

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

CONSENT AGENDA REGULAR AGENDA

TO: Board of County Commissioners
County Administrator

DATE: November 1, 2010

SUBJECT: HEARING: 2010 Budget Supplemental/Extension Hearing

DESCRIPTION:

Various County Departments have requested 2010 budget appropriations and/or extensions.

STATEMENT OF ISSUE:

Per RCW 36.40.140 the BOCC must hold a public hearing regarding the proposed budget changes.

These budget changes are intended to improve the cost effectiveness and efficiency of the requesting departments.

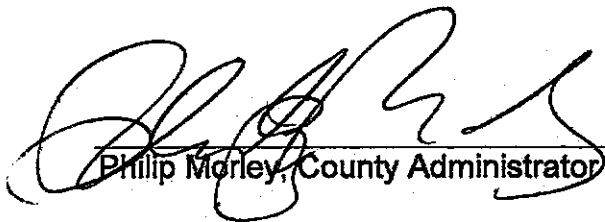
FISCAL IMPACT:


Provided in resolution

REQUESTED ACTION:

At the conclusion of the public hearing, approve a resolution authorizing the budget appropriations/extensions as presented.

REVIEWED BY:


Philip Morley, County Administrator


Date

**JEFFERSON COUNTY
STATE OF WASHINGTON**

ORDER: 2010 BUDGET APPROPRIATIONS/ }
EXTENSIONS FOR VARIOUS }
COUNTY FUNDS } **RESOLUTION NO. _____**

WHEREAS, the Jefferson County Board of Commissioners did on the 18th day of November, 2010 declare that an emergency existed for the listed expenses which are funded by additional sources which were not anticipated at the time of preparing said budgets; and such sources include unanticipated revenue received from fees, or grants from the State and Federal government, or proceeds from the sale of bonds, or budgeted but unexpended monies from the prior budget year; and,

WHEREAS, the Jefferson County Board of Commissioners did on the 18th day of October, 2010, set a hearing on said emergency for the 1st day of November, at the hour of 10:00 a.m. in the County Commissioners' Chamber, Courthouse, Port Townsend, Washington; and,

WHEREAS, Jefferson County has published notice of this hearing as provided in RCW 36.40.140 on October 20th and 27th, 2010 in the official newspaper of Jefferson County; and,

WHEREAS, this being the time and place set forth for said hearing and no objection or objection interposed;

NOW, THEREFORE, IT IS HEREBY ORDERED, by the Board of County Commissioners, that due to there being sufficient monies available in the Current Expense Fund and various other funds, that the County Auditor is hereby directed to extend the budget of the following funds by the amounts listed on the next page and per the attached requests.

Resolution No. _____ : 2010 Supplemental Budget Appropriations/Extensions

| FUND# | FUND NAME | AMOUNT FROM UNENCUMBERED FUND BALANCE | REVENUE | EXPENSE |
|--|---|---|-----------|-----------|
| CURRENT EXPENSE/GENERAL FUND | | | | |
| 001-118-000 | SHERIFF'S OFFICE | \$0 | \$25,257 | \$25,257 |
| | Total General Fund | \$0 | \$25,257 | \$25,257 |
| SPECIAL REVENUE/CAPITAL/ENTERPRISE/INTERNAL SERVICE FUNDS | | | | |
| 108-000-010 | WSU EXTENSION | \$0 | \$16,500 | \$16,500 |
| 150-000-010 | TREASURERS O & M | 0 | 9,000 | 9,000 |
| 155-000-010 | VETERANS RELIEF** | 0 | 15,000 | 15,000 |
| 174-000-010 | PARKS & RECREATION** | 4,416 | 26,127 | 30,543 |
| 302-000-010 | CAPITAL IMPROVEMENT** | 1,000 | 0 | 1,000 |
| 401-000-010 | PUBLIC WORKS/SOLID WASTE | 0 | 128,000 | 128,000 |
| 403-000-010 | PUBLIC WORKS/SOLID WASTE EQUIPMENT RESERVE** | 128,000 | 0 | 128,000 |
| | Total Other Funds | \$133,416 | \$194,627 | \$328,043 |

