

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Executive Assistant

DATE: January 8, 2024

SUBJECT: **RESOLUTION NO.** re: **HEARING** re: Emergency Supplemental 2023 Budget Appropriation/Extension for Personnel Benefits, Insurance, Professional Services – Fund 127

STATEMENT OF ISSUE:

The Public Health has requested an emergency appropriation/extension to their 2023 Public Health – Fund 127 - budget. Per RCW 36.40.140 (language attached) the BOCC must hold a public hearing regarding the proposed budget changes.

ANALYSIS:

These budget changes are to provide for Personnel Benefits, insurance, and professional services beyond what was originally planned for in 2023. The Hearing Notice will be published in the Port Townsend Leader on December 27, 2023 and January 3, 2024.

FISCAL IMPACT:

Request: \$449,661 revenue and \$640,000 expenditure, difference to come from fund 127 (see attached Department request).

RECOMMENDATION:

Approve resolution to publish a notice for the hearing set for January 8, 2024 at 10:15 a.m. in the Commissioners Chambers.

REVIEWED BY:


Mark McCauley, County Administrator

1/4/24
Date

RCW 36.40.140

Emergencies subject to hearing.

When a public emergency, other than such as are specifically described in RCW 36.40.180, and which could not reasonably have been foreseen at the time of making the budget, requires the expenditure of money not provided for in the budget, the board of county commissioners by majority vote of the commissioners at any meeting the time and place of which all the commissioners have had reasonable notice, shall adopt and enter upon its minutes a resolution stating the facts constituting the emergency and the estimated amount of money required to meet it, and shall publish the same, together with a notice that a public hearing thereon will be held at the time and place designated therein, which shall not be less than one week after the date of publication, at which any taxpayer may appear and be heard for or against the expenditure of money for the alleged emergency. The resolution and notice shall be published once in the official county newspaper, or if there is none, in a legal newspaper in the county. Upon the conclusion of the hearing, if the board of county commissioners approves it, an order shall be made and entered upon its official minutes by a majority vote of all the members of the board setting forth the facts constituting the emergency, together with the amount of expenditure authorized, which order, so entered, shall be lawful authorization to expend said amount for such purpose unless a review is applied for within five days thereafter.

[1969 ex.s. c 185 S 3; 1963 c 4 S 36.40.140. Prior: 1925 ex.s. c 143 S 2, part; 1923 c 164 S 6, part; RRS S 3997-6, part.]

STATE OF WASHINGTON

Jefferson County

ORDER: EMERGENCY 2023 SUPPLEMENTAL
BUDGET APPROPRIATION FOR FUND 127-
PERSONNEL BENEFIS, INSURANCE,
PROFESSIONAL SERVICES

RESOLUTION NO. _____

WHEREAS, the Jefferson County Board of Commissioners did on the 22nd day of December, 2023 declare that an emergency existed for the listed expense which is 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; or from fund balance; and

WHEREAS, the Jefferson County Board of Commissioners did on the 22nd day of December, 2023, set a hearing on said emergency for the 8th day of January 2024, 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 36.40.140 on December 27, 2023 and January 3, 2024 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 General Fund, that the County Auditor is hereby directed to extend the budget of the following fund by the amount listed and per the attached request:

Other Funds		Description	Revenue		Expense	
Fund	Fund Name		One-time	Ongoing	One-time	Ongoing
127	Public Health	Grants	391,069			
		Licenses, Fees, Public Works	58,592			
		Personnel Benefits			427,962	
		Insurance			141,668	
		Professional Services			70,370	
	Total		449,661	-	640,000	-
	Net Impact				190,339	

APPROVED this 8th day of January, 2024.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC, Clerk of the Board

Heidi Eisenhour, Member

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health/127 (Page 1 of 5)

Budget Year: 2023 Quarter: EMRG

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	12733402	334074	Chimacum Creek Confluence	\$ 0.00	\$ 20,068.00		\$ 20,068.00
127	12733403	334078	Toxics Cleanup	\$ 0.00	\$ 20,000.00		\$ 20,000.00
127	12733409	334086	Rural Health Equity	\$ 0.00	\$ 25,172.00		\$ 25,172.00
127	12733390	333911	Building Workforce - COVID	\$ 0.00	\$ 33,437.00		\$ 33,437.00
TOTAL REVENUE:				\$ 0.00	\$ 98,677.00	\$ 0.00	\$ 98,677.00

