

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

TO: Board of County Commissioners
FROM: Philip Morley, County Administrator
Erin Lundgren, Clerk of the Board
DATE: April 23, 2012
SUBJECT: **HEARING** re: Proposed Supplemental Budget Appropriations/Extensions for Various
County Funds

STATEMENT OF ISSUE:

Various County departments have requested increases to their 2012 Budget. Per RCW 36.40.140, the Board of County Commissioners must hold a public hearing regarding the proposed budget changes.

ANALYSIS:

These budget changes are intended to address unanticipated revenues and expenditures of the requesting departments.

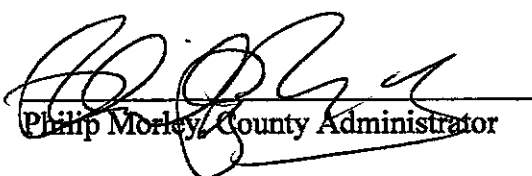
FISCAL IMPACT:

See attached department fund requests.

RECOMMENDATION:

Approve the resolution for the 1st quarter supplemental budget appropriations.

REVIEWED BY:


Philip Morley, County Administrator

Date 4/18/12

STATE OF WASHINGTON
Jefferson County

ORDER: BUDGET APPROPRIATIONS/ }
EXTENSIONS FOR VARIOUS }
COUNTY DEPARTMENTS }

RESOLUTION NO. ____

WHEREAS, the Jefferson County Board of Commissioners did on the 9th day of April, 2012 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 9th day of April, 2012, set a hearing on said emergency for the 23rd day of April, 2012, 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 April 11 and 18, 2012 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:

FUND #	FUND NAME	AMOUNT FROM UNENCUMBERED FUND BALANCE	REVENUE	EXPENSE
CURRENT EXPENSE/GENERAL FUND				
001-060-000	COUNTY COMMISSIONERS	\$14,961		\$14,961
001-261-000	OPERATING TRANSFERS	<u>\$335,000</u>		<u>\$335,000</u>
	Total General Fund	<u>\$349,961</u>	\$0	<u>\$349,961</u>
SPECIAL REVENUE/CAPITAL/ENTERPRISE/INTERNAL SERVICE FUNDS				
108-000-010	WSU JEFFERSON COUNTY EXTENSION		\$5,500	\$5,500
119-000-010	JEFFCOM CAPITAL FUND	\$117,496		\$117,496
122-000-010	JEFFCOM OPERATING FUND		\$51,805	\$51,804
125-000-010	HOTEL/MOTEL	\$2,608		\$2,608
142-000-010	PUBLIC DEFENSE	\$2,971		\$2,971
	INDUSTRIAL INSURANCE			
504-000-010	RESERVE	\$4,728		\$4,728
	EMPLOYEE BENEFIT			
505-000-010	RESERVE	<u>\$26,121</u>	<u>\$0</u>	<u>\$26,121</u>
	Total Other Funds	<u>\$153,924</u>	<u>\$57,305</u>	<u>\$211,228</u>

APPROVED this _____ day of April, 2012.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

John Austin, Chairman

ATTEST:

Phil Johnson, Member

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: March 26, 2012

Commissioners
 Department/Fund Name

001-060-000
 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:

\$14,961

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:

\$0

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

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
51180.49.0050	Historic Document Preservation	\$230	\$14,961	\$15,191
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$230	\$14,961	\$15,191

Reason for Appropriation/Extension

Since 2007 Jefferson County has authorized funding to the Jefferson County Historical Society (JCHS) for the preservation of historic documents. In 2011 and 2012 no funding was budgeted or allocated to JCHS. While JCHS has requested \$10,200 per year for 2011 and 2012, revenues are below that amount for 2011 and are projected to be below than that amount in 2012. This supplemental budget appropriation will allow for the allocation of funding to JCHS in an amount equal to the available revenue in 2011 and within projected revenue for 2012 as follows: \$7,961 for 2011; and \$7,000 for 2012.

Respectfully Submitted,

Uma Gundgren

Elected Official/Department Head Signature

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

Date: March 26, 2012

Operating Transfers

Department/Fund Name

001-261-000

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:

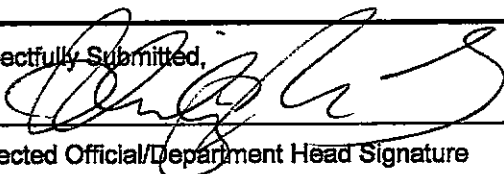
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
59700.00.0350	Operating Transfer to Capital Improvement	\$25,891	\$335,000	\$360,891
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$25,891	\$335,000	\$360,891

Reason for Appropriation/Extension

Appropriate one-time revenues received in 2011 to Capital Improvement Fund. \$235,000 will be allocated for debt service payments in 2013 and \$100,000 earmarked for capital repair and maintenance projects.

