

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA REQUEST**

**TO:** Board of County Commissioners  
**FROM:** Adiel McKnight, Executive Assistant  
**DATE:** December 18, 2023  
**SUBJECT:** **HEARING** re: Proposed 2023 4<sup>th</sup> Quarter Budget Appropriations/Extensions for Various County Departments; Scheduled for Monday, December 18, 2023 at 10:00 a.m. in the Commissioners Chambers

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**STATEMENT OF ISSUE:**

Various County Departments have requested increases to their 2023 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. The Hearing Notice was published in the Port Townsend Leader on December 6 and 13, 2023.

**FISCAL IMPACT:**

See attached department fund requests.

**RECOMMENDATION:**

Hear public testimony and consider approval of a resolution to adopt the 2023 4<sup>th</sup> quarter supplemental budget appropriations on Monday, December 18, 2023 at 10:00 a.m.

**REVIEWED BY:**

  
Mark McCauley, County Administrator

12/13/23  
Date

**STATE OF WASHINGTON**  
Jefferson County

**ORDER: FOURTH QUARTER 2023  
BUDGET APPROPRIATIONS/  
EXTENSIONS FOR VARIOUS  
COUNTY DEPARTMENTS**

}  
}  
}  
}

RESOLUTION NO.

**WHEREAS**, the Jefferson County Board of Commissioners did on the 4<sup>th</sup> day of December, 2023 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 4<sup>th</sup> day of December, 2023, set a hearing on said need for the 18<sup>th</sup> day of December, 2023, at the hour of 10:00 a.m. in the County Commissioners' Chamber, Courthouse, Port Townsend, Washington, (Hybrid); and

**WHEREAS**, Jefferson County has published notice of this hearing as provided in RCW 36.40.100 on December 6 and December 13, 2023 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.

| General Fund - 001 |                       |                                             | Revenue   |         | Expense   |         |
|--------------------|-----------------------|---------------------------------------------|-----------|---------|-----------|---------|
| Dept               | Dept Name             | Description                                 | One-time  | Ongoing | One-time  | Ongoing |
| 020                | Auditor               | Professional Services, Dues & Subscriptions | -         | -       | 3,418.00  |         |
| 021                | Elections             | Salaries & Benefits                         | -         | -       | 11,000.00 |         |
|                    |                       |                                             |           |         |           |         |
| 050                | Clerk                 | Blake Decision - Reimbursement              |           |         | 19,446.00 |         |
|                    |                       |                                             |           |         |           |         |
|                    |                       |                                             |           |         |           |         |
| 059                | County Administrator  | Salaries & Benefits                         |           |         | 84,000.00 |         |
|                    |                       | Office Expense                              |           |         | 4,000.00  |         |
|                    |                       | Travel                                      |           |         | 5,000.00  |         |
|                    |                       |                                             |           |         |           |         |
| 061                | Board of Equalization | Salaries & Benefits                         |           |         | 7,000.00  |         |
|                    |                       |                                             |           |         |           |         |
| 068                | Community Services    | Opioid Settlement                           | 96,327.00 |         | 96,327.00 |         |
|                    |                       | Community Centers                           |           |         | 388.00    |         |
|                    |                       |                                             |           |         |           |         |
| 150                | Prosecuting Attorney  | Salaries & Benefits                         |           |         | 71,000    |         |
|                    |                       |                                             |           |         |           |         |
| 180                | Sheriff               | RSAT                                        | 36,500    |         | 36,500    |         |
|                    |                       | Walmart Grant expenditures                  |           |         | 4,000     |         |
|                    |                       |                                             |           |         |           |         |
| 240                | Superior Court        | Salaries & Benefits                         |           |         | 26,500    |         |
| 261                | Operating Transfer    | Transfer for Law Library                    |           |         | 4,000     |         |
| 270                | Non-Departmental      | Professional Services                       |           |         | 95,000    |         |
|                    |                       |                                             |           |         |           |         |
| Total General Fund |                       |                                             | 132,827   |         | 467,579   | -       |

