

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Deputy Clerk of the Board

DATE: July 15, 2024

SUBJECT: HEARING re: Proposed 2024 2nd Quarter Budget Appropriations/Extensions for Various County Departments; Scheduled for Monday, July 15, 2024 at 10:00 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 July 3 and 10, 2024.

FISCAL IMPACT:

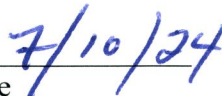
See attached department fund requests.

RECOMMENDATION:

Hear public testimony and consider approval of a resolution to adopt the 2024 2nd quarter supplemental budget appropriations on Monday, July 15, 2024 at 10:00 a.m.

REVIEWED BY:


Mark McCauley, County Administrator


Date

STATE OF WASHINGTON

Jefferson County

ORDER: SECOND QUARTER 2024 }
BUDGET APPROPRIATIONS/ }
EXTENSIONS FOR VARIOUS } RESOLUTION NO.
COUNTY DEPARTMENTS }

WHEREAS, the Jefferson County Board of Commissioners did on the 1st day of July, 2024 declare that a need existed for the listed expenses which are funded by additional sources which were not anticipated at the time of preparing said budgets; and such sources include unanticipated received from fees, or grants from the State and Federal government, or proceeds from the sale of bonds, or budgeted but unexpended monies from the prior budget year; and

WHEREAS, the Jefferson County Board of Commissioners did on the 1st day of July, 2024, set a hearing on said need for the 15th day of July, 2024, at the hour of 10:00 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 July 3 and 10, 2024 in the official newspaper of Jefferson County; and,

WHEREAS, this being the time and place set forth for said hearing and no objection or objection interposed.

General Fund - 001			Revenue		Expense	
Dept	Dept Name	Description	One-time	Ongoing	One-time	Ongoing
150	Prosecuting Attorney	Capital-Karpel Case Mgmt Software			55,575	
		Convert paralegal position to addl Civil Deputy PA			(210,644)	
		New Civil Deputy PA - 6 mos (On Going Annual \$160,042)				80,021
240	Superior Court	Transfer from Fund 131		(70,000)		
		Center For Children & Youth Justice	15,000		15,000	
Total General Fund			15,000	(70,000)	(140,069)	80,021

Other Funds		Description	Revenue		Expense	
Fund	Fund Name		One-time	Ongoing	One-time	Ongoing
109	Noxious Weed Control	Fort Worden State Park	(3,000)			
		Washington State Park	3,000			
		New Vehicle			38,434	
401	PW- Solid Waste	Dept of Ecology Grant	109,340			
		Yard Debris Fees	35,000			
		Salaries & Benefits			90,000	
		City Yard Waste Fees			55,000	
		Recycling			48,000	
		Capital Outlay - Equipment			400,000	
501	PW - ER&R	Penny Creek Pit Postponed to 2025	(400,000)			
		Total Other Funds	(255,660)	-	631,434	-
		Total Appropriations	(240,660)	(70,000)	491,365	80,021

APPROVED this 15th day of July, 2024.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

ATTEST:

Kate Dean, Chair

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member

RECEIVED

JUN 24 2024

Reset

Request for Budget Appropriation/Extension and Amendment

JEFFERSON COUNTY
COMMISSIONERS

Department/Fund Name: General Fund - Prosecuting Attorney

Budget Year: 2024 Quarter: 2

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	CAPITAL - KARPEL CASE MGT SOFTWARE	\$ 0.00	\$ 55,575.00		\$ 55,575.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 0.00	\$ 55,575.00	\$ 0.00	\$ 55,575.00

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:

In 2023, an appropriation was approved for this software purchase. Only part of the work was completed and the budget is required to complete the project. Total project is \$75,200.

Submitted by (Elected Official/Department Head):

Date: 24 JUNE 2024

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JUN 24 2024

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Prosecuting Attorney's Office

JEFFERSON COUNTY
COMMISSIONERS

Budget Year: 2024 Quarter: 2

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
150	PAO		Salaries and benefits, multiple positions	\$ 127,152.00	-\$ 127,152.00		\$ 0.00
			Salary and benefits for vacant paralegal position	\$ 83,492.00	-\$ 83,492.00		\$ 0.00
			NEW - DPA III Step 7 - 6 months			\$ 66,684.00	\$ 66,684.00
			Estimated Benefits for new DPA - 6 months			\$ 13,337.00	\$ 13,337.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 210,644.00	-\$ 210,644.00	\$ 80,021.00	\$ 80,021.00

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:

PAO is requesting to convert a vacant paralegal position that the PAO has not been able to fill with a qualified applicant to a civil deputy prosecuting attorney. Due to staffing changes the PAO has \$108k of salaries and benefits that are unused compared to last year (see attached table). Combining this with the vacant paralegal position will create enough funding for a DPA, while saving the county money.

