

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

CONSENT AGENDA REGULAR AGENDA

TO: Board of County Commissioners
FROM: Philip Morley, County Administrator
Ann Sears, Budget Consultant
DATE: July 25, 2011 @ 10:00 am
SUBJECT: HEARING– Department/Fund Requests for 2nd Quarter 2011 Budget
Appropriations/Extensions

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 hold the public hearing and adopt the Budget Changes.

STRATEGIC GOALS:

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

FISCAL IMPACT:

Provided in resolution

REQUESTED ACTION:

Hear public testimony and consider approval of a resolution to adopt the supplemental budget appropriations.

REVIEWED BY:

Philip Morley, County Administrator

Date

**JEFFERSON COUNTY
State of Washington**

**ORDER: BUDGET APPROPRIATIONS }
/EXTENSIONS FOR VARIOUS }
COUNTY FUNDS }**

RESOLUTION NO. _____

WHEREAS, the Jefferson County Board of Commissioners declared on the 11th day of July, 2011 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 11th day of July, 2011, set a hearing on said emergency for the 25th day of July, 2011, at the hour of 10:00 a.m. in the County Commissioner's Chambers, Courthouse, Port Townsend, Washington and published notice of this hearing on 13th and 20th of July in the official newspaper of Jefferson County; and,

WHEREAS, this being the time and place set 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 below and per the attached requests.

FUND #	FUND NAME	AMOUNT FROM		
		UNENCUMBERED FUND BALANCE	REVENUE	EXPENSE
CURRENT EXPENSE/GENERAL FUND				
001-270-000	Non Departmental	\$30,000	30,000	\$0
	Total General Fund	\$30,000		
SPECIAL REVENUE/CAPITAL/ENTERPRISE/INTERNAL SERVICE FUNDS				
114-000-010	Economic Development Fund	\$0	\$3,540	\$3,540
119-000-000	JeffCom Capital Projects	\$0	\$786,000	\$748,000
148-000-010	JC Affordable Housing Fund	\$195,000	64,000	259,000
174-000-010	Parks & Recreation	\$0	\$106,250	\$106,250
175-000-010	Public Works Parks improvement	\$7,296	\$3,704	\$11,000
301-000-010	Central Services - Construction & Renovation	\$120,000	\$300,000	\$420,000
502-000-010	Risk Management Reserve	\$15,000	\$0	\$15,000

APPROVED this _____ day of July, 2011.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chairman

ATTEST:

David Sullivan, Member

Raina Randall,
Deputy Clerk of the Board

Phil Johnson, Member

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

Date: June 30, 2011

General Fund - Non-Departmental

001-270-000

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
53190.41.0010	DNR - payment for admin services		\$30,000	\$30,000
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$30,000	\$30,000

Reason for Appropriation/Extension

This is for DNR costs in withdrawing, re-drawing, and re-advertising the Silent Alder Timber Sale without 291 acres of proposed Trust Land between Beausite Lake and Gibbs Lake.

See Attached Memo

Respectfully Submitted,

 Elected Official/Department Head Signature

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

Date: June 28, 2011

Economic Development Fund
 Department/Fund Name

114-000-010
 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
34710.00.0000	Training Revenue-Team Jefferson	\$0	\$3,540	\$3,540
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$3,540	\$3,540

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
55100.41.0000	Professional Services	\$25,000	\$3,540	\$28,540
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$25,000	\$3,540	\$28,540

Reason for Appropriation/Extension

Revenue from the Team Jefferson sponsored Winter Business Class of \$3540 will be allocated economic development costs.

Respectfully Submitted,

 Elected Official/Department Head Signature

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

Date: June 29, 2011

JeffCom

Department/Fund Name

119

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 \$705,000.00 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 \$748,000.00 to include this new revenue in the budget this year as outlined below.

BARS # Revenue	Description	Current Budget	Revision	New Budget
29210	Sales Tax for Emergency Communications	\$705,000.00		\$705,000.00
	Grant funds & Bond revenue		\$786,000.00	\$786,000.00
				\$0.00
TOTAL REVENUE		\$705,000.00	\$786,000.00	\$1,491,000.00

BARS # Expenditure	Description	Current Budget	Revision	New Budget
2920	expenditure	\$584,100.00		\$584,100.00
	CAD, RMS and Mobile Purchase		\$748,000.00	\$748,000.00
	Radio System Overruns		\$31,000.00	\$31,000.00
				\$0.00
TOTAL EXPENDITURE		\$584,100.00	\$779,000.00	\$1,363,100.00

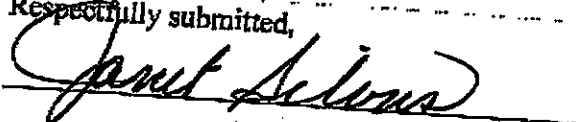
Reason for Appropriation/Extension

Received State and Federal Grant Monies to purchase new CAD, RMS and Mobile Systems. Additionally, the Simulcast Radio System Project had an Overrun of unexpected expenses in the amount of \$31,000.00

JeffCom also is purchasing and financing a Records Management System and Mobile Records Management System.

