# JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

# AGENDA REQUEST

TO:

**Board of County Commissioners** 

FROM:

Adiel McKnight, Deputy Clerk of the Board

DATE:

December 9, 2024

SUBJECT:

**HEARING NOTICE** re: 4<sup>th</sup> Quarter 2024 Budget

Appropriations/Extensions; Various County Departments; Hearing scheduled for Monday, December 23, 2024 at 9:45 a.m. in the Commissioners Chambers (HYBRID)

# **STATEMENT OF ISSUE:**

Various County Departments have requested increases to their 2024 budget. Per RCW <u>36.40.140</u> the BOCC must hold a public hearing regarding the proposed budget changes. This agenda item is to approve the public notice only; the individual changes will be reviewed at the public hearing.

# **ANALYSIS:**

These budget changes are intended to improve the cost effectiveness and efficiency of the requesting departments. The Hearing Notice will be published in the Port Townsend Leader on December 11 and 18, 2024.

# **FISCAL IMPACT:**

The fiscal impact is provided in the draft Resolution prepared for the public hearing on December 23, 2024.

# **RECOMMENDATION:**

Approve a Hearing Notice to be published for the hearing set for December 23, 2024 at 9:45 a.m. in the Commissioners Chambers (HYBRID).

NOTE: This is a Hybrid meeting: Virtual and In-Person Attendance. In addition, written testimony is also invited beginning on December 11, 2024 and ending on December 23, 2024 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us; or by **Mail to:** Jefferson County Commissioners' Office; P.O. Box 1220, Port Townsend, WA 98368.

# **REVIEWED BY:**

Mark McCauley, County Administrator

12/4/24 Date Please publish (2) times: December 11, 2024 and December 18, 2024

Contact Person: Adiel McKnight

Bill to: Jefferson County Commissioners

P.O. Box 1220

Port Townsend, WA 98368

# NOTICE OF PUBLIC HEARING

Third Quarter 2024 Proposed Supplemental Budget Appropriations/Extensions for Various County Funds

**NOTICE IS HEREBY GIVEN** that a public hearing is scheduled by the Jefferson County Board of Commissioners for *MONDAY*, *December 23*, *2024 at 9:45 a.m.* in the Commissioners' Chambers, County Courthouse, 1820 Jefferson Street, Port Townsend, WA 98368 (HYBRID). Notice of said hearing is to be published in the official newspaper of Jefferson County.

Various County Departments have requested increases to their 2024 budget. Per RCW 36.40.140 the BOCC must hold a public hearing regarding the proposed budget changes. This agenda item is to approve the public notice only; the individual changes will be reviewed at the public hearing.

The information is available for viewing on the County website by visiting: <a href="www.co.jefferson.wa.us">www.co.jefferson.wa.us</a> and follow this pathway – Services – Laserfiche Web Portal (username and password is: public) - Board of Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – 12 December 2024 – 122324 – HEARING re Forth Quarter Budget Appropriations

You are welcome to participate in this hearing. You will need to join the meeting by 9:45 a.m. using the following methods: **VIRTUALLY:** Via the following Zoom, link: <a href="https://zoom.us/j/93777841705">https://zoom.us/j/93777841705</a>, **PHONE:** Dial 1-253-215-8782 and enter access code: 937-7784-1705# and press \*9 to "raise your hand" to be called upon. Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384, or **IN-PERSON** at 1820 Jefferson Street, Port Townsend, WA 98368 (Commissioners Chambers)

In addition, written testimony is also invited beginning on December 9, 2024 and ending on December 23, 2024 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:**<a href="mailto:jeffbocc@co.jefferson.wa.us">jeffbocc@co.jefferson.wa.us</a> You may view testimony received by visiting: <a href="www.co.jefferson.wa.us">www.co.jefferson.wa.us</a> and following this pathway – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – 12 December 2024 – 122324 - HEARING re Forth Quarter Budget Appropriations

You can also **Mail** your testimony to: Jefferson County Commissioners' Office; P.O. Box 1220, Port Townsend, WA 98368. Written testimony must be received by the Board of County Commissioners by the end of the hearing testimony period.

Signed this 9th day of December, 2024.

JEFFERSON COUNTY BOARD OF COMMISSIONERS

/S/Kate Dean, Chair

# STATE OF WASHINGTON County of Jefferson

RESOLUTION APPROVING FORTH QUARTER 2024 BUDGET APPROPRIATIONS/EXTENSIONS FOR VARIOUS COUNTY DEPARTMENTS

WHEREAS, the Jefferson County Board of Commissioners on December 9, 2024, declared that a need existed for the listed expenses funded by additional sources, which were not anticipated at the time of preparing said budgets; and such sources include unanticipated funds 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 <u>36.40.100</u> 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 the fourth quarter of 2024 is necessary as described in the tables below (Supplemental Fund and Other Funds):

Gene	eral Fund - 001		Reve	nue	Expen	ise
Dept	Dept Name	Description	One-time	Ongoing	One-time	Ongoing
020	Auditor	Salaries, Benefits, Training			55,000	
067	Emergency Management	Medical Reserve Corps - Grant w/expenditures	10,000		10,000	
068	Community Services	Jefferson County Fair			50,000	
150	Prosecuting Attorney	Capital (Karpel), Travel, Trial Related Expenditures			26,027	
180	Sheriff	RSAT, Inmate Medical Sensors, Radio Replacements	49,406		100,820	
261	Operating Transfers	Transfer to DCD			300,000	
		Total General Fund	59,406		541,847	

Othe	r Funds		Reve	nue	Exper	ise
Fund	Fund Name	Description	One-time	Ongoing	One-time	Ongoing
105	Auditor's O&M	Maintenance Fees			3,500	
127	Public Health	Supplies, Insurance, Refunds			273,207	1
128	Water Quality	Hoh River Lindner, Dosewallips Wolcott, Misc Prof Services			165,000	
130	Mental Health	RSAT Grant - Match			12,352	
143	Community Development	Transfer in from General Fund	300,000			
186	Brinnon Flood Zone	Professional Services			4,000	
301	Construction & Renovation	Salaries & Benefits			53,000	
302	Capital Improvement	Transfer to HJ Carroll Park - Jump			250,000	
304	HJ Carroll Park - JUMP	Transfer from Capital Improvement	250,000			
506	Information Services	Salaries & Benefits			79,500	
		Total Other Funds	550,000	-	840,559	-
		Total Appropriations	609,406	-	1,382,406	

*WHEREAS*, the Jefferson County Board of Commissioners did on December 9, 2024, set a hearing on said need for December 23, 2024, at the hour of 9:45 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 December 11, 2024 and December 18, 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 was interposed; and

# NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, STATE OF WASHINGTON:

<u>Section 1. Whereas Clauses Adopted as Findings of Fact.</u> The Jefferson County Board of Commissioners hereby adopts the above "Whereas" clauses as Findings of Fact.

<u>Section 2. Supplemental Appropriations Approved.</u> The Supplemental Appropriations identified in the Supplemental Fund and Other Fund tables above are hereby approved.

<u>Section 3. Severability.</u> 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.

<u>Section 5. SEPA Categorical Exemption.</u> This resolution is categorically exempt from the State Environmental Policy Act under WAC 197-11-800(19).

(SIGNATURES FOLLOW ON THE NEXT PAGE)

APPROVED and ADOPTED this da	y of December 2024. JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
SEAL:	
	Kate Dean, Chair
	Greg Brotherton, Member
ATTEST:	Heidi Eisenhour, Member
	APPROVED AS TO FORM:
Carolyn Gallaway, CMC Date	Philip C. Hunsucker, Date Chief Civil Deputy Prosecuting Attorney

# 2024

Budget Appropriations happened each quarter and are set by the Budget Calendar. They are also referred to as budget amendments.

Budget Appropriations give fund directors and managers to adjust their budget throughout the year due to changes in revenues and expenditures.

The budget appropriations are submitted to the BoCC staff. These are then given to the Finance Manager for review and discussions as needed.

Once they have been reviewed, they are returned with a summary to the BoCC to setup a public hearing.

Notice of the public hearing is advertised for two weeks in the County's designated publication.

