


**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners

FROM: Philip Morley, Jefferson County Administrator 

DATE: December 5, 2011

RE: Public Hearing on Recommended 2012 Jefferson County Budget

STATEMENT OF ISSUE:

The County Commissioners will hold a Public Hearing on the Recommended 2012 Jefferson County Budget at 10:00 AM Monday, December 5, 2011 in the Commissioners' Chambers. After receiving and considering public testimony, the Commissioners may direct staff to prepare a Final 2012 Budget for potential adoption on December 12, 2011.

ANALYSIS:

The Recommended 2012 Budget was transmitted and presented to the County Commissioners on November 21. The Recommended Budget can be viewed on-line at www.co.jefferson.wa.us.

The County Administrator's Budget Message on the Recommended Budget is attached to this Agenda Request to summarize major elements of the budget, and provide citizens and the Commissioners information that may be useful to their review.

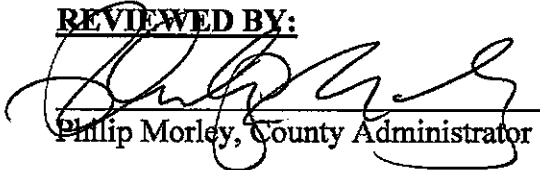
FISCAL IMPACT:

See attached Budget Message on the Recommended Budget.

RECOMMENDATION:

Hold a Public Hearing to take public testimony on the Recommended 2012 Jefferson County Budget in preparation for deliberation and direction to staff to prepare a Final 2012 Budget for potential adoption on December 12, 2011.

REVIEWED BY:


Philip Morley, County Administrator

12/1/11
Date



JEFFERSON COUNTY ADMINISTRATOR

1820 Jefferson Street • P.O. Box 1220 • Port Townsend, WA 98368

www.co.jefferson.wa.us

TO: County Commissioners
FROM: Philip Morley, County Administrator
DATE: December 5, 2011

SUBJECT: Budget Message for the Recommended 2012 Jefferson County Budget

This memorandum accompanies the Recommended 2012 Jefferson County Budget.

Public comment on the Recommended 2012 Budget is invited at the Board of County Commissioners' Public Hearing, 10:00 AM Monday, December 5, 2011 in the Commissioners' Chambers in the Jefferson County Courthouse. Written comments are also welcome at any time through the end of the hearing.

The Board of County Commissioners will consider the public comments as they deliberate, and will give direction for any modifications the Commissioners may wish prior to adopting a Final 2012 Budget, tentatively scheduled for December 12.

OVERVIEW

Staff, elected officials and department directors have worked together in preparing a balanced budget for 2012. The Recommended 2011 Jefferson County Budget is \$49,184,632 for all funds:

- General Fund: \$16,081,612; and
- Other Funds: \$33,103,020.

Details of the Recommended 2012 Budget can be viewed and downloaded on-line at www.co.jefferson.wa.us. Table 1 below compares the General Fund budget between 2012 and 2011.

TABLE 1

GENERAL FUND				
	2011 Original Budget	2011 Projected	2012 Proposed	% Change From 2011 Projected
General Fund Revenues	\$15,357,260	\$16,008,913	\$15,606,787	- 2.5%
General Fund Expenditures	\$15,636,049	\$16,086,069	\$16,081,612	0.0%
Estimated Ending Fund Balance	\$ 2,012,589	\$ 2,470,913	\$ 2,063,904	-16.0%
Unencumbered Fund Balance	\$ 448,835	\$ 530,306	\$ 385,743	-27.0%

The General Fund's proposed expenditure of \$16,081,612 in 2012 includes \$436,184 of one-time expenditures: \$267,000 for new appraisal software in the Assessor's Office, funded by recording fees collected by the state; and \$169,000 to continue a deputy sheriff position and a deputy prosecutor position for one year after prior grant funding has expired.

Without these one-time expenses, the Recommended 2012 General Fund is \$15,645,428, virtually unchanged from the original 2011 budget. This continues the County's strategy – implemented in 2009 - to hold General Fund expenditures flat, despite escalating costs for existing services.

The Recommended 2012 General Fund Budget **includes across the board reductions of 2%** from what would have been a status quo budget based on 2011. The reduction is achieved through a combination of programmatic and service level reductions by each General Fund department, and/or wage savings equivalent to holding general wage adjustments flat during 2012 for all exempt employees and other staff where there are open bargaining agreements, subject to on-going labor negotiations. Additionally, other funds supported by transfers from the general fund were given no increase in transfer amount for 2012. Those funds will absorb any increases in costs elsewhere in their budgets. In this way, we are hoping to avoid any additional layoffs of County employees in 2012.

Citizens have played a key role in balancing the budget too. County services in the General Fund and other funds would have been reduced much further in 2011 and 2012 but for the action by the public one year ago to approve Proposition 1 implementing a special purpose sales tax. The Board of County Commissioners placed Proposition 1 on the November 2010 General Election ballot to give citizens a choice whether the county should cut programs and services deeply, or whether certain specific services should be retained with new funding from a 3/10^{ths} of 1% sales tax collected county-wide. Voters approved the special purpose sales tax by 56%. Under state law 60% (approximately \$646,000 in 2012) goes to the county to support County services and 40% (approximately \$430,000) flows to the City of Port Townsend. The County is expending its share of the funds to retain the specific services that were originally proposed for funding and which would otherwise have been cut. Details of the specific services funded are shown in Attachment 4 to this memo.

Outside the General Fund, recommended expenditures will still be lower in 2012 than budgeted for 2011, as shown on Table 2. Public Health and Community Development continue to be significantly impacted by the Great Recession, as is Solid Waste. A reduction in County Roads' annual construction program accounts for the largest portion of the 2012 decrease, caused by a major reduction in Secure Rural Schools funding that reduces the local funds available to match state and federal funds for roads. 2012 will be the last year of Secure Rural Schools funding, unless reauthorized by Congress.