See full cost and revenue accounting for CAD, RMS and MRMS on attached sheet.

Respectfully submitted,



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

Date: June 30, 2011

Jefferson County Affordable Housing Fund

148-000-010
 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
34126.00.0000	REC SURCHARGE AFF HOUSING-CO PORT.	\$40,000		\$40,000
34127.10.0000	ENDING HOMELESSNESS - LOCAL JC HOUSING	\$40,000		\$40,000
34127.20.0000	CO ENDING HOMELESSNESS 07/09	\$20,000	\$20,000	\$40,000
34127.20.0000	CO ENDING HOMELESSNESS 7/09	\$35,000	\$44,000	\$79,000
TOTAL REVENUE		\$135,000	\$64,000	\$199,000

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
55150.41.0020	AFFORDABLE HOUSING SHB#2060	\$70,000	\$69,000	\$139,000
55150.41.0030	HOMELESSNESS SHB #2163	\$70,000	\$190,000	\$260,000
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$140,000	\$259,000	\$399,000

Reason for Appropriation/Extension

Reflects OlyCAP's planned capital and programmatic expenditures for homelessness and affordable housing.

Respectfully Submitted,

 Elected Official/Department Head Signature

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

Date: June 24, 2011

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 reasons outlined below, I request an emergency appropriation and budget extension in the amount of:

RECEIVED

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

Yes
 No

JUN 28 2011

JEFFERSON COUNTY
 COMMISSIONERS

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:

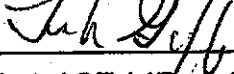
BARS Revenue #	Description	BUDGET			
		CURRENT	REVISION	PROP 1	AMENDED
347 60 10.0065	Youth Classes-Kid Fit	\$3,200	\$5,000		\$8,200
347 60 10.0075	After School Programs-Others	\$0	\$750		\$750
362 40 00 0006	Fac Rent-Rec Center Birthdays	\$1,200	\$1,200		\$2,400
362 40 00 0011	Memorial Field Sports/Other	\$800	\$1,900		\$2,700
362 40 00 0012	Memorial Field School Rents	\$0	\$10,864		\$10,864
362 40 00 0014	Memorial Field Special Events	\$8,200	\$1,000		\$9,200
362 40 00 0021	HJC Soccer Fields Rental	\$1,400	\$1,000		\$2,400
367 11 00 0000	Donations from Private Sources	\$0	\$1,250		\$1,250
397 00 00 0175	Transfer from Parks Improvement	\$7,791	\$11,000		\$18,791
397 00 10 0000	Transfer In-City of PT Proposition #1	\$0	\$0	\$106,250	\$106,250
TOTAL REVENUE		\$22,591	\$33,964	\$106,250	\$162,805

BARS Expenditure #	Description	BUDGET			
		CURRENT	REVISION	PROP 1	AMENDED
574 20 10 0000	Salaries and Wages -Recreation	\$113,346		\$31,803	\$145,149
574 20 31 0020	Operating Supplies-Recreation	\$5,000		\$3,047	\$8,047
574 20 35 0000	Operating Equipment-Recreation	\$2,500		\$5,000	\$7,500
574 20 43 0000	Travel-Recreation	\$0		\$1,000	\$1,000
574 20 44 0000	Advertising-Recreation	\$1,964		\$1,200	\$3,164
575 20 10 0000	Salaries and Wages -Memorial Field	\$5,476	\$250	\$5,796	\$11,522
575 20 31 0000	Operating Supplies-Memorial Field	\$0		\$3,000	\$3,000
575 20 35 0000	Small Tool & Equipment-Memorial Fld	\$0	\$500	\$2,500	\$3,000
575 20 45 0000	Operating Rents & Leases-Mem Fld	\$0	\$500		\$500
575 20 47 0000	Public Utilities-Memorial Field	\$0	\$3,300	\$9,000	\$12,300
575 20 48 0000	Repair & Maintenance-Memorial Field	\$0	\$12,500	\$12,950	\$25,450
594 75 63 0000	Capital Improvements-Memorial Field	\$0		\$8,554	\$8,554
576 10 31 0000	Operating Supplies-Parks	\$2,500		\$250	\$2,750
576 10 41 0000	Professional Services-Parks	\$0	\$1,500	\$22,150	\$23,650
576 10 95 0000	Interfund Rents & Leases-Parks	\$33,786	\$3,000		\$36,786
576 80 10 0000	Salaries & Wages-Field Maint	\$21,168	\$5,174		\$26,342
TOTAL EXPENDITURE		\$185,740	\$26,724	\$106,250	\$318,714

