

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Executive Assistant

DATE: April 3, 2023

SUBJECT: RESOLUTION NO. re: HEARING NOTICE re: First Quarter 2023 Budget Appropriations/Extensions; Various County Departments; Hearing scheduled for Monday, April 17, 2023 at 9:45 a.m. in the Commissioners Chambers

STATEMENT OF ISSUE:

Various County Departments have requested increases to their 2023 budget. Per RCW 36.40.140 the BOCC must hold a public hearing regarding the proposed budget changes. This agenda item is to approve the public notice only; the individual changes will be reviewed at the public hearing.

ANALYSIS:

These budget changes are intended to improve the cost effectiveness and efficiency of the requesting departments. The Hearing Notice will be published in the Port Townsend Leader on April 5 and April 12, 2023.

FISCAL IMPACT:

Provided in Resolution.

RECOMMENDATION:

Approve resolution to publish a notice for the hearing set for April 17, 2023 at 9:45 a.m. in the Commissioners Chambers. NOTE: This is a Hybrid meeting: Virtual and In-Person Attendance. To view this meeting live go to www.co.jefferson.wa.us Follow the links under "Quick Links: Videos of Meetings: Today." In addition, written testimony is also invited beginning on April 5, 2023 and ending on April 17, 2023 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us; or by **Mail to:** Jefferson County Commissioners' Office; PO Box 1220, Port Townsend, WA 98368.

REVIEWED BY:



Mark McCauley, County Administrator

March 31, 2023.
Date

STATE OF WASHINGTON

Jefferson County

IN THE MATTER OF A HEARING NOTICE
FOR FIRST QUARTER 2023
PROPOSED SUPPLEMENTAL BUDGET
APPROPRIATIONS/EXTENSIONS FOR
VARIOUS COUNTY FUNDS

}
}
}
}
}

RESOLUTION NO.

WHEREAS, various Jefferson County departments have made requests for supplemental budget appropriations/extensions for their 2023 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 2023. 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:

2023 1st Quarter			Revenue		Expense	
Fund/Dept		Description	One-time	Ongoing	One-time	Ongoing
001-180	Sheriff	Navigator Grant	54,497		54,497	
		RSAT Believe in Recovery	109,500		109,500	
		Funds for Vehicle Return	5,600			
001-245	Therapeutic Cts	Establish 2023 Budget in new department	200,000		103,000	
001-080	District Ct	Move budget to new department	(70,000)			
001-240	Superior Ct	Move budget to new department	(70,000)			
001-261	Operating Tsfr	Tsfr to Info Svcs for Microsoft Exchange Online			63,002	
		General Fund Total	229,597	-	329,999	-
108	WSU Coop Ext	Addl Grant Funds Available for Expenses	88,800		34,387	
109	Noxious Weeds	Weed Supplies			1,000	
125	Hotel/Motel	Olympic Pen Gateway Center & Contingency			45,000	
		Tourism Coordinating Counsel			168,357	
127	Public Health	Correct 2023 Budget Amendment	(60,000)			
149	Homeless	Bayside Tiny Homes Contract True-up			500	
186	Brinnon Flood	Property Acquisition, matching grant	9,460		11,375	
187	Quilcene Flood	Transfer to Brinnon Flood			9,460	
306	Public Infrastructure	EDC			74,250	
		Sims Way Gateway			1,000,000	
		Quilcene Complete Streets			100,000	
302	Captial Improvement	Transfer to Tri-Area Sewer for cash flow			1,000,000	
405	Tri-Area Sewer	Transfer from Captial Improvement	1,000,000			
501	ER&R	Transfer for Returned Vehicle			5,600	
505	Employee Benefit Rsv	2022 Medical Premium following "vacation"			150,813	
506	Info Services	Transfer in from General Fund	63,002			
		Microsoft Exchange Online Migration			63,002	
		Other Funds Total	1,101,262	-	2,663,744	-
1st Quarter Total Appropriations			1,330,859	-	2,993,743	-

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, located at the Jefferson Courthouse, 1820 Jefferson Street, Port Townsend Washington, **on the 17th day of April, at 9:45 a.m.**, and that notice of said hearing be published in the official newspaper of Jefferson County, and that at said hearing any interested person may appear virtually or in-person and be heard for or against the extensions. You will need to join the meeting by 9:45 a.m. using the following methods: **VIRTUALLY:** Via the following Zoom, link: <https://zoom.us/j/93777841705>, **PHONE:** Dial 1-253-215-8782 and enter access code: 937-7784-1705# and press *9 to "raise your hand" to be called upon. Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384, or

IN-PERSON: Please note that seating capacity may be limited to 50%. These documents will be available for viewing on the County website by clicking on: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of Commissioners – BOCC Agenda Packet – 2023 Weekly Agenda Items – 04 April 2023 – 041723 – **HEARING** re: Proposed 2023 1st Quarter Budget Appropriations/Extensions for Various County Departments

