Regular Agenda

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: **Board of County Commissioners**

FROM: **Adiel McKnight, Executive Assistant**

DATE: **July 17, 2023**

SUBJECT: **HEARING** re: Proposed 2023 2nd Quarter Budget Appropriations/Extensions for Various County Departments; Scheduled for Monday, July 17, 2023 at 9:45 a.m. in the Commissioners Chambers

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STATEMENT OF ISSUE:

Various County Departments have requested increases to their 2023 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 5 and 12, 2023.

FISCAL IMPACT:

See attached department fund requests.

RECOMMENDATION:

Hear public testimony and consider approval of a resolution to adopt the 2023 2nd quarter supplemental budget appropriations on Monday, July 17, 2023 at 9:45 a.m.

REVIEWED BY:

Mark McCauley, County Administrator — Date 7/6/23

STATE OF WASHINGTON
Jefferson County

ORDER: SECOND QUARTER 2023	}	
BUDGET APPROPRIATIONS/	}	
EXTENSIONS FOR VARIOUS	}	RESOLUTION NO.
COUNTY DEPARTMENTS	}	

WHEREAS, the Jefferson County Board of Commissioners did on the 3rd day of July, 2023 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 3rd day of July, 2023, set a hearing on said need for the 17th day of July, 2023, at the hour of 9:45 a.m. in the County Commissioners' Chamber, Courthouse, Port Townsend, Washington; and

WHEREAS, Jefferson County has published notice of this hearing as provided in RCW 36.40.100 on July 5 and July 12, 2023 in the official newspaper of Jefferson County; and,

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

NOW, THEREFORE, IT IS HEREBY ORDERED, by the Board of County Commissioners, that due to there being sufficient monies available in the other listed funds, that the County Auditor is hereby directed to extend the budget of the following funds by the amounts listed and per the attached requests:

General Fund - 001			Revenue		Expense	
Dept	Dept Name	Description	One-time	Ongoing	One-time	Ongoing
010	Assessor	Personnel Benefits			88,545	
020	Auditor	Personnel Benefits			114,274	
021	Elections	Personnel Benefits			10,865	
050	Clerk	Personnel Benefits			54,207	
059	County Admin	Personnel Benefits			75,898	
		Salaries - HR Analyst (new)				34,060
		Personnel Benefits - HR Analyst				7,153
060	Commissioners	Personnel Benefits			36,094	
061	Board of Equalization	Personnel Benefits			3,927	
067	Emergency Mgmt	Personnel Benefits			18,218	
080	District Court	Personnel Benefits			85,495	
110	Juvenile Services	Personnel Benefits			43,211	
150	Prosecuting Attorney	Overtime			700	
		Personnel Benefits			100,277	
180	Sheriff	Captial Outlay - Carports			30,000	
		Interfund Leases, Vehicles - Repair			49,517	
		Contracted Medical Services			79,364	
240	Superior Court	Personnel Benefits			11,127	
		Office Supplies			5,500	
		Psych Eval/Exper Services			28,355	
		Court Commissioner			30,775	
		Travel			3,120	
		Interpreter			26,000	
		Guardian Ad Litem			3,250	
		Court Appointed Attorney			6,000	
245	Thereaputic Court	Personnel Benefits			4,307	
250	Treasurer	Personnel Benefits			33,941	
261	Operating Transfer	Transfer out to Roads			(116,357)	
		Transfer out to PH Substance Abuse			59,495	
		Total General Fund			**886,105**	**41,213**

