Regular Agenda

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: **Board of County Commissioners**

FROM: **Judy Shepherd, Finance Director**

DATE: **April 21, 2025**

SUBJECT: **HEARING** re: Proposed Appropriations/Extensions 02; Various County Departments; Scheduled for Monday, June 9, 2025 at 10:30 a.m. in the Commissioners Chambers

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STATEMENT OF ISSUE:

Various County Departments have requested increases to their 2025 budget. Per RCW 36.40.140 the Board of County Commissioners must hold a public hearing regarding the proposed budget changes.

ANALYSIS:

These budget changes are intended to address unanticipated revenues and expenditures of the requesting departments. The Hearing Notice was published in the Port Townsend Leader on May 28 and June 4, 2025.

FISCAL IMPACT:

See attached department fund requests.

RECOMMENDATION:

Hear public testimony and consider approval of a resolution to adopt the 2025 02 Budget Appropriations on Monday, June 9, 2025 at 10:30 a.m.

REVIEWED BY:

Mark McCauley, County Administrator

Date 6/5/25

STATE OF WASHINGTON
COUNTY OF JEFFERSON

RESOLUTION APPROVING 2025-2 BUDGET APPROPRIATIONS FOR VARIOUS COUNTY DEPARTMENTS

RESOLUTION NO. ____________

WHEREAS, the Jefferson County Board of Commissioners did on the 27th day of May, 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 2025-2 is necessary as described in the table below:

General Fund - 001			**Revenue**		**Expense**	
Dept	**Dept Name**	**Description**	**One-time**	**Ongoing**	**One-time**	**Ongoing**
021	Elections	WA Secretary of State Grant - Election Security	79,955		79,955	
065	Human Resources	Professional Services - Prothman, Braun			44,500	
261	Operating Transfers	Transfer to Info Svcs - MS Office 365, Cloud Base Upgrade			93,857	
270	Non-Departmental	Professional Services - Prothman (moved to HR)			(29,500)	
		Emergency Shelter			85,500	
		Total General Fund	**79,955**	-	**274,312**	-
Other Funds			**Revenue**		**Expense**	
Fund	**Fund Name**	**Description**	**One-time**	**Ongoing**	**One-time**	**Ongoing**
506	Information Services	Transfer from Elections	79,955			
		Transfer frm General Fund	93,857			
		Captial Outlay - MS Office 365, Cloud Upgrade			191,645	
		Total Other Funds	**173,812**	-	**191,645**	-
		Total Appropriations	***253,767***	-	***465,957***	-

WHEREAS, the Jefferson County Board of Commissioners did on the 27th day of May, 2025, set a hearing on said need for the 9th day of June, 2025, at the hour of 10:30 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 May 28, 2025 and June 4, 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, phrase or section 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 is 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 9th day of June, 2025.**

SEAL:

ATTEST:

____
Carolyn Gallaway, CMC, Date
Clerk of the Board

Approved as to form only:

____
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

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Heidi Eisenhour, Chair

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Greg Brotherton, Member

____
Heather Dudley-Nollette, Member

Reset

Request for Emergency Budget Appropriation/Extension and Amendment

Department/Fund Name: Central Services Information Services Fund #506 **Budget Year:** 2025 **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
506	50639700	397021	Transfer from Elections	$ 0.00	$ 79,955.00		$ 79,955.00
506	50639700	397010	Transfer from General Fund	$ 0.00	$ 93,857.00		$ 93,857.00
							$ 0.00
							$ 0.00
			TOTAL REVENUE:	$ 0.00	$ 173,812.00	$ 0.00	$ 173,812.00

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	597506	Transfer to Information Services	$ 0.00	$ 93,857.00	$ 0.00	$ 93,857.00

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	Capital Outlay - Computers	$ 790,386.00	$ 191,645.00		$ 982,031.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 790,386.00	$ 191,645.00	$ 0.00	$ 982,031.00

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:

Microsoft Office 365 implementation and licensing cost is $155,322. The project is being funded with grant funds received by Elections ($79,955), operating transfer from the General Fund ($62,021), and IS fund balance ($13,346).
Tyler ERP (Munis) & EPL cloud base upgrade for a total cost of $36,331.56. This requires an operating transfer from GF to IS for ERP ($31,836) and Health Dept. will pay for EPL portion ($4,495) .