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

In addition, written testimony is also invited beginning on April 5, 2023 and ending on April 17, 2023 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us You may view testimony received by clicking here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2023 Weekly Agenda Items – 04 April 2023 - 041723

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

APPROVED this 3rd day of April 2023.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

ATTEST:

Greg Brotherton, Chair

Kate Dean, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member

RECEIVED

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: JCSO

MAR 16 2023

Budget Year: 2023

Quarter: 1

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	SH33393	339785	FRT NAVIGATOR GRANT January-June 2023		\$ 54,497.00		\$ 54,497.00
001.180	SH33393	339784	RSAT GRANT January - September 2023		\$ 109,500.00		\$ 109,500.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 0.00	\$ 163,997.00	\$ 0.00	\$ 163,997.00

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	SH52122	410155	FRT NAVIGATOR January - June 2023		\$ 54,497.00		\$ 54,497.00
001.180	SH52360	410158	RSAT Believe in Recovery January-September 2023		\$ 109,500.00		\$ 109,500.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 0.00	\$ 163,997.00	\$ 0.00	\$ 163,997.00

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

Fund #	Org #	Revenue Obj #	Description				
	SH33393						\$ 0.00

Reason for budget appropriation:

Navigator Grant for January - June 2023; RSAT Grant for January - September 2023.

Submitted by (Elected Official/Department Head):

Date:

3/15/23

SCANNED

MAR 29 2023

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Central Services - ER&R

Budget Year: 2023

Quarter: 1st

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	SH39700	397501	Transfer from ER&R	\$ 0.00	\$ 5,600.00		\$ 5,600.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 0.00	\$ 5,600.00	\$ 0.00	\$ 5,600.00

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
501	50159700	597XXX	Transfer to Sheriff	\$ 0.00	\$ 5,600.00		\$ 5,600.00

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:

The Sheriff's Department is returning a truck to ER&R. The appropriation is to refund the cost of the vehicle.

Submitted by (Elected Official/Department Head):

[Signature]

Date: 3/29/23

SCANNED
marked

RECEIVED

Reset

MAR 28 2023

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: GENERAL FUND - THERAPEUTIC COURTS CASE MANAGEMENT

Budget Year: 2023

Quarter: 1

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
001-245	TR39700	397131	TRANSFER IN	\$ 0.00	\$ 200,000.00		\$ 200,000.00
001-080	DC39700	397131	TRANSFER IN	\$ 70,000.00	-\$ 70,000.00		\$ 0.00
001-240	SC39700	397131	TRANSFER IN	\$ 70,000.00	-\$ 70,000.00		\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 140,000.00	\$ 60,000.00	\$ 0.00	\$ 200,000.00

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
001-245	TC51240	100000	SALARIES & WAGES	\$ 0.00	\$ 37,800.00		\$ 37,800.00
		200000	BENEFITS	\$ 0.00	\$ 8,550.00		\$ 8,550.00
	TC51221	410164	SALARIES & WAGES	\$ 0.00	\$ 37,800.00		\$ 37,800.00
		200000	BENEFITS	\$ 0.00	\$ 8,550.00		\$ 8,550.00
	TC51222	410165	SALARIES & WAGES	\$ 0.00	\$ 8,400.00		\$ 8,400.00
		200000	BENEFITS	\$ 0.00	\$ 1,900.00		\$ 1,900.00
TOTAL EXPENDITURE:				\$ 0.00	\$ 103,000.00	\$ 0.00	\$ 103,000.00

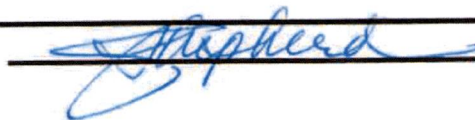
TO: If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

Fund #	Org #	Revenue Obj #	Description				
							\$ 0.00

Reason for budget appropriation:

Add salaries & benefits for full-time Therapeutic Courts Case Manager that was previously assigned to be paid out of the District Courts budget, though no budget was given in the 2023 Budget Amendment. Establish the total transfer in from Fund 131 in 001-245. The total budget for 001-245 Therapeutic Courts Case Management will be \$200,000 per MOU between the Courts & BoCC funds 1/10 of 1% Behavioral Health Sales Tax.