| <b>Other Funds</b>                      |                          |                                   | <b>Revenue</b>  |                | <b>Expense</b>  |                |
|-----------------------------------------|--------------------------|-----------------------------------|-----------------|----------------|-----------------|----------------|
| <b>Fund</b>                             | <b>Fund Name</b>         | <b>Description</b>                | <b>One-time</b> | <b>Ongoing</b> | <b>One-time</b> | <b>Ongoing</b> |
| 140                                     | Law Library              | Transfer in from General Fund     | 4,000           |                |                 |                |
| 147                                     | Federal Forest Title III | SWCA Professional Services        |                 |                | 67,500          |                |
| 174                                     | Parks & Recreation       | Salaries & Benefits               |                 |                | 26,413          |                |
|                                         |                          | Utilities                         |                 |                | 13,000          |                |
| 175                                     | Parks Improvement        | Transfer from Capital Improvement | 72,510          |                |                 |                |
|                                         |                          | Salaries & Benefits               |                 |                | 1,725           |                |
|                                         |                          | Improvements other than Buildings |                 |                | 72,510          |                |
| 302                                     | Capital Improvement      | Transfer to Parks Improvement     |                 |                | 72,510          |                |
| 506                                     | Information Services     | Salaries & Wages                  |                 |                | 67,500          |                |
|                                         |                          | Insurance                         |                 |                | 11,380          |                |
|                                         |                          | Repair & Maintenance              |                 |                | 45,000          |                |
|                                         |                          |                                   |                 |                |                 |                |
|                                         |                          |                                   |                 |                |                 |                |
| <b>Total Other Funds</b>                |                          |                                   | <b>76,510</b>   | <b>-</b>       | <b>377,538</b>  | <b>-</b>       |
| <b>Total 3rd Quarter Appropriations</b> |                          |                                   | <b>209,337</b>  | <b>-</b>       | <b>845,117</b>  | <b>-</b>       |

***APPROVED*** this 18<sup>th</sup> day of December, 2023.

SEAL:

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

ATTEST:

Greg Brotherton, Chair

Kate Dean, Member

Carolyn Gallaway, CMC  
Clerk of the Board

Heidi Eisenhour, Member



## Request for Budget Appropriation/Extension and Amendment

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Department/Fund Name: Auditor

Budget Year: 2023

Quarter: 3 2023 4th

**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 |
|-----------------------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|                       |       |               |             |                |                        |                        | \$ 0.00        |
|                       |       |               |             |                |                        |                        | \$ 0.00        |
|                       |       |               |             |                |                        |                        | \$ 0.00        |
|                       |       |               |             |                |                        |                        | \$ 0.00        |
| <b>TOTAL REVENUE:</b> |       |               |             | \$ 0.00        | \$ 0.00                | \$ 0.00                | \$ 0.00        |

**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 | Current Budget | One-time Appropriation | On-going Appropriation | Amended Budget |
|--------|-------|-------------------|-------------|----------------|------------------------|------------------------|----------------|
|        |       |                   |             |                |                        |                        | \$ 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 |
|---------------------------|---------|-------------------|-----------------------|----------------|------------------------|------------------------|----------------|
| 020                       | AU51423 | 410000            | Professional Services | \$ 0.00        | \$ 1,318.00            | ✓                      | \$ 1,318.00 ✓  |
| 020                       | AU51423 | 490000            | Dues, Subscriptions   | \$ 585.00      |                        | \$ 2,100.00 ✓          | \$ 2,685.00    |
|                           |         |                   |                       |                |                        |                        | \$ 0.00        |
|                           |         |                   |                       |                |                        |                        | \$ 0.00        |
|                           |         |                   |                       |                |                        |                        | \$ 0.00        |
|                           |         |                   |                       |                |                        |                        | \$ 0.00        |
| <b>TOTAL EXPENDITURE:</b> |         |                   |                       | \$ 585.00      | \$ 1,318.00            | \$ 2,100.00            | \$ 4,003.00    |

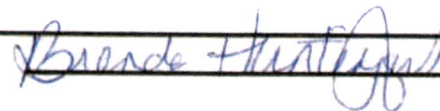
**TO:** If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

| Fund # | Org # | Revenue Obj # | Description | Current Budget | One-time Appropriation | On-going Appropriation | Amended Budget |
|--------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|        |       |               |             |                |                        |                        | \$ 0.00        |

## Reason for budget appropriation:

Professional Services - ACA Reporting  
Dues, Subscriptions - American Payroll Association and WSACA membership increases

Submitted by (Elected Official/Department Head):



Date: 11-2-2023





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NOV 30 2023

## Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: General Fund

Budget Year: 2023

Quarter: 4th

**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 |
|----------------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
| TOTAL REVENUE: |       |               |             | \$ 0.00        | \$ 0.00                | \$ 0.00                | \$ 0.00        |

