

**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:** October 3, 2011

**SUBJECT:** RESOLUTION and HEARING NOTICE re: Third Quarter 2011 Budget Appropriations/Extensions; Various County Departments; Hearing scheduled for Monday, October 24, 2011 at 10:00 a.m. in the Commissioners Chambers

---

**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.

**ANALYSIS:**

These budget changes are intended to improve the cost effectiveness and efficiency of the requesting departments. The Hearing Notice will be published in the Leader on October 5 and 12, 2011.

**FISCAL IMPACT:**

Provided in Resolution.

**RECOMMENDATION:**

Approve resolution to publish a notice for the hearing set for October 24, 2011 @ 10:00 a.m. in the Commissioners Chambers.

**REVIEWED BY:**

  
Philip Morley, County Administrator

9/29/30  
Date

**JEFFERSON COUNTY  
STATE OF WASHINGTON**

**IN THE MATTER OF A HEARING NOTICE }  
FOR PROPOSED 2011 3<sup>rd</sup> QUARTER }  
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		
		FUND BALANCE	REVENUE	EXPENSE
<b>CURRENT EXPENSE/GENERAL FUND</b>				
001-050-000	CLERK	\$0	\$0	-\$8,511
001-080-000	DISTRICT COURT	\$0	\$0	\$8,511
001-180-000	SHERIFF	\$0	\$11,502	\$11,502
001-270-000	NON-DEPARTMENTAL	\$30,000	\$0	\$30,000
001-261-000	OPERATING TRANSFERS	\$0	\$250,000	\$250,000
	Total General Fund	\$30,000	\$261,502	\$291,502
<b>SPECIAL REVENUE/CAPITAL/ENTERPRISE/INTERNAL SERVICE FUNDS</b>				
174-000-010	PARKS & RECREATION	\$15,024	\$36,950	\$51,974
108-000-010	WSU EXTENSION	\$0	\$16,900	\$16,900
	Total Other Funds	\$15,024	\$53,850	\$68,874

**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 24<sup>th</sup> day of October, 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 extensions for such alleged emergency.

**APPROVED** this 3<sup>rd</sup> day of October, 2011.

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chairman

Phil Johnson, Member

ATTEST:

Raina Randall,  
Deputy Clerk of the Board

David Sullivan, Member

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

Date: 9/13/2011

District Court

001 030 000

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 \_\_\_\_\_ 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 \$0.00 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
<b>TOTAL REVENUE</b>		\$0.00	\$0.00	\$0.00

BARS # Expenditure	Description	Current Budget	Revision	New Budget
001080000 51240	Jury Manager Salary	\$0.00	\$5,108.82	\$5,108.82
001080000 51240	Jury Manger Benefits	\$0.00	\$3,401.88	\$3,401.88
				\$0.00
				\$0.00
				\$0.00
<b>TOTAL EXPENDITURE</b>		\$0.00	\$8,510.70	\$8,510.70

**Reason for Appropriation/Extension**

The County Clerk agreed to release the personnel costs for a .4FTE equivalent per the 2011 Deputy Clerk salary line 001.050.000.51230.10.20, to commence on or about August 15, 2011 for training purposes, to cover the cost of a part time deputy to perform jury management functions in the District Court Administrator's office. In 2011 this amount is anticipated to be approximately \$5108.82 in wages and \$3401.88 in benefits, pro-rated for the remaining 22 weeks of 2011. Any variance in excess of 105% of these figures will be taken from the Trial Court Improvement Fund rather than the Clerk's budget.

Respectfully submitted,

Grace Beck

TO: BOARD OF COUNTY COMMISSIONERS

Date: September 20, 2011

RE: Request for Emergency Budget Appropriation/Extension and Amendment

Parks and Recreation

174-000-010

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

\$61,974

- 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:

\$36,950

RECEIVED  
SEP 21 2011  
JEFFERSON COUNTY  
COMMISSIONERS

BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
347 60 10.0065	Youth Classes-Kid Fit	\$3,200	\$1,800	\$5,000
347 60 20.0010	County Day Camps	\$14,000	\$8,000	\$22,000
362 40 00 0006	Fac Rent-Rec Center Birthdays	\$1,200	\$1,200	\$2,400
362 40 00 0011	Memorial Field Sports/Other	\$800	\$1,500	\$2,300
362 40 00 0012	Memorial Field School Rents	\$0	\$11,500	\$11,500
362 40 00 0021	HJC Soccer Fields Rental	\$1,400	\$700	\$2,100
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
<b>TOTAL REVENUE</b>		<b>\$28,391</b>	<b>\$36,950</b>	<b>\$65,341</b>

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
575 20 31 0000	Operating Supplies	\$3,000	\$1,000	\$4,000
575 20 47 0000	Public Utilities-Memorial Field	\$9,000	\$4,000	\$13,000
575 20 48 0000	Repair & Maintenance-Memorial Field	\$12,950	\$4,050	\$17,000
576 10 31 0000	Operating Supplies	\$2,750	\$1,000	\$3,750
576 10 41 0000	Professional Services-Parks	\$22,150	\$29,850	\$52,000
576 10 95 0000	Interfund Rents & Leases-Parks	\$33,786	\$3,500	\$37,286
576 80 10 0000	Salaries & Wages-Field Maint	\$21,168	\$5,174	\$26,342
576 80 31 0000	Operating Supplies	\$1,800	\$3,400	\$5,200
<b>TOTAL EXPENDITURE</b>		<b>\$106,604</b>	<b>\$51,974</b>	<b>\$158,578</b>

