

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

WORKSHOP AGENDA REQUEST

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator

DATE: October 16, 2023

SUBJECT: 2024-2025 Budget Briefing Regarding Funds Managed by the County Administrator/Board of County Commissioners

STATEMENT OF ISSUE:

During the development of the county's biennial budget the Board of County Commissioners (BOCC) is briefed on the preliminary budget. Elected official and department director budget presentations were completed during the week of October 2nd. There are a number of budgets managed by the County Administrator and the Board of Commissioners that need to be briefed to the BOCC.

ANALYSIS:

This workshop will involve briefing the BOCC on the following budgets, materials attached:

- General Fund Departments:
 - 061 – Board of Equalization
 - 062 – Civil Service
 - 068 – Community Services
 - 059 – County Administrator
 - 060 – Board of County Commissioners
 - 261 – Operating Transfers
 - 270 – Non-departmental
- Other Funds
 - 123 – Grant Management
 - 125 – Hotel-Motel
 - 130 – Mental Health
 - 135 – JC Drug Fund
 - 141 – Trial Court Improvement
 - 147 – Forest Title
 - 148 – Affordable Housing
 - 149 – Homeless Housing
 - 155 – Veteran's Relief
 - 306 - Public Infrastructure
 - 502 – Risk Management Reserve
 - 505 – Employee Benefit Reserve

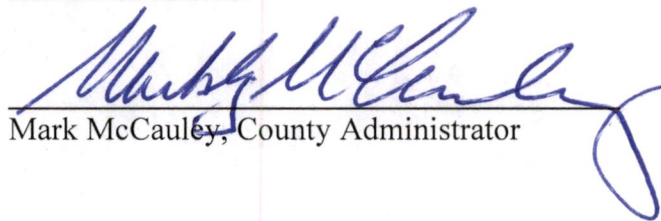
FISCAL IMPACT:

None.

RECOMMENDATION:

That the Board listen to the presentation, ask questions and give guidance, if any.

REVIEWED BY:

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Mark McCauley, County Administrator

10/10/23
Date

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
CA39700	397125	TR FROM HOTEL/MOTEL	(4,142)	(4,658)	(4,847)
		Total Revenue	(4,142)	(4,658)	(4,847)
CA51310	100700	LONGEVITY	5,200	7,600	7,600
CA51310	101000	SALARIES & WAGES	504,343	662,172	675,419
CA51310	200000	PERSONNEL BENEFITS	119,382	219,508	221,987
CA51310	410000	PROFESSIONAL SERVICES	3,355	3,406	3,456
CA51310	420300	CELL PHONE/PAGER	985	1,000	1,015
CA51310	430000	TRAVEL	2,200	2,233	2,266
CA51310	440000	ADVERTISING	1,500	1,523	1,545
CA51310	490000	DUES,SUBSCRIPTIONS,MEMBERSHIPS	1,750	1,777	1,803
CA51310	490600	TRAINING, SEMINARS, SCHOOLS	2,500	2,538	2,575
		Total Expenditures	641,215.00	901,757.00	917,666.00

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
CO34136	341034	CO HISTORICAL PRESERVATION	(8,489)	(6,000)	(6,000)
		Total Revenue	(8,489)	(6,000)	(6,000)
CO51160	101000	SALARIES & WAGES	519,090	531,923	535,940
CO51160	200000	PERSONNEL BENEFITS	107,285	167,016	201,515
CO51160	310000	OFFICE AND OPERATING SUPPLIES	2,200	2,233	2,266
CO51160	350000	OFFICE EQUIPMENT	1,500	1,523	1,545
CO51160	420100	POSTAGE	500	508	515
CO51160	420300	CELL PHONE/PAGER	2,000	2,030	2,060
CO51160	430000	TRAVEL	11,800	11,977	12,154
CO51160	450108	CAR RENTAL-MILEAGE	2,400	2,436	2,472
CO51160	480000	REPAIR & MAINTENANCE	5,000	5,075	5,150
CO51160	490000	DUES,SUBSCRIPTIONS,MEMBERSHIPS	1,000	1,015	1,030
CO51160	490106	IMAGING SVC-HISTORIC DOC	11,000	11,165	11,330
CO51160	490600	TRAINING, SEMINARS, SCHOOLS	5,000	5,075	5,150
CO59400	610005	CHAMBERS AUDIO EQUIP	1,980	2,010	2,040
		Total Expenditures	670,755	743,986	783,167

