

**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: October 7, 2013
SUBJECT: **HEARING** re: Proposed 2013 3rd 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.

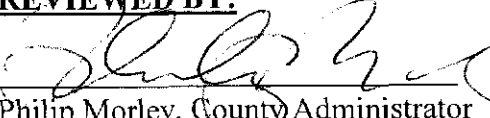
FISCAL IMPACT:

See attached department fund requests.

RECOMMENDATION:

Approve the resolution for the 2013 3rd quarter supplemental budget appropriations.

REVIEWED BY:


Philip Morley, County Administrator

10/2/13
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 23rd day of September, 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 23rd day of September, 2013, set a hearing on said need for the 7th day of October, 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 September 25, and October 2, 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	\$0	\$1,700	\$1,700
001-180-000	SHERIFF	\$63,909		\$63,909
001-240-000	SUPERIOR COURT	\$70,976	\$1,094	\$72,070
001-261-000	OP. TRANSFERS - Water Q.-Cons. Dist			-\$45,600
001-271-000	NON-DEPARTMENTAL	\$0	\$0	\$91,902
Total General Fund		\$134,885	\$2,794	\$183,981
SPECIAL REVENUE/CAPITAL/ENTERPRISE/INTERNAL SERVICE FUNDS				
108-000-010	COOPERATIVE EXTENSION	-\$13,503	\$50,773	\$37,270
128-000-010	WATER QUALITY	\$6,991	\$221,809	\$228,800
140-000-010	LAW LIBRARY	\$2,720		\$2,720
174-000-010	PARKS & RECREATION	\$25,300	\$0	\$25,300
Total Other Funds		\$21,508	\$272,582	\$294,090

APPROVED this _____ day of October, 2013.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

John Austin, Chairman

ATTEST:

Phil Johnson, Member

Carolyn Avery,
Deputy Clerk of the Board

David Sullivan, Member

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

Date: August 28, 2013

Juvenile and Family Court Services

SEP 04 2013

001-110

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

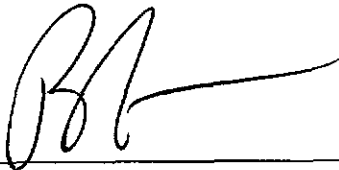
Please be advised that a **revenue source (i.e. grant, new fee) has been received** by this department which was not included in the annual budget at the time it was prepared. Therefore, I request an appropriation and budget extension to include this new revenue in the budget this year as outlined below in the amount of:

BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
36711.10.0000	Donation-GAL Program	\$200	\$620	\$820
38900.00.0010	WaCASA Reimb for Trng Exp (dep 3-6-13)		\$1,080	\$1,080
				\$0
				\$0
TOTAL REVENUE		\$200	\$1,700	\$1,900

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
52710.10.0600	Clerk Hire	\$0	\$1,700	\$1,700
				\$0
TOTAL EXPENDITURE		\$0	\$1,700	\$1,700

Reason for Appropriation/Extension

The GAL/CASA program has seen considerable growth over the past three years, putting us at a three year average of over 45 kids in dependency care requiring the services of a volunteer guardian ad litem (a doubling of our historical caseload). This results in the need for more ongoing recruiting and training efforts of new volunteers; and more need to provide continuing educational hours to our current GAL volunteers. This "clerk hire" position would be a "program training assistant" to help the Program Coordinator respond to this increased need in training/recruiting. In March of 2013, \$1,080 was donated and deposited and is currently in our budget. Recent donations of \$620 were donated for our GAL program with the intent to positively impact our ability to adequately respond to training needs of our volunteers. With these two deposits (totalling \$1700.00), as reflected above, we plan to support this clerk hire through the end of 2013. I have attached the expected duties of this clerk hire position. Thank you.



Elected Official/Department Head Signature

GAL Program Training Assistant

This position provides multi-faceted support to the various GAL trainings. It includes appropriate interactions with the Juvenile Court Administrator, GAL Program Coordinator, volunteer GALs, the public, new recruits, courthouse staff, and program associates. The Training Assistant reports directly to the GAL Program Coordinator.

