Regular Agenda

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: **Board of County Commissioners**

FROM: **Judy Shepherd, Finance Manager**

DATE: **October 2, 2023**

SUBJECT: **HEARING** re: Proposed 2023 3rd Quarter Budget Appropriations/Extensions for Various County Departments; Scheduled for Monday, October 2, 2023 at 10:15am in the Commissioners Chambers

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STATEMENT OF ISSUE:

Various County Departments have requested increases to their 2023 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 September 20 and 27, 2023.

FISCAL IMPACT:

See attached department fund requests.

RECOMMENDATION:

Hear public testimony and consider approval of a Resolution to adopt the 2023 3rd Quarter Supplemental Budget Appropriations on Monday, October 2, 2023 at 10:15am.

REVIEWED BY:

Mark McCauley, County Administrator   Date 9/27/23

STATE OF WASHINGTON
Jefferson County

ORDER: THIRD QUARTER 2023	}	
BUDGET APPROPRIATIONS/	}	
EXTENSIONS FOR VARIOUS	}	RESOLUTION NO.
COUNTY DEPARTMENTS	}	

WHEREAS, the Jefferson County Board of Commissioners did on the 18th day of September, 2023 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, the Jefferson County Board of Commissioners did on the 18th day of September, 2023, set a hearing on said need for the 2nd day of October, 2023, at the hour of 10:15 a.m. in the County Commissioners' Chamber, Courthouse, Port Townsend, Washington; and

WHEREAS, Jefferson County has published notice of this hearing as provided in RCW 36.40.100 on September 19 and 26, 2023, 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 interposed.

NOW, THEREFORE, IT IS HEREBY ORDERED, by the Board of County Commissioners, that due to there being sufficient monies available in the other listed funds, that the County Auditor is hereby directed to extend the budget of the following funds by the amounts listed and per the attached requests.

APPROVED **this 2nd day of October, 2023.**

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

ATTEST:

Greg Brotherton, Chair

Kate Dean, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member

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SEP 05 2023

JEFFERSON COUNTY COMMISSIONERS

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Prosecuting Attorney **Budget Year:** 2023 **Quarter:** 3rd

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	PA51495	640000	Karpel Case MGT Software	$ 0.00	$ 75,200.00		$ 75,200.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 0.00	$ 75,200.00	$ 0.00	$ 75,200.00

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 Jefferson County PAO has never had case management software. When police reports were entirely done in paper this was manageable. However, we now receive longer, more detailed reports with multi-media. Managing and tracking how we receive and disseminate this information has become an arduous task that can no longer be competently done using old methods. The PAO has modified laserfiche to assist in this process, but it is a clumsy and imperfect solution. 20 of 39 WA Counties use Karpel, which can be applied to PRA and ITAs.

Submitted by (Elected Official/Department Head): ______ **Date:** 5 Sep 2023

Pricing Proposal

Itemized and Total Cost

The following tables show the itemized and total cost for your solution.

Software Products/Licensing	Qty.	Price		Total
PROSECUTORbyKarpel	13	$2,250		$29,250
External Agency Portal	1	$10,000		$10,000
Total Software				**$39,250**

Installation Services	Qty.	Price		Total
PROSECUTORbyKarpel Installation and Configuration	1	$1,000		$1,000
Data Preload	1	$2,500		$2,500
Client Support Tool, Scanning Tool and System Compatibility Check (per computer)	13	$50		$650
Total Installation Services				**$4,150**

Professional Services	Qty.	Price		Total
Project Management		No Additional Cost		
Pre-Implementation Services (hours, remote)	8	$150		$1,200
Data Conversion: Microsoft Access	1	$10,000		$10,000
Mock Go-Live and System Administrator Training (30 days prior to go-live, hours, remote)	4	$150		$600
Document Template Setup, Training and Conversion of Up To 100 Document (max of 50 Civil) Templates	1	$2,500		$2,500
Total Professional Services				**$14,300**

Training Services	Qty.	Price		Total
Onsite Go-Live Training (days)	5	$2,400	2 resources	$12,000
Total Training Services				**$12,000**

Customization Services	Qty.	Price		Total
Interface: OPTIONAL	0			$0
Total Customization Services				**$0**