**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 |
|--------------------|---------|-------------------|------------------|----------------|------------------------|------------------------|----------------|
| 001                | EL51440 | 101000            | Salaries & Wages | \$ 69,768.00   | \$ 2,000.00            |                        | \$ 71,768.00   |
|                    | EL51440 | 200000            | Benefits         | \$ 21,937.00   | \$ 5,000.00            |                        | \$ 26,937.00   |
|                    |         |                   |                  |                |                        |                        | \$ 0.00        |
|                    | EL51490 | 200000            | Benefits         | \$ 17,782.00   | \$ 4,000.00            |                        | \$ 21,782.00   |
|                    |         |                   |                  |                |                        |                        | \$ 0.00        |
|                    |         |                   |                  |                |                        |                        | \$ 0.00        |
| TOTAL EXPENDITURE: |         |                   |                  | \$ 109,487.00  | \$ 11,000.00           | \$ 0.00                | \$ 120,487.00  |

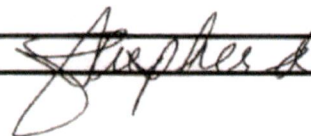
**TO:** If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

| Fund # | Org # | Revenue Obj # | Description |  |  |  |         |
|--------|-------|---------------|-------------|--|--|--|---------|
|        |       |               |             |  |  |  | \$ 0.00 |

## Reason for budget appropriation:

Additional budget required for compensation due to new CBA contracts.

Submitted by (Elected Official/Department Head):



Date:

11/30/2023





## Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: CLERK

Budget Year: 2023 Quarter: 4

**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 |
|----------------|---------|---------------|------------------------------|----------------|------------------------|------------------------|----------------|
| 001            | CL58500 | 490585        | BLAKE DECISION-REIMBURSEMENT | \$ 0.00        | \$ 19,446.00           |                        | \$ 19,446.00   |
|                |         |               |                              |                |                        |                        | \$ 0.00        |
|                |         |               |                              |                |                        |                        | \$ 0.00        |
|                |         |               |                              |                |                        |                        | \$ 0.00        |
| TOTAL REVENUE: |         |               |                              | \$ 0.00        | \$ 19,446.00           | \$ 0.00                | \$ 19,446.00   |

**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 | Current Budget | One-time Appropriation | On-going Appropriation | Amended Budget |
|--------|-------|-------------------|-------------|----------------|------------------------|------------------------|----------------|
|        |       |                   |             |                |                        |                        | \$ 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 |
|--------------------|-------|-------------------|-------------|----------------|------------------------|------------------------|----------------|
|                    |       |                   |             |                |                        |                        | \$ 0.00        |
|                    |       |                   |             |                |                        |                        | \$ 0.00        |
|                    |       |                   |             |                |                        |                        | \$ 0.00        |
|                    |       |                   |             |                |                        |                        | \$ 0.00        |
|                    |       |                   |             |                |                        |                        | \$ 0.00        |
|                    |       |                   |             |                |                        |                        | \$ 0.00        |
| TOTAL EXPENDITURE: |       |                   |             | \$ 0.00        | \$ 0.00                | \$ 0.00                | \$ 0.00        |

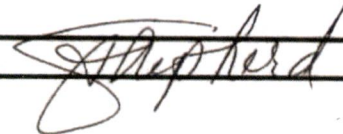
**TO:** If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

| Fund # | Org # | Revenue Obj # | Description | Current Budget | One-time Appropriation | On-going Appropriation | Amended Budget |
|--------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|        |       |               |             |                |                        |                        | \$ 0.00        |

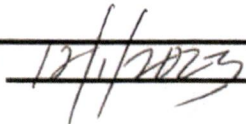
## Reason for budget appropriation:

Blake reimbursement by the County prior to State taking responsibility to reimburse.

Submitted by (Elected Official/Department Head):



Date:





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NOV 30 2023

## Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: General Fund

Budget Year: 2023

Quarter: 4th

**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 |
|----------------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
| TOTAL REVENUE: |       |               |             | \$ 0.00        | \$ 0.00                | \$ 0.00                | \$ 0.00        |

**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 |
|--------------------|---------|-------------------|----------------------|----------------|------------------------|------------------------|----------------|
| 001                | CA51310 | 430000            | Travel               | \$ 2,200.00    | \$ 5,000.00            | ✓                      | \$ 7,200.00    |
|                    | CA51310 | 350000            | Office Equipment     | \$ 0.00        | \$ 2,000.00            | ✓                      | \$ 2,000.00    |
|                    | CA51310 | 450108            | Car Rental - Mileage | \$ 0.00        | \$ 1,000.00            | ✓                      | \$ 1,000.00    |
|                    | CA51310 | 420300            | Cell Phone/Pager     | \$ 985.00      | \$ 1,000.00            | ✓                      | \$ 1,985.00    |
|                    | CA51310 | 101000            | Salaries & Wages     | \$ 538,403.00  | \$ 84,000.00           | ✓                      | \$ 622,403.00  |
|                    |         |                   |                      |                |                        |                        | \$ 0.00        |
| TOTAL EXPENDITURE: |         |                   |                      | \$ 541,588.00  | \$ 93,000.00           | ✓                      | \$ 634,588.00  |