TABLE 2
ALL OTHER FUNDS

	2011 Budget	2012 Proposed	% Change
Revenues	\$32,752,993	\$28,696,005	- 12.3%
Expenditures	\$37,075,793	\$33,103,020	- 10.7%

Overall, County government continues to shrink. Staffing is 10% smaller than it was in 2008. 279.53 full time equivalent employees (FTEs) are proposed for 2012, compared to 287.41 FTEs budgeted in 2011, a net reduction of 7.88 FTEs. After reductions in prior years, staffing within General Fund departments is relatively stable. Table 3 shows staffing changes in other funds.

**TABLE 3
Major Budget FTE Changes in 2012**

Reductions:	FTE Change
County Roads	-3.72
Community Development	-2.50
JeffCom	-1.50
Animal Services	-1.00
Public Health	- 0.98

Gains:	FTE Change
Parks & Recreation*	+2.66
* temporary increase due to an interlocal agreement with the City of Port Townsend to fund operation & maintenance of the Rec Center and Memorial Field	

The reduction of one position in Animal Control reflects the City of Port Townsend's decision to discontinue contracting with the Sheriff for animal control services starting in 2012. The net 7.88 FTE contraction in staffing countywide would be larger, but for a temporary increase to Parks and Recreation to operate the Recreation Center and Memorial Field in Port Townsend until mid 2015, funded through a four-year Interlocal Agreement with the City with \$212,500 per year of the City's share of the Proposition 1 Special Purpose Sales Tax approved by voters countywide last year paying for this service. Grant-funded projects in Community Development and the Environmental Health Division further mask the extent of staffing reductions. A detailed breakdown of staffing levels by department and fund from 2002 through 2012 is attached to this memo as Attachment 3.

The Recommended 2012 General Fund Budget continues to respond to the prolonged economic downturn that has reduced revenues, and also adapts to an on-going structural funding gap as normal cost inflation for existing County services outstrips revenue from the county's existing property tax base that is subject to a state-imposed 1% annual growth limit without a public election. The 2012 budget is part of a rolling five-year budget strategy, summarized in Table 4 below. Table 4 shows the General Fund from 2009 to present as well as projected General Fund budgets for the next five years: 2012-2016.

**TABLE 4
GENERAL FUND HISTORY & PROJECTION 2012-2016**

GENERAL FUND	2009 Actual	2010 Actual	2011		2012 Recommend Budget	2013		2014		2015		2016	
			Proj Incr	Projected		Proj Incr	projected Budget	Proj Incr	projected Budget	Proj Incr	projected Budget		
Beginning Fund Balance	2,799,382	2,381,014		2,324,208	2,407,913	2,093,804	1,843,937	1,753,811	1,943,838				
Revenues	14,752,219	14,830,905	-0%	14,817,363	-0%	15,114,107	2.9%	15,552,416	3.3%	16,064,090	3.3%	16,592,699	3.3%
New Revenues (From Rd levy shift)		216,000	1.5%	219,550									
One time revenues		197,000	**	600,000	Note***	287,184							
Special Purpose Sales Tax Revenue		372,000	1.5%	372,000	1.5%	649,000	3.3%	689,339	3.3%	712,088	3.3%	735,587	3.3%
TOTAL REVENUES	14,752,219	15,243,905	5%	16,008,913	15,806,787	15,781,425	16,241,755	16,776,178	17,328,185				
Expenditures Base Budget	(15,170,557)	(15,300,711)	(0.7%)	(15,761,099)	(15,045,428)	(16,158,324)	3.7%	(16,437,153)	3.7%	(16,753,898)	3.7%	(17,110,199)	3.7%
Transfer To Capital Imp. for capital repair & maint.				(75,000)		(100,000)		(100,000)		(100,000)		(100,000)	
Transfer to Capital Improvement for debt service				(250,000)		(236,000)		(235,000)		(150,000)		(150,000)	
Other Adjustments				(169,000)									
One time cost for deputy and prosecutor				(287,184)									
Other One time costs- Assessor software													
Permanent reductions for Prelim. Budget submittal													
Labor Negot. Or Across the Board Dept Cuts													
Projected Expenditures	(15,170,557)	(15,300,711)	5%	(16,086,099)	(16,081,612)	(16,193,324)	-1.7%	(16,497,153)	-1.5%	(16,753,898)	-1.5%	(17,210,199)	-1.5%
Fund Equity Transfer in													
Interfund Loans				160,861	160,816	161,933	164,972	164,972	167,537	172,102	172,102	172,102	172,102
Estimated carryover				2,407,913	2,093,904	1,843,937	1,753,811	1,943,838	2,233,827	2,233,827	2,233,827	2,233,827	2,233,827
Ending Fund Balance	2,381,014	2,324,208		2,407,913	2,093,904	1,843,937	1,753,811	1,943,838	2,233,827	2,233,827	2,233,827	2,233,827	2,233,827
Reserves - Required 10% of Expend.	1,817,066	1,830,071		1,808,697	1,608,161	1,819,332	1,849,715	1,875,369	1,875,369	1,875,369	1,875,369	1,875,369	1,875,369
Reserves - Revenue Stabilization Reserve				100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Reserved for one-time expenditure in 2012				169,000									
Unreserved Cash & Investments	863,959	794,137		630,306	385,743	124,605	3,796	168,169	412,607	412,607	412,607	412,607	412,607
Note: Difference in Revenues and Expenditures:	(418,398)	(56,806)		(77,166)	(474,826)	(411,900)	(255,398)	22,490	117,987	117,987	117,987	117,987	117,987

