

**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 21, 2014
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 2014 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.

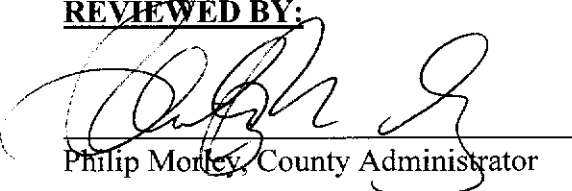
FISCAL IMPACT:

See attached department fund requests.

RECOMMENDATION:

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

REVIEWED BY:


Philip Morley, County Administrator

Date 4/16/14

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 7th day of April, 2014 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 7th day of April, 2014, set a hearing on said need for the 21st day of April, 2014, 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 9 and 16, 2014 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	OP. TRANSFERS - HEALTH	\$9,700		\$9,700
	Total General Fund	\$9,700	\$0	\$9,700
SPECIAL REVENUE/CAPITAL/ENTERPRISE/INTERNAL SERVICE FUNDS				
107-000-010	SHERIFF BOATING SAFETY	\$0	\$49,203	\$49,203
108-000-010	COOPERATIVE EXTENSION	\$0	\$7,300	\$7,300
127-000-010	PUBLIC HEALTH	\$0	\$9,700	\$9,700
131-000-010	CHEM DEPEND./MENTAL HEALTH	\$4,247	\$0	\$4,247
151-000-010	TREASURER'S REET	\$11,312	\$0	\$11,312
	Total Other Funds	\$15,559	\$66,203	\$81,762

APPROVED this 21st day of April, 2014.

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 Emergency Budget Appropriation/Extension and Amendment

Date: March 31, 2014

Operating Transfers

Department/Fund Name

001-261-000

Fund Number

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

Please be advised that after a thorough examination of my current budget it appears that the amount allocated is insufficient to pay necessary expenses of this department for this year. **After a careful examination of all the expenditures within the department budget** with respect to present and future needs, I find that my budget is short. Therefore, for this current year for the reason's outlined below, I request an emergency appropriation and budget extension in the amount of:

For funds other than Current Expense (General Fund)- - Is there enough Fund Balance (unencumbered cash) to cover this additional expenditure?

Yes

No

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

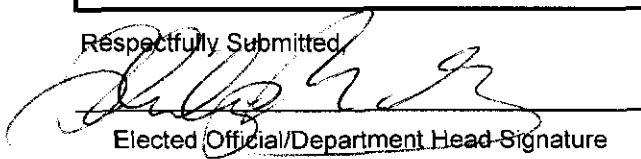
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
				\$0
				\$0
TOTAL REVENUE		\$0	\$0	\$0

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
59700.00.0160	Operating Transfer to Health Dept	\$608,000	\$9,700	\$617,700
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$608,000	\$9,700	\$617,700

Reason for Appropriation/Extension

Requested one-time transfer by Health Department for medical charting software licenses.

Respectfully Submitted,



Elected Official/Department Head Signature

cc: Anne Sears 3/25/14

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

Date: 3/20/14

Sheriff's Boating Safety Fund

107000010

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 _____ 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 \$49,202.93 to include this new revenue in the budget this year as outlined below.

BARS # Revenue	Description	Current Budget	Revision	New Budget
331.97.00.0010	GRANT - HLS PSGP MOTORS	\$0.00	\$19,202.93	\$19,202.93
334.02.30.0000	GRANT - DERELICT VESSEL PREVENTIC	\$0.00	\$30,000.00	\$30,000.00
				\$0.00
				\$0.00
TOTAL REVENUE		\$0.00	\$49,202.93	\$49,202.93

BARS # Expenditure	Description	Current Budget	Revision	New Budget
59421.64.0000	PSGP FY09 MOTORS	\$0.00	\$25,605.90	\$25,605.90
52190.10.0500	OVERTIME	\$14,000.00	\$21,541.71	\$35,541.71
52190.20.0000	PERSONNEL BENEFITS	\$2,273.00	\$4,258.26	\$6,531.26
52190.32.0000	FUEL	\$4,200.00	\$4,000.00	\$8,200.00
52190.35.0000	SUPPLIES	\$400.00	\$200.00	\$600.00
TOTAL EXPENDITURE		\$20,873.00	\$55,605.87	\$76,478.87

Reason for Appropriation/Extension

We were awarded 75% of the cost of two new motors for our existing boat, Integrity, through the HLS PSGP FY09 grant that paid for our new boat, Valor. At this time, we are not requesting an appropriation from the fund balance to cover the 25% match for this expenditure, although we may do so later in the year.

We have been awarded a \$30,000 grant to participate in a derelict vessel prevention program sponsored by the Washington Department of Natural Resources.

Respectfully submitted,

Tony Hernandez, Sheriff

cc: Anne Sears 3/25/14

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

Date: 3-18-14

USO Jeffco EXT
Department/Fund Name

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 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

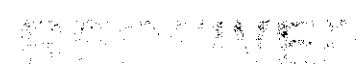
Please be advised that a revenue source (i.e. grant, new fee) has been received by this department which was not included in the annual budget at the time it was prepared. Therefore, I request an appropriation and budget extension to include this new revenue in the budget this year as outlined below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

BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
108 333 66 12 0010	NOSC Snow Creek Grant		\$7,300	\$7,300
				\$0
				\$0
				\$0
TOTAL REVENUE		\$0	\$7,300	\$7,300

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
108 57121 10 0600	wages - clerk hire	\$16,973	\$6,570	\$23,543
108 57121 20 0000	benefits	\$29,625	\$730	\$30,355
				\$0
				\$0
				\$0
TOTAL EXPENDITURE		\$46,598	\$7,300	\$53,898