Submitted by (Elected Official/Department Head):



Date:

3/27/2023

SCANNED

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: WSU Jefferson County ExtensionBudget Year: 2023 Quarter: QTR1

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
108	33315	333140	Congressional MRC - Fed Grant	\$ 30,000.00	\$ 88,800.00		\$ 118,800.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 30,000.00	\$ 88,800.00	\$ 0.00	\$ 118,800.00

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
108	55310	101000	Salary & Wages - WMRC2	\$ 34,914.00	\$ 7,587.00		\$ 42,501.00
108	55310	200000	Benefits - WMRC2	\$ 8,549.00	\$ 2,000.00		\$ 10,549.00
108	55310	410067	Professional Contracts	\$ 34,000.00	\$ 24,800.00		\$ 58,800.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 77,463.00	\$ 34,387.00	\$ 0.00	\$ 111,850.00

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:

Updating Revenue and Expenditures for Congressional MRC Grant OTGP 2023 JeCoWS-00009 that was approved by BOCC December 2022. Final numbers were not available for the 2023 Budget Amendment.

Submitted by (Elected Official/Department Head):

*Bridget Gregg*Date: 03/29/2023

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: WSU Jefferson County Extension

RECEIVED

Budget Year: 2023 Quarter: 1

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
				\$ 0.00			
109	10955360	499999	Weed Supplies - Herbicide	\$ 4,566.00	\$ 1,000.00		\$ 5,566.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 4,566.00	\$ 1,000.00	\$ 0.00	\$ 5,566.00

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:

\$1,000 to purchase appropriate herbicide for projects.

Submitted by (Elected Official/Department Head):

Date:

3/14/23

SCANNED

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: HOTEL/MOTEL

Budget Year: 2023

Quarter: 1

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
125	12555730	411107	OLYMPIC PENINSULA GATEWAY CENTER	\$ 91,655.00	\$ 15,000.00		\$ 106,655.00
	12555730	411110	CONTINGENCY	\$ 10,000.00	\$ 30,000.00		\$ 40,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 101,655.00	\$ 45,000.00	\$ 0.00	\$ 146,655.00

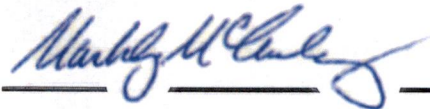
TO: If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

Fund #	Org #	Revenue Obj #	Description				
							\$ 0.00

Reason for budget appropriation:

LTAC Board approved Visitor Center renovations/deferred maintenance and operational costs to cover the transition between the Jefferson County Historical Society to the Tourism Coordinating Council. Both require BOCC approval.

Submitted by (Elected Official/Department Head):



Date: 3-31-23

RECEIVED

Reset

Request for Budget Appropriation/Extension and Amendment

MAR 13 2023

Budget Year: 2023 Quarter: 1st

Department/Fund Name: Hotel Motel

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
125	12555730	411102	Tourism Coordinating Counsel (LTAC)	\$ 126,643.00	\$ 168,357.00		\$ 295,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 126,643.00	\$ 168,357.00	\$ 0.00	\$ 295,000.00

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

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

Reason for budget appropriation:

2023 County budget was approved prior to approval of Lodging Tax funding grants.

Submitted by (Elected Official/Department Head):

[Signature]

Date: 3/13/23

SCANNED

RECEIVED

MAR 28 2023
ResetJEFFERSON COUNTY
COMMISSIONERS**Request for Budget Appropriation/Extension and Amendment**

Department/Fund Name: PUBLIC HEALTH

Budget Year: 2023 Quarter:

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
127	12739700	397131	TR IN SUB ABUSE-SPT	\$ 60,000.00	-\$ 60,000.00		\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 60,000.00	-\$ 60,000.00	\$ 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
							\$ 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				
							\$ 0.00

Reason for budget appropriation:

DECREASE BUDGET LINE ENTERED IN ERROR FOR THE RECOMMENDED BUDGET 2023 AMENDMENT.

Submitted by (Elected Official/Department Head):



Date: 3-27-2023

SCANNED

RECEIVED

MAR 28 2023

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: HOMELESS HOUSING

Budget Year: 2023

Quarter: 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
							\$ 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
149	14955150	551508	BAYSIDE TINY HOMES	\$ 144,000.00	\$ 500.00		\$ 144,500.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 144,000.00	\$ 500.00	\$ 0.00	\$ 144,500.00

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:

THE CONTRACT FOR BAYSIDE TINY HOMES SHOULD HAVE BEEN \$144,000, BUT WAS CONTRACTED FOR \$144,500 DUE TO RECOMMENDATION BY THE HOUSING FUND BOARD.

Submitted by (Elected Official/Department Head):

Shirley McClellan

Date: 3/28/23

Request for Budget Appropriation/Extension and Amendment

RECEIVED

Reset

Department/Fund Name: PUBLIC WORKS / BRINNON FLOOD ZONE

Budget Year: 2023 Quarter: 1

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
186	18639700	397187	OPERATING TRXFR FROM QUILCENE FLOOD	\$ 0.00	\$ 9,460.00		\$ 9,460.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 0.00	\$ 9,460.00	\$ 0.00	\$ 9,460.00

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
187	18759700	597186		\$ 0.00	\$ 9,460.00		\$ 9,460.00

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
186	18659453	610000	CAPITAL OUTLAY-PROPERTY ACQUISITION	\$ 0.00	\$ 11,375.00		\$ 11,375.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 0.00	\$ 11,375.00	\$ 0.00	\$ 11,375.00

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
	18639700						\$ 0.00

Reason for budget appropriation:

Grant match for property acquisition.