Submitted by (Elected Official/Department Head):

Date: 17 June 2024

[Handwritten signature]



JAMES M. KENNEDY
Jefferson County Prosecuting Attorney

Philip C. Hunsucker, Chief Civil Deputy Prosecutor
Christopher R. Ashcraft, Chief Criminal Deputy Prosecutor
Aana K. Phillips, Deputy Prosecutor
Melissa Pleimann, Civil Deputy Prosecutor
Holly McKeen, Deputy Prosecutor
Jim Funaro, Victim Services
Lysa Phillis, Child Support Enforcement Officer

Jefferson County Prosecutor's Office
1820 Jefferson Street
Post Office Box 1220
Port Townsend, WA 98368
Phone: (360) 385-9180
Fax: (360) 385-9186
www.co.jefferson.wa.us/prosecutor

MEMORANDUM

Date: June 17, 2024
To: Mark McCauley, County Administrator
Sarah Melancon, HR Director
Judy F. Shepard, Finance Manager
From: James Kennedy, Prosecuting Attorney
Re: Budget Supplemental Request

Mark, Sarah and Judy:

The Prosecuting Attorney's Office (PAO) is submitting a budget neutral supplemental budget request that would add a third civil deputy prosecuting attorney (DPA) to the Civil Division of the PAO. This memorandum explains the need for the third civil DPA and how adding the additional DPA would be budget neutral.

Overview of the History and Breath of the Legal Matters Handled by the Civil Division

The Civil Division is responsible for handling the all of the legal aspects of all civil litigation, legislation, and transactions of the county. In addition, the Civil Division handles child support enforcement, extreme risk protection orders, firearms rights restorations, and involuntary treatment act petitions. The Civil Division provides advice and legal opinions on a wide range of issues, the bulk of which involve compliance with state law and county code, contracts, elections, land use, legislation, open public meetings public records requests, public health, and risk management.

The Civil Division's responsibilities have a very wide scope that requires diverse legal knowledge that cannot easily be obtained in small civil law office. The Civil Division includes one chief, one civil deputy, and outside counsel. The Chief Civil DPA is essentially the general counsel for the county. The Civil Division shares two legal professionals with the administrative functions of the Prosecuting Attorney's Office, appeals for criminal cases, and the Coroner's Office. Outside

counsel are supervised by the Chief Civil DPA. A DPA II position was added in March 2019 after the Board of County Commissioners recognized that one DPA could not cover all the duties of the Civil Division.

After the DPA II position was added in 2019, the duties of the Civil Division were increased to include child support enforcement, extreme risk protection orders, and firearms rights restorations. The Civil Division handles all child support enforcement cases in Jefferson County for the State of Washington under grant funding. These additional duties consume a large volume of time and directly protect the community.

Hiring and retention for the DPA II position was difficult, given particularly the budget limitations inherent in the DPA II track. In 2021, the second civil DPA position was increased from a DPA II to a DPA III position in 2021, recognizing that additional capacity was needed for the Civil Division to handle the required workload.

The Civil Division works with colleagues in various county departments, including the auditor, the assessor, the Board of County Commissioners, central services, the county administrator, human resources, public records, risk management, the sheriff, and the treasurer. The Civil Division teaches the rule of law to the Board of County Commissioners, the county administrator, department heads, elected officials, key county employees, and the public.

Heavy involvement of the Civil Division is required in the significant legal matters of the County and includes:

- All civil litigation, such as the D'Amico cases, the Opioid Litigation, the Clarke Land Use Petition Act cases;
- All legislation, including Comprehensive Plan Updates, and Critical Areas Ordinance Updates, Shoreline Master Program Updates, the Legal Lot of Record Ordinance, the Sewer Ordinance, etc.;
- Nearly constant legal advice for DCD and Environmental Public Health;
- Major projects for DCD, such as the Pleasant Harbor Master Planned Resort;
- Code compliance (weekly and monthly meetings and review of key documents prepared by DCD or EPH to enforce Title 19 JCC);
- Revisions to the Personnel Administration Manual;
- Risk management issues;
- Contract review and development of forms.

A number of projects the Civil Division is involved in are "drop everything" projects, including all extreme risk protection orders, and all involuntary treatment act petitions. The "drop everything" projects can take hours, days and weeks, in some instances. The nature of these projects are such that they arrive with little forewarning and have short statutory deadlines, hence the term "drop everything."

June 17, 2024

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By County resolution, the Chief Civil DPA is required by county resolution to serve as the county's alternative director for the Washington Counties Risk Pool. The Chief Civil DPA is the legal advisor to the county risk committee. The Chief Civil DPA also serves as a member of the County Canvassing Board.

