


**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Philip Morley, County Administrator 

DATE: July 23, 2012

SUBJECT: Discussion & Possible Action re: 2012 Second Quarter Budget Appropriations/Extensions; Various County Departments

STATEMENT OF ISSUE: BoCC action to approve the 2nd Quarter 2012 Supplemental Budget is requested. The County Commissioners held a Public Hearing on July 16, 2012. Additional information requested by the Commissioners about the supplemental appropriations from Fund 136 Sheriff Drug Investigation and Fund 140 Law Library is provided below to enable the Commissioners to complete their deliberations and take action.

ANALYSIS: Per RCW 36.40.140 the BOCC held a public hearing regarding the proposed budget changes on July 16, 2012. During the hearing, the Commissioners asked for more information regarding the \$5,000 supplemental appropriation from Fund 136 Sheriff Drug Investigation and the \$9,062 supplemental appropriation from Fund 140 Law Library. See below.

Sheriff: \$5,000 from Drug Abatement Fund to be used for Drug Enforcement: this is for improvements to the Sheriff vehicle dedicated for Search and Rescue, Emergency Management, and Tactical Operations.

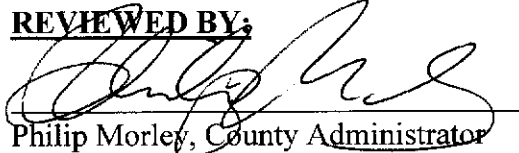
Superior Court: \$9,062 from Law Library Fund to be used as follows:

Westlaw Electronic Data Base for 8 months	\$ 8,110
RCW Replacements	\$ 1,355
subttl	\$ 9,465
Unexpended appropriation	\$ 403
Additional appropriation request	\$ 9,062

FISCAL IMPACT: See original department fund requests in Hearing documents.

RECOMMENDATION: Approve the resolution for the 2nd quarter supplemental budget appropriations

REVIEWED BY:


Philip Morley, County Administrator

7/17/12
Date

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 2nd day of July, 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 2nd day of July, 2012, set a hearing on said emergency for the 16th day of July, 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 July 3 and 11, 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				
001-261-000	OPERATING TRANSFERS	<u>\$13,700</u>		<u>\$13,700</u>
	Total General Fund	<u>\$13,700</u>	\$0	<u>\$13,700</u>
SPECIAL REVENUE/CAPITAL/ENTERPRISE/INTERNAL SERVICE FUNDS				
108-000-010	WSU JEFFERSON COUNTY EXTENSION		\$60,000	\$52,190
122-000-010	JEFFCOM OPERATING FUND		\$3,000	\$3,000
129-000-010	ANIMAL SERVICES		\$18,000	\$16,000
136-000-010	SHERIFF DRUG INVESTIGATION	\$5,000		\$5,000
140-000-010	LAW LIBRARY TRIAL COURT IMPROVEMENT FUND	\$9,062		\$9,062
141-000-010	FUND	\$23,000		\$23,000
148-000-010	AFFORDABLE HOUSING FUND	\$65,000		\$65,000
174-000-010	PARKS & RECREATION		\$13,700	\$13,700
175-000-010	COUNTY PARKS IMPROVEMENT	\$3,025		\$3,025
308-000-010	CONSERVATION FUTURES	<u>\$433,854</u>	<u>\$0</u>	<u>\$433,854</u>
	Total Other Funds	<u>\$538,941</u>	<u>\$94,700</u>	<u>\$623,831</u>

APPROVED this _____ day of July, 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: June 18, 2012

Operating Transfers

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:

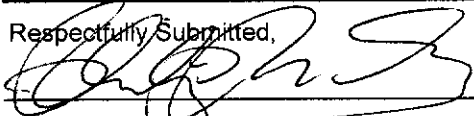
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
59700.00.0099	Transfer to Parks & Recreation	\$367,300	\$13,700	\$381,000
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$367,300	\$13,700	\$381,000

Reason for Appropriation/Extension

Increase transfer to Parks and Recreation to cover the County's portion of the professional services for ERPRC (Exploratory Regional Parks & Recreation Committee) consultant contract due to changes in the interlocal agreement between the City and County in the amount of \$11,000. An additional \$2700 of is needed to cover the cost of background checks in the department that were previously paid for out of General Fund.