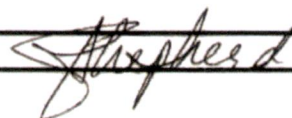
**TO:** If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

| Fund # | Org # | Revenue Obj # | Description |  |  |  |         |
|--------|-------|---------------|-------------|--|--|--|---------|
|        |       |               |             |  |  |  | \$ 0.00 |

## Reason for budget appropriation:

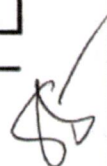
Additional budget required for compensation due to new CBA contracts and additional HR personnel.  
Misc expenditure lines required for more travel for training and conferences and add budget for office supplies and cell phone.

Submitted by (Elected Official/Department Head):



Date:

11/30/2023





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## Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: COMMUNITY SERVICES

Budget Year:

2023

Quarter:

4

JEFFERSON COUNTY  
COMMISSIONERS

**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 |
|----------------|---------|---------------|-------------------------------------|----------------|------------------------|------------------------|----------------|
| 001            | CS36940 | 369402        | OPIOID SETTLEMENT VIA KITSAP COUNTY | \$ 0.00        | \$ 96,327.00           | \$ 0.00                | \$ 96,327.00   |
|                |         |               |                                     |                |                        |                        | \$ 0.00        |
|                |         |               |                                     |                |                        |                        | \$ 0.00        |
|                |         |               |                                     |                |                        |                        | \$ 0.00        |
| TOTAL REVENUE: |         |               |                                     | \$ 0.00        | \$ 96,327.00           | \$ 0.00                | \$ 96,327.00   |

**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 |
|--------------------|---------|-------------------|-------------------------------|----------------|------------------------|------------------------|----------------|
| 001                | CS55720 | 410396            | OPIOID SETTLEMENT DISP TO DBH | \$ 0.00        | \$ 96,327.00           |                        | \$ 96,327.00   |
| 001                | CS57550 | 490118            | PORT TOWNSEND SENIOR CENTER   | \$ 16,900.00   | \$ 330.00              |                        | \$ 17,230.00   |
| 001                | CS57550 | 490119            | GARDINER COMMUNITY CENTER     | \$ 3,900.00    | \$ 58.00               |                        | \$ 3,958.00    |
|                    |         |                   |                               |                |                        |                        | \$ 0.00        |
|                    |         |                   |                               |                |                        |                        | \$ 0.00        |
|                    |         |                   |                               |                |                        |                        | \$ 0.00        |
| TOTAL EXPENDITURE: |         |                   |                               | \$ 20,800.00   | \$ 96,715.00           | \$ 0.00                | \$ 117,515.00  |

**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:

Update budget for Opioid Settlement funds received from Kitsap County that will be dispersed to Discovery Behavioral Health for management for opioid remediation use (budget neutral).  
Adjust community center expenditures to match 2023 contract amounts.

Submitted by (Elected Official/Department Head):

Date:

11/30/2023



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NOV 30 2023

## Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: General Fund

Budget Year: 2023

Quarter: 4th

**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 |
|----------------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
| TOTAL REVENUE: |       |               |             | \$ 0.00        | \$ 0.00                | \$ 0.00                | \$ 0.00        |

**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  |
|--------------------|---------|-------------------|------------------|-----------------|------------------------|------------------------|-----------------|
| 001                | PA51530 | 101000            | Salaries & Wages | \$ 1,097,032.00 | \$ 37,000.00           | ✓                      | \$ 1,134,032.00 |
|                    | PA51530 | 200000            | Benefits         | \$ 323,502.00   | \$ 28,000.00           | ✓                      | \$ 351,502.00   |
|                    | PA51580 | 101000            | Salaries & Wages | \$ 49,966.00    | \$ 2,000.00            | ✓                      | \$ 51,966.00    |
|                    | PA51580 | 200000            | Benefits         | \$ 17,449.00    | \$ 4,000.00            | ✓                      | \$ 21,449.00    |
|                    | BE51424 | 101000            | Salaries & Wages | \$ 22,308.00    | \$ 7,000.00            | ✓                      | \$ 29,308.00    |
|                    |         |                   |                  |                 |                        |                        | \$ 0.00         |
| TOTAL EXPENDITURE: |         |                   |                  | \$ 1,510,257.00 | \$ 78,000.00           | \$ 0.00                | \$ 1,588,257.00 |

**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 budget required for compensation due to new CBA contracts.

Submitted by (Elected Official/Department Head):