During the public hearing, the Finance Manager presents the appropriations to the BoCC and answers questions. The public has the opportunity to participate.

The BoCC can then make a motion to accept the appropriations.

To complete the process, once the resolution has been signed, the Chief Accountant updates the budget in Munis Financial. The Revised Budget reporting column is the original budget and the appropriations amount.

# 4th Quarter Budget Appropriations

Gene	eral Fund - 001		Reve	nue	Expen	se
Dept	Dept Name	Description	One-time	Ongoing	One-time	Ongoing
020	Auditor	Salaries, Benefits, Training			55,000	
067	Emergency Management	Medical Reserve Corps - Grant w/expenditures	10,000		10,000	
068	Community Services	Jefferson County Fair			50,000	
150	Prosecuting Attorney	Capital (Karpel), Travel, Trial Related Expenditures			26,027	
180	Sheriff	RSAT, Inmate Medical Sensors, Radio Replacements	49,406		100,820	
261	Operating Transfers	Transfer to DCD			300,000	
		Total General Fund	59,406	-	541,847	-

Othe	r Funds		Reve	nue	Expen	se
Fund	Fund Name	Description	One-time	Ongoing	One-time	Ongoing
105	Auditor's O&M	Maintenance Fees			3,500	
127	Public Health	Supplies, Insurance, Refunds			273,207	
128	Water Quality	Hoh River Lindner, Dosewallips Wolcott, Misc Prof Services			165,000	
130	Mental Health	RSAT Grant - Match			12,352	
143	Community Development	Transfer in from General Fund	300,000			
186	Brinnon Flood Zone	Professional Services			4,000	
301	Construction & Renovation	Salaries & Benefits			53,000	
302	Capital Improvement	Transfer to HJ Carroll Park - Jump			250,000	
304	HJ Carroll Park - JUMP	Transfer from Capital Improvement	250,000			
506	Information Services	Salaries & Benefits			79,500	
		Total Other Funds	550,000		840,559	
	E-market and the second	Total Appropriations	609,406	-	1,382,406	-

			w fee) has been received which was not approved i	n the annual budg	get. Therefore, I	request an appro	opriation and
Fund#	Org #	Revenue Obj #	Description	C	One-time	On-going	
ruliu #	Org #	Revenue Obj #	Description	Current Budget	Appropriation	Appropriation	
22.0		-		-			\$ 0.
							\$ 0. \$ 0.
							\$0.
			TOTAL REVENUE:	\$ 0.00	\$ 0.00	\$ 0.00	
FDOM.	If the second	and annual is being to					\$ 0.
FROM:			ransferred from another county fund, identify the in	formation for the	fund providing t	he revenue.	
Fund #	Org#	Expenditure Obj #	Description				
penditur	Therefore, OTHER FUI	I request an appropr	n of my current budget it appears that the amount iation and budget extension in the amount reflectend): Is there enough Fund Balance to cover this add	d below:		No On-going	
penditur	Therefore,	I request an appropr	iation and budget extension in the amount reflecte	d below:	re? Yes	No	for this year.
penditur	Therefore, OTHER FUI	I request an appropr	iation and budget extension in the amount reflecte nd): Is there enough Fund Balance to cover this add	d below: itional expenditur	re? Yes	No On-going	for this year.  Amended Budg
penditur	Therefore, OTHER FUI	I request an appropr NDS (Non General Full Expenditure Obj #	iation and budget extension in the amount reflecte nd): Is there enough Fund Balance to cover this add  Description	d below: itional expenditur  Current Budget	Yes One-time Appropriation	No On-going	for this year.  Amended Budg  \$ 854,931.
penditur	Therefore, OTHER FUI	I request an appropr NDS (Non General Full  Expenditure Obj #  101000	iation and budget extension in the amount reflecte nd): Is there enough Fund Balance to cover this add  Description  SALARIES	d below: itional expenditur  Current Budget \$ 810,931.00	One-time Appropriation \$ 44,000.00	No On-going	Amended Budg \$ 854,931. \$ 282,416.
penditur	Therefore, OTHER FUI	I request an appropr NDS (Non General Full  Expenditure Obj #  101000	iation and budget extension in the amount reflecte nd): Is there enough Fund Balance to cover this add  Description  SALARIES	d below: itional expenditur  Current Budget \$ 810,931.00	One-time Appropriation \$ 44,000.00	No On-going	Amended Budg \$ 854,931. \$ 282,416. \$ 0.
penditur	Therefore, OTHER FUI	Expenditure Obj #  101000 200000	iation and budget extension in the amount reflecte nd): Is there enough Fund Balance to cover this add  Description  SALARIES  BENEFITS	Current Budget \$ 810,931.00 \$ 274,416.00	One-time Appropriation \$ 44,000.00 \$ 8,000.00	No On-going	Amended Budge \$ 854,931. \$ 282,416. \$ 0.
penditur	Therefore, OTHER FUI	Expenditure Obj #  101000 200000	iation and budget extension in the amount reflecte nd): Is there enough Fund Balance to cover this add  Description  SALARIES  BENEFITS	Current Budget \$ 810,931.00 \$ 274,416.00	One-time Appropriation \$ 44,000.00 \$ 8,000.00	No On-going	\$ 0.0 for this year.  Amended Budge \$ 854,931.1 \$ 282,416.1 \$ 0.1 \$ 5,817.1 \$ 0.1 \$
penditur	Therefore, OTHER FUI	Expenditure Obj #  101000 200000	iation and budget extension in the amount reflecte nd): Is there enough Fund Balance to cover this add  Description  SALARIES  BENEFITS	Current Budget \$ 810,931.00 \$ 274,416.00	One-time Appropriation \$ 44,000.00 \$ 8,000.00	No On-going	Amended Budge \$ 854,931. \$ 282,416. \$ 0. \$ 5,817.
Fund #	OTHER FUI Org # AU51423	Expenditure Obj #  101000 200000 490600	iation and budget extension in the amount reflecte and): Is there enough Fund Balance to cover this add  Description  SALARIES  BENEFITS  TRAINING  TOTAL EXPENDITURE:	Current Budget \$ 810,931.00 \$ 274,416.00 \$ 1,088,164.00	One-time Appropriation \$ 44,000.00 \$ 8,000.00 \$ 3,000.00	No On-going Appropriation	Amended Budg \$ 854,931. \$ 282,416. \$ 0. \$ 5,817. \$ 0.
Fund #	OTHER FUI Org # AU51423	Expenditure Obj #  101000 200000 490600	iation and budget extension in the amount reflecte nd): Is there enough Fund Balance to cover this add  Description  SALARIES  BENEFITS  TRAINING	Current Budget \$ 810,931.00 \$ 274,416.00 \$ 1,088,164.00	One-time Appropriation \$ 44,000.00 \$ 8,000.00 \$ 3,000.00	No On-going Appropriation	Amended Budge \$ 854,931. \$ 282,416. \$ 0. \$ 5,817. \$ 0.

