

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Executive Assistant

DATE: October 9, 2023

SUBJECT: HEARING NOTICE and RESOLUTION re: Emergency Supplemental 2023 Budget Appropriation/Extension for additional road maintenance projects – Fund 501; Hearing scheduled for Monday, October 23, 2023 at 9:45 a.m. in the Commissioners Chambers (HYBRID)

STATEMENT OF ISSUE: The Central Services has requested an emergency appropriation/extension to their 2023 for the Roads Division – Fund 501 - budget. Per RCW 36.40.140 (language attached) the BOCC must hold a public hearing regarding the proposed budget changes.

ANALYSIS: These budget changes are to provide additional materials for needed road maintenance projects beyond what was originally planned for in 2023. The Hearing Notice will be published in the Port Townsend Leader on October 11, and 18, 2023.

FISCAL IMPACT: Request: \$1,343,000 in both revenue and expenditure budget (see attached Department request).

RECOMMENDATION: Approve resolution to publish a notice for the hearing set for October 23, 2023 at 9:45 a.m. in the Commissioners Chambers.

REVIEWED BY:


Mark McCauley, County Administrator

10/6/23
Date

RECEIVED

Reset

Request for Emergency Budget Appropriation/Extension and Amendment

OCT 03 2023

Department/Fund Name: Central Services - ER&R Fund #501

Budget Year: 2023 Quarter: Emergency

Revenue: A revenue source (i.e. grant, new fee) has been received which was not approved in the annual budget. Therefore, I request an appropriation and budget extension in the amount reflected below:

Fund #	Org #	Revenue Obj #	Description	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
501	50134840	348053	Pit Sales	\$ 292,300.00	\$ 200,000.00		\$ 492,300.00
501	50134820	348056	Asphalt Emulsion	\$ 482,000.00	\$ 225,000.00		\$ 707,000.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 774,300.00	\$ 425,000.00	\$ 0.00	\$ 1,199,300.00

FROM: If the revenue source is being transferred from another county fund, identify the information for the fund providing the revenue.

Fund #	Org #	Expenditure Obj #	Description				
							\$ 0.00

Expenditure: After a thorough examination of my current budget it appears that the amount allocated is insufficient to pay necessary expenses for this year. Therefore, I request an appropriation and budget extension in the amount reflected below:

OTHER FUNDS (Non General Fund): Is there enough Fund Balance to cover this additional expenditure? ☒ Yes ☐ No

Fund #	Org #	Expenditure Obj #	Description	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
501	50154800	340061	Inv/Resale	\$ 978,000.00	\$ 918,000.00		\$ 1,896,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 978,000.00	\$ 918,000.00	\$ 0.00	\$ 1,896,000.00

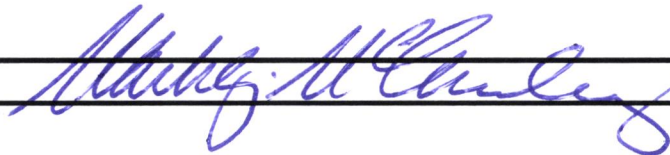
TO: If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

Fund #	Org #	Revenue Obj #	Description				
							\$ 0.00

Reason for budget appropriation:

Additional materials are needed for road maintenance projects beyond what was originally planned for in 2023.

Submitted by (Elected Official/Department Head):



Date: 10/3/23

SCANNED

Consent Agenda

RCW 36.40.140

Emergencies subject to hearing.

When a public emergency, other than such as are specifically described in RCW 36.40.180, and which could not reasonably have been foreseen at the time of making the budget, requires the expenditure of money not provided for in the budget, the board of county commissioners by majority vote of the commissioners at any meeting the time and place of which all the commissioners have had reasonable notice, shall adopt and enter upon its minutes a resolution stating the facts constituting the emergency and the estimated amount of money required to meet it, and shall publish the same, together with a notice that a public hearing thereon will be held at the time and place designated therein, which shall not be less than one week after the date of publication, at which any taxpayer may appear and be heard for or against the expenditure of money for the alleged emergency. The resolution and notice shall be published once in the official county newspaper, or if there is none, in a legal newspaper in the county. Upon the conclusion of the hearing, if the board of county commissioners approves it, an order shall be made and entered upon its official minutes by a majority vote of all the members of the board setting forth the facts constituting the emergency, together with the amount of expenditure authorized, which order, so entered, shall be lawful authorization to expend said amount for such purpose unless a review is applied for within five days thereafter.