Other Funds			Revenue		Expense	
Fund	Fund Name	Description	One-time	Ongoing	One-time	Ongoing
106	Courthouse Facilitator	Personnel Benefits			942	
108	WSU Coop Ext	Personnel Benefits			20,975	
109	Noxious Weeds	Personnel Benefits			3,041	
		New Vehicle			31,000	
123	Grants Management	CDBG-CV1 Amendment	211,519		211,519	
127	Public Health	Personnel Benefits			285,649	
128	Water Quality	Personnel Benefits			18,197	
143	Community Dev	Personnel Benefits			105,646	
		Professional Svcs - Type I, II, IV Permits			85,000	
		Master Planned Resort			30,000	
		Shoreline User Guide Program			84,333	
		Flood Control Assistance - FCAA			94,345	
		Energov - Tom Shindler			25,000	
		Sea Level Rise Prof Svcs			41,695	
		FCS Group - Fee Study			14,000	
		Judgement Settlement	84,000			
		DOE-Shoreland FCAAP - Grant	82,499			
		DOE-Shoreline User Guide - Grant	3,729			
		Ecology Sea Level Rise Study - Grant	22,832			
150	Treasurer's O&M	Personnel Benefits			2,197	
301	Construction & Renov	Personnel Benefits			10,008	
507	Central Svc-Facilities	Salaries			8,500	67,820
		Personnel Benefits				35,000
		Total Other Funds	**404,579**	**-**	**1,072,047**	**102,820**
Total 2nd Quarter			***404,579***	**-**	***1,958,152***	***144,033***

APPROVED **this 17th day of July, 2023.**

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

ATTEST:

Greg Brotherton, Chair

Kate Dean, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member

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JUN 27 2023

JEFFERSON COUNTY COMMISSIONERS

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: GENERAL FUND #1 OF 3

Budget Year: 2023 **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
001	AS51424	200000	PERSONNEL BENEFITS	$ 155,705.00	$ 88,545.00		$ 244,250.00
001	AU51423	200000	PERSONNEL BENEFITS	$ 114,787.00	$ 114,274.00		$ 229,061.00
001	CL51230	200000	PERSONNEL BENEFITS	$ 87,952.00	$ 54,207.00		$ 142,159.00
001	CA51310	200000	PERSONNEL BENEFITS	$ 119,382.00	$ 75,898.00		$ 195,280.00
001	CO51160	200000	PERSONNEL BENEFITS	$ 107,285.00	$ 36,094.00		$ 143,379.00
001	BE51424	200000	PERSONNEL BENEFITS	$ 4,018.00	$ 3,927.00		$ 7,945.00
			TOTAL EXPENDITURE:	$ 589,129.00	$ 372,945.00	$ 0.00	$ 962,074.00

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:

BOCC MADE DECISION TO COVER MEDICAL PREMIUMS THROUGH THE END OF 2023. THIS WASN'T IN THE ORIGINAL BUDGET.

Submitted by (Elected Official/Department Head): Shepherd **Date:** 6/27/2023

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JUN 27 2023
JEFFERSON COUNTY COMMISSIONERS

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: GENERAL FUND #2 OF 3 **Budget Year:** 2023 **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
001	EM52510	200000	PERSONNEL BENEFITS	$ 42,024.00	$ 18,218.00		$ 60,242.00
001	DC52330	200000	PERSONNEL BENEFITS	$ 125,521.00	$ 85,495.00		$ 211,016.00
001	JU52710	200000	PERSONNEL BENEFITS	$ 124,689.00	$ 43,211.00		$ 167,900.00
001	SC51221	200000	PERSONNEL BENEFITS	$ 17,232.00	$ 11,127.00		$ 28,359.00
001	TC51222	200000	PERSONNEL BENEFITS	$ 19,000.00	$ 4,307.00		$ 23,307.00
001	TR51422	200000	PERSONNEL BENEFITS	$ 90,060.00	$ 33,941.00		$ 124,001.00
			TOTAL EXPENDITURE:	$ 418,526.00	$ 196,299.00	$ 0.00	$ 614,825.00

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:

BOCC MADE DECISION TO COVER MEDICAL PREMIUMS THROUGH THE END OF 2023. THIS WASN'T IN THE ORIGINAL BUDGET.

