

**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: July 15, 2013
SUBJECT: **HEARING** re: Proposed 2013 2nd 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.

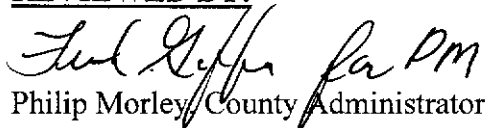
FISCAL IMPACT:

See attached department fund requests.

RECOMMENDATION:

Approve the resolution for the 2013 2nd quarter supplemental budget appropriations.

REVIEWED BY:


Philip Morley, County Administrator

Date

7/10/13

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 1st day of July, 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 1st day of July, 2013, set a hearing on said need for the 15th day of July, 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 July 3, and 10, 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				
001-180-000	SHERIFF	\$35,435	\$22,563	\$57,998
001-261-000	OPERATING TRANSFERS	<u>\$300,000</u>		<u>\$300,000</u>
	Total General Fund	<u>\$335,435</u>	\$0	<u>\$357,998</u>
SPECIAL REVENUE/CAPITAL/ENTERPRISE/INTERNAL SERVICE FUNDS				
108-000-010	COOPERATIVE EXTENSION	\$0	\$8,484	\$8,484
125-000-010	HOTEL MOTEL FUND	\$5,000	\$0	\$5,000
136-000-010	JEFFERSON COUNTY DRUG FUND	\$12,000		\$12,000
141-000-010	TRIAL COURT IMPROVEMENT FUND	\$22,628		\$22,628
503-000-010	UNEMPLOYMENT RESERVE FUND	<u>\$12,000</u>	<u>\$0</u>	<u>\$12,000</u>
	Total Other Funds	<u>\$51,628</u>	<u>\$8,484</u>	<u>\$60,112</u>

APPROVED this _____ day of July, 2013.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

John Austin, Chairman

ATTEST:

Phil Johnson, Member

Carolyn Avery,
Deputy Clerk of the Board

David Sullivan, Member

cc: Mrs. Anne Sears 3/6/13

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

Date: June 14, 2013

Sheriff
Department/Fund Name

001180000
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 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 appropriation and budget extension to include this new revenue in the budget this year as outlined below in the amount of:

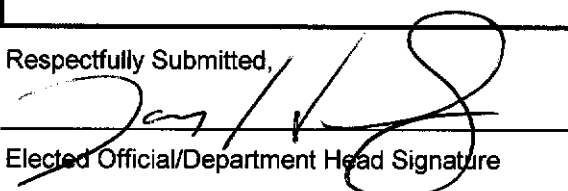
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
339.16.80.4000	ARRA Byrne Grant	\$0	\$12,360	\$12,360
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$12,360	\$12,360

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
52521.35.0000	Byrne Grant Equipment	\$0	\$385	\$385
52521.35.0020	Byrne Grant Rescue Equipment	\$0	\$2,630	\$2,630
52521.49.0000	Byrne Grant Miscellaneous	\$0	\$1,751	\$1,751
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$4,767	\$4,767

Reason for Appropriation/Extension

The Sheriff's Office expended the remainder of its 2009 award. The amount to be spent in 2013 was unknown at the time the 2013 budget was established. This appropriation reflects the amounts to be expended and reimbursed during 2013.

Respectfully Submitted,


Elected Official/Department Head Signature

Anne Sears 6/18/13

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

Date: June 14, 2013

Sheriff
Department/Fund Name

001180000
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 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 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
333.97.00.0000	Homeland Security Region 2 grant to purchase LiveScan fingerprint machine	\$0	\$10,203	\$10,203
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$10,203	\$10,203

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
59421.64.4444	Technology - Capital Outlay	\$0	\$10,203	\$10,203
				\$0
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$10,203	\$10,203

Reason for Appropriation/Extension

The Sheriff's Office has received a grant to purchase a fingerprint machine to be funded by Homeland Security Region 2

Respectfully Submitted,


Elected Official/Department Head Signature

cc. Trace
Anne Sears } 6/18/13

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

Date: June 14, 2013

Sheriff
Department/Fund Name

001180000
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 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 appropriation and budget extension to include this new revenue in the budget this year as outlined below in the amount of:

