

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

REGULAR AGENDA REQUEST

TO: Board of County Commissioners

FROM: Judy Shepherd, Finance Director

DATE: September 22, 2025

SUBJECT: PUBLIC HEARING re: Proposed Emergency Appropriations for County Departments (Superior Court and County Administrator) and County Funds (Law Library 140, Affordable Housing 148, and Homeless Housing 149) Scheduled for Monday, October 6, 2025, at 10:45 a.m. in the Jefferson County Board of Commissioners Chambers

STATEMENT OF ISSUE:

County departments (Superior Court and County Administrator) and funds (Law Library Fund 140, Affordable Housing Fund 148, and Homeless Housing Fund 149) have expenditures currently that require appropriations to continue with expenditures. 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 expenditures of the requesting departments and funds. The Public Hearing Notice was published in *The Jefferson County and Port Townsend Leader* on September 24, 2025, and October 1, 2025.

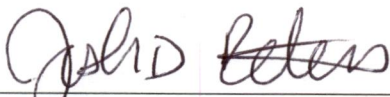
FISCAL IMPACT:

The only fiscal impact for the Public Hearing Notice is the cost of publication in *The Leader*. See attached department fund requests for actual fiscal impact to be discussed at the Public Hearing on October 6, 2025.

RECOMMENDATION:

Hear public testimony and consider approval of a resolution to adopt the 2025 Emergency Budget Appropriations on Monday, October 6, 2025 at 10:30 a.m.

REVIEWED BY:


Josh D. Peters, County Administrator

10/3/25
Date

**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

**RESOLUTION APPROVING 2025-
EMERGENCY BUDGET
APPROPRIATIONS
FOR TWO COUNTY DEPARTMENTS**

RESOLUTION NO. _____

WHEREAS, the Jefferson County Board of Commissioners did on the 22nd day of September, 2025, 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, RCW [36.40.100](#) authorizes supplemental appropriations, provided "the board shall publish notice of the time and date of the meeting at which the supplemental appropriations resolution will be adopted, and the amount of the appropriation, once each week, for two consecutive weeks prior to the meeting in the official newspaper of the county," and

WHEREAS, a supplemental appropriation for 2025-Emergency is necessary as described in the table below:

Other Funds			Revenue		Expense	
Fund	Fund Name	Description	One-time	Ongoing	One-time	Ongoing
140	Law Library	RCW Hardbound Resource			5,937	
148	Affordable Housing	Dove House - Emergency Shelter			40,000	
149	Homeless Housing	Emergency Shelter, DRF Grant, Donation	179,803		261,983	
Total Appropriations			179,803	-	307,920	-

WHEREAS, the Jefferson County Board of Commissioners did on the 22nd day of September, 2025, set a hearing on said need for the 6th day of October, 2025, at the hour of 10:45 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 September 24, and October 1, 2025 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 was interposed;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, STATE OF WASHINGTON:

Section 1. Whereas Clauses Adopted as Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above "Whereas" clauses as Findings of Fact.

Section 2. Supplemental Budget Appropriations Approved. The Supplemental Budget Appropriations above is hereby approved.

Section 3. Severability. If any section, subsection, sentence, clause, or phrase of this resolution or its application to any person or circumstance is held invalid, the remainder of this resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 4. Effective Date. This resolution shall be effective upon adoption.

Section 5. SEPA Categorical Exemption. This resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800\(19\)](#).

(SIGNATURES FOLLOW ON THE NEXT PAGE)

***APPROVED* this 6th day of October, 2025.**

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

ATTEST:

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

Carolyn Gallaway, CMC, Date
Clerk of the Board

Approved as to form only:

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

Request for Budget Appropriation/Extension and Amendment

RECEIVED 09/15/25

Reset

Department/Fund Name: 140/Law Library

Budget Year:

2025

Quarter:

3

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
140	14059412	640000	Capital Outlay	\$ 16,418.00	\$ 5,937.00		\$ 22,355.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 16,418.00	\$ 5,937.00	\$ 0.00	\$ 22,355.00

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:

The Law Library was fully updated in April 2025 with an up-to-date set of hardbound RCWs (Revised Code of Washington) to serve as secondary resource when Westlaw (online) is inaccessible. The one-time cost for this update was \$8,336.29. A one-time appropriation of \$5,937.00 is required to satisfy total cost of maintaining the county's statutorily mandated Law Library in 2025.

Submitted by (Elected Official/Department Head):



Date: 9/12/25

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Affordable Housing / Homeless Housing (148/149)

Budget Year:

2025

Quarter:

3

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
149	14933404	334091	WA DOC DRF GRANT	\$ 86,377.00	\$ 127,418.00		\$ 213,795.00
	14936700	367000	PRIVATE DONATION - COAST	\$ 0.00	\$ 52,385.00		\$ 52,385.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 86,377.00	\$ 179,803.00	\$ 0.00	\$ 266,180.00

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
149	14956540	565406	EMERGENCY SHELTER	\$ 100,000.00	\$ 175,500.00		\$ 275,500.00
149	14951863	518067	DRF GRANT TO OLYAP (CHG)	\$ 0.00	\$ 86,483.00		\$ 86,483.00
							\$ 0.00
148	14855150	551502	DOVE HOUSE - EMERGENCY SHELTER	\$ 145,000.00	\$ 40,000.00		\$ 185,000.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 245,000.00	\$ 301,983.00	\$ 0.00	\$ 546,983.00

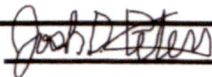
TO: If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

Fund #	Org #	Revenue Obj #	Description				
							\$ 0.00

Reason for budget appropriation:

Housing Fund Board recommended funding (HFB 5/28/2025 Minutes) the JC Emergency Shelter and Dove House Emergency Shelter through YE 2025 and the BoCC concurred. DRF Grant budget included a revenue distribution to the County and expenditure to OlyCAP that wasn't in the original budget. COAST made a private donation to help fund the JC Emergency Shelter.

Submitted by (Elected Official/Department Head):



Date: 9/15/2025