Estimated Travel Expenses	**$5,500**
Total One-Time Costs	**$75,200**

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AUG 25 2023

JEFFERSON COUNTY COMMISSIONERS

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: JCSO **Budget Year:** 2023 **Quarter:** 3

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	SH33401	334085	CJTC OFFICER WELLNESS GRANT	$ 0.00	$ 35,000.00		$ 35,000.00
001.180	SH33401	334084	WSP NCHIP GRANT	$ 0.00	$ 8,130.00		$ 8,130.00
001.180	SH33406	334042	WASPC RSO GRANT	$ 65,777.00	$ 30,750.00		$ 96,527.00
							$ 0.00
			TOTAL REVENUE:	$ 65,777.00	$ 73,880.00	$ 0.00	$ 139,657.00

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 July through December 2023	$ 54,497.00	$ 12,500.00		$ 66,997.00
001.180	SH52122	410193	WELLNESS PROGRAMS	$ 0.00	$ 35,000.00		$ 35,000.00
001.180	SH52310	310075	OPERATING LAW ENFORCEMENT	$ 3,912.00	$ 8,130.00		$ 12,042.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 58,409.00	$ 55,630.00	$ 0.00	$ 114,039.00

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

Fund #	Org #	Revenue Obj #	Description				
	SH33401						$ 0.00

Reason for budget appropriation:

New CJTC Officer Wellness Program grant; WSP National Criminal History Improvement Program Grant; WASPC RSO Address Verification Program grant

Submitted by (Elected Official/Department Head): **Date:** 08/24/2023

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AUG 24 2023
JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: SUPERIOR COURT/ 240 **Budget Year:** 2023 **Quarter:** 3rd

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	640000 ~~480000~~	UPDATE FOR SUPERIOR COURT JAVS	$ 0.00	$ 54,222.00		$ 54,222.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 0.00	$ 54,222.00	$ 0.00	$ 54,222.00

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:

Beginning December 31, 2023 the JAVS platform will be obsolete, with maintenance no longer provided to that system. Additionally, ongoing issues with the courtroom cameras necessitates an upgrade in equipment to replace cameras that are at least 15 years old.

Submitted by (Elected Official/Department Head): [signature] **Date:** 8/24/23

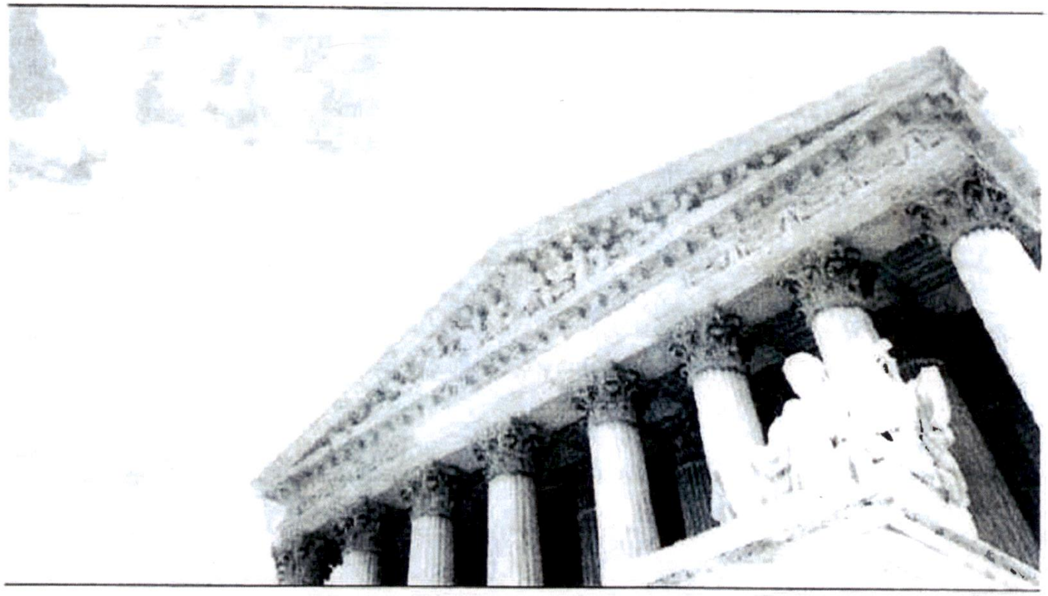
PROPOSAL
JUST-3578

Revision:

WA Jefferson County Superior Court Suite 8 and Camera Upgrade

WA Jefferson County Superior Court
1820 Jefferson St
Port Townsend, WA 98368

Modified: 4/21/2023
Quote Valid for 90 Days
OPP-50945



Shelly Knopf

Justice AV Solutions, Inc
13020 Middletown Industrial Blvd
Louisville, KY 40223 US
(502) 244-8788
www.javs.com

SCOPE OF WORK

JAVS proposal to upgrade existing recording system in WA Jefferson County Superior Courtroom SID-01149

This proposal includes:
- New Centro AO Audio mixer
- New Centro HDA Video Switcher
- Suite 8 Software including Scheduler and Publisher installed on OFE PC
- New primary and secondary SD recorder 8's
- 3 New HD Cameras for Judge, Right Law Table, and Left Law Table
- Integration of existing Presentation equipment and monitors
- HDMI Laptop inputs at Right and Left Law Tables
- New 18RU Equipment Rack that will be installed in the same location as current rack

Optional upgrades include:
- New Amplifier and Feedback suppressor for the PA
- Vaddio Soft Conferencing replacing existing Polycom Group 500 codec

Existing equipment to be reused include:
- 7 Microphones (Judge, Witness, Right Law, Left Law, Bench Conference, Witness Approach, Podium)
- Existing PA Speakers
- Assisted Listening
- All Presentation Equipment and Displays
- Polycom Group 500 codec (if not upgrading to Vaddio)

Main Components for HD Switching & Signal Routing

1	**JAVS JAV-CENTRO-HDA** JAVS HD Video Switcher - 6 Inputs & 3 Discrete Outputs w/ Evidence Presentation	$4,700.00
1	**JAVS JAV-CENTRO-AO** JAVS Audio Only - HD Ready Centro	$3,300.00
1	**Blackmagic Design CONVMSDIDA4K** Mini Converter - HD-SDI Distribution Amplifier 1 x 8	$369.00
1	**Netgear, Inc GS116LP-100NAS** Netgear 16-Port 76W PoE/PoE+ Gigabit Ethernet Unmanaged Switch	$293.00
1	**AtlasIED TSD-RMK** TSD Series Rack Mount Kit	$100.00
1	**AtlasIED TSD-DCPD** DC power distribution for TSD device	$73.99
1	**MCM 28-19387** AC/DC Power Supply, 1 Output, 60 W, 12 VDC, 5 A Supports up to ten (10) cameras	$25.00
1	**JAVS JAV-LABOR-HD-MC** Labor for HD Main Component Installation	$7,400.00
	Equipment:	**$8,860.99**
	Labor:	**$7,400.00**
	Main Components for HD Switching & Signal Routing Total	**$16,260.99**

High Definition Recorder/s

1	**JAVS JAV-REC8-SD-M** JAVS All-In-One Recorder 8 Base Model with MultiChannel Audio - 4:3 Aspect Ratio (320x240, 480x360, 640x480) - 16:9 Aspect Ratio (640x360)	$3 500 00
1	**JAVS JAV-REC8-SD-S** JAVS All-In-One Recorder 8 Base Model with Stereo Audio - 4:3 Aspect Ratio (320x240, 480x360, 640x480) - 16:9 Aspect Ratio (640x360)	$3,200.00
1	**JAVS JAV-DRMK** Rack Mount Kit for (2) Two JAVS Recorders	$70.00
1	**JAVS JAV-LABOR-REC** Labor for Recorder Installation	$185.00

Equipment:	**$6,770.00**
Labor:	**$185.00**
High Definition Recorder/s Total	**$6,955.00**

Autolog 8 Recording/Logging Software

RECOMMENDED SOFTWARE REQUIREMENTS:
Windows 10
Microsoft .NET Framework 4.7.2
Intel i5 4th Gen
8GB RAM
40 GB SSD
10/100/1000MB Network Adapter