The Need for a Third Civil DPA

Philip Hunsucker has served as the Chief Civil DPA since 2017. Philip has handled, or supervised the handling of all matters for which the Civil Division is responsible. Before coming to the County Philip did civil litigation and trials with a focus on environmental and insurance coverage for 40 years. He had his own law firm with offices in California and Washington, D.C for over 20 years, so he was used to serving clients, running a business and managing people. Philip has fully vested in PERS II and can retire with a pension from PERS II at any time. He has authorized me to say that his current expectation is to retire sometime 2027, after he reaches 10 years of service to with the County.

Barbara Dykes Ehrlichman was hired for the better funded DPA III position in 2021. Barbara has been an attorney since 1988 had been the chief civil DPA in both Snohomish and Island counties and a hearing examiner in land use matters before she was hired by the County. Even with the addition of Barbara, the Civil Division could not keep pace with the demands for its services.

On May 31, 2024, Barbara left to take a position as an administrative law judge for the State Environmental and Land Use Hearings Office (ELUHO). I promoted Melissa Pleimann to Civil DPA III to fill Barbara's slot. Melissa has been a lawyer for about eight years, but primarily a criminal lawyer. Melissa has significant litigation experience that has already benefited the Civil Division. We expect Melissa to grow into an excellent municipal lawyer. But she cannot replace the kind of experience we lost with Barbara. In the short-term, Melissa reduces Philip's capacity to serve the county due to the ongoing professional training that he provides her.

Adding significant capacity to the Civil Division is the only way to meet the County's demand for legal services, now and in the future. We have determined that adding another civil DPA is the only practical way to make that happen. And, there is a concern about burning out Philip, who probably is working 60 hours per week, including weekends, to try to meet the demand. Accordingly, we are making this request.

How Adding the Third Civil DPA Would be Budget Neutral

There are three reasons the add would be budget neutral:

- (1) Unspent Budget for a New Civil Division Legal Assistant: \$83,492
 - a. The PAO has unspent budget for a new Civil Division legal assistant. To help with capacity issues described above, the Board of County Commissioners added budget to for the PAO's Civil Division to hire a full-time legal assistant for 2024. The

position was advertised, but the candidate pool was sparse and without the type of qualifications we were looking for.

(2) Reduced Cost of Recent Hires: \$127,152

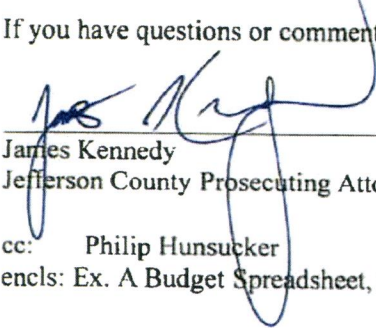
- (a) Deputy Prosecuting Attorneys. Tuppence Macinyre, a DPA III (Grade: MGR 22, Step: 7), was replaced by Holly McKeen, who is a budget positive DPA II (Grade: MGR 20, Step: 2). Melissa Pleimann's move to the civil DPA III (Grade: MGR 22, Step: 3) position from a DPA II (Grade: MGR 20, Step: 7) position was budget positive because the pay at Melissa's Step 3 is significantly less than at Barbara's step 7.
- (b) Support Staff Changes. Candace Drollinger (UFCW Grade 29, Step 7) was replaced by Donahue (UFCW Grade 25, Step 1). This savings significantly offsets the slight increase in compensation from Annie Guthrie (UFCW Grade 32, Step 3) to Jim Funaro (UFCW Grade 32, Step 5).
- (c) Reduced Cost of Future Hires. Hiring to fill the open criminal DPA position will be budget positive. The planned hire for the open criminal DPA position will be with a new law school graduate, who was our choice as the best candidate to apply. The new criminal DPA will be at the DPA I (Grade: MGR 19, Step 2). The pay for the new criminal DPA will be significantly less than Melissa's DPA II grade. Additionally, until this individual is formally hired Melissa's old position is still vacant and has been since the beginning of April.

(3) Total Budget Capacity: \$210,644

Laura Mikelson and Lysa Phillis were promoted to paralegal from legal assistant. Our budget neutral analysis accounts for those changes. By our calculations, the budget off-set should cover the gap. A spreadsheet with an analysis of the numbers is attached as Appendix A.

Even if this request were not budget neutral, it still should be granted because the capacity of the Civil Division must be increased, if the County hopes to satisfy its demand for legal services. And, I know Philip is dissatisfied and stressed about the level of service being provided now. I do not believe it is in the county's best interests for Philip to be left in this position.

If you have questions or comments, please let me know.