Submitted by (Elected Official/Department Head): J Shepherd **Date:** 6/27/2023

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JUN 27 2023

JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: GENERAL FUND #3 OF 3

Budget Year: 2023 **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
001	EL51440	200000	PERSONNEL BENEFITS	$ 15,308.00	$ 6,629.00		$ 21,937.00
001	EL51490	200000	PERSONNEL BENEFITS	$ 13,546.00	$ 4,236.00		$ 17,782.00
001	PA51530	200000	PERSONNEL BENEFITS	$ 230,457.00	$ 92,905.00		$ 323,362.00
001	PA51580	200000	PERSONNEL BENEFITS	$ 10,217.00	$ 7,232.00		$ 17,449.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 269,528.00	$ 111,002.00	$ 0.00	$ 380,530.00

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:

BOCC MADE DECISION TO COVER MEDICAL PREMIUMS THROUGH THE END OF 2023. THIS WASN'T IN THE ORIGINAL BUDGET.

Submitted by (Elected Official/Department Head): Shepherd **Date:** 6/21/2023

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JUN 22 2023

JEFFERSON COUNTY COMMISSIONERS

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: COUNTY ADMINISTRATOR **Budget Year:** 2023 **Quarter:** 3RD

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	CA51310	101000	HR ANALYST II - SALARIES & WAGES			$ 34,060.00	$ 34,060.00
		200000	HR ANALYST II - PERSONNEL BENEFITS			$ 7,153.00	$ 7,153.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 0.00	$ 0.00	$ 41,213.00	$ 41,213.00

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:

Provide resources and staffing to address gaps in Jefferson County's Human Resource program due to increased regulations, additional labor management responsibility, employee relations.
Address HR and County priorities of employee engagement, recruiting and retention, training and development, and organizational development. See Attached

Submitted by (Elected Official/Department Head): [signature] **Date:** 6/22/23

Request for Budget Appropriation/Extension and Amendment

COUNTY ADMINISTRATOR

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JUN 22
JEFFERSON COUNTY COMMISSIONERS

Reason for budget appropriation:

This request to add an additional Human Resources Analyst comes at a critical time for Jefferson County. Issues that currently affect human resources and our workplace include:

- Staffing impacts created by the post-pandemic exodus of employees and people desiring more from their workplaces
- Increases in human resources related federal and state laws requiring more administration and oversight
- Inadequate human resources staffing to support the County's approximately 350 employees

An additional staff person will allow the County to

- Recruit additional staff
- Increase employee engagement
- Support supervisors, managers and directors in their roles as leaders
- Increase training opportunities to develop and upskill current staff
- Invest in organizational development

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JUN 12 2023

JEFFERSON COUNTY COMMISSIONERS

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name Prosecuting Attorney Office **Budget Year:** 2023 **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
							$ 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
120	PA51530	100500	Overtime - 16 hrs		$ 700.00		$ 700.00
	PA51530	200000	Benefits		$ 140.00		$ 140.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 0.00	$ 840.00	$ 0.00	$ 840.00

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:

Updating Revenue and Expenditures for Congressional MRC Grant OTGP 2023 JeCoWS-00009 that was approved by BOCC December 2022. Final numbers were not available fgor the 2023 Budget Amendment.

Submitted by (Elected Official/Department Head): [signature] **Date:** 12 June 2023

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Request for Budget Appropriation/Extension and Amendment

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JUN 16 2023
JEFFERSON COUNTY COMMISSIONERS

Department/Fund Name: JCSO **Budget Year:** 2023 **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
001.180	SH59421	640101	CAPITAL OUTLAY-CARPORTS	$ 0.00	$ 30,000.00		$ 30,000.00
001.180	SH52122	420056	INTERFUND RENTS AND LEASES-VEHICLES	$ 426,000.00	$ 21,761.00		$ 447,761.00
001.180	SH52170	420056	INTERFUND RENTS AND LEASES-VEHICLES	$ 109,320.00	$ 27,756.00		$ 137,076.00
001.180	SH52360	410138	CONTRACTED MEDICAL SERVICES	$ 166,316.00	$ 79,364.00		$ 245,680.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 701,636.00	$ 158,881.00	$ 0.00	$ 860,517.00

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:

Capital outlay request for 2022/2023 not reflected in budget; additional vehicle expense for unanticipated collision repair; contracted medical services for jail understated in 2023 budget, adjustment to reflect contractual maximum