Respectfully Submitted,


 Elected Official/Department Head Signature

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

Date: June 8, 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


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BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
33314190305	MRC Grant	\$31,200	\$60,000	\$91,200
				\$0
				\$0
				\$0
TOTAL REVENUE		\$31,200	\$60,000	\$91,200

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
108000010.53190.41.0031	Project Contract Consultant	\$20,840	\$36,280	\$57,120
108000010.53190.43.0010	Travel	\$800	\$2,000	\$2,800
108000010.53190.31.0010	Supplies	\$500	\$900	\$1,400
108000010.53190.41.0031	Copying/printing/other indirect	\$1,880	\$4,600	\$6,480
108000010.53190.41.0010	Water Quality Educator	\$16,790	\$8,410	\$25,200
TOTAL EXPENDITURE		\$40,810	\$52,190	\$93,000

Reason for Appropriation/Extension

The amendment to the Marine Resource Committee grant #G1200420 has provided an additional \$60,000 revenue. The appropriation allocates these newly available funds to be used to complete the work as specified in the scope of the grant and the revised grant budget table.


 Respectfully Submitted.


 Elected Official/Department Head Signature

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

Date: June 6, 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:

- 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
122000010.33401.81.0010	State E911	230,704	\$3,000	233,704
				\$0
				\$0
				\$0
TOTAL REVENUE		230,704	\$3,000	233,704

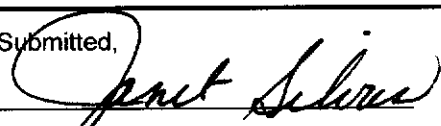
BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
12200010.52810.31.0150	Public Education Supplies	\$0	\$3,000	\$3,000
				\$0
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$3,000	\$3,000

Reason for Appropriation/Extension

The State 911 Office is appropriating this amount for Jefferson County to spend on Public Education Materials to be passed out at the annual Fair and in the Schools.

Respectfully Submitted,

Janet Silvus



Elected Official/Department Head Signature

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

Date: June 18, 2012

Animal Services

129-000-010

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:

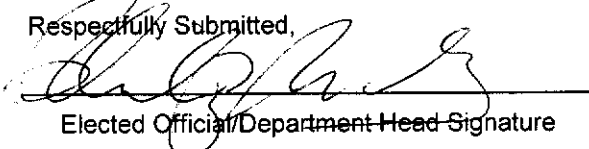
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
33839.10.0000	Contract Payment - City of Port Townsend		\$18,000	\$18,000
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$18,000	\$18,000

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
53430.41.0040	Humane Society - Contract with City	\$0	\$16,000	\$16,000
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$16,000	\$16,000

Reason for Appropriation/Extension

Appropriate revenue and expenditure for contract between the City and County for Animal Shelter services signed in April 2012. The total contract is for \$22,000 less animal licensing fees estimated to be approximately \$4,000 for a total of \$18,000 in revenues. The Humane Society will be paid approximately \$16,000 (\$20,000 less City animal licence fees collected by the Humane Society of \$4,000). \$2,000 is to be paid to the County for administration of the contract.

Respectfully Submitted,



Elected Official/Department Head Signature

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

Date: June 8, 2012

Sheriff's Office

13600010

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

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

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
13600010.52121.35.0010	General Equipment	\$10,000	\$5,000	\$15,000
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$10,000	\$5,000	\$15,000

Reason for Appropriation/Extension

Anticipated expenditure will exceed budgeted amount. This fund is for discretionary spending for drug investigation related activities.

Respectfully Submitted,


 Elected Official/Department Head Signature

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

Date: June 18, 2012

LAW LIBRARY

140.000.010

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:

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

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
59412.64.0010	Law Library	\$9,000	\$9,062	\$18,062
	Updated electronic subscription and full pocket			\$0
	part update and replacement RCW volumes			\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$9,000	\$9,062	\$18,062

Reason for Appropriation/Extension

We needed to replace several missing RCW volumes and update essential WPIC volumes. We also updated the electronic Westlaw subscription from Westlaw Gold to Westlaw next which is far easier for the public to perform a search query. We also needed to replace all pocket part updates for the entire set of hard copy RCW volumes.

Respectfully Submitted,

Michelle Metz

Elected Official/Department Head Signature

Philip Morley

From: Philip Morley
Sent: Tuesday, July 17, 2012 3:41 PM
To: Leslie Locke
Cc: Michelle Moore; 'Anne Sears'; Anne Sears work (asears@co.jefferson.wa.us); Erin Lundgren
Subject: Supplemental appropriation explanation - Law Library

Dear Leslie, here is the breakdown for the Law Library request:

Westlaw Electronic Data Base for 8 months	\$ 8,110
RCW Replacements	\$ 1,355
<hr/>	
subttl	\$ 9,465
Unexpended appropriation	\$ 403
<hr/>	
Additional appropriation request	\$ 9,062

My thanks to Michelle for providing the info we requested.

Philip

Philip Morley
Jefferson County Administrator
pmorley@co.jefferson.wa.us
(360) 385-9100 x-383

This is a reminder that all email to or from this email address may be subject to the Public Records Act contained in RCW 42.56. Additionally, all email to and from the county is captured and archived by Information Services.

