of Agency Head Transactions* and DLCD Policy 03-01 *Agency Budget and Management*. All timesheets, leave requests, and travel expenses have been approved at each regular meeting of the LCDC BAM Subcommittee for 2007. There was a vacation payout for Shetterly upon his resignation from the department as reflected in the summary below. No exception performance leave was granted in 2007. Director Shetterly nor Acting Director Parker have a SPOTS card so no expenditures have been made using this state purchasing card.

A brief summary of 2007 transactions follows:

2005/2006 ANNUAL REVIEW OF AGENCY HEAD TRANSACTIONS:

January through December 2007

January 2007:	Timesheet for Shetterly & travel expense totaling \$412.31
February 2007:	Timesheet for Shetterly & travel expense totaling \$217.13
March 2007:	Timesheet for Shetterly & travel expense totaling \$ 62.08
April 2007:	Timesheet for Shetterly & travel expense totaling \$45.59
May 2007:	Timesheet for Shetterly & travel expense totaling \$190.12
June 2007:	Timesheet for Shetterly & travel expense totaling \$47.53
July 2007:	Timesheet for Shetterly, leave request & totaling \$125.13
August 2007:	Timesheet for Shetterly, leave request & travel expense totaling \$33.95, and vacation payout of 250 hours \$12,137.50
Sept 2007:	Timesheet for Parker with leave & travel expense totaling \$398.68
Oct 2007:	Timesheet for Parker with leave (no travel expense this mo.)
Nov 2007:	Timesheet for Parker with leave & travel expense totaling \$513.17
Dec 2007:	Timesheet for Parker with leave & travel expense totaling (no travel claim has been submitted as of 1/10/08)

Copies of agency head transactions, OAM 10.90.00 and DLCD Policy 03-01 will be available at our January 24, 2007, LCDC BAM Subcommittee Meeting.

