Consent Agenda

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: **Board of County Commissioners**

FROM: **Adiel McKnight, Executive Assistant**

DATE: **December 4, 2023**

SUBJECT: **RESOLUTION NO. re: HEARING NOTICE re: Fourth Quarter 2023 Budget Appropriations/Extensions; Various County Departments; Hearing scheduled for Monday, December 18, 2023 at 10:00 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 December 6 and December 13, 2023.

FISCAL IMPACT:

Provided in Resolution.

RECOMMENDATION:

Approve resolution to publish a notice for the hearing set for December 18, 2023 at 10:00 a.m. in the Commissioners Chambers. NOTE: This is a Hybrid meeting: Virtual and In-Person Attendance. In addition, written testimony is also invited beginning on December 6, 2023 and ending on December 18, 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

12/1/23
Date

STATE OF WASHINGTON
Jefferson County

IN THE MATTER OF A <u>HEARING NOTICE</u>	}	
FOR FOURTH QUARTER 2023	}	
PROPOSED SUPPLEMENTAL BUDGET	}	
APPROPRIATIONS/EXTENSIONS FOR	}	RESOLUTION NO.
VARIOUS COUNTY FUNDS	}	

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:

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**	-

Other Funds			Revenue		Expense	
Fund	**Fund Name**	**Description**	**One-time**	**Ongoing**	**One-time**	**Ongoing**
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	
		Total Other Funds	**76,510**	-	**377,538**	-
Total 3rd Quarter Appropriations			***209,337***	-	***845,117***	-

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 18th day of December, at 10:00 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 10:00 a.m. using the following methods: **VIRTUALLY:** Via the following Zoom, link: https://zoom.us/j/93777841705, **PHONE:** Dial 1-253-215-8782 and enter access code: 937-7784-1705# and press *9 to "raise your hand" to be called upon. Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384, or **IN-PERSON.**

These documents will be available for viewing on the County website by clicking on: www.co.jefferson.wa.us – Services – Laserfiche Web Portal (Username and Password is: public) – Board of Commissioners – BOCC Agenda Packet – 2023 Weekly Agenda Items – 12 December 2023 – 121823 – **HEARING/TESTIMONY** re: Proposed 2023 4th Quarter Budget Appropriations/Extensions for Various County Departments

In addition, written testimony is also invited beginning on December 6, 2023 and ending on December 18, 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 (Username and Password is: public) – Board of County Commissioners – BOCC Agenda Packets – 2023 Weekly Agenda Items – 12 December 2023 – 121823

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 4th day of December 2023.**

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

ATTEST:

Greg Brotherton, Chair

Kate Dean, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member

Reset

RECEIVED NOV 03 2023 HARRISON COUNTY COMMISSIONERS

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Auditor **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
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
			TOTAL EXPENDITURE:	$ 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				
							$ 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): Brenda Hartley **Date:** 11-2-2023

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JEFFERSON COUNTY COMMISSIONERS

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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): [signature] **Date:** 11/30/2023

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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				
							$ 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:

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

Submitted by (Elected Official/Department Head): [signature] **Date:** 12/1/2023

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Reset

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 ✓	$ 0.00	$ 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): Shepherd **Date:** 11/30/2023

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JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: COMMUNITY SERVICES **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	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): A Shepherd **Date:** 11/30/2023

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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): [signature] **Date:** 11/30/2023

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JEFFERSON COUNTY COMMISSIONERS

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: JCSO **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
							$ 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): [signature] **Date:** 11/15/2023

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NOV 3 0 2023

JEFFERSON COUNTY COMMISSIONERS

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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): Shepherd **Date:** 11/30/2023

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NOV 30 2023

JEFFERSON COUNTY COMMISSIONERS

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: NON-DEPARTMENTAL **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
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): [signature] **Date:** 11/30/23

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JEFFERSON COUNTY COMMISSIONERS

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: 140 Law Library **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
140	14039700	397010	Transfer from the General Fund	$ 4,827.00	$ 4,000.00	✓	$ 8,827.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL REVENUE:	$ 4,827.00	$ 4,000.00	✓ $ 0.00	$ 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				
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
			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:

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): S Shepherd **Date:** 11/30/2023

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JEFFERSON COUNTY COMMISSIONERS

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: FEDERAL FOREST TITLE **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
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): [signature] **Date:** 11/30/23

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JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: PUBLICE WORKS / PARKS & 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): [signature] **Date:** 11/14/23

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JEFFERSON COUNTY

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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
			TOTAL REVENUE:	$ 73,450.00	$ 72,510.00	✓ $ 0.00	$ 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				
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
			TOTAL EXPENDITURE:	$ 90,715.00	$ 74,235.00	✓ $ 0.00	$ 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				
	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): [signature] **Date:** 11/14/23

Reset

Request for Budget Appropriation/Extension and Amendment

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COUNTY COMMISSIONERS

Department/Fund Name: Central Services - Information Services Fund #506 **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
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				
							$ 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): [signature] **Date:** 11/20/23