

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Executive Assistant

DATE: January 10, 2022

SUBJECT: BID CALL re: Publication of County Legal Notices; Bids Accepted Until 9:30 a.m. and Opened and Read Publicly shortly thereafter on Monday, March 7, 2022 in the Commissioners' Chamber

STATEMENT OF ISSUE:

Approve BID CALL re: Publication of County Legal Notices; Bids Accepted Until 9:30 a.m. and Opened and Read Publicly shortly thereafter on Monday, March 7, 2022 in the Commissioners' Chamber

ANALYSIS:

Per RCW 36.72.075 the County must designate an Official County Newspaper at its first Regular Meeting in April. Bidders must have five weeks to prepare and submit their bids to the Clerk of the Board.

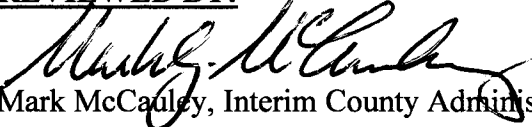
FISCAL IMPACT:

Cost to publish Bid Call.

RECOMMENDATION:

Approve BID CALL re: Publication of County Legal Notices; Bids Accepted Until 9:30 a.m. and Opened and Read Publicly shortly thereafter on Monday, March 7, 2022 in the Commissioners' Chamber

REVIEWED BY:


Mark McCauley, Interim County Administrator

1/5/22
Date

Please publish one time: January 12, 2022

Bill: Jefferson County Commissioners
P.O. Box 1220
Port Townsend, WA 98368

**CALL FOR BIDS
FOR PUBLICATION OF OFFICIAL LEGAL NOTICES**

Notice is hereby given that the Board of Commissioners of Jefferson County, State of Washington, will receive sealed bids for the printing and publication of Official Legal Notices. Sealed bids will be received up until the hour of 9:30 a.m. Monday, March 7, 2022 at the offices of the Board of County Commissioners, 1820 Jefferson Street, Port Townsend, WA 98368. Bids will be publicly opened and read shortly thereafter.

Bids shall be submitted in accordance with the bid form and instructions on file with the Clerk of the Board of Jefferson County Commissioners at the address as noted above, where copies may be obtained.

Signed this 10th day of January, 2022.
Jefferson County Board of Commissioners

Heidi Eisenhour, Chair

Legal Newspaper for
Jefferson County, State of Washington

BIDDER

Name of Newspaper	
Newspaper Publisher	
Address of Publisher	
Phone:	
Fax:	
E-mail:	

BID BREAKDOWN

The undersigned does hereby submit the following bid for legal publication for Jefferson County as required by law or by order of the judge of court:

BID AMOUNT of \$_____ per column inch.

Font for Legal Notices	
Type Size for legal notices (point)	
Column Width	
Number of columns per page	
The fee for the advertisement for the legal newspaper contract provided by Jefferson County at the above rate and hereby attached is:	
Number of times the newspaper is published each week	
Legal notices must be submitted for publication by:	Check all that apply: ☐ Fax ☐ E-Mail ☐ Other _____
Number of days legal notices must be submitted prior to publication date	
Time of day legal notices must be submitted in order to make the publication deadline	
Items included in bid price:	• Use of County Logo to identify where County legal notices begin • A location map as appropriate for a specific notice • Two (2) free subscriptions to newspaper • On-Line subscription code • All County Departments and offices are eligible to submit Press Releases to the newspaper at any time
<u>Optional Bid Item:</u> General advertisements, or employment advertisements in a section of the newspaper other than the legal notice section. These advertisements will be coordinated through the County Commissioners Office	

The PRINTED CIRCULATION for the named newspaper in Jefferson County is _____ copies broken down geographically as follows:

Zip Code/Community	Deliveries	News Stand
98368/Port Townsend		
98325/Chimacum		
98339/Port Hadlock		
98365/Port Ludlow		
98376/Quilcene		
98382/Gardiner		
98320/Brinnon		
98358/Nordland		
98331/Forks (West End)		

The ELECTRONIC CIRCULATION & READERSHIP:

of Paid electronic subscriptions (**not** included with paid print subscriptions, above): ____

Newspaper's Website:

- Are legal notices posted on your website? ____
- If so, can they be viewed for free? ____
- Newspaper's Website: Monthly Average: # of Hits ____ # of Unique Visitors ____
- Legal Notices in particular: Monthly Average: # of Hits ____ # of Unique Visitors ____

Social Media

- Are legal notices posted on social media? ____
- If so, please describe what social media, and any metrics on number of visits:

Do you also list your legal notices at <https://www.wapublicnotices.com/?> ____

Please include with your bid: A proof and a quote for the 2 sample legal notices (attached)

The undersigned bidder does hereby declare that the above-named newspaper is qualified per RCW 65.16 to be the legal newspaper for Jefferson County and has been approved by the Superior Court of Jefferson County as such.