evenue:	A revenue	source (i.e. grant, nev	w fee) has been received which was not approved in	the annual budg	get. Therefore, I	request an appro	priation and
	budget ext	tension in the amount	reflected below:		One-time	On-going	No.
Fund #	Org #	Revenue Obj #	Description	<b>Current Budget</b>	Appropriation	Appropriation	Amended Budge
001	067	333916	Medical Reserve Corps Grant Revenue	\$ 0.00	\$ 10,000.00		\$ 10,000.0
							\$ 0.0
							\$ 0.0
- 5							\$ 0.0
			TOTAL REVENUE:	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 10,000.0
FROM:	If the reve	nue source is being tr	ansferred from another county fund, identify the in	formation for the	fund providing t	he revenue.	
Fund #	Org#	Expenditure Obj #	Description				
100							\$ 0.0
rpenditu	Therefore	, I request an appropri	n of my current budget it appears that the amount a iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this addi	d below:		No	for this year.
spenditur	Therefore	, I request an appropri	iation and budget extension in the amount reflected	d below: tional expenditur	re? Yes	No On-going	
	Therefore OTHER FU	, I request an appropri	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this addi	d below:	re? Yes	No	Amended Budge
Fund #	Therefore OTHER FU	, I request an appropri NDS (Non General Fur Expenditure Obj #	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this adding the Description	d below: tional expenditur Current Budget	Yes One-time Appropriation	No On-going	Amended Budge \$ 20,185.0
Fund #	Therefore OTHER FU Org #	, I request an appropri NDS (Non General Fur Expenditure Obj #	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this adding the Description	d below: tional expenditur Current Budget	Yes One-time Appropriation	No On-going	Amended Budge \$ 20,185.0 \$ 0.0
Fund #	Therefore OTHER FU Org #	, I request an appropri NDS (Non General Fur Expenditure Obj #	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this adding the Description	d below: tional expenditur Current Budget	Yes One-time Appropriation	No On-going	Amended Budge \$ 20,185.0 \$ 0.0 \$ 0.0
Fund #	Therefore OTHER FU Org #	, I request an appropri NDS (Non General Fur Expenditure Obj #	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this adding the Description	d below: tional expenditur Current Budget	Yes One-time Appropriation	No On-going	**************************************
Fund #	Therefore OTHER FU Org #	, I request an appropri NDS (Non General Fur Expenditure Obj #	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this adding the Description	d below: tional expenditur Current Budget	Yes One-time Appropriation	No On-going	\$ 20,185.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0
Fund #	Therefore OTHER FU Org #	, I request an appropri NDS (Non General Fur Expenditure Obj #	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this adding the Description	d below: tional expenditur Current Budget	Yes One-time Appropriation	No On-going	\$ 20,185.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0
Fund #	Org # 067	, I request an appropri	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this additional state of the secretary of the	tional expenditur  Current Budget \$ 10,185.00	One-time Appropriation \$ 10,000.00	No On-going Appropriation	Amended Budge \$ 20,185.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 20,185.0
Fund # 001	Org # 067	, I request an appropri	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this addinated and Description  Medical Reserve Corps Grant Expenditure  TOTAL EXPENDITURE:	tional expenditur  Current Budget \$ 10,185.00	One-time Appropriation \$ 10,000.00	No On-going Appropriation	\$ 20,185.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0

			v fee) has been received which was not approved in	the annual budg			priation and
	budget exte	ension in the amount			One-time	On-going	
Fund #	Org#	Revenue Obj #	Description	Current Budget	Appropriation	Appropriation	Amended Budge
							\$ 0.0
							\$ 0.0
							\$ 0.0
							\$ 0.0
			TOTAL REVENUE:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
FROM:	If the rever	nue source is being tra	ansferred from another county fund, identify the in	formation for the	fund providing t	he revenue.	1
Fund#	Org#	Expenditure Obj #	Description				
oenditu	Therefore,	l request an appropri	n of my current budget it appears that the amount a ation and budget extension in the amount reflected ad): Is there enough Fund Balance to cover this add	d below:		No On-going	
oenditu	Therefore,	l request an appropri	ation and budget extension in the amount reflected	d below:	re? Yes	No	
penditu	Therefore,	l request an appropri	ation and budget extension in the amount reflected	d below:	re? Yes One-time Appropriation	No	for this year.  Amended Budge
	Therefore, OTHER FUI	l request an appropri	ation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add	d below: itional expenditu	re? Yes	No On-going	Amended Budge \$ 150,000.0
Fund#	Therefore, OTHER FUI	l request an appropri NDS (Non General Fur Expenditure Obj #	ation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add  Description	d below: itional expenditu Current Budget	re? Yes One-time Appropriation	No On-going	Amended Budge \$ 150,000.0 \$ 0.0
Fund#	Therefore, OTHER FUI	l request an appropri NDS (Non General Fur Expenditure Obj #	ation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add  Description	d below: itional expenditu Current Budget	re? Yes One-time Appropriation	No On-going	Amended Budge \$ 150,000.0 \$ 0.0
Fund#	Therefore, OTHER FUI	l request an appropri NDS (Non General Fur Expenditure Obj #	ation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add  Description	d below: itional expenditu Current Budget	re? Yes One-time Appropriation	No On-going	Amended Budge \$ 150,000.0 \$ 0.0
Fund#	Therefore, OTHER FUI	l request an appropri NDS (Non General Fur Expenditure Obj #	ation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add  Description	d below: itional expenditu Current Budget	re? Yes One-time Appropriation	No On-going	Amended Budge \$ 150,000.0 \$ 0.0 \$ 0.0 \$ 0.0
Fund#	Therefore, OTHER FUI	l request an appropri NDS (Non General Fur Expenditure Obj #	ation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add  Description	d below: itional expenditu Current Budget	re? Yes One-time Appropriation	No On-going	Amended Budge \$ 150,000.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0
Fund#	Therefore, OTHER FUI	l request an appropri NDS (Non General Fur Expenditure Obj #	ation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add  Description	d below: itional expenditu Current Budget	One-time Appropriation \$ 50,000.00	No On-going	Amended Budge \$ 150,000.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0
Fund#	OTHER FUI	l request an appropri NDS (Non General Fur Expenditure Obj # 490132	ation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add  Description  JEFFERSON COUNTY FAIR  TOTAL EXPENDITURE:	d below: itional expenditur  Current Budget \$ 100,000.00	One-time Appropriation \$ 50,000.00	On-going Appropriation	Amended Budge \$ 150,000.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0
Fund # 001	OTHER FUI	l request an appropri NDS (Non General Fur Expenditure Obj # 490132	ation and budget extension in the amount reflected of the cover this add the cover the cover this add the cover tha	d below: itional expenditur  Current Budget \$ 100,000.00	One-time Appropriation \$ 50,000.00	On-going Appropriation	\$ 0.0 for this year.  Amended Budge \$ 150,000.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 150,000.0