Submitted by (Elected Official/Department Head): [signature] **Date:** 6/15/2023

SCANNED

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Reset
JUN 13 2023
JEFFERSON COUNTY
COMMISSIONERS

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: SUPERIOR COURT/001/240 1/4v **Budget Year:** 2023 **Quarter:** 2ND

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	SC51221	310000	OFFICE AND OPERATING SUPPLIES	-$ 2,715.00	$ 5,500.00		$ 2,785.00
001	SC51221	410162	PSYCH EVAL/EXPERT SERVICES	-$ 3,353.00	$ 28,355.00		$ 25,002.00
001	SC51221	410163	COURT COMMISSIONER	-$ 775.00	$ 30,775.00		$ 30,000.00
001	SC51221	430000	TRAVEL	-$ 1,301.00	$ 3,120.00		$ 1,819.00
001	SC51221	410160	INTEPRETER	$ 1,841.00	$ 26,000.00		$ 27,841.00
001	SC51221	410149	GUARDIAN AD LITEM	-$ 455.00	$ 3,250.00		$ 2,795.00
			TOTAL EXPENDITURE:	-$ 6,758.00	$ 97,000.00	$ 0.00	$ 90,242.00

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:

See attached memo, re: status and projection
See second appropriation form re: Court Appointed Attorney(6, 000.00+ 97, 000.00 =103,000.00 TOTAL REQUEST)

Submitted by (Elected Official/Department Head): [signature] **Date:** 6/13/23

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JUN 13 2023

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: SUPERIOR COURT 001/240 2 of 2 **Budget Year:** 2023 **Quarter:** 2ND

JEFFERSON COUNTY COMMISSIONERS

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	SC51592	410167	COURT APPOINTED ATTORNEY	$ 8,270.00	$ 6,000.00		$ 14,270.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 8,270.00	$ 6,000.00	$ 0.00	$ 14,270.00

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:

See attached explanation memo and page one for sub total of $97,000.00

Submitted by (Elected Official/Department Head): [signature] **Date:** 6/13/23

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JUN 13 2023
JEFFERSON COUNTY COMMISSIONERS

Budget Projections for Superior Court Through January 2024

Current status/deficits/needs through 05/2023

Office Supplies...........request $5,500.00

Office Supplies-will need an additional $4000.00+ to cover the deficit and allow for Zoom payments of 2275.00 through the end of year.

Guardian ad Litem...........request $3,200.00

Guardian ad Litems/Court visitors fees have increased due to new Guardianship requirements regarding attorney and Court Visitor appointments, and increased filings in Minor Guardianships. Historically, the Department of Children, Youth and Families filed dependency cases where the State's budget covers the cost of attorneys for parents and where youth and Juvenile Service's coordinate volunteer Guardians ad Litem. So far this year, DCYF has only filed one dependency petition. The court anticipates needing to spend more than it has in recent years based on this change in DCYF policy and changes in the law.

Expert Services.........($28355, 00)

Expert Services have increased dramatically and the original budget amount of $42,376.00 lasted only five months. Defense Attorneys routinely use experts in their defense strategy, there is no indication of this practice waning. The court risks violating a defendant's constitutional rights by not allowing the expenditure of these funds, which will end up costing the county more in the end with appellate costs and re-trials.

Travel-.........................-request $3120.00)

We need to ensure we have adequate funds to facilitate visiting judge trades and travel to upcoming conferences.

Repair and Maintenance...-.03 (only intent was to deduct a portion of JAVS Maintenance Agreement (**$6588.00)- no further request**

Commissioner .... request $30,775.00)

Judge Mack requires a significantly increased commissioner budget line based on his belief the commissioners are drastically in need of a pay increase, they have not historically been paid to participate in trainings or conferences, and they should be utilized more for the benefit of Jefferson County. Regarding their pay, Judge Mack is increasing their rate from $75 per hour to $100 per hour. This is still less $25 less than Clallam County pays its pro tem judges, and only $25 more than it contracts with attorneys to take on public cases (such as minor guardianship cases).

