

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Deputy Clerk of the Board

DATE: December 23, 2024

SUBJECT: **HEARING** re: Proposed 2024 4th Quarter Budget Appropriations/Extensions for Various County Departments; Scheduled for Monday, December 23, 2024 at 9:45 a.m. in the Commissioners Chambers

STATEMENT OF ISSUE:

Various County Departments have requested increases to their 2024 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 December 11 and 18, 2024.

FISCAL IMPACT:

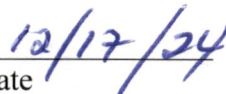
See attached department fund requests.

RECOMMENDATION:

Hear public testimony and consider approval of a resolution to adopt the 2024 4th quarter supplemental budget appropriations on Monday, December 23, 2024 at 19:45 a.m.

REVIEWED BY:


Mark McCauley, County Administrator


Date

STATE OF WASHINGTON
County of Jefferson

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

RESOLUTION NO. _____

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 [36.40.100](#) 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):

General Fund - 001			Revenue		Expense	
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	-

Other Funds			Revenue		Expense	
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	-
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:

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

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

Section 3. Severability. 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.

Section 5. SEPA Categorical Exemption. 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 _____ day 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
Clerk of the Board

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

General Fund - 001			Revenue		Expense	
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	-

Other Funds			Revenue		Expense	
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	-
Total Appropriations			609,406	-	1,382,406	-

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: AUDITOR

Budget Year:

2024

Quarter:

4

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	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
							\$ 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	AU51423	101000	SALARIES	\$ 810,931.00	\$ 44,000.00		\$ 854,931.00
		200000	BENEFITS	\$ 274,416.00	\$ 8,000.00		\$ 282,416.00
							\$ 0.00
		490600	TRAINING	\$ 2,817.00	\$ 3,000.00		\$ 5,817.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 1,088,164.00	\$ 55,000.00	\$ 0.00	\$ 1,143,164.00

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

Fund #	Org #	Revenue Obj #	Description	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
							\$ 0.00

Reason for budget appropriation:

Added third payroll position at the beginning of 2024. With lower payroll due to various unpaid leave, only need to appropriate a portion of the increased salaries and benefits. Payroll certification training and exam for Payroll Manager per the current job description.

Submitted by (Elected Official/Department Head):

Brenda H. King

Date:

11/22/2024

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Emergency Management

Budget Year: 2024 Quarter: 4

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	067	333916	Medical Reserve Corps Grant Revenue	\$ 0.00	\$ 10,000.00		\$ 10,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00

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
001	067	490109	Medical Reserve Corps Grant Expenditure	\$ 10,185.00	\$ 10,000.00		\$ 20,185.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 10,185.00	\$ 10,000.00	\$ 0.00	\$ 20,185.00

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:

Grant award plus associated expenditures.

Submitted by (Elected Official/Department Head):

Date: 11-8-24

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: COMMUNITY SERVICES

Budget Year: 2024 Quarter: 4

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	CS57550	490132	JEFFERSON COUNTY FAIR	\$ 100,000.00	\$ 50,000.00		\$ 150,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 100,000.00	\$ 50,000.00	\$ 0.00	\$ 150,000.00

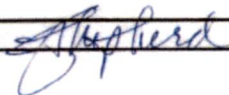
TO: If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

Fund #	Org #	Revenue Obj #	Description				
							\$ 0.00

Reason for budget appropriation:

Jefferson County Fair billed late for 2023. \$50,000, resulting an impact to the 2024 budget.

Submitted by (Elected Official/Department Head):



Date:

12/3/2024

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Prosecutor

Budget Year: 2024 Quarter: 4th

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	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
							\$ 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	PA59415	640111	CAPITOL Expenditure- KARPEL	\$ 55,575.00	\$ 18,265.00		\$ 73,840.00
001	PA51530	430000	Travel	\$ 5,602.00	\$ 1,638.00		\$ 7,240.00
	PA51530	490130	Trial Related Expenses	\$ 11,389.00	\$ 6,124.00		\$ 17,513.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 72,566.00	\$ 26,027.00	\$ 0.00	\$ 98,593.00

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

Fund #	Org #	Revenue Obj #	Description	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
							\$ 0.00

Reason for budget appropriation:

Maintenance agreement and implementation travel expenditures

Submitted by (Elected Official/Department Head):

Date: 21 Dec 2024

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: JCSO

Budget Year: 2024 Quarter: 4

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	SH33393	339784	RSAT Grant October-December 2024	\$ 118,900.00	\$ 49,406.00		\$ 168,306.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 118,900.00	\$ 49,406.00	\$ 0.00	\$ 168,306.00

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	SH52360	410158	RSAT-Believe in Recovery October-December 2024	\$ 157,750.00	\$ 49,406.00		\$ 207,156.00
001.180	SH52310	310075	4Sight Labs Inmate Medical Sensors	\$ 19,534.00	\$ 25,000.00		\$ 44,534.00
001.180	SH52122	480108	Portable Radio Replacements (4)	\$ 14,809.00	\$ 26,414.00		\$ 41,023.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 191,893.00	\$ 100,820.00	\$ 0.00	\$ 292,713.00