The candidate must have already proven abilities, among them:

- Commitment to children.
- Ability to remain calm and effective in an active, often emotional workplace where one's actions have repercussions on a child's life.
- Excellent communication skills, both spoken and written.
- Ability to be flexible and still maintain focus.
- Previous professional experience managing small office operations.
- Proven ability to analyze office systems for effectiveness and to implement changes.
- Previous professional experience as a trainer.
- Proven ability to get the job done on time.
- High level of proficiency in: Data entry; MS Word 2007 Professional suite including Excel, Power Point, Publisher, Internet Explorer; Use of copier, scanner and other office equipment.
- Ability to help with the non-administrative details. For trainings: setting up rooms, buying snacks, etc.
- Sense of humor.
- Current Washington Driver's License and automobile insurance.
- Minimum level of education: High School diploma

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

Date: 9/9/13

Sheriff
 Department/Fund Name

001180000
 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 \$50,000.00 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.

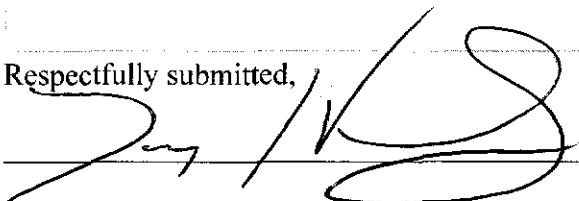
BARS # Revenue	Description	Current Budget	Revision	New Budget
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL REVENUE		\$0.00	\$0.00	\$0.00

BARS # Expenditure	Description	Current Budget	Revision	New Budget
52360.41.0030	Outside Care and Custody	\$57,041.00	\$50,000.00	\$107,041.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURE		\$57,041.00	\$50,000.00	\$107,041.00

Reason for Appropriation/Extension

Jail medical expenses have been impacted by inmates requiring hospitalization and a higher level of medical care than anticipated.

Respectfully submitted,



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

Date: 9/9/13

Sheriff _____
 Department/Fund Name _____

001180000
 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 \$13,909.00 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.

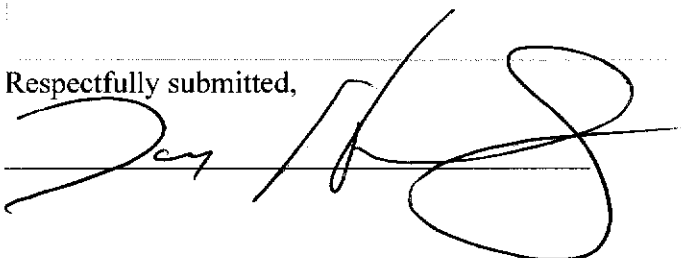
BARS # Revenue	Description	Current Budget	Revision	New Budget
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL REVENUE		\$0.00	\$0.00	\$0.00

BARS # Expenditure	Description	Current Budget	Revision	New Budget
59421.64.4444	Technology - Capital Outlay	\$10,203.00	\$13,909.00	\$24,112.00
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURE		\$10,203.00	\$13,909.00	\$24,112.00

Reason for Appropriation/Extension

The jail's livescan fingerprint machine failed and needed to be replaced. This is a mission critical piece of equipment used to take fingerprints and transmit them to the State during booking of inmates.

Respectfully submitted,



TO: BOARD OF COUNTY COMMISSIONERS
 RE: Request for Budget Appropriation/Extension and Amendment 2013

Date: September 9, 2013

Superior Court - General Fund

Department/Fund Name

001.240.000

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 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

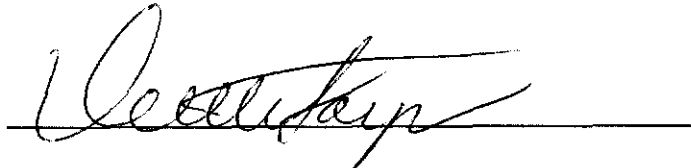
The Administrative Office of the Courts statutorily reimbursed J.C. Superior Court Judge Pro Tem fees in the amount of \$1844.37. These funds were deposited per policy as Superior Court Judge Pro Tem revenue in budget line number 001.240.000 33401.20.0002 and I respectfully request they hereby be appropriated back to the Superior Court Judge Pro Tem expense budget line number 001.240.000 51221.41.0090.

BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
33401.20.0002	Judge Pro Tem	\$750	\$1,094.37	\$1,844.37
				\$0
				\$0
				\$0
TOTAL REVENUE		\$750	\$1,094.37	\$1,844.37

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
51221.41.0070	Psych Evaluations/Expert Services	\$13,000	\$27,466	\$40,466
51221.49.0030	Jury Fees	\$21,008	\$7,004	\$28,012
51221.10.0020	Bailiff	\$3,000	\$2,000	\$5,000
51221.41.0010	Guardian ad Litem	\$1,891	\$2,000	\$3,891
51221.41.0100	Court Commissioner	\$22,659	\$15,000	\$37,659
51218.41.0003	Conflict Attorney	\$49,970	\$18,600	\$68,570
TOTAL EXPENDITURE		\$111,528	\$72,070	\$183,598

Psych Evaluations/Expert Services are statutorily provided for indigent defendants in criminal filings. Most defendants fall into the indigent category. By 7/31/13 we had paid out \$24901.82 with an original budget of \$12046. The fees are higher than usual based on 1 shaken baby case, several sex offenses, and State vs. Michael Pierce. The jury fees for the 2nd Pierce trial were slightly under \$17000 with an original budget of \$21008. This case will have a 3rd jury trial set at the status hearing on September 20, 2013 in Kitsap County before Judge Sally Olsen. It is yet to be determined whether or not Pierce will proceed to trial in late 2013 or early 2014, however, either way Jefferson County will be billed for most costs. If it proceeds to trial in 2013 I would anticipate Superior Court requiring a 4th quarter appropriation due to that trial and that trial alone. The annual Bailiff budget started at \$3000 and the Pierce trial alone almost used the entire budgeted amount. ***I am asking that the \$3000 Bailiff appropriation come from the Trial Court Improvement Fund as the original \$3000 amount does each year.*** The TCIA fund has sufficient funds to allow this appropriation. We are slightly under ytd for typical guardian ad litem fees. Judge Harper presides over all calendars except for mandatory settlement conferences, conflicting calendars and those cases that he can't hear due to either the filing of an affidavit of prejudice or recusal. I anticipate commissioner fees to be lower next year due to the fact that in 2013 Judge Harper and Commissioner Gillard were both required to attend the judicial college, one attended the Spring Judicial Conference, and Judge Harper and 2 Commissioners will attend the Fall Judicial Conference. In addition, in 2013, Judge Harper was unavailable for several weeks due to an unexpected surgery. During the Fall Conference, either AR6 JPT District Court Judge Jill Landes can cover any, if available, at no additional cost or we pay the 3rd Court Commissioner or a Judge Pro Tem to cover calendars and review ex parte files during that short period. The Conflict Attorney line item is always hard to predict and primarily runs high when there are several arrests that include multiple defendants requiring conflict attorneys. Some cases require minimal time and court resources, however, many cases such as sex cases, assault cases and child abuse cases can require not only an extraordinary amount of attorney time but court time and expert expenses as well.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "W. [unclear]", is written over a horizontal line. The signature is cursive and somewhat stylized.

Elected Official/Department Head Signature

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

Date: September 9, 2013

Non-Departmental / operating transfers

001-270-000 & 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:

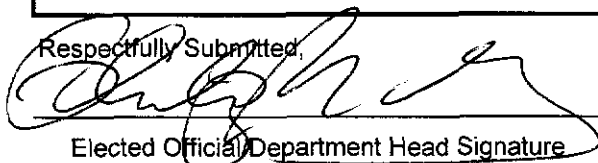
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
Non-Departmental				
51281.41.0002	Court Appointed Attorney (1)	\$46,302	\$46,302	\$92,604
55310.41.0055	Conservation District (2)	\$0	\$45,600	\$45,600
Operating Transfers				
59700.00.0164			-\$45,600	-\$45,600
				\$0
TOTAL EXPENDITURE		\$46,302	\$46,302	\$92,604

Reason for Appropriation/Extension

(1) This is to cover Pierce trial attorney fees through July through December 2013 per amendments #2 and #3 of contract.
 (2) The County Administrator' Office is managing the contract with the Conservation District in 2013. Previously this was managed by Water Quality. There will be no increase in cost to the general fund because the \$45,600 transfer out to Water Quality will not be made in 2013.