Date: 11/30/2023



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NOV 15 2023

Reset

# Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: JCSO

JEFFERSON COUNTY  
COMMISSIONERS

Budget Year: 2023 Quarter: 4

**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 |
|----------------|-------|---------------|------------------------------------|----------------|------------------------|------------------------|----------------|
| 001.180        |       | 339784        | RSAT October through December 2023 | \$ 109,500.00  | \$ 36,500.00           |                        | \$ 146,000.00  |
|                |       |               |                                    |                |                        |                        | \$ 0.00        |
|                |       |               |                                    |                |                        |                        | \$ 0.00        |
|                |       |               |                                    |                |                        |                        | \$ 0.00        |
| TOTAL REVENUE: |       |               |                                    | \$ 109,500.00  | \$ 36,500.00           | \$ 0.00                | \$ 146,000.00  |

**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 |
|--------------------|---------|-------------------|------------------------------------|----------------|------------------------|------------------------|----------------|
| 001.180            | SH52360 | 410158            | RSAT Believe in Recovery           | \$ 109,500.00  | \$ 36,500.00           |                        | \$ 146,000.00  |
| 001.180            | SH52110 | 310012            | Community Outreach/Wal Mart grant* | \$ 0.00        | \$ 4,000.00            |                        | \$ 4,000.00    |
|                    |         |                   |                                    |                |                        |                        | \$ 0.00        |
|                    |         |                   |                                    |                |                        |                        | \$ 0.00        |
|                    |         |                   |                                    |                |                        |                        | \$ 0.00        |
| TOTAL EXPENDITURE: |         |                   |                                    | \$ 109,500.00  | \$ 40,500.00           | \$ 0.00                | \$ 150,000.00  |

**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:

RSAT grant renewed for 2023-2024; Wal Mart Community Grant revenues already appear in budget but not expenditure\*

Submitted by (Elected Official/Department Head):

Date:

11/15/2023

*[Handwritten signature]*



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NOV 30 2023

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## Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: SUPERIOR COURT

Budget Year: 2023

Quarter: 4

**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 |
|----------------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
| TOTAL REVENUE: |       |               |             | \$ 0.00        | \$ 0.00                | \$ 0.00                | \$ 0.00        |

**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 |
|--------------------|---------|-------------------|-------------|----------------|------------------------|------------------------|----------------|
| 001                | SC51221 | 101000            | SALARIES    | \$ 184,326.00  | \$ 25,000.00           |                        | \$ 209,326.00  |
| 001                | SC51221 | 200000            | BENEFITS    | \$ 28,359.00   | \$ 1,500.00            |                        | \$ 29,859.00   |
|                    |         |                   |             |                |                        |                        | \$ 0.00        |
|                    |         |                   |             |                |                        |                        | \$ 0.00        |
|                    |         |                   |             |                |                        |                        | \$ 0.00        |
|                    |         |                   |             |                |                        |                        | \$ 0.00        |
| TOTAL EXPENDITURE: |         |                   |             | \$ 212,685.00  | \$ 26,500.00           | \$ 0.00                | \$ 239,185.00  |

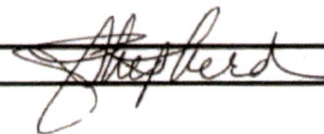
**TO:** If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

| Fund # | Org # | Revenue Obj # | Description |  |  |  |         |
|--------|-------|---------------|-------------|--|--|--|---------|
|        |       |               |             |  |  |  | \$ 0.00 |

## Reason for budget appropriation:

Additional budget required for compensation due to new CBA contracts & exempt increase.

Submitted by (Elected Official/Department Head):



Date:

11/30/2023





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## Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: NON-DEPARTMENTAL

Budget Year:

JEFFERSON COUNTY  
2023 COMMISSIONERS

Quarter:

4

**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 |
|----------------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
| TOTAL REVENUE: |       |               |             | \$ 0.00        | \$ 0.00                | \$ 0.00                | \$ 0.00        |

**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 |
|--------------------|---------|-------------------|-----------------------|----------------|------------------------|------------------------|----------------|
| 270                | ND51890 | 410000            | PROFESSIONAL SERVICES | \$ 80,000.00   | \$ 95,000.00           |                        | \$ 175,000.00  |
|                    |         |                   |                       |                |                        |                        | \$ 0.00        |
|                    |         |                   |                       |                |                        |                        | \$ 0.00        |
|                    |         |                   |                       |                |                        |                        | \$ 0.00        |
|                    |         |                   |                       |                |                        |                        | \$ 0.00        |
|                    |         |                   |                       |                |                        |                        | \$ 0.00        |
| TOTAL EXPENDITURE: |         |                   |                       | \$ 80,000.00   | \$ 95,000.00           | \$ 0.00                | \$ 175,000.00  |