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
BE51424	101000	SALARIES & WAGES	22,308	17,888	18,246
BE51424	200000	PERSONNEL BENEFITS	4,018	6,159	6,226
BE51424	310000	OFFICE AND OPERATING SUPPLIES	650	660	670
BE51424	420100	POSTAGE	270	275	279
BE51424	430000	TRAVEL	400	406	412
BE51424	440000	ADVERTISING	170	173	176
		Total Expenditures	27,816	25,561	26,009

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
CI52110	310000	OFFICE AND OPERATING SUPPLIES	500	508	515
CI52110	310112	EXAMS	5,200	5,278	5,356
CI52110	420100	POSTAGE	597	606	615
CI52110	440000	ADVERTISING	180	183	186
		Total Expenditures	6,477	6,575	6,672

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
CS34650	346002	CO DV (PREV FUND- CLERK)	(603)	(400)	(500)
		Total Revenue	(603)	(400)	(500)
CS51990	490111	ECONOMIC DEVELOPMENT	32,481	32,969	33,456
CS56550	410113	DV PREVENTION LOCAL RCW	600	609	618
CS57550	490115	CAC COMMUNITY CENTERS	162,538	164,976	167,414
CS57550	490118	PORT TOWNSEND SENIOR	16,900	17,154	17,407
CS57550	490119	GARDINER COMMUNITY	3,900	3,959	4,017
CS57550	490132	JEFFERSON COUNTY FAIR	11,000	11,165	11,330
		Total Expenditures	227,419	230,832	234,242

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
OT59700	597027	TR HEALTH DEPT - NURSE	63,748	63,748	63,748
OT59700	597105	TR OUT - AUDITOR O&M	260,438	260,438	260,438
OT59700	597108	TR- COOP EXT	283,580	283,580	283,580
OT59700	597109	TR-NOX WD	4,500	4,500	4,500
OT59700	597127	TR TO HEALTH DEPARTMENT	532,068	532,068	532,068
OT59700	597128	TR TO N/R-COUNTY LAKES	22,732	22,732	22,732
OT59700	597140	TR TO LAW LIBRARY	4,827	4,827	4,827
OT59700	597143	TR TO CMTY DEV (DCD)	450,000	450,000	450,000
OT59700	597155	TR TO VETERANS	19,522	-	-
OT59700	597174	TR TO PARKS & REC	721,559	721,559	721,559
OT59700	597180	TR TO ROADS	240,222	240,222	240,222
OT59700	59727A	TR TO HEALTH FOR GIS	4,388	4,388	4,388
		Total Expenditures	2,607,584	2,588,062	2,588,062

