



# Whatcom County Executive's 2019-2020 Budget

Jack Louws, County Executive

## Volume 1

General Information,  
Summaries, Appendix



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General Information,  
Summaries, Appendix

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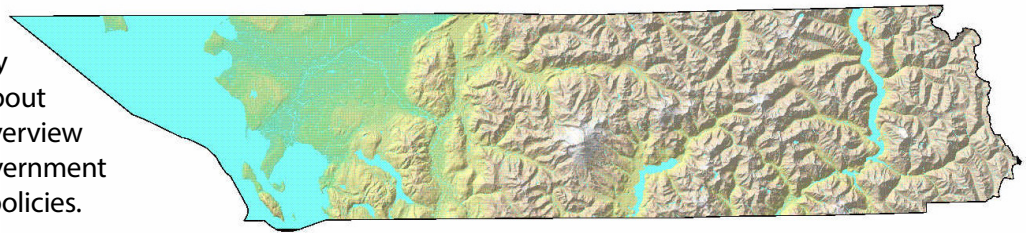
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For Departmental Budgets, see Volume 2

# About Whatcom County

**T**his section provides a variety of information about our area and gives an overview of Whatcom County government structure, services and policies.



*Whatcom County, Washington*



## Whatcom County History

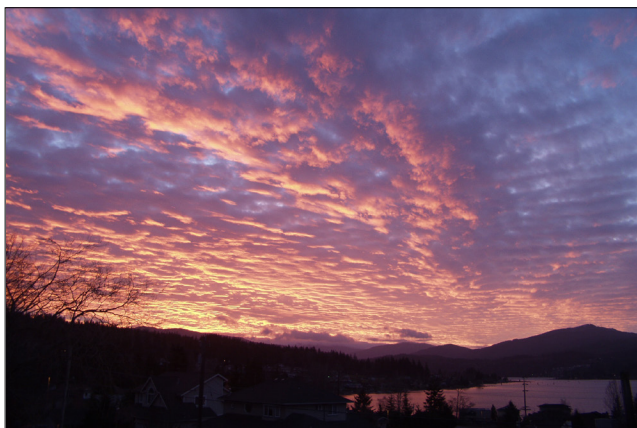
Long before it was discovered by Europeans, Whatcom County was home to Northwest Coast Indians: the Lummi, Nooksack, Samish and Semiahmoo. The area was claimed by the Spanish in 1775 and later by Russia, England, and the United States. Bellingham was named by Captain George Vancouver of the British Navy during his expedition into the waters of Puget Sound in 1792.

Fur trappers and traders were the first non-Indian residents to settle the area. Hudson's Bay Company set up shop in 1825. In the early 1850's, after the San Francisco fire, building materials were in heavy demand and lumber in California was scarce. Dense stands of Douglas fir brought California miners Henry Roeder and Russell Peabody to Bellingham Bay. An impressive, strategically located waterfall referred to by the Lummi Indians as "What-Coom," meaning "noisy, rumbling water," provided Roeder and Peabody an ideal lumber mill site and a name for the area's first permanent town, Whatcom. In 1854, rapid settlement prompted the territorial legislature to create the County of Whatcom, which at that time also encompassed all of present-day San Juan, Skagit and Island Counties.

Whatcom County experienced several dramatic economic ups and downs in its early years. When coal was discovered in 1853, another bay town, Sehome, sprang up by the mine shafts and Bellingham Bay Coal Company became the area's largest employer. Gold fever made a brief, though dramatic, imprint on the county. In the summer of 1858, the Fraser River gold rush brought over 75,000 people through Whatcom County.

In 1873 Roeder and Peabody's lumber mill burned down. Five years later, after a number of cave-ins, fires and floods, the mine closed too. Speculators vying to host the Northern Pacific Railroad's west coast terminal brought the communities on Bellingham Bay renewed prosperity. Educational opportunities grew as well. Northwest Normal School, the predecessor to present day Western Washington University was established in Lynden in 1886. The northwest's first high school was built in Whatcom County in 1890. The county's boom ended in 1893. Unyielding mountains resulted in the loss of the transcontinental railroad terminal to Tacoma, Washington, and a national depression further pushed the local economy into hard times. Non-native population on Bellingham Bay dropped to under 50.

Resilient as ever, by the turn of the twentieth century, Whatcom County was once again growing. New lumber and shingle mills, salmon canneries, shipyards, and agriculture brought new stability to the area. By 1903, all of the county's bay side towns, Whatcom, Sehome, New Whatcom and Fairhaven had consolidated into the present day county seat of Bellingham.



*A sunrise over Lake Whatcom.*

## About the Area

### Topography

Whatcom County is the northernmost county in the state of Washington. Whatcom County contains 2,119 square miles that border on British Columbia, Canada to the north, Okanogan County to the east, Skagit County to the south and the Straight of Georgia to the west. Much of the county is mountainous and part of National Forest and National Parks.

Fifty miles east of Bellingham lies the highest peak in the North Cascade mountain range, Mount Baker (10,778 feet), an ice-clad volcano. Providing the state's longest ski season, the volume of snow and ice on Mount Baker is greater than that of all the other Cascade Mountain volcanoes combined, except Mount Rainier.

A deep-water port, Bellingham's Squalicum Harbor is the second largest harbor in Puget Sound.

Bellingham is located 90 miles north of Seattle and 23 miles south of the Canadian border. A trip to Point Roberts, the county's most northerly community, requires a crossing through Canada.



*Peach Arch State Park, Blaine, Washington. Inscribed "Children of a Common Mother," the Peace Arch is a 67 foot jointly maintained structure on the US/Canadian Border. It was built in 1920 to commemorate the signing of two historic treaties between Great Britain and the United States that provided for the establishment of the world's longest undefended border.*



*A view of Mount Shuksan (9,720 feet) from the Mount Baker Ski Area.*



*Marina at Squalicum Harbor*

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## About the Area continued

### Climate

Average Temperature Ranges	
Winter	32 to 52 degrees
Spring	41 to 66 degrees
Summer	49 to 72 degrees
Fall	33 to 59 degrees
Annual Precipitation	36.29 inches

*(Source: U.S. Climate Data for Bellingham, WA)*

### Population (April 2018)

Bellingham	88,500
Blaine	5,315
Everson	2,730
Ferndale	13,640
Lynden	14,160
Nooksack	1,500
Sumas	1,590
<u>Unincorporated Whatcom County</u>	<u>92,915</u>
Total Whatcom County	220,350

Population Density	103.99 per sq mile
Median age	39.05 years old

*(Source: WA State Office of Financial Management)*

### Housing Costs (September 2018)

Median single family home sales price	\$368,311
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*(Source: Northwest Multiple Listing Service)*

Average 1 bedroom apartment rent	\$938/month
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*(Source: U.S. Census Bureau)*

### Taxation

There is no state income tax in Washington State.

State Sales Tax	6.5%
Local Sales Tax	1.4 to 2.2%
Total Sales Tax	7.9 to 8.7%

*(Source: WA State Department of Revenue)*

### Economy/Employment

Median household income (2016)	\$54,207
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*(Source: U.S. Census Bureau)*

Unemployment Rate (July 2018)	4.4%
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*(Source: WA State Employment Security Department)*

### Health Care

Hospitals	1
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### Cost of Living Index (March 2016)

Bellingham Index (U.S. average is 100)	101.1
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*(Source: www.City-Data.com)*

### Top Ten Employers (December 2017)

St. Joseph Hospital	2,289
Lummi Nation	1,781
Western Washington University	1,519
Bellingham School District	1,010
Whatcom County	907
BP (Cherry Point Refinery)	856
City of Bellingham	853
Haggen	750
Fred Meyer (FT & PT)	710
Alcoa Intalco Works	690

*(Source: WWU Center for Economic and Business Research)*

### Reported Index Crimes (2016)

Arson	32
Assault	1,793
Burglary	1,388
Drug Violation	822
Larceny	6,945
Murder	4
Rape	200
Robbery	69

*(Source: WA State Office of Financial Management)*

### Higher Education

**Whatcom Community College** - Part of the state's community college system, serving nearly 11,000 students annually.

*(Source: www.whatcom.edu)*

**Bellingham Technical College** - One of five technical colleges in Washington State, serving over 8,000 students annually.

*(Source: www.btc.edu)*

**Western Washington University** - One of six state-funded, four-year institutions in Washington State, serving approximately 15,915 students.

*(Source: www.wvu.edu)*

# Whatcom County Government



*The Whatcom County Courthouse, 311 Grand Avenue, Bellingham, Washington.*

## Home Rule Governs Whatcom County

**T**here are thirty-nine counties in Washington. By virtue of its “Home Rule Charter” adopted in 1978, Whatcom County is one of only six counties in the state that have a “county constitution.” This constitution or “charter” gives control of county affairs to the people of the county rather than the state legislature.

As a charter county, there are two primary factors that distinguish us from non-charter counties. First, there is a separation between legislative and administrative functions. This is accomplished through an elected nonpartisan seven-member, part-time county council (legislative) and a full-time elected county executive (administrative). The second factor is the right of initiative and referendum provided to county citizens by the charter. The county charter defines duties and responsibilities of the branches, elected officials and departments.

A copy of the Whatcom County Home Rule Charter is available to the public on the Whatcom County website at <http://www.codepublishing.com/WA/WhatcomCounty/>.

## Strategic Planning

The Whatcom County Charter, Section 1.51 requires that the executive and legislative branches “engage in long-term strategic planning to establish organizational structure, priorities and performance measurement.” In Whatcom County, “strategic planning” is an ongoing process. Strategic planning goals include the following policies:

- Conduct the public’s business in a customer-focused, user-friendly, helpful and effective manner.
- Be accountable and efficient in the services provided to citizens.
- Improve public awareness and understanding of the roles and services of county government.
- Identify and fund essential and other appropriate county government services.
- Support a work environment that values productive employees and encourages progressive personnel practices and employee skill development.
- Work in partnership with cities, tribes, special districts, other governmental entities, agencies, citizens, businesses and other stake holders to jointly facilitate the most effective and efficient governance and means of delivering services.

Previous strategic planning sessions have produced the following vision and mission statements.

### Whatcom County’s Vision Statement

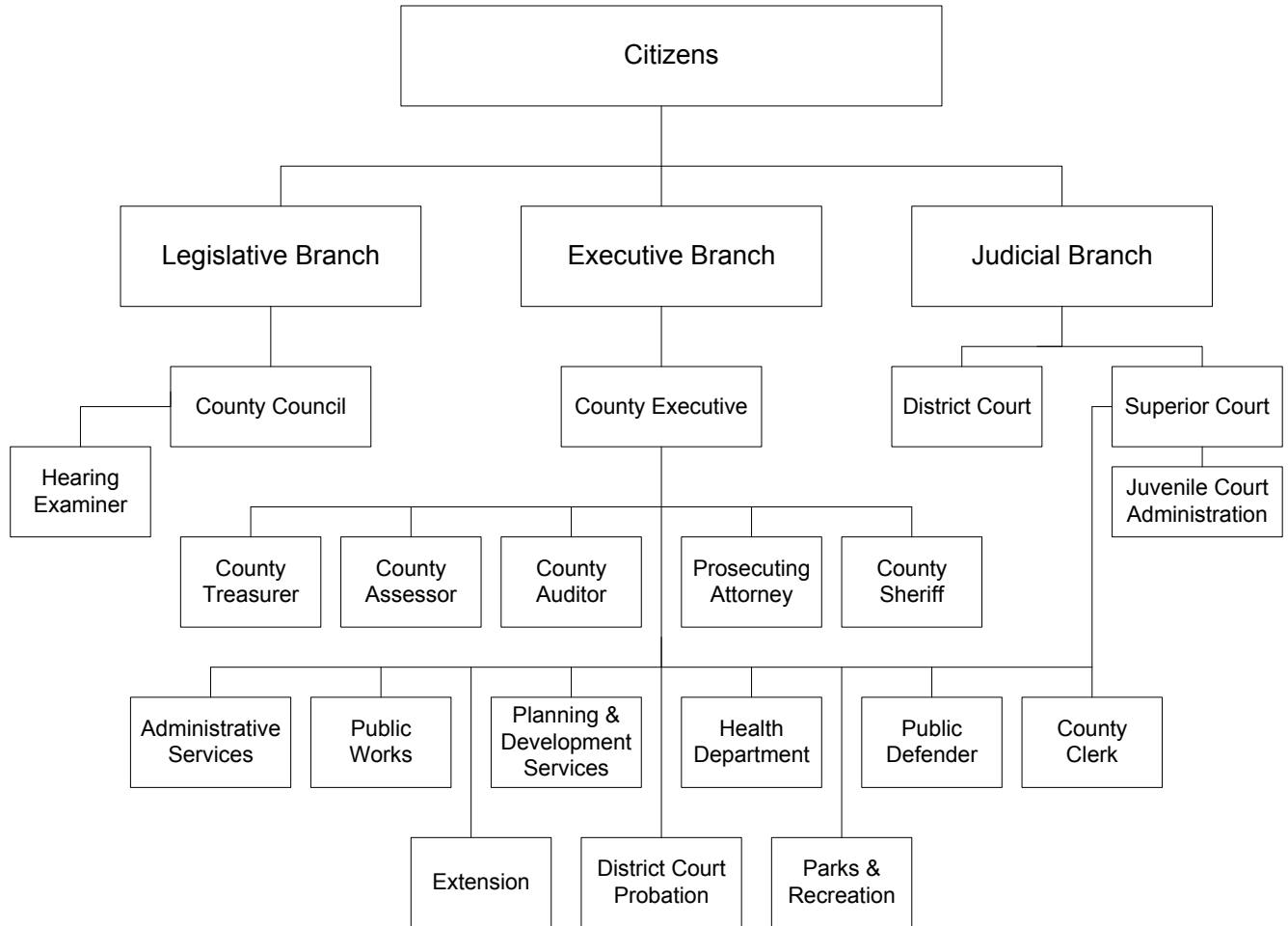
*Whatcom County is envisioned as a place where people are able to enjoy an abundant, safe and healthy life. It is a place rich in natural beauty and renewable resources that provide plentiful recreation, life style and economic opportunities. A vibrant economy and diverse community resources provide family wage jobs, affordable housing and exceptional social and educational opportunities. Public services are responsive, transportation is convenient, regulations are user-friendly and justice is prompt and fair. It is a community where citizens and their government work together to preserve the rights of the individual while protecting the essential natural environment in which they live.*

### Whatcom County’s Mission Statement

*Whatcom County government will promote, enrich and enhance the freedoms, opportunities, health and safety of its citizens. We will provide essential and desirable public services in a cost effective and accountable manner. We will conduct the public’s business and treat all members of our diverse community in a courteous and professional manner. We will provide vision, leadership and responsiveness while addressing community issues and conducting the business of the people. We will encourage community involvement in public issues while protecting the rights of the individual and encouraging respect for diversity. We will serve as an active catalyst for individuals and other entities to participate in achieving a positive future for Whatcom County.*

# Whatcom County Government

## Organizational Structure



# Whatcom County Government Departments

County government provides an enormous variety of services to its citizens through many county departments. Lists of services are located in Volume 2, at the end of each department's section. The following is a brief description of county departments.

## Administrative Services

Administrative Services is an internal service department that provides a variety of support services, such as maintenance and custodial service, accounting, payroll, employee benefits, and information systems support to county departments and agencies. Divisions of Administrative Services are Administration, Facilities Management, Finance, Human Resources, and Information Technology.

## Assessor

An elected official, the County Assessor determines property values (real and personal), calculates levy rates, and certifies tax rolls to the Treasurer. The Assessor's Office maintains inventory, description, ownership, sales and mapping for all real property parcels in Whatcom County. This office also administers and provides information regarding tax exemptions, such as senior citizen/disabled persons, open space, forestland, et cetera.

## Auditor

An elected official, the County Auditor provides voter registration, conducts elections, records documents, issues marriage licenses, motor vehicle and vessel licenses.

## County Council

The legislative branch of Whatcom County government, the County Council comprises seven elected part-time council members. The council meets regularly on every other Tuesday evening and enacts ordinances and resolutions, sets the county budgets, creates policies and hears appeals. Check the library, newspaper, county website ([www.co.whatcom.wa.us](http://www.co.whatcom.wa.us)) or the council office for schedules and agendas.

## County Council – Hearing Examiner

Serves as a quasi-judicial officer to hear, evaluate, and decide specific land use and development proposals.

- No legislative function - applies laws and ordinances passed by the County Council.
- Public hearings are generally held weekly, as needed. Please call for current schedule.
- Files are available for public review by appointment.

## District Court

With two elected judges and one appointed commissioner, District Court processes Sheriff, State Patrol, Department of Fisheries, State Park and WWU traffic citations. It also handles criminal misdemeanor cases, small claims, civil claims, name changes, and protection orders.

## District Court - Probation

Provides adult probation services for offenders charged with misdemeanors in the District Court and some

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## Whatcom County Government Departments continued

municipal courts that contract with the County. This office does not supervise offenders convicted of felonies in the Superior Court (these are handled by the state probation office).

### **Executive**

An elected official, the County Executive manages the day-to-day functions of administrative departments. The Executive is responsible for quarterly and annual revenue estimation and tracking, recommends the county's budget to the County Council, and monitors all departments' expenditures to ensure budget compliance. The Executive appoints members to boards and commissions, responds to citizen concerns, complaints and requests, and represents the County at local, regional, state, and federal levels. The Executive is also responsible for managing all "non-departmental" services that the county provides.

### **Health Department**

The Health Department provides a variety of services to the public: restaurant permits and inspections, food worker health permits, investigation of food-borne illness, solid waste and on-site sewage system oversight, water quality reviews, animal to human disease investigations, communicable disease screening, treatment, investigation, vital records (birth and death certificates, etc.), services to the developmentally disabled and their families, mental health treatment coordination, chemical dependency treatment coordination, and substance abuse prevention.

### **Parks and Recreation**

Whatcom County Parks & Recreation manages or oversees 16,122 acres of land comprised of 73 properties. These include natural areas, parks, gardens, tidelands, beaches, historic buildings, special use areas, and sixty-five miles of recreational trails. Additionally, the department manages or provides funding for eight senior activity centers, a community center and a firearms range.

### **Planning and Development Services**

Composed of three divisions and Administration, including Building Services (processes and issues building and development permits, plan reviews, performs life/safety inspections; includes Fire Marshal's Office), Natural Resources (reviews permits for compliance with county code and development standards, staff are tasked with protection of shorelines, critical areas, and watersheds), Planning (includes Current Planning which processes immediate project development proposals, Long Range Planning addresses comprehensive plans, growth management, rezones and code amendments), and Administration (includes Code Enforcement and GIS functions). Planning and Development also manages the Purchase of Development Rights (PDR) program.