Respectfully Submitted,



Elected Official/Department Head Signature

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

Date: March 19, 2012

WSU Jefferson County Extension

108

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
33314190305	MRC Grant	\$27,500	\$5,500	\$33,000
				\$0
				\$0
				\$0
TOTAL REVENUE		\$27,500	\$5,500	\$33,000

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
108000010.63190.41.0031	Project Contract Consultant	\$16,190	\$4,650	\$20,840
108000010.63190.43.0010	Travel	\$650	\$150	\$800
108000010.63190.31.0010	Supplies	\$0	\$500	\$500
108000010.63190.49.0010	Copying/printing	\$1,680	\$200	\$1,880
53190.49.0010				\$0
TOTAL EXPENDITURE		\$18,520	\$5,500	\$24,020

Reason for Appropriation/Extension

MRC Grant amount actually awarded was larger than anticipated when 2012 budget was submitted

Respectfully Submitted,



Elected Official/Department Head Signature

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

Date: March 15, 2012

JeffCom Capital

119

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:

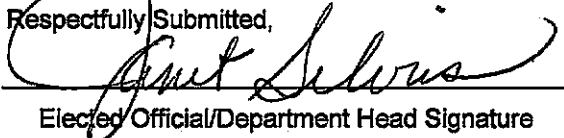
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
119000010.59428.64.0000	Machinery & Equipment	\$17,000	\$117,496	\$134,496
				\$0
				\$0
TOTAL EXPENDITURE		\$17,000	\$117,496	\$134,496

Reason for Appropriation/Extension

NWS RMS expenditures (milestone billings and field reporting) and Alcatel Lucent retainer fees were approved and budgeted for in 2011, but not billed until 2012.

Respectfully Submitted,


 Elected Official/Department Head Signature

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

Date: March 15, 2012

JeffCom

122

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:

\$51,804

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:

\$51,805

BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
122000010.33401.81.0010	State E-911 Grant - Wireless	\$178,899	\$51,805	\$230,704
				\$0
				\$0
				\$0
TOTAL REVENUE		\$178,899	\$51,805	\$230,704

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
122000010.52810.10.0130	Communications Officer Salary	\$0	\$34,816	\$34,816
122000010.52810.20.0000	Communications Officer Benefits	\$265,080	\$16,988	\$282,068
				\$0

TOTAL EXPENDITURE	\$265,080	\$51,804	\$316,884
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Reason for Appropriation/Extension

Washington State will be funding the full amount of our contract grant which includes the Communications Officer position held open in the original budget.

Respectfully Submitted,


 Elected Official/Department Head Signature

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

Date: March 26, 2012

Hotel/Motel
 Department/Fund Name

125-000-010
 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
51990.41.0052	Promotional Activities	\$86,000	\$2,608	\$88,608
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$86,000	\$2,608	\$88,608

Reason for Appropriation/Extension

Appropriation of funds for the TCC to offset 2011 costs paid in 2012 because of the installation of a security camera system at the Olympic Peninsula Gateway Visitor Center in 2011.

Respectfully Submitted,



Elected Official/Department Head Signature

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

Date: March 26, 2012

Public Defense
 Department/Fund Name

142-000-010
 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
51281.41.0000	Professional Services	\$35,000	\$2,971	\$37,971
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$35,000	\$2,971	\$37,971

Reason for Appropriation/Extension

Appropriation of funds for investigative services rendered in December 2011 per the public defense agreement between Jefferson Associated Council and Jefferson County.

Respectfully Submitted,


 Elected Official/Department Head Signature

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

Date: March 26, 2012

Industrial Insurance Reserve

504-000-010

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:

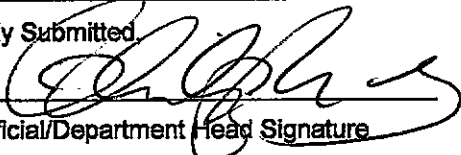
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
51761.41.0000	L&I Administration Costs	\$14,000	\$4,728	\$18,728
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$14,000	\$4,728	\$18,728

Reason for Appropriation/Extension

Appropriation of funds for Labor and Industry claims management service.

Respectfully Submitted,



Elected Official/Department Head Signature

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

Date: March 26, 2012

Employee Benefit Reserve

505-000-010

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

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
51721.41.0010	Other Post-Retirement Costs	\$125,000	\$26,121	\$151,121
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$125,000	\$26,121	\$151,121

Reason for Appropriation/Extension

Appropriation of funds for payment of excess compensation benefit resulting from the retirement of the Director of Community Development in November 2011.

Respectfully Submitted,

 3/26/12

Elected Official/Department Head Signature