1	**JAVS JAV-SW-AL8S** JAVS AutoLog 8 Logging and Control Software for JAVS Recorder 8	$1,000.00
1	**APC BE550G** Back-UPS 550 - 330 Watt/550 VA, 120 Volt Input/Output and USB Interface Port	$110.00
1	**JAVS JAV-LABOR-AS** Labor for Autolog Software Installation	$740.00
1	**JAVS JAV-SW-P8S** Publisher 8 Session Publishing Software	$375.00
1	**JAVS JAV-SW-S8S** Scheduler 8 Session Scheduling Software	$275.00
1	**JAVS JAV-SW-V8S** Viewer 8 Session Viewing Software for Transcription	$0.00

Equipment:	**$1,760.00**
Labor:	**$740.00**
Autolog 8 Recording/Logging Software Total	**$2,500.00**

Sound Reinforcement - Optional

1	**JBL CSA 280Z** CSA series audio amplifier, 2 x 80 watt	$761.00
1	**DBX AFS2** Advanced Feedback Suppression processor with full LCD display	$470.36
1	**JAVS JAV-LABOR-PA** Labor for Feedback Suppressor & Amplifier Installation	$370.00

Equipment:	**$1,231.36**
Labor:	**$370.00**
Sound Reinforcement - Optional Total	**$1,601.36**

High Definition Cameras

3	**Marshall Electronics CV344** Compact HD Camera (3G/HD-SDI)	$2 700 00
3	**Marshall Electronics VS-M550-4** 5-50mm Varifocal F1.6 CS Mount with Auto-Iris	$720.00
3	**Peerless-AV CMR410** Camera mount	$90.00
6	**Windy City Wire HOL-BNC6-MCV** RG6 Compression BNC	$14.40
450	**Windy City Wire RG6HDP-BLK** Type RG 6/U Plenum, 18 AWG Bare Copper Serial Digital [Black]	$508.50
450	**Windy City Wire 1802P-BLK** 18 Gage Stranded Speaker Cable, Plenum Rated	$153.00
3	**JAVS JAV-LABOR-CAM** Labor for HD Camera Installation	$1,110.00
	Equipment:	**$4,185.90**
	Labor:	**$1,110.00**
	High Definition Cameras Total	**$5,295.90**

Existing Presentation and Monitor Integration

1	**Decimator Design MD-HX** HDMI / SDI CROSS CONVERTER with Scaling and Frame Rate Conversion	$389.00
1	**Blackmagic Design CONVMCSAUD** Mini Converter - SDI to Audio DeEmbedder	$244.89
1	**JAVS JAV-MC-BD** Bi-Directional SDI/HDMI with Power Supply	$200.00
1	**Comprehensive Cable NFHD18G-3PROBLK** NanoFlex™ Pro AV/IT Integrator Series™ Certified 4K 18G High Speed HDMI Cable Jet Black 3ft	$19.99
1	**JAVS JAV-LABOR-PRES-W** Labor for Presentation Installation	$370.00

Equipment:	**$853.88**
Labor:	**$370.00**
Existing Presentation and Monitor Integration Total	**$1,223.88**

Laptop Connections @ Attorney Tables

4	**JAVS JAV-MC-BD** Bi-Directional SDI/HDMI with Power Supply	$800.00
4	**Windy City Wire HOL-BNC6-MCV** RG6 Compression BNC	$9.60
300	**Windy City Wire RG6HDP-BLK** Type RG 6/U Plenum, 18 AWG Bare Copper Serial Digital [Black]	$339.00
4	**Comprehensive Cable NFHD18G-3PROBLK** NanoFlex™ Pro AV/IT Integrator Series™ Certified 4K 18G High Speed HDMI Cable Jet Black 3ft	$79.96
2	**JAVS JAV-LABOR-LAP** Labor for Laptop Connection Installation	$1,110.00

Equipment:	**$1,228.56**
Labor:	**$1,110.00**
Laptop Connections @ Attorney Tables Total	**$2,338.56**

USB A/V Bridge for Soft Conferencing from Client's PC - Optional

1	**Vaddio 999-8215-000** AV Bridge Conference System	$3,016.00
1	**Kramer Electronics VM-2H2** 4K HDMI 1:2 distribution amplifier with HDCP2.2 and HDMI2.0 support	$455.00
1	**ShowMeCables 47-300-012** USB to HDMI Adapter with Audio Converter	$98.50
1	**Comprehensive Cable NFHD18G-9PROBLK** NanoFlex™ Pro AV/IT Integrator Series™ Certified 4K 18G High Speed HDMI Cable Jet Black 9ft	$29.99
1	**Comprehensive USB2-AB-10ST** USB 2.0 A Male To B Male Cable 10ft	$5.49
1	**Comprehensive Cable NFHD18G-3PROBLK** NanoFlex™ Pro AV/IT Integrator Series™ Certified 4K 18G High Speed HDMI Cable Jet Black 3ft	$19.99
1	**JAVS JAV-LABOR-VC** Labor for Video Conference Installation	$555.00