Reason for Appropriation/Extension

The City of Port Townsend and Jefferson County have entered into an interlocal agreement for Proposition 1, which passed in November of 2010. According to this agreement, the City will transfer a portion of its revenue from the 0.3% criminal justice sales tax beginning July 1, 2011. The dollar amount of this transfer is estimated to be \$106,500 in 2011. The purpose of the funds is to maintain and operate Memorial Field and the Port Townsend Rec Center, and to retain a consultant for the Exploratory Regional Parks and Recreation Committee. At the time the 2011 budget was written, it was not known if Proposition 1 would pass. This budget extension provides for Proposition 1 revenue and expenditures. In addition, Kid Fit, Afterschool, and Rec Center Birthdays are recreation programs that have earned revenue in excess of budgeted amounts. Similarly, field rentals are earning revenue in excess of budgeted amounts. These additional field revenues will be invested into Memorial Field in 2011 as maintenance repairs and small improvements. Finally, a transfer from Parks Improvement is needed to budget unexpected revenue and expenditures at Quilcene and Lake Leland Campgrounds which were re-opened by volunteers in the spring of 2011. The transfer from parks improvement also covers unexpected office, shop and equipment rental fees and removal of danger trees damaged by wind storms from Gibbs Lake and Oak Bay Parks.

Respectfully Submitted,



Elected Official/Department Head Signature

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

Date: June 24, 2011

Public Works / Parks Improvement

Department/Fund Name

175 000 010

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
347 30 60 0000	Camping Fees-Lake Leland	\$0	\$3,200	\$3,200
343 30 90 0000	Camping Fees-Quilcene	\$0	\$504	\$504
				\$0
				\$0
TOTAL REVENUE		\$0	\$3,704	\$3,704

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
597 00 00 0174	Transfer to Parks & Recreation	\$7,791	\$11,000	\$18,791
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$7,791	\$11,000	\$18,791

Reason for Appropriation/Extension

Lake Leland and Quilcene Park were re-opened by donation of volunteer labor in the spring of 2011. This re-opening was not anticipated when the budget was done in 2010. This extension budgets the revenue expected from the campground operation. In addition, a transfer of \$11,000 to the Parks and Recreation Budget is needed in the 2011 budget for: expenses of operating the re-opened campgrounds, unexpected tree removal at Gibbs Lake and Oak Bay Parks, increases in rental fees for office space and shop space; and unexpected roads equipment rental fees for repairs at H.J. Carroll Park.

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JUN 28 2011

Respectfully Submitted,



Elected Official/Department Head Signature

**JEFFERSON COUNTY
 COMMISSIONERS**

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

Date: 6/29/11

Central Services - Construction & Renovaion

301-000-010

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 _____ 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
334.06.91.0000	Dept. of Archeology & Historic Presevation	\$0.00	\$300,000.00	\$300,000.00
				\$0.00
				\$0.00
				\$0.00
TOTAL REVENUE		\$0.00	\$300,000.00	\$300,000.00

BARS # Expenditure	Description	Current Budget	Revision	New Budget
59410.62.0000	Buildings	\$247,600.00	\$420,000.00	\$667,600.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURE		\$247,600.00	\$420,000.00	\$667,600.00

Reason for Appropriation/Extension

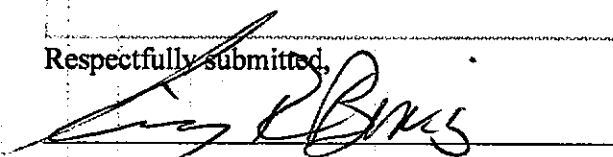
The County Administrator authorized expansion of the Courthouse Roof Renovation project for an additional cost of \$70,000. The county will not receive grant monies until the end of 2011 and thus an additional \$300,000 is needed for cash flow purposes until the County is reimbursed.

The following projects need to be added to the 2011 C&R program:

EOC/JeffCom roof replacement \$40,000

Castle Hill parking lot design/engineering \$10,000

Respectfully submitted,



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

Date: June 30, 2011

RISK MANAGEMENT RESERVE

502-000-010

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 \$15,000.00 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
502000010 51478.49	Claims	\$45,000.00	\$15,000.00	\$60,000.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURE		\$45,000.00	\$15,000.00	\$60,000.00

Reason for Appropriation/Extension

Claims are running higher year to date than in the past several years. It is anticipated that the remaining budget will not cover the balance of the year.

The increase will come from fund balance in Fund 502.

Respectfully submitted,

Lorna Delaney