

**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 22, 2013
SUBJECT: **HEARING** re: Proposed 1st Quarter Supplemental Budget Appropriations/Extensions
for Various County Funds

STATEMENT OF ISSUE:

Various County departments have requested increases to their 2013 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


4/17/13

STATE OF WASHINGTON
Jefferson County

ORDER: BUDGET APPROPRIATIONS/ }
EXTENSIONS FOR VARIOUS } RESOLUTION NO. ____
COUNTY DEPARTMENTS }

WHEREAS, the Jefferson County Board of Commissioners did on the 8th day of April, 2013 declare that a need 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 8th day of April, 2013, set a hearing on said need for the 22nd day of April, 2013, 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 36.40.100 on April 10 and 17, 2013 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				
001-110-000	JUVENILE SERVICES	\$13,000		\$13,000
001-270-000	NON-DEPARTMENTAL	\$46,302		\$46,302
	Total General Fund	<u>\$59,302</u>	\$0	<u>\$59,302</u>
SPECIAL REVENUE/CAPITAL/ENTERPRISE/INTERNAL SERVICE FUNDS				
107-000-010	BOATING SAFETY	\$35,030	\$105,090	\$140,120
108-000-010	COOPERATIVE EXTENSION	\$1,440	\$17,000	\$18,440
135-000-010	JEFFERSON COUNTY DRUG FUND	\$10,000		\$10,000
308-000-010	CONSERVATION FUTURES FUND	\$303,515		\$303,515
151-000-010	REET TECHNOLOGY FUND	\$7,000	\$0	\$7,000
	Total Other Funds	<u>\$356,985</u>	<u>\$122,090</u>	<u>\$479,075</u>

APPROVED this _____ day of April, 2013.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

John Austin, Chairman

ATTEST:

Phil Johnson, Member

Leslie R. Locke,
Deputy Clerk of the Board

David Sullivan, Member

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

Date: March 22, 2013

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
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
51281.41.0003	Court Appointed Attorney	\$0	\$46,302	\$46,302
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$46,302	\$46,302

Reason for Appropriation/Extension

Costs for Court Appointed Attorney for Pierce trial for January through June of 2013

Respectfully Submitted,


 Elected Official/Department Head Signature

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

Date: February 25, 2013

Treasurer/REET Fund

151 000 010

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 appropriation and budget extension in the amount \$7,000.00 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 appropriation and budget extension in the amount of _____ to include this new revenue in the budget this year as outlined below.

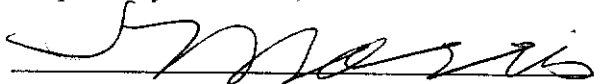
BARS # Revenue	Description	Current Budget	Revision	New Budget
				\$0.00
				\$0.00
				\$0.00
				\$0.00
		\$0.00	\$0.00	\$0.00

BARS # Expenditure	Description	Current Budget	Revision	New Budget
151000010.51422.31.001	Office Supplies	\$0.00	\$7,000.00	\$7,000.00
				\$0.00
				\$0.00
				\$0.00
		\$0.00	\$7,000.00	\$7,000.00

Reason for Appropriation/Extension

Additional costs associated with our new software system not known at time of budget preparation.

Respectfully submitted,



Judi Morris, Treasurer

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

Date: 3/11/13

SHERIFF'S BOATING SAFETY
 Department/Fund Name

107000010
 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 appropriation and budget extension in the amount \$140,119.73 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 appropriation and budget extension in the amount of \$105,089.80 to include this new revenue in the budget this year as outlined below.

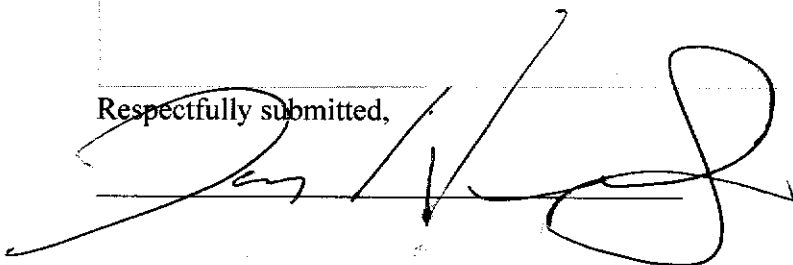
BARS # Revenue	Description	Current Budget	Revision	New Budget
331.97.00.0000	Homeland Security Vessel PSGP Grant	\$115,000.00	\$105,089.80	\$220,089.80
				\$0.00
				\$0.00
				\$0.00
TOTAL REVENUE		\$115,000.00	\$105,089.80	\$220,089.80

BARS # Expenditure	Description	Current Budget	Revision	New Budget
59421.64.0010	Homeland Security Vessel & Trailer	\$130,000.00	\$137,369.73	\$267,369.73
59421.64.0011	Homeland Security Vessel Project Manager	\$2,500.00	\$2,750.00	\$5,250.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURE		\$132,500.00	\$140,119.73	\$272,619.73

Reason for Appropriation/Extension

All expenditures under the PSGP grant in 2012 were halted under a cease order in September pending processing of grant extensions. It was anticipated the paperwork would be processed within a couple of weeks and work would resume in 2012 at the time the 2013 budget was prepared. The final paperwork and go ahead to resume work was delayed into 2013. This appropriation moves the budgeted revenue and expenditures under this grant forward to 2013 for completion. The grant includes a 25 percent match which is available within the fund balance.