Submitted by (Elected Official/Department Head): Shaun Judd **Date:** 5/21/25

Reset

Request for Emergency Budget Appropriation/Extension and Amendment

Department/Fund Name: General Fund - Elections **Budget Year:** 2025 **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
001	EL33400	334119	SECY STATE AWARD	$ 0.00	$ 79,955.00		$ 79,955.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL REVENUE:	$ 0.00	$ 79,955.00	$ 0.00	$ 79,955.00

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	EL59700	597506	Transfer to Information Services	$ 0.00	$ 79,955.00	$ 0.00	$ 79,955.00

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:

The Microsoft Office 365 implementation project and licensing will utilize these grant funds awarded to Elections ($79,955) from the Secretary of State SOS.

Submitted by (Elected Official/Department Head): Brenda Hunt **Date:** May 21 2025

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: GENERAL FUND - HUMAN RESOURCES **Budget Year:** 2025 **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
065	HR51810	410000	PROFESSIONAL SERVICES - PROTHMAN, BRAUN	$ 17,000.00	$ 44,500.00		$ 61,500.00
270	ND51890	410000	PROFESSIONAL SERVICES - PROTHMAN	$ 29,500.00	($ 29,500.00)		$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 46,500.00	$ 15,000.00		$ 61,500.00

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:

BUDGET AND FUND FIRST ESTABLISHED FOR HUMAN RESOURCES IN 2025. ALIGNING EXPENDITURES WITH HR FUNCTION: PROTHMAN EXECUTIVE SEARCH-MOVING FUNDS ONE TIME FROM NON-DEPARTMENTAL TO HR; BRAUN CONSULTING-REFLECT CONTRACT RENEWAL FOR COLLECTIVE BARGAINING/EMPLOYMENT CONSULTING.

Submitted by (Elected Official/Department Head): Sarah Fillman **Date:** 1 April 2025

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: General Fund Non-Departmental **Budget Year:** 2025

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	ND56540	565406	EMERGENCY SHELTER	$ 0.00	$ 85,500.00		$ 85,500.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 0.00	$ 85,500.00	$ 0.00	$ 85,500.00

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:

This additional amount for Emergency Shelter is for Apr - June 30, 2025. The joint award by the BoCC and Housing Fund Board (HFB) last year was for only $100,000 per year which has now been expended through March 2025. In order to fulfill the County's obligation for an Emergency Shelter, this budget is required. A mid-year request will be made to the HFB to reimburse the County.

Submitted by (Elected Official/Department Head): Mary McClurg **Date:** May 22, 2025

Emergency Shelter Budget - Bayside Housing & Services

Budget Categories	Justification	3 Mo Budget Apr-Jun 2025
Employee Salary & Benefits	Paid staff to support shelter program and operations (to be supplemented with additional volunteer support as available.)	$ 60,000
Insurance	Extension of Bayside insurance to include additional operations. County Risk Pool will also cover property and liability. Additional insured certificate required.	
Meals	Daily breakfasts and additional meal support when volunteers are unable to provide. Contingent on donor/volunteer organizations providing evening meals and sack lunches.	$ 5,000
Furnishings/Equipment	Beds, linens, kitchen equipment, basic office equipment, as needed. Donations will also be sought in this category.	
Supplies	Cleaning supplies, paper products for bathrooms and kitchen, basic office supplies for guest front desk @ $250/mo. Also could be used for volunteer appreciation.	$ 2,500
Overhead	Overhead: Administration expenses for operations including telephone, computer, internet, accounting, payroll, insurance, maintenance staff time as needed to supplement Landlord maintenance staff, development staff time for donor and funder outreach. All are essential for shelter operations.	$ 1,500
Total	**Total Projected Annual Budget: July 1, 2024 to June 30, 2025**	**$ 69,000**

County Paid Repairs	Repairs, particularly regarding toliets and showers	$ 2,000	
Rent	American Legion (1,750/mo)	$ 5,250	
Utilities	Propane, water, electricity, internet	$ 3,000	
Addl Insurance	WCRP	**$ 79,250**	**Total Required through 6/30/2025**
		$ 6,074.11	**Currently Over Budget**
		$ 85,324.11	**Total**