	A revenue	source (i.e. grant, ne	w fee) has been received which was not approved i	n the annual bud	get. Therefore, I	request an appro	priation and
Fund #	Org #	Revenue Obj #	Description	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budge
							\$ 0.
							\$ 0.
							\$ 0.
							\$ 0.
			TOTAL REVENUE:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
FROM:	If the reve	nue source is being tr	ransferred from another county fund, identify the in	formation for the	fund providing t	he revenue.	
Fund #	Org #	Expenditure Obj #	Description				The second of the second
							MANAGEMENT AND ASSESSED.
	Therefore,	I request an appropr	n of my current budget it appears that the amount i iation and budget extension in the amount reflected nd): Is there enough Fund Balance to cover this add	d below:	re? Yes	No	
	Therefore,	I request an appropr	iation and budget extension in the amount reflected	d below:	re? Yes	No	
Fund#	Therefore,	I request an appropr	iation and budget extension in the amount reflected	d below:			for this year.
Fund # 001	OTHER FUI  Org #  PA59415	I request an appropr NDS (Non General Fu Expenditure Obj # 640111	iation and budget extension in the amount reflecter and): Is there enough Fund Balance to cover this add	d below: itional expenditur	re? Yes	No On-going	for this year.  Amended Budge
Fund#	Org # PA59415 PA51530	I request an appropr NDS (Non General Full Expenditure Obj #	iation and budget extension in the amount reflecter and): Is there enough Fund Balance to cover this add  Description	d below: itional expenditur  Current Budget	Yes One-time Appropriation	No On-going	for this year.  Amended Budge \$ 73,840.0
Fund # 001	OTHER FUI  Org #  PA59415	I request an appropr NDS (Non General Fu Expenditure Obj # 640111	iation and budget extension in the amount reflecter nd): Is there enough Fund Balance to cover this add  Description  CAPITOL Expenditure- KARPEL	d below: itional expenditur  Current Budget \$ 55,575.00	re? Yes One-time Appropriation \$ 18,265.00	No On-going	Amended Budge \$ 73,840.0 \$ 7,240.0
Fund # 001	Org # PA59415 PA51530	Expenditure Obj # 640111 430000	iation and budget extension in the amount reflectered.  Is there enough Fund Balance to cover this add  Description  CAPITOL Expenditure- KARPEL  Travel	Current Budget \$ 55,575.00 \$ 5,602.00	One-time Appropriation \$ 18,265.00 \$ 1,638.00	No On-going	Amended Budge \$ 73,840.0 \$ 7,240.0 \$ 17,513.0
Fund # 001	Org # PA59415 PA51530	Expenditure Obj # 640111 430000	iation and budget extension in the amount reflectered.  Is there enough Fund Balance to cover this add  Description  CAPITOL Expenditure- KARPEL  Travel	Current Budget \$ 55,575.00 \$ 5,602.00	One-time Appropriation \$ 18,265.00 \$ 1,638.00	No On-going	Amended Budge \$73,840.0 \$7,240.0 \$17,513.0 \$0.0
Fund # 001	Org # PA59415 PA51530	Expenditure Obj # 640111 430000	Description  CAPITOL Expenditure- KARPEL  Trial Related Expenses	Current Budget \$ 55,575.00 \$ 5,602.00	One-time Appropriation \$ 18,265.00 \$ 1,638.00	No On-going	Amended Budge \$73,840.0 \$7,240.0 \$17,513.0 \$0.0 \$0.0
Fund # 001	Org # PA59415 PA51530	Expenditure Obj # 640111 430000	iation and budget extension in the amount reflectered.  Is there enough Fund Balance to cover this add  Description  CAPITOL Expenditure- KARPEL  Travel	Current Budget \$ 55,575.00 \$ 5,602.00	One-time Appropriation \$ 18,265.00 \$ 1,638.00	No On-going	\$ 0.0 for this year.  Amended Budge \$ 73,840.0 \$ 7,240.0 \$ 17,513.0 \$ 0.0 \$ 0.0 \$ 98,593.0
Fund # 001 001	OTHER FUI  Org #  PA59415  PA51530  PA51530	Expenditure Obj # 640111 430000 490130	iation and budget extension in the amount reflected nd): Is there enough Fund Balance to cover this add  Description  CAPITOL Expenditure- KARPEL  Travel  Trial Related Expenses  TOTAL EXPENDITURE:	Current Budget \$ 55,575.00 \$ 5,602.00 \$ 11,389.00 \$ 72,566.00	One-time Appropriation \$ 18,265.00 \$ 1,638.00 \$ 6,124.00 \$ 26,027.00	No On-going Appropriation	Amended Budge \$ 73,840.0 \$ 7,240.0 \$ 17,513.0 \$ 0.0 \$ 0.0
Fund # 001 001	OTHER FUI Org # PA59415 PA51530 PA51530	Expenditure Obj # 640111 430000 490130	Description  CAPITOL Expenditure- KARPEL  Trial Related Expenses	Current Budget \$ 55,575.00 \$ 5,602.00 \$ 11,389.00 \$ 72,566.00	One-time Appropriation \$ 18,265.00 \$ 1,638.00 \$ 6,124.00 \$ 26,027.00	No On-going Appropriation	Amended Budge \$ 73,840.0 \$ 7,240.0 \$ 17,513.0 \$ 0.0 \$ 0.0

evenue: A							
Lan	A revenue	source (i.e. grant, ne	w fee) has been received which was not approved i	n the annual budg	get. Therefore, I	request an appro	opriation and
	udget ext	ension in the amount	reflected below:		One-time	On-going	
Fund#	Org#	Revenue Obj #	Description	Current Budget	Appropriation	Appropriation	Amended Budge
001.180	SH33393	339784	RSAT Grant October-December 2024	\$ 118,900.00	\$ 49,406.00		\$ 168,306.0
							\$ 0.0
							\$ 0.0
							\$ 0.0
			TOTAL REVENUE:	\$ 118,900.00	\$ 49,406.00	\$ 0.00	\$ 168,306.0
FROM: If	f the rever	nue source is being tr	ansferred from another county fund, identify the in	formation for the	fund providing t	the revenue.	
Fund #	Org#	Expenditure Obj #	Description				
	22						\$ 0.0
0			iation and budget extension in the amount reflectend): Is there enough Fund Balance to cover this add			No On-going	
0							
		NDS (Non General Fur		itional expenditur	One-time	On-going	Amended Budge
Fund#	OTHER FUI		nd): Is there enough Fund Balance to cover this add				Amended Budge \$ 207,156.0
Fund # 001.180 S	Org#	NDS (Non General Fur	nd): Is there enough Fund Balance to cover this add  Description	itional expenditur	One-time Appropriation	On-going	
Fund # 001.180 \$ 001.180 \$	Org # SH52360	Expenditure Obj #	Description  RSAT-Believe in Recovery October-December 2024	Current Budget \$ 157,750.00	One-time Appropriation \$ 49,406.00	On-going	\$ 207,156.0
Fund # 001.180 \$ 001.180 \$	Org # SH52360 SH52310	Expenditure Obj # 410158 310075	Description  RSAT-Believe in Recovery October-December 2024 4Sight Labs Inmate Medical Sensors	Current Budget \$ 157,750.00 \$ 19,534.00	One-time Appropriation \$ 49,406.00 \$ 25,000.00	On-going	\$ 207,156.0 \$ 44,534.0 \$ 41,023.0
Fund # 001.180 \$ 001.180 \$	Org # SH52360 SH52310	Expenditure Obj # 410158 310075	Description  RSAT-Believe in Recovery October-December 2024 4Sight Labs Inmate Medical Sensors	Current Budget \$ 157,750.00 \$ 19,534.00	One-time Appropriation \$ 49,406.00 \$ 25,000.00	On-going	\$ 207,156.0 \$ 44,534.0
Fund # 001.180 \$ 001.180 \$	Org # SH52360 SH52310	Expenditure Obj # 410158 310075	Description  RSAT-Believe in Recovery October-December 2024  4Sight Labs Inmate Medical Sensors  Portable Radio Replacements (4)	Current Budget \$ 157,750.00 \$ 19,534.00	One-time Appropriation \$ 49,406.00 \$ 25,000.00	On-going	\$ 207,156.0 \$ 44,534.0 \$ 41,023.0 \$ 0.0
Fund # 001.180 \$ 001.180 \$	Org # SH52360 SH52310	Expenditure Obj # 410158 310075	Description  RSAT-Believe in Recovery October-December 2024 4Sight Labs Inmate Medical Sensors	Current Budget \$ 157,750.00 \$ 19,534.00	One-time Appropriation \$ 49,406.00 \$ 25,000.00	On-going	\$ 207,156.0 \$ 44,534.0 \$ 41,023.0 \$ 0.0 \$ 0.0
Fund # 001.180 \$ 001.180 \$ 001.180 \$	OTHER FUN Org # SH52360 SH52310 SH52122	Expenditure Obj # 410158 310075 480108	Description RSAT-Believe in Recovery October-December 2024 4Sight Labs Inmate Medical Sensors Portable Radio Replacements (4) TOTAL EXPENDITURE:	Current Budget \$ 157,750.00 \$ 19,534.00 \$ 14,609.00 \$ 191,893.00	One-time Appropriation \$ 49,406.00 \$ 25,000.00 \$ 26,414.00 \$ 100,820.00	On-going Appropriation	\$ 207,156.0 \$ 44,534.0 \$ 41,023.0 \$ 0.0 \$ 0.0
Fund # 001.180 \$ 001.180 \$ 001.180 \$ TO: If	OTHER FUN Org # SH52360 SH52310 SH52122	Expenditure Obj # 410158 310075 480108	Description  RSAT-Believe in Recovery October-December 2024  4Sight Labs Inmate Medical Sensors  Portable Radio Replacements (4)	Current Budget \$ 157,750.00 \$ 19,534.00 \$ 14,609.00 \$ 191,893.00	One-time Appropriation \$ 49,406.00 \$ 25,000.00 \$ 26,414.00 \$ 100,820.00	On-going Appropriation	\$ 207,156.0 \$ 44,534.0 \$ 41,023.0 \$ 0.0