### **Prosecuting Attorney**

An elected official, the Prosecuting Attorney prosecutes criminal acts within the County, provides legal advice and legal services to county officials and staff, and represents and defends the County. The Prosecuting Attorney's Office also provides assistance to victims of crime, sexual abuse, and domestic violence and provides oversight of the Whatcom County Law Library.

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## Whatcom County Government Departments continued

### **Public Defender**

The Public Defender's Office provides constitutionally mandated indigent legal defense for felony, misdemeanor, and probation violation charges against adults and juveniles in Whatcom County Superior and District Courts. In addition, the Office also provides representation in involuntary mental and alcohol commitment cases.

### **Public Works Department**

Public Works' primary objective is to maintain the integrity of the Whatcom County road system in an efficient, cost effective manner that provides safe travel for the public. In addition, Public Works provides year-round ferry service to Lummi Island, fleet management, flood control, noxious weed control, and natural resource and stormwater management for the County.

### **Sheriff**

An elected official, the County Sheriff is responsible for law enforcement in the unincorporated areas of Whatcom County. The sheriff also has several countywide responsibilities (serving both the cities and unincorporated areas), including operating the county jail and coordinating professional and volunteer search & rescue efforts.

The Sheriff's Emergency Management Division provides community education in disaster mitigation and preparedness, and plans for and coordinates disaster response and recovery efforts.

### **Sheriff – Bureau of Corrections**

The Whatcom County Sheriff's Office (WCSO) Corrections Bureau operates the Whatcom County Jail and the Alternative Corrections program. The jail is a medium security facility responsible for the incarceration of approximately 210 prisoners daily. In addition, Whatcom County operates a minimum-security facility that can house up to an additional 150 prisoners daily. The Corrections Bureau also oversees part of a statewide transport chain that links the various jails and detention facilities. Jail transport officers make daily trips to Skagit County and the City of Marysville Jails. The Corrections Bureau is also responsible for facilitating alternative sentencing programs. Current alternative programs include: electronic home detention, work release, in custody and out of custody work crews.

### **Superior Court**

Whatcom County's four Superior Court judges and three full time court commissioners and three part time court commissioners hear all cases involving: adult felonies, all juvenile offenses, divorce, child custody, support matters, probate, guardianships, adoptions, property claims in excess of \$35,000, paternity actions, mental incompetency, and abused or neglected children. Superior Court Administration oversees judicial operations, Drug Court, Family Treatment Court, other specialty court programs, and family law facilitation.

### **Superior Court - County Clerk**

The County Clerk serves as the clerk for Superior Court administering the office, systems, and accounts for funds, legal financial obligations, records, custody, delivery of records, and exhibits for this court of record for the State of Washington. The County Clerk also supervises the assigned counsel function, which manages

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## Whatcom County Government Departments continued

indigence screening, conflict counsel and some guardian ad litem contracts.

### **Superior Court - Juvenile Court Administration**

Through Juvenile Court Probation, Detention Center and a number of special programs, this department provides services to assist young offenders with personal and/or environmental problems that get them into trouble with the legal system. The Juvenile Detention Facility is located on the 6th floor of the courthouse. (Visiting hours are limited. Call for schedule.) In addition, this department also provides a CASA (Court Appointed Special Advocates) program and staff guardians ad litem for children in dependency cases.

### **Treasurer**

An elected official, the County Treasurer collects taxes, reports, invests and manages all monies and debt for Whatcom County and all other junior and special purpose districts. This office provides banking services to the organization; forecloses on property for delinquent taxes; maintains an inventory of county-owned real property; conducts property sales and processes passport applications.

### **WSU Extension**

In cooperation with Whatcom County, this department is an extension of Washington State University. It provides information and education in the following areas (as well as others): agriculture and natural resources, food safety, community resources, pesticides, farm building and facilities plans, parenting, budgeting and money management, bee safety, 4-H, nutrition, and home horticulture.

## Creating the County Budget

**T**he Home Rule Charter sets out the requirements for the presentation, adoption and the control of Whatcom County's budget (Article 6 - Financial Administration). Pursuant to Article 6.05 - Budget Cycle, Whatcom County elected to prepare a biennial budget. Whatcom County has elected to adopt its biennial budget as two one-year appropriations. According to section 6.10 - Presentation and Adoption of Budgets, "At least seventy-five (75) days prior to the end of each budget cycle, the County Executive shall present to the County Council a complete budget and budget message, proposed current expense and capital budget appropriation ordinances, and proposed tax and revenue ordinances necessary to raise sufficient revenues to balance the budget; and at least thirty (30) days prior to the end of the budget cycle, the Council shall adopt appropriation, tax and revenue ordinances for the next budget cycle."

Charter section 6.30 - Contents of Budget states, "The expenditures included in the budget for the ensuing budget cycle shall not exceed the estimated revenues (including unrestricted fund balance)." The county charter also outlines requirements for control, consideration and adoption of the budget. Specific requirements are located in sections 6.20 through 6.73.

In addition, under state law, the Flood Control Zone District and its subzones are considered a separate government from the rest of Whatcom County. The Whatcom County Council is also the Flood Control Zone District's Board of Supervisors. Its budgeting process is governed by RCW 86.15.140 rather than by the Whatcom County Charter. The RCW only provides for an annual budget. Therefore, the second year budget for the District and its subzones will be adopted during the mid-biennium review for the rest of county government in the fall of odd-numbered years.

In May or June of even years, the County Council convenes a "budget retreat" where members review and provide feedback on guidelines proposed by the County Executive in building the biennial budget.

These guidelines are an essential part of the administration's "budget instructions," released to all departments at the end of June.

In August and early September, the Executive's Office and administrative financial staff meet with department directors. Each department's budget request, as well as requests for additional resources or funding, are reviewed and prioritized.

The Executive's Office and financial staff then develop a proposed budget. As required by the county charter, the administration delivers copies of an "Executive's Recommended Budget" to all members of the County Council and the County Auditor in mid-October. The County Council's finance committee holds hearings and work sessions to discuss the Executive's proposed budget with the administration and department directors.

In November, the committee evaluates the budget and makes recommendations and revisions, then forwards these to the full council for a public hearing. The council adopts a final budget through passage of an ordinance. This ordinance establishes both appropriation limits and permanent staffing levels for the upcoming biennium. The administration publishes the completed budget document during the first quarter of odd numbered years.

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## Creating the County Budget continued

### Facilities Capital Planning

In conjunction with the budget, the council also reviews and adopts a six-year facilities capital plan. This plan is also developed biennially by the administration and is reviewed and adopted by the Council.

### Biennial Budget Timeline

Whatcom County's biennial budget is prepared in even years, according to the following schedule:

- May/June ..... Budget Planning (Retreat)
- End of June ..... Release of Budget Instructions
- Beginning of August ..... Dept budget requests due
- Mid-August thru Mid-September ..... Dept Heads meet with Executive's Office
- Mid-October ..... Executive's Budget delivered to Council
- Mid-October thru Mid-November ..... Council Finance Committee Hearings
- Mid to Late November ..... Council adopts budget
- First Quarter of First Budget Year ..... Final Budget Document Publication
- Fourth Quarter of First Budget Year ..... Mid-Biennium Review and adoption of 2020 annual Flood Control Zone District and subzones budgets.

### Budget Document Serves Several Purposes

The budget document provides a summary of the financial plan for county operations for the biennium beginning January 1, 2019 and ending December 31, 2020. This document shows revenue sources and how they will be spent. It also contains goals and objectives of departments and programs. Additionally, the budget document serves as a reference guide for the county's financial policies, fund structure, organizational structure and contains a directory of county services.

### Amending the Budget during the Biennium

Appropriation and staffing levels can be amended during the course of the biennium through the "supplemental budget" process. This is a mechanism that provides careful review by the Executive's office and County Council, allowing changing funding or staffing needs to be addressed as new or unanticipated circumstances arise.

The Executive's office and Administrative Services Finance Division review the department supplemental budget requests and, where possible, work with department heads to find alternate solutions that do not require increased appropriation. On a monthly basis or as necessary, the administration prepares a supplemental budget ordinance and forwards it to the County Council for consideration.

Because staffing levels are specifically authorized in the annual budget ordinance, proposed changes to the county's "authorized positions" require supplemental budget ordinance amendment. If adopted by the council, budget appropriation (and/or staffing) is amended accordingly.

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## Creating the County Budget continued

Half way through the biennium, the administration will review the previous year's expenses and revenues, and develop supplemental budget recommendations to the County Council for the second year of the biennium. The 2020 Flood Control Zone District and subzones budgets will also be reviewed and adopted by the Council acting as the district's Board of Supervisors.

### **Project Budgets**

Project budgets are limited to large capital appropriations. Project budgets may be adopted by project phase or for the entire project. Once adopted, project budgets continue until the project is complete, abandoned, or until no expenditures have been made for three years.

### **Continuing Appropriations into Next Year**

Because Whatcom County adopts its biennial budget as two one-year appropriations, budget authority lapses at the end of each year. Some circumstances may make it necessary to carry over appropriations into the new year (such as contracts in progress and project budgets). Continued appropriation is accomplished through departmental request and administrative approval. Departments have until mid-January to request continuation of the prior year's appropriation on certain expenditures. The Executive reviews and makes a determination on qualifying requests.

### **Reporting Quarterly Financial Information**

An important management tool, quarterly financial reports are provided to the County Council by administration by February 15, May 15, August 15, and November 15. These reports provide comparative data, amended projections and other vital financial information for general fund and other fund activity.

Quarterly financial reports are available to the public and on the Whatcom County website at <http://www.whatcomcounty.us/Archive.aspx?AMID=39>.

# Financial Management Policies

The overall goal of the county's financial management policies is to establish and maintain effective management of its financial resources. Formal policy statements and major objectives provide the foundation for achieving this goal. Accordingly, this section outlines the policies used in guiding the preparation and management of the county's overall budget and the major objectives to be accomplished. In addition, the rationale that led to the establishment of the fiscal policy statements is also identified.

## Biennial Budget Preparation

A complete biennial budget will be prepared for all funds and capital budget expended by the County.

*Home Rule Charter Section 6.30 provides that "the budget shall include all funds, revenues and reserves; shall be divided into categories, projects, and objects of expense." Inclusion of all funds in the budget enables the Council, the administration, and the public to consider all financial aspects of the county government when preparing, modifying, and monitoring the budget, rather than deal with the county's finances on a "piece meal" basis.*

## Budget Document

The budget will be prepared in such a manner as to facilitate its understanding by citizens and elected officials.

*One of the stated purposes of the budget is to present a picture of the county government operations and intentions for the biennium to the citizens of Whatcom County. Presenting a budget document that is understandable to the citizens furthers the goal of effectively communicating local government finance issues to both elected officials and to the public.*

## Budget Copies

The proposed budget will be made available to citizens and elected officials from the time the budget message is delivered.

*Home Rule Charter Section 6.50 provides that "Copies of the budget and budget message shall be delivered to the County Auditor and each council member." The budget message and supporting tables will be available for public inspection on the County's website from the time the budget message is delivered to Council. The budget must be delivered to Council no later than 75 days before year-end. Providing the public with access to the proposed budget enables citizens to become better informed on the issues facing the Council and the administration during the budget hearings.*

## Service Levels

Budgetary emphasis will focus on providing those basic county services that provide the maximum level of services, to the most citizens, in the most cost effective manner, with due consideration being given to all costs - economic, fiscal and social.

*Adherence to this basic philosophy provides the citizens of Whatcom County assurance that its government and elected officials are responsive to the basic needs of the citizens and that its government is operated in an economical and efficient manner.*

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## Financial Management Policies continued

### Capital, Plant, and Equipment Maintenance or Replacement

The budget will provide for adequate maintenance of capital, plant, and equipment and for their orderly replacement.

*All governments experience prosperous times as well as periods of economic decline. In periods of economic decline, proper maintenance and replacement of capital, plant, and equipment is generally postponed or eliminated as a first means of balancing the budget. Recognition of the need for adequate maintenance and replacement of capital, plant, and equipment, regardless of the economic conditions, will assist in maintaining the government's equipment and infrastructure in good operating condition.*

### Budgetary Practices

The County will avoid budgetary practices that balance current expenditures at the expense of meeting future years' expenses.

*Budgetary practices such as postponing capital expenditures, accruing future years' revenue, or rolling over short-term debt are budgetary practices that can solve short-term financial problems; however, they can create much larger financial problems for future administrations and Councils. Avoidance of these budgetary practices will assure citizens that current problems are not simply being delayed to a future year.*

### One-Time Revenues

The County will give highest priority in the use of one-time revenues to the funding of capital assets or other onetime expenditures.

*Utilizing one-time revenues to fund ongoing expenditures results in incurring annual expenditure obligations that may be unfunded in future years. Use of one-time revenues to fund capital assets or other nonrecurring expenditures better enables future administrations and Councils to cope with the financial problems when these revenue sources are discontinued, since these types of expenditures can more easily be eliminated.*

### Budgetary Control System

The County will maintain a budgetary control system to help adhere to the established budget.

*The budget passed by the Council establishes the legal spending limits for the County. A budgetary control system is essential in order to ensure legal compliance with the county's budget.*

### Appropriation Authority

The County will exercise budgetary control (maximum spending authority) through County Council approval of appropriation authority for each appropriated budget unit. See budget ordinance and its attached list of authorized positions.

*Exercising budgetary control for each budget unit satisfies the Home Rule Charter Section 6.41 - Budget Control. It also assists the Council in monitoring current year operations and acts as an early warning mechanism when departments deviate in any substantive way from the original budget.*

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## Financial Management Policies continued

### Quarterly Financial Reports

Reports comparing actual revenues and expenditures to budgeted amounts will be prepared within six weeks following the end of each quarterly period during the fiscal year.

*The county's budget is ineffective without a system to regularly monitor actual spending and revenue collections with those anticipated at the beginning of the year. Quarterly reports comparing actual revenues and expenditures to budget amounts provide the mechanism for the Council and the administration to regularly monitor compliance with the adopted budget. This also satisfies the Home Rule Charter Section 6.41 - Budget Control.*

### Position Control

Authorized personnel positions cannot be increased during the year except by approval of the County Council. Temporary positions may be assigned additional hours subject to the availability of funds and the consent of the County Executive, but shall not be considered a permanent change in authorized levels. The monies allocated to salaries and wages, personnel benefits and capital outlay can be transferred only with prior approval of the County Executive.

*Pursuant to the Home Rule Charter Section 6.60 - Consideration and Adoption of the Budget.*

### Position Vacancies

Appropriation authority for any budgeted personnel position that becomes vacant during the year shall continue unless the Council by motion identifies the position as one in need of review. No appropriated funds may be expended for regular staffing except for those positions specifically identified in the budget ordinance.

*Pursuant to Home Rule Charter Sections 6.41 - Budget Control and 6.60 - Consideration & Adoption of the Budget.*

### Transfers Between Funds

Except as provided in the adopted budget, monies shall not be transferred between funds without County Council approval.

*Pursuant to the Home Rule Charter Sections 6.41 - Budget Control and 6.60 - Consideration and Adoption of the Budget.*

### Rainy Day Reserve Fund

\$1,000,000 of the adopted Undesignated Ending Fund Balance shall be maintained in a Rainy Day Reserve Account, and such monies shall only be appropriated upon a two-thirds affirmative vote of the entire County Council. In administering this Rainy Day Reserve Fund:

- The County Treasurer shall be empowered to use the Rainy Day Reserve Fund to manage the cash flow needs of all county funds by making short-term loans (less than six months) without interest, and without the need to get Council/Executive permissions.
- Longer-term loans (more than six months) can be made to other funds, but only with Council approval.
- Any investment income earned as a result of the Rainy Day Reserve Fund shall be credited to general

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## Financial Management Policies continued

fund general revenues.

*Pursuant to the Home Rule Charter Sections 6.41 - Budget Control and 6.60 - Consideration and Adoption of the Budget.*

### Restricted Funds

It shall be the policy of Whatcom County that all restricted and dedicated money shall be expended first in support of the operations of the fund. Any money remaining unspent shall be considered unused general fund subsidies previously provided to the fund and available for transfer back to undesignated general fund equity accounts. If it can be conclusively established that any portion of the remaining money resulted from unexpended dedicated amounts, then such amounts shall be placed in a reserved equity account and only expended for activities allowed under the law for the activity so involved.

*Pursuant to the Home Rule Charter Sections 6.41 - Budget Control and 6.60 - Consideration and Adoption of the Budget.*

### State Surcharges on Fines

It shall be the policy of Whatcom County to levy the state's surcharge on all fines, in addition to all the fines set by District Court, rather than deducting the surcharge from the county's share of such fines.

*Pursuant to the RCW 46.63.110(3).*

### Revenue Shortfalls

Expenditure authority is granted based on revenue projections contained in each department's budget. If it is evident that a department's revenues will fall short of the budgeted amount in any calendar year, the department head will submit a plan to the County Executive to reduce departmental expenditures sufficient to offset the revenue shortfall within the same calendar year.

*Pursuant to the Home Rule Charter Sections 6.41 - Budget Control and 6.60 - Consideration and Adoption of the Budget.*

### Continuing Appropriations

Whatcom County shall close its books and allow no further county fund transactions on the previous year, 20 days after the end of the fiscal year. Following that deadline, outstanding obligations of \$500 or more may be paid through continuing appropriation in the following fiscal year, if approved by the County Executive. All unexpended continuing appropriation authority carried over from the previous fiscal year shall lapse by the following December 31.

*Pursuant to the Whatcom County Code, Chapter 3.02.050 Budgeting - Continuing Appropriations.*

### Ferry Funding

User fees for the Lummi Island ferry shall be annually evaluated and set to recover 55% of projected annual costs of ferry operation.

*Pursuant to the Whatcom County Code, Chapter 10.34.030 Ferry Rates - Use of ferry user fee revenues.*

## Basis of Accounting and Budgeting

**B**asis of accounting and budgeting refers to revenues and expenditures, related assets and liabilities that are recognized in the accounts and reported in the financial statements.

Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. All county funds, except proprietary funds (internal and enterprise funds), are budgeted and accounted for during the year on the modified accrual basis of accounting in accordance with Washington State statute and generally accepted accounting principles.

Proprietary funds are accounted for on a normal accrual basis, in accordance with Washington State statute for mandated budget and accounting reporting systems. Proprietary funds use a modified accrual system for budget tracking purposes. The governmental funds are presented in the financial statements on this same basis.

The modified accrual basis is a mixture of the cash and accrual basis. To be recognized as a revenue or expenditure, the actual receipt or payout of cash must occur soon enough after a transaction or event has occurred to have an impact on the amount of money currently available to spend. Revenues are recognized in the accounting period in which they become measurable and available. Revenues are available when collected either during the current period or soon enough after year-end to be able to pay year-end liabilities. Major revenues that usually can be accrued at year-end are grants, sales taxes, motor vehicle fuel tax, and interest income. Major revenues that are usually not accrued because they are either not available soon enough to pay year-end liabilities or are not able to be objectively measured include property taxes, licenses, permits and fines and forfeitures.

