

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

CONSENT AGENDA REGULAR AGENDA

TO: Board of County Commissioners
County Administrator

FROM: Anne Sears, Budget Consultant

DATE: April 18, 2011

SUBJECT: Resolution - Publish Budget Supplemental/Extension Hearing

STATEMENT OF ISSUE:

Various County Departments have requested increases to their 2011 budget. 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.

STRATEGIC GOALS:

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

ANALYSIS (PRO & CON):

Not Applicable

COST BENEFIT ANALYSIS:

Not Applicable

FISCAL IMPACT:

Provided in resolution

Revenue Budget Line Item:

Expenditure Budget Line Item:

Gain or Loss (-):

REQUESTED ACTION:

Approve resolution to publish a notice for the Hearing.

REVIEWED BY:

Philip Morley, County Administrator

Date

**JEFFERSON COUNTY
STATE OF WASHINGTON**

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

RESOLUTION NO. _____

WHEREAS, various Jefferson County departments have made requests for supplemental budget appropriations/extensions for their 2011 budgets; and,

WHEREAS, the increased spending in such 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 2011. 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				
001-080-000	District Court	\$0	(24,865)	
001-180-000	Sheriff	\$0	\$10,856	\$10,856
001-270-000	Non Departmental	\$57,027	\$0	\$57,027
	Total General Fund	\$57,027		
SPECIAL REVENUE/CAPITAL/ENTERPRISE/INTERNAL SERVICE FUNDS				
108-000-010	WSU Extension	\$3,000	\$113,867	\$116,867
160-000-010	Water Pollution Control	\$10,112	\$10,112	
180-000-010	Public Works Roads	\$0	(155,000)	(216,395)
303-000-010	Central Services	\$2,800		\$2,800

NOW, THEREFORE, BE IT RESOLVED, that an emergency is hereby declared, and that supplemental budget appropriations/extensions be made for the above noted funds.

BE IT FURTHER RESOLVED, that a public hearing be held on the said emergency extensions and that said hearing be held in the County Commissioners' Chambers, Courthouse, Port Townsend Washington, on the 2nd day of May, 2011, at the hour of 10:15 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 extensions for such alleged emergency.

APPROVED this ____ day of April, 2011.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chairman

ATTEST:

Phil Johnson, Member

Lorna Delaney, CMC
Clerk of the Board

David Sullivan, Member

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

Date: April 1, 2011

District Court
 Department/Fund Name

001 080 000
 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
33812.10.0000	Regional Serv Contract with PT/Courts	\$199,570	-\$24,865	\$174,705
				\$0
				\$0
				\$0
TOTAL REVENUE		\$199,570	-\$24,865	\$174,705

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
		\$0	\$0	\$0
				\$0
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$0	\$0

Reason for Appropriation/Extension

The regional service contract was not negotiated or signed until after the 2011 budget had been submitted.

Respectfully Submitted,

Deane Weir Duff

Elected Official/Department Head Signature

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

Date: 7/2/11

Sheriff
 Department/Fund Name

001-180-000
 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:

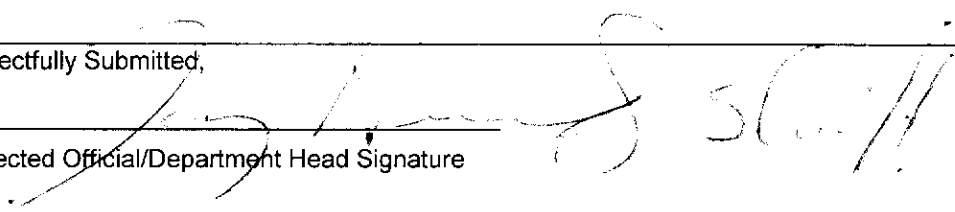
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
33916.80.4000	Byrne Equipment Grant	\$0	\$10,856	\$10,856
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$10,856	\$10,856

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
51400.00.0000	Pending Labor Negotiations	-\$54,737	\$54,737	\$0
52127.35.0000	Equipment	\$51,200	-\$47,200	\$4,000
52122.10.0500	Patrol Overtime	\$92,790	-\$7,537	\$85,253
52521.35.0000	Byrne Grant Equipment	\$0	\$10,856	\$10,856
				\$0
TOTAL EXPENDITURE			\$10,856	\$100,109

Reason for Appropriation/Extension

There is a remaining balance of \$10,856 in our Byrne grant. Corresponding revenues and expenditures have been added to the budget. The additional amendments to the budget show reductions in lieu of salary freeze in 2011 and do not change the bottom line of the budget.