*** Note - 2011 One-time revenues
It is estimated that the General Fund will receive up to 600K in one-time revenues from DNR, Private Harvest, P.L.T, L&J Reimbursement. The use of those funds is proposed to be dedicated to:
250,000 To Capital improvement earmarked for debt service
75,000 To Capital improvement earmarked for capital repair & maint.
169,000 One year funding of deputy and prosecuting attorney
100,000 Revenue stabilization reserve for projected lean years (e.g. DNR)
694,000 Total

As shown on Table 4, in 2011 the General Fund received roughly \$600,000 of extra one-time revenue above the 2011 adopted budget. This has come from a number of volatile revenues that just happen to be on an upswing in the same year: timber harvest on State Department of Natural Resources lands managed on behalf of the county, harvest tax from private timber lands, Payment In Lieu of Taxes (PILT) revenue for federal lands in the County, and partial reimbursement by the state for 2010 county costs to prosecute an extraordinary criminal justice case. This extra 2011 revenue has allowed the County to take steps to benefit the General Fund in 2012. This includes transferring \$250,000 from the General Fund to the Capital Improvement Fund to help cover the county's 2012 debt payment, necessary because a depressed real estate market continues to create a shortfall in county revenue from Real Estate Excise Tax (REET). REET historically paid for debt service. Without this 2011 "prepayment," the shortfall would have come out of 2012 General Fund revenues, and would have required a quarter million dollars of additional programmatic cuts in 2012 to offset that expenditure.*

In past years, REET revenue also paid for repairs and major maintenance to the county's buildings, but is not presently able to do so. \$75,000 of 2011's extra revenue is being transferred to the Capital Improvement Fund to partially fund future capital repairs and construction. \$169,000 of 2011's extra revenue will remain in the General Fund to fund a deputy sheriff and a deputy prosecutor in 2012 for one year after expiration of grant funding, as previously noted. And finally, \$100,000 of the extra revenue would be reserved in the General Fund to help backfill a downturn of the same volatile funding sources that is likely to occur in a future year, thereby helping to keep the General Fund more stable and predictable.

In future years, the General Fund will continue to make transfers to the Capital Improvement Fund to help pay for annual debt service, and help fund capital repair and construction for county facilities.

Table 4 also shows that unless additional on-going revenues can be found, more permanent reductions or efficiencies in services funded by the General Fund will be needed in 2013, 2014 and 2015 to balance inflating costs for existing services against constrained revenues. \$300,000 of new permanent reductions will be necessary in 2013, \$275,000 more in 2014, and another \$250,000 of permanent reductions in 2015.

Despite these additional rounds of annual permanent program cuts and efficiencies, we plan for the General Fund to draw down its remaining unencumbered fund balance (funds in excess of its 10% minimum reserve). By 2014, the unreserved cash and investments in the General Fund will effectively be zero. Unreserved fund balance in the General Fund is expected to start rebuilding in 2015 and 2016 and would be available to help cushion the next economic downturn.

* If not for the 2011 extra revenue which will fund \$250,000 of the General Fund 2012 debt obligation, plus \$646,000 of new revenue from the special purpose sales tax approved by the voters last year, the County would need to make \$900,000 of additional service cuts in 2012 – this is in addition to the \$300,000 of cuts already included in this budget.

Significant changes in the 2012 budget as compared to the 2011 budget are summarized below.

GENERAL FUND SIGNIFICANT BUDGET CHANGES

EXPENDITURES – GENERAL FUND:

General Fund	Budget Change	Description
Assessor	267,184	Replacement of Assessor's software, funded by a grant.
All General Fund Departments	(97,000) (254,000)	<ul style="list-style-type: none"> All departments target budgets were reduced by .7% from their base budget Negotiations are underway for savings equivalent to a freeze in the general wage adjustment for all open contracts.

REVENUES – GENERAL FUND

General Fund	Budget Change	Description
Property Tax-Levy Shift	(219,500)	2011 was the last year of a 2-year Property Tax Levy Shift from Road Fund to General Fund.
Sales Tax	274,000 38,000	<ul style="list-style-type: none"> Special purpose sales tax approved by voters in 2010 provided funding for 7 months of 2011, and will provide 12 months of revenue in 2012. The total expected special purpose tax for 2012 is 646,000, an increase of 274,000 over the previous partial year's receipts. 2012 County Sales tax of \$1,954,000 shows a small increase over budgeted 2011 sales tax
Assessor	267,000	Grant Revenue for replacement of Assessor's software

OTHER FUNDS SIGNIFICANT BUDGET CHANGES

EXPENDITURES – OTHER FUNDS

OTHER FUNDS	Budget Change	Description
Parks & Rec.	275,000	Costs for contract with City for Memorial Field and Recreation, \$212,500 from revenue from the City per an interlocal agreement, \$62,500 additional costs for Parks and Field maintenance from budgeted 2011.

REVENUES – OTHER FUNDS

Other Funds	Budget Change	Description
Parks & Rec.	212,500	Additional revenues from contract with City for Memorial Field and Recreation Center
Animal Services	(105,127)	City no longer contracting for animal services (50,000), plus fee revenue from unincorporated Jefferson County will go to the Humane Society to assume operation of the animal shelter as a private non-profit, starting in 2012.
Road Fund	(396,500)	<u>Net</u> reduction in Road revenues even after \$219,500 increase in Road revenues from end of temporary levy shift, because of \$616,000 reduction in funding from federal Secure Rural Schools.