Expenditures are recognized in the accounting period in which a measurable liability is incurred. The exception to this is unmatured principal and interest on long-term debt, which are recognized when due. Encumbrances are recognized during the year, but outstanding encumbrances at the end of the year do not qualify as expenditures and are either charged against the following year's budget or cancelled. Encumbrances set aside budget authority to cover commitments made for contracts for goods or services that have not been received or performed yet.

# Whatcom County Fund Structure

**A**s a means of tracking and accounting for money, the operations of the County are divided into funds. The easiest way for most people to think about funds is to compare them to bank accounts. Money comes into a fund from a variety of sources and is then used to provide services to the public. Within funds are departments (e.g., Administrative Services, Public Works Department) and within departments are cost centers.

Each of these accounting units facilitates the tracking of costs and effectiveness of services provided to the public. Within cost centers are accounts or line-items. These are the basic units of measurement in the budget and make it possible to determine costs of specific programs. The budget document does not provide a line-item level of financial detail. Instead, it groups like items in an easy-to-read summary form. Line item detail is available in the county's computerized financial software system (JD Edwards).

As with a personal bank account, funds have to take in at least as much money as they spend and by law, the budget for funds must be balanced. What this means is that a governmental unit cannot plan to spend more than it will take in or has available in reserves. Whatcom County's largest fund is the "General Fund." Most county services are accounted for in this fund and it is where most revenues are received.

Each fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. The following are the county's fund types and definitions.

## General Fund

Also known as "Current Expense," the General Fund is used to account for resources of Whatcom County, which are not required to be accounted for in other funds. Both revenues and expenditures are budgeted in compliance with procedures established in Article 6 of the Whatcom County Home Rule Charter and the Whatcom County Code. The modified accrual basis of accounting is applied.

## Special Revenue Funds

Special Revenue Funds are established in Whatcom County pursuant to state statutes or local ordinances in order to segregate resources that are designated to be used for specified purposes. Both revenues and expenditures are budgeted in compliance with procedures established in Article 6 of the Whatcom County Home Rule Charter. The modified accrual basis of accounting is applied. Following is a list of all special revenue funds included in this budget:

### **County Road**

A fund to finance the design, construction, and maintenance of county roads.

### **Election Reserve**

A fund to finance elections and election equipment.

### **Veterans' Relief**

A fund to provide financial assistance and services to indigent veterans and their families/survivors.

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## Whatcom County Fund Structure continued

### **Whatcom County Jail**

A fund created to collect 0.1% sales and use tax for the purpose of funding detention facility operations, maintenance, and capital projects.

### **Low Income Housing Projects**

A fund created to collect an additional recording fee (per document) that provides funding for local low income housing projects.

### **Homeless Housing**

A fund created to collect additional recording fees (per document) that provide funding for the County's homeless housing plan. Also accounts for homeless housing projects funded by state grants.

### **Stormwater Fund**

A fund established to account for projects and programs which protect water resources, improve water quality, and reduce impacts from stormwater runoff in the unincorporated areas of the County. The fund is currently being funded by transfers from the Flood Control Zone District.

### **Behavioral Health Program Fund**

A fund created to account for 0.1% sales tax for the purpose of providing new or expanded chemical dependency or mental health treatment services and for the operation of new or expanded therapeutic court programs.

### **Parks Special Revenue Fund**

A fund created to account for restricted and committed revenues that will be used to fund maintenance, operations, and parks improvements in accordance with external funding sources and County Council requirements.

### **Mental Health & Developmental Disabilities Fund**

A fund created to account and track revenues received through the Washington State Levy for people with developmental disabilities or in need of mental health services.

### **Swift Creek Sediment Management Fund**

A fund created to account and track revenues received through the Washington State Department of Ecology to implement the Swift Creek Sediment Management Plan.

### **Countywide Emergency Medical Services**

A fund created to collect 0.1% public safety and health sales and use tax for the purpose of funding emergency medical services and criminal justice.

### **Whatcom County Trial Court Improvement**

A fund established to collect funding from the state to fund improvements to superior and district court

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## Whatcom County Fund Structure continued

staffing, programs, facilities, or services.

### **Solid Waste Management**

A fund to account for solid waste disposal taxes used to provide solid waste services to the residents of Whatcom County.

### **Whatcom County Convention Center**

A fund used to account for lodging taxes used to promote tourism and overnight visits to Whatcom County.

### **Victim Witness Assistance**

A fund established to administer victim witness programs. The fund is financed by court ordered fines on domestic assault cases.

### **County Road Improvement District #1**

A fund financed by special assessments to account for maintenance and operation of the Birch Bay Lighting District.

### **County Road Improvement District #2**

A fund financed by special assessments to account for operation and maintenance of the Cliffside Drive Lighting District.

### **County Road Improvement District #7**

A fund financed by special assessments to account for operation and maintenance of the Emerald Lake Lighting District.

### **Whatcom County Drug Fund**

Money from asset seizures in drug cases is placed into this fund by court order and is used to fight the battle against drugs in Whatcom County.

### **Auditor's Operation and Maintenance**

A fund created with a state-mandated surcharge on all instruments recorded by the County Auditor. Expenditures from this fund shall be used for installation and maintenance of an improved system for copying, reserving, and indexing documents recorded in the County.

### **Emergency Management**

A fund created to carry out federal and state mandated programs to prepare the community (emergency services' systems and the public) to respond to incidents and disasters beyond the capacity of regular emergency services. Funding is provided by partner agencies and grants.

### **Flood Control Zone District**

A fund created to account for taxes collected and grants received for the water resources program of Whatcom

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## Whatcom County Fund Structure continued

County. The program oversees and coordinates surface-water related activities. It includes the river improvement and flood hazard management programs, stormwater operations, and natural resources protection.

### **Lynden/Everson Sub Zone**

A fund created as a division of the countywide flood control fund to address flood management in the Lynden/Everson area. The Sub Zone is funded by special assessments on area properties.

### **Sumas/Nooksack/Everson Sub Zone**

A fund created as a division of the countywide flood control fund to address flood management in the Sumas/Nooksack/Everson area. The Sub Zone is funded by special assessments on area properties.

### **Acme/Van Zandt Sub Zone**

A fund created as a division of the countywide flood control fund to address flood management in the Acme/Van Zandt area. The Sub Zone is funded by special assessments on area properties.

### **Samish Watershed Sub Zone**

A fund created as a division of the countywide flood control fund to maintain and regulate the Lake Samish outlet control structure. The Sub Zone is funded by special assessments on area properties.

### **Birch Bay Watershed and Aquatic Resources Management District**

A fund created in association with the countywide flood control fund for the purpose of advancing water resources management in the Birch Bay Watershed. The District is funded by special assessments on district properties.

### **Point Roberts Transportation Benefit District**

A fund created to account for retail sales taxes on Point Roberts fuel sales to address the transportation needs of the Point Roberts area.

### **Conservation Futures**

A fund created to collect a real property tax levy applied to all taxable real property within Whatcom County. This fund may be used to acquire rights and interests in open space land, farm and agriculture land, and timberland with the goal of conserving property for public use or enjoyment.

## Debt Service Funds

Debt Service Funds are used to account for the accumulation of resources for, and payment of, general long-term debt principal, assessment debt, interest and related costs. The County appropriates current year expenditures and anticipated revenue. The modified accrual basis of accounting is applied.

### **2010 Limited Tax G.O. & Refunding Bond**

A fund to account for repayment of Recovery Zone Development Bonds used to finance the jail and juvenile

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## Whatcom County Fund Structure continued

detention fire alarm and electronic exiting control systems replacement project.

### Capital Projects Funds

Capital projects funds are established in Whatcom County to account for financial resources to be used for the acquisition or construction of major capital facilities. Both revenues and expenditures are budgeted in compliance with procedures established in RCW 36.40. The modified accrual basis of accounting is applied.

#### **Real Estate Excise Tax I (REET I)**

A fund to account for the 0.25% excise tax on the sale of real property in the unincorporated portion of Whatcom County. Proceeds of the tax may only be used to fund capital projects pursuant to the county's approved capital improvement plan.

#### **Real Estate Excise Tax II (REET II)**

A fund to account for an additional 0.25% excise tax on the sale of real property in the unincorporated portion of Whatcom County. Proceeds of this fund have traditionally been restricted to public works projects including planning, acquisition, construction, repair, replacement, or improvement of roads, sidewalks, traffic signals, bridges, water systems, storm water systems, and parks.

#### **Public Utilities Improvement Fund**

A fund to account for a 0.09% sales or use tax to be used to finance public facilities serving economic development purposes. This is not an additional tax; it is deducted from the amount of tax otherwise required to be collected by the state department of revenue.

#### **Other Capital Project Funds**

In addition to the funds listed above, specific project funds are set up to account for large capital appropriations as they occur. Capital project budgets may be adopted by project phase or for the entire project. Once adopted, project budgets continue until the project is complete, abandoned, or until no expenditures have been made for three years.

### Enterprise Funds

#### **Ferry System**

A fund established to account for revenues and expenditures related to Lummi Island ferry operations. The accrual basis of accounting is used for this fund.

### Internal Service Funds

Internal Service Funds are established to account for the financing of goods or services provided by one department to other departments of Whatcom County, or to other governments on a cost reimbursement basis. The accrual basis of accounting is used in the following funds:

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## Whatcom County Fund Structure continued

### **Equipment Rental and Revolving**

A fund to finance the maintenance and operation of vehicles and equipment used by the Public Works Department, Sheriff's Office, and other departments. This fund also maintains an inventory of road construction materials for the County.

### **Administrative Services Fund**

A fund to provide county departments and activities with internal administrative services, such as accounting, human resources, building maintenance, courthouse security, information technology, and self-insurance.



# The 2019-2020 Budget in Summary

This section provides a summary of the 2019-2020 budget by department/division and by fund. Included is information about revenue and expenditure budgets, together with comparative historical statistics and narrative explanations. This section shows the relationship between expenditures and revenues available to fund programs. Because of its size and diverse nature, the General Fund is the primary focus of this summary.

## Funds

### General Fund

The General Fund is the largest of Whatcom County funds. It finances most general governmental services including the legislative, executive and judicial branches of county government. It also finances law enforcement, public defense, prosecution, county civil representation, health, parks, land use planning, building inspection, property assessment, tax collection, recording, and vehicle licensing.

### Road Fund

The Whatcom County Road Fund is the second largest county fund. It finances designing, constructing, altering, repairing, improving, and maintaining county road and bridge infrastructure. It also provides funding for most of the County's NPDES activities. Projects expected to be completed within one calendar year are budgeted for that year. Projects expected to span more than one calendar year are budgeted for on a project-by-project basis in separate funds and require separate budget ordinances.

### Other Funds

Other Whatcom County funds have a much narrower focus and are therefore presented in a more condensed manner.

## Summary of Budgeted Revenues and Expenditures by Fund

	Budgeted Revenue			Budgeted Expenditures		
	Amended Budget 2018	Budget 2019	Budget 2020	Amended Budget 2018	Budget 2019	Budget 2020
001 General Fund	85,640,044	87,461,205	88,662,631	97,559,209	91,936,025	93,273,506
108 County Road	28,364,157	28,326,845	27,323,566	33,795,308	42,757,273	27,098,113
118 Jail Fund	15,240,951	16,285,211	16,412,931	16,248,114	16,895,518	17,154,908
169 Flood Control Zone District	5,133,089	7,429,132	-	10,504,452	9,821,390	-
501 Equipment Rental & Revolving	11,822,001	12,546,344	12,551,010	18,173,429	16,019,014	15,061,743
507 Administrative Services	21,547,633	21,994,004	22,140,862	22,591,433	23,479,904	23,382,824
All Other Funds	43,984,878	47,724,277	45,303,721	43,383,484	42,744,119	37,811,458
<b>TOTAL</b>	<b>211,732,753</b>	<b>221,767,018</b>	<b>212,394,721</b>	<b>242,255,429</b>	<b>243,653,243</b>	<b>213,782,552</b>

## Whatcom County Work Force History - 2016 to 2020

The table on the following page shows the number of Whatcom County “full-time equivalent” positions (FTEs) for the period of 2016-2020. Grants and offsetting revenues fund several of these positions. The policy of Whatcom County prohibits grant funded positions from being extended beyond the end of the grant. Council approval is needed to continue such positions.

The number of Whatcom County FTEs is expected to increase 13.7 positions over the new biennium. Administrative Services will add a net 3 FTEs as it removes a vacant Facilities Manager position and adds 1 clerk position and three maintenance technicians to adequately manage the County’s facility needs. The Health Department will lose a net 2.3 positions as the county sponsored Women, Infants & Children (WIC) Program will end and transition to a community not for profit providing the services. That change will result in a loss of 4.3 FTEs; however, the Health Department will add a Community Nutrition Specialist position and an Environmental Health Specialist. Three departments, Assessor, Prosecuting Attorney and Public Defender, will each add back one office staff position that had been downsized during the last recession. Parks will be adding two Park Attendants, one in 2019 and one in 2020. District Court Probation will add an additional Probation Officer to providing staffing for its pre-trial and electronic home monitoring services. Planning and Development Services will add an additional Fire Inspector position. The Juvenile unit of Superior Court will close a Juvenile Detention Officer position, as a result of low census numbers, and will also close a vacant Program Specialist position to provide those services by contract. Sheriff’s Office will add a new Patrol Lieutenant, a second Crisis Intervention Deputy, and a Radio System Manager to oversee the public safety radio system replacement project. In 2020, the Sheriff’s Office will also add an additional Records Clerk position as a result of implementing a body worn cameras program. The Sheriff’s Office Bureau of Corrections will add one deputy at the Division Street work center and a special projects sergeant (two year position) to oversee operational changes as a result of the Jail improvements project. Sheriff’s Emergency Management will add one clerical position. Public Works will be adding a third Regular Relief Ferry Worker.

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Whatcom County Work Force History - 2016 to 2020 continued

**“Full Time Equivalent” Positions**

Department	Actual 2016	Actual 2017	Amended Budget 2018	Budget 2019	Budget 2020	Change from 2016 to 2020
Administrative Services	63.80	64.50	65.50	67.50	68.50	4.70
Assessor	28.00	29.00	29.00	30.00	30.00	2.00
Auditor	17.00	17.00	17.00	17.00	17.00	-
County Council/Hearing Examiner	11.50	11.50	11.50	11.50	11.50	-
County Executive/Non Departmental	4.70	6.50	6.50	6.50	6.50	1.80
District Court/District Court Probation	33.50	33.50	33.50	34.50	34.50	1.00
Health Department	78.40	82.90	84.90	82.60	82.60	4.20
Parks & Recreation	23.00	24.00	24.00	25.00	26.00	3.00
Planning & Development Services	46.00	46.00	46.00	47.00	47.00	1.00
Prosecuting Attorney	50.90	49.90	50.10	51.10	51.10	0.20
Public Defender	30.00	31.00	31.00	32.00	32.00	2.00
Public Works	162.00	164.00	167.00	168.00	168.00	6.00
Sheriff/Jail/Emergency Mgmt	194.00	196.00	199.00	205.00	206.00	12.00
Superior Court /Clerk/Juvenile	80.90	81.20	81.20	79.20	79.20	(1.70)
Treasurer	13.00	13.00	13.00	13.00	13.00	-
WSU Extension	2.00	2.00	2.00	2.00	2.00	-
<b>Total Whatcom County FTE's</b>	<b>838.70</b>	<b>852.00</b>	<b>861.20</b>	<b>871.90</b>	<b>874.90</b>	<b>36.20</b>
Percent Change from Previous Yr	1.03%	1.59%	1.08%	1.24%	0.34%	

Notes: One “Full-time Equivalent” position = 40 hours per week.  
Amended Budget 2018 includes changes occurring through Supplemental #11.

## General Fund Summary

## General Fund Summarized Revenues and Expenditures

	2017 Adopted Budget	2018 Adopted Budget	2019 Executive Recommended	2020 Executive Recommended
<b>Revenues</b>				
Taxes	44,312,831	45,244,980	47,864,051	49,250,539
Licenses & Permits	2,647,401	2,658,352	3,802,909	3,802,909
Intergovernmental Revenues	14,260,289	14,510,133	15,506,941	15,544,583
Charges for Service	8,154,373	8,208,045	8,372,564	7,900,910
Fines & Forfeits	2,239,750	2,239,750	2,059,100	2,010,400
Miscellaneous Revenue	4,095,312	4,267,903	4,481,755	4,642,482
Other Financing Sources	4,657,282	4,499,213	5,373,885	5,510,808
<b>Total Revenues</b>	<b>80,367,238</b>	<b>81,628,376</b>	<b>87,461,205</b>	<b>88,662,631</b>
<b>Expenditures</b>				
<b>Assessor</b>	3,121,698	3,096,851	3,394,993	3,355,255
<b>Auditor</b>	1,339,656	1,367,654	1,424,557	1,447,023
<b>County Council</b>				
County Council	1,400,209	1,288,444	1,542,431	1,474,619
Hearing Examiner	195,571	196,593	201,617	202,263
<b>County Executive</b>				
County Executive	724,212	732,667	798,972	810,699
Non-Departmental	15,278,897	15,975,542	14,781,806	16,077,179
<b>Planning and Development</b>				
<b>Treasurer</b>	5,300,873	5,470,416	5,860,561	5,853,927
<b>Sheriff</b>	1,485,708	1,500,968	1,554,218	1,572,815
<b>District Court</b>	14,858,845	14,967,526	17,674,257	17,620,242
<b>District Court</b>				
District Court	2,353,334	2,394,946	2,546,145	2,557,440
District Court Probation	1,692,590	1,709,449	2,029,333	2,042,445
<b>Prosecuting Attorney</b>				
<b>Public Defender</b>	6,439,290	6,585,840	6,669,989	6,785,745
<b>Superior Court</b>				
Superior Court Administration	3,981,747	4,091,868	4,318,112	4,435,217
Superior Court Administration	2,869,429	2,900,098	3,057,120	3,085,845
County Clerk	2,210,987	2,244,700	2,498,884	2,533,144
Juvenile	4,818,926	4,902,110	5,015,706	5,071,284
<b>Extension</b>				
<b>Park</b>	480,603	486,554	541,708	544,329
<b>Park</b>	4,103,848	4,089,396	4,383,264	4,487,230
<b>Health</b>	12,583,373	12,648,363	13,642,352	13,316,805
<b>Total Expenses</b>	<b>85,239,796</b>	<b>86,649,985</b>	<b>91,936,025</b>	<b>93,273,506</b>
Net	(4,872,558)	(5,021,609)	(4,474,820)	(4,610,875)
Budget Lapse	3,409,592	3,465,999	4,596,801	4,663,675
<b>Change in Fund Balance</b>	<b>(1,462,966)</b>	<b>(1,555,610)</b>	<b>121,981</b>	<b>52,800</b>
Beginning Fund Balance			13,511,579	13,633,560
Change in Fund Balance			121,981	52,800
Ending Fund Balance			13,633,560	13,686,360
Interfund Loan Adjustment*			742,224	453,293
Adjusted Fund Balance			14,375,784	14,139,653

\* Accounting for interfund loans used to finance the Central Plaza Building purchase, the Assessor-Treasurer System, and the General Fund transfer to fund the Sheriff-Jail Records Management System in accordance with generally accepted accounting principles has the effect of artificially reducing the fund balance. This happens because the capital purchases and transfers are shown as expenditures but the loan proceeds are not presented as revenues in the income statement but only as a liability on the balance sheet.