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Revenue:	A revenue	source (i.e. grant, ne	w fee) has been received which was not approved	the annual budg	get. Therefore, I	request an appro	opriation and
Fund #	Org #	Revenue Obj #	reflected below:  Description	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budge
				3-		приоришион	\$ 0.0
							\$ 0.0
							\$ 0.0
				aA s			\$ 0.0
			TOTAL REVENUE:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
FROM:	If the reve	nue source is being tr	ansferred from another county fund, identify the in	formation for the	fund providing t	he revenue.	5
Fund #	Org #	Expenditure Obj #	Description				
							\$ 0.00
			ation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add			No Operating	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Fund#		NDS (Non General Fur	nd): Is there enough Fund Balance to cover this add	itional expenditu	One-time	On-going	Amended Rudge
Fund # 105	OTHER FUI						Amended Budget
	OTHER FUI	NDS (Non General Fur Expenditure Obj #	nd): Is there enough Fund Balance to cover this add  Description	current Budget	One-time Appropriation	On-going	
	OTHER FUI	NDS (Non General Fur Expenditure Obj #	nd): Is there enough Fund Balance to cover this add  Description	current Budget	One-time Appropriation	On-going	\$ 65,000.00
	OTHER FUI	NDS (Non General Fur Expenditure Obj #	nd): Is there enough Fund Balance to cover this add  Description	current Budget	One-time Appropriation	On-going	\$ 65,000.00 \$ 0.00
	OTHER FUI	NDS (Non General Fur Expenditure Obj #	nd): Is there enough Fund Balance to cover this add  Description	current Budget	One-time Appropriation	On-going	\$ 65,000.00 \$ 0.00 \$ 0.00
	OTHER FUI	NDS (Non General Fur Expenditure Obj #	nd): Is there enough Fund Balance to cover this add  Description	current Budget	One-time Appropriation	On-going	\$ 65,000.00 \$ 0.00 \$ 0.00
	OTHER FUI	NDS (Non General Fur Expenditure Obj #	nd): Is there enough Fund Balance to cover this add  Description	current Budget	One-time Appropriation	On-going	\$ 65,000.00 \$ 0.00 \$ 0.00 \$ 0.00
	OTHER FUI Org # 10551430	Expenditure Obj # 480000	Description  Maintenance Fees  TOTAL EXPENDITURE:	Current Budget \$ 61,500.00	One-time Appropriation \$ 3,500.00	On-going Appropriation	\$ 65,000.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00
105	OTHER FUI Org # 10551430	Expenditure Obj # 480000	Description  Maintenance Fees	Current Budget \$ 61,500.00	One-time Appropriation \$ 3,500.00	On-going Appropriation	\$ 65,000.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00
105 TO:	OTHER FUI Org # 10551430  If the expe	Expenditure Obj # 480000	Description  Maintenance Fees  TOTAL EXPENDITURE: revenue source to another county fund, identify the	Current Budget \$ 61,500.00	One-time Appropriation \$ 3,500.00	On-going Appropriation	\$ 65,000.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00

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			w fee) has been received which was not approved in	the annual budg	et. Therefore, I	request an appro	priation and
		ension in the amount			One-time	On-going	
Fund #	Org#	Revenue Obj #	Description	Current Budget	Appropriation	Appropriation	Amended Budge
							\$ 0.0
						27	\$ 0.0
							\$ 0.0
							\$ 0.0
-			TOTAL REVENUE:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
FROM:	If the rever	nue source is being tr	ansferred from another county fund, identify the in	formation for the	fund providing t	he revenue.	
Fund #	Org#	Expenditure Obj #	Description				
	Therefore,	l request an appropr	n of my current budget it appears that the amount a lation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add	d below:	re? Yes	No	
	Therefore, OTHER FU	l request an appropr NDS (Non General Fu	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add	d below: tional expenditur	re? ✓ Yes One-time	No On-going	for this year.
Fund #	Therefore, OTHER FUN Org #	l request an appropr	iation and budget extension in the amount reflected	d below:	Yes One-time Appropriation	No	for this year.
Fund # 127	OTHER FUN  Org #  12756200	I request an appropr NDS (Non General Full Expenditure Obj # 310301	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this addinate to cover the saddinate of the cover the cover the saddinate of the cover th	d below: tional expenditur	re? ✓ Yes One-time	No On-going	for this year.  Amended Budge \$ 101,374.
Fund # 127 127	Org # 12756200 12756200	Expenditure Obj # 310301 460000	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this adding the Description	d below: tional expenditur Current Budget	Yes One-time Appropriation	No On-going	for this year.  Amended Budge \$ 101,374.0
Fund # 127	OTHER FUN  Org #  12756200	I request an appropr NDS (Non General Full Expenditure Obj # 310301	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this addinate to cover the saddinate of the cover the cover the saddinate of the cover th	tional expenditur  Current Budget \$ 69,939.00	One-time Appropriation \$ 31,435.00	No On-going	Amended Budge \$ 101,374.0 \$ 200,000.0
Fund # 127 127	Org # 12756200 12756200	Expenditure Obj # 310301 460000	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this addinate to c	tional expenditur  Current Budget \$ 69,939.00 \$ 120,000.00	One-time Appropriation \$ 31,435.00 \$ 80,000.00	No On-going	Amended Budge \$ 101,374.0 \$ 200,000.0 \$ 26,730.0
Fund # 127 127	Org # 12756200 12756200	Expenditure Obj # 310301 460000	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this addinate to c	tional expenditur  Current Budget \$ 69,939.00 \$ 120,000.00	One-time Appropriation \$ 31,435.00 \$ 80,000.00	No On-going	\$ 101,374.0 \$ 200,000.0 \$ 26,730.0 \$ 0.0
Fund # 127 127	Org # 12756200 12756200	Expenditure Obj # 310301 460000	Description Operating Supplies Insurance - General Liability Insurance Misc - Refunds	Current Budget \$ 69,939.00 \$ 120,000.00 \$ 0.00	One-time Appropriation \$ 31,435.00 \$ 80,000.00 \$ 26,730.00	On-going Appropriation	Amended Budge \$ 101,374.0 \$ 200,000.0 \$ 26,730.0 \$ 0.0 \$ 0.0
Fund # 127 127	Org # 12756200 12756200	Expenditure Obj # 310301 460000	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this addinate to c	tional expenditur  Current Budget \$ 69,939.00 \$ 120,000.00	One-time Appropriation \$ 31,435.00 \$ 80,000.00	No On-going	Amended Budge \$ 101,374.0 \$ 200,000.0 \$ 26,730.0 \$ 0.0
Fund # 127 127 127	Org # 12756200 12756200 12756200	I request an appropr NDS (Non General Fur Expenditure Obj # 310301 460000 582100	Description Operating Supplies Insurance - General Liability Insurance Misc - Refunds	Current Budget \$ 69,939.00 \$ 120,000.00 \$ 0.00	One-time Appropriation \$ 31,435.00 \$ 80,000.00 \$ 26,730.00	On-going Appropriation	Amended Budge \$ 101,374.0 \$ 200,000.0 \$ 26,730.0 \$ 0.0 \$ 0.0
Fund # 127 127 127	Org # 12756200 12756200 12756200	I request an appropr NDS (Non General Fur Expenditure Obj # 310301 460000 582100	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this addinate to c	Current Budget \$ 69,939.00 \$ 120,000.00 \$ 0.00	One-time Appropriation \$ 31,435.00 \$ 80,000.00 \$ 26,730.00	On-going Appropriation	Amended Budge \$ 101,374.0 \$ 200,000.0 \$ 26,730.0 \$ 0.0 \$ 0.0