Respectfully Submitted,



Elected Official/Department Head Signature

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

Date: September 3, 2013

WSU Jeffco Extension

108

Department/Fund Name

Fund Number
 SEP 03 2013

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 33366.12.0000	NWSF Oil Spill Response grant	\$0	\$700	\$700
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$700	\$700

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
108 57121.10.0600	clerk hire	\$6,100	\$420	\$6,520
108 53112.43.0020	travel	\$0	\$200	\$200
108 53112.30.0020	supplies	\$0		\$0
108 53112 49 0030	printing	\$0	\$80	\$80
				\$0
TOTAL EXPENDITURE		\$6,100	\$700	\$6,800

Reason for Appropriation/Extension

new grant received in 2013 not appropriated into current budget

Respectfully Submitted,



Elected Official/Department Head Signature

WSU Jeffco Extension

Department/Fund Name

~~Fiscal Year~~ 2013

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:

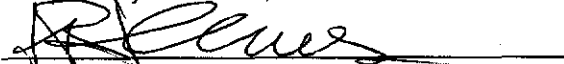
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
108 33314 19 0305	MRC grant	\$42,532	\$18,073	\$60,605
				\$0
				\$0
				\$0
TOTAL REVENUE		\$42,532	\$18,073	\$60,605

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
108 53190 10 0601	clerk hire	\$13,595	\$6,243	\$19,838
108 53190 20 0000	benefits	\$1,408	\$695	\$2,103
108 53190 43 0010	travel	\$1,865	\$1,100	\$2,965
108 53190 31 0010	supplies	\$0	\$1,635	\$1,635
108 53190 41 0031	proj contract consultant	\$19,018	\$8,400	\$27,418
				\$0
TOTAL EXPENDITURE		\$35,886	\$18,073	\$53,959

Reason for Appropriation/Extension

New MRC grant money which became available 9/1/13

Respectfully Submitted,



Elected Official/Department Head Signature

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

Date: 9-3-13

WSU Extension
 Department/Fund Name

SEP 03 2013 **108**
 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
33166.12.0000	EPA Puget Sound Management Assistance	\$0	\$32,000	\$32,000
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$32,000	\$32,000

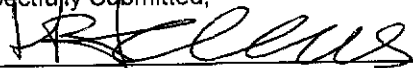
BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
53111.10.0600	clerk hire	\$7,750	\$1,035	\$8,785
53111.20.0000	benefits	\$1,116	\$123	\$1,239
53111.41.0010	consultants		\$6,671	\$6,671
53111.31.0000	supplies	\$4,437	\$10,568	\$15,005
53111.43.0000	travel	\$200	\$100	\$300
				\$0
TOTAL EXPENDITURE		\$13,503	\$18,497	\$32,000

Reason for Appropriation/Extension

Projects were not completed as planned by the end of 2012, and a revised budget with a grant extension was not agreed upon with the WSRC until July of 2013. Appropriation reflects new grant budget guidelines.

Project is 100% grant funded

Respectfully Submitted,



Elected Official/Department Head Signature

Water Quality

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
397.00.00.0160	Transfer from GF-WQ (non-specified)	\$24,200	\$8,893	\$33,093
334.02.78.3700	Dosewallips II Acquisitions	\$126,991	\$221,809	\$348,800
				\$0
				\$0
TOTAL REVENUE		\$151,191	\$230,702	\$381,893

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
55310.41.0140	Property Acquisitions	\$120,000	\$228,800	\$348,800
				\$0
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$120,000	\$228,800	\$348,800