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General Fund Summary continued

**On-Going Additional Service Requests**

Request Name	FTE	2019			2020		
		Revenue	Expenditure	Net Amount	Revenue	Expenditure	Net Amount
<b>Administrative Services</b>							
Salary Commission Support		-	7,500	7,500	-	-	-
<b>Assessor</b>							
Reinstate Drafter/GIS Technician II Position.(112)	Yes	-	70,450	70,450	-	72,693	72,693
Copier Maintenance Agreement Funding		-	1,500	1,500	-	1,600	1,600
Computer Software Maintenance Agreements Funding		-	10,000	10,000	-	11,000	11,000
<b>County Clerk</b>							
Reallocation of Clerk	Yes	-	65,359	65,359	-	65,711	65,711
<b>Non-Departmental</b>							
GF Transfer to Fund GIS ASRs		-	37,125	37,125	-	4,125	4,125
Transfer to Support DEM Clerk ASR		-	39,404	39,404	-	40,597	40,597
<b>Planning &amp; Development Services</b>							
Fire Inspector Position	Yes	-	94,432	94,432	-	96,897	96,897
<b>Sheriff</b>							
1 FTE Crisis Intervention Deputy 2019	Yes	-	124,684	124,684	-	129,530	129,530
Whatcom County Radio System Manager Ongoing	Yes	63,842	127,683	63,841	65,758	131,515	65,757
Records Clerk IV - Body Worn Camera Support Staff	Yes	-	-	-	-	60,581	60,581
1 FTE Patrol Lieutenant 2019	Yes	-	168,921	168,921	-	174,432	174,432
Possible Loss of Drug Task Force JAG Funds		-	99,528	99,528	-	99,528	99,528
Records-Reclassification of Clerk III Positions		-	8,117	8,117	-	8,633	8,633
Account Clerk IV Reclassification		-	3,403	3,403	-	3,408	3,408
Investigations Overtime Increase		-	50,000	50,000	-	50,000	50,000
Portable Radio Preventative Maintenance		-	6,650	6,650	-	3,500	3,500
Transcription Services Increase		-	10,000	10,000	-	10,000	10,000
On-Line Crime Reporting System		-	18,000	18,000	-	18,000	18,000
Special Response Unit Training & Operational Needs		-	10,000	10,000	-	10,000	10,000
Meridian Substation Prox Lock Fiber Rent		-	5,000	5,000	-	5,000	5,000
Patrol FTE Supplemental Budget ID2418 Ongoing Cost		-	4,754	4,754	-	4,754	4,754
Ammunition - Duty and Training		-	21,000	21,000	-	5,000	5,000
Agency 360 Cloud Based Solution (FTO)		-	5,000	5,000	-	3,000	3,000
Outside Shredding Services		-	3,000	3,000	-	3,000	3,000
<b>District Court</b>							
JAVS Software Maintenance		5,150	5,150	-	5,330	5,330	-
<b>District Court Probation</b>							
Probation Officer #1	Yes	-	84,640	84,640	-	87,223	87,223
Copier Maintenance Fee Increase		-	900	900	-	900	900

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## General Fund Summary continued

## On-Going Additional Service Requests continued

Request Name	FTE	2019			2020		
		Revenue	Expenditure	Net Amount	Revenue	Expenditure	Net Amount
<b>Prosecuting Attorney</b>							
Operational/Change in Administration		-	13,425	13,425	-	14,625	14,625
Legal Assistant I Position	Yes	46,359	60,619	14,260	46,359	62,546	16,187
Premium Pay Search Warrant Duty		-	25,097	25,097	-	25,133	25,133
Westlaw Subscription		18,000	18,000	-	18,000	18,000	-
<b>Public Defender</b>							
Clerk IV	Yes	-	60,620	60,620	-	62,544	62,544
Attorney On-Call Compensation		-	25,097	25,097	-	25,133	25,133
<b>Superior Court Administration</b>							
Director position realignment		-	3,836	3,836	-	3,841	3,841
<b>Treasurer</b>							
Treasurer Office Restructure		-	37,028	37,028	-	37,073	37,073
<b>WSU Extension</b>							
Contribution to Faculty/Agent Salaries		-	4,650	4,650	-	4,650	4,650
Strengthening Families Program Support		20,000	20,000	-	20,000	20,000	-
4-H Youth Coordinator		-	24,570	24,570	-	24,816	24,816
<b>Parks &amp; Recreation</b>							
Park Attendants	Yes	119,916	71,892	(48,024)	132,834	147,907	15,073
Operations Manager Reclassification		-	9,547	9,547	-	9,720	9,720
Extra Help Rate Increase - Parks		-	27,720	27,720	-	43,848	43,848
Senior Services Contract Adjustment		-	7,286	7,286	-	7,286	7,286
Increase in Revenue and Expenditure Authority		20,500	20,500	-	20,500	20,500	-
Software		-	6,100	6,100	-	6,100	6,100
Utilities & Waste Removal Cost Increase		-	37,800	37,800	-	37,800	37,800
Increased ER&R Rates for 2019 Equipment Upgrades		2,400	9,960	7,560	2,400	9,960	7,560
Increased ER&R & Fuel for 2019 Fleet Additions		-	7,560	7,560	-	15,000	15,000
2019-2020 Boat ER&R Funds Reallocation		10,320	10,320	-	10,320	10,320	-
EWRRRC Operating Costs		-	10,000	10,000	-	10,000	10,000
<b>Health</b>							
Nutrition Services	Yes	-	91,071	91,071	-	91,071	91,071
Improved Network Connectivity to State Street		-	12,000	12,000	-	12,000	12,000
CPWI Opiate State Targeted Response		91,667	84,875	(6,792)	91,667	84,875	(6,792)
DOH Dedicated Marijuana Regional Grant		251,164	204,430	(46,734)	247,755	204,430	(43,325)
Northsound Substance Abuse Grant		111,227	111,227	-	111,227	111,227	-
		<u>760,545</u>	<u>2,097,430</u>	<u>1,336,885</u>	<u>772,150</u>	<u>2,226,362</u>	<u>1,454,212</u>

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General Fund Summary continued

**One-Time Additional Service Requests**

Request Name	2019 Expenditure	2020 Expenditure
<b>Administrative Services</b>		
Replace CTHS Parking Machine	13,000	-
Replace Curtains in Council Chambers	15,000	-
<b>Assessor</b>		
High Value Appeal Defense - Professional Services	95,000	-
<b>Council</b>		
Criminal Justice and Public Safety Committee	80,000	-
Incarceration Prevention and Reduction Task Force	50,000	50,000
Furnishings for the Council Chambers	6,000	-
<b>District Court</b>		
Continuous Form Burster	10,000	-
Form Folder and Inserter	7,000	-
Office Chair Replacements	6,000	-
<b>District Court Probation</b>		
Office Equipment (See ASR 2019-5903)	2,250	-
Electronic Monitoring Equipment	120,000	120,000
<b>Non-Departmental</b>		
GF Trf to Fund Jail ASRs	765,214	648,650
Additional GF Trf to Emergency Management Fund	50,000	50,000
Additional Trf to Elections Fund	-	100,000
Transfer in Support of Capital Projects	1,000,000	1,000,000
<b>Planning &amp; Development Services</b>		
Consultant for Shoreline Management Program Update	100,000	-
Start Up Costs for Fire Inspector Position	23,832	7,400
Building Services Code Books	-	5,200
Natural Resources Summer Temporary	10,956	10,956
<b>Sheriff</b>		
Spillman Software 2nd Maintenance Installment	178,143	-
1FTE Crisis Intervention Deputy 2019 One Time	68,100	-
Whatcom County Radio System Manager One Time Costs	77,600	-
Trf for Sheriff's Underfunded Vehicle Equity	115,000	115,000
Body Worn Cameras (BWC)	-	128,285
1 FTE Patrol Lieutenant 2019 One Time Costs	68,100	-
Records-FileOnQ Evidence Upgrade	5,000	-
Polygraph Operator Training	8,600	-
High Gear Suit Replacement	3,500	-
Replacement - Preliminary Breath Test Equipment	8,200	-
Firearms Replacement - Handguns	4,000	4,000
Firearms Replacement - Shotguns	-	4,000
Records Office Chair Replacement	7,500	-

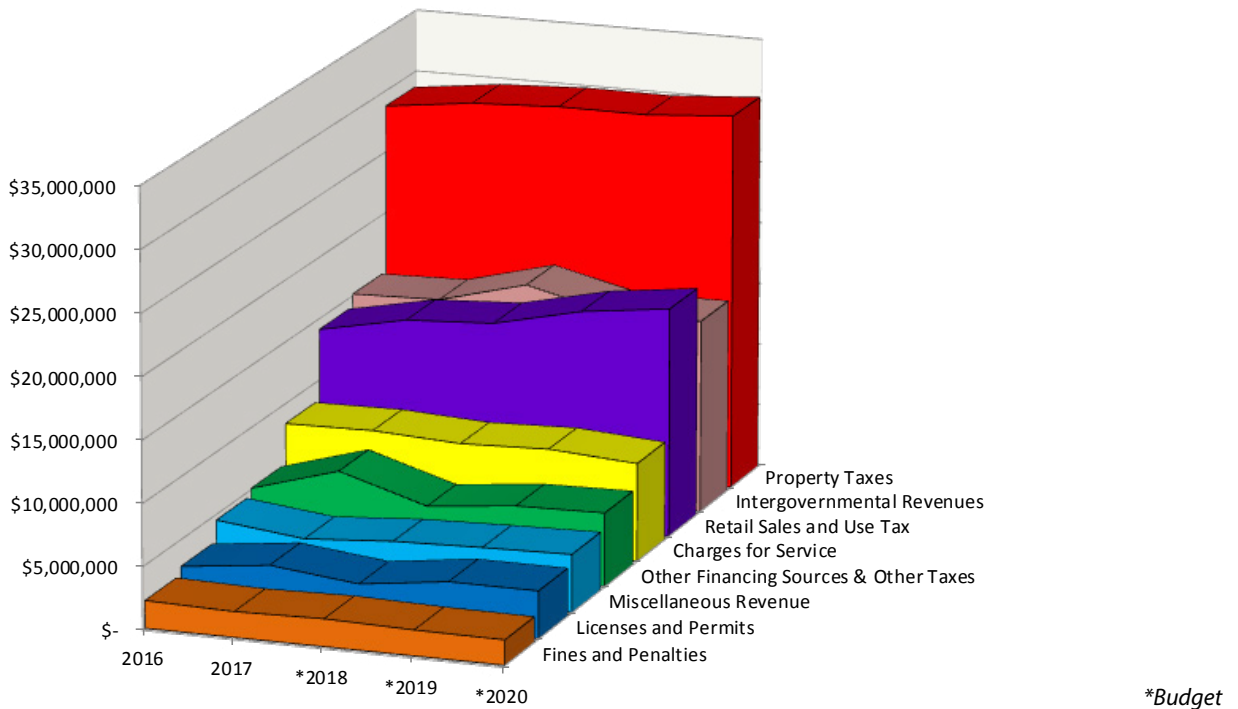
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## General Fund Summary continued

## One-Time Additional Service Requests continued

Request Name	2019 Expenditure	2020 Expenditure
<b>Public Defender</b>		
NCDC Training	3,775	3,775
<b>Parks &amp; Recreation</b>		
2019 Parks Fleet Additions	42,000	22,600
Plantation Range Facility Maintenance Equipment	10,000	-
Bellingham and Welcome Senior Center Maintenance	9,950	15,000
Sanitation Cost Maintenance	7,000	7,000
<b>Health</b>		
Access I.D. Project	18,000	18,000
	<u>2,988,720</u>	<u>2,309,866</u>

# General Fund Revenues



## General Fund Revenue Notes

### Property Tax

In 2019, property tax revenues are budgeted at \$31,169 less than 2018 budget amounts. Although an expected \$520 million in new construction valuations will be added, \$640,000 of tax revenue budget has been moved to the new Mental Health and Developmental Disability Fund to account for those levies separately as restricted revenues. Property tax revenues are estimated to increase \$508,400 in 2020 as a result of projecting another \$520 million in new construction additions.

### Intergovernmental Revenues

Intergovernmental revenues are mostly grants received from federal and state governments to support various programs. Ongoing General Fund grants include the Consolidated Juvenile Grant received by Juvenile Administration; Support Enforcement Grant received by the Prosecuting Attorney's Office, Superior Court, and County Clerk; Washington State Department of Health Consolidated Contract and Department of Social and Health Services Developmental Disabilities Contracts received by the Health Department. This category also includes federal payment in lieu of taxes for U.S. forest lands and an impact payment contract with Seattle City Light related to dams located in Whatcom County. In addition, Whatcom County receives state entitlement distributions such as criminal justice assistance, public health assistance, and marijuana and liquor board excise

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## General Fund Revenue Notes continued

tax and profit distributions.

Intergovernmental revenues are budgeted to decrease \$1,680,900 between 2018 and 2019 and increase \$37,600 between 2019 and 2020. Grant revenues generally present a decrease in the biennial budget document as many grants expire over the new biennium and new contracts are not in place during the budget process. In reality, some contracts will be continued from 2018 into 2019 through the continuing appropriation process and new contracts are generally added throughout the biennium by utilizing the budget supplemental process. Major grants not currently budgeted in the 2019-2020 biennium include Community Development Block Grants (CDBG) with the Opportunity Council (\$699,000), Department of Homeland Security grants with the Sheriff's Office (\$699,000), and Women, Infant & Children (WIC) grants in the Health Department (\$318,450). The WIC program has been transitioned to a community not for profit now providing services instead of the Health Department.

### **Retail Sales Tax**

Whatcom County receives 0.1% of the retail sales tax collected in the unincorporated areas and 0.015% of retail sales tax collected in the incorporated areas. The 2019 budget is \$1,613,240 more than the 2018 budget. 2019 and 2020 have been budgeted at a 5% growth rate over 2018 projected revenues. The county also levies a 0.1% criminal justice sales tax. 10% of the funds collected are received by the county with the other 90% being distributed based on population of the cities and unincorporated areas. The 2019 and 2020 criminal justice tax budgets are also expected to increase at 5% annually over 2018 projections.

### **Charges for Service**

Charges for services include fees for services performed for other governments, other funds and for the public. These fees for service are expected to increase approximately \$240,000 between 2018 budget and 2019 budget and decrease \$470,000 between 2019 and 2020. Most of the 2019 increase results from increased revenues in Auditor's filing and licensing fees, as well as Planning and Development Services fees. The decrease of \$470,000 represents the loss of Medicaid administration funding due to the restructure of the North Sound Behavioral Health Organization.

### **Other Financing Sources and Other Taxes**

This category includes transfers from other funds, state timber sales, and excise taxes. Transfers increased about \$720,000 above 2018 amounts. The Health Department transfers increased \$650,000 due to an increase in the indirect cost rate charged to other funds it manages for the purpose of recovering overhead costs.

### **Miscellaneous Revenue**

This category includes interest on delinquent taxes, rents from Parks activities, investment earnings and small miscellaneous amounts from various activities. Investment earnings are projected to gain \$1,000,000 over the 2018 budget and \$146,000 over the 2019 budget as investment rates recover from recent record lows. Investment earnings are the result of investing excess cash from the General Fund and other county and non-county funds. In addition, Parks campsite rentals are budgeted to increase \$30,000.

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## General Fund Revenue Notes continued

### **Licenses and Permits**

Licenses and permits revenues are expected to increase \$890,000 in 2019. Franchise fees and royalties were re-classified to this category accounting for \$750,000 of the increase. Restaurant licenses and permit revenue increased \$84,000. This category also contains marriage licenses, firearms permits, and other miscellaneous license and permit activity.

### **Fines and Penalties**

Fines and penalties are collected within the court systems as a result of traffic infractions, misdemeanors, and criminal costs. The other major source of penalty revenues is collected in the Treasurer's Office as a result of delinquent taxes. This category is budgeted \$156,000 lower in 2019 budget and another \$49,000 lower in 2020. Penalties from the collection of delinquent property taxes decreased \$100,000 from the 2018 budget. Overall fines and penalties have been trending down as judges are now required to consider indigence when imposing these costs upon defendants.

