

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Executive Assistant

DATE: October 23, 2023

SUBJECT: **RESOLUTION NO.** re: **HEARING** re: Emergency Supplemental 2023 Budget Appropriation/Extension for additional road maintenance projects – Fund 501.

STATEMENT OF ISSUE:

The Central Services has requested an emergency appropriation/extension to their 2023 for the Roads Division – Fund 501 - 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 additional materials for needed road maintenance projects beyond what was originally planned for in 2023. The Hearing Notice was published in the Port Townsend Leader on October 11, and 18, 2023.

FISCAL IMPACT:

Request: \$\$425,000 in revenue and \$918,000 in expense, difference to come from fund balance, (see attached Department request).

RECOMMENDATION:

Consider information presented by staff and testimony and approve the Resolution for emergency appropriations to Central Services Department for the Roads Division – Fund 501 budget.

REVIEWED BY:


Mark McCauley, County Administrator

10/18/23
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 501- }
EQUIPMENT RETAL (ER&R) }

RESOLUTION NO. _____

WHEREAS, the Jefferson County Board of Commissioners did on the 9th day of October, 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 9th day of October, 2023, set a hearing on said emergency for the 23rd day of October, 2023, at the hour of 9:45 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 October 11 and 18, 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 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:

FUND #	FUND NAME	AMOUNT FROM UNENCUMBERED FUND BALANCE	REVENUE	EXPENSE
501	Equipment Rental	\$ 493,000	\$425,000	\$918,000

APPROVED this 23rd day of October, 2023.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Greg Brotherton, Chair

ATTEST:

Kate Dean, Member

Carolyn Gallaway, CMC,
Clerk of the Board

Heidi Eisenhour, Member

RECEIVED

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Request for Emergency Budget Appropriation/Extension and Amendment

OCT 03 2023

Department/Fund Name: Central Services - ER&R Fund #501

Budget Year: 2023 Quarter: Emergency

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
501	50134840	348053	Pit Sales	\$ 292,300.00	\$ 200,000.00		\$ 492,300.00
501	50134820	348056	Asphalt Emulsion	\$ 482,000.00	\$ 225,000.00		\$ 707,000.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 774,300.00	\$ 425,000.00	\$ 0.00	\$ 1,199,300.00

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
501	50154800	340061	Inv/Resale	\$ 978,000.00	\$ 918,000.00		\$ 1,896,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 978,000.00	\$ 918,000.00	\$ 0.00	\$ 1,896,000.00

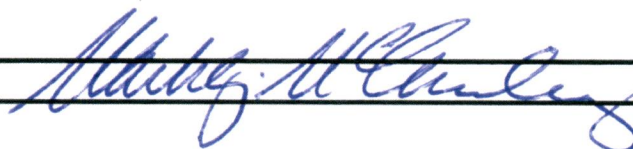
TO: If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

Fund #	Org #	Revenue Obj #	Description				
							\$ 0.00

Reason for budget appropriation:

Additional materials are needed for road maintenance projects beyond what was originally planned for in 2023.

Submitted by (Elected Official/Department Head):



Date:

10/3/23

SCANNED