

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

CONSENT AGENDA REGULAR AGENDA

TO: Board of County Commissioners
County Administrator

DATE: December 20, 2010

SUBJECT: Resolution - Publish Budget Supplemental/Extension Hearing

DESCRIPTION:

Various County Departments have requested increases to their 2010 budget.

STATEMENT OF ISSUE:

Per RCW 36.40.140 the BOCC must hold a public hearing regarding the proposed budget changes. This agenda item is to approve the public notice only; the individual changes will be reviewed at the public hearing. *The Public Hearing would be on January 10, 2011 at 10:00 AM in the Commissioners' Chambers.*

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

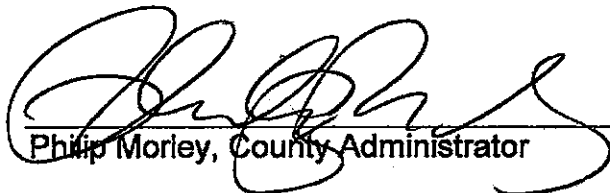
FISCAL IMPACT:

Provided in resolution

REQUESTED ACTION:

Approve resolution to publish a notice for the Hearing.

REVIEWED BY:


Philip Morley, County Administrator

12/16/10
Date

Please publish 2 times: December 29, 2010 and January 5, 2011

Bill to: Jefferson County Commissioners Office
PO Box 1220
Port Townsend, WA 98368

JEFFERSON COUNTY
STATE OF WASHINGTON

IN THE MATTER OF A HEARING NOTICE }
FOR PROPOSED SUPPLEMENTAL BUDGET }
APPROPRIATIONS/EXTENSIONS FOR }
VARIOUS COUNTY DEPARTMENTS }

RESOLUTION NO. _____

WHEREAS, several County departments have made a request for supplemental budget appropriations/extensions for their 2010 budget; and,

WHEREAS, the increased spending in some requests 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, it appears to the Board of County Commissioners that a need and emergency exists that could not have been foreseen or contemplated at the time of preparing the budgets for 2010. The following identified revenue and expenditure amounts are to be added to the various Funds. Expenditure amounts in excess of revenues listed shall be appropriated from the unencumbered balances and represent an extension of the Fund budgets listed:

FUND #	FUND NAME	AMOUNT FROM UNENCUMBERED FUND BALANCE	REVENUE	EXPENSE
CURRENT EXPENSE/GENERAL FUND				
001-261-000	OPERATING TRANSFERS	\$0	\$0	-\$20,000
001-240-000	SUPERIOR COURT	\$0	\$19,766	\$19,766
	Total General Fund	\$0	\$19,766	-\$234
SPECIAL REVENUE/CAPITAL/ENTERPRISE/INTERNAL SERVICE FUNDS				
129-000-010	ANIMAL SERVICES	\$13,000	\$13,000	\$13,000
140-000-010	LAW LIBRARY	5,000	0	5,000
155-000-010	VETERANS RELIEF**	10,000	10,000	10,000
	Total Other Funds	\$28,000	\$23,000	\$28,000

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

NOW, THEREFORE, BE IT RESOLVED, that an emergency is hereby declared, and that a public hearing be held on the said emergency appropriations/extensions and that said hearing be held in the County Commissioners' Chambers, Courthouse, Port Townsend Washington, **on the 10th day of January, 2011, at the hour of 10:00 a.m.**, and that notice of said hearing be published in the official newspaper of Jefferson County, and that at said hearing any interested taxpayer may appear and be heard for or against the appropriations/extensions for such alleged emergency.

APPROVED this 20th day of December, 2010.

JEFFERSON COUNTY BOARD OF COMMISSIONERS

David Sullivan, Chairman

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

Date: December 13, 2010

RECEIVED

Superior Court

001.240.000

Department/Fund Name

Fund Number

DEC 13 2010

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 \$19,766.18 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
51221.41.0070	PSYCH EVALUATIONS	\$75,401.00	\$2,000.00	\$77,401.00
51221.41.0010	GUARDIAN AD LITEM	\$1,891.00	\$4,766.18	\$6,657.18
51221.49.0030	JURY FEES	\$31,512.00	\$8,000.00	\$39,512.00
51281.41.0003	CONFLICT ATTORNEYS	\$51,470.00	\$5,000.00	\$56,470.00
				\$0.00
TOTAL EXPENDITURE		\$160,274.00	\$19,766.18	\$180,040.18

Reason for Appropriation/Extension

The above referenced line items currently have negative balances, however, other line items have balances that cover the negatives. It is with utmost caution I submit this 4th quarter appropriation for Superior Court. I have gone over all line items and as it stands if I pay all current invoices pending the Superior Court will end the year with a balance of \$2748.03 to go back towards the General Fund, however, I am submitting this appropriation in the event subsequent invoices are received.