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

Date: June 18, 2012

Trial Court Improvement Fund

141-000-010

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?

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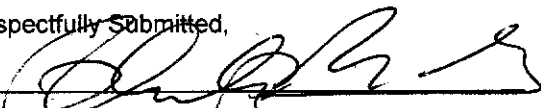
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
59412.64.0000	Capital Outlay	\$0	\$23,000	\$23,000
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$23,000	\$23,000

Reason for Appropriation/Extension

Upgrade of recording system for Superior, District and BOCC Courtrooms. This will be paid for out of unreserved fund balance.

Respectfully Submitted,


 Elected Official/Department Head Signature

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

Date: June 18, 2012

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

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
55150.41.0030	HOMELESSNESS SHB #2163	\$200,000	\$65,000	\$265,000
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$200,000	\$65,000	\$265,000

Reason for Appropriation/Extension

1. There is outstanding work that must be done to the Winter Shelter prior to its opening in November. It is required to have a sprinkler system installed. Costs will total \$53,000 for this project. 2. Winter Shelter operations costs are to start in November as well, making up for the remaining \$13,000 requested. Operations costs include staff salary and wages and facilities costs such as electricity.

Respectfully Submitted,


 Elected Official/Department Head Signature

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

Date: June 20, 2012

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

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Yes
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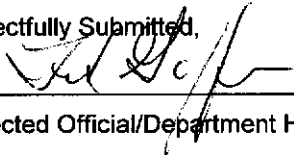
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
39700.00.0010	Operating Transfer In From General Fund	\$367,300	\$13,700	\$381,000
TOTAL REVENUE		\$367,300	\$13,700	\$381,000

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
574 20 41 0000	Professional Services	\$4,000	\$2,700	\$6,700
576 10 41 0000	Professional Services ERPRC Consultants	\$21,800	\$24,000	\$45,800
597 00 00 0055	Operating Transfer to Construction & Renovation	\$46,824	(\$13,000)	\$33,824
TOTAL EXPENDITURE		\$72,624	\$13,700	\$86,324

Reason for Appropriation/Extension

Background checks are required for volunteers working in the recreation programs and Adopt-a-Park program. Previously these checks were provided by the BoCC office. The scope of the ERPRC consultant contract increased due to changes to the interlocal agreement between the City and the County. By this allocation, a portion of this increase, \$13,000, is funded by a reduction in the transfer to the Construction & Renovation Fund, and a portion of this increase is funded by an additional General Fund transfer of \$11,000.

Respectfully Submitted,



Elected Official/Department Head Signature

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

Date: June 12, 2012

County Parks Improvement
 Department/Fund Name

175-000-010
 Fund Number

Commissioners: (mark all that apply with an "X")

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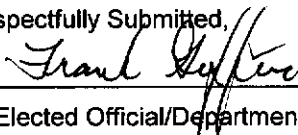
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
576 30 48 0000	Repair & Maintenance General	\$3,000	\$3,025	\$6,025
				\$0
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$3,000	\$3,025	\$6,025

Reason for Appropriation/Extension

The hardball field at Memorial Athletic field has been converted to a softball field for use by the Jefferson County Parks and Recreation Coed Softball League. This budget ammendment will help pay for this conversion.

Respectfully Submitted,



Elected Official/Department Head Signature

Conservation Futures

308

Department/Fund Name

Fund Number

Commissioners: (mark all that apply with an "X")

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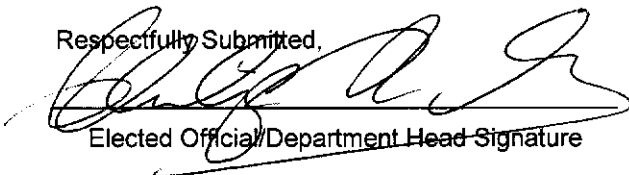
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
59439.61.0070	Salmon Creek Riparian Acquisition	\$0	\$3,472	\$3,472
59439.61.0090	Carleson Chimacum Creek Proj	\$26,550	-\$5,618	\$20,932
59439.61.0060	Tamanowas Rock and Nicholson Short Plat	\$0	\$200,000	\$200,000
59439.61.0015	Projects Subject to Approval	\$0	\$236,000	\$236,000
				\$0
TOTAL EXPENDITURE		\$26,550	\$433,854	\$460,404

Reason for Appropriation/Extension

During the preparation of the 2012 budget it was unknown at that time whether the property transaction of Tamanowas Rock and Nicholas Short Plat would close in 2012. It has now been determined that the transaction of the property will occur before December 2012 along with two other projects, pending approval.

Respectfully Submitted,



Elected Official/Department Head Signature