Equipment:	**$3,624.97**
Labor:	**$555.00**

USB A/V Bridge for Soft Conferencing from Client's PC - Optional Total **$4,179.97**

Equipment Rack & Wire Management

1	**Para Systems, Inc ED1000RTXL2U** Minuteman Endeavor ED1000RTXL2U 1000VA Tower/Rack/Wall Mountable UPS	$1,185.00
1	**Middle Atlantic DTRK-1818** DTRK series desktop rack, 18 space	$785.00
1	**JAVS JAV-MISC** Misc. Hardware	$200.00
2	**Juice Goose JG9-JEFAV1-1** 7" Deep rack mounted chassis with an illuminated power switch	$190.00
1	**JAVS JAV-LABOR-CA** Labor for Cabinet Assembly & Testing	$2,960.00
1	**Middle Atlantic DT-VFD-18** DTRK series vent front door, 18 space	$296.00
1	**Middle Atlantic LL-DTRK** DTRK Series Lever Lock Adapter Kit	$14.50
1	**Middle Atlantic LL-VC21** Lever Lock, Vertical Channel, 21"H	$20.00
3	**Middle Atlantic UTR1** Mounting Rackshelf, 1 RU, 10"D	$177.00
1	**Middle Atlantic VTF1** Vent Panel, 1 RU, Perforated, 25% Open Area	$27.00
1	**Middle Atlantic VTF2** Vent Panel, 2 RU, Perforated, 25% Open Area	$34.00

Equipment:	**$2,928.50**
Labor:	**$2,960.00**
Equipment Rack & Wire Management Total	**$5,888.50**

Shipping

1	**JAVS JAV-SHIP-SYS** Shipping for Full System with Equipment Cabinet	$3,500.00

Equipment:	**$3,500.00**
Labor:	**$0.00**
Shipping Total	**$3,500.00**

Equipment Subtotal:	**$34,944.16**
Labor Subtotal:	**$14,800.00**
Project Subtotal:	**$49,744.16**

PROJECT SUMMARY

Equipment:	$34,944.16
Labor:	$14,800.00
Sales Tax:.	$4,476.97
Grand Total:	$54,221.13

Payment Terms

Payment Schedule	Amount	Due Date
Initial Payment Prior to Scheduling	$13,555.28	
Final Payment Upon Completion **Payment Due 30 Days from Invoice Date**	$40,665.85	

Client accepts this Quote inclusive of its Scope of Work, Pricing and Payment Terms. Contractor agrees to furnish the equipment and materials listed and perform the work in an expedient, workmanlike and professional manner.

Sophie Nordstrom 6/7/2023

Client: **Sophie Nordstrom** **Date**

Shelly Knopf 4/21/2023

Contractor: **Justice AV Solutions, Inc** **Date**

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SEP 06 2023

JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: WSU Jefferson County Extension **Budget Year:** 2023 **Quarter:** QTR 3

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	10836707	367000	Donation	$ 0.00	$ 3,500.00	$ 0.00	$ 3,500.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL REVENUE:	$ 0.00	$ 3,500.00	$ 0.00	$ 3,500.00

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	10857122	310000	4-H Office - Operating Supplies	$ 3,000.00	$ 3,500.00		$ 6,500.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 3,000.00	$ 3,500.00	$ 0.00	$ 6,500.00

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:

4-H PT Rock Club received grant from Public Health Mini Grant program for $3,500 after budget was established. Funds will be fully spent in 2023.