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:

RSAT Grant Renewal 2024-2025; Inmate Medical Sensors reimbursed by WCRP; Replacement Portable Radios

Submitted by (Elected Official/Department Head):

Date: 11/13/2024

Reset

Budget Year: 2024 Quarter: 4

Improved in the ann

TOTAL REVENUE:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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Fund #	Org #	Expenditure Obj #	Description				
							\$ 0.00

OTHER FUNDS (Non General Fund): Is there enough Fund Balance to cover this additional expenditure? ☐ Yes ☐ No

TOTAL EXPENDITURE:	\$ 61,500.00	\$ 3,500.00	\$ 0.00	\$ 65,000.00
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Fund #	Org #	Revenue Obj #	Description				\$ 0.00

Tyler Technologies recording software invoiced maintenance fees nearly \$64,000 requiring additional budget

Date: 11/22/2024

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health - Fund 127, Admin

Budget Year: 2024

Quarter: 4

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
127	12756200	310301	Operating Supplies	\$ 69,939.00	\$ 31,435.00		\$ 101,374.00
127	12756200	460000	Insurance - General Liability Insurance	\$ 120,000.00	\$ 80,000.00		\$ 200,000.00
127	12756200	582100	Misc - Refunds	\$ 0.00	\$ 26,730.00		\$ 26,730.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 189,939.00	\$ 138,165.00	\$ 0.00	\$ 328,104.00

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:

Expense: Operating Supplies - Previously amended revenue amounts allowing for additional operating supply purchases for workforce development.
Insurance - General liability insurance was more than budgeted.
Misc Refunds - Refund of prepaid and unused FPHS funds.

Submitted by (Elected Official/Department Head):

Date: 11/15/2024

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health - Fund 127 - Environmental Health

Budget Year: 2024

Quarter: 4

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
127	12756210	310301	Operating Supplies	\$ 38,453.00	\$ 10,357.00		\$ 48,810.00
127	12756210	582100	Misc - Refunds	\$ 0.00	\$ 28,685.00		\$ 28,685.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 38,453.00	\$ 39,042.00	\$ 0.00	\$ 77,495.00

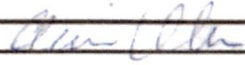
TO: If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

Fund #	Org #	Revenue Obj #	Description				
							\$ 0.00

Reason for budget appropriation:

Expense: Operating Supplies - Additional supplies for homelessness and social work support.
Misc Refunds - Refund of prepaid and unused FPHS funds and customer fees.

Submitted by (Elected Official/Department Head):



Date: 11/15/2024

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health - Fund 127, Community Health

Budget Year:

2024

Quarter:

4

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
127	12756220	310301	Operating Supplies	\$ 57,520.00	\$ 50,000.00		\$ 107,520.00
127	12756220	582100	Misc - Refunds	\$ 0.00	\$ 46,000.00		\$ 46,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 57,520.00	\$ 96,000.00	\$ 0.00	\$ 153,520.00

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

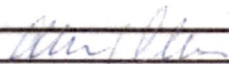
Reason for budget appropriation:

Expense:

Operating Supplies - Additional supplies for harm reduction, prevention, family planning, immunizations and communicable disease

Misc Refunds - Refund of prepaid and unused FPHS funds.

Submitted by (Elected Official/Department Head):



Date:

11/15/2024

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: WATER QUALITY - Fund 128

Budget Year:

2024

Quarter:

4

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
128	12855310	410325	HOH RIVER LINDNER ACTIVITIES	\$ 186,000.00	\$ 70,000.00		\$ 256,000.00
128	12855310	410326	Dosewallips Wolcott	\$ 50,000.00	\$ 50,000.00		\$ 100,000.00
128	12855310	410318	WQ Misc Prof Svcs	\$ 0.00	\$ 45,000.00		\$ 45,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 236,000.00	\$ 165,000.00	\$ 0.00	\$ 401,000.00

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

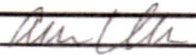
Fund #	Org #	Revenue Obj #	Description				
							\$ 0.00

Reason for budget appropriation:

Revenue for expenses will come in 2025

Unanticipated professional services - Hoh River Resiliency Project to increase spawning and rearing habitat and decrease risks of flood and erosion to the nearby community.
Dosewallips Wolcott - Habitat preservation and improvement

Submitted by (Elected Official/Department Head):



Date: 11/18/2024

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: MENTAL HEALTH

Budget Year: 2024 Quarter: 4

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
130	13056400	410158	RSAT AGR - BELIEVE IN RECOVERY	\$ 45,000.00	\$ 12,352.00		\$ 57,352.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 45,000.00	\$ 12,352.00	\$ 0.00	\$ 57,352.00

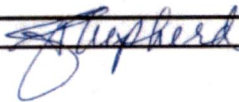
TO: If the expenditure is providing a revenue source to another county fund, identify the receiving fund information.