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
ND32199	321003	HUMANE SOCIETY LICENSE FEE	(12)	(13)	(13)
ND33601	336002	PUBLIC DEF FUNDING - STATE	(32,375)	(29,406)	(33,347)
		Total Revenue	(32,387)	(29,419)	(33,360)
ND51120	410053	ANIMAL CONTROL FACILITY	6,230	6,324	6,417
ND51120	410168	HEARING EXAMINER	25,000	25,375	25,750
ND51120	440000	ADVERTISING	5,000	5,075	5,150
ND51120	490134	WASC-TIMBER ANALYST	5,000	5,075	5,150
ND51120	490135	CODIFICATION & MISC.	2,500	2,538	2,575
ND51160	410100	INFORMATION SERVICES-PROF SVC	1,320,775	1,340,587	1,360,399
ND51160	410169	APPELLATE HEARING EXAMINER	2,000	2,030	2,060
ND51160	490136	WA ST ASSOC COUNTIES- MISC	27,000	27,405	27,810
ND51160	490137	WA ASSOC-COUNTY OFFICIALS	8,501	8,629	8,757
ND51160	490138	NO OLY PENINSULA RC&D DUES	2,750	2,792	2,833
ND51160	490139	COUNTY P.O. BOX RENTAL	399	405	411
ND51160	490140	CO ADMIN-HOOD CANAL COUNCIL	5,000	5,075	5,150
ND51160	490141	PROPERTY TAX-COUNTY PARCELS	11,000	11,165	11,330
ND51221	410056	INVESTIGATIVE SOCIAL WORK	81,600	82,824	84,048
ND51221	410059	PUBLIC DEFENDER	876,000	889,140	902,280
ND51221	460104	MISCELLANEOUS CLAIMS	2,500	2,538	2,575
ND51423	410057	STATE EXAMINER	60,000	60,900	61,800
ND51489	490107	AUDITOR'S FILING FEES	133	135	137
ND51660	490150	FACILITIES MANAGEMENT	969,500	984,043	998,585
ND51820	490152	PROP MGMT-CHICKADEE FORESTRY	75,000	76,125	77,250
ND51830	410058	COURT APPOINTED ATTORNEY	20,000	20,300	20,600
ND51830	410174	COURTHOUSE SECURITY	175,000	177,625	180,250
ND51830	460101	RISK POOL - PROPERTY INS	300,000	304,500	309,000
ND51890	310000	OFFICE AND OPERATING SUPPLIES	15,000	15,225	15,450
ND51890	410000	PROFESSIONAL SERVICES	80,000	81,200	82,400
ND51890	410058	LEGAL - SPECIAL ATTORNEY	20,000	20,300	20,600
ND51890	460102	RISK POOL-LIABILITY INS	420,000	426,300	432,600
ND51890	490000	DUES,SUBSCRIPTIONS,MEMBERSHIPS	1,500	1,523	1,545

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
ND51890	490142	HIRE CHK-BACKGROUND CHECKS	8,000	8,120	8,240
ND51890	490600	TRAINING, SEMINARS, SCHOOLS	3,184	3,232	3,280
ND51890	490601	TRAINING SUPPORT	1,593	1,617	1,641
ND51900	460103	INSURANCE - CLAIMS	100,000	101,500	103,000
ND52110	440000	ADVERTISING	5,000	5,075	5,150
ND52220	410112	911 DISPATCH	580,000	588,700	597,400
ND53170	490143	OLY AIR POLLUTION ATHRTY	19,883	20,182	20,480
ND55310	410079	JC SOIL CONSERVATION	60,000	60,900	61,800
		Total Expenditures	5,295,048	5,374,479	5,453,903

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
12333110	331001	FED DIR CONGRESS GR - YMCA	-	-	(1,375,000)
12333292	332922	AMERICAN RESCUE PLAN-TREASURY	(1,692,000)	-	-
12333314	333024	CDGB GP GRANT - YMCA	-	(2,000,000)	-
12333314	333123	CDBG PUBLIC SERVICES GRANT	(350,000)	(350,000)	(350,000)
		Total Revenue	(2,042,000)	(2,350,000)	(1,725,000)
12351863	518065	MILL RD - CASWELL BROWN	-	-	-
12355720	410000	PROFESSIONAL SERVICES	665,000	350,000	350,000
12355720	410868	CDBG-CV1 TO OLYCAP	-	-	-
12356700	410427	YMCA EARLY CHILDHOOD LEARNING	-	2,000,000	1,375,000
12359700	597127	TR TO HEALTH DEPARTMENT	-	-	-
12359700	597405	TRANSFER OUT-TRI AREA SEWER	1,733,935	1,500,000	500,000
12359999	599995	LATCF - BUDGET ONLY	1,272,835	-	-
12359999	599999	AM RESCUE PLAN-BUDGET ONLY	690,748	-	-
		Total Expenditures	4,362,518	3,850,000	2,225,000