Submitted by (Elected Official/Department Head):

Date: 3/6/23

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Reset

MAR 28 2023

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Infrastructure

Budget Year: 2023

Quarter: Q1

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
							\$ 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
306	30655870	410905	EDC	\$ 25,750.00	\$ 74,250.00		\$ 100,000.00
	30655870	410906	Sims Way Gateway	\$ 0.00	\$ 1,000,000.00		\$ 1,000,000.00
	30655870	410907	Quilcene complete streets	\$ 0.00	\$ 100,000.00		\$ 100,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 25,750.00	\$ 1,174,250.00	\$ 0.00	\$ 1,200,000.00

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:

Update PIF Budget amounts per PIF board assignments.

Submitted by (Elected Official/Department Head):



Date: 3/28/23

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MAR 28 2023
ResetJEFFERSON COUNTY
COMMISSIONERS

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: TRI-AREA SEWER / CAPITAL IMPROVEMENT

Budget Year: 2023 Quarter: 1

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
405	40539700	397302	TRANSFER FROM CAPITAL IMPROVEMENT	\$ 0.00	\$ 1,000,000.00		\$ 1,000,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 0.00	\$ 1,000,000.00	\$ 0.00	\$ 1,000,000.00

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	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
302	30259700	597405	TRANSFER TO TRI-AREA SEWER	\$ 0.00	\$ 1,000,000.00		\$ 1,000,000.00

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:

This transfer is to provide liquidity for the Sewer Fund as construction of the sewage treatment plant begins. There can be substantial lags between when our contractors are paid and when the granting agencies reimburse the county. Liquid assets such as cash help cover these lags. They will be returned to the capital fund when no longer needed for liquidity purposes.

Submitted by (Elected Official/Department Head):

Date: 03/28/23

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MAR 28 2023

JEFFERSON COUNTY
COMMISSIONERS

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: 505 - Employee Benefits Fund

Budget Year: 2023 Quarter:

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	

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
505	50551721	410152	HEALTH INSURANCE MISC	\$0.00	\$ 150,813.00		\$150,813.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 0.00	\$150,813.00	\$ 0.00	150,813.00

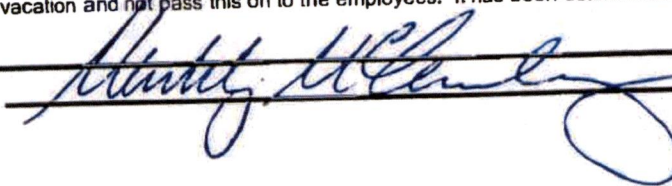
TO: If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

Fund #	Org #	Revenue Obj #	Description				\$ 0.00

Reason for budget appropriation:

Health Insurance premium "vacation" ended abruptly resulting in owing this amount to Sound Health & Wellness. The General Fund Non-Department originally paid this invoice in January 2023. The Board of Commissioners decided to continue the premium vacation and not pass this on to the employees. It has been determined that this be paid expensed out of Employee Benefit Reserve Fund.

Submitted by (Elected Official/Department Head):



Date: 3/28/23

SCANNED

MAR 27 2023

Reset

JEFFERSON COUNTY
COMMISSIONERS

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Central Services - Information Services (Information Technology)

Budget Year: 2023

Quarter: Q1

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
506	50639700	397010	Transfer from General Fund	\$ 0.00	\$ 63,002.00		\$ 63,002.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 0.00	\$ 63,002.00	\$ 0.00	\$ 63,002.00

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
506	OT59700	597506	Transfer to Information Services	\$ 0.00	\$ 63,002.00		\$ 63,002.00

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	50659418	640102	Microsoft Exchange Online Transition: Lic. & Prof. Svcs.	\$ 182,070.00	\$ 63,002.00		\$ 245,072.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 182,070.00	\$ 63,002.00	\$ 0.00	\$ 245,072.00

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:

In order to provide seamless continuity of County email services, a transition from 2013 On-Premises Microsoft Exchange to Microsoft Exchange Online is immediately necessary as Microsoft is ending support for our current solution. Notice of this change was recently acquired by the Jefferson County Information Services team. Given the significant importance of email continuity to the daily business of Jefferson County, an RFQ was issued through MRSC to identify the best professional services consultant to provide a seamless transition. Central Services is expressing a preference for funds to be transferred after a final invoice is issued from the chosen vendor.

Submitted by (Elected Official/Department Head):

Date: 03/27/23

SCANNED

marked 3-27-23