Reason for Appropriation/Extension

Grant was amended to include additional funding for 2014


 11 13 2014
 JEFFERSON COUNTY
 COMMISSIONERS

Respectfully Submitted,


Elected Official/Department Head Signature

cc: Anne Sears 3/25/14

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

Date: March 14, 2014

Public Health

127

Department/Fund Name

Fund Number

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

Please be advised that after a thorough examination of the 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, it has been determined the budget is short. Therefore, a request in the amount below, an appropriation and budget extension is necessary for this current year:

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, an appropriation and budget extension is requested to include this new revenue. The amount appropriated or extended is in the amount of:

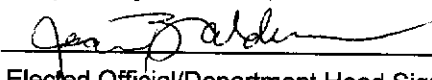
BARS Revenue #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
397.00.00.0160	Transfer from G/F	\$556,500	-\$1,400	\$555,100
397.00.00.0360	Operating Transfer-in from G/F (one-time)	\$0	\$1,400	\$1,400
397.00.00.0360	Operating Transfer-in from G/F (one-time)	\$0	\$9,700	\$9,700
397.00.10.0300	GF - EH GIS	\$3,500	-\$3,500	\$0
397.00.00.0300	GF - EH GIS	\$0	\$3,500	\$3,500
				\$0
TOTAL REVENUE		\$560,000	\$9,700	\$569,700

BARS Expenditure #	Description	BUDGET		
		CURRENT	REVISION	AMENDED
56220.52.0010	KCHD-Nightengale Notes	\$0	\$8,200	\$8,200
56200.41.0355	Qualis Health - Consultant Services	\$0	\$1,500	\$1,500
				\$0
				\$0
TOTAL EXPENDITURE		\$0	\$9,700	\$9,700

Reason for Appropriation/Extension

The first two lines above in the revenue section are to correct the coding of the "one-time" transfer from General Fund. \$9,700 is a transfer from General Fund that was originally requested in 4th quarter of 2013 but the transfer never took place due to miscommunication/misunderstanding with the request. The transfer will be used for annual licenses for each provider in Nightengale Notes for Maternity Support medical charting and to complete the contract with Qualis Health who no longer offer their services through the Medicaid Incentive Program. The detail above for GF-EH GIS is to correct coding; to use the BARS number previously established in 2012 and 2013.

Respectfully Submitted,


 Elected Official/Department Head Signature

cc: Anne Sears 3/25/14

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

Date: March 13, 2014

Chemical Dependence/Mental Health

131

Department/Fund Name

Fund Number

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

Please be advised that after a thorough examination of the 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, it has been determined the budget is short. Therefore, a request in the amount below, an appropriation and budget extension is necessary for this current year:

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, an appropriation and budget extension is requested to include this new revenue. The amount appropriated or extended is 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
56400.41.0011	Safe Harbor-CODIT-Substance Abuse	\$113,972	\$528	\$114,500
56400.41.0013	Jefferson Mental Health - MH & CODIT	\$98,290	-\$1,790	\$96,500
56400.41.0014	Jefferson Mental Health - School Contract	\$79,658	-\$14,658	\$65,000
56400.41.0015	Jumping Mouse Children Center	\$29,412	\$588	\$30,000
56400.41.0016	Mental Health Court - Case Management	\$0	\$14,400	\$14,400
56400.41.0017	Mental Health Court - Incentives	\$0	\$1,600	\$1,600
56400.91.0010	JCPH/KHD - Assessment/Evaluation	\$14,357	-\$14,357	\$0
56400.52.0010	JCPH/KHD - Assessment/Evaluation	\$0	\$14,357	\$14,357
56400.91.0020	Family Therapeutic Court	\$2,451	-\$2,451	\$0
56400.41.0018	Family Therapeutic Court	\$0	\$16,000	\$16,000
56400.91.0030	JCPH Administration	\$21,614	-\$21,614	\$0
56400.52.0020	JCPH Administration	\$0	\$21,614	\$21,614
56400.91.0040	Nurse Family Partnership	\$31,741	-\$31,741	\$0
56400.51.0010	Nurse Family Partnership	\$0	\$31,740	\$31,740
56400.91.0025	Topside	\$18,481	-\$18,481	\$0
56400.51.0020	Topside	\$0	\$16,000	\$16,000
56400.99.0010	JCSO Jail Nurse	\$40,436	-\$40,436	\$0
56400.51.0030	JCSO Jail Nurse	\$0	\$33,000	\$33,000
56400.44.0000	Advertising	\$152	-\$52	\$100
TOTAL EXPENDITURE		\$450,564	\$4,247	\$454,811

Reason for Appropriation/Extension

The changes listed above are to reflect the current contracts for Chemical/Mental Health services in 2014. Additional changes are to address the Budgeting, Accounting, and Reporting System's (BARS) new coding system which eliminated "91 and 99" codes in 2014.

Respectfully Submitted,


 Elected Official/Department Head Signature

cc: Anne Sears 3/25/14

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

Date: 1/24/2014

Treasurers REET

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 11,312.54 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
	fund balance		\$11,312.54	\$11,312.54
				\$0.00
				\$0.00
				\$0.00
TOTAL REVENUE		\$0.00	\$11,312.54	\$11,312.54

BARS # Expenditure	Description	Current Budget	Revision	New Budget
51422.35	Office Supplies	\$0.00	\$11,312.54	\$11,312.54
				\$0.00
				\$0.00
				\$0.00
TOTAL EXPENDITURE		\$0.00	\$11,312.54	\$11,312.54

Reason for Appropriation/Extension

During budget preparation the updated information on this budget line did not reach Auditor personnel.

Respectfully submitted,

Judi Morris, Treasurer