Respectfully Submitted,


 Elected Official/Department Head Signature

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

Date: April 4, 2011

Non Departmental

001-270-000

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 \$57,027.00 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
51281.41.0002	Public Defender	\$405,193.00	\$57,027.00	\$462,220.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURE		\$405,193.00	\$57,027.00	\$462,220.00

Reason for Appropriation/Extension

New Public Defender contract for 2011 wasn't approved until after the budget was adopted.

Respectfully submitted,

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

Date: March 1, 2011

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:

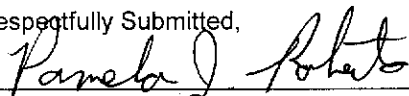
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
333.14.19.0305	ST OF WA-DEPT OF ECOLOGY			\$0
	MARINE RESOURCE COMMITTEE	\$134,020	\$109,133	\$243,153
				\$0
				\$0
TOTAL REVENUE		\$134,020	\$109,133	\$243,153

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
531.9.041.0031	PROJECT CONTTRACT CONSULTANT	\$78,400	\$109,133	\$187,533
				\$0
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$78,400	\$109,133	\$187,533

Reason for Appropriation/Extension

STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY - MARINE RESOURCES COMMITTEE PROJECT GRANT WAS AMENDED IN JANUARY 2011 TO INCLUDE AN ADDITIONAL \$103,000 IN TASKS. THIS REQUEST IS 100% GRANT FUNDED.

Respectfully Submitted,


 Elected Official/Department Head Signature

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

Date: February 1, 2011

WSU JEFFERSON COUNTY EXTENSION

108000010

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:

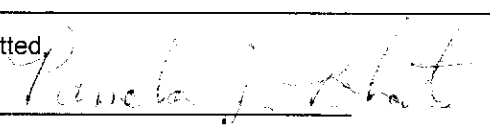
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
33857.00.0000	COMMUNITY SERVICES	\$0	\$4,734	\$4,734
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$4,734	\$4,734

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
57121.10.0600	TEMP WAGES-CLERK HIRE	\$400	\$4,234	\$4,634
57121.20.0000	BENEFITS	\$24,433	\$500	\$24,933
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$24,833	\$4,734	\$29,567

Frontier Bank gave Katherine Baril a check for the balance of the funds in the former Economic Development Council. The EDC offices were formerly located in the Frontier Bank building and their bank account held at Frontier Bank, now known as Union Bank. WSU Jefferson County Extension Department will pay Victoria Polling / Temp Clerk Hire Wages and benefits related to Team Jefferson work.

Respectfully Submitted

Pamela Roberts



Elected Official/Department Head Signature

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

Date: February 1, 2011

WSU JEFFERSON COUNTY EXTENSION

108000010

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:

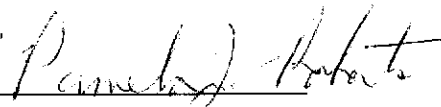
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
		\$0		\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
57121.45.0020	SUITE 213A (OFF SPRUCE ROOM LOBBY)	\$6,000	\$2,700	\$8,700
57121.47.0010	UTILITIES SPURCE ROOM	\$600	\$300	\$900
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$6,600	\$3,000	\$9,600

Continue to lease the office in front of the Spruce Room, Suite 213A, for six months. This space will also be sublet when available and appropriate.

Respectfully Submitted,

Pamela Roberts



Elected Official/Department Head Signature

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

Date: April 4, 2011

Water Pollution Control
 Department/Fund Name

160-000-010
 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 \$10,112.00 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
53170.70.0010	DOE Loan L07000001Principal	\$0.00	\$9,631.00	\$9,631.00
53170.80.0010	DOE Loan L07000001 Interest	\$0.00	\$481.00	\$481.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURE		\$0.00	\$10,112.00	\$10,112.00

Reason for Appropriation/Extension

There are now 2 DOE Water Quality Loans. This newer loan was overlooked at the time the budget was turned in.