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
12531331	313005	HOTEL/MOTEL LODGING	(325,000)	(367,500)	(367,500)
12531331	313006	TRANSIENT RENTAL (STADIUM-22%)	(325,000)	(367,500)	(367,500)
12536111	361100	INVESTMENT INTEREST	(5,000)	(20,000)	(20,000)
		Total Revenue	(655,000)	(755,000)	(755,000)
12559700	597059	TR TO COUNTY ADMIN	4,142	4,658	4,847
12559999	599997	RFP BUDGET	800,000	730,400	730,400
		Total Expenditures	804,142	735,058	735,247

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
13031110	311000	REAL & PERS PROPERTY TAXES	(46,807)	(46,807)	(46,807)
13031720	317000	LEASEHOLD EXCISE TAX	(425)	(425)	(425)
13031740	317100	TIMBER EXCISE TAX (TAV)	(2,750)	(2,750)	(2,750)
13039510	395000	TIMBER SALES DNR	(1,750)	(1,750)	(1,750)
		Total Revenue	(51,732)	(51,732)	(51,732)
13056400	410000	PROFESSIONAL SERVICES	49,000	-	-
13056400	410158	RSAT AGR-BELIEVE IN RECOVERY	-	45,000	30,000
13059700	597127	TR TO HEALTH DEPARTMENT	25,000	25,000	20,000
		Total Expenditures	74,000	70,000	50,000

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
13535150	353817	SC-INVESTIGATIV FD ASSESS	(500)	(500)	(500)
13536111	361100	INVESTMENT INTEREST	(100)	(100)	(100)
		Total Revenue	(600)	(600)	(600)

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
14133601	336024	MUNICIPAL CT JUDGE SALARY-ST	(23,690)	(23,000)	(23,000)
		Total Revenue	(23,690)	(23,000)	(23,000)
14151241	480000	REPAIR & MAINTENANCE	8,240	8,240	8,240
14159700	597080	TR TO DIST CT	9,000	4,500	4,500
14159700	597240	TR TO SUP CT	-	4,500	4,500
		Total Expenditures	17,240	17,240	17,240

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
14733210	332001	PYMT N LIEU- F F TITL III	(20,000)	(20,000)	(20,000)
14736111	361100	INVESTMENT INTEREST	(500)	(500)	(500)
		Total Revenue	(20,500)	(20,500)	(20,500)
14751420	514200	TREASURER FINANCIAL SVCS FEES	50	50	50
14752230	410000	PROFESSIONAL SERVICES	100,000	100,000	40,000
		Total Expenditures	100,050	100,050	40,050

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
14831325	313250	HOUSING, RELATED SVCS TAX .01%	-	(800,000)	(600,000)
14831327	313270	SALES TAX 1/10 OF 1% SHB 1590	(585,000)	-	-
14831327	313271	SUPP HOUSING-SALES USE TAX	(62,000)	(67,000)	(62,000)
14834126	341071	REC SURCHRG AFF HSG-CO PORT	(40,000)	-	-
14836111	361100	INVESTMENT INTEREST	(350)	(15,000)	(15,000)
		Total Revenue	(687,350)	(882,000)	(677,000)
14859999	599996	1590 RFP BUDGET	585,000	787,000	585,000
14859999	599997	RFP BUDGET	102,000	205,000	102,000
		Total Expenditures	687,000	992,000	687,000

