

CLEARANCES	Initial	Date	Date Received in Council Office:	Agenda date	Assigned to:
Originator: Executive			RECEIVED FEB 02 1994 WHATCOM COUNTY COUNCIL	2/8/94	Council Introduction
Division Head:				2/22/94	Finance / Council
Dept. Head:				3/1/94	Finance/Council
Prosecutor:	RJW	2/1/94			
Purchasing/Budget:					
Executive:	lg	2/1/94			

SUBJECT:

1994 Supplemental Budget Request #1

ATTACHMENTS:

Ordinance
Backup paperwork

SUMMARY STATEMENT:

Please complete sections of box as appropriate & explain the item below.

Related County contract #:	Should Clerk schedule a hearing? NO / X / YES / / Requested date:
Amount budgeted for this item/project: \$	Is it (or will it be) within budget? YES / / NO / / (Please explain below)
Budget line item number(s):	

Supplemental Budget Ordinance No. 1 adds appropriation to the following budgets:

The supplemental request for the Prosecutor's Office (Current Expense Fund) appropriates \$8,100 from pass through DSHS/Support Enforcement revenues for the rental of a vehicle from motor pool and the acquisition of a filing system.

2. The supplemental request for the Courthouse Expansion Fund appropriates \$45,906 from the fund balance and investment interest for completion of the construction of the Courthouse.

3. The supplemental request for the County Supply Fund appropriates \$3,225 from a reduction in expenditures and a transfer in from Purchasing for an additional .75 FTE Clerk I for sorting mail and performing courier services.

ORIGINATOR'S RECOMMENDED ACTION:

Pass

COMMITTEE ACTION TAKEN:

COUNCIL ACTION TAKEN:

- 2/8/94: Council Introduction
- 2/22/94: Council tabled this for one week.
- 3/1/94: Council adopted the ordinance with amendments. 6-1, Brenner opposed.

Related File Numbers:

Ordinance or Resolution Number (this item only):

As Amended By Council 3/1/94

SPONSORED BY: Consent

PROPOSED BY: Executive

INTRODUCTION DATE: 2/8/94

ORDINANCE NO. 94-011

AMENDMENT NO. 1 TO THE 1994 BUDGET

WHEREAS, the 1994 budget was approved February 8, 1994; and,

WHEREAS, changing circumstances require modifications to the approved 1994 budget; and,

WHEREAS, those modifications have been assembled here for deliberation by the Whatcom County Council.

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that the 1994 Whatcom County budget ordinance is hereby amended by adding the following amounts to the departments included therein:

Current Expense Fund:

Prosecuting Attorney	8,100
Total Current Expense	<u>8,100</u>

Other Funds:

Courthouse Expansion Fund	45,906
County Supply Fund	<u>3,225</u>
Total Other Funds	49,131

Total Supplemental	<u>\$57,231</u>
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BE IT FURTHER ORDAINED, that of the \$15,890 appropriated for Extra Help in the Courthouse Expansion Fund that \$7,557 shall be for secretarial services and that \$8,333 shall be provided for payment to Paul Rushing contingent upon a new contract being brought forward for Council approval.

BE IT FURTHER ORDAINED, that the \$33,331 appropriated to Professional Services is to be for final completion of the Courthouse project and such contracts shall be brought forward for Council approval.

1 BE IT FURTHER ORDAINED, that the 1994 budget ordinance, exhibit C, is
2 amended to reflect the additional authorized positions in the Administrative Services
3 Department.
4

5 ADOPTED this 1st day of March, 1994.
6

7
8 ATTEST:

9 Barbara Maher
10 Council Clerk (Deputy)

11 APPROVED as to form:

12 Red H. Helly
13 Civil Deputy Prosecutor
14
15
16

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Robert A. Imhof
Robert A. Imhof, Chair

() Approved () Denied

Shirley Van Zanten
Shirley Van Zanten, Executive
Date: 3-11-94

WHATCOM COUNTY

Summary of the Supplemental Budget Ordinance No. 1

Department/ Fund	Description	Amount	Source of Funds
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CURRENT EXPENSE

Pros Attorney	Filing/Vehicle	8,100	DSHS/Sup Enfcmnt Rev
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TOTAL CURRENT EXPENSE \$8,100

OTHER FUNDS

COURTHOUSE EXPANSION FUND

Completion of Courthouse	45,906	Fund Balance & Interest
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COUNTY SUPPLY FUND

.75 New FTE	3,225	Expend. Reduction and Transfer from CE - Purchasing
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TOTAL OTHER FUNDS \$49,131

TOTAL SUPPLEMENTAL \$57,231

DAVID S. MC EACHRAN
Prosecuting Attorney
Civil Division

DEC 20 1993

Whatcom County
Bellingham, Wash.