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	200000	Benefits	\$ 182,361.00	\$ 82,564.00		\$ 264,925.00
127	12756210	200000	Benefits	\$ 191,201.00	\$ 119,775.00		\$ 310,976.00
127	12756220	200000	Benefits	\$ 239,899.00	\$ 215,289.00		\$ 455,188.00
127	12756800	200000	Benefits	\$ 15,052.00	\$ 10,334.00		\$ 25,386.00
127	12756200	460000	General Liability Insurance	\$ 78,000.00	\$ 141,668.00		\$ 219,668.00
127	12756210	410000	EH Misc Prof Svc	\$ 10,500.00	\$ 70,370.00		\$ 80,870.00
TOTAL EXPENDITURE:				\$ 717,013.00	\$ 640,000.00	\$ 0.00	\$ 1,357,013.00

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

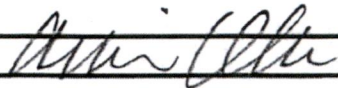
Fund #	Org #	Revenue Obj #	Description				
	12733402						\$ 0.00

Reason for budget appropriation:

An emergency appropriation is needed for Public Health in the amounts shown above.

(Page 1 of 5)

Submitted by (Elected Official/Department Head):



Date:

12/20/23

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health/127 (Page 2 of 5)

Budget Year: 2023 Quarter: EMRG

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	12733310	333110	WIC Nutrition	\$ 85,556.00	\$ 35,125.00		\$ 120,681.00
127	12733321	333203	LHJ COIVD-19 GAP Supplemental	\$ 0.00	\$ 32,045.00		\$ 32,045.00
127	12733390	333018	COVID Cares	\$ 0.00	\$ 30,405.00		\$ 30,405.00
127	12733403	334026	Solid Waste Grant - Edu	\$ 51,216.00	\$ 19,738.00		\$ 70,954.00
TOTAL REVENUE:				\$ 136,772.00	\$ 117,313.00	\$ 0.00	\$ 254,085.00

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.

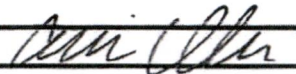
Fund #	Org #	Revenue Obj #	Description				
	12733310						\$ 0.00

Reason for budget appropriation:

An emergency appropriation is needed for Public Health in the amounts shown above.

(Page 2 of 5)

Submitted by (Elected Official/Department Head):



Date: 12/20/23

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health/127 (Page 3 of 5)

Budget Year: 2023

Quarter:

EMRG

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	12733393	333146	DBHR-SABG	\$ 6,931.00	\$ 23,260.00		\$ 30,191.00
127	12733404	334079	School Based Health Centers	\$ 79,773.00	\$ 30,026.00		\$ 109,799.00
127	12733406	334015	NFP Activities	\$ 344,147.00	\$ 49,086.00		\$ 393,233.00
127	12733404	334063	Infectious Disease Prevention	\$ 3,176.00	\$ 10,707.00		\$ 13,883.00
TOTAL REVENUE:				\$ 434,027.00	\$ 113,079.00	\$ 0.00	\$ 547,106.00

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
							\$ 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.

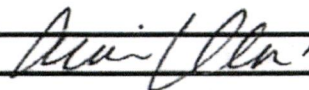
Fund #	Org #	Revenue Obj #	Description				
	12733393						\$ 0.00

Reason for budget appropriation:

An emergency appropriation is needed for Public Health in the amounts shown above.

(Page 3 of 5)

Submitted by (Elected Official/Department Head):



Date: 12/20/23

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health/127 (Page 4 of 5)

Budget Year: 2023 Quarter: EMRG

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	12732120	321000	EH Licenses & Permits	\$ 288,857.00	\$ 7,725.00		\$ 296,582.00
127	12732290	322215	PH Technology Fee	\$ 41,330.00	\$ 13,070.00		\$ 54,400.00
127			PH-LV Payout	\$ 0.00	\$ 17,031.00		\$ 17,031.00
127	12734511	345112	Public Works	\$ 1,862.00	\$ 20,766.00		\$ 22,628.00
TOTAL REVENUE:				\$ 332,049.00	\$ 58,592.00	\$ 0.00	\$ 390,641.00

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.

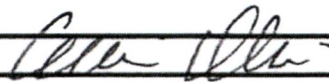
Fund #	Org #	Revenue Obj #	Description				
	12732120						\$ 0.00

Reason for budget appropriation:

An emergency appropriation is needed for Public Health in the amounts shown above.

(Page 4 of 5)

Submitted by (Elected Official/Department Head):



Date: 12/10/23

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health/127 (Page 5 of 5)

Budget Year: 2023 Quarter: EMRG

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			FPHS - Strengthening Finance Capacity	\$ 0.00	\$ 62,000.00		\$ 62,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 0.00	\$ 62,000.00	\$ 0.00	\$ 62,000.00

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
							\$ 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.

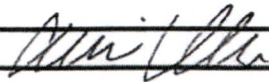
Fund #	Org #	Revenue Obj #	Description				
							\$ 0.00

Reason for budget appropriation:

An emergency appropriation is needed for Public Health in the amount shown above.

(Page 5 of 5)

Submitted by (Elected Official/Department Head):



Date: 12/20/23