0	ncion in the amount		T the dilition budg			opriation and
Org#	Revenue Obj #	reflected below:  Description	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budge
						\$ 0.0
						\$ 0.
						\$ 0.
						\$ 0.0
	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	TOTAL REVENUE:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
the rever	ue source is heing tr	ansferred from another county fund, identify the in-	formation for the	fund providing t	he revenue	
CONTRACTOR OF THE PARTY OF THE			TOTTING CITY OF CITY	runa promaing	Tevende:	
01811	Experience obju					\$ 0.0
Org#	Expenditure Obj #	Description	<b>Current Budget</b>	Annendiation		
			earrent namber	Appropriation	Appropriation	Amended Budge
12756210	310301	Operating Supplies	\$ 38,453.00	\$ 10,357.00	Appropriation	
12756210 12756210					Appropriation	\$ 48,810.
	310301	Operating Supplies	\$ 38,453.00	\$ 10,357.00	Appropriation	\$ 48,810. \$ 28,685.
	310301	Operating Supplies	\$ 38,453.00	\$ 10,357.00	Appropriation	\$ 48,810.0 \$ 28,685.0 \$ 0.0
	310301	Operating Supplies	\$ 38,453.00	\$ 10,357.00	Appropriation	\$ 48,810.1 \$ 28,685.1 \$ 0.1
	310301	Operating Supplies	\$ 38,453.00	\$ 10,357.00	Appropriation	\$ 48,810.0 \$ 28,685.0 \$ 0.0 \$ 0.0 \$ 0.0
	310301	Operating Supplies	\$ 38,453.00 \$ 0.00	\$ 10,357.00		\$ 48,810. \$ 28,685. \$ 0. \$ 0. \$ 0. \$ 0.
12756210	310301 582100	Operating Supplies Misc - Refunds  TOTAL EXPENDITURE:	\$ 38,453.00 \$ 0.00 \$ 38,453.00	\$ 10,357.00 \$ 28,685.00 \$ 39,042.00		\$ 48,810.0 \$ 28,685.0 \$ 0.0 \$ 0.0
12756210	310301 582100	Operating Supplies Misc - Refunds	\$ 38,453.00 \$ 0.00 \$ 38,453.00	\$ 10,357.00 \$ 28,685.00 \$ 39,042.00		\$ 48,810.0 \$ 28,685.0 \$ 0.0 \$ 0.0 \$ 0.0
12756210 f the expe	310301 582100	Operating Supplies Misc - Refunds  TOTAL EXPENDITURE: revenue source to another county fund, identify the	\$ 38,453.00 \$ 0.00 \$ 38,453.00	\$ 10,357.00 \$ 28,685.00 \$ 39,042.00		\$ 48,810. \$ 28,685. \$ 0. \$ 0. \$ 0.
12756210 f the expe	310301 582100	Operating Supplies Misc - Refunds  TOTAL EXPENDITURE: revenue source to another county fund, identify the	\$ 38,453.00 \$ 0.00 \$ 38,453.00	\$ 10,357.00 \$ 28,685.00 \$ 39,042.00		\$ 48,810 \$ 28,685 \$ 0 \$ 0 \$ 0
12756210 f the expe	310301 582100	Operating Supplies Misc - Refunds  TOTAL EXPENDITURE: revenue source to another county fund, identify the	\$ 38,453.00 \$ 0.00 \$ 38,453.00	\$ 10,357.00 \$ 28,685.00 \$ 39,042.00		\$ 48,810 \$ 28,685 \$ 0 \$ 0 \$ 0 \$ 0 \$ 77,495
	Org #  : After a therefore,	After a thorough examination herefore, I request an appropri	the revenue source is being transferred from another county fund, identify the in Org # Expenditure Obj # Description  After a thorough examination of my current budget it appears that the amount reference, I request an appropriation and budget extension in the amount reflected THER FUNDS (Non General Fund): Is there enough Fund Balance to cover this add	the revenue source is being transferred from another county fund, identify the information for the Org # Expenditure Obj # Description  After a thorough examination of my current budget it appears that the amount allocated is insuffinerefore, I request an appropriation and budget extension in the amount reflected below:  THER FUNDS (Non General Fund): Is there enough Fund Balance to cover this additional expenditure.	the revenue source is being transferred from another county fund, identify the information for the fund providing to the formation of the fund providing to the formation of the fund providing to the formation of the fund providing to the fund the fund providing to the fund providing to the fund to the fund providing to the fund to the fund providing to the fund to fund the fund providing to the fund to fund the fund providing to the fund to fund the fund providing to fund the fund providing to fund the fund providing to fund the fund fund to fund the fund fund fund fund to fund the fund fund fund fund fund fund fund fund	the revenue source is being transferred from another county fund, identify the information for the fund providing the revenue.  Org # Expenditure Obj # Description  After a thorough examination of my current budget it appears that the amount allocated is insufficient to pay necessary expenses herefore, I request an appropriation and budget extension in the amount reflected below:  THER FUNDS (Non General Fund): Is there enough Fund Balance to cover this additional expenditure?  Yes No

			w fee) has been received which was not approved in	the annual budg		PARAMETER STATE OF THE	priation and
Fund#	Org #	Revenue Obj #	Description	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budg
	Oig II	nevenue obj #			предоринали		\$ 0.
							\$ 0
	- A				9		\$ 0
			44.00				\$ 0.
			TOTAL REVENUE:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.
FROM:	If the rever	nue source is being tr	ansferred from another county fund, identify the in	formation for the	fund providing t	he revenue.	
Fund#	Org#	Expenditure Obj #	Description				
penditur	Therefore, OTHER FUI	I request an appropr	n of my current budget it appears that the amount a lation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add	d below:	re? ✓ Yes One-time	No On-going	for this year.
penditur	Therefore, OTHER FUI	l request an appropr NDS (Non General Fu	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add	d below: itional expenditur	re? ✓ Yes One-time	No On-going	
penditur	Therefore, OTHER FUN Org #	I request an appropr NDS (Non General Ful Expenditure Obj #	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add Description	d below: itional expenditur  Current Budget	Yes One-time Appropriation	No	for this year.  Amended Budg
Fund #	OTHER FUN Org # 12756220	I request an appropr NDS (Non General Full  Expenditure Obj # 310301	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add   Description  Operating Supplies	d below: itional expenditur Current Budget \$ 57,520.00	One-time Appropriation \$ 50,000.00	No On-going	for this year.  Amended Budg \$ 107,520
penditur	Therefore, OTHER FUN Org #	I request an appropr NDS (Non General Ful Expenditure Obj #	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add Description	d below: itional expenditur  Current Budget	Yes One-time Appropriation	No On-going	Amended Budg \$ 107,520 \$ 46,000
Fund #	OTHER FUN Org # 12756220	I request an appropr NDS (Non General Full  Expenditure Obj # 310301	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add   Description  Operating Supplies	d below: itional expenditur Current Budget \$ 57,520.00	One-time Appropriation \$ 50,000.00	No On-going	Amended Budg \$ 107,520 \$ 46,000
Fund #	OTHER FUN Org # 12756220	I request an appropr NDS (Non General Full  Expenditure Obj # 310301	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add   Description  Operating Supplies	d below: itional expenditur Current Budget \$ 57,520.00	One-time Appropriation \$ 50,000.00	No On-going	Amended Budg \$ 107,520 \$ 46,000 \$ 0
Fund #	OTHER FUN Org # 12756220	I request an appropr NDS (Non General Full  Expenditure Obj # 310301	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add   Description  Operating Supplies	d below: itional expenditur Current Budget \$ 57,520.00	One-time Appropriation \$ 50,000.00	No On-going	
Fund #	OTHER FUN Org # 12756220	I request an appropr NDS (Non General Full  Expenditure Obj # 310301	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add   Description  Operating Supplies	d below: itional expenditur Current Budget \$ 57,520.00	One-time Appropriation \$ 50,000.00	No On-going	Amended Budg \$ 107,520 \$ 46,000 \$ 0 \$ 0 \$ 0
Fund # 127 127	Org # 12756220 12756220	I request an appropr NDS (Non General Full Expenditure Obj # 310301 582100	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add Description  Operating Supplies  Misc - Refunds	Current Budget \$ 57,520.00	One-time Appropriation \$ 50,000.00 \$ 46,000.00	No On-going Appropriation	Amended Budg \$ 107,520 \$ 46,000 \$ 0 \$ 0
Fund # 127 127	Org # 12756220 12756220	I request an appropr NDS (Non General Full Expenditure Obj # 310301 582100	Description  Operating Supplies Misc - Refunds  TOTAL EXPENDITURE:	Current Budget \$ 57,520.00	One-time Appropriation \$ 50,000.00 \$ 46,000.00	No On-going Appropriation	Amended Budg \$ 107,520 \$ 46,000 \$ 0 \$ 0