Compliance Opinion & Basis for Budget Preparation

The 2012 Recommended Budget complies with all statutory and constitutional requirements, and substantially complies with adopted county ordinances and resolutions, including:

- Resolution No. 32-11, setting Goals and Objectives for the 2012 County Budget, and adopting Jefferson County's Strategic Plan;
- Resolution No. 32-10, directing that Proposition 1 funds be used to retain or provide certain listed programs and projects or similar programs and projects within available funding - see Attachment 4, titled "Special Purpose Sales Tax/Public Safety Sales Tax: 2011 and 2012;" and
- Resolution No. 38-10, setting how sales tax revenues shall be budgeted, and setting aside sales tax exceeding the budgeted amount for use for future revenue downturns, capital facilities projects, one-time operating costs and reduction of property taxes.
- Each fund meets the minimum required reserve, established by a separate Resolution that will be adopted along with the Final 2012 budget.

Other Notes

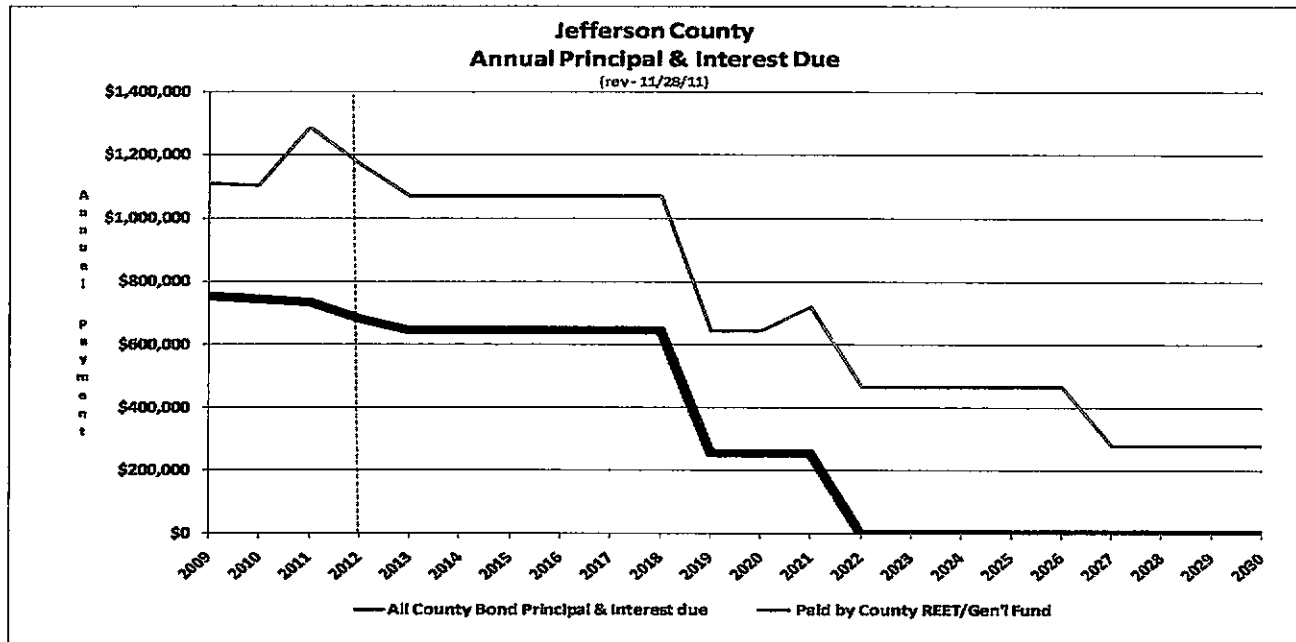
- The 2012 level of "diversion" of Road Fund property tax to the General Fund is \$720,000, the same dollar figure as 2011. It is equal to or less than the amount of money budgeted to be expended for traffic law enforcement by the Sheriff in 2012.
- Revenue: This 2012 Recommended Budget includes:
 - the allowable 1% property tax revenue increase for the Road Fund
 - the allowable 1% property tax revenue increase for the General Fund, but discontinues a temporary levy shift from the Road Fund
 - the allowable 1% property tax revenue increase for the Conservation Futures Fund

- the base sales tax of 1%
 - the 0.1% sales tax for Criminal Justice to the General Fund
 - the 0.3% special purpose sales tax to the General Fund approved by the voters in November, 2010.
 - the 0.1% sales tax for Mental Health/Chemical Dependency
 - the 0.1% sales tax for JeffCom 911
- Under the Recommended 2012 Budget, Law & Justice is 57% of all General Fund expenditures in 2012. Excluding the Assessor's one-time software purchase, Law & Justice is 58% of all General Fund expenditures.
 - Debt: The outstanding debt for 2012 includes new bonds issued in 2011: \$1.2 million for JeffCom emergency communications capital projects (in two bond issues) and \$2.2 million to finance final design/property acquisition for the Port Hadlock/Tri-Area Wastewater System. In addition, \$2 million of existing county bonds were "refunded" (meaning "refinanced") to take advantage of lower interest rates saving the county money in years 2012-2018. Among the current bonds, the shortest-term debt retires in 2012 and the longest term debt retires in 2030. At year end 2012, the County expects to have the following principal outstanding on the debt:

General Obligation Bonds	\$7,138,000
<u>Contractual Borrowing</u>	<u>\$1,710,023</u>
Existing Debt: Principal Outstanding 12/31/12	\$8,848,023

The graph in Table 5 below shows the county's schedule of annual debt service payments (for principal plus interest) which will decline over time. The graph shows all county debt, and also highlights that portion currently anticipated to be funded by Real Estate Excise Tax and/or the General Fund.

TABLE 5



FUTURE ISSUES

Our entire community, including the Jefferson County government that serves it, continues to be impacted by the local effects of the national recession and its slow recovery. In addition, \$2 Billion of state budget cuts are yet to be implemented in 2012, followed by significant federal deficit reductions anticipated to be seen in the last quarter of 2012 and in 2013. These future state and federal budget reductions will be felt by our citizens and will significantly affect contracts, grants and transfers from state and federal agencies to Jefferson County government. The County will watch carefully and adapt.