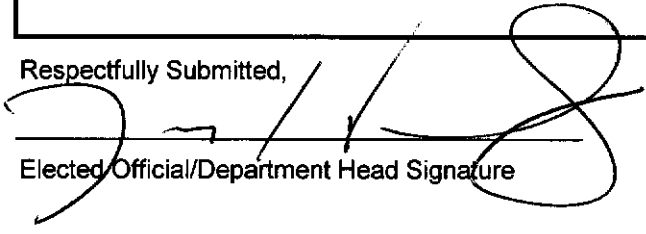
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
		\$0		\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
52360.51.0000	Other Agency Guard Services	\$0	\$29,061	\$29,061
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$29,061	\$29,061

Reason for Appropriation/Extension

King County Sheriff's Office provided guard services for an inmate who was a patient at Harborview Hospital.

Respectfully Submitted,



Elected Official/Department Head Signature

cc. HHS
Anne Sears } 6/24/13

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

Date: June 19, 2012

Sheriff

001-180-000

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
52110.35.4444	Technology - Minor Equipment	\$5,000	\$13,967	\$18,967
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$5,000	\$13,967	\$18,967

Reason for Appropriation/Extension

The Sheriff's Office incurred expenses to replace equipment destroyed in accidents.

Respectfully Submitted,


Elected Official/Department Head Signature

cc: *Handwritten: Anne Sears 6/19/13*

TO: BOARD OF COUNTY COMMISSIONERS

Date: June 17, 2013

RE: Request for Emergency Budget Appropriation/Extension and Amendment

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:

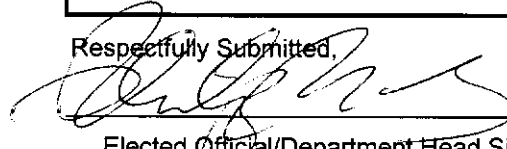
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
59700.00.0350	Transfer to Capital Improvement Fund	\$100,000	\$300,000	\$400,000
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$100,000	\$300,000	\$400,000

Reason for Appropriation/Extension

The 2013 for PILT (Payment in Lieu of Taxes for federal land) came in at 1.2 Million. This was budgeted at \$430,000. This will transfer a portion of those funds to the Capital Improvement fund earmarked for capital repair and maintenance.

Respectfully Submitted,


 Elected Official/Department Head Signature

cc. Mrs Anne Sears } 6/18/13

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

Date: June 17, 2013

WSU Jeffco 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 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 appropriation and budget extension to include this new revenue in the budget this year as outlined below in the amount of:

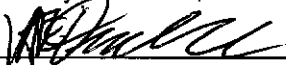
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
108 33311.46.0000	NWSF No Anchor Zone grant	\$0	\$4,989	\$4,989
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$4,989	\$4,989

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
108 57121.10.0600	clerk hire	\$0	\$250	\$250
108 53112.41.0030	professional services	\$0	\$3,345	\$3,345
108 53112.30.0010	supplies	\$0	\$1,394	\$1,394
				\$0
TOTAL EXPENDITURE		\$0	\$4,989	\$4,989

Reason for Appropriation/Extension

new grant received in 2013 not appropriated into current budget

Respectfully Submitted,



Elected Official/Department Head Signature

cc: *Maia Anne Sears* } 6/18/13

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

Date: June 17, 2013

WSU Jeffco 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 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 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
108 33314.19.0305	MRC Project Grant	\$39,037	\$3,495	\$42,532
				\$0
				\$0
				\$0
TOTAL REVENUE		\$39,037	\$3,495	\$42,532

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
108 53190.10.0601	clerk hire	\$11,570	\$2,025	\$13,595
108 53190.20.0000	benefits	\$1,183	\$225	\$1,408
108 53190.41.0031	project consultant	\$17,773	\$1,245	\$19,018
108 53190.43.0010	travel	\$1,865	\$0	\$1,865
108 53190.49.0010	copying/printing	\$6,399	\$0	\$6,399
TOTAL EXPENDITURE		\$38,790	\$3,495	\$42,285

Reason for Appropriation/Extension

Additional funds received in 2013 to complete current year's grant projects not appropriated into current budget