3	A revenue budget ext	source (i.e. grant, ne ension in the amount	w fee) has been received which was not approved in reflected below:	n the annual budg	get. Therefore, I	MARKET AND DESCRIPTION OF THE PARTY OF THE P	priation and
Fund#	Org#	Revenue Obj #	Description	Current Budget	Appropriation	On-going Appropriation	Amended Budge
	Oig #	nevenue obj #		Current budget	Арргорпация	Appropriation	\$ 0.
							\$ 0.
							\$ 0.
							\$ 0.
			TOTAL REVENUE:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.
FROM:	If the rever	nue source is being tr	ansferred from another county fund, identify the in	formation for the			
Fund#	Org#	Expenditure Obj #	Description	Torribation for the	runa providing t	ne revenue.	
							\$ 0.
			to finy current budget it appears that the amount is instanced and budget extension in the amount reflected		icient to pay nec	essary expenses	for this year.
	Therefore,	I request an appropr	iation and budget extension in the amount reflected	d below:	_		for this year.
	Therefore,	I request an appropr		d below:		No	for this year.
	Therefore,	I request an appropr	iation and budget extension in the amount reflected	d below: itional expenditur	re? 🗸 Yes		
	Therefore, OTHER FUR	I request an appropr NDS (Non General Fu	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add	d below:	re? Yes	No On-going	Amended Budg
Fund#	Therefore, OTHER FUN Org#	I request an appropr NDS (Non General Fu Expenditure Obj #	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add  Description	d below: itional expenditui  Current Budget	re? ✓ Yes  One-time  Appropriation	No On-going	Amended Budge \$ 256,000
Fund # 128	OTHER FUN  Org #  12855310	I request an appropr NDS (Non General Fu Expenditure Obj # 410325	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add   Description  HOH RIVER LINDNER ACTIVITIES	d below: itional expenditur  Current Budget \$ 186,000.00	One-time Appropriation \$ 70,000.00	No On-going	Amended Budge \$ 256,000. \$ 100,000.
Fund # 128 128	Org # 12855310 12855310	Expenditure Obj # 410325 410326	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add  Description  HOH RIVER LINDNER ACTIVITIES  Dosewallips Wolcott	Current Budget \$ 186,000.00 \$ 50,000.00	One-time Appropriation \$ 70,000.00 \$ 50,000.00	No On-going	\$ 256,000. \$ 100,000. \$ 45,000.
Fund # 128 128	Org # 12855310 12855310	Expenditure Obj # 410325 410326	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add  Description  HOH RIVER LINDNER ACTIVITIES  Dosewallips Wolcott	Current Budget \$ 186,000.00 \$ 50,000.00	One-time Appropriation \$ 70,000.00 \$ 50,000.00	No On-going	\$ 256,000.0 \$ 100,000.0 \$ 45,000.0 \$ 0.0
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	budget exte	ension in the amount		1938	One-time	On-going	
Fund #	Org#	Revenue Obj #	Description	Current Budget	Appropriation	Appropriation	Amended Budge
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							\$ 0.0
						2000	
			TOTAL REVENUE:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
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	Therefore, OTHER FU	I request an appropr	iation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add Description	d below: itional expenditu	re? Yes	No On-going	Amended Budge \$ 57,352.
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	/Fund Nan				dget Year:	2024 Quart	
			w fee) has been received which was not approved in	n the annual budg			opriation and
		ension in the amount			One-time	On-going	
Fund #	Org#	Revenue Obj #	Description	Current Budget	Appropriation	Appropriation	Amended Budg
143	14339700	397010	TRANSFER FROM THE GENERAL FUND	\$ 1,089,543.00	\$ 300,000.00		\$ 1,389,543
							\$ 0
							\$ 0.
			TOTAL REVENUE:	\$ 1,089,543.00	\$ 300,000.00	\$ 0.00	\$ 0. \$ 1,389,543.
	1f Al	and a second to be deep to					\$ 1,369,543.
FROM:	-		ansferred from another county fund, identify the in	formation for the	fund providing t	he revenue.	
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001	Org #	Expenditure Obj #	Description			220 450	
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penditur	OT59700  re: After a t Therefore, OTHER FUN	597143 thorough examination I request an appropri NDS (Non General Fur	TRANSFER TO DCD  n of my current budget it appears that the amount liation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add	allocated is insuff d below: itional expenditur	re? Yes	No On-going	Amended Budg \$ 0. \$ 0. \$ 0. \$ 0. \$ 0. \$ 0. \$ 0. \$ 0.
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### **General Fund Financial Assistance Request**

There are times financial support is necessary from the General Fund to assist operations or expenditures funded by Special Revenue Funds. Primarily there are two basic categories that may require assistance from the General Fund: 1) negative cash flow below adequate fund balance to maintain operations, and 2) assistance for operational critical expenditures.

Requests for General Fund financial assistance are being reviewed during the biennial budget development. Select A or B, based on the reason for request and complete questions. Attach supporting documentation as needed.

Return completed form to the Finance Manager. Operations assistance requested due to decreased revenue. 1. What is the revenue that is reduced? 2. Duration of the reduction in revenue (check one). Permanent Temporary Reason for reduced revenue. Expenditure assistance requested. 1. Define the expenditure(s), providing expenditure details. Please see attached memo 2. Explain the impact the expenditure will have on fund operations. Please see attached memo 3. Provide analysis of lacking adequate fund balance, revenue, and other expenditure adjustments to offset the expenditure. Please see attached memo



# JEFFERSON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street | Port Townsend, WA 98368 360-379-4450 | email: dcd@co.jefferson.wa.us www.co.jefferson.wa.us/commdevelopment

To:

Judy Shepherd, Finance Manger

From:

Josh D. Peters, DCD Director

Chelsea Pronovost, DCD Administrative Services Manager

Date:

11/20/2024

Re:

General Fund Assistance Request

### Purpose:

This report aims to provide an overview of the current financial situation for the Jefferson County Department of Community Development (DCD) and support a request for an additional General Fund transfer. It focuses on DCD's critically low fund balance and outlines a strategy to address the department's immediate financial challenges.

# Expenditure Assistance Requested:

DCD faces two remaining payroll cycles in 2024, along with approximately \$100,253 in outstanding bills, with additional obligations expected before year's end. Payroll is a recurring monthly expense, which has slight variations each month. However, a calculation of the average monthly payroll and benefits expenditure shows that DCD's current fund balance and anticipated future revenue can only cover one payroll cycle. This could create the potential need for an emergency General Fund transfer.

The outstanding bills primarily consist of consultant invoices for work done on department planning projects. While most of these expenses will be reimbursed by grant funds or additional developer payments in the future, DCD must have sufficient cash flow to pay these obligations up front.

### Impact on Fund Balance:

Based on the current budget analysis, DCD anticipates a shortfall of at least \$102,681 by the end of 2024. Only a portion of anticipated expenditures will be recouped through expected grant reimbursement, underscoring the necessity for an additional General Fund transfer.

# Conclusion:

This analysis highlights the immediate financial challenges posed by DCD's critical cash flow constraints. Addressing these issues through an additional General Fund transfer is essential to maintaining financial stability, meeting expenditure obligations, and positioning DCD for sustainable operations in the future.

