

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
FROM: Adiel McKnight, Executive Assistant
DATE: December 22, 2023

SUBJECT: **RESOLUTION: HEARING NOTICE** re: Emergency Supplemental 2023 Budget Appropriation/Extension for Personnel Benefits, Insurance, Professional Services – Fund 127; Hearing scheduled for Monday, January 8, 2024 at 10:15 a.m. in the Commissioners Chambers (HYBRID)

STATEMENT OF ISSUE:

The Public Health has requested an emergency appropriation/extension to their 2023 for the Public Health – Fund 127 - budget. Per RCW 36.40.140 (language attached) the BOCC must hold a public hearing regarding the proposed budget changes.

ANALYSIS:

These budget changes are to provide for Personnel Benefits, insurance, and professional services beyond what was originally planned for in 2023. The Hearing Notice will be published in the Port Townsend Leader on December 27, 2023 and January 3, 2024.

FISCAL IMPACT:

Request: \$449,661 revenue and \$640,000 expenditure, difference to come from fund 127 (see attached Department request).

RECOMMENDATION:

Approve resolution to publish a notice for the hearing set for January 8, 2024 at 10:15 a.m. in the Commissioners Chambers.

REVIEWED BY:


Mark McCauley, County Administrator

Date

12/21/23

STATE OF WASHINGTON
Jefferson County

IN THE MATTER OF A HEARING NOTICE }
FOR AN EMERGENCY 2023 SUPPLEMENTAL } RESOLUTION NO.
BUDGET APPROPRIATION FOR FUND 127 - }
PERSONNEL BENEFITS, INSURANCE, }
PROFESSIONAL SERVICES }

WHEREAS, the Jefferson County Public Health has made a request for an emergency supplemental budget appropriation/extension for their 2023 Fund 127 – Personnel Benefits, Insurance, Professional Services budget; and

WHEREAS, the increased spending in such requests are funded by additional sources which were not anticipated at the time of preparing said budgets; and such sources include unanticipated revenue received from fees or other sources, or grants from the State and Federal government, or proceeds from the sale of bonds, or budgeted but unexpended monies from the prior budget year; or from fund balance; and

WHEREAS, it appears to the Board of County Commissioners that a need and emergency exists that was not foreseen or contemplated at the time of preparing the budgets for 2023. The following identified revenue and expenditure amounts are to be added to the budget of the Personnel Benefits, Insurance, and Professional Services. Expenditure amounts in excess of revenues shall be appropriated from the unencumbered balances and represent an extension of the departmental budget listed:

Other Funds		Description	Revenue		Expense	
Fund	Fund Name		One-time	Ongoing	One-time	Ongoing
127	Public Health	Grants	391,069			
		Licenses, Fees, Public Works	58,592			
		Personnel Benefits			427,962	
		Insurance			141,668	
		Professional Services			70,370	
	Total		449,661	-	640,000	-
	Net Impact				190,339	

NOW, THEREFORE, BE IT RESOLVED, that an emergency is hereby declared, and that an emergency supplemental budget appropriation/extension be made for the above noted fund.

BE IT FURTHER RESOLVED, that a public hearing be held on the extensions and that said hearing be held in the County Commissioners' Chambers, located at the Jefferson Courthouse, 1820 Jefferson Street, Port Townsend Washington, **on the 8th day of January, at 10:15 a.m.**, and that notice of said hearing be published in the official newspaper of Jefferson County, and that at said hearing any interested person may appear virtually or in-person and be heard for or against the extensions. You will need to join the meeting by 10:15 a.m. using the following methods: **VIRTUALLY**: Via the following Zoom, link: <https://zoom.us/j/93777841705>, **PHONE**: Dial 1-253-215-8782 and enter access code: 937-7784-1705# and press *9 to "raise your hand" to be called upon. Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384, or **IN-PERSON**.

These documents will be available for viewing on the County website by visiting: www.co.jefferson.wa.us and follow this pathway – Services – Laserfiche Web Portal (Username and Password is: public) – Board of Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – 01 January 2024 – 010824 – HEARING / TESTIMONY re: Public Health Emergency Budget Appropriation.

In addition, written testimony is also invited beginning on December 27, 2023 and ending on January 8, 2024 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us You may view testimony received by visiting: www.co.jefferson.wa.us and follow this pathway – Services – Laserfiche Web Portal (Username and Password is: public) – Board of County Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – 01 January 2024 – 010824 – HEARING / TESTIMONY re: Public Health Emergency Budget Appropriation

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

APPROVED this 22nd day of December 2023.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Greg Brotherton, Chair

ATTEST:

Kate Dean, Member

Adiel McKnight, Executive Assistant

Heidi Eisenhour, Member

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health/127 (Page 1 of 5)

Budget Year: 2023 Quarter: EMRG

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
127	12733402	334074	Chimacum Creek Confluence	\$ 0.00	\$ 20,068.00		\$ 20,068.00
127	12733403	334078	Toxics Cleanup	\$ 0.00	\$ 20,000.00		\$ 20,000.00
127	12733409	334086	Rural Health Equity	\$ 0.00	\$ 25,172.00		\$ 25,172.00
127	12733390	333911	Building Workforce - COVID	\$ 0.00	\$ 33,437.00		\$ 33,437.00
TOTAL REVENUE:				\$ 0.00	\$ 98,677.00	\$ 0.00	\$ 98,677.00