## General Fund Revenue Summary

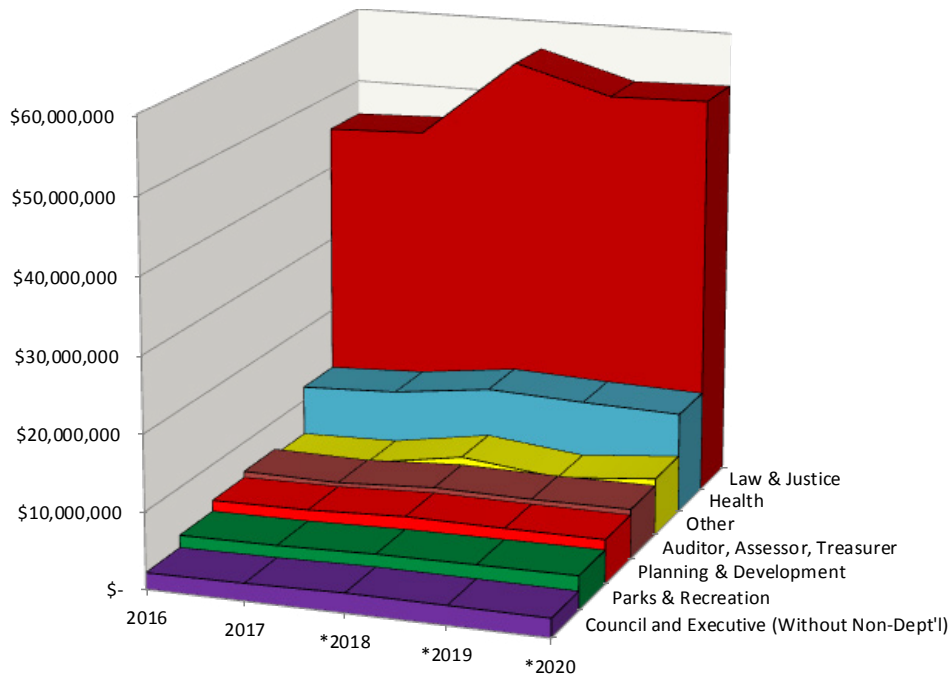
	Actual 2016	Actual 2017	Amended Budget 2018	Budget 2019	Budget 2020
<b>Property Taxes</b>					
<i>Property Taxes</i>	28,745,111	29,595,681	29,915,664	29,884,495	30,392,940
<b>Retail Sales and Use Tax</b>					
<i>Retail Sales and Use Tax</i>	14,121,970	15,549,689	15,947,616	17,560,856	18,438,899
<b>Other Taxes</b>					
Business & Occupation Taxes	27,402	31,576	15,000	30,000	30,000
Excise Taxes	376,262	333,562	396,700	388,700	388,700
<i>Total Other Taxes</i>	403,664	365,138	411,700	418,700	418,700
<b>Licenses and Permits</b>					
Business Licenses & Permits	929,840	1,745,828	988,852	1,837,989	1,837,989
Non-Business Licenses & Permits	1,940,135	1,934,376	1,921,500	1,964,920	1,964,920
<i>Total Licenses and Permits</i>	2,869,976	3,680,204	2,910,352	3,802,909	3,802,909
<b>Intergovernmental Revenue</b>					
Federal Grants-Direct	189,775	175,073	175,073	175,073	175,073
Federal Entitlements	1,771,576	1,817,771	1,850,000	2,200,000	2,200,000
Federal Grants-Indirect	2,934,631	2,890,836	3,975,233	1,820,595	1,824,383
State Grants	5,308,223	5,284,785	6,020,209	5,828,740	5,831,944
State Shared Revenues	125,752	135,836	126,410	126,390	126,390
State Entitlements	3,743,873	3,932,609	3,923,740	4,213,473	4,218,026
Interlocal Grants-Entitlements	1,066,670	1,092,234	1,117,163	1,142,670	1,168,767
<i>Total Intergovernmental Rev</i>	15,140,500	15,329,143	17,187,828	15,506,941	15,544,583
<b>Charges for Goods and Services</b>					
General Government	3,371,164	3,534,329	3,355,947	3,421,830	3,448,224
Security-Persons & Property	1,036,085	989,373	962,349	954,375	902,261
Economic Environment	2,216,576	2,226,887	2,061,720	2,255,977	2,258,635
Mental & Physical Health	1,490,149	1,482,842	1,480,855	1,481,208	1,022,616
Culture and Recreation	272,032	261,272	269,174	259,174	269,174
<i>Total Charges for Goods &amp; Svcs</i>	8,386,007	8,494,703	8,130,045	8,372,564	7,900,910
<b>Fines and Penalties</b>					
Felony Penalties	83,782	106,288	83,250	43,000	43,000
Civil Penalties	831,080	675,326	821,000	751,000	751,000
Nonparking Infractions	961,598	965,860	981,500	987,500	967,500
Parking Infractions	3,487	959	3,100	3,100	3,100
Criminal Traffic Misdemeanors	213,475	199,070	200,000	162,000	140,000
Nontraffic Misdemeanors	32,035	26,191	32,200	25,800	22,600
Criminal Costs	86,754	84,013	93,700	86,700	83,200
<i>Total Fines and Penalties</i>	2,212,212	2,057,707	2,214,750	2,059,100	2,010,400

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General Fund Revenue Summary continued

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Amended Budget 2018</b>	<b>Budget 2019</b>	<b>Budget 2020</b>
<b>Miscellaneous Revenue</b>					
Interest Earnings	2,763,910	2,620,898	2,591,066	3,601,865	3,747,692
Rents & Royalties	1,582,482	857,501	1,588,311	795,239	795,239
Contributions-Private	66,600	72,050	11,800	11,800	11,800
Other Misc Revenues	142,943	208,900	76,726	72,851	87,751
<i>Total Miscellaneous Revenue</i>	<i>4,555,936</i>	<i>3,759,349</i>	<i>4,267,903</i>	<i>4,481,755</i>	<i>4,642,482</i>
<b>Other Financing Sources</b>					
State Timber Sales	157,124	171,858	374,000	370,000	370,000
Other Fixed Assets	1,957	-	-	-	-
Proceeds Capital Lease	63,779	241,403	-	-	-
Operating & Residual Equity Transfer In	4,361,416	3,789,764	4,156,186	4,879,885	5,016,808
Interfund Transfer In - Debt Service	124,000	124,000	124,000	124,000	124,000
Prior Period Adjustments	-	2,501,638	-	-	-
<i>Total Other Financing Sources</i>	<i>4,708,276</i>	<i>6,828,663</i>	<i>4,654,186</i>	<i>5,373,885</i>	<i>5,510,808</i>
<b>Total General Fund</b>	<b>81,143,651</b>	<b>85,660,278</b>	<b>85,640,044</b>	<b>87,461,205</b>	<b>88,662,631</b>
<i>Percent Change from Previous Year</i>	<i>3.0%</i>	<i>5.6%</i>	<i>-0.0%</i>	<i>2.1%</i>	<i>1.4%</i>

# General Fund Expenditures



\*Budget

Note: General Fund Expenditures are shown in operational categories. Non-Departmental transfers are distributed to the appropriate categories in this chart.

## General Fund Expenditures Notes

### General Fund Expenditure History

Total expenditures for the General Fund for 2019 and 2020 are \$91.9 million and \$93.3 million respectively. The 2019 and 2020 budgets are \$5.6 million and \$4.3 million less respectively than the current 2018 budget. Decreases are due to lower amounts of expenditures budgeted for capital projects in the new biennium.

### Law & Justice

The largest category of expenditures is for Law & Justice. This category includes District, Superior, and Juvenile Courts, County Clerk, Public Defender, Prosecuting Attorney, Sheriff, and a transfer that funds a portion of the cost of operating the jail. Law & Justice expenditures increased at 2.5% per annum from 2012 through 2017, excluding transfers for capital projects. This category accounts for 57% of the General Fund’s 2019-2020 budget.

### Health Department

With 14.6% of the General Fund budgeted expenditures in 2019-2020, the Health Department is the second largest expenditure category. This department’s expenditures have increased at an average rate of 2.7% per year from 2012 through 2017. The Health Department receives state and federal grant revenues and charges

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## General Fund Expenditures Notes continued

user fees for some of its programs. General county revenues of approximately \$2.3 million and \$2.4 million respectively will be used to support the Health Department's operating costs in 2019 and 2020. In keeping with its strategic plan, the Health Department is moving away from providing direct services and instead is ensuring those services are available in the community. During the last half of 2018, the Women, Infants and Children's (WIC) Program has transitioned to services being provided by a not for profit partner.

### **Other**

"Other" is made up of miscellaneous expenditures that are not attributable to specific departments. Expenditures in this category include payments for animal control, fire district related 911 emergency dispatch, medical examiner and morgue, leave payouts on behalf of terminating employees, wage and benefit contract reserves, support for other organizations that provide public services, general fund transfers to the administrative services fund, interfund debt service, support for emergency management services and other smaller miscellaneous items. Transfers to administrative services primarily fund the administrative cost allocation for Non-Departmental activities and junior taxing districts. They also include support for the county's geographical information system and funding for the computer replacement revolving account. "Other" also includes the budget for WSU Extension Office and funding for capital projects. The Other General Fund category decreased by \$1.4 million in 2019 from current 2018 levels due to lower amounts of capital project funding and pass through grants being budgeted. In 2020 the Other General Fund category is only \$200,000 less than 2018 levels due to more funding set aside for wage reserves in anticipation of bargaining unit settlements.

### **Assessor, Treasurer, and Auditor**

The Assessor, Treasurer, and Auditor make up 7.1% of the total 2019-2020 General Fund budget. Expenditures have increased at an annual rate of 2.6% from 2012 through 2017, excluding transfers to the election reserve fund and capital costs of the Assessor/Treasurer software system. Transfers to the election reserve fund fluctuate based on the number of elections held per year and which entities conduct special elections.

### **Planning & Development Services**

Planning and Development Services make up 6.3% of the total 2019-2020 General Fund budget. Planning and Development Services expenditures increased an average of 3.6% per year from 2012 through 2017. Building activity levels fell dramatically during the recession and have now recovered as a result of a robust building economy. In 2019-2020, \$2 million per year of the department's annual operating costs will be paid from discretionary General Fund revenues.

### **Parks & Recreation**

Parks & Recreation accounts for 4.8% of the General Fund budget. Parks expenditures increased an average of 3.6% per annum from 2012 through 2017. The amount of land under Parks supervision has grown significantly over the past few years with the acquisition and development of the Lake Whatcom Park property as well as major development and renovation projects underway at Silver Lake and South Fork Parks. General county revenues of approximately \$3.3 million per year will be used to support Parks & Recreation's operating costs in 2019 and 2020.

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## General Fund Expenditures Notes continued

### **Council and Executive (not including Non-Departmental)**

County Council, including Hearing Examiner, and Executive (not including Non-Departmental) make up 2.7% of the total General Fund budget. Expenditures have increased at an annual rate of 7.8% from 2012 through 2017.

# General Fund Expenditures Summary

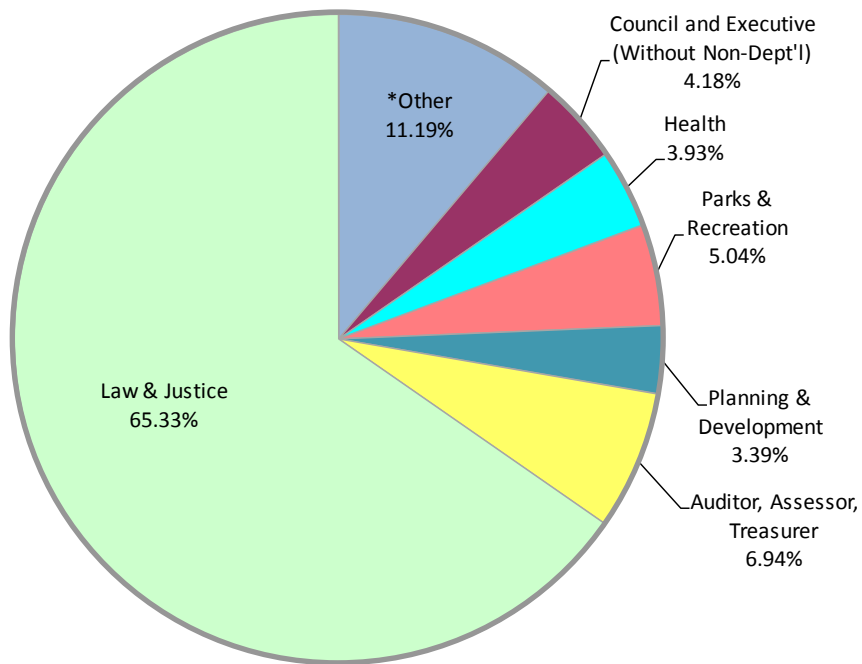
	Actual 2016	Actual 2017	Amended Budget 2018	Budget 2019	Budget 2020
<b>Law and Justice</b>					
District Court	3,832,657	4,012,322	4,340,849	4,575,478	4,599,885
Prosecuting Attorney	6,259,193	6,231,502	6,721,328	6,669,989	6,785,745
Public Defender	3,823,759	3,938,638	4,223,532	4,318,112	4,435,217
Sheriff	15,089,778	15,022,272	16,712,858	17,674,257	17,620,242
Superior Court	9,473,219	9,638,455	10,513,682	10,571,710	10,690,273
Non-Departmental - Jail Operating Transfers	5,075,170	6,117,229	6,817,229	7,582,443	7,465,879
Non-Departmental - Jail Capital Project Transfers	1,000,000	-	5,778,155	-	-
Non-Departmental - LEOFF 1 & Civil Service	108,790	136,925	336,818	339,222	339,296
Non-Departmental - Sheriff's 911 Dispatch	694,608	712,447	781,483	891,773	987,819
<i>Total Law and Justice</i>	45,357,174	45,809,790	56,225,934	52,622,984	52,924,356
<b>Auditor, Assessor, Treasurer</b>					
Assessor	3,068,302	2,911,148	3,295,539	3,394,993	3,355,255
Auditor	1,332,333	1,361,766	1,451,905	1,424,557	1,447,023
Operating Transfer - Elections	100,000	150,000	377,525	150,000	250,000
Treasurer	1,448,280	1,476,649	1,539,202	1,554,218	1,572,815
Assessor/Treasurer System	128,656	38,712	5,418	1,673	-
<i>Total Auditor, Assessor, Treasurer</i>	6,077,571	5,938,275	6,669,589	6,525,441	6,625,093
<b>Planning and Development Services</b>					
<i>Planning and Development Services</i>	5,238,543	5,394,452	5,953,012	5,860,561	5,853,927
<b>Parks and Recreation</b>					
<i>Parks and Recreation</i>	3,779,518	3,906,675	4,255,828	4,383,264	4,487,230
<b>Health</b>					
<i>Public Health</i>	11,873,775	12,481,756	14,125,213	13,642,352	13,316,805
<b>Council and Executive (Without Non-Departmental)</b>					
County Council	1,448,079	1,587,413	1,801,960	1,744,048	1,676,882
County Executive	692,790	706,964	777,664	798,972	810,699
<i>Total Council and Executive (without Non-Dept'l)</i>	2,140,869	2,294,377	2,579,624	2,543,020	2,487,581
<b>OTHER</b>					
<b>WSU Extension</b>					
<i>WSU Extension</i>	452,679	468,670	515,229	541,708	544,329

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## General Fund Expenditures Summary continued

	Actual 2016	Actual 2017	Amended Budget 2018	Budget 2019	Budget 2020
<b>Other Non-Departmental</b>					
Medical Examiner & Morgue	517,135	525,671	618,569	643,306	664,237
911 Dispatch - Fire Related	215,113	262,197	273,676	257,419	285,143
Emergency Medical Services	1,380,737	-	-	-	-
Animal Control	387,109	388,988	386,529	386,529	386,529
General Obligation Bonds & Interfund Loans	226,983	233,988	228,000	-	-
Emergency Management Support	349,232	317,603	327,551	436,544	440,153
Capitalized Leases	63,779	241,403	-	-	-
Leave Pay Out & Reserve Account	119,801	243,012	700,094	1,575,000	2,800,000
Pass-through Grants to Other Organizations	354,052	559,326	704,078	-	-
Support to Other Organizations	476,462	515,726	536,165	543,138	544,035
Transfers to PW - Noxious Weed, Hydrogeologist	50,000	50,000	96,843	106,265	108,010
Transfers for capital projects	-	883,996	1,750,000	1,000,000	1,000,000
Administrative Services Projects & Transfers	587,584	828,790	1,389,281	718,350	683,319
Misc Non-Departmental	127,182	114,543	223,993	150,144	122,759
<i>Total Other Non-Departmental</i>	<i>4,855,169</i>	<i>5,165,243</i>	<i>7,234,779</i>	<i>5,816,695</i>	<i>7,034,185</i>
<b>TOTAL GENERAL FUND</b>	<b>79,775,298</b>	<b>81,459,238</b>	<b>97,559,208</b>	<b>91,936,025</b>	<b>93,273,506</b>
<i>Percent Change from Previous Year</i>	<i>4.6%</i>	<i>2.1%</i>	<i>19.8%</i>	<i>-5.8%</i>	<i>1.5%</i>

# Undedicated General Fund Resources



## General Fund Budgeted Revenues

The General Fund’s 2019-2020 budgeted revenues total \$176,123,836. Of this, \$64,803,381 is dedicated in some manner to program areas such as charges for services and grants. The remaining \$111,320,455 is not dedicated to any program area. The General Fund’s undedicated resources total \$120,406,150. This amount includes the \$111,320,455 of undedicated revenue, together with \$9,085,695 of fund balance that would be used in 2019-2020 if the budget was fully expended. This graph shows where these undedicated resources are budgeted.

Based on past experience it is unlikely that budgets will be fully expended. We anticipate that approximately \$9.3 million of budget authority will not be used and will lapse at the end of the biennium. This would result in an approximately breakeven budget.

## Capital Expenditures

All capital expenditures are reported in “Other” for purposes of the 2019-2020 Undedicated General Fund Resources graph. Capital expenditures were removed from the department expenditures because they vary from year to year and tend to distort ongoing department expenditures.

### \*Other

Includes WSU Extension, leave pay out and wage/benefit reserves, medical examiner & morgue, 911 fire dispatch, ambulance services, animal control, capital acquisitions, emergency management support, support to other organizations, miscellaneous non-departmental, transfers to Administrative Services Fund, and transfers to Public Works.