Regarding the use of commissioners, in 2019 the Administrative Office of the Courts evaluated the judicial needs for Jefferson County to be 1.66 FTE's[1] (they evaluate judges and commissioners equally in determining FTE's). Since this analysis we have had a very active Supreme Court that is requiring loads of work for trial courts to engage in resentencing work based on reevaluation of historical crimes (i.e. *State v. Blake*). We have also had a very active legislature that has completely overhauled the minor guardianship, civil protection order statutes, and landlord/tenant laws, which all require more work for trial courts without increased funding.

The court is also working through the backlog of cases that need to go to trial but were delayed with Covid. When the judge is in trial, more commissioner hours are needed.

Court Commissioner line item expense will likely average at least $2000.00 per month through January 2024. We will need to request enough to take us to years end. Additionally, I received the final calculations from one of our retiring Court Commissioners, for over $5000.00 which will utilize the remaining balance of $4537.00 and leave a deficit of 773.00

[1] https://www.courts.wa.gov/caseload/content/pdf/staffing/archive/Superior/2019_Superior_courts_JNE.pdf

SCANNED

With increase in mediation and pretrial conferences, the Court Commissioners will be working increased hours going forward, with the goal of resolving Family Law, Guardianship, and Dependency cases short of trial.

Appointed attorney fees................request -$6000.00

With appointments for Protection Order respondents, parties in Guardianship cases and the usual Criminal conflict appointments, costs have increased- we have at least 7 cases that will be requesting compensation in the near future.

Interpreter fees request.... 26,000.00

projection for upcoming jury trial.................................1, 920.00 per day (3 interpreters) for upwards of 14 days. 26,880.00 less remainder $1,171.68

TOTAL PLANNED APPROPRIATION REQUEST AMOUNT-$102,500.00

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JUN 27 2023

JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: General Fund - Operating Transfer

Budget Year: 2023 **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
001	OT59700	597180	TR TO ROADS	$ 240,222.00	-$ 116,357.00		$ 123,865.00
001	OT59700	597320	TR OUT - PH SUBSTANCE ABUSE	$ 0.00	$ 59,495.00		$ 59,495.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 240,222.00	-$ 56,862.00	$ 0.00	$ 183,360.00

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:

1. Res 44-21 As funding allowed, the BoCC provided guidance to transfer a portion of PILT to the Roads fund to make up for as much as possible of any amount below $540,222 in 2023. This year, the Roads fund received $416,357.85 from SRS. This results in a required reduction to the operating transfer from the original budgeted transfer.
2. This should have been included in the original budget as a transfer to PH for taxes collected for substance abuse.

Submitted by (Elected Official/Department Head): J Shepherd **Date:** 6/27/2023

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JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: OTHER FUNDS #1 OF 3 **Budget Year:** 2023 **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
106	10651230	200000	PERSONNEL BENEFITS	$ 929.00	$ 942.00		$ 1,871.00
108	10855310	200000	PERSONNEL BENEFITS	$ 10,549.00	$ 10,007.00		$ 20,556.00
108	10857121	200000	PERSONNEL BENEFITS	$ 12,483.00	$ 10,925.00		$ 23,408.00
108	10857125	200000	PERSONNEL BENEFITS	$ 1,558.00	$ 43.00		$ 1,601.00
109	10955360	200000	PERSONNEL BENEFITS	$ 18,408.00	$ 3,041.00		$ 21,449.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 43,927.00	$ 24,958.00	$ 0.00	$ 68,885.00

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:

BOCC MADE DECISION TO COVER MEDICAL PREMIUMS THROUGH THE END OF 2023. THIS WASN'T IN THE ORIGINAL BUDGET.