** There is enough unencumbered cash in the fund to cover the additional expenditure..

APPROVED this _____ day of November, 2010.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

David Sullivan, Chairman

ATTEST:

Phil Johnson, Member

Lorna Delaney, CMC
Clerk of the Board

John Austin, Member

TO: BOARD OF COUNTY COMMISSIONERS
 RE: Request for Emergency Budget Appropriation/Extension and Amendment

Date: October 13, 2010

Sheriff's Office

1180000

Department/Fund Name

Fund Number

Commissioners: (mark all that apply with an "X")

Please be advised that after a thorough examination of my current budget it appears that the amount allocated is insufficient to pay necessary expenses of this department for this year. After a careful examination of all the expenditures within the department budget with respect to present and future needs, I find that my budget is short. Therefore, for this current year for the reason's outlined below, I request an emergency appropriation and budget extension in the amount of:

For funds other than Current Expense (General Fund)- - Is there enough Fund Balance (unencumbered cash) to cover this additional expenditure?

Yes
 No

Please be advised that a revenue source (i.e. grant, new fee) has been received by this department which was not included in the annual budget at the time it was prepared. Therefore, I request an emergency appropriation and budget extension to include this new revenue in the budget this year as outlined below in the amount of:

| BARS Revenue # | Description | BUDGET | | |
|----------------------|---------------------------|-----------------|-----------------|-----------------|
| | | CURRENT | REVISION | AMENDED |
| 333.20.60.0020 | TZM COORD./TRAFFIC GRANTS | \$25,839 | \$20,257 | \$46,096 |
| 333.20.61.0120 | DOH CARFIT GRANT | \$0 | \$5,000 | \$5,000 |
| | | | | \$0 |
| | | | | \$0 |
| TOTAL REVENUE | | \$25,839 | \$25,257 | \$51,096 |

| BARS Expenditure # | Description | BUDGET | | |
|--------------------------|--------------------------|-----------------|-----------------|-----------------|
| | | CURRENT | REVISION | AMENDED |
| 52170.31.0015 | GRANT EXPENDITURES | \$0 | \$4,595 | \$4,595 |
| 52170.31.0020 | OPERATING TRAFFIC SAFETY | \$13,000 | \$6,193 | \$19,193 |
| 52170.10.0500 | OVERTIME | \$42,500 | \$11,376 | \$53,876 |
| 52170.51.0250 | PTPD GRANT SHARE | \$0 | \$3,093 | \$3,093 |
| | | | | \$0 |
| TOTAL EXPENDITURE | | \$55,500 | \$25,257 | \$80,757 |

Reason for Appropriation/Extension

Traffic Safety Grants are difficult to predict in advance. Therefore the revenue and expenses were not included in our original 2010 budget. The following grants have come in during 2010:

| | |
|-------------------------|-----------------|
| DOH Carfit | \$5,000 |
| WTSC X52 DUI/DHGN | \$5,822 |
| WTSC Speed Emphasis | \$7,001 |
| WTSC NTSBE | \$2,489 |
| WASPC Lidar (equipment) | \$4,945 |
| | \$25,257 |

Respectfully Submitted,

Tony Hernandez

Elected Official/Department Head Signature

TO: BOARD OF COUNTY COMMISSIONERS
 RE: Request for Emergency Budget Appropriation/Extension and Amendment

Date: August 11, 2010

WSU JEFFERSON COUNTY EXTENSION

108 000 010

Department/Fund Name

Fund Number

Commissioners: (mark all that apply with an "X")

Please be advised that after a thorough examination of my current budget it appears that the amount allocated is insufficient to pay necessary expenses of this department for this year. **After a careful examination of all the expenditures within the department budget** with respect to present and future needs, I find that my budget is short. Therefore, for this current year for the reason's outlined below, I request an emergency appropriation and budget extension in the amount of:

For funds other than Current Expense (General Fund)- - Is there enough Fund Balance (unencumbered cash) to cover this additional expenditure?