Specific issues we know Jefferson County government will address in 2012 and beyond include:

- **Funding our Capital Needs.** The county's Construction and Renovation Fund (Fund 301) pays for repairs, preventative maintenance, remodeling, replacement, improvements and construction of county facilities. It previously was funded by excess Real Estate Excise Tax revenue available after first paying the County's annual debt service, but no excess REET has been available for several years. Fund 301 has instead relied on a diminishing fund balance. The General Fund is now beginning to transfer funds to Fund 301, partially replacing REET. A major task in 2012 will be to update our capital facility plans for major maintenance, and develop a multi-year capital budget and financing for this purpose. On another capital front, Information Technology (IS) holds a key to future efficiency and productivity gains in county government, especially with the construction in 2012 and 2013 of Broadband through a federal grant. Information Services will be working with all county departments in the coming year to develop and refine an IS Strategic Plan and finance strategy for IT, GIS and telecommunications to take advantage of this promise and better serve our customers.
- **A Weak Real Estate/Development Market.** The ongoing recession in the development and real estate sectors continues to depress permit fees to Community Development, Environmental Health and Public Works. A market inventory of properties subject to short sale and repossession/resale is likely to constrain property values, and weaken the demand for new construction for several more years. Associated sales tax from construction materials and Real Estate Excise Tax from property sales will continue to be depressed by the sluggish market. Moreover sales by quasi-federal agencies Fannie Mae and Freddie Mac of repossessed properties are not subject to Real Estate Excise Tax, further reducing county REET revenue.
- **Parks & Recreation.** The County will continue working to meet the challenge to fund our Recreation programs and maintain our Parks facilities. Under an Interlocal Agreement between the city and the county, an Exploratory Regional Parks and Recreation Committee was convened in 2011 and is investigating more efficient ways for government, schools and non-profit organizations to collaborate to deliver parks and recreation services. We look forward to their recommendations, scheduled for release in mid 2012.

- **Responding to State and Federal Budget Cuts.** Upcoming state and federal cuts are likely to especially affect Jefferson County Public Health, Environmental Health, and passthroughs by the County to a variety of community services. In addition, Community Development and Public Health will need to plan for the expiration of federal grants that are scheduled to end in 2013 and 2014.
- **County Roads.** Reductions in revenue from the federal Secure Rural Schools, and its potential expiration after 2012, is requiring County Roads to scale back its operations and reduce its annual construction program including capital maintenance. Continued erosion of its property tax base against inflation in cost exacerbates this problem.
- **Solid Waste.** The recession has also reduced solid waste tonnage for disposal through county drop boxes and the transfer station. Because tipping fee revenue to fund Solid Waste operations is down, we will be reviewing our options over the coming year to further reduce operating costs and/or otherwise fund this critical community service.
- **Port Hadlock Wastewater Project.** Work on the Port Hadlock Wastewater Treatment System continues to progress. This project will “turn on” the promise of the new Urban Growth Area, by allowing property owners there to take advantage of urban zoning, allow existing businesses limited by septic systems to expand, reduce development and housing costs, and enhance property values. As 2011 concludes, property acquisition for the treatment and infiltration facility, and the 30% design of the facility itself, are both nearly complete. County bonds, a \$1 Million federal grant, and a guarantee by the State for a \$10 Million Public Works Trust Loan will fund 100% design and a portion of construction costs. A critical next step will be to engage the Port Hadlock/Tri-Area community about the timing and alternatives for completing funding and construction of this important project.

By 2015 Jefferson County must find efficiencies or reduce its General Fund services by a total of \$825,000 beyond reductions previously made. Services in other funds face similar challenges. The funding gap is caused by the slow recovery of the economy and revenues, plus the continued erosion of the buying power of the County’s property tax base against cost inflation. Elected officials, department directors, and staff will be called upon to work together to design what county government should look like in 2015 and beyond. We will be considering the types and levels of services Jefferson County can provide.

CONCLUSION

The Recommended 2012 Budget is a fiscally responsible budget that responds to today's economic realities. Still, significant challenges lay ahead in responding to upcoming state and federal budget actions which will add to the inherent challenge in the present economy to provide public services and maintain facilities within severely constrained revenues.

Developing the 2012 Recommended Budget has been a collaborative process, and this collaboration is a major strength in our ability to successfully meet the challenges ahead. The cooperation of the independently elected officials, appointed department directors and County staff has been essential to this.

Each year, many individuals in every branch and department of our organization work hard to prepare the Budget. Special recognition and my personal thanks go to Anne Sears, County Auditor Donna Eldridge, County Treasurer Judi Morris, County Assessor Jack Westerman III, Lorna Delaney (prior to her retirement), Aimee Campbell, Beth Hill, Leslie Locke, Raina Randall and Julie Shannon.