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	Benefits	\$ 182,361.00	\$ 82,564.00		\$ 264,925.00
127	12756210	200000	Benefits	\$ 191,201.00	\$ 119,775.00		\$ 310,976.00
127	12756220	200000	Benefits	\$ 239,899.00	\$ 215,289.00		\$ 455,188.00
127	12756800	200000	Benefits	\$ 15,052.00	\$ 10,334.00		\$ 25,386.00
127	12756200	460000	General Liability Insurance	\$ 78,000.00	\$ 141,668.00		\$ 219,668.00
127	12756210	410000	EH Misc Prof Svc	\$ 10,500.00	\$ 70,370.00		\$ 80,870.00
TOTAL EXPENDITURE:				\$ 717,013.00	\$ 640,000.00	\$ 0.00	\$ 1,357,013.00

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

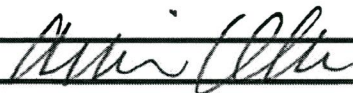
Fund #	Org #	Revenue Obj #	Description				
	12733402						\$ 0.00

Reason for budget appropriation:

An emergency appropriation is needed for Public Health in the amounts shown above.

(Page 1 of 5)

Submitted by (Elected Official/Department Head):



Date: 12/20/23

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health/127 (Page 2 of 5)

Budget Year: 2023 Quarter: EMRG

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
127	12733310	333110	WIC Nutrition	\$ 85,556.00	\$ 35,125.00		\$ 120,681.00
127	12733321	333203	LHJ COIVD-19 GAP Supplemental	\$ 0.00	\$ 32,045.00		\$ 32,045.00
127	12733390	333018	COVID Cares	\$ 0.00	\$ 30,405.00		\$ 30,405.00
127	12733403	334026	Solid Waste Grant - Edu	\$ 51,216.00	\$ 19,738.00		\$ 70,954.00
TOTAL REVENUE:				\$ 136,772.00	\$ 117,313.00	\$ 0.00	\$ 254,085.00

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
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.

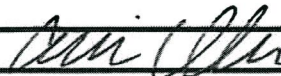
Fund #	Org #	Revenue Obj #	Description				
	12733310						\$ 0.00

Reason for budget appropriation:

An emergency appropriation is needed for Public Health in the amounts shown above.

(Page 2 of 5)

Submitted by (Elected Official/Department Head):



Date: 12/20/23

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health/127 (Page 3 of 5)

Budget Year: 2023 Quarter: EMRG

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
127	12733393	333146	DBHR-SABG	\$ 6,931.00	\$ 23,260.00		\$ 30,191.00
127	12733404	334079	School Based Health Centers	\$ 79,773.00	\$ 30,026.00		\$ 109,799.00
127	12733406	334015	NFP Activities	\$ 344,147.00	\$ 49,086.00		\$ 393,233.00
127	12733404	334063	Infectious Disease Prevention	\$ 3,176.00	\$ 10,707.00		\$ 13,883.00
TOTAL REVENUE:				\$ 434,027.00	\$ 113,079.00	\$ 0.00	\$ 547,106.00

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
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				
	12733393						\$ 0.00

Reason for budget appropriation:

An emergency appropriation is needed for Public Health in the amounts shown above.

(Page 3 of 5)

Submitted by (Elected Official/Department Head):

David Alan

Date: 12/20/23

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health/127 (Page 4 of 5)

Budget Year: 2023 Quarter: EMRG

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
127	12732120	321000	EH Licenses & Permits	\$ 288,857.00	\$ 7,725.00		\$ 296,582.00
127	12732290	322215	PH Technology Fee	\$ 41,330.00	\$ 13,070.00		\$ 54,400.00
127			PH-LV Payout	\$ 0.00	\$ 17,031.00		\$ 17,031.00
127	12734511	345112	Public Works	\$ 1,862.00	\$ 20,766.00		\$ 22,628.00
TOTAL REVENUE:				\$ 332,049.00	\$ 58,592.00	\$ 0.00	\$ 390,641.00

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
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				
	12732120						\$ 0.00

Reason for budget appropriation:

An emergency appropriation is needed for Public Health in the amounts shown above.

(Page 4 of 5)

Submitted by (Elected Official/Department Head):



Date: 12/20/23

Request for Budget Appropriation/Extension and Amendment

Department/Fund Name: Public Health/127 (Page 5 of 5)

Budget Year:

2023

Quarter:

EMRG

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
127			FPHS - Strengthening Finance Capacity	\$ 0.00	\$ 62,000.00		\$ 62,000.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
TOTAL REVENUE:				\$ 0.00	\$ 62,000.00	\$ 0.00	\$ 62,000.00

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
							\$ 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.

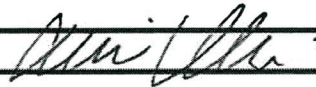
Fund #	Org #	Revenue Obj #	Description				
							\$ 0.00

Reason for budget appropriation:

An emergency appropriation is needed for Public Health in the amount shown above.

(Page 5 of 5)

Submitted by (Elected Official/Department Head):



Date:

12/20/23