Respectfully submitted,



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

Date: March 22, 2013

Juvenile Services
 Department/Fund Name

001-110-000
 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
TOTAL REVENUE		\$0	\$0	\$0

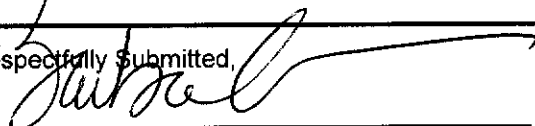
BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
52710.31.0010	Supplies	\$0	\$3,400	\$3,400
52710.31.0020	Operating Supplies - Diversion		\$400	\$400
52710.31.0030	Office Supplies - GAL		\$2,000	\$2,000
52710.31.0035	Supplies -Work Cred Coord.		\$500	\$500
52710.31.0055	BECCA Support		\$500	\$500
52710.31.0090	Proctor Home/CIAA		\$6,000	\$6,000
52710.31.9999	GAL Donations xfer to Kitsap Bank		\$200	\$200
TOTAL EXPENDITURE		\$0	\$13,000	\$13,000

Reason for Appropriation/Extension

Supply budget was ommitted in error in the original 2013 budget, this is to correct omisson.

MAR 21 2013

Respectfully Submitted,



Elected Official/Department Head Signature

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

Date: March 14, 2013

Conservation Futures Fund

308

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
59439.61.0030	Brown Dairy Project	\$24,900	-\$24,900	\$0
59439.61.0035	L. Brown Trust II	\$0	\$24,900	\$24,900
59439.61.0045	Boulton Farm	\$0	\$69,000	\$69,000
59439.61.0100	O&M for Completed Projects	\$0	\$14,515	\$14,515
59439.61.0015	Projects Subject to Approval	\$0	\$220,000	\$220,000
TOTAL EXPENDITURE		\$24,900	\$303,515	\$328,415

Reason for Appropriation/Extension

During the preparation of the 2013 budget it was unknown whether the property transaction of L. Brown Trust II and the Boulton Farm would be completed in 2013. I have determined that these two transactions will close in 2013, requiring a budget appropriation. The first two lines above are to correct a budget description error (the line item should have been L. Brown Trust II instead of Brown Dairy Project). \$14,515 is being added as the required O&M for previous properties purchased. Although these funds are sought irregularly, they must be available. The Conservation Futures Board is currently working on approving the 2013 projects. There is approximately \$220,000 available for these projects. I am submitting this amount as part of this budget appropriation for this year's activities.

Respectfully Submitted,


 Elected Official/Department Head Signature

WSU Extension

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:

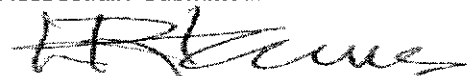
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
33366.12.3000	South PT Bay Shellfish Protection Education	\$13,000	\$12,000	\$25,000
				\$0
				\$0
				\$0
TOTAL REVENUE		\$13,000	\$12,000	\$25,000

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
53195.10.0601	clerk-hire salary	\$1,800	\$5,630	\$7,430
53195.20.0000	benefits	\$260	\$600	\$860
53195.41.0010	Professional Services	\$5,500	\$4,915	\$10,415
53195.31.0010	Supplies	\$5,500	\$795	\$6,295
				\$0
TOTAL EXPENDITURE		\$13,060	\$11,940	\$25,000

Reason for Appropriation/Extension

Grant funds budgeted for 2012 were not entirely used by the end of last December, and are being appropriated into the 2013 budget. The appropriations reflect grant expenditures WSU Extension's water quality program expects to incur through the end of of the grant in May 2013


 Respectfully Submitted.



Elected Official/Department Head Signature

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

Date: March 25, 2013

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
34710000040	General Interest - contribution from LandWorks	\$0	\$5,000	\$5,000
	Collaborative			\$0
108 Fund Balance	Revenue from 2012 Farm Tour		\$1,500	\$1,500
				\$0
TOTAL REVENUE		\$0	\$6,500	\$6,500

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
108 57121 10 0600	Clerk hire	\$0	\$5,850	\$5,850
108 57121 20.0000	personnel benefits	\$28,478	\$650	\$29,128
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$28,478	\$6,500	\$34,978

Reason for Appropriation/Extension

WSU Extension will receive \$5000 from LandWorks Collaborative in 2013 to support the hiring of a part-time Jefferson County Small Farms Coordinator. WSU Extension would also like to appropriate \$1500 in revenue from 2012 Farm Tour to support this position. The coordinator will be responsible for managing Jefferson County Farm Tour, the Jefferson County LandWorks Collaborative, and the FIELD internship program.


 Respectfully Submitted.


 Elected Official/Department Head Signature

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

Date: April 2, 2013

JEFFERSON COUNTY DRUG FUND

135-000-010

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:

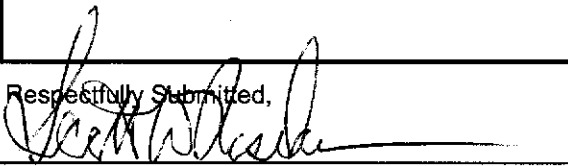
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
515.10.49.0040	Miscellaneous	\$0	\$10,000	\$10,000
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$10,000	\$10,000

Reason for Appropriation/Extension

Sheriff Hernandez has requested \$10,000 to replenish his drug investigations fund.

Respectfully Submitted,



Elected Official/Department Head Signature