Submitted by (Elected Official/Department Head): ______ **Date:** 9/6/23

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SEP 06

JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: WSU Jefferson County Extension **Budget Year:** 2023 **Quarter:** QTR 3

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
108	10855310	101000	WMRC2 - Salary & Wages	$ 42,501.00	$ 26,000.00		$ 68,501.00
108	10855310	200000	PERSONNEL BENEFITS - OTGP	$ 10,549.00	$ 6,825.00		$ 17,374.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 53,050.00	$ 32,825.00	$ 0.00	$ 85,875.00

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:

Adjusting budget for spending of WMRC2 OTGP Grant Funding appropriated in QTR 1 - These funds were spent on hiring 3 MRC Interns (Raingarden, Crabber Outreace and MRC Assistant) along with administrative costs. Fully reimburseable by the WMRC2 OTGP Grant.

Submitted by (Elected Official/Department Head): ____________ **Date:** 9/6/23

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SEP 06 2023

JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health / Health and Human Services (Page 1 of 3) **Budget Year:** 2023 **Quarter:** 3

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	12733193	331007	RCOR Implementation Grant	$ 289,435.00	$ 159,400.00		$ 448,835.00
127	12733390	333912	PVEP CDC NACCHO	$ 0.00	$ 111,500.00		$ 111,500.00
127	12733404	334016	Youth Tobacco	$ 60,159.00	$ 58,075.00		$ 118,234.00
127	12734661	346369	DSHS State Funds	$ 235,858.00	$ 62,253.00		$ 298,111.00
			TOTAL REVENUE:	$ 585,452.00	$ 391,228.00	$ 0.00	$ 976,680.00

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
127	12756200		Misc Prof Services (ADMIN)	$ 6,713.00	$ 243,000.00		$ 249,713.00
127	12756210		Misc Prof Services (CH)	$ 1,000.00	$ 158,792.00		$ 159,792.00
127	12756800		Staff & Client Refferals-Cascade	$ 0.00	$ 21,049.00		$ 21,049.00
127	12756800		Tech Assists	$ 0.00	$ 11,829.00		$ 11,829.00
127	12756800		Group Supported Employment-Cascade	$ 0.00	$ 46,703.00		$ 46,703.00
127	12756800		Start Up	$ 0.00	$ 27,700.00		$ 27,700.00
			TOTAL EXPENDITURE:	$ 7,713.00	$ 509,073.00	$ 0.00	$ 516,786.00

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

Fund #	Org #	Revenue Obj #	Description				
	12733193						$ 0.00

Reason for budget appropriation:

The amendments are reflective of current program services and projections.

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Submitted by (Elected Official/Department Head): [signature] **Date:** 9/5/23

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JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health / Health and Human Services (Page 2 of 3) **Budget Year:** 2023 **Quarter:** 3

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	12734623	346310	EPH Client Fees	$ 538,946.00	$ 41,700.00		$ 580,646.00
127	12734624	346320	Client Fees - CH	$ 40,995.00	$ 7,224.00		$ 48,219.00
127	12734624	346321	Private Insurance - CH	$ 33,536.00	$ 14,447.00		$ 47,983.00
127	12734624	346322	Medicaid Fees - CH	$ 92,135.00	$ 37,045.00		$ 129,180.00
			TOTAL REVENUE:	$ 705,612.00	$ 100,416.00	$ 0.00	$ 806,028.00

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
127	12756200	310301	Operating Supplies (ADMIN)	$ 22,820.00	$ 15,500.00		$ 38,320.00
127	12756210	310301	Operating Supplies (EPH)	$ 27,250.00	$ 56,800.00		$ 84,050.00
127	12756220	310301	Operating Supplies (CH)	$ 53,490.00	$ 4,900.00		$ 58,390.00
127	12756800	310301	Operating Supplies (DD)	$ 350.00	$ 2,200.00		$ 2,550.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 103,910.00	$ 79,400.00	$ 0.00	$ 183,310.00

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

Fund #	Org #	Revenue Obj #	Description				
	12734623						$ 0.00

Reason for budget appropriation:

The amendments are reflective of current program services and projections.