**Reason for Appropriation/Extension**

Kid Fit, Day Camps, and Rec Center Birthdays are recreation programs that have earned revenue in excess of budget. Similarly, fees for field rentals at Memorial Field and HJ Carroll Park are exceeding expectations. In both cases additional budget in expenditures for operations is needed at this time. 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 at Gibbs Lake and Oak Bay Parks. The request for increased budget in professional services for parks is for the consultants currently supporting the Exploratory Regional Parks and Recreation Committee. A portion of this expenditure will be funded using fund balance from Parks and Recreation

Respectfully Submitted,

  
\_\_\_\_\_  
Elected Official/Department Head Signature

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

Date: September 22, 2011

Sheriff's Office

180

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
	Homeland Security Equipment Grant	\$0	\$11,502	\$11,502
				\$0
	note: BARS # to be determined			\$0
				\$0
<b>TOTAL REVENUE</b>		<b>\$0</b>	<b>\$11,502</b>	<b>\$11,502</b>

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
54921.63.0010	Security Gate	\$0	\$11,502	\$11,502
				\$0
				\$0
				\$0
				\$0
<b>TOTAL EXPENDITURE</b>		<b>\$0</b>	<b>\$11,502</b>	<b>\$11,502</b>

Reason for Appropriation/Extension

Homeland Security through Kitsap County has approved payment for increased security at the jail via a security gate with keypad entry. This appropriation adds the revenue and expense.

Respectfully Submitted,

\_\_\_\_\_  
 Elected Official/Department Head Signature

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

Date: September 15, 2011

WSU Extension - Noxious Weeds

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
33831000030	Clallam County Noxious Weed Reimbursements	\$5,000	\$16,100	\$21,100
34710000040	Hood Canal Salmon Enhancement	\$0	\$800	\$800
				\$0
				\$0
<b>TOTAL REVENUE</b>		<b>\$5,000</b>	<b>\$16,900</b>	<b>\$21,900</b>

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
108000010.53160.10.0	Salaries and wages	\$15,133	\$12,200	\$27,333
108000010.53160.20	Benefits	\$2,067	\$2,100	\$4,167
108000010.53160.43	Travel	\$800	\$500	\$1,300
108000010.53160.31	Supplies	\$300	\$500	\$800
108000010.53160.41	Professional Services	\$0	\$1,600	\$1,600
<b>TOTAL EXPENDITURE</b>		<b>\$18,300</b>	<b>\$16,900</b>	<b>\$35,200</b>

Reason for Appropriation/Extension

Respectfully Submitted,

*Pamela Roberts*

Elected Official/Department Head Signature

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

Date: September 22, 2011

**General Fund - Non-Departmental**  
 Department/Fund Name

**001-270-000**  
 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
				\$0
				\$0
				\$0
				\$0
<b>TOTAL REVENUE</b>		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
51990.41.0100	DNR - payment for admin services		\$30,000	\$30,000
				\$0
				\$0
				\$0
<b>TOTAL EXPENDITURE</b>		\$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. This appropriation was submitted and approved the 2nd quarter of 2011, but was incorrectly stated as a revenue instead of an expenditure on the Resolution. This submittal is to correct that resolution.

Respectfully Submitted,

\_\_\_\_\_  
 Elected Official/Department Head Signature

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

Date: September 22, 2011

**Operating Transfers**

**001.261.000**

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
001250000.395.10.10	DNR Timber Revenue	\$230,000	\$250,000	\$480,000
				\$0
				\$0
				\$0
<b>TOTAL REVENUE</b>		<b>\$230,000</b>	<b>\$250,000</b>	<b>\$480,000</b>

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
597.00.300	Transfer to Capital Improvement fund 302	\$0	\$250,000	\$250,000
				\$0
				\$0
				\$0
<b>TOTAL EXPENDITURE</b>		<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>

**Reason for Appropriation/Extension**

One time revenues received from DNR Timber Revenues in 2011 will go to Capital Improvement Fund 302 to cover costs for 2012 debt payments not covered by REET (real estate excise tax) in 2012.

Respectfully Submitted,

\_\_\_\_\_  
 Elected Official/Department Head Signature



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

Date: September 22, 2011

**Superior Court Clerk**  
 Department/Fund Name

**001-050-010**  
 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
<b>TOTAL REVENUE</b>		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
51230.10.0020	Superior Court Clerk II	\$15,227	-\$5,109	\$10,118
51230.20.0000	Personnel Benefits	\$97,440	-\$3,402	\$94,038
				\$0
				\$0
				\$0
<b>TOTAL EXPENDITURE</b>		\$112,667	-\$8,511	\$104,156

**Reason for Appropriation/Extension**

This position that was responsible for Jury management will now be included in the District Court budget.

Respectfully Submitted,



Elected Official/Department Head Signature