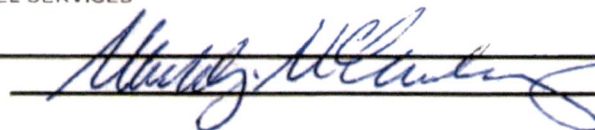
**TO:** If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

| Fund # | Org # | Revenue Obj # | Description |  |  |  |         |
|--------|-------|---------------|-------------|--|--|--|---------|
|        |       |               |             |  |  |  | \$ 0.00 |

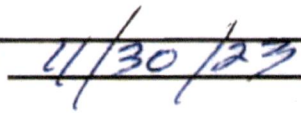
## Reason for budget appropriation:

VARIOUS NEW PROFESSIONAL SERVICES CONTRACTS FOR FUND 270 WHICH INCLUDE: STRATEGIES 360 (LOBBYING), BERRY AND DUNN (STRATEGIC PLAN), HANSELL & TIERNEY (INTERGOV IMPLEMENTATION), AND DERELICT VESSEL SERVICES

Submitted by (Elected Official/Department Head):



Date:






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## Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: 140 Law Library

Budget Year: 2023

JEFFERSON COUNTY  
CENTERS 4

**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 |
|-----------------------|----------|---------------|--------------------------------|----------------|------------------------|------------------------|----------------|
| 140                   | 14039700 | 397010        | Transfer from the General Fund | \$ 4,827.00    | \$ 4,000.00            | ✓                      | \$ 8,827.00    |
|                       |          |               |                                |                |                        |                        | \$ 0.00        |
|                       |          |               |                                |                |                        |                        | \$ 0.00        |
|                       |          |               |                                |                |                        |                        | \$ 0.00        |
| <b>TOTAL REVENUE:</b> |          |               |                                | \$ 4,827.00    | \$ 4,000.00            | ✓                      | \$ 8,827.00    |

**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             | Current Budget | One-time Appropriation | On-going Appropriation | Amended Budget |
|--------|---------|-------------------|-------------------------|----------------|------------------------|------------------------|----------------|
| 001    | OT59700 | 597147            | Transfer to Law Library | \$ 4,827.00    | \$ 4,000.00            | ✓                      | \$ 8,827.00    |

**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 |
|---------------------------|-------|-------------------|-------------|----------------|------------------------|------------------------|----------------|
|                           |       |                   |             |                |                        |                        | \$ 0.00        |
|                           |       |                   |             |                |                        |                        | \$ 0.00        |
|                           |       |                   |             |                |                        |                        | \$ 0.00        |
|                           |       |                   |             |                |                        |                        | \$ 0.00        |
|                           |       |                   |             |                |                        |                        | \$ 0.00        |
|                           |       |                   |             |                |                        |                        | \$ 0.00        |
| <b>TOTAL EXPENDITURE:</b> |       |                   |             | \$ 0.00        | \$ 0.00                | \$ 0.00                | \$ 0.00        |

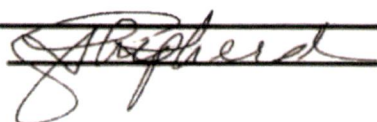
**TO:** If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

| Fund # | Org # | Revenue Obj # | Description | Current Budget | One-time Appropriation | On-going Appropriation | Amended Budget |
|--------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|        |       |               |             |                |                        |                        | \$ 0.00        |

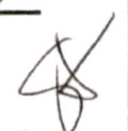
## Reason for budget appropriation:

Over the last couple of years, the revenue source of civil filing fees for the Law Library fund have continued to decrease. This is a vital fund for resource materials for the courts. It is necessary to assist this fund with additional transfer from the General Fund to support our courts. It is possible for this resource to be digitized in the future which will provide savings.

Submitted by (Elected Official/Department Head):



Date: 11/30/2023





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NOV 30 2023

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JEFFERSON COUNTY  
2023

Quarter:

4

## Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: FEDERAL FOREST TITLE

Budget Year:

**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 |
|----------------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
| TOTAL REVENUE: |       |               |             | \$ 0.00        | \$ 0.00                | \$ 0.00                | \$ 0.00        |

**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 |
|--------------------|----------|-------------------|----------------------------|----------------|------------------------|------------------------|----------------|
| 147                | 14752230 | 410000            | SWCA PROFESSIONAL SERVICES | \$ 100,000.00  | \$ 67,500.00           |                        | \$ 167,500.00  |
|                    |          |                   |                            |                |                        |                        | \$ 0.00        |
|                    |          |                   |                            |                |                        |                        | \$ 0.00        |
|                    |          |                   |                            |                |                        |                        | \$ 0.00        |
|                    |          |                   |                            |                |                        |                        | \$ 0.00        |
|                    |          |                   |                            |                |                        |                        | \$ 0.00        |
| TOTAL EXPENDITURE: |          |                   |                            | \$ 100,000.00  | \$ 67,500.00           | \$ 0.00                | \$ 167,500.00  |