Submitted by (Elected Official/Department Head): [signature] **Date:** 6/27/2023

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JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: OTHER FUNDS #2 OF 3

Budget Year: 2023 **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
127	12756200	200000	PERSONNEL BENEFITS	$ 182,361.00	$ 26,689.00		$ 209,050.00
127	12756210	200000	PERSONNEL BENEFITS	$ 191,201.00	$ 92,116.00		$ 283,317.00
127	12756220	200000	PERSONNEL BENEFITS	$ 239,899.00	$ 160,215.00		$ 400,114.00
127	12756800	200000	PERSONNEL BENEFITS	$ 15,052.00	$ 6,629.00		$ 21,681.00
128	12855310	200000	PERSONNEL BENEFITS	$ 115,560.00	$ 18,197.00		$ 133,757.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 744,073.00	$ 303,846.00	$ 0.00	$ 1,047,919.00

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:

BOCC MADE DECISION TO COVER MEDICAL PREMIUMS THROUGH THE END OF 2023. THIS WASN'T IN THE ORIGINAL BUDGET.

Submitted by (Elected Official/Department Head): [signature] **Date:** 6/27/2023

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JUN 27
JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: OTHER FUNDS #3 OF 3 **Budget Year:** 2023 **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
143	14355850	200000	PERSONNEL BENEFITS	$ 34,302.00	$ 29,886.00		$ 64,188.00
143	14355862	200000	PERSONNEL BENEFITS	$ 143,534.00	$ 29,799.00		$ 173,333.00
143	14355865	200000	PERSONNEL BENEFITS	$ 21,534.00	$ 18,771.00		$ 40,305.00
143	14355870	200000	PERSONNEL BENEFITS	$ 59,613.00	$ 27,190.00		$ 86,803.00
150	15051422	200000	PERSONNEL BENEFITS	$ 3,814.00	$ 2,197.00		$ 6,011.00
301	30159418	200000	PERSONNEL BENEFITS	$ 13,832.00	$ 10,008.00		$ 23,840.00
			TOTAL EXPENDITURE:	$ 276,629.00	$ 117,851.00	$ 0.00	$ 394,480.00

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:

BOCC MADE DECISION TO COVER MEDICAL PREMIUMS THROUGH THE END OF 2023. THIS WASN'T IN THE ORIGINAL BUDGET.

Submitted by (Elected Official/Department Head): Shepherd **Date:** 6/27/2023

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JUN 20 2023

JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: WSU Jefferson County Extension **Budget Year:** 2023 **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
							$ 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
109	10955360	480119	Noxious Weeds - New Truck	$ 2,000.00	$ 31,000.00		$ 33,000.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 2,000.00	$ 31,000.00	$ 0.00	$ 33,000.00

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:

The Noxious Weed Control Board is looking to appropriate funds from its reserve fund to buy a new truck with a canopy for the program.

Submitted by (Elected Official/Department Head): Bridget C Gregg **Date:** 6/20/2023

SCANNED

Memo:

Noxious Weed Request for the Appropriation of Funds to Purchase a New Vehicle

In 2018, the Jefferson County Noxious Weed Control Board (JCNWCB) purchased a Ford Taurus from the County surplus. Today, it has some impending repairs that could come close to the cost of the car five years ago. After exploring the different options for vehicles with Lou Johnson, the Fleet Manager, the Noxious Weed Program would like to appropriate $31,000 from the 109 fund reserves to cover the cost of a new truck (likely a Ford Maverick) and aluminum canopy. This investment would utilize about 14% of our reserve funds.

A truck would better serve the mission of the Weed Board: employees could safely carry herbicide and all the necessary equipment outside of the passenger cab; a portable eyewash station could be mounted in the truck for field work; it can accommodate more bags of pulled weeds thus reducing the number of trips to the solid waste facility; and allow employees to safely navigate the PUD corridor, gravel roads and driveways throughout the county.

Sophie DeGroot
Noxious Weed Coordinator
360-316-9332
sdegroot@co.jefferson.wa.us

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JUN 27 2023

JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: GRANTS MANAGEMENT **Budget Year:** 2023 **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
123	12333314	333019	CDBG-CV1 GRANT	$ 0.00	$ 211,519.00		$ 211,519.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL REVENUE:	$ 0.00	$ 211,519.00	$ 0.00	$ 211,519.00

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
123	12355720	410868	CDBG-CV1 TO OLYCAP, SUBRECIPIENT	$ 0.00	$ 211,519.00		$ 211,519.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 0.00	$ 211,519.00	$ 0.00	$ 211,519.00

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

Fund #	Org #	Revenue Obj #	Description				
							$ 0.00

Reason for budget appropriation:

An additional amendment to the CDBG-CV1 DOC Grant beginning in 2020 for COVID response has experienced several amendments. There has been two amendments in 2023: 1) increase grant amount $100,000 for a total grant award of $321,548; 2) due to unused funds, the expiration date of the grant was extended to 12/31/2023. The OlyCAP Subrecipient Agreement will be amended in July, 2023 to reflect the new ending date.