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## Undedicated General Fund Resources Summary

	<b>Budget 2019-2020 Expense</b>	<b>Budget 2019-2020 Revenue</b>	<b>Budget 2019-2020 Capital</b>	<b>Budget 2019-2020 Undedicated</b>
<b>Law and Justice</b>				
District Court	9,175,363	(2,989,636)		6,185,727
Prosecuting Attorney	13,455,734	(2,870,093)		10,585,641
Public Defender	8,753,329	(516,105)		8,237,224
Sheriff	35,294,499	(3,074,188)	(381,000)	31,839,311
Superior Court	21,261,983	(3,394,853)		17,867,130
Non-Departmental - Criminal Justice Revenues		(13,644,024)		(13,644,024)
Non-Departmental - Jail Operating Transfers	15,048,322			15,048,322
Non-Departmental - Transfers for New Jail				
Non-Departmental - LEOFF 1 & Civil Service	678,518			678,518
Non-Departmental - Sheriff's 911 Dispatch	1,879,592			1,879,592
Non-Departmental - Trf for Superior Ct Remodel				
Non-Departmental - Trf for Crim Justice Software				
<i>Total Law and Justice</i>	105,547,340	(26,488,899)	(381,000)	78,677,441
<b>Auditor, Assessor, Treasurer</b>				
Assessor	6,750,248	(18,000)		6,732,248
Auditor	2,871,580	(3,509,224)		(637,644)
Operating Transfer - Elections	400,000			(870,500)
Treasurer	3,127,033	(1,270,500)		3,127,033
Assessor/Treasurer System	1,673			1,673
<i>Total Auditor, Assessor, Treasurer</i>	13,150,534	(4,797,724)		8,352,810
<b>Planning and Development Services</b>				
<i>Planning and Development Services</i>	11,714,488	(7,635,072)		4,079,416
<b>Parks and Recreation</b>				
<i>Parks and Recreation</i>	8,870,494	(2,689,130)	(117,600)	6,063,764
<b>Health</b>				
<i>Public Health</i>	26,959,157	(22,231,676)		4,727,481
<b>Council and Executive (Without Non-Departmental)</b>				
County Council	3,420,930	(3,480)		3,417,450
County Executive	1,609,671			1,609,671
<i>Total Council and Executive (without Non-Dept'l)</i>	5,030,601	(3,480)		5,027,121
<b>OTHER</b>				
<b>WSU Extension</b>				
<i>WSU Extension</i>	1,086,037	(330,000)		756,037

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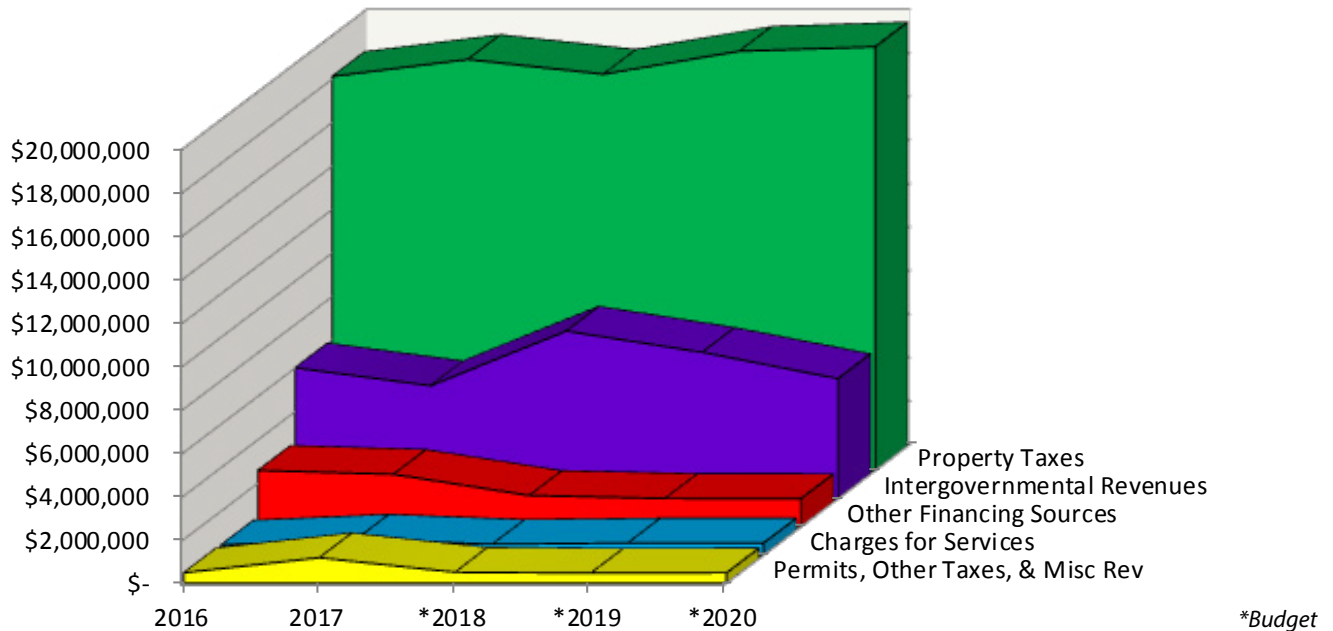
Undedicated General Fund Resources Summary continued

	<b>Budget 2019-2020 Expense</b>	<b>Budget 2019-2020 Revenue</b>	<b>Budget 2019-2020 Capital</b>	<b>Budget 2019-2020 Undedicated</b>
<b>Other Non-Departmental</b>				
Medical Examiner & Morgue	1,307,543	(90,000)		1,217,543
911 Dispatch - Fire Related	542,562			542,562
Animal Control	773,058			773,058
Funding for Interfund Loans		(248,000)		(248,000)
Emergency Management Support	876,697			876,697
Leave Pay Out & Reserve Account	4,375,000			4,375,000
Support to Other Organizations	1,087,173			1,087,173
Transfers to PW - Noxious Weed, Hydrogeologist	214,275			214,275
Transfers for capital projects	2,000,000		(2,000,000)	
Administrative Services Projects & Transfers	1,401,669			1,401,669
Misc Non-Departmental	272,903	(289,400)	(13,000)	(29,497)
<i>Total Other Non-Departmental</i>	12,850,880	(627,400)	(2,013,000)	10,210,480
<i>Total Capital Acquisitions (Add to Other)</i>			2,511,600	2,511,600
<b>TOTAL GENERAL FUND</b>	185,209,531	(64,803,381)		120,406,150

## General Fund Revenues Not Assigned to Any Department

	Actual 2016	Actual 2017	Amended Budget 2018	Budget 2019	Budget 2020
<b>LAW &amp; JUSTICE RELATED</b>					
Criminal Justice Sales Tax	1,945,746	2,135,572	2,200,222	2,358,016	2,475,917
Gambling Excise Taxes	27,402	31,576	15,000	30,000	30,000
State Entitlements	1,964,906	1,996,098	2,043,842	2,214,019	2,218,572
District Court Fines and Penalties	1,244,098	1,220,597	1,251,800	1,206,400	1,157,700
Superior Court Fines and Penalties	138,197	161,784	141,950	101,700	101,700
Public & Health Safety Sales Tax - CJ Share	675,000	800,000	800,000	850,000	900,000
<i>Total Law &amp; Justice Related</i>	<i>5,995,349</i>	<i>6,345,628</i>	<i>6,452,814</i>	<i>6,760,135</i>	<i>6,883,889</i>
<i>Percent Change from Previous Year</i>	<i>1.2%</i>	<i>5.8%</i>	<i>1.7%</i>	<i>4.8%</i>	<i>1.8%</i>
<b>UNDEDICATED GENERAL FUND REVENUES</b>					
Property Taxes	27,305,696	28,117,410	28,479,934	29,077,965	29,586,410
Timber Harvest Tax/Forest Excise Tax	132,751	120,287	160,000	160,000	160,000
Retail Sales & Use Tax	12,176,224	13,414,117	13,747,394	15,202,840	15,962,982
Leasehold Excise Taxes	225,567	197,074	220,000	220,000	220,000
Penalties on Taxes	737,117	640,604	791,000	691,000	691,000
Interest on Taxes	1,640,890	1,045,206	1,250,000	1,250,000	1,250,000
Federal In Lieu of Taxes	1,771,576	1,817,771	1,850,000	2,200,000	2,200,000
State Shared Revenues	125,680	135,496	126,200	126,200	126,200
State In Lieu of Taxes	7,934	8,775	8,000	8,000	8,000
Seattle City Light Interlocal	1,051,470	1,075,834	1,100,763	1,126,270	1,152,367
Current Expense Allocation	909,622	1,146,597	1,180,995	1,388,191	1,429,837
Interest Earnings	1,186,560	1,604,624	1,274,901	2,315,765	2,461,592
Rents & Franchise Fees	799,457	811,746	845,460	793,918	793,918
Miscellaneous Revenues	(131,734)	(84,248)	3,500	9,000	9,000
Prior Period Adjustment	-	2,501,638	-	-	-
State Timber Sales	144,873	158,657	350,000	350,000	350,000
<i>Total Undedicated General Fund Revenues</i>	<i>48,083,683</i>	<i>52,711,589</i>	<i>51,388,147</i>	<i>54,919,149</i>	<i>56,401,306</i>
<i>Percent Change from Previous Year</i>	<i>3.1%</i>	<i>9.6%</i>	<i>-2.5%</i>	<i>6.9%</i>	<i>2.7%</i>
<b>Total General Fund Unassigned</b>	<b>54,079,032</b>	<b>59,057,216</b>	<b>57,840,961</b>	<b>61,679,284</b>	<b>63,285,195</b>
<i>Percent Change from Previous Year</i>	<i>2.9%</i>	<i>9.2%</i>	<i>-2.1%</i>	<i>6.6%</i>	<i>2.6%</i>

# Road Fund Revenues



## Road Fund Revenue Notes

### Property Tax

The Road Fund property tax revenue budget has been increased by \$1,055,685 in 2019 and another \$200,000 in 2020 over 2018 budget to align with projected current year revenue results and expected new construction additions. A property valuation appeal case with BP Refinery was settled which resulted in a substantial amount of new construction from the years under appeal being added.

### Intergovernmental Revenues

Intergovernmental revenues are 75% state entitlements from motor vehicle fuel tax distributions and multimodal transportation funding for road operations and construction. Road is also budgeted to receive \$430,000 per year in federal entitlements from federal forest monies and \$472,000 per year in state CAPA (County Arterial Preservation Account) grant funding. Most grants for specific large road projects are budgeted in separate project budget funds.

### Other Financing Sources

Includes state timber sales and transfers from other funds. Transfers are \$140,000 less in 2019 and \$150,000 less in 2020 from 2018 amounts. Operating transfers fluctuate year to year depending on departmental activities.

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## Road Fund Revenue Notes continued

### **Charges for Services**

This category includes reimbursements from other funds and governmental entities for work performed by road crews and engineers.

### **Licenses & Permits, Other Taxes, and Miscellaneous**

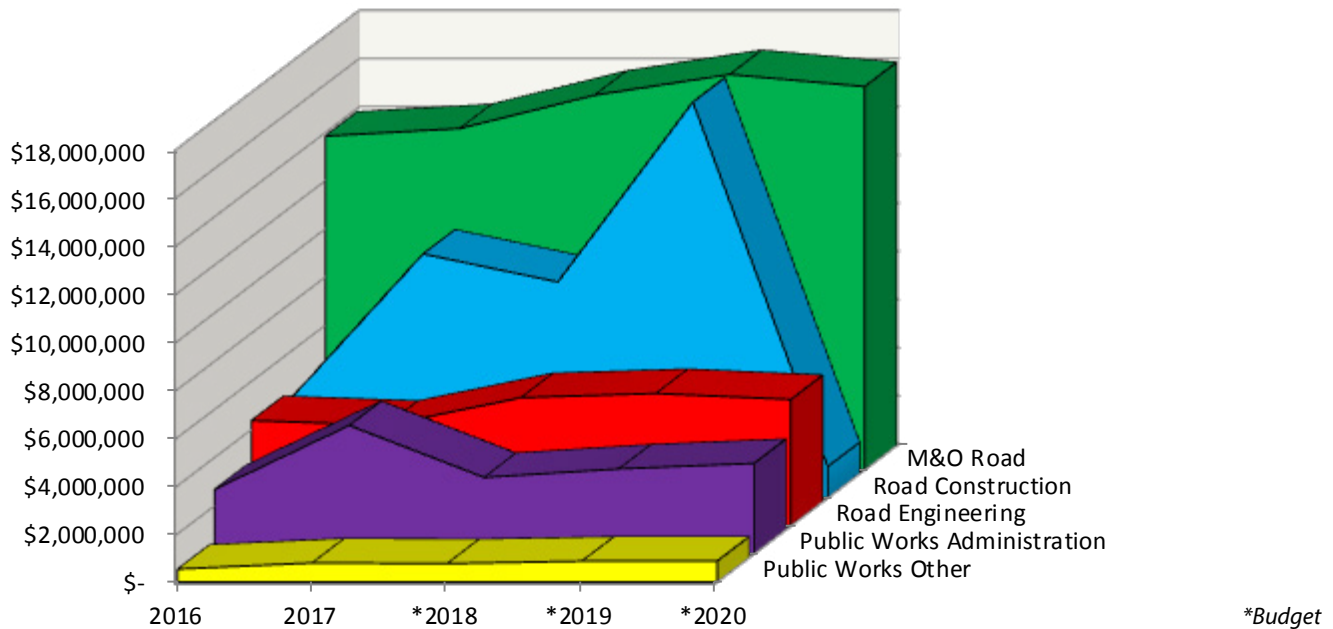
Small amounts of revenue from excise taxes, encroachment permits, space rental to other public works departments, etc.

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# Road Fund Revenue Summary

	Actual 2016	Actual 2017	Amended Budget 2018	Budget 2019	Budget 2020
<b>Property Taxes</b>					
<i>Property Taxes</i>	18,127,864	18,910,751	18,233,515	19,289,200	19,489,200
<b>Other Taxes</b>					
Excise Taxes	215,393	202,121	257,000	238,000	257,000
<i>Total Other Taxes</i>	215,393	202,121	257,000	238,000	257,000
<b>Licenses and Permits</b>					
<i>Licenses and Permits</i>	104,985	108,226	134,000	110,000	110,000
<b>Intergovernmental Revenue</b>					
Federal Entitlements	428,314	78,958	430,000	430,000	430,000
Federal Grants-Indirect	649,710	190,831	2,426,000	1,211,000	-
State Grants	621,649	490,444	614,680	476,950	476,950
State Shared Revenues	1,169	5,642	2,000	2,000	2,000
State Entitlements	4,321,861	4,426,857	4,234,981	4,613,852	4,613,852
<i>Total Intergovernmental Rev</i>	6,022,703	5,192,733	7,707,661	6,733,802	5,522,802
<b>Charges for Goods and Services</b>					
General Government	13,749	30,153	10,220	10,220	10,220
Security-Persons & Property	150	-	500	500	500
Transportation	339,462	589,068	428,000	448,000	448,000
Economic Environment	99,197	106,317	46,000	90,000	90,000
<i>Total Charges for Goods &amp; Svcs</i>	452,557	725,537	484,720	548,720	548,720
<b>Miscellaneous Revenue</b>					
Interest Earnings	(113,338)	(6,039)	5,329	5,329	5,329
Rents & Royalties	96,318	93,727	94,612	94,612	94,612
Contributions-Private	22,000	28,673	-	-	-
Other Misc Revenues	146,321	739,159	5,000	5,000	5,000
<i>Total Miscellaneous Revenue</i>	151,301	855,519	104,941	104,941	104,941
<b>Other Financing Sources</b>					
State Timber Sales	198,608	217,875	450,000	450,000	450,000
Other Fixed Assets	39,167	-	-	-	-
Proceeds Capital Lease	40,795	19,110	-	-	-
Operating Transfer In	2,318,268	2,175,598	992,320	852,182	840,903
<i>Total Other Financing Sources</i>	2,596,839	2,412,583	1,442,320	1,302,182	1,290,903
<b>Total Road Fund</b>	27,671,643	28,407,470	28,364,157	28,326,845	27,323,566
<i>Percent Change from Previous Year</i>	10.1%	2.7%	-0.2%	-0.1%	-3.5%

# Road Fund Expenditures



## Road Fund Expenditure Notes

### Road Maintenance & Operations

The cost of preserving and maintaining the right-of-way and each type of roadway, roadway structure, and facility. In recent years, emphasis has been placed on NPDES Phase II requirements which have resulted in substantially higher expenses. This biennium’s budget contains increased costs of \$300,000 per year for vector/road sweeping waste disposal in compliance with NPDES requirements. The 2019 budget also contains \$745,000 of transfers to other funds to support facility repairs at the central shop, construction of an NPDES-related vector truck building, support for Swift Creek sediment management, and equipment purchases. Budgets for 2018 – 2020 contain a \$500,000 per year contingency amount to be able to respond to extraordinary events such as snow storms and floods.

### Road Construction

The cost to design, construct and improve county roads and bridges. Projects expected to be completed within one calendar year are budgeted in the 2019 budget. Large projects expected to span more than one calendar year are budgeted on a project by project basis in separate funds. Road Fund transfers to fund large project budgets are recorded at \$4,287,500 in 2019. The 2019 budget contains the annual road program. The 2020 budget only includes undistributed engineering wages and benefits and division administrative costs. The actual 2020 construction budget will be adopted during the mid-biennium adjustments after the annual road program has been approved by Council.

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## Road Fund Expenditure Notes continued

### **Road Engineering**

The cost of providing accurate information related to roads, such as surveys, traffic, development, bridge inspections and drainage. Includes the cost of improving the safety of roads through accident investigation and operation studies; as well as the cost of maintaining the pavement management system. In recent years there has been a significant increase in costs related to meeting NPDES Phase II requirements. Four staff positions have been added for this purpose since 2015. In addition, the 2019 budget contains \$150,000 for contracted services to assist with development of an ADA plan targeted at pedestrian facility access requirements.

### **Public Works Administration**

The cost of providing overall management direction, accounting, and support services to all of the Public Works Department. Also includes special programs, safety and training, and real estate activities. In addition, Road's transfer of over \$1.4 million to fund 45% of Ferry operation costs is accounted for in Administration.

### **Public Works Other**

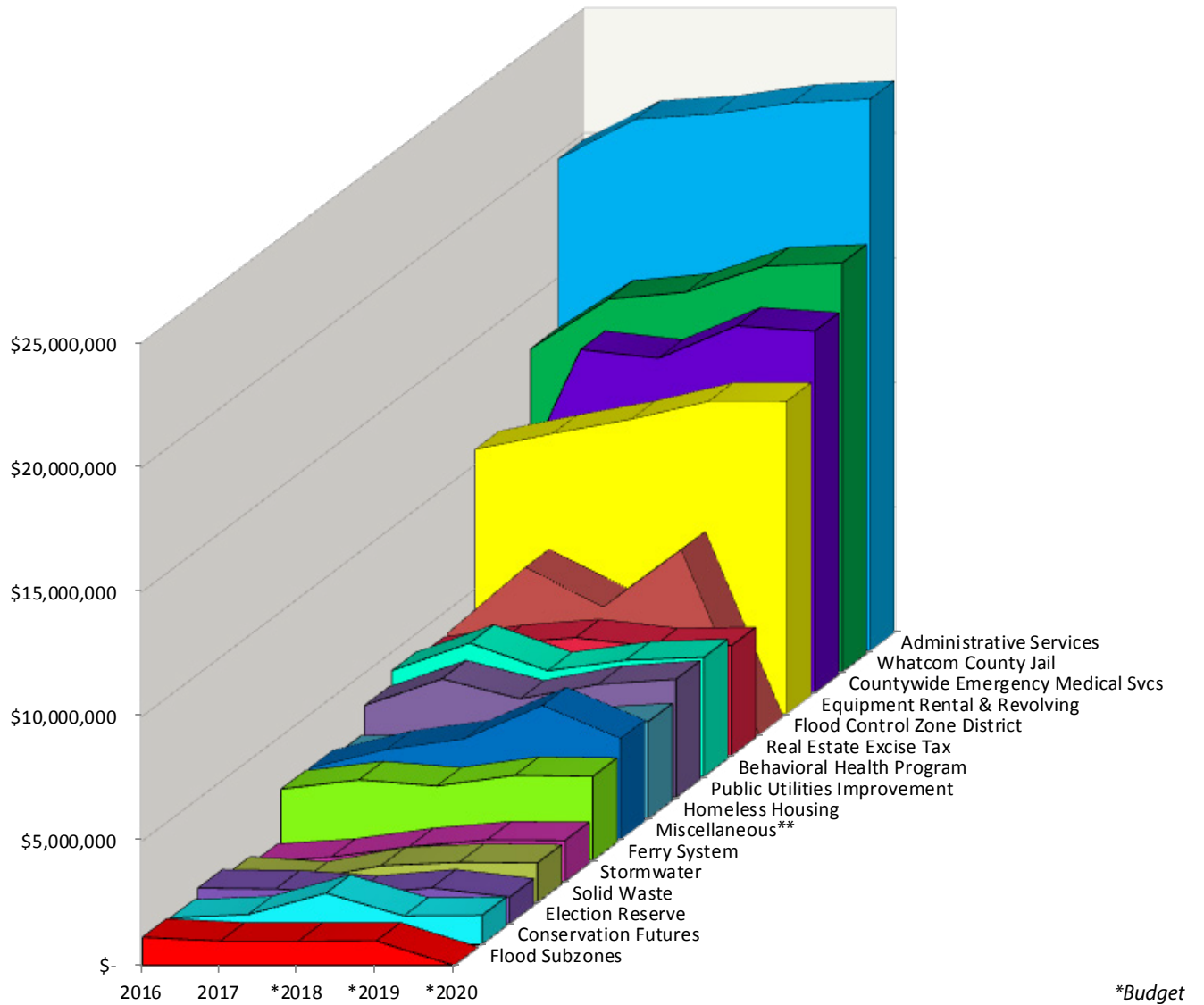
Includes noxious weed identification and removal activities, paths and trails activities, and the costs of reimbursable road services performed for other funds or governmental entities.

