JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO:

Board of County Commissioners

Philip Morley, County Administrator

FROM:

Leslie Locke, Deputy Clerk of the Board

DATE:

January 10, 2011

SUBJECT:

HEARING re: Fourth Quarter 2010 Budget Appropriations/Extensions; Various

County Departments

STATEMENT OF ISSUE:

Public Hearing to review the appropriation/extension requests for the fourth quarter of 2010 due to corrections in revenues from grants, receipt of unanticipated revenues, and/or unanticipated expenditures.

ANALYSIS:

The following departments have requested budget appropriations/extensions (Notice of this hearing was properly published):

		AMOUNT FROM		
		UNENCUMBERED		
FUND#	FUND NAME	FUND BALANCE	REVENUE	EXPENSE
CURRENT EXPEN	ISE/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 REVEN	UE/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 Fun	ds \$28,000	\$23,000	\$28,000

RECOMMENDATION:

Take public comment on the proposed 2010 fourth quarter budget appropriations and consider approving a resolution to adopt these budget changes.

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

REVIEWED BY:

Philip Morley, County Administrator

Date

JEFFERSON COUNTY STATE OF WASHINGTON

ORDER: 2010 FOURTH QUARTER BUDGET	}	
APPROPRIATIONS/EXTENSIONS FOR	}	RESOLUTION NO
VARIOUS COUNTY DEPARTMENTS	3	

WHEREAS, the Jefferson County Board of Commissioners did on the 20th day of December, 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 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 20th day of December, 2010, set a hearing on said emergency for the 10th day of January 2011, 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 December 29, 2010 and January 5, 2011 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 other listed funds, that the County Auditor is hereby directed to extend the budget of the following funds by the amounts listed and per the attached requests:

		AMOUNT FROM		
		UNENCUMBERED		
FUND#	FUND NAME	FUND BALANCE	REVENUE	EXPENSE
CURRENT EXP	ENSE/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
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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.

APPROVED this 10th day of January, 2011.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:	John Austin, Chairman
ATTEST:	Phil Johnson, Member

Lorna L. Delaney, CMC Clerk of the Board

David Sullivan, Member

Fund Number of the amount \$19, and future needs the amount \$10, an	Date: Decended to Decended the Lands of the	
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1	Revision	New Budget
		\$0.00
		\$0.00
		\$0.00
		\$0.00
\$0.00	\$0.00	\$0.00
Current Budget	Revision	New Budget
\$75,401.00	\$2,000.00	\$77,401.00
\$1,891.00	\$4,766.18	\$6,657.18
\$31,512.00	\$8,000.00	\$39,512.00
\$51,470.00	\$5,000.00	\$56,470.00
		\$0.00
\$160,274.00	\$19,766.18	\$180,040.18
or Superior Court end the year with he event subseque he has just been re usual need for the currently negative \$10504 this line i	a balance of \$274 ont invoices are recessolved that may he Superior Court t	er all line items 18.03 to go back ceived. have an to appoint ry fees have been egative by
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D: BOARD OF COUNTY	COMMISSIONERS		Date:	December 10	, 2010
E: Request for Emergenc	y Budget Appropriation/Extension and Ame	endment			
PERATING TRANSFERS	S	_		General Fund	<u> </u>
epartment/Fund Name		ŀ	und Numbe	r	
ommissioners: (mark all t					
insufficient to pay n expenditures with	that after a thorough examination of my cur ecessary expenses of this department for t in the department budget with respect to or this current year for the reason(s) outline the amount of:	this year. Af present and	ter a carefu i future need	I examination s, I find that m	of all the y budget is
to cover this addition Yes No	nan Current Expense (General Fund) Is onal expenditure? that a revenue source (i.e. grant, new fee				
not included in the	annual budget at the time it was prepared. on to include this new revenue in the budge	Therefore, I	request an	emergency ap elow in the am	propriation
	Danadation		CURRENT	BUDGET REVISION	AMENDED
BARS Revenue #	Description		JUNINLINI	KEVIOIOIT	\$0
					\$(
					\$0
NA 1987	Sancti es acceptable estata	1000.00			\$0
	TOTAL	REVENUE	\$0	\$0	\$0
		Γ		BUDGET	
BARS Expenditure #	Description	(CURRENT	REVISION	AMENDED
59700.00.0155	Operating Transfers - Veterans Relief (1)		\$0	\$30,000	
59700.00.0160	Operating Transfers - Health Department	(2)	\$607,623	-\$50,000	
					\$(
	h.dk.d.*			<u> </u>	\$(
	TOTAL EXPE	ENDITURE		-\$20,000	
CORLEY W. Digital Control	**************************************			<u> </u>	<u> </u>
balance for cash flow p	enditures exceeding budget by approximate ourposes. 2010 transfer from General Fund reduced b			g \$5000 will go	
Respectfully Submitted					