BIDDER:

Signed

Date

Print or Type Name

Title

ATTEST:

Signed

Date

Print or Type Name

Title

Sample #1

Publish 2 times: September 24 and October 1, 2020

Bill to: Jefferson County Commissioners Office
Non-Departmental Fund
P.O. Box 1220
Port Townsend, WA 98368

STATE OF WASHINGTON

Jefferson County

**IN THE MATTER OF A HEARING NOTICE }
FOR PROPOSED SUPPLEMENTAL BUDGET }
APPROPRIATIONS/EXTENSIONS FOR }
VARIOUS COUNTY FUNDS }**

RESOLUTION NO. 62-20

WHEREAS, various Jefferson County departments have made requests for supplemental budget appropriations/extensions for their 2020 budgets; 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 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, it appears to the Board of County Commissioners that a need exists that could not have been foreseen or contemplated at the time of preparing the budgets for 2020. The following identified revenue and expenditure amounts are to be added to the various Funds. Expenditure amounts in excess of revenues listed shall be appropriated from the unencumbered balances and represent an extension of the Fund budgets listed:

FUND #	FUND NAME	AMOUNT FROM UNENCUMBERED FUND BALANCE	REVENUE	EXPENSE
GENERAL FUND				
001-020-000	AUDITOR			\$ 4,309
001-021-000	ELECTIONS			\$ 1,387
001-050-000	CLERK			\$ 1,635
001-180-000	SHERIFF		\$ 108,500	\$ 83,500
001-270-000	NON-DEPARTMENTAL		\$ 1,972,696	\$ 2,154,356
	TOTAL GENERAL FUND	\$ 163,991	\$ 2,081,196	\$ 2,245,187
SPECIAL REVENUE/CAPITAL/ENTERPRISE/INTERNAL SERVICE FUNDS				
105-000-010	AUDITOR'S O&M		\$ 566	\$ 566
108-000-010	COOPERATIVE EXTENSION	\$ 11,618	\$ 16,203	\$ 27,821
127-000-010	HEALTH		\$ 185,862	\$ 142,645
129-000-010	WQ LAND ACQUISITION		\$ 155,000	\$ 155,000
130-000-010	MENTAL HEALTH	\$ 25,000		\$ 25,000
302-000-010	CAPITAL IMPROVEMENT	\$ 55,734		\$ 55,734
401-000-010	SOLID WASTE	\$ 112,073		\$ 112,073
506-000-010	INFORMATION SERVICES	\$ 16,255	\$ 49,472	\$ 65,727
	TOTAL OTHER FUNDS	\$ 220,680	\$ 407,103	\$ 584,566

NOW, THEREFORE, BE IT RESOLVED, that supplemental budget appropriations/extensions be considered for the above noted funds.

BE IT FURTHER RESOLVED, that a public hearing be held on the extensions and that said hearing be held in the County Commissioners' Chambers, at the Jefferson Courthouse, Port Townsend Washington, **on the 5th day of October, 2020, at the hour of 10:30 a.m.**, and that notice of said hearing be published in the official newspaper of Jefferson County. NOTE: No In-Person Attendance Allowed (Per May 29, 2020

Jefferson County Public Health Officer Order). To view this meeting live go to www.co.jefferson.wa.us Follow the links under "*Quick Links: Videos of Meetings-Streaming Live.*" In addition, written testimony is also invited beginning on September 24, 2020 and ending on October 5, 2020 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; or by **Mail to:** Jefferson County Commissioners' Office; PO Box 1220, Port Townsend, WA 98368.

***APPROVED* this 21st day of September, 2020.**

JEFFERSON COUNTY
BOARD OF COMMISSIONERS
/S/Greg Brotherton, Chair

Sample #2

Please publish once: December 28, 2020

Bill: Jefferson County Board of County Commissioners
P.O. Box 1220
Port Townsend WA 98368

**Notice of Adoption of a Jefferson County Ordinance
Imposing an Additional Sales and Use Tax Of One-Tenth Of One Percent for Housing and
Related Services as Authorized By RCW 82.14.530 Adding a New Chapter 3.33 to Jefferson
County Code**

Notice is hereby given that on December 21, 2020, the Jefferson County Board of County Commissioners adopted Ordinance 11-1221-20, which was published to the Jefferson County website at <http://test.co.jefferson.wa.us/WebLinkExternal/0/doc/2627638/Page1.aspx> on December 22, 2020. This ordinance imposes a sales and use tax for affordable and supportive housing in accordance with House Bill 1590 and RCW 82.14.530. The ordinance sets the rate at one-tenth of one percent on taxable events (as defined in RCW 82.14.020(3)) to be used for housing and related services as authorized by RCW 82.14.530.

Jefferson County believes the publication of this ordinance on the Jefferson County website satisfies the publication requirements of RCW 36.70A.290(2)(b) and WAC 242-03-220(1). This notice is being published in this newspaper of general circulation to remove any doubt of publication, and to ensure satisfaction of the publication requirements of RCW 36.70A.290(2)(b) and WAC 242-03-220(1).