Submitted by (Elected Official/Department Head): AShepherd **Date:** 6/27/2023

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JUN 22 2023

JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: COMMUNITY DEVELOPMENT 1 of 2 **Budget Year:** 2023 **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
143	14336940	369400	JUDGMENT, SETTLEMENT	$ 0.00	$ 84,000.00		$ 84,000.00
143	14333409	334057	DOE-SHORELAND FCAAP	$ 90,246.00	$ 82,499.00		$ 172,745.00
143	1433409	334067	DOE-SHORELINE USER GUIDE	$ 15,090.00	$ 3,729.00		$ 18,819.00
143	1433409	334065	ECOLOGY SEA LEVEL RISE STUDY	$ 44,648.00	$ 22,832.00		$ 67,480.00
			TOTAL REVENUE:	$ 149,984.00	$ 193,060.00	$ 0.00	$ 343,044.00

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
143	14355862	440143	PROFESSIONAL SVS TYPE I PERMITS	$ 0.00	$ 70,000.00		$ 70,000.00
143	14355862	440143	PROFESSIONAL SVS TYPE II, II, IV PERMITS	$ 0.00	$ 15,000.00		$ 15,000.00
143	14355862	440143	MASTER PLANNED RESORT INSP. AND PLAN REV	$ 0.00	$ 30,000.00		$ 30,000.00
143	14355870	410421	SHORELINE MASTER PROGRAM USER GUIDE	$ 0.00	$ 84,333.00		$ 84,333.00
143	14355862	410866	FLOOD CONTROL ASSISTANCE ACCOUNT	$ 78,400.00	$ 94,345.00		$ 172,745.00
143	14355870	410177	TOM SHINDLER-ENERGOV/TYLER TECH	$ 1,000.00	$ 25,000.00		$ 26,000.00
			TOTAL EXPENDITURE:	$ 79,400.00	$ 318,678.00	$ 0.00	$ 398,078.00

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:

ADJUSTING BUDGET TO GRANT TOTALS AND PLANNING FOR UPCOMING CONSULTANT FEES

Submitted by (Elected Official/Department Head): [signature] **Date:** 6/23/23

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JUN 22 2023
JEFFERSON COUNTY COMMISSIONERS

Reset

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: COMMUNITY DEVELOPMENT 2042 **Budget Year:** 2023 **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
143	14355862	410867	PROF SERVICES SEA LEVEL RISE GRANT	$ 25,785.00	$ 41,695.00		$ 67,480.00
143	14355870	410000	FCS GROUP PROFESSIONAL SVS	$ 4,000.00	$ 14,000.00		$ 18,000.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 29,785.00	$ 55,695.00	$ 0.00	$ 85,480.00

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:

Submitted by (Elected Official/Department Head): [signature] **Date:** 6/23/23

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JUN 20 2023

JEFFERSON COUNTY COMMISSIONERS

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Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Central Services - Facilities Fund #507 **Budget Year:** 2023 **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
507	50751830	101000	Salaries	$ 523,230.00	$ 8,500.00	$ 67,820.00	$ 599,550.00
507	50751830	200000	Benefits	$ 175,352.00		$ 35,000.00	$ 210,352.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
			TOTAL EXPENDITURE:	$ 698,582.00	$ 8,500.00	$ 102,820.00	$ 809,902.00

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:

Facilities Maintenance position approved (1 fte) and retro for lead pay status from 2018-2023

Submitted by (Elected Official/Department Head): [signature] **Date:** 6/16/23

SCANNED