Fund #	Org #	Revenue Obj #	Description				
							\$ 0.00

Reason for budget appropriation:

Additional budget required for the 25% match for the RSAT grant increase.

Submitted by (Elected Official/Department Head):



Date:

12/3/2024

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: COMMUNITY DEVELOPMENT

Budget Year: 2024 Quarter: 4

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
143	14339700	397010	TRANSFER FROM THE GENERAL FUND	\$ 1,089,543.00	\$ 300,000.00		\$ 1,389,543.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 1,089,543.00	\$ 300,000.00	\$ 0.00	\$ 1,389,543.00

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	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
001	OT59700	597143	TRANSFER TO DCD	\$ 1,089,543.00	\$ 300,000.00		\$ 1,389,543.00

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	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
							\$ 0.00

Reason for budget appropriation:

Budget has been determined based on monthly operating expenditures that have budget but the fund has not enough cash flow from revenues to support the expenditures. The \$300,000 budgeted transfer has two components: 1) interfund loan with the General Fund \$100,000 at 5% interest per annum; 2) operating transfer of \$200,000 available on an as needed basis.

Submitted by (Elected Official/Department Head):

Date: 12/3/2024

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.

A. ☐ Operations assistance requested due to decreased revenue.

1. What is the revenue that is reduced?

2. Duration of the reduction in revenue (check one).

☐

Temporary

☐

Permanent

3. Reason for reduced revenue.

B. ☒ 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 Manager
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.

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: PUBLIC WORKS / BRINNON FLOOD ZONE

Budget Year: 2024 Quarter: 4

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
							\$ 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	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
				\$ 0.00			\$ 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
186	18655330	410000	PROFESSIONAL SERVICES	\$ 5,000.00	\$ 4,000.00		\$ 9,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 5,000.00	\$ 4,000.00	\$ 0.00	\$ 9,000.00

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

Fund #	Org #	Revenue Obj #	Description	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
							\$ 0.00

Reason for budget appropriation:

Grant match for Public Health RCO grant.

Submitted by (Elected Official/Department Head):

Date:

11/4/24

Request for Budget Appropriation/Extension and Amendment

RECEIVED

Reset

Department/Fund Name: Central Services - Construction & Renovation #301

NOV 14 24

Budget Year: 2024 Quarter: 4

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
301	30159418	1010000	Salaries & Wages	\$ 38,378.00	\$ 36,000.00		\$ 74,378.00
301	30159418	200000	Benefits	\$ 10,962.00	\$ 17,000.00		\$ 27,962.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 49,340.00	\$ 53,000.00	\$ 0.00	\$ 102,340.00

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:

2024 retro-active wage payments and wage scale increases due to new Central Services Teamsters CBA ratified in October. Additionally, the salaries and benefits for the 2024 capital projects are higher than initially projected.

Submitted by (Elected Official/Department Head):



Date: 11/14/24

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: PUBLIC WORKS, HJ CARROLL JUMP! FUND

Budget Year: 2024

Quarter: 4

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
304	30439700	397302	TR FROM CAPITAL IMPROVEMENT	\$ 100,000.00	\$ 250,000.00		\$ 350,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 100,000.00	\$ 250,000.00	\$ 0.00	\$ 350,000.00

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	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
302	30259700	597304	TR TO HJ CARROLL JUMP! FUND	\$ 100,000.00	\$ 250,000.00		\$ 350,000.00

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	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
	30439700						\$ 0.00

Reason for budget appropriation:

The JUMP! Phase 2 project is fully funded by a grant from Washington DSHS. The grant is by reimbursement and Public Works needs a short term transfer for cash flow purposes. The project is scheduled to start in January. Substantial completion should be reached in March. The transfer will be repaid after final project completion on August 1, 2025.

Submitted by (Elected Official/Department Head):

Date:

10/29/24

RECEIVED

NOV 14 2024

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Central Services - Information Services Fund #506

JEFFERSON COUNTY

Budget Year:

2024

Quarter:

4

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
506	50651810	101000	Salaries - GIS	\$ 131,147.00	\$ 12,000.00		\$ 143,147.00
506	50651810	200000	Benefits - GIS	\$ 49,261.00	\$ 3,000.00		\$ 52,261.00
506	50651888	101000	Salaries - Info Technology	\$ 500,343.00	\$ 42,000.00		\$ 542,343.00
506	50651888	200000	Benefits - Info Technology	\$ 195,589.00	\$ 7,500.00		\$ 203,089.00
506	50651878	101000	Salaries - Records Management	\$ 96,550.00	\$ 12,000.00		\$ 108,550.00
506	50651878	200000	Benefits - Records Management	\$ 32,288.00	\$ 3,000.00		\$ 35,288.00
TOTAL EXPENDITURE:				\$ 1,005,178.00	\$ 79,500.00	\$ 0.00	\$ 1,084,678.00

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:

2024 retro-active wage payments and wage scale increases due to new Central Services Teamsters CBA ratified in October.

Submitted by (Elected Official/Department Head):

Shan Foster

Date: 11/14/24