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

PO Box 9162 • Olympia WA 98507-9162

RECEIVED

JAN 27 1994

SHIRLEY VAN ZANTEN
COUNTY EXECUTIVE

December 15, 1993

The Honorable David S. McEachran
Whatcom County Prosecuting Attorney
County Courthouse
311 Grand Avenue
Bellingham, Washington 98225

Dear Mr. McEachran,

This letter is to inform you that your budget request has been approved for the child support program for 1994. In addition, \$4,500 from your 1993 budget has been added to your budget request for a file system. The total of your approved 1994 child support budget is \$363,577.

If you have any question, please contact Ed Orbeck at SCAN 321-3244 or (206) 586-3244.

Sincerely,


Les James, Acting Director
Revenue Division

LJ:eo

Enclosures

pc: Barbara Moore-Lewis
Linda Langston

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CPEXI

EXHIBIT I

JAN 27 1994

WHATCOM COUNTY OFFICE OF THE PROSECUTING ATTORNEY AND
WASHINGTON STATE OFFICE OF SUPPORT ENFORCEMENT

SHIRLEY VAN ZANTEN
COUNTY EXECUTIVE

COST POOL RATE AGREEMENT

A cost pool rate of 33.83 percent of salaries is hereby approved for use by your office when claiming costs incurred in the child support activities for the period from January 1, 1994, through December 31, 1994.

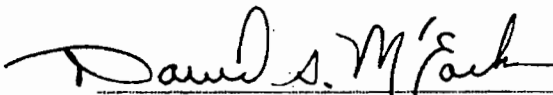
The attached exhibit shows how the rate was determined based on calendar year 1992 actual expenditures.

The cost pool rate, when applied to salaries, will cover and be used in lieu of the cost of the following: benefits, supplies, communications, insurance, repairs and maintenance, miscellaneous costs as adjusted, and interfund services as adjusted.

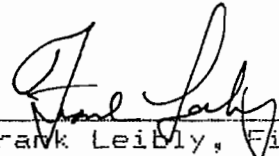
APPROVED BY:

FOR THE COUNTY:

FOR THE OFFICE OF SUPPORT ENFORCEMENT:



Prosecuting Attorney



Frank Leibly, Fiscal Manager

Date: January 10, 1994

DEPARTMENT REVENUES
REVENUE EXPLANATION SHEET

RECEIVED

Department Name: _____

JAN 27 1994

Fund Number/Name: _____

SHIRLEY VAN ZANTEN
COUNTY EXECUTIVE

ACCOUNT NUMBER: _____

EXPLANATION: _____

4333.9783

Federal Grant/Child Support
Revenue reimbursement - Basis of
formula is gross salary of all
staff assigned to Support Enforce-
ment Division of our office.
Computation as follows:
Gross Salaries \$248,646.
Professional Ser. 2,000.
Travel 800.
Travel/Other 2,300.
Total Direct Costs 253,746.
*Costs Pool (.2579%) 64,125.
@Indirect Costs 24,865.
Total \$342,736.
Federal Share \$226,205
State Share \$108,076.

TOTAL \$334,282.

*State advises of cost pool factor in Decemeber or
January. This contains a conservative projection. The
factor could be as high as 38,79.

@Indirect costs are 10% of gross salaries.

Federal share is 66% of Total of \$342,736. and State
share is 34% of same amount less indirect costs.

REVISIONS PER STATE APPROPRIATION

4333.9783

Computation as follows:
Gross Salaries \$248,646.
Professional Ser. 2,000.
Travel 300.
Interfund 3,600.
Capital 4,500.
Total Direct Costs 343,163.
*Costs Pool (.3383%) 84,117.
@Indirect Costs 24,865.
Total \$343,163.
Federal Share \$242,898.
State Share \$116,676.

TOTAL \$359,574.