COMMISSIONERS	Date:	December 10	, 2010
			129000010
	Fund Numbe	r	
that apply with an "X")			
that after a thorough examination of my current budge necessary expenses of this department for this year. A nin the department budget with respect to present a for this current year for the reason's outlined below, I re	After a carefu nd future need	ı l examinatio r ls, I find that m	n of all the ny budget is
	ugh Fund Bala	ance (unencun	nbered cash)
the annual budget at the time it was prepared. There	efore, I reques	st an emergen	су
		BUDGET	•
Description	CURRENT		AMENDED
Transfer from Animal Services O&M Donation Fund	\$2,000	\$13,000	
	1		\$0
			\$0
	40.000	#40.000	\$0
TOTAL REVENUE	\$2,000	\$13,000	\$15,000
		BUDGET	
Description	CURRENT		AMENDED
Salaries and Wages	\$99,549	\$13,000	\$112,349
			\$0
			\$0
			\$0
TOTAL EXPENDITURE	\$00.340	\$13,000	
IOTALEXTENDITURE	μ φθθ,34θ	\$13,000	1 9112,048
on/Extension			
of vertices 0&M Fund to cover an unbudgeted clerk h	ire position.		
	that apply with an "X") that after a thorough examination of my current budge necessary expenses of this department for this year. An in the department budget with respect to present an for this current year for the reason's outlined below, I remain the amount of: han Current Expense (General Fund) Is there enough expenditure? that a revenue source (i.e. grant, new fee) has been the annual budget at the time it was prepared. There budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension to include this new revenue in the budget extension.	Fund Number that apply with an "X") that after a thorough examination of my current budget it appears the exessary expenses of this department for this year. After a careful finit the department budget with respect to present and future need for this current year for the reason's outlined below, I request an emint the amount of: han Current Expense (General Fund) Is there enough Fund Baladonal expenditure? that a revenue source (i.e. grant, new fee) has been received by the annual budget at the time it was prepared. Therefore, I request budget extension to include this new revenue in the budget this year budget extension to include this new revenue in the budget this year. Description CURRENT Transfer from Animal Services O&M Donation Fund \$2,000 TOTAL REVENUE \$2,000 TOTAL REVENUE \$99,349	that apply with an "X") that after a thorough examination of my current budget it appears that the amoun necessary expenses of this department for this year. After a careful examination in the department budget with respect to present and future needs, I find that nor this current year for the reason's outlined below, I request an emergency appronant the amount of: han Current Expense (General Fund) Is there enough Fund Balance (unencund onal expenditure? that a revenue source (i.e. grant, new fee) has been received by this department the annual budget at the time it was prepared. Therefore, I request an emergency budget extension to include this new revenue in the budget this year as outlined by the budget extension to include this new revenue in the budget this year as outlined by the source of the present of th

Elected Official/Department Head Signature

Date: December 13, 2010 TO: BOARD OF COUNTY COMMISSIONERS RE: Request For Emergency Budget Appropriation/Extension and Amendment Law Library **Fund Number** Department/Fund Name 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 \$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_____ La 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 RÉVENU	\$0.00	\$0.00	\$0.0

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
1.08.4				\$0.00
				\$0.00
				\$0.00
				\$0.00
	TOTALEXPENDITURE	\$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,

E: Request for Emerger	Y COMMISSIONERS	Date:	December 1	3, 2010
	ncy Budget Appropriation/Extension and Amendment			
ETERANS RELIEF FUN	ND	155-000-010		
epartment/Fund Name		Fund Numb	er	-
ommissioners: (mark all	that apply with an "X")			
insufficient to pay expenditures wit	If that after a thorough examination of my curent budge necessary expenses of this department for this year. hin the department budget with respect to present a for this current year for the reason(s) outlined below, I in the amount of:	After a carefo	ul examination ds. I find that n	n of all the
to cover this additi X Yes No Please be advised not included in the	han Current Expense (General Fund) Is there end on all expenditure? that a revenue source (i.e. grant, new fee) has bee annual budget at the time it was prepared. Therefore	n received by , I request an	/ this departme emergency ap	ent which wa
and budget extens \$10,000	ion to include this new revenue in the budget this year	as outlined b	elow in the am	ount of:
BARS Revenue #	Docoriution		BUDGET	T
501.000.00	Description Loan from ER&R	CURRENT	REVISION	AMENDED
301.000.00	Loan from ER&R	\$55,000	\$10,000	
			ļ	\$
				\$
	TOTAL REVENUE	\$55,000	\$10,000	
		φου,σου	ψ10,000	ψου,σο
			BUDGET	-
5450 E	Description CURRENT	REVISION	AMENDED	
BARS Expenditure #				
BARS Expenditure # 55360.40.0000	Other Service/Charges	\$63,442	\$10,000	\$73,44
			\$10,000	
			\$10,000	\$(
	Other Service/Charges		\$10,000	
			\$10,000	\$7:
55360.40.0000 Reason for Appropriation	Other Service/Charges TOTALEXPENDITURE	\$63,442 \$63,442	\$10,000	\$73,4