ATTACHMENTS:

- 2012 General Fund Summary
- 2012 Other Funds Summary
- 2012 Departmental Staffing Schedule
- Accounting for Special Purpose Sales Tax Use in 2012

JEFFERSON COUNTY GENERAL FUND - 2012 Budget

November 16, 2011

BARS #	GENERAL FUND REVENUE TYPE	2009 Actual Revenues	2010 Actual Revenues	2011 Budget Revenues	2011 Projected Revenue	2012 Recommend Revenues
311	Property Tax	8,847,580	6,945,596	7,157,000	7,085,000	7,045,000
311	Diverted Road Taxes	676,848	713,227	720,000	715,000	720,000
311	Sale of Tax Title Property		495	0	0	0
312	Private Harvest Tax	92,729	151,168	108,000	203,000	230,000
312	Private Harvest Tax (div)	12,427		15,150	15,000	15,000
313	Sales Tax	2,136,768	1,918,550	1,918,000	1,987,000	1,954,000
313	Sales Tax-LOST	274,915	257,811	261,000	269,149	263,000
313	Sales Tax - Special Purpose			372,000	376,434	646,000
317	Leasehold Excise Tax	56,188	54,363	52,000	58,845	56,000
317	Treas Collection Fees	30,323	27,397	25,000	27,508	27,000
319	Penalties	246,911	239,172	200,500	325,000	245,300
TOTAL TAXES		10,174,469	10,307,779	10,826,850	11,041,936	11,201,300
332	Fed Entitlements-PILT	281,732	418,333	408,000	486,248	430,000
335	PUD Priv. Tax	73,092	50,686	50,000	16,788	30,000
336	Crim Just HI Crime/DUI/Asst	325,688	329,739	339,000	324,313	327,000
336	Liquor Excise Tax	35,626	37,254	38,400	39,237	39,000
336	Liquor Profit	59,412	70,600	67,000	67,581	68,000
349	Interfund Serv.-Cost Alloc.	440,425	339,522	355,000	363,000	295,000
361	Investment Income	616,249	258,522	250,000	113,000	200,000
341	Treasurer's Investment Fees (361,362)	12,500	15,826	7,000	4,985	20,315
360	Miscellaneous Revenue	76,219	67,929	31,665		3,000
395	Timber Sales D.N.R.	148,007	239,956	230,000	557,205	258,000
395	Sale of Surplus Real Property	0	0	0	0	0
390	Other Non-Revenues	22,527	197,000	0	191,045	45,000
TOTAL OTHER TREAS. REVENUE		2,071,477	2,025,147	1,776,065	2,163,400	1,715,315
TOTAL TREASURER'S REVENUE		12,245,946	12,332,926	12,602,715	13,205,336	12,916,615
Dept #						
010	Assessor	2,514	2,021	1,800	1,878	269,444
020	Auditor	263,342	257,698	256,742	249,322	253,486
021	Elections	130,781	116,237	190,447	165,248	69,612
050	Clerk	215,531	201,002	182,203	198,000	190,245
060	Commissioners	18,008	9,194	7,600	7,900	7,200
067	Safety & Security	96,234	73,775	102,437	96,415	80,437
068	Community Services	0	4,607	6,400	4,554	6,400
080	District Court	696,584	726,999	695,330	689,413	677,367
110	Juvenile Services	271,877	231,353	292,903	264,703	302,837
150	Prosecuting Attorney	209,021	288,444	230,236	240,819	178,676
151	Coroner	8,530	4,640	9,280	14,080	9,280
180	Sheriff	558,239	957,763	775,392	865,916	640,938
240	Superior Court	35,612	19,976	3,775	5,329	4,250
270	Non Departmental		17,270	0		0
TOTAL DEPARTMENTAL REVENUES		2,506,273	2,910,979	2,754,545	2,803,577	2,690,172
261	Transfer In					
TOTAL ALL REVENUES		14,752,219	15,243,905	15,357,260	16,008,913	15,606,787
Percent increase from previous year		-0.1%	3.3%	0.7%	5.0%	-2.5%

Dept.	GENERAL FUND EXPENDITURES	2009 Actual Expenditures	2010 Actual Expenditures	2011 Budget Expenditures	2011 Projected Expenditure	2012 Recommend Expenditure
010	ASSESSOR	665,016	650,943	690,817	690,817	950,986
020	AUDITOR	469,776	468,488	481,232	461,232	455,582
021	ELECTIONS	227,038	263,041	288,144	288,144	241,328
050	CLERK	367,203	350,747	388,411	379,900	371,161
059	COUNTY ADMINISTRATOR	276,073	276,647	312,849	312,849	299,657
060	COMMISSIONERS	378,159	381,926	388,010	388,010	393,279
081	BOARD OF EQUALIZATION	5,477	5,867	7,361	7,361	7,365
082	CIVIL SERVICE COMMISSION	1,938	1,499	2,100	2,100	2,057
083	PLANNING COMMISSION	24,419	25,552	33,944	33,944	33,944
087	SAFETY AND SECURITY	147,858	180,832	172,416	172,416	169,509
068	COMMUNITY SERVICES	153,353	146,350	146,350	146,350	146,350
080	DISTRICT COURT	640,144	642,171	652,882	661,393	677,386
110	JUVENILE SERVICES	850,292	815,444	914,643	914,643	897,962
150	PROSECUTING ATTORNEY	868,857	934,976	844,367	844,367	866,030
151	CORONER	20,347	32,555	32,850	44,352	32,850
180	SHERIFF	4,600,597	4,940,426	5,067,364	5,078,220	5,076,106
240	SUPERIOR COURT	421,919	368,634	266,782	298,782	267,337
250	TREASURER	316,759	340,550	344,635	344,635	349,497
	SUBTOTAL DEPARTMENTS:	10,435,025	10,806,646	11,015,157	11,069,515	11,238,386
260	NON-DEPARTMENTAL	2,109,297	2,576,331	2,730,833	2,800,000	2,987,772
261	OPERATING TRANSFERS			0		0
261	Op Trans- 10- Substance Abuse	48,894	46,599	46,600	46,600	47,500
261	Op Trans- 50- Coop. Extension	184,203	175,470	171,900	171,900	171,900
261	Op Trans- 70- County Cap. Improve.	251,000	0	0	325,000	0
261	Op Trans- 99- Parks & Recreation	349,548	349,477	342,300	342,300	367,300
261	Op Trans- 160-Health	615,774	557,623	595,200	595,200	596,200
261	Op Trans- 163-Animal Serv	104,059	108,705	108,000	108,000	108,000
261	Op Trans- 164-Water Qual.-Cons Dist	47,920	45,646	45,600	45,600	45,600
261	Op Trans- 165-Water Quality	86,933	82,852	81,200	81,200	51,200
261	Op Trans- 200-Community Develop.	420,000	420,000	411,400	411,400	411,400
261	Op Trans- 261-Info. Services	50,000		0	0	
261	OTHER OPERATING TRANSFERS	467,904	131,362	89,354	89,354	56,354
	TOTAL EXPENDITURES:	15,170,557	15,300,711	15,637,544	16,086,069	16,081,612
	Percent increase from previous year	-0.7%	0.9%	2.2%	5.1%	0.0%
	Beginning Cash and Investments	2,799,352	2,381,014	2,136,498	2,324,208	2,407,913
	Revenues	14,752,219	15,243,905	15,357,260	16,008,913	15,606,787
	Expenditures	15,170,557	15,300,711	15,637,544	16,086,069	16,081,612
	Ending Cash & Investments carryover (est at 1%)	2,381,014	2,324,208	1,856,214	2,247,052	1,933,088
				158,375	160,861	160,816
	Adj. Ending Cash & Investments	2,381,014	2,324,208	2,012,589	2,407,913	2,093,904
	Required 10% of Exp. to Reserves	1,517,056	1,530,071	1,563,754	1,608,607	1,608,161
	Revenue stabilization reserve				100,000	100,000
	Reserved for one time expenses 2012				169,000	
	Unreserved Fund Balance	863,958	794,137	448,835	530,306	385,743