Respectfully Submitted,


Elected Official/Department Head Signature

cc: And Anne Sears } 6/19/13

TO: BOARD OF COUNTY COMMISSIONERS

Date: June 17, 2012

RE: Request for Emergency Budget Appropriation/Extension and Amendment

Hotel Motel Fund

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:

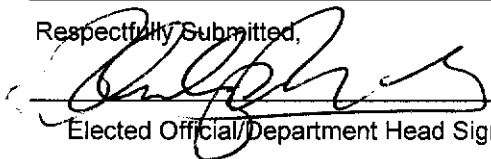
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
51990.41.100	Contingency	\$0	\$5,000	\$5,000
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$5,000	\$5,000

Reason for Appropriation/Extension

Repair and maintenance at Gateway Center for 2013 not included in original budget. Repairs to date in 2013 include light replacements, addition of lighting and installation of a compressor.

Respectfully Submitted,



Elected Official/Department Head Signature

Anne Sears } 6/18/13

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

Date: June 14, 2013

Sheriff Drug Fund

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 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 appropriation and budget extension to include this new revenue in the budget this year as outlined below in the amount of:

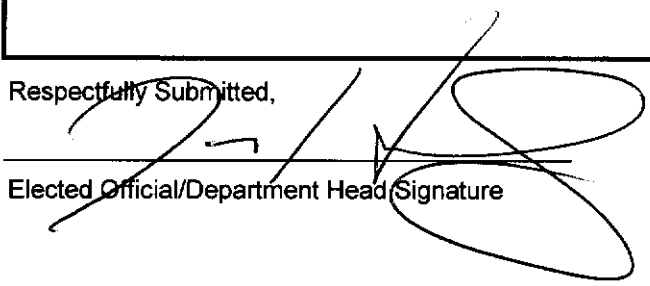
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
		\$0		\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
52121.35.0010	Equipment General	\$3,000	\$12,000	\$15,000
		\$0		\$0
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$3,000	\$12,000	\$15,000

Reason for Appropriation/Extension

The Sheriff's Office is moving some of the unencumbered balance in this discretionary fund into the 2013 budget for drug investigation

Respectfully Submitted,



Elected Official/Department Head Signature

cc: Anna
Anne Sears } 6/19/13

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

Date: June 17, 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?

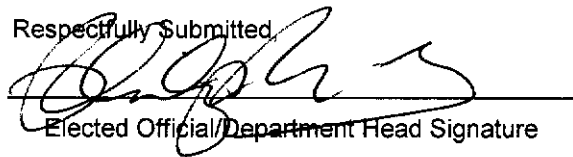
Yes
 No

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
59412.64.0000	Capital Outlay	\$0	\$22,628	\$22,628
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$22,628	\$22,628

Reason for Appropriation/Extension
Upgrade of recording system for Superior, District and BOCC Courtrooms. This was budgeted to be paid out of 2012 budget, but did not get invoiced until 2013. This is to be funded from existing fund balance.

Respectfully Submitted

Elected Official/Department Head Signature

Anne Sears 6/19/13

TO: BOARD OF COUNTY COMMISSIONERS

Date: June 17, 2013

RE: Request for Emergency Budget Appropriation/Extension and Amendment

Unemployment Reserve Fund

503-000-010

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:

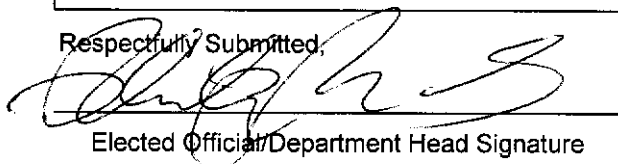
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
59700.00.0504	Transfer to Industrial Insurance Reserve	\$0	\$12,000	\$12,000
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$12,000	\$12,000

Reason for Appropriation/Extension

Transfer funds to Industrial Insurance Reserve Fund to cover remainder of 2013 quarterly payments for Labor and Industries administration costs. Previously the Industrial Insurance fund has been supported by a retroactive refund from the Insurance Pool, however no refund was received in 2012. In 2013, instead of a refund, the County will pay an assessment of \$4,704.

Respectfully Submitted,


Elected Official/Department Head Signature