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## Road Fund Expenditures Summary

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Amended Budget 2018</b>	<b>Budget 2019</b>	<b>Budget 2020</b>
Public Works Administration	2,681,370	5,338,228	3,178,671	3,533,450	3,762,938
Road Engineering	4,378,748	4,178,335	5,326,670	5,500,929	5,251,276
M&O Road	13,857,659	14,174,659	15,559,553	16,418,687	15,914,144
Road Construction	4,009,694	10,129,812	8,965,698	16,436,022	1,299,332
Public Works Other	537,193	794,829	764,716	868,185	870,423
<b>TOTAL ROAD FUND</b>	<b>25,464,664</b>	<b>34,615,863</b>	<b>33,795,308</b>	<b>42,757,273</b>	<b>27,098,113</b>
<i>Percent Change from Previous Year</i>	-3.6%	35.9%	-2.4%	26.5%	-36.6%

# Other Funds Revenues



\*\* Miscellaneous Small Funds - see page 56 for list.

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## Other Funds Revenue Summary

	Actual 2016	Actual 2017	Amended Budget 2018	Budget 2019	Budget 2020
<b>Administrative Services Fund</b>					
<i>Administrative Services Fund</i>	19,748,231	21,340,753	21,547,633	21,994,004	22,140,862
<b>Whatcom County Jail Fund</b>					
<i>Whatcom County Jail Fund</i>	12,967,255	14,956,595	15,240,951	16,285,211	16,412,931
<b>Equipment Rental and Revolving Fund</b>					
<i>Equipment Rental and Revolving Fund</i>	10,613,500	11,251,768	11,822,001	12,546,344	12,551,010
<b>Countywide Emergency Medical Services</b>					
<i>Countywide EMS Fund</i>	7,045,472	13,781,097	13,429,575	14,728,401	14,514,292
<b>Flood Control Zone District Fund</b>					
<i>Flood Control Zone District Fund</i>	4,075,186	6,723,418	5,133,089	7,429,132	-
<b>Flood Subzone Funds</b>					
Lynden/Everson	37,804	40,747	39,483	39,712	-
Sumas/Nooksack	114,666	121,073	116,443	123,825	-
Acme/Van Zandt	23,104	24,380	24,280	25,440	-
Samish Watershed	19,179	19,202	19,300	21,620	-
Birch Bay Watershed	941,757	771,434	774,052	774,052	-
<i>Total Flood Subzone Funds</i>	1,136,510	976,836	973,558	984,649	-
<b>Behavioral Health Program Fund</b>					
<i>Behavioral Health Program Fund</i>	4,262,307	5,365,785	4,256,375	4,681,375	4,791,375
<b>Public Utilities Improvement Fund</b>					
<i>Public Utilities Improvement Fund</i>	3,694,263	4,775,148	3,968,341	4,550,177	4,758,218
<b>Homeless Housing Fund</b>					
<i>Homeless Housing Fund</i>	2,588,812	2,669,463	3,449,243	3,716,061	3,896,868
<b>Ferry System Fund</b>					
<i>Ferry System Fund</i>	2,872,744	3,244,602	2,995,345	3,426,457	3,381,647
<b>Real Estate Excise Tax Funds I &amp; II</b>					
<i>Total Real Estate Excise Tax Funds</i>	4,021,020	4,502,887	4,740,468	4,382,914	4,419,760
<b>Stormwater Fund</b>					
<i>Stormwater Fund</i>	775,837	977,709	1,402,300	1,673,102	1,653,832
<b>Election Reserve Fund</b>					
<i>Election Reserve Fund</i>	1,424,547	1,388,984	1,174,825	1,430,300	1,065,300
<b>Conservation Futures Fund</b>					
<i>Conservation Futures Fund</i>	1,065,599	1,201,299	2,062,422	1,147,420	1,167,156
<b>Solid Waste Fund</b>					
<i>Solid Waste Fund</i>	1,101,512	902,914	1,486,360	1,617,722	1,590,089

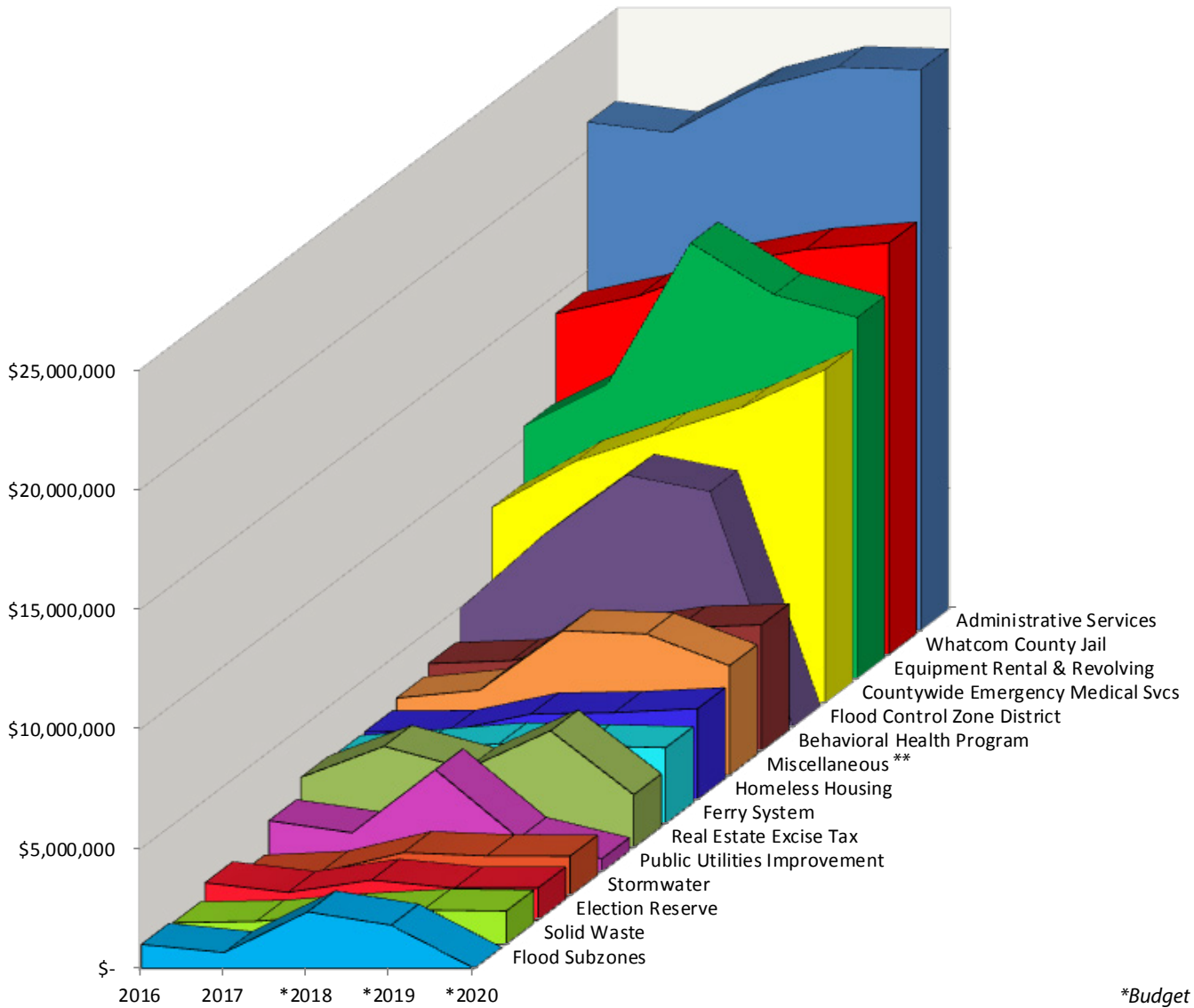
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Other Funds Revenue Summary continued

	Actual 2016	Actual 2017	Amended Budget 2018	Budget 2019	Budget 2020
<b>Miscellaneous Funds</b>					
Veteran's Relief Fund	292,822	310,209	292,230	307,000	307,000
Low Income Housing Projects	210,383	207,685	247,447	250,000	250,000
Parks Special Revenue Fund	92,431	56,222	88,363	88,363	88,363
Mental Health & Developmental Disabilities	-	-	-	648,000	648,000
Swift Creek Sediment Management	-	-	1,000,000	1,300,000	-
WC Trial Court Improvement	85,811	48,649	45,000	45,000	45,000
WC Convention Center	611,520	868,653	625,000	749,662	787,146
Victim-Witness Fund	92,027	91,016	91,250	207,000	207,000
Road Improvement District #1	22,663	25,608	23,323	36,392	37,192
Road Improvement District #2	2,113	2,360	2,315	2,387	2,420
Road Improvement District #7	2,538	2,554	2,482	7,080	4,248
Whatcom County Drug Fund	109,596	468,212	173,500	356,600	356,600
Auditor's O&M	183,158	187,489	150,050	187,450	187,450
Emergency Management Fund	624,674	816,050	818,280	901,440	904,640
Pt Roberts Fuel Tax	65,396	63,745	20,000	60,000	-
2010 Ltd Tax GO Bond	464,216	476,408	466,825	239,325	240,125
<i>Total Miscellaneous Funds</i>	<i>2,859,347</i>	<i>3,624,860</i>	<i>4,046,065</i>	<i>5,385,699</i>	<i>4,065,184</i>
<b>TOTAL OTHER FUNDS</b>	<b>80,252,142</b>	<b>97,684,118</b>	<b>97,728,551</b>	<b>105,978,968</b>	<b>96,408,524</b>
<i>Percent Change from Previous Year</i>	<i>-1.0%</i>	<i>21.7%</i>	<i>0.0%</i>	<i>8.4%</i>	<i>-9.0%</i>

NOTE: Flood Control Zone District, Subzones, and Pt Roberts Fuel Tax adopt an annual budget in accordance with state law. The 2020 budgets will be adopted in November 2019.

# Other Funds Expenditures



\*\* Miscellaneous Small Funds - see page 59 for list.

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## Other Funds Expenditures Summary

	Actual 2016	Actual 2017	Amended Budget 2018	Budget 2019	Budget 2020
<b>Administrative Services Fund</b>					
<i>Administrative Services Fund</i>	21,191,558	20,760,460	22,591,433	23,479,904	23,382,824
<b>Equipment Rental and Revolving Fund</b>					
<i>Equipment Rental and Revolving Fund</i>	10,528,638	12,262,891	18,173,429	16,019,014	15,061,743
<b>Whatcom County Jail Fund</b>					
<i>Whatcom County Jail Fund</i>	14,219,113	14,956,343	16,248,114	16,895,518	17,154,908
<b>Countywide Emergency Medical Services</b>					
<i>Countywide EMS Fund</i>	8,154,467	10,067,927	11,221,038	12,317,150	13,890,633
<b>Flood Control Zone District Fund</b>					
<i>Flood Control Zone District Fund</i>	4,940,755	8,002,354	10,504,452	9,821,390	-
<b>Flood Subzone Funds</b>					
Lynden/Everson	87,240	80,921	148,000	158,100	-
Sumas/Nooksack	46,973	56,528	187,500	215,000	-
Acme/Van Zandt	10,110	100	36,855	36,815	-
Samish Watershed	13,380	6,305	18,500	16,250	-
Birch Bay Watershed	843,350	516,914	1,965,283	1,376,838	-
<i>Total Flood Subzone Funds</i>	1,001,053	660,768	2,356,138	1,803,003	-
<b>Behavioral Health Program Fund</b>					
<i>Behavioral Health Program Fund</i>	3,649,339	3,772,266	4,621,422	5,155,561	5,263,310
<b>Homeless Housing Fund</b>					
<i>Homeless Housing Fund</i>	2,814,995	2,838,403	3,562,589	3,619,175	3,784,408
<b>Real Estate Excise Tax Funds I &amp; II</b>					
<i>Total Real Estate Excise Tax Funds</i>	2,928,382	4,227,248	3,288,795	4,875,499	2,209,003
<b>Ferry System Fund</b>					
<i>Ferry System Fund</i>	2,791,790	3,064,896	3,326,401	3,244,848	3,163,981
<b>Stormwater Fund</b>					
<i>Stormwater Fund</i>	828,559	986,919	1,809,293	1,673,918	1,659,830
<b>Public Utilities Improvement Fund</b>					
<i>Public Utilities Improvement Fund</i>	2,135,336	1,629,540	4,260,597	1,399,430	546,584
<b>Election Reserve Fund</b>					
<i>Election Reserve Fund</i>	1,561,866	1,158,453	1,666,850	1,339,606	1,341,239
<b>Solid Waste Fund</b>					
<i>Solid Waste Fund</i>	899,963	955,102	1,243,785	1,426,332	1,385,545

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## Other Funds Expenditures Summary continued

	Actual 2016	Actual 2017	Amended Budget 2018	Budget 2019	Budget 2020
<b>Miscellaneous Funds</b>					
Veteran's Relief Fund	253,509	265,310	300,758	314,958	325,280
Low Income Housing Projects	191,853	178,300	247,447	250,000	250,000
Parks Special Revenue	70,247	28,847	100,000	100,000	130,000
Mental Health & Developmental Disabilities	-	-	-	648,000	648,000
Swift Creek Sediment Management	-	-	1,000,000	1,300,000	-
WC Trial Court Improvement	22,982	33,676	245,391	28,937	29,117
WC Convention Center	612,343	617,545	787,400	745,500	734,000
Victim-Witness Fund	93,617	90,072	99,344	167,668	176,389
Road Improvement District #1	31,974	28,671	26,739	35,292	36,292
Road Improvement District #2	2,089	2,124	2,488	2,488	2,588
Road Improvement District #7	2,785	3,470	3,282	7,808	3,808
Whatcom County Drug Fund	153,697	390,502	153,500	437,000	356,625
Auditor's O&M	124,433	156,559	135,744	218,195	250,195
Emergency Management Fund	528,661	854,689	892,360	943,255	955,691
Pt Roberts Fuel Tax	-	2,002	20,000	30,000	-
Conservation Futures	666,825	422,754	1,545,299	421,171	428,815
2010 Ltd Tax GO Bond	464,213	476,013	466,825	239,325	240,125
<i>Total Miscellaneous Funds</i>	3,219,228	3,550,534	6,026,577	5,889,597	4,566,925
<b>TOTAL OTHER FUNDS</b>	80,865,042	88,894,104	110,900,913	108,959,945	93,410,933
<i>Percent Change from Previous Year</i>	-3.4%	9.9%	24.8%	-1.8%	-14.3%

NOTE: Flood Control Zone District, Subzones, and Pt Roberts Fuel Tax adopt an annual budget in accordance with state law. The 2020 budgets will be adopted in November 2019.

## Other Funds Revenues and Expenditures Notes

### **Administrative Services**

The Administrative Services (AS) Department is an internal service fund, organized to centralize finance and accounting, information technology services, facilities maintenance, courthouse security, human resources, and self-insurance. The Administrative Services Fund revenues are derived from charges to user departments. Building maintenance fee charges recover the cost of operating facilities. Self-insurance charges (tort, health, unemployment, workers comp) are based on risk analysis associated with departmental activities. The costs of AS administration, finance and accounting, information technology (IT) services, courthouse security, and human resources management are distributed based on an administrative cost allocation.

The 2019 Administrative Service's charges for its services and self-insurance rates increased \$446,371, or 2%, over 2018 budgeted amounts. Building maintenance fee rates are increasing 5.3%, or \$206,338, in 2019 over 2018 rates due to wage and benefit increases and adding additional staff. The 2019 administrative cost allocation increased \$354,307, or 5.8%, over the 2018 allocation due to higher software maintenance, contracted services and wage and benefit increases. Both the administrative cost allocation and building maintenance fee allocations will increase 3% in 2020 over 2019 amounts to cover increased personnel related costs. Revenues in the geographic information systems unit of IT are increasing by \$306,543 due to assessing other departments and partner agencies to cover the cost of Pictometry flights in 2019. The unit also added a staff position during the current biennium. The tort insurance allocation increased \$452,473 due to significant increases in Washington Counties Risk Pool premiums as well as efforts to decrease prior year excess fund balances are no longer needed. Budgets for our self-insured health plan have been reduced \$716,146 as a result of a reduced number of participants as the Sheriff's Guild and Corrections Deputies are now on other plans. The technology repair & replacement funding will decrease by \$250,000 as current biennium one-time increased assessments from the General Fund and Public Works funds accomplished adequate funding of computer replacements.

### **Whatcom County Jail Fund**

Used to account for the additional 0.1% sales tax passed by the voters of Whatcom County to be used for costs associated with detention facilities (RCW 82.14.350). The General Fund transfers approximately \$7.5 million per year to the Jail Fund to support Corrections Bureau operating costs. Corrections Bureau costs are projected to rise \$647,404 between 2018 and 2019 and \$259,390 between 2019 and 2020. Increases are due to wage and benefit costs rising, the addition of one FTE corrections deputy, higher building maintenance costs, increased medical costs, conversion to electronic health records, maintenance on the Spillman records management software, Yakima jail bed utilization costs, and additional vehicle costs.

### **Equipment Rental & Revolving Fund (ER&R)**

The purpose of this fund is to provide timely maintenance and replacement of the county's vehicles and equipment, and to operate a central stores for materials used in the road maintenance and flood control programs. The fund charges rental rates to recover the costs of operating, maintaining and replacing county vehicles and equipment. Materials distributed from central stores are marked up to recover the cost of stores operations. The new biennial budget also includes \$4.9 million in 2019 and \$3.7 million in 2020 for fleet

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## Other Funds Revenues and Expenditures Notes continued

replacements that will be paid out of fund equity.