JEFFERSON COUNTY OTHER FUNDS - 2012 Recommended Budget

November 16, 2011

OTHER FUNDS	2011 Revenue BUDGET	2011 Expend BUDGET	2012 est. Beg. Cash BUDGET	2012 Revenue BUDGET	2012 Expend BUDGET	2012 est. End. Cash BUDGET	2012 Required Reserve
105-AUDITOR'S O&M	73,853	110,165	192,000	73,829	112,677	153,152	11,268
106-COURTHOUSE FACILITATOR	8,900	9,444	15,549	7,000	9,883	12,866	-
107-BOATING SAFETY PROGRAM	27,900	25,284	64,490	285,145	349,523	112	
108-COOPERATIVE EXT. PROGRAMS	377,422	410,125	109,200	265,732	294,161	80,771	29,416
113-4-H AFTER SCHOOL	95,000	62,871	111,660	10,000	92,102	29,648	10,000
114-ECONOMIC DEVELOPMENT		25,000	77,245	-	25,000	52,245	6,250
119-JEFFCOM CAPITAL FUND (new 2011)	705,000	584,100	260,000	475,440	470,298	265,142	145,628
120-CRIME VICTIMS SERVICES	76,441	67,897	59,735	77,141	69,049	67,827	6,905
121-JEFFCOM ENHANCEMENT	875,500	1,508,500			-	-	
122-E-911 TELEPHONE (JEFFCOM)	1,412,566	1,630,817	230,000	1,253,852	1,243,488	240,364	124,349
123-JEFF CO GRANT MANAGEMENT FUND	300,000	300,000	83,000	150,000	150,000	83,000	15,000
125-HOTEL-MOTEL	292,500	284,910	488,810	292,500	292,491	488,618	73,123
126-H&HS SITE ABATEMENT	3,000	9,000	20,229		10,229	10,000	
127-PUBLIC HEALTH	3,560,824	3,856,930	873,571	3,387,426	3,654,412	606,585	385,441
128-NATURAL RESOURCES	852,745	833,290	245,305	635,862	680,692	200,575	181,000
129-ANIMAL SERVICES	213,127	237,493	43,780	108,000	127,399	24,381	24,000
130-MENTAL HEALTH	44,250	44,250	1,125	49,150	44,250	6,025	
131-CHEMICAL DEPEND/MENTAL HEALTH	357,109	468,085	103,460	367,021	423,082	47,389	42,308
135-JEFFERSON COUNTY DRUG FUND	18,400	32,500	69,723	15,400	15,400	69,723	1,540
136-SHERIFF DRUG INVESTIGATION	-	10,000	14,085	-	10,000	4,085	1,000
140-LAW LIBRARY	9,066	9,000	25,575	9,066	9,000	25,841	900
141-TRIAL COURT IMPROVEMENT	16,000	26,036	30,082	25,000	23,973	31,109	2,397
142-PUBLIC DEFENSE FUNDING	35,000	35,000	34,903	35,000	35,000	34,903	-
143-COMMUNITY DEVELOPMENT	1,748,198	1,780,046	403,478	1,758,860	1,756,637	406,701	175,664
147-FEDERAL FOREST TITLE III	500	85,000	73,013	-	-	73,013	
148-JEFF CO AFFORDABLE HOUSING	135,000	140,000	287,239	196,000	250,000	233,239	25,000
150-TREASURER'S O&M	27,110	30,987	10,100	25,145	35,245	-	-
151-REET TECHNOLOGY FUND		-	38,822		-	36,822	-
155-VETERANS RELIEF	60,850	72,800	20,000	55,850	59,950	15,700	5,995
160-WATER POLLUTION CNTRL LOAN FUND	5,540	1,883	113,414	5,540	12,200	106,754	1,220
174-PARKS AND RECREATION	441,881	436,077	103,970	719,665	729,924	93,711	72,992
175-COUNTY PARKS IMPROVEMENT FUND	55,000	62,791	24,265	48,304	39,509	33,060	-
177-SPECIAL PROJECTS FUND	122,889	118,974	60,546	112,768	92,559	80,755	35,000
178-POST HARVEST TIMBER MGMT RESV	50	3,616	9,740	-	3,651	6,089	
180-COUNTY ROADS	9,446,253	10,834,766	4,378,549	7,905,357	8,814,338	3,469,588	1,416,940
181-EMERGENCY ROAD RESERVE	200	-	77,195	100		77,295	-
183-FACILITIES MANAGEMENT	941,580	1,004,080	200,897	978,648	1,033,800	145,745	103,380
185-FLOOD/STORM WATER MANAGEMENT		6,116	13,262		4,851	8,811	
186-BRINNON FLOOD CONTROL SUB-ZONE		3,040	10,458		3,651	6,807	
187-QUILCENE FLOOD CONTROL SUB-ZONE		21,856	145,558		21,151	124,407	
301-CONSTRUCTION & RENOVATION		290,350	245,364	348,824	515,354	76,824	
302-COUNTY CAPITAL IMPROVEMENT	710,000	710,000	588,363	440,000	666,797	341,588	341,000
303-CAP. IMPROV. CLOCKTOWER			-		-	-	
304-H.J. CARROLL PARK	100	50,147	54,142	50	39,277	14,915	-
308-PUBLIC INFRASTRUCTURE	329,000	499,000	1,164,990	339,000	504,000	999,990	624,000
308-CONSERVATION FUTURES TAX	213,700	189,788	409,906	213,700	97,637	525,968	9,784
401-SOLID WASTE	2,182,616	2,429,363	728,794	2,159,161	2,405,434	482,521	240,543
402-SOLID WASTE POST CLOSURE	250	6,000	89,702	100	6,000	83,802	
403-SOLID WASTE EQUIPMENT RESERVE	4,000	251,000	707,450	1,000	50,000	658,450	-
404-YARD WASTE EDUCATION FUND	6,000	6,000	7,379	6,000	6,000	7,379	-
405-TRI-AREA SEWER FUND	3,540,672	3,515,289	1,843,702	2,374,000	3,979,808	237,894	53,399
501-EQUIPMENT RENTAL & REVOLVING	1,804,000	1,965,211	3,223,643	1,888,000	1,899,472	3,012,171	1,115,872
502-RISK MANAGEMENT RESERVE	50,000	45,000	170,222	50,000	50,000	170,222	150,000
503-JC UNEMPLOYMENT RESERVE	114,000	213,000	232,882	114,000	213,000	133,862	21,300
504-INDUSTRIAL INSURANCE RESERVE	17,000	17,000	26,167	17,000	17,000	28,167	1,700
505-EMPLOYEE BENEFIT RESERVE	126,000	152,825	186,042	126,000	162,625	129,417	16,283
506-INFORMATION SERVICES	1,318,093	1,553,891	486,892	1,491,571	1,491,571	486,892	490,313
TOTAL OTHER FUNDS BUDGETS	32,752,993	37,075,793	19,247,325	28,696,005	33,103,020	14,840,310	5,940,669
GENERAL FUND	15,367,260	15,637,544	2,407,000	15,606,787	16,081,812	1,932,175	1,808,161
TOTAL ALL FUNDS	48,110,253	52,713,337	21,654,325	44,302,792	49,184,832	16,772,485	7,548,830