Revenue enhancement of \$25,292 resulting
primarily from higher cost pool factor. Up from
.2579 to .3383.

Approved additional expenditures of \$3,600 for
motor pool vehicle and \$4,500 in capital for file
system.

RECEIVED

JAN 27 1994

WHATCOM COUNTY PROSECUTING ATTORNEY

SHIRLEY VAN ZANTEN
COUNTY EXECUTIVE

DAVID S. McEACHRAN

Courthouse, 311 Grand Avenue
Bellingham, Washington 98225-4079
(206) 676-6784

November 30, 1993

Department of Social and Health Services
Ms. Barbara Moore-Lewis, Field Office Manager
P.O. Box 9030
Everett, Washington 98206-9030

Dear Barbara:

Attached you will find, as per Dave Bogan's letter dated October 8, 1993, our 1994 budget request. It does not contain any request for additional staff, however, it does include a line item amount in object 90, interfund. This sum is necessitated as a result of hiring an investigator in June of this year. The \$3,600.00 annual amount would be paid at the rate of \$300 per month to Public Works for a mid-sized automobile. The \$300 would cover replacement, maintenance and fuel for the vehicle. The vehicle would be replaced ever six years. There is a alternative to this approach, which would be for the State to appropriate \$13,000 for the purchase of the vehicle and then allot a lesser sum, \$120 per month, for maintenance and fuel. Presently, the investigator is utilizing his own vehicle and receiving monthly reimbursement for mileage. Travel for the purposes of locate and service of process of pleadings is averaging about 790 miles per month. At this rate the employee's vehicle will log about 9,500 business miles. Last year's budget contained \$5,500 in professional services to cover mileage reimbursement. We believe that it is imperative that one of these two alternatives be approved in this budget cycle due to the high mileage being traveled.

Our capitalization request, which is not included in our base budget, is comprised of one component which was previously approved in 1993. It is requested that this same sum be appropriated as a carry-forward amount for the following reasons.

As you know, our Child Support Program staff moved back into the Courthouse June of this year. This relocation required a conversion, which is already underway, of their existing filing system to one that is compatible with our high density,

color coded, alpha, end-index system. While the square footage of our new office is three times that of our present space there will not be room to continue utilizing standard three or four drawer file cabinets. This appropriation request was approved in our 1993 budget, but due to delays in the move and settling into our new environment the acquisition was not completed. The appropriate carry-forward sum would be \$4,500, same as requested in 1993.

Should you have any questions on our budget request, please feel free to give me a call.

Very truly yours,



Kathy Walker
Senior Administrator

cc Dave McEachran
Jo-Ellen Thomas

WHATCOM COUNTY PROSECUTING ATTORNEY'S OFFICE
CHILD SUPPORT BUDGET

Period from January 1, 1994 through December 31, 1994

Estimated child support budget expenditures (shown as total direct costs under column 5 of Budget Schedule B)			a) 43,167
Matchable Paternity total direct costs (column 7 of Budget Schedule B)	b)		281,036
Matchable Other costs (column 9 Budget Schedule B)	c)		61,531
Total matchable direct costs; b) plus c)	d)		342,667
*Indirect costs, <u>10</u> % of <u>Salaries</u> . (\$248,646)	e)		24,865
Total matchable expenditures, d) plus e)	f)		367,532
Federal share of child support expenditures, 66% of f)		g)	242,571
State share of child support expenditures, 34% of d)		h)	116,506
Total child support revenues realizable from the federal and state governments, g) plus h)			i) 359,077
County's share of expenditures, a) minus i)			j) +15,912

If you do not have a federally approved indirect cost rate, use 10% of salaries and wages times the sum of object code 10 in columns 7 and 9 on Budget Schedule B. Use federal rate if approved times appropriate base.

All out of state travel and equipment purchases in excess of \$300 require additional separate written approval PRIOR to purchase.

A DETAIL LISTING OF REQUESTED EQUIPMENT BY ITEM AND COST SHOULD BE INCLUDED WITH YOUR BUDGET REQUEST.