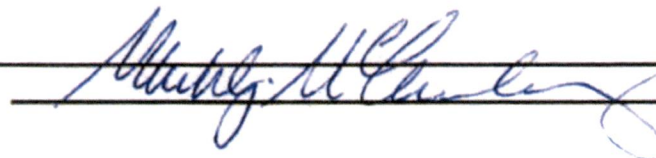
**TO:** If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

| Fund # | Org # | Revenue Obj # | Description |  |  |  |         |
|--------|-------|---------------|-------------|--|--|--|---------|
|        |       |               |             |  |  |  | \$ 0.00 |

## Reason for budget appropriation:

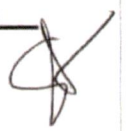
THERE IS \$67,500 REMAINING ON SWCA'S CONTRACT FOR THE COMMUNITY WILDFIRE PROTECTION PLAN. WE ANTICIPATE LARGE INVOICES FOR NOVEMBER AND DECEMBER.

Submitted by (Elected Official/Department Head):



Date:

11/30/23





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## Request for Budget Appropriation/Extension and Amendment

NOV 15 2023

Department/Fund Name: PUBLIC WORKS / PARKS &amp; RECREATION

Budget Year: 2023 Quarter: 4

**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 |
|----------------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|                |       |               |             | \$ 0.00        |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
| TOTAL REVENUE: |       |               |             | \$ 0.00        | \$ 0.00                | \$ 0.00                | \$ 0.00        |

**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 |
|--------------------|----------|-------------------|--------------------|----------------|------------------------|------------------------|----------------|
| 174                | 17457100 | 101000            | SALARIES & WAGES   | \$ 128,822.00  | \$ 3,259.00            | ✓                      | \$ 132,081.00  |
| 174                | 17457100 | 200000            | PERSONNEL BENEFITS | \$ 31,099.00   | \$ 13,851.00           | ✓                      | \$ 44,950.00   |
| 174                | 17457520 | 101000            | SALARIES & WAGES   | \$ 40,951.00   | \$ 1,366.00            | ✓                      | \$ 42,317.00   |
| 174                | 17457520 | 200000            | PERSONNEL BENEFITS | \$ 15,788.00   | \$ 7,937.00            | ✓                      | \$ 23,725.00   |
| 174                | 17457680 | 470100            | UTILITIES          | \$ 54,000.00   | \$ 13,000.00           | ✓                      | \$ 67,000.00   |
|                    |          |                   |                    |                |                        |                        | \$ 0.00        |
| TOTAL EXPENDITURE: |          |                   |                    | \$ 270,660.00  | \$ 39,413.00           | ✓ \$ 0.00              | \$ 310,073.00  |

**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:

Budget appropriation for Salary & Wages due to salary increases. Increase in Personnel Benefits to cover full Sound Health & Wellness health insurance premiums. Budget appropriation for Utilities is due to increased park and facility use which has resulted in more expenditures for portable toilets, vault toilet pumping, and to a lesser extent, water and electrical service.

Submitted by (Elected Official/Department Head):

Date: 11/14/23



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NOV 15 2023

## Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: PUBLIC WORKS / PARKS IMPROVEMENT FUND

Budget Year:

2023

Quarter:

4

**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 |
|-----------------------|----------|---------------|-----------------------------|----------------|------------------------|------------------------|----------------|
| 175                   | 17539700 | 397302        | TR FROM CAPITAL IMPROVEMENT | \$ 73,450.00   | \$ 72,510.00           | ✓                      | \$ 145,960.00  |
|                       |          |               |                             |                |                        |                        | \$ 0.00        |
|                       |          |               |                             |                |                        |                        | \$ 0.00        |
|                       |          |               |                             |                |                        |                        | \$ 0.00        |
| <b>TOTAL REVENUE:</b> |          |               |                             | \$ 73,450.00   | \$ 72,510.00           | ✓                      | \$ 145,960.00  |

**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             | Current Budget | One-time Appropriation | On-going Appropriation | Amended Budget |
|--------|----------|-------------------|-------------------------|----------------|------------------------|------------------------|----------------|
| 302    | 30259700 | 597175            | TR TO PARKS IMPROVEMENT | \$ 73,450.00   | \$ 72,510.00           | ✓                      | \$ 145,960.00  |