evenue: A revenue source (i.e. grant, new fee) has been received which was not approved in t budget extension in the amount reflected below:  Fund # Org # Revenue Obj # Description	Current Budget \$ 0.00	One-time	On-going	
		Appropriation	Appropriation	Amended Budge
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				\$ 0.0
1 1 1				\$ 0.0
TOTAL REVENUE:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
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Fund #         Org #         Expenditure Obj #         Description         C           186         18655330         410000         PROFESSIONAL SERVICES	\$ 5,000.00	\$ 4,000.00	Appropriation	
			Appropriation	\$ 9,000.0
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a continue of a			\$ 0.00	\$ 9,000.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0
186 18655330 410000 PROFESSIONAL SERVICES  TOTAL EXPENDITURE:  TO: If the expenditure is providing a revenue source to another county fund, identify the	\$ 5,000.00 \$ 5,000.00	\$ 4,000.00 \$ 4,000.00		\$ 9,000.0 \$ 0.0 \$ 0.0 \$ 0.0
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			• • • • • • • • • • • • • • • • • • • •	earrent budget	Appropriation	Appropriation	
			TOTAL REVENUE:	\$ 0.00	\$ 0.00	\$ 0.00	\$0
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							\$ 0
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			nd): Is there enough Fund Balance to cover this addi	Section 19 mail	One-time	On-going	Amended Rudo
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Fund # Org 301 3015	rg#	Expenditure Obj #	Description	Current Budget	One-time Appropriation	On-going	Amended Budg \$ 74,378 \$ 27,962
Fund # Org 301 3015	rg# 159418	Expenditure Obj # 1010000	Description Salaries & Wages	Current Budget \$ 38,378.00	One-time Appropriation \$ 36,000.00	On-going	\$ 74,378
Fund # Org 301 3015	rg# 159418	Expenditure Obj # 1010000	Description Salaries & Wages	Current Budget \$ 38,378.00	One-time Appropriation \$ 36,000.00	On-going	\$ 74,378 \$ 27,962
Fund # Org 301 3015	rg# 159418	Expenditure Obj # 1010000	Description Salaries & Wages	Current Budget \$ 38,378.00	One-time Appropriation \$ 36,000.00	On-going	\$ 74,378 \$ 27,962 \$ 0
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- A							\$ 0.0
			TOTAL REVENUE:	\$ 100.000.00	\$ 250,000.00	\$ 0.00	
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302 enditur	Therefore,	597304 horough examination I request an appropri	TR TO HJ CARROLL JUMP! FUND  of my current budget it appears that the amount ation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add	d below:		essary expenses  No  On-going	
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Fund#	Org#	Expenditure Obj #	Description	Extra Laboratoria	F (8) F 3 V 2 F 3		
							\$ 0.0
penditu	Therefore,	I request an appropr	n of my current budget it appears that the amount riation and budget extension in the amount reflected and): Is there enough Fund Balance to cover this add	d below:	re? Yes	No	for this year.
	OTHER FUN	I request an appropr	iation and budget extension in the amount reflected	d below:			for this year.
Fund#	OTHER FUN	I request an appropr NDS (Non General Full Expenditure Obj#	riation and budget extension in the amount reflecter nd): Is there enough Fund Balance to cover this add Description	d below: itional expenditur	Yes One-time Appropriation	No	200
Fund # 506	OTHER FUN  Org #  50651810	I request an appropr NDS (Non General Fur Expenditure Obj # 101000	riation and budget extension in the amount reflecter nd): Is there enough Fund Balance to cover this add   Description  Salaries - GIS	d below: itional expenditur Current Budget \$ 131,147.00	One-time Appropriation \$ 12,000.00	No On-going	Amended Budge
Fund # 506 506	OTHER FUN  Org #  50651810  50651810	Expenditure Obj #  101000 200000	iation and budget extension in the amount reflectered): Is there enough Fund Balance to cover this add  Description  Salaries - GIS  Benefits - GIS	Current Budget \$ 131,147.00 \$ 49,261.00	One-time Appropriation \$ 12,000.00 \$ 3,000.00	No On-going	Amended Budge \$ 143,147.0
Fund # 506 506	Org # 50651810 50651888	Expenditure Obj #  101000  101000	Description  Salaries - GIS  Salaries - Info Technology	Current Budget \$ 131,147.00 \$ 49,261.00 \$ 500,343.00	Pe? Yes  One-time  Appropriation \$ 12,000.00 \$ 3,000.00 \$ 42,000.00	No On-going	Amended Budge \$ 143,147.0 \$ 52,261.0
Fund # 506 506 506	Org # 50651810 50651888 50651888	Expenditure Obj # 101000 200000 101000 200000	Description  Salaries - GIS  Benefits - GIS  Salaries - Info Technology  Benefits - Info Technology	Current Budget \$ 131,147.00 \$ 49,261.00 \$ 500,343.00 \$ 195,589.00	Pe? Yes  One-time Appropriation \$ 12,000.00 \$ 3,000.00 \$ 42,000.00 \$ 7,500.00	No On-going	\$ 143,147.0 \$ 52,261.0 \$ 542,343.0 \$ 203,089.0
Fund # 506 506 506 506	Org # 50651810 50651888 50651878	Expenditure Obj # 101000 200000 101000 101000	Description  Salaries - GIS  Benefits - GIS  Salaries - Info Technology  Benefits - Records Management	Current Budget \$ 131,147.00 \$ 49,261.00 \$ 500,343.00 \$ 195,589.00 \$ 96,550.00	Pe? Yes  One-time  Appropriation \$ 12,000.00 \$ 3,000.00 \$ 42,000.00 \$ 7,500.00 \$ 12,000.00	No On-going	\$ 143,147.0 \$ 52,261.0 \$ 542,343.0 \$ 203,089.0 \$ 108,550.0
Fund # 506 506 506 506	Org # 50651810 50651888 50651888	Expenditure Obj # 101000 200000 101000 200000	Description  Salaries - GIS  Benefits - GIO  Salaries - Info Technology  Benefits - Records Management  Benefits - Records Management	Current Budget \$ 131,147.00 \$ 49,261.00 \$ 500,343.00 \$ 195,589.00 \$ 96,550.00 \$ 32,288.00	Pe? Yes  One-time  Appropriation \$ 12,000.00 \$ 3,000.00 \$ 42,000.00 \$ 7,500.00 \$ 12,000.00 \$ 3,000.00	No On-going Appropriation	\$ 143,147.0 \$ 52,261.0 \$ 542,343.0 \$ 203,089.0 \$ 108,550.0
Fund # 506 506 506 506 506 506	Org # 50651810 50651888 50651878 50651878	Expenditure Obj # 101000 200000 101000 200000 200000 200000	Description  Salaries - GIS Benefits - GIS Benefits - Info Technology Benefits - Records Management Benefits - Records Management Benefits - Records Management TOTAL EXPENDITURE:	Current Budget \$ 131,147.00 \$ 49,261.00 \$ 500,343.00 \$ 195,589.00 \$ 32,288.00 \$ 1,005,178.00	Pe? Yes  One-time  Appropriation \$ 12,000.00 \$ 3,000.00 \$ 42,000.00 \$ 75,000.00 \$ 12,000.00 \$ 3,000.00 \$ 79,500.00	No On-going	Amended Budge \$ 143,147.0 \$ 52,281.0 \$ 542,343.0 \$ 203,089.0 \$ 108,550.0 \$ 35,288.0
Fund # 506 506 506 506 506 506 506	Org # 50651810 50651810 50651888 50651878 50651878	Expenditure Obj # 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 1010000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 200000 101000 2000000	Description  Salaries - GIS  Benefits - GIO  Salaries - Info Technology  Benefits - Records Management  Benefits - Records Management	Current Budget \$ 131,147.00 \$ 49,261.00 \$ 500,343.00 \$ 195,589.00 \$ 32,288.00 \$ 1,005,178.00	Pe? Yes  One-time  Appropriation \$ 12,000.00 \$ 3,000.00 \$ 42,000.00 \$ 75,000.00 \$ 12,000.00 \$ 3,000.00 \$ 79,500.00	No On-going Appropriation	Amended Budge \$ 143,147.0 \$ 52,281.0 \$ 542,343.0 \$ 203,089.0 \$ 108,550.0 \$ 35,288.0 \$ 1,084,678.0
Fund # 506 506 506 506 506	Org # 50651810 50651888 50651878 50651878	Expenditure Obj # 101000 200000 101000 200000 200000 200000	Description  Salaries - GIS Benefits - GIS Benefits - Info Technology Benefits - Records Management Benefits - Records Management Benefits - Records Management TOTAL EXPENDITURE:	Current Budget \$ 131,147.00 \$ 49,261.00 \$ 500,343.00 \$ 195,589.00 \$ 32,288.00 \$ 1,005,178.00	Pe? Yes  One-time  Appropriation \$ 12,000.00 \$ 3,000.00 \$ 42,000.00 \$ 75,000.00 \$ 12,000.00 \$ 3,000.00 \$ 79,500.00	No On-going Appropriation	Amended Budge \$ 143,147.0 \$ 52,281.0 \$ 542,343.0 \$ 203,089.0 \$ 108,550.0 \$ 35,288.0