JEFFERSON COUNTY STAFFING SCHEDULE
(Full Time Equivalent - FTEs)

November 16, 2011

Table with columns: Department, Budget, and Budget/Actual for years 2002-2012. Includes a 'Difference' column at the end. Departments listed include Assessor, Auditor, Elections, Clerk, County Administrator, Commissioners, Board of Equalization, Planning Commission, Safety & Security, District Court, Juvenile Services, Prosecuting Attorney, Sheriff, Superior Court, Treasurer, and various community services.

ATTACHMENT 4:

JEFFERSON COUNTY BUDGET 2012
SPECIAL PURPOSE/PUBLIC SAFETY SALES TAX - 2011 and 2012

Department/Organization	Description	Sales Tax Budget 2011 (June-Dec)	Sales Tax Budget 2012 (12 months)
REVENUES:			
Treasurers Revenue	Special Purpose/Public Safety Sales Tax Revenue	372,000	646,000
EXPENDITURES:			
Sheriff	1 deputy position, safety training, misc programs, 1 animal control officer	\$102,198	\$178,700
Prosecutor	1/2 deputy prosecutor retained	\$21,900	\$38,300
Juvenile Services	1 juvenile probation officer, support staff, diversion	\$43,799	\$76,600
Misc. Public Safety	costs in criminal justice departments	\$11,096	\$19,400
	Subtotal Public Safety	\$178,993	\$313,000
	% of TTL spent on Public Safety:	48.1%	48.5%
Community Services: OlyCAP	Tri-Area, Quilcene & Brinnon Community Centers & Senior Services	\$73,582	\$126,000
Community Services: PT Sr Association	PT Community Center	\$7,300	\$12,500
Community Services: Gardiner Comm Ctr.	Gardiner Community Center	\$1,635	\$2,800
Community Services: Jefferson County Fair	County Fair	\$2,628	\$4,500
WSU Cooperative Extension	afterschool programs for youth and facility costs	\$11,680	\$20,000
Transfer to Public Health	Maternal Health Nurse	\$29,199	\$51,000
Transfer to Substance Abuse	Programs including "Project Alert" that serves youth in PT, Chimacum and Quilcene	\$27,214	\$47,600
Transfer to Jefferson County Conservation District	Programs in agriculture, water quaiity, forestry, fish & wildlife habitat and education	\$26,630	\$45,600
	Subtotal Community Services	\$179,868	\$310,000
Misc. Core Services	Staffing and other costs in administrative departments	\$13,140	\$23,000
	Subtotal Core Services	\$13,140	\$23,000
TOTAL SPECIAL PURPOSE/PUBLIC SAFETY TAX EXPENDITURES:		\$372,001	\$646,000