**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 |
|---------------------------|----------|-------------------|-----------------------------------|----------------|------------------------|------------------------|----------------|
| 175                       | 17557630 | 101000            | SALARIES & WAGES                  | \$ 13,250.00   | \$ 525.00              | ✓                      | \$ 13,775.00   |
| 175                       | 17557630 | 200000            | PERSONNEL BENEFITS                | \$ 4,015.00    | \$ 1,200.00            | ✓                      | \$ 5,215.00    |
| 175                       | 17559476 | 630000            | IMPROVEMENTS OTHER THAN BUILDINGS | \$ 73,450.00   | \$ 72,510.00           | ✓                      | \$ 145,960.00  |
|                           |          |                   |                                   |                |                        |                        | \$ 0.00        |
|                           |          |                   |                                   |                |                        |                        | \$ 0.00        |
|                           |          |                   |                                   |                |                        |                        | \$ 0.00        |
| <b>TOTAL EXPENDITURE:</b> |          |                   |                                   | \$ 90,715.00   | \$ 74,235.00           | ✓                      | \$ 164,950.00  |

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

| Fund # | Org #    | Revenue Obj # | Description | Current Budget | One-time Appropriation | On-going Appropriation | Amended Budget |
|--------|----------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|        | 17539700 |               |             |                |                        |                        | \$ 0.00        |

## Reason for budget appropriation:

Budget appropriation for Salary & Wages due to salary increases. Increase in Personnel Benefits to cover full Sound Health & Wellness health insurance premiums. Budget appropriation for Improvements Other Than Buildings are for the Oak Bay Campground Electric Project which was expanded to include additional campsites by approval of the BoCC on October 9, 2023.

Submitted by (Elected Official/Department Head):

Date: 11/14/23



## Request for Budget Appropriation/Extension and Amendment

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Department/Fund Name: Central Services - Information Services Fund #506

NOV 20 2023

Budget Year: 2023 Quarter: 4

**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 |
|----------------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
|                |       |               |             |                |                        |                        | \$ 0.00        |
| TOTAL REVENUE: |       |               |             | \$ 0.00        | \$ 0.00                | \$ 0.00                | \$ 0.00        |

**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 | Current Budget | One-time Appropriation | On-going Appropriation | Amended Budget |
|--------|-------|-------------------|-------------|----------------|------------------------|------------------------|----------------|
|        |       |                   |             |                |                        |                        | \$ 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 |
|--------------------|----------|-------------------|----------------------|----------------|------------------------|------------------------|----------------|
| 506                | 50651810 | 101000            | Salaries & wages     | \$ 70,100.00   | \$ 3,500.00            | ✓                      | \$ 73,600.00   |
| 506                | 50651810 | 460000            | Insurance            | \$ 22,500.00   | \$ 11,380.00           | ✓                      | \$ 33,880.00   |
| 506                | 50651878 | 1010000           | Salaries & wages     | \$ 91,046.00   | \$ 10,000.00           | ✓                      | \$ 101,046.00  |
| 506                | 50651878 | 480000            | Repair & maintenance | \$ 55,000.00   | \$ 45,000.00           | ✓                      | \$ 100,000.00  |
| 506                | 50651888 | 101000            | Salaries & wages     | \$ 358,476.00  | \$ 48,000.00           | ✓                      | \$ 406,476.00  |
| 506                | 50651889 | 1010000           | Salaries & wages     | \$ 73,819.00   | \$ 6,000.00            | ✓                      | \$ 79,819.00   |
| TOTAL EXPENDITURE: |          |                   |                      | \$ 670,941.00  | \$ 123,880.00          | ✓ \$ 0.00              | \$ 794,821.00  |

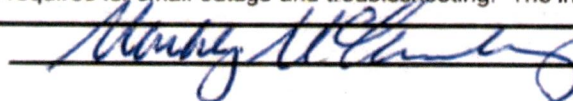
**TO:** If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

| Fund # | Org # | Revenue Obj # | Description | Current Budget | One-time Appropriation | On-going Appropriation | Amended Budget |
|--------|-------|---------------|-------------|----------------|------------------------|------------------------|----------------|
|        |       |               |             |                |                        |                        | \$ 0.00        |

**Reason for budget appropriation:**

Records Management received a grant for replacing the records database. The invoice from Cities Digital for performing the work is due in December 2023 however the grant funds to reimburse the County won't be received until 2024. Salaries for various divisions need to be increased for the 4% exempt salary increase approved for exempt employees, PTO cash out, and additional IT staff hours required for email outage and troubleshooting. The insurance premium was much higher than budgeted.

Submitted by (Elected Official/Department Head):



Date:

11/20/23