[1969 ex.s. c 185 S 3; 1963 c 4 S 36.40.140. Prior: 1925 ex.s. c 143 S 2, part; 1923 c 164 S 6, part; RRS S 3997-6, part.]

STATE OF WASHINGTON
Jefferson County

IN THE MATTER OF A <u>HEARING NOTICE</u>	}	
FOR AN EMERGENCY 2023 SUPPLEMENTAL	}	RESOLUTION NO.
BUDGET APPROPRIATION FOR FUND 501 -	}	
EQUIPMENT RENTAL (ER&R)	}	

WHEREAS, the Jefferson County Central Services Department has made a request for an emergency supplemental budget appropriation/extension for their 2023 Fund 501 Equipment Rental – ER&R budget; and

WHEREAS, the increased spending in such requests are funded by additional sources which were not anticipated at the time of preparing said budgets; and such sources include unanticipated revenue received from fees or other sources, 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; or from fund balance; and

WHEREAS, it appears to the Board of County Commissioners that a need and emergency exists that was not foreseen or contemplated at the time of preparing the budgets for 2023. The following identified revenue and expenditure amounts are to be added to the budget of the Equipment Rental (ER&R). Expenditure amounts in excess of revenues shall be appropriated from the unencumbered balances and represent an extension of the departmental budget listed:

FUND #	FUND NAME	AMOUNT FROM UNENCUMBERED FUND BALANCE	REVENUE	EXPENSE
501	Equipment Rental	\$ 493,000	\$425,000	\$918,000

NOW, THEREFORE, BE IT RESOLVED, that an emergency is hereby declared, and that an emergency supplemental budget appropriation/extension be made for the above noted fund.

BE IT FURTHER RESOLVED, that a public hearing be held on the extensions and that said hearing be held in the County Commissioners’ Chambers, located at the Jefferson Courthouse, 1820 Jefferson Street, Port Townsend Washington, **on the 23rd day of October, at 9:45 a.m.**, and that notice of said hearing be published in the official newspaper of Jefferson County, and that at said hearing any interested person may appear virtually or in-person and be heard for or against the extensions. You will need to join the meeting by 9:45 a.m. using the following methods: **VIRTUALLY:** Via the following Zoom, link: <https://zoom.us/j/93777841705>, **PHONE:** Dial 1-253-215-8782 and enter access code: 937-7784-1705# and press *9 to “raise your hand” to be called upon. Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384, or **IN-PERSON**.

These documents will be available for viewing on the County website by clicking on: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of Commissioners – BOCC Agenda Packet – 2023 Weekly Agenda Items – 10 October 2023 – 102323 – **HEARING** re: Proposed 2023 Emergency Budget Appropriations for Equipment Rental (ER&R).

To view documents or watch this meeting live with no participation, go to www.co.jefferson.wa.us Follow the links under “*Quick Links: Videos of Meetings: Today.*” If you experience difficulties joining the meeting or viewing documents please call 360-385-9100 to report any issues.

In addition, written testimony is also invited beginning on October 11, 2023 and ending on October 23, 2023 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us You may view testimony received by clicking here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2023 Weekly Agenda Items – 10 October 2023 – 102323 – Hearing Testimony re 2023 Emergency Budget Appropriation/Extension

You can also **Mail** your testimony to: Jefferson County Commissioners' Office; P.O. Box 1220, Port Townsend, WA 98368. Written testimony must be received by the Board of County Commissioners by the end of the hearing testimony period.

APPROVED this 9th day of October 2023.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Greg Brotherton, Chair

ATTEST:

Kate Dean, Member

Carolyn Gallaway, CMC Clerk of the Board

Heidi Eisenhour, Member