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Submitted by (Elected Official/Department Head): [signature] **Date:** 9/5/23

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health / Health and Human Services (Page 3 of 3)

Budget Year: 2023 **Quarter:** 3

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	12733603	336015	FPHS (ADMIN)	$ 428,000.00	$ 63,992.00		$ 491,992.00
127	12733605	336015	FPHS (EPH)	$ 460,000.00	$ 161,490.00		$ 621,490.00
127	12733604	336015	FPH (CH)	$ 495,000.00	$ 112,500.00		$ 607,500.00
127	12734661	346368	DSHS DDD Grant	$ 213,956.00	$ 57,386.00		$ 271,342.00
			TOTAL REVENUE:	$ 1,596,956.00	$ 395,368.00	$ 0.00	$ 1,992,324.00

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
127	12756210		Engergov Software	$ 0.00	$ 56,880.00		$ 56,880.00
127	12756220		Vehicles	$ 0.00	$ 63,569.00		$ 63,569.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 0.00	$ 120,449.00	$ 0.00	$ 120,449.00

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

Fund #	Org #	Revenue Obj #	Description				
	12733603						$ 0.00

Reason for budget appropriation:

The amendments are reflective of current program services and projections.

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Submitted by (Elected Official/Department Head): [signature] **Date:** 9/5/23

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JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: 131/Chemical Dependency/Mental Health (Page 1 of 3) **Budget Year:** 2023 **Quarter:** 3

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
131	13131314	313001	CHDEP/MENTL Health Service Tax	$ 768,777.00	$ 40,307.00		$ 809,084.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL REVENUE:	$ 768,777.00	$ 40,307.00	$ 0.00	$ 809,084.00

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
131	13156400	410401	Jumping Mouse Brinnon Pilot Project	$ 37,418.00	$ 4,327.00		$ 41,745.00
131	13156400	410403	MCS-Law Enforcement Navigator	$ 55,000.00	-$ 55,000.00		$ 0.00
131	13156400	410405	Jumping Mouse Children Center	$ 79,000.00	$ 48,063.00		$ 127,063.00
131	13156400	410406	Discovery Behavioral Healthcare-Housing	$ 18,000.00	$ 1,400.00		$ 19,400.00
131	13156400	410407	Olycap-Housing	$ 15,823.00	$ 8,827.00		$ 24,650.00
131	13156400	410408	Believe in Recovery Jail Services	$ 32,000.00	$ 3,743.00		$ 35,743.00
			TOTAL EXPENDITURE:	$ 237,241.00	$ 11,360.00	$ 0.00	$ 248,601.00

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

Fund #	Org #	Revenue Obj #	Description				
	13131314						$ 0.00

Reason for budget appropriation:

The amendments are reflective of current program services and projections.

Submitted by (Elected Official/Department Head): [signature] **Date:** 9/5/23

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JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: 131/Chemical Dependency/Mental Health (Page 2 of 3)

Budget Year: 2023 **Quarter:** 3

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
131	13156400	410409	Dove House Recovery Cafe	$ 45,000.00	$ 48,094.00		$ 93,094.00
131	13156400	410413	Discovery Behavioral Health-Wrap Around Svcs	$ 55,000.00	-$ 55,000.00		$ 0.00
131	13156400	495212	OESD-MH Services	$ 161,260.00	-$ 46,407.00		$ 114,853.00
131	13156400	410419	Gateway to Freedom BIR-Mobile Unit		$ 43,472.00		$ 43,472.00
131	13156400	TBD	Gateway to Freedom BIR-Fire Cares		$ 50,000.00		$ 50,000.00
131	13156400	410420	Olympic Angels-Case Management		$ 15,000.00		$ 15,000.00
			TOTAL EXPENDITURE:	$ 261,260.00	$ 55,159.00	$ 0.00	$ 316,419.00

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 amendments are reflective of current program services and projections.

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Submitted by (Elected Official/Department Head): [signature] **Date:** 9/5/23

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JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: 131/Chemical Dependency/Mental Health (Page 3 of 3) **Budget Year:** 2023 **Quarter:** 3

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
131	13156400	TBD	PT Police/MH Navigator		$ 67,200.00		$ 67,200.00
131	13156400	495201	Nurse Family Partnership	$ 64,000.00	$ 3,055.00		$ 67,055.00
131	13156400	597111	Transfer to Juvenile Services-Therapeutic Support	$ 17,800.00	$ 4,448.00		$ 22,248.00
131	13156400	597110	Transfer to Juvenile Services-MH Contract	$ 11,500.00	-$ 1,500.00		$ 10,000.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 93,300.00	$ 73,203.00	$ 0.00	$ 166,503.00

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 amendments are reflective of current program services and projections.

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Submitted by (Elected Official/Department Head): [signature] **Date:** 9/5/23