### **Countywide Emergency Medical Services (EMS) Fund**

Used to account for all revenues related to the provision of countywide emergency medical services – advanced life support (ALS). In addition to user fees, a 29.5 cents per thousand emergency medical services property tax levy, approved by voters in 2016 (RCW 84.52.069) for the six year period of 2017-2022, is recorded in this fund. The fund also accounts for an additional 0.1% City/County Sales Tax passed by voters in 2006 (RCW 82.14.450). Two-thirds of the tax is used to pay for countywide emergency medical services. One-third of the tax is split 60% to the county and 40% to the cities of Whatcom County to be used for criminal justice purposes. The County will transfer \$850,000 in 2019 and \$900,000 in 2020 from the criminal justice portion of the fund to the General Fund to support positions in the Sheriff's Office and Prosecuting Attorney's Office.

EMS contracts purchase services from the City of Bellingham and Fire District 7 for ALS medic units. The fund pays all medical dispatch costs countywide. The 2019-2020 budget includes staffing of an emergency medical services manager and a systems administrator position, all related support costs, countywide electronic patient care reporting software maintenance, reimbursements to three fire districts impacted by the EMS Levy, a medical program director contract, the addition of a community paramedic program and related equipment, as well as training and start-up costs for a fifth medic unit.

### **Flood Control Zone District**

This fund's purposes are to implement and oversee the river improvement program and flood hazard management program and to protect and preserve water resources. The Flood District property tax revenue in 2019 is anticipated to be about \$4.8 million and grant revenues \$1.6 million. The District plans to spend about \$1.7 million for flood hazard reduction projects on Swift Creek, Lower Nooksack River, Jones Creek, High Creek and Glacier-Gallup Creek Alluvial Fan. Flood expects to spend \$2.2 million on repair and maintenance projects such as Marine Drive Levee repair, Red River Levee stabilization, Truck Road bank protection, Hannegan Levee rehabilitation, Abbott Levee erosion protection, and Sande-Williams Levee rehabilitation. Also proposed is \$820,000 for flood planning on the Lower Nooksack. The Natural Resource section will be spending about \$960,000 on the Pollution Identification and Correction (PIC) Program, \$240,000 on salmon recovery, and \$313,000 on water planning activities. In addition, Flood will be partially funding NPDES Phase II activities in the Road Fund (\$187,480) and will also transfer funding of \$1,258,997 to fund Stormwater operating costs in 2019. According to state law (RCW 86.15.140), the Flood Fund and its subzones adopt annual budgets; therefore, a 2020 budget for these funds is not included.

### **Behavioral Health Program Fund**

Used to account for the 0.1% behavioral health sales tax adopted by the County Council. This fund provides funding for Adult Drug Court, Family Treatment Court, Behavioral Health Unit in District Court Probation, Mental Health Court, school prevention services, housing, community mental and behavioral health services, and psychiatric services in the Whatcom County Jail.

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## Other Funds Revenues and Expenditures Notes continued

### **Homeless Housing Fund**

Receives funding from state grants and from surcharges added to document recording fees in the Auditor's Office. Surcharges of \$62 are collected by the auditor, 33% is allocated to the state, 2% to the Auditor's Office, and 65% to the county for housing and assistance for homeless people. The County contracts with various not-for-profits to provide a Homeless Housing Service Center, jail re-entry program and various case management services to place homeless individuals and families.

### **Real Estate Excise Tax I and Real Estate Excise Tax II (REET) Funds**

The REET Funds are used to account for excise taxes of 0.5% (0.25% for REET I and 0.25% for REET II) imposed on each sale of real property in unincorporated areas of the county. The proceeds in REET I are generally used for general government and law & justice capital projects. The proceeds in REET II are used to fund parks and stormwater projects. \$4.9 million in 2019 and \$2.2 million in 2020 has been budgeted for capital projects in these two funds. Other projects will be added through the supplemental process throughout the biennium.

### **Ferry System Fund**

This fund accounts for Lummi Island ferry operations. Funding is 55% fare revenue and 45% Road Fund transfers.

### **Stormwater Fund**

The Stormwater Fund does not have a dedicated ongoing funding mechanism in place at this time. It is funded by transfers from the Flood Fund, mainly for operations. Stormwater capital projects are generally funded by REET II in separate capital project funds. Stormwater's major focus at this time is implementing stormwater projects in and around the Lake Whatcom Watershed and supporting the Birch Bay Watershed and Aquatic Resources Management District.

### **Public Utilities Improvement Fund**

This is a fund to account for the 0.9% sales tax set aside for public facilities. Expenditures are usually budgeted on a project by project basis as they occur. Funds are generally used to renovate county facilities and provide partial financing of infrastructure projects in other municipalities of Whatcom County. The 2019-2020 budget currently contains funding for Phase I of the Sheriff's public safety radio replacement project, funding for a jointly funded (with the Port of Bellingham and City of Bellingham) economic development program, an affordable housing loan program, and two small capital projects at the County's Forest Street Annex and Champion Street parking lot.

### **Election Reserves**

This fund receives \$360,000 of property tax revenue each year to finance elections. It also receives revenue from reimbursement of election costs. Election costs are partially paid by jurisdictions that have issues on the ballot (schools, fire districts, etc.). The state also pays a portion of election costs, but only for elections held in odd numbered years. General Fund transfers of \$150,000 in 2019 and \$250,000 in 2020 are budgeted to subsidize election activities.

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## Other Funds Revenues and Expenditures Notes continued

### **Solid Waste Fund**

Funded by state grants and excise privilege taxes levied on tonnage of solid waste collected and billed by haulers. Accounts for the provision of solid waste management related services to county residents. Services include outreach and education programs for waste reduction and recycling, litter control, operation of the Disposal of Toxics facility, support for the Master Composter program, and landfill monitoring.

### **Miscellaneous Small Funds**

Funds with annual revenue and/or expenditures that are generally less than \$1,000,000. New funds added this biennium include the Mental Health & Developmental Disabilities Fund which accounts for the property tax levied for those activities. Previously accounted for in the General Fund, these revenues have been separated out and put in a special revenue fund for better accountability. Also new is the Swift Creek Sediment Management Fund which accounts for state and local revenues provided for the purpose of managing naturally occurring asbestos in Swift Creek which originates on Sumas Mountain.

# 2019 Beginning and Ending Fund Balances

Fund	Description	Estimated Beginning 2019 Balance	Expenditures 2019	Revenues 2019	*Estimated Ending 2019 Balance
001	General Fund*	14,253,803	(87,339,224)	87,461,205	14,375,784
108	County Road	20,867,910	(42,757,273)	28,326,845	6,437,482
109	Election Reserves	413,894	(1,339,606)	1,430,300	504,588
114	Veterans Relief	624,583	(314,958)	307,000	616,625
118	Whatcom County Jail*	1,036,334	(16,388,652)	16,285,211	932,893
121	Low-Income Housing Projects	168,932	(250,000)	250,000	168,932
122	Homeless Housing	236,710	(3,619,175)	3,716,061	333,596
123	Stormwater	656,303	(1,673,918)	1,673,102	655,487
124	Behavioral Health Program	7,661,288	(5,155,561)	4,681,375	7,187,102
126	Parks Special Revenue	1,617,493	(100,000)	88,363	1,605,856
127	Mental Health & Developmental Disabilities	-	(648,000)	648,000	-
128	Swift Creek Sediment Management	-	(1,300,000)	1,300,000	-
130	Countywide Emergency Medical Services	5,956,992	(12,317,150)	14,728,401	8,368,243
135	WC Trial Court Improvement	5,928	(28,937)	45,000	21,991
140	Solid Waste	2,686,132	(1,426,332)	1,617,722	2,877,522
141	WC Convention Center	1,474,848	(745,500)	749,662	1,479,010
142	Victim Witness	82,246	(167,668)	207,000	121,578
154	Road Improve #1	14,185	(35,292)	36,392	15,285
155	Road Improve #2	5,874	(2,488)	2,387	5,773
159	Road Improve #7	1,553	(7,808)	7,080	825
165	WC Drug Fund	480,258	(437,000)	356,600	399,858
166	Auditor's O&M	453,950	(218,195)	187,450	423,205
167	Emergency Management	172,830	(943,255)	901,440	131,015
169	Flood Control Zone	7,479,000	(9,821,390)	7,429,132	5,086,742
170	Pt. Roberts' Transportation	1,025,314	(30,000)	60,000	1,055,314
175	Conservation Futures	4,119,133	(421,171)	1,147,420	4,845,382
245	2010 Ltd Tax GO & Refund Bond	1,000	(239,325)	239,325	1,000
324	REET II	4,783,199	(2,291,013)	2,191,457	4,683,643
326	REET I	4,768,515	(2,584,486)	2,191,457	4,375,486
332	Public Utilities Improvement	26,113,284	(1,399,430)	4,550,177	29,264,031
444	Ferry System	2,430,448	(3,244,848)	3,426,457	2,612,057
501	ER&R	15,536,821	(16,019,014)	12,546,344	12,064,151
507	Administrative Services	9,406,488	(23,479,904)	21,994,004	7,920,588
16921	Lynden/Everson Sub-Zone	182,024	(158,100)	39,712	63,636
16922	Sumas/Nooksack/Everson Sub-Zone	1,298,643	(215,000)	123,825	1,207,468
16923	Acme/Van Zandt Sub-Zone	307,026	(36,815)	25,440	295,651
16924	Samish Watershed Sub-Zone	120,736	(16,250)	21,620	126,106
16925	Birch Bay Sub-Zone	1,319,393	(1,376,838)	774,052	716,607
	<b>Total</b>	<b>137,763,070</b>	<b>(238,549,576)</b>	<b>221,767,018</b>	<b>120,980,512</b>

\* Ending Fund Balances are generally expected to be larger. Fund balances presented do not include a provision for budget lapse except the General Fund balance has been presented with a 5% lapse and the Jail Fund with a 3% lapse.

## 2020 Beginning and Ending Fund Balances

Fund	Description	Estimated Beginning 2020 Balance	Expenditures 2020	Revenues 2020	*Estimated Ending 2020 Balance
001	General Fund	14,375,784	(88,898,759)	88,662,631	14,139,656
108	County Road	6,437,482	(27,098,113)	27,323,566	6,662,935
109	Election Reserves	504,588	(1,341,239)	1,065,300	228,649
114	Veterans Relief	616,625	(325,280)	307,000	598,345
118	Whatcom County Jail	932,893	(16,640,261)	16,412,931	705,563
121	Low-Income Housing Projects	168,932	(250,000)	250,000	168,932
122	Homeless Housing	333,596	(3,784,408)	3,896,868	446,056
123	Stormwater	655,487	(1,659,830)	1,653,832	649,489
124	Behavioral Health Program	7,187,102	(5,263,310)	4,791,375	6,715,167
126	Parks Special Revenue	1,605,856	(130,000)	88,363	1,564,219
127	Mental Health & Developmental Disabilities	-	(648,000)	648,000	-
128	Swift Creek Sediment Management***	-	-	-	-
130	Countywide Emergency Medical Services	8,368,243	(13,890,633)	14,514,292	8,991,902
135	WC Trial Court Improvement	21,991	(29,117)	45,000	37,874
140	Solid Waste	2,877,522	(1,385,545)	1,590,089	3,082,066
141	WC Convention Center	1,479,010	(734,000)	787,146	1,532,156
142	Victim Witness	121,578	(176,389)	207,000	152,189
154	Road Improve #1	15,285	(36,292)	37,192	16,185
155	Road Improve #2	5,773	(2,588)	2,420	5,605
159	Road Improve #7	825	(3,808)	4,248	1,265
165	WC Drug Fund	399,858	(356,625)	356,600	399,833
166	Auditor's O&M	423,205	(250,195)	187,450	360,460
167	Emergency Management	131,015	(955,691)	904,640	79,964
169	Flood Control Zone**	5,086,742	-	-	5,086,742
170	Pt. Roberts' Transportation**	1,055,314	-	-	1,055,314
175	Conservation Futures	4,845,382	(428,815)	1,167,156	5,583,723
245	2010 Ltd Tax GO & Refund Bond	1,000	(240,125)	240,125	1,000
324	REET II	4,683,643	(1,886,477)	2,209,880	5,007,046
326	REET I	4,375,486	(322,526)	2,209,880	6,262,840
332	Public Utilities Improvement Fund	29,264,031	(546,584)	4,758,218	33,475,665
444	Ferry System	2,612,057	(3,163,981)	3,381,647	2,829,723
501	ER&R	12,064,151	(15,061,743)	12,551,010	9,553,418
507	Administrative Services	7,920,588	(23,382,824)	22,140,862	6,678,626
16921	Lynden/Everson Sub-Zone**	63,636	-	-	63,636
16922	Sumas/Nooksack/Everson Sub-Zone**	1,207,468	-	-	1,207,468
16923	Acme/Van Zandt Sub-Zone**	295,651	-	-	295,651
16924	Samish Watershed Sub-Zone**	126,106	-	-	126,106
16925	Birch Bay Sub-Zone**	716,607	-	-	716,607
	Total	120,980,512	(208,893,158)	212,394,721	124,482,075

\* Ending Fund Balances are generally expected to be larger. Fund balances presented do not include a provision for budget lapse except the General Fund balance has been presented with a 5.2% lapse and the Jail Fund with a 3% lapse.

\*\* According to state law, the Flood Control Zone Districts, Subzones and Pt Roberts Transportation District can only adopt one-year budgets.

\*\*\* Swift Creek Sediment Management is expected to be established as a separate entity by 2020.

# Project Budgets

Project budgets are used for significant capital projects that will likely span budget periods. Project budgets are adopted by ordinance and continue for the life of the project. Project budgets lapse when a project is completed, abandoned or when no project expenditure or encumbrance has been made for three years (Whatcom County Code Section 6.80).

## Administrative Services - Facilities Management

### Morgue Relocation

This project consists of renovating an existing county-owned building at 1661 Baker Creek Lane in Bellingham and relocating the morgue operation to this site. This project is necessary as the first step in consolidating the Health Department into one location at 1500 State Street. The morgue is currently located at State Street and needs to be moved to its own facility.

Project Budget	Estimated Project Cost	Expenditures to Date	Requested Project Budget
Buildings & Structures	2,000,000	-	2,000,000
<b>Total</b>	<b>2,000,000</b>	<b>-</b>	<b>2,000,000</b>

Project Funding	Estimated Project Revenues	Revenue to Date	Requested Project Budget
Real Estate Excise Tax I Fund Transfer	2,000,000	-	2,000,000
<b>Total</b>	<b>2,000,000</b>	<b>-</b>	<b>2,000,000</b>

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Project Budgets continued

Administrative Services - Facilities Management continued

**Vector Truck & Equipment Storage Building**

This project constructs a 50'x40' (2,000 sq ft) two bay heated building for the new NPDES vector truck and related equipment. The vector truck must be kept in a heated building in order to utilize it during the cold winter months and to protect it from freezing and damaging the equipment.

<b>Project Budget</b>	<b>Estimated Project Cost</b>	<b>Expenditures to Date</b>	<b>Requested Project Budget</b>
Buildings & Structures	440,000	-	440,000
<b>Total</b>	<b>440,000</b>	<b>-</b>	<b>440,000</b>

<b>Project Funding</b>	<b>Estimated Project Revenues</b>	<b>Revenue to Date</b>	<b>Requested Project Budget</b>
Road Fund Transfer	440,000	-	440,000
<b>Total</b>	<b>440,000</b>	<b>-</b>	<b>440,000</b>

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Project Budgets continued

Parks & Recreation Department

**Silver Lake Park Improvements, Amendment #1**

This is an amendment to the current Silver Lake Park Improvement project. This next phase of the project entails the renovation of the main park campground to include new water and electrical service, road alignment and surfacing and campsite improvements including leveling, surfacing and installation of new pedestals, tables and fire rings. Two of the existing cabins will be renovated as part of this project. Design, permitting, and construction work is also planned for a phased replacement of restrooms and showers at the park.

<b>Project Budget</b>	<b>Original Project Budget</b>	<b>Amendment #1 Request</b>	<b>Amended Project Budget Request</b>
Direct Billing Rate	-	108,250	108,250
Printing	-	4,400	4,400
Professional Services	-	428,000	428,000
Advertising	-	3,250	3,250
Repairs and Maintenance	880,000	-	880,000
Other Improvements	-	3,149,400	3,149,400
<b>Total</b>	<b>880,000</b>	<b>3,693,300</b>	<b>4,573,300</b>

<b>Project Funding</b>	<b>Original Project Budget</b>	<b>Amendment #1 Request</b>	<b>Amended Project Budget Request</b>
REET II Transfer	880,000	3,693,300	4,573,300
<b>Total</b>	<b>880,000</b>	<b>3,693,300</b>	<b>4,573,300</b>

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Project Budgets continued

Public Works Department

**Marine Drive Reconstruction and Bike/Ped Facilities, CRP #917001**

This project is located between Locust Ave. and Alderwood Ave. in Section 15 of T38N, R2E. This work involves reconstruction of approximately 1/2 mile of roadway with emphasis on bike/pedestrian and stormwater quality enhancements and is listed #R9 on the 2019-2024 Six-Year Transportation Improvement Program. The requested funding is for right-of-way scoping and design.

<b>Project Budget</b>	<b>Estimated Project Cost</b>	<b>Expenditures to Date</b>	<b>Requested Project Budget</b>
Other Improvements	797,500	-	797,500
<b>Total</b>	<b>797,500</b>	<b>-</b>	<b>797,500</b>

<b>Project Funding</b>	<b>Estimated Project Revenues</b>	<b>Revenue to Date</b>	<b>Requested Project Budget</b>
Road Fund Transfer	797,500	-	797,500
<b>Total</b>	<b>797,500</b>	<b>-</b>	<b>797,500</b>

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Project Budgets continued

Public Works Department continued

**North Lake Samish Road Bridge No. 107, CRP #913006**

This project is located on Lake Samish in Section 27, T37N, R3E. This project will replace the existing 250 ft timber bridge with is structurally deficient and is listed #B4 on the 2019-2024 Six Year Transportation Improvement Program. The requested funding is for right-of-way scoping and design.

<b>Project Budget</b>	<b>Estimated Project Cost</b>	<b>Expenditures to Date</b>	<b>Requested Project Budget</b>
Other Improvements	770,000	-	770,000
<b>Total</b>	<b>770,000</b>	<b>-</b>	<b>770,000</b>

<b>Project Funding</b>	<b>Estimated Project Revenues</b>	<b>Revenue to Date</b>	<b>Requested Project