Approved for the county by: November 24, 1993
Date David M. [Signature]
Prosecuting Attorney

David A. Hogan, Director
Revenue Division

Date

COUNTY PROSECUTING ATTORNEY'S OFFICE

ESTIMATED CHILD SUPPORT EXPENDITURES

Period From January 1, 1994 to December 31, 1994

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
Object & Sub-Object Codes	Account Titles Position Title	Gross Salaries	Total Child Support (Match & Nonmatch)		Matchable Child Support			
			%	\$	Paternity		Other	
					%	\$	%	\$
	a) URESA Spec.	30,168	100	30,168	100	30,168	0	0
	b) Dom. Rel. Cou	32,544	100	32,544	100	32,544	0	0
	c) Sec II/Recep	21,120	100	21,120	70	14,784	30	6,336
	d) Investigator	28,556	100	28,556	99	28,270	1	286
	e) Contempt Spec	27,504	100	27,504	0	0	100	27,504
	f) Attorney	44,890	100	44,890	75	33,668	25	11,222
	g) Legal Sec.	30,588	100	30,588	100	30,588	0	0
	h) Dom. Rel. Cou	33,276	100	33,276	100	33,276	0	0
	i)							
	j)							
10	Total C/S Salaries							
20	Pers. Benefits:	% of Sub Obj 10						
10/20	Total Personal Services			248,646	.8176	203,298	.1824	45,348

MATCHABLE RATES	100%				
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Optional * 30-35	Cost Pool, 35.44% of \$248,646	88,121	.8176	72,048	.1824	16,073
	Total Supplies					
41	Professional Services	2,000	.99	1,800	.01	200
42	Communication					
43	Transportation (Travel)	300	.8176	246	.1824	54
44	Advertising					
45	Operating Rentals/Leases					
46	Insurance					
47	Utilities					
48	Repairs and Maintenance					
49	Miscellaneous					
50	Inter-Gov't Services					
64	Equipment					
66	Cap. Rent/Lease					
90	Interfund Services	3,600	.99	3,564	.01	36
	Blood Test (see instruction 16)					
Total Direct Costs (Obj: 10/20 thru Obj: 90.)		342,667	.8202	281,036	.1798	61,531

*Present 1993 Cost Pool Rate

TO: SHIRLEY VAN ZANTEN, THE WHATCOM COUNTY EXECUTIVE
FROM: TOM SUTBERRY, BUDGET DIRECTOR
DATE: JANUARY 28, 1994
RE: 1994 BUDGET MODIFICATION FOR THE COURTHOUSE FUND

The proposed reallocation of Expenditures for the Courthouse Project is based on a current estimate, January 26, 1994, of the remaining costs to complete the construction of the Courthouse. This does not, however, include any unforeseen claims by the contractor for further extensions of time with conditions or other claims.

This request transfers the original appropriation of \$478,000 for asbestos into Strand, where most of the cost is paid out, and also into Misc Expense and Architects, which are also increased because of the delays and asbestos abatement problems. It is necessary to increase Extra Help, paid primarily for Paul Rushing, the Courthouse Administrator, and for his secretary as a result of the extended time required to complete the construction project. The increase in Architects costs are also a result of the extended time to completion.

These increases are being off-set by a reduction of \$55,814 from the original budget request for furnishings, since a larger amount of appropriation is being carried over from the 1993 Appropriation than our original estimate. There is also an increase to the original estimated cash balance. And there will be interest earnings in 1994, which we did not anticipate.

WHATCOM COUNTY
BUDGET MODIFICATION REQUEST

Department: Administrative Services - Courthouse Expansion Fund 327

Requested By: Tom Sutberry

The following budget modification is requested:

X Budget Transfer *

X Budget Supplemental **

SOURCE: (Accounts to transfer from or funding source for supplemental)

327.2910.1000	Courthouse Expansion Fund Balance	(32,350)
327100.4361.1000	Investment Interest	(13,556)
	Total Sources:	<u>45,906</u>

ACCOUNTS TO INCREASE:

327100.6120	Extra Help	15,890
327100.6230	Social Security	3,765
327100.6255	Other Health & Welfare Benefits	1,389
327100.6259	Worker's Compensation	823
327100.6269	Unemployment	246
327100.6329	Office & Operating Supplies	500
327100.6630	Professional Services	33,331
327100.7350.1000	Buildings & Structures - Architects	62,000
327100.7350.1020	Buildings & Structures - Strand	356,030
327100.7350.2000	Buildings & Structures - Other Misc.	105,746
327100.7350.1082	Buildings & Structures - Asbestos	(478,000)
327100.7410.1120	EQMT Cap Otlys - Furniture Gen Office	(20,000)
327100.7410.1190	EQMT Cap Otlys - Furniture Contingency	(35,814)
	Total Increases:	<u>45,906</u>

PURPOSE OF TRANSFER OR SUPPLEMENTAL: (If more room is necessary attach additional sheet.)