Reason for Appropriation/Extension

Union agreements have provided an average COLA of 2.65% and a 2.5% Step increase for many UFCW members since 2009. Increases in salaries and benefits were as follows (these figures were adjusted for FTE fluctuations): 2009-\$10,004; 2010-\$8,897; 2011-\$11,493; 2012-\$13,711; 2013-\$29,515; and we project 2014 to be \$12,542. WQ relies heavily upon grants and the fee per parcel to support these increases and will use such sources to cover the increases in 2013. However, grant revenues have decreased, remained flat, and only cover a certain percentage of salaries and benefits. The fee per parcel which was implemented in 2010 has also remained flat. The non-specified county contribution has also been reduced by 72%, \$62,733, since 2009, requiring the use of carry forward dollars to cover these costs over the years. WQ has adjusted the increase of \$29,515 for FTE fluctuations and what will be covered by grants and the fee per parcel, therefore we request a transfer of \$8,893.

Property Aquisition costs are projected to exceed the original budgeted amounts. These costs are covered by grant funds and the match associated with these projects has already been established in previous year projects.

Respectfully Submitted,

 9-4-13

Elected Official/Department Head Signature

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

SEP 09 2013

Date: September 9, 2013

Law Library

Department/Fund Name

140.000.010

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 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:

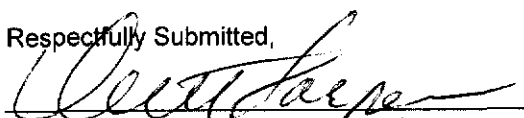
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
59412.64.0010	Law Library Subscription Updates	\$10,100	\$2,720	\$12,820
				\$0
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$10,100	\$2,720	\$12,820

Reason for Appropriation/Extension

This appropriation is requested because there were approximately \$2600 in 2012 billings received and paid from the 2013 budget. The 2013 law library budget was based on \$10100 in revenue and \$10000 in expenditures. The Auditor's GEMs print out from 1/1/13-7/31/13 shows that revenue is down approximately \$70 which if the trend continues will equal a year end loss of \$120. A revenue loss in the amount of \$120 changes the revenue from \$10100 to \$9980 and the \$2600 in unexpected billings changes the expenses from \$10000 to \$12600. These new figures will leave the law library budget with a yearend budget of negative -\$2620, I am requesting a 3rd quarter appropriation from the law library fund in the amount of \$2720 which if calculated correctly with trends remaining the same will result in the ability to pay all 2013 anticipated invoices with approximately \$100 going back into the law library budget surplus.

Respectfully Submitted,


 Elected Official/Department Head Signature

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

Date: September 9, 2013

Public Works/Parks and Recreation
 Department/Fund Name

SEP 09 2013

174000010
 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:

\$25,300

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:

\$0

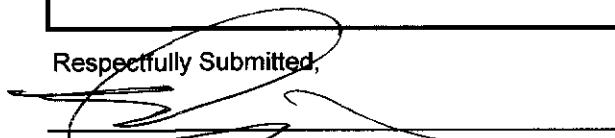
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
57420.31.0020	OPERATING SUPPLIES	\$15,250	\$10,500	\$25,750
57680.10.0000	SALARIES & WAGES	\$32,022	\$4,800	\$36,822
57680.47.0000	UTILITIES	\$7,800	\$10,000	\$17,800
				\$0
				\$0
TOTAL EXPENDITURE		\$55,072	\$25,300	\$80,372

Reason for Appropriation/Extension

(1) Recreation program enrollment in Spring Soccer and Summer Day Camp, exceeded expectations. Additional participants required additional tee-shirts, balls, and arts and crafts supplies which increased the expenditure in recreation program operating supplies. (2) Similarly, visitation to HJ Carroll Park, Irondale Beach Park, and Oak Bay Campground also exceeded expectations. To compensate, a clerk hire was retained to assist with restroom cleaning and mowing which resulted in an increase in salaries and wages in parks maintenance. (3) Finally, increased revenues from grants and fees enabled the division to avoid cutting irrigation water for HJ Carroll Park and Irondale Community Park as was planned when this budget was created. This resulted in higher utility costs.

Respectfully Submitted,


 Elected Official/Department Head Signature