Homeowners pay off their loans to the County, and the County pays DOE.

Respectfully submitted,

Lauren Belmont

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

Date: April 11, 2011

PUBLIC WORKS / ROADS

180.000.010

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:

-\$216,395

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:

-\$155,000

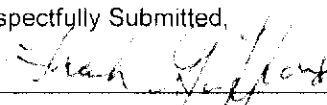
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
33402.73.0000	RCO Grants (State)	\$170,000	-\$155,000	\$15,000
				\$0
				\$0
				\$0
TOTAL REVENUE		\$170,000	-\$155,000	\$15,000

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
51400.00.0000	Pending Labor Negotiations	-\$93,605	\$93,605	\$0
59500.65.0000	Construction Projects	\$1,519,500	-\$310,000	\$1,209,500
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$1,425,895	-\$216,395	\$1,209,500

Reason for Appropriation/Extension

This is to adjust the budget to show reductions in lieu of a salary freeze in 2011. The Larry Scott Trail Segment 4 project is funded 50% by local funds and 50% with a Recreation and Conservation Office (RCO) grant which represents one of the highest local matches for all current projects. In order to accomodate the budget reduction, the local match for this project was eliminated. The grant funding will be returned to the RCO.

Respectfully Submitted,



Elected Official/Department Head Signature

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

Date: 04/05/11

Central Services
 Department/Fund Name

303-000-010
 Fund Number

Commissioners: (check all that apply)

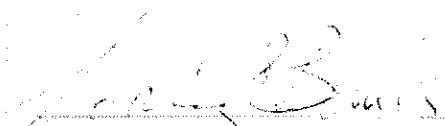
- Please be advised that after a thorough examination of my current budget it appears that the amount allocated is insufficient to pay necessary expenses of this department for this year. **After a careful examination of all the expenditures within the department budget** with respect to present and 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
				\$0.00
				\$0.00
TOTAL REVENUE		\$0.00	\$0.00	\$0.00

BARS # Expenditure	Description	Current Budget	Revision	New Budget
59700.00.0019	Interfund Transfer - Construction & Renovatio	\$0.00	\$2,800.00	\$2,800.00
	(303-000-010)			\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURE		\$0.00	\$2,800.00	\$2,800.00

Reason for Appropriation/Extension

The cash balance in the Courthouse Capital Improvement Fund (303-000-010) should be transferred to the Construction & Renovation Fund (301-000-010) as the funds were designated for the Courthouse Tower project which has been completed and closed out.


 Respectfully submitted,

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

Date: April 11, 2011

PUBLIC WORKS / SOLID WASTE
 Department/Fund Name

401.000.010
 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
				\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
51400.00.0000	Pending Labor Negotiations	-\$15,913	\$15,913	\$0
53700.10.0000	Salaries & Wages	\$334,803	-\$9,728	\$325,075
53700.20.0000	Personnel Benefits	\$196,768	-\$6,185	\$190,583
				\$0
				\$0
TOTAL EXPENDITURE		\$515,658	\$0	\$515,658

Reason for Appropriation/Extension

This is to adjust the budget to show reductions in lieu of a salary freeze in 2011. The reduction was accomplished through the elimination of a part time solid waste position.

Respectfully Submitted,



 Elected Official/Department Head Signature

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

Date:

Information Services

506

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
51400.00.0000	Pending Labor Negotiations	-\$17,230	\$17,230	\$0
51979.48.0000	Repair & Maintenance	\$32,142	-\$6,000	\$26,142
59418.64.0001	Copiers	\$31,000	-\$11,230	\$19,770
				\$0
				\$0
TOTAL EXPENDITURE		\$45,912	\$0	\$45,912

Reason for Appropriation/Extension

This is to adjust the budget to show reductions to budget in lieu of salary freeze in 2011.

Respectfully Submitted

 Elected Official/Department Head Signature