See Attached Memorandum

Authorized By:

Department Head: _____ Date: _____

Executive's Office: _____ Date: _____

Date Posted: _____ By: _____

As Amended by Council 3/1/94

REQUESTED AMENDMENTS TO SUPT. BUDGET



Acct. No.	Supplemental Budget Proposal #1, Council Office Description	Total need:	Sources: CE Fund Bal.	Revenue acct:	Transfers:	Expected offset revenue:
1100 6120	EXTRA HELP (maternity leave, other) Council Extra Help	\$12,731.48				
Source:	Supplemental (from CE Fund bal.)		\$4,731.48			
1100 4341 6000	Revenue: certified copies			\$904.80		
1100 4369 9001	Revenue: certified copies etc.			\$2,061.20		
1100 4341 3500	Revenue: transcripts and record search			\$2,034.00		
	Transfer from 1120 6110 (DBD sal.)				\$3,000.00	
	Anticipated offset revenue (tentative)					\$3,000.00
1100 6130	OUT OF CLASS PAY (maternity leave) Council out-of-class pay	\$785.00				
Source:	Supplemental from CE Fund bal.		\$785.00			
	MEETING SEMINAR					
1100 6630 902	Council Professional Services	\$2,186.00				
1100 6339	Council Printing	\$500.00				
1100 7190	Council Miscellaneous	\$1,940.00				
Source:	Supplemental (from CE Fund bal.)		\$4,600.00			\$3,500.00
	Anticipated offset revenue					
	PUBLISH TITLE 20					
1100 6630 901	Council Professional Services (Code)	\$3,500.00				
1100 6639	Council printing, interfund	\$1,500.00				
Source:	Supplement from CE fund balance		\$5,000.00			\$2,000.00
	Anticipated offset revenue					\$1,500.00
	Anticipated county staff cost savings					
	TOTALS:	\$23,142.48	\$15,116.48	\$5,000.00	\$3,000.00	\$10,000.00

Current Expense Money

WHATCOM COUNTY CENTRAL PURCHASING

401 Grand Avenue
Bellingham, Washington 98225-4086

NAT DICKINSON
Purchasing Manager



RECEIVED

JAN 25 1994

SHIRLEY VAN ZANTEN
COUNTY EXECUTIVE

January 25, 1994

TO: Tom Sutberry, Acting Director, Administrative Services
FROM: Nat Dickinson, Purchasing Manager *Nat*
SUBJECT: Request to Amend 1994 Administrative Services Budget
to Provide a Mail Clerk/Courier

From 1991-1993 Purchasing has used a community college work study position to pick up, sort, meter and post County mail every afternoon. During that period the County mail volume has grown by 38%. In 1994 work study positions off campus are no longer available. Purchasing productivity is being hurt as staff, already overloaded, take on the mail. Purchasing has been contracting with Fourth Corner Messenger Service to provide pickup and delivery of internal mail between the Courthouse and outlying facilities. The contract expires February 12, 1994. Fourth Corner has verbally requested a 12% increase in fees. The County Executive explicitly rejected this increase in the budget process.

This is to request you to consider establishing a new part time position in Administrative Services to pick up, sort, meter and post County mail, and to provide courier service to outlying facilities. This position, at 6 hours a day, would not exceed monies already budgeted in the temporary emergency 1994 budget ordinance:

50201 County Supply	
6120 Extra Help	6,240
6200 Personnel Benefits	1,270
2800 Purchasing	
6760 Miscellaneous Communication	6,060
Less January 1994	[505]
Less February 1994	[505]
Total Appropriation Available	\$12,560

The permanent part time position at the Clerk I level working a 6-hour day, beginning March 1, 1994 would cost for ten months of 1994:

50201 County Supply	
6100 Salaries and Wages	8,962
6200 Personnel Benefits	3,047
Total	\$12,009

Thank you for your consideration.