Psych evaluations/experts is currently negative \$995.72. A shaken baby case has just been resolved that may have an outstanding invoice or two. Due to the economy we have had a higher than usual need for the Superior Court to appoint Guardian ad Litem in domestic cases at county expense. This line item is currently negative by \$4766.18. Jury fees have been higher than usual and even though there was a 2nd quarter appropriation of \$10504 this line item is currently negative by \$5126.10 with the possibility of 2 more trials in December. Conflict attorneys has had no earlier appropriation, however, is \$1897.12 negative with more billings anticipated.

Respectfully submitted,

Michelle Moore

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

Date: December 10, 2010

OPERATING TRANSFERS

001-261-000 General Fund

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
				\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
59700.00.0155	Operating Transfers - Veterans Relief (1)	\$0	\$30,000	\$30,000
59700.00.0160	Operating Transfers - Health Department (2)	\$607,623	-\$50,000	\$557,623
				\$0
				\$0
				\$0
TOTAL EXPENDITURE			-\$20,000	

Reason for Appropriation/Extension

- 1) Veterans relief expenditures exceeding budget by approximately \$25,000. Remaining \$5000 will go to fund balance for cash flow purposes.
 2) Health Department 2010 transfer from General Fund reduced by \$50,000, this will reduce their estimated unreserved fund balance.

Respectfully Submitted,

 Elected Official/Department Head Signature

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

Date: December 10, 2010

Animal Services

129000010

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:

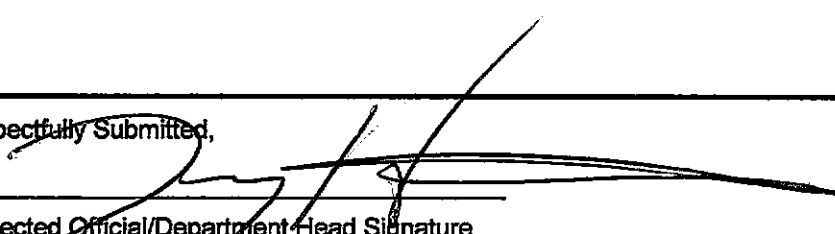
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
129000010.39700.00.001	Transfer from Animal Services O&M Donation Fund	\$2,000	\$13,000	\$15,000
				\$0
				\$0
				\$0
TOTAL REVENUE		\$2,000	\$13,000	\$15,000

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
129000010.53930.10.0000	Salaries and Wages	\$99,349	\$13,000	\$112,349
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$99,349	\$13,000	\$112,349

Reason for Appropriation/Extension

Transfer in from Animal Services O&M Fund to cover an unbudgeted clerk hire position.

Respectfully Submitted,


 Elected Official/Department Head Signature

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

Date: December 13, 2010

Law Library

Department/Fund Name

~~140-000-010~~ RECEIVED
 Fund Number

Commissioners: (check all that apply)

DEC 13 2010

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 of \$5,000.00 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
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL REVENUE		\$0.00	\$0.00	\$0.00

BARS # Expenditure	Description	Current Budget	Revision	New Budget
594.12.64.0010	Law Library Subscription Updates	\$10,981.00	\$5,000.00	\$15,981.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURE		\$10,981.00	\$5,000.00	\$15,981.00

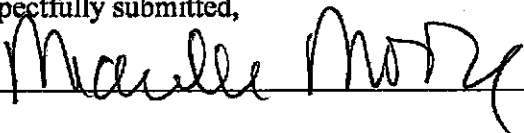
Reason for Appropriation/Extension

The Superior Court has had to replace several key volumes in the Law Library and has had to update all pocket parts for the Revised Code of Washington which is the most used printed legal authority maintained. These updates have put us above our projected 2010 budget expense amount. This fund is not supported by the General Fund and is self supportive.

I currently have invoices that need to be paid amounting \$1611.90 and anticipate another billing in the amount of \$589.42 for the online Westlaw service for the month of December and one for the recently received RCW updates that will run approximately \$1933.30. The request for appropriation in the amount of \$5000 covers those received invoices, those anticipated and leaves \$865.38 for error proofing that will go back into reserves if not spent.

I have attached copies of those aforementioned billings, an invoice and a copy of the Jefferson County Monthly Financial Statement for the Jefferson County Law Library dated 11/30/10 showing a reserve in the amount of \$28880.13.

Respectfully submitted,



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

Date: December 13, 2010

VETERANS RELIEF FUND

155-000-010

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
501.000.00	Loan from ER&R	\$55,000	\$10,000	\$65,000
				\$0
				\$0
				\$0
TOTAL REVENUE		\$55,000	\$10,000	\$65,000

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
55360.40.0000	Other Service/Charges	\$63,442	\$10,000	\$73,442
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$63,442	\$10,000	\$73,442

Reason for Appropriation/Extension

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

Respectfully Submitted,

 Elected Official/Department Head Signature