Yes

No

Please be advised that a revenue source (i.e. grant, new fee) has been received by this department which was not included in the annual budget at the time it was prepared. Therefore, I request an emergency appropriation and budget extension to include this new revenue in the budget this year as outlined below in the amount of:

| BARS Revenue # | Description | BUDGET | | |
|----------------------|-------------------------------------|---------|----------|----------|
| | | CURRENT | REVISION | AMENDED |
| TBD | USDA FOREST SERVICE 4-H STEWARDSHIP | | \$16,500 | \$16,500 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| TOTAL REVENUE | | \$0 | \$16,500 | \$16,500 |

| BARS Expenditure # | Description | BUDGET | | |
|--------------------------|--|---------|----------|----------|
| | | CURRENT | REVISION | AMENDED |
| 57121.10.0000 | USDA FOREST SERVICE 4-H STEWARDSHIP-WAGES | \$0 | \$12,800 | \$12,800 |
| 57121.20.0000 | USDA FOREST SERVICE 4-H STEWARDSHIP-BENEFITS | | \$1,300 | \$1,300 |
| 57121.31.0040 | USDA FOREST SERVICE 4-H STEWARDSHIP-EQUIP | | \$1,400 | \$1,400 |
| 57121.43.0035 | USDA FOREST SERVICE 4-H STEWARDSHIP-TRAVEL | | \$1,000 | \$1,000 |
| | | | | \$0 |
| TOTAL EXPENDITURE | | \$0 | \$16,500 | \$16,500 |

Reason for Appropriation/Extension

A new contract with the USDA Forest Service for 4-H Stewardship whereby 4-H youth provide campground and trail maintenance in US Forests.
 Youth are accompanied by an adult and are paid a stipend for their time-at least the equivalent of minimum wage.

Respectfully Submitted,


 Elected Official/Department Head Signature

TO: BOARD OF COUNTY COMMISSIONERS
 RE: Request For Emergency Budget Appropriation/Extension and Amendment

Date: August 24, 2010

Treasurers O & M

150 000 010

Department/Fund Name

Fund Number

Commissioners: (check all that apply)

Please be advised that after a thorough examination of my current budget it appears that the amount allocated is insufficient to pay necessary expenses of this department for this year. After a careful examination of all the expenditures within the department budget with respect to present and future needs, I find that my budget is short. Therefore, I request an emergency appropriation and budget extension in the amount \$9,000.00 for this current year for the reason(s) outlined below.

For funds other than Current Expense -- Is there enough Fund Balance (unencumbered cash) to cover this additional expenditure? Yes _____ No _____

Please be advised that a revenue source (i.e. grant, new fee) has been received by this department which was not included in the annual budget at the time it was prepared. Therefore, I request an emergency appropriation and budget extension in the amount of _____ to include this new revenue in the budget this year as outlined below.

| BARS # Revenue | Description | Current Budget | Revision | New Budget |
|----------------------|-----------------|----------------|------------|-------------|
| 341.42 | treasurers fees | \$12,687.00 | \$9,000.00 | \$21,687.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| TOTAL REVENUE | | \$12,687.00 | \$9,000.00 | \$21,687.00 |

| BARS # Expenditure | Description | Current Budget | Revision | New Budget |
|--------------------------|-----------------------|----------------|------------|-------------|
| 51422.41 | Professional services | \$4,735.00 | \$9,000.00 | \$13,735.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| TOTAL EXPENDITURE | | \$4,735.00 | \$9,000.00 | \$13,735.00 |

Reason for Appropriation/Extension

Additional revenues are projected to cover the increased number of title reports required for the foreclosure process

Respectfully submitted,



Treasurer, Judi Morris

TO: BOARD OF COUNTY COMMISSIONERS
 RE: Request for Emergency Budget Appropriation/Extension and Amendment

Date: October 8, 2010

VETERANS RELIEF FUND

Department/Fund Name

155-000-010

Fund Number

Commissioners: (mark all that apply with an "X")

Please be advised that after a thorough examination of my current budget it appears that the amount allocated is insufficient to pay necessary expenses of this department for this year. **After a careful examination of all the expenditures within the department budget** with respect to present and future needs, I find that my budget is short. Therefore, for this current year for the reason(s) outlined below, I request an emergency appropriation and budget extension in the amount of:

For funds other than Current Expense (General Fund)- - Is there enough Fund Balance (unencumbered cash) to cover this additional expenditure?

Yes
 No

Please be advised that a revenue source (i.e. grant, new fee) has been received by this department which was not included in the annual budget at the time it was prepared. Therefore, I request an emergency appropriation and budget extension to include this new revenue in the budget this year as outlined below in the amount of:

| BARS Revenue # | Description | BUDGET | | |
|----------------------|----------------|-----------------|-----------------|-----------------|
| | | CURRENT | REVISION | AMENDED |
| 501.000.00 | Loan from ER&R | \$40,000 | \$15,000 | \$55,000 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| TOTAL REVENUE | | \$40,000 | \$15,000 | \$55,000 |

| BARS Expenditure # | Description | BUDGET | | |
|--------------------------|-----------------------|-----------------|-----------------|-----------------|
| | | CURRENT | REVISION | AMENDED |
| 55360.40.0000 | Other Service/Charges | \$48,442 | \$15,000 | \$63,442 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| TOTAL EXPENDITURE | | \$48,442 | \$15,000 | \$63,442 |

Reason for Appropriation/Extension

Greater need than anticipated due to downturn in the economy and the number of veterans being served.

Respectfully Submitted,

Lorna Delaney

Elected Official/Department Head Signature

TO: BOARD OF COUNTY COMMISSIONERS
 RE: Request for Emergency Budget Appropriation/Extension and Amendment

Date: October 12, 2010

Parks and Recreation
 Department/Fund Name

174-000-010
 Fund Number

Commissioners: (mark all that apply with an "X")

Please be advised that after a thorough examination of my current budget it appears that the amount allocated is insufficient to pay necessary expenses of this department for this year. After a careful examination of all the expenditures within the department budget with respect to present and future needs, I find that my budget is short. Therefore, for this current year for the reason's outlined below, I request an emergency appropriation and budget extension in the amount of:

\$30,543

For funds other than Current Expense (General Fund)- Is there enough Fund Balance (unencumbered cash) to cover this additional expenditure?

Yes
 No

Please be advised that a revenue source (i.e. grant, new fee) has been received by this department which was not included in the annual budget at the time it was prepared. Therefore, I request an emergency appropriation and budget extension to include this new revenue in the budget this year as outlined below in the amount of:

\$28,127

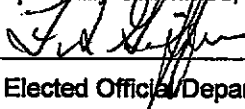
| BARS Revenue # | Description | BUDGET | | |
|----------------------|--|----------------|-----------------|-----------------|
| | | CURRENT | REVISION | AMENDED |
| 347 60 10.0065 | Youth Classes-Kid Fit | \$0 | \$5,533 | \$5,533 |
| 367 11 00 | Misc Donations From Private Sources (Rotary) | \$2,500 | \$5,000 | \$7,500 |
| 362 30 00 | Parking Fees (Memorial Field) | \$2,500 | \$2,500 | \$5,000 |
| 362 40 14 | Memorial Field Special Events | \$0 | \$10,944 | \$10,944 |
| 362 40 12 | Memorial Field School Rents | \$0 | \$2,150 | \$2,150 |
| TOTAL REVENUE | | \$5,000 | \$26,127 | \$31,127 |

| BARS Expenditure # | Description | BUDGET | | |
|--------------------------|-------------------------------------|-----------------|-----------------|-----------------|
| | | CURRENT | REVISION | AMENDED |
| 574 20 31.0020 | Operating Supplies (Kid Fit) | \$5,000 | \$4,538 | \$9,538 |
| 576 10 41 | Professional Services | \$3,500 | (\$800) | \$2,700 |
| 576 10 47 | Utilities Parks | \$16,000 | (\$1,500) | \$14,500 |
| 576 10 48 | Repair & Maintenance Parks | \$5,500 | (\$1,850) | \$3,650 |
| 576 80 10 | Salaries and Wages (HJ Caretaker) | \$16,952 | \$5,000 | \$21,952 |
| 576 80 31 | Operating Supplies (Memorial Field) | \$3,000 | \$9,155 | \$12,155 |
| 576 80 47 | Utilities (Memorial Field) | \$15,000 | \$16,000 | \$31,000 |
| TOTAL EXPENDITURE | | \$64,952 | \$30,543 | \$95,495 |

Reason for Appropriation/Extension

1. A new program for children called "Kid Fit", was created by the Recreation staff and was successful. The program earned revenue, but also incurred expenditures, neither of which have previously been budgeted.
2. A private donation of \$5000 was received unexpectedly. The donors requested that the funds be used to help maintain and improve grounds and structure of the Rotary Pavilion at H.J. Carroll Park. A clerk hire staff person was hired to conduct the work. Neither the donation nor the salaries and wages have previously been budgeted.
3. Due to reductions in revenue available to Jefferson County, funds were not available to maintain and operate Memorial Field in 2010. The community expressed a desire to enter into a partnership to keep the field open. Organizations and individuals from both the public and private sector made donations of labor, equipment, and materials. In exchange, Jefferson County agreed to buy supplies and utilities. The Jefferson County projected expenditure for supplies and utilities in 2010 will be \$25,155. A portion, not all, of these unexpected expenditures for Memorial Field will be offset through new revenue and reductions in expenditure detailed above. A \$4,416 gap remains after the offsets. Unencumbered fund balance of \$4,416 will be used to close the gap.

Respectfully Submitted,



Elected Official/Department Head Signature

TO: BOARD OF COUNTY COMMISSIONERS
 RE: Request For Emergency Budget Appropriation/Extension and Amendment

Date: 9/20/10

Capital Improvement
 Department/Fund Name

302-000-010
 Fund Number

Commissioners: (check all that apply)

Please be advised that after a thorough examination of my current budget it appears that the amount allocated is insufficient to pay necessary expenses of this department for this year. After a careful examination of all the expenditures within the department budget with respect to present and future needs, I find that my budget is short. Therefore, I request an emergency appropriation and budget extension in the amount _____ for this current year for the reason(s) outlined below.

For funds other than Current Expense -- Is there enough Fund Balance (unencumbered cash) to cover this additional expenditure? Yes No

Please be advised that a revenue source (i.e. grant, new fee) has been received by this department which was not included in the annual budget at the time it was prepared. Therefore, I request an emergency appropriation and budget extension in the amount of _____ to include this new revenue in the budget this year as outlined below.

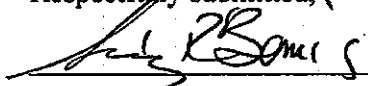
| BARS # Revenue | Description | Current Budget | Revision | New Budget |
|----------------------|-------------|----------------|----------|------------|
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| TOTAL REVENUE | | \$0.00 | \$0.00 | \$0.00 |

| BARS # Expenditure | Description | Current Budget | Revision | New Budget |
|--------------------------|------------------------|----------------|------------|--------------|
| 591.73.70 | 2003 GO Bond Principal | \$260,000.00 | \$1,000.00 | \$261,000.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| TOTAL EXPENDITURE | | \$260,000.00 | \$1,000.00 | \$261,000.00 |

Reason for Appropriation/Extension

Miscalculation of 2003 GO bond principal due in 2010.

Respectfully submitted,



Loring Bemis, Facilities Foreman

TO: BOARD OF COUNTY COMMISSIONERS
 RE: Request for Emergency Budget Appropriation/Extension and Amendment

Date: October 8, 2010

Public Works/Solid Waste

401000010

Department/Fund Name

Fund Number

Commissioners: (mark all that apply with an "X")

Please be advised that after a thorough examination of my current budget it appears that the amount allocated is insufficient to pay necessary expenses of this department for this year. **After a careful examination of all the expenditures within the department budget with respect to present and future needs, I find that my budget is short.** Therefore, for this current year for the reason's outlined below, I request an emergency appropriation and budget extension in the amount of:

For funds other than Current Expense (General Fund)- - Is there enough Fund Balance (unencumbered cash) to cover this additional expenditure?

Yes

No

Please be advised that a revenue source (i.e. grant, new fee) has been received by this department which was not included in the annual budget at the time it was prepared. Therefore, I request an emergency appropriation and budget extension to include this new revenue in the budget this year as outlined below in the amount of:

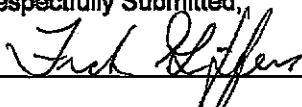
| BARS Revenue # | Description | BUDGET | | |
|----------------|--|----------|-----------|-----------|
| | | CURRENT | REVISION | AMENDED |
| 397 00 00 | Operating Transfer In - Equipment Reserve Fund | \$50,000 | \$128,000 | \$178,000 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| TOTAL REVENUE | | \$50,000 | \$128,000 | \$178,000 |

| BARS Expenditure # | Description | BUDGET | | |
|--------------------|------------------------------------|----------|-----------|-----------|
| | | CURRENT | REVISION | AMENDED |
| 594 37 63 | Capital Outlay- Other Improvements | \$50,000 | \$128,000 | \$178,000 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| TOTAL EXPENDITURE | | \$50,000 | \$128,000 | \$178,000 |

Reason for Appropriation/Extension

Several Capital Improvements were unforeseen and therefore not budgeted for, including: (1) emergency repair of the Moderate Risk Waste facility floor per permit agency requirements; (2) emergency repair of stationary solid waste handling equipment at the transfer station; (3) perimeter fencing of closed landfill and current operational area per permit agency requirements. Revenue was forecast lower than year-to-date actual so the budget will remain balanced with a transfer of funds from the Equipment Reserve Fund to Capital Outlay.

Respectfully Submitted,



Elected Official/Department Head Signature

TO: BOARD OF COUNTY COMMISSIONERS
 RE: Request for Emergency Budget Appropriation/Extension and Amendment

Date: October 8, 2010

Public Works/Solid Waste Equipment Reserve
 Department/Fund Name

403000010
 Fund Number

Commissioners: (mark all that apply with an "X")

Please be advised that after a thorough examination of my current budget it appears that the amount allocated is insufficient to pay necessary expenses of this department for this year. After a careful examination of all the expenditures within the department budget with respect to present and future needs, I find that my budget is short. Therefore, for this current year for the reason's outlined below, I request an emergency appropriation and budget extension in the amount of:

For funds other than Current Expense (General Fund)- - Is there enough Fund Balance (unencumbered cash) to cover this additional expenditure?

Yes
 No

Please be advised that a revenue source (i.e. grant, new fee) has been received by this department which was not included in the annual budget at the time it was prepared. Therefore, I request an emergency appropriation and budget extension to include this new revenue in the budget this year as outlined below in the amount of:

| BARS Revenue # | Description | BUDGET | | |
|----------------|-------------|---------|----------|---------|
| | | CURRENT | REVISION | AMENDED |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| TOTAL REVENUE | | \$0 | \$0 | \$0 |

| BARS Expenditure # | Description | BUDGET | | |
|--------------------|---------------------------------------|----------|-----------|-----------|
| | | CURRENT | REVISION | AMENDED |
| 59700.97.0000 | Interfund Transfer out to Solid Waste | \$50,000 | \$128,000 | \$178,000 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| TOTAL EXPENDITURE | | \$50,000 | \$128,000 | \$178,000 |

Reason for Appropriation/Extension

Several Capital Improvements were unforeseen and therefore not budgeted for. These include: (1) emergency repair of the Moderate Risk Waste facility floor per permit agency requirements; (2) emergency repair of stationary solid waste handling equipment at the transfer station; (3) perimeter fencing of closed landfill and current operational area per permit agency requirements

Respectfully Submitted,



Elected Official/Department Head Signature