James Kennedy
Jefferson County Prosecuting Attorney

cc: Philip Hunsucker
encls: Ex. A Budget Spreadsheet, Ex. B Appropriation Form, Ex. C Position Request Form

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: General Fund - Superior Court

Budget Year: 2024 Quarter: 2

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	SC39700	397131	TR FM 131	\$ 70,000.00		-\$ 70,000.00	\$ 0.00
001	SC33700	337003	CTR CHILDREN & YOUTH JUSTICE	\$ 0.00	\$ 15,000.00		\$ 15,000.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 70,000.00	\$ 15,000.00	-\$ 70,000.00	\$ 15,000.00

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	SC51221	410197	CTR CHILDREN & YOUTH JUSTICE	\$ 0.00	\$ 15,000.00		\$ 15,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 0.00	\$ 15,000.00	\$ 0.00	\$ 15,000.00

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:

Original budget correction due to transfer now going to Therapeutic Courts directly.
Center for Children & Youth Justice Program revenue in with services provided directly by Court Commissioner Rimson.

Submitted by (Elected Official/Department Head):

Date: 6/7/24

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Noxious Weed Control

Budget Year: 2024 Quarter: QTR 2

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
109	10934516	345012	Fort Worden State Park	3000	-3000	✓	0
109	10934516	345015	Washington State Parks	10000	3000	✓	13000
							0
							0
TOTAL REVENUE:				13000	0	0	13000

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

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
109	10955360	64000	Noxious Weed Control - New Truck	0	38434		38434
							0
							0
							0
							0
							0
TOTAL EXPENDITURE:				0	38434	✓	38434

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

Fund #	Org #	Revenue Obj #	Description				
							0

Reason for budget appropriation:

Updating revenue to show funding for work at Fort Worden coming from Washington State Parks (per amended contract) rather than Fort Worden. Requesting appropriation for actual purchase cost of new truck for Noxious Weed Control. BoCC approved \$50,000 appropriation in Q2 2023. The truck was ordered in 2023 and thus not included in the original 2024 budget request, but it was not delivered and invoiced until March 2024.

Submitted by (Elected Official/Department Head):

Agnes K. [Signature]

Date: June 14, 2024

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: PUBLIC WORKS / SOLID WASTE

Budget Year: 2024

Quarter: 2

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
401	40133403	334313	DEPT OF ECOLOGY GRANT	\$ 52,986.00	\$ 109,340.00	✓	\$ 162,326.00
401	40134370	343002	YARD DEBRIS FEES	\$ 142,500.00	\$ 35,000.00	✓	\$ 177,500.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 195,486.00	\$ 144,340.00	\$ 0.00	\$ 339,826.00

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
401	40153700	101000	SALARIES & WAGES	\$ 745,937.00	\$ 70,000.00	✓	\$ 815,937.00
401	40153700	200000	PERSONNEL BENEFITS	\$ 357,125.00	\$ 20,000.00	✓	\$ 377,125.00
401	40153700	495000	CITY YARD WASTE FEES	\$ 95,567.00	\$ 55,000.00	✓	\$ 150,567.00
401	40153760	410000	PROFESSIONAL SVCS-RECYCLING	\$ 603,057.00	\$ 48,000.00	✓	\$ 651,057.00
401	40159437	640000	CAPITAL OUTLAY - EQUIPMENT	\$ 15,000.00	\$ 400,000.00	✓	\$ 415,000.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 1,816,686.00	\$ 593,000.00	\$ 0.00	\$ 2,409,686.00

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:

City Yard Waste fees were higher than anticipated because a December 2023 payment was made in 2024 and because of higher than anticipated customer transactions. Professional Services Recycling is higher than anticipated because a December 2023 payment was made in 2024. Capital Outlay - Equipment is substantially higher than budgeted due to the large equipment purchases of a telehandler and excavator, both necessary to gain material management efficiencies at the transfer station to meet service demand. Salaries & Benefit increase due to new CBA and staffing changes.

Submitted by (Elected Official/Department Head):

Date:

6/17/24

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: PUBLIC WORKS / ER&R

Budget Year:

2024

Quarter:

2

Revenue: A revenue source (i.e. grant, new fee) has been received which was not approved in the annual budget. Therefore, I request an appropriation and budget extension in the amount reflected below:

Fund #	Org #	Revenue Obj #	Description	Current Budget	One-time Appropriation	On-going Appropriation	Amended Budget
501	50136991	369905	MISC REVENUE	\$ 400,000.00	-\$ 400,000.00	✓	\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 400,000.00	-\$ 400,000.00	\$ 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
				\$ 0.00			\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL EXPENDITURE:				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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

Fund #	Org #	Revenue Obj #	Description				
							\$ 0.00

Reason for budget appropriation:

Revenue reduction due to sale of Penny Creek Pit postponed until 2025.

Submitted by (Elected Official/Department Head):

Date:

6/17/24