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
14933404	334046	SHELTER PROGRAM GRANT-BAYSIDE	(10,000)	-	-
14933404	334091	WA DOC DRF GRANT	-	(27,986)	(27,986)
14934127	341051	ENDING HOMELESSNESS 2019	(234,000)	-	-
14934127	341149	HOUSING SURCHARGE COUNTY	-	(215,000)	(215,000)
14936111	361100	INVESTMENT INTEREST	(1,500)	(5,000)	(5,000)
		Total Revenue	(245,500)	(247,986)	(247,986)
14956540	565402	BAYSIDE HOUSNG SVCS-SHELTER GR	10,000	-	-
14956540	565404	OLYCAP ADULT SHELTER	-	27,986	27,986
14959999	599997	RFP BUDGET	518,000	322,014	220,714
		Total Expenditures	528,000	350,000	248,700

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
15531110	311000	REAL & PERS PROPERTY TAXES	(45,550)	(45,550)	(45,550)
15531720	317000	LEASEHOLD EXCISE TAX	(300)	(300)	(300)
15531740	317100	TIMBER EXCISE TAX (TAV)	(1,500)	(2,500)	(2,500)
15536111	361100	INVESTMENT INTEREST	(300)	(7,000)	(7,000)
		Total Revenue	(47,650)	(55,350)	(55,350)
15539700	397010	TR FROM GF	(19,522)	-	-
15555360	410000	PROFESSIONAL SERVICES	65,000	40,000	40,000
15556520	101000	SALARIES & WAGES	10,346	10,946	11,165
15556520	200000	PERSONNEL BENEFITS	2,105	3,454	3,495
		Total Expenditures	57,929.00	54,400.00	54,660.00

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
16053100	491146	RECONVEYANCE FEES	7,000	1,000	1,000
		Total Expenditures	7,000	1,000	1,000

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
30631318	313004	DISTRESSED COUNTY SALES TX	(650,000)	(775,000)	(775,000)
30636111	361100	INVESTMENT INTEREST	(1,500)	(40,000)	(40,000)
		Total Revenue	(651,500)	(815,000)	(815,000)
30655870	410905	EDC	25,750	25,750	25,750
30659700	597180	TR TO ROADS	95,660	255,660	250,000
30659700	597405	TRANSFER OUT-TRI AREA SEWER	240,000	240,000	240,000
		Total Expenditures	361,410	521,410	515,750

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
50234814	348052	INTERFUCLAIMS REIMB	(150,000)	(150,000)	(150,000)
		Total Revenue	(150,000)	(150,000)	(150,000)
50251478	460103	INSURANCE - CLAIMS	150,000	150,000	150,000
		Total Expenditures	150,000	150,000	150,000

ORG	OBJ	DESCRIPTION	2023 Original Budget including Ongoing	2024 DEPARTMENT REQUEST	2025 DEPARTMENT REQUEST
50534870	348060	INTERFUCONTRIBUTION-EMPLOYER	(96,000)	(125,000)	(125,000)
50534870	348061	EMPLOYEE BENEFIT RESV-UNEMPL	(185,000)	(230,000)	(230,000)
50536110	361100	INVESTMENT INTEREST	(9,600)	(45,000)	(45,000)
		Total Revenue	(290,600)	(400,000)	(400,000)
50551721	410087	DRS CLAIMS	15,000	15,000	15,000
50551721	410088	OTH POST-RETIREMENT CST/LEOFF	50,000	50,000	50,000
50551721	410089	OASI DRS CONTRACT	200	200	200
50551721	410090	SEC 125 ADMINISTRATION FEES	2,000	2,000	2,000
50551721	410099	EMPLOYEE ASSISTANC PROGRAM	6,000	6,000	6,000
50551761	410092	L&I ADMIN COSTS (QTRLY)	20,000	28,000	28,000
50551778	410094	UNEMPLOYMENT CLAIMS PROCESSING	20,000	20,000	20,000
50559700	597505	TR-POST EMP PAYOUT \$1,000	200,000	200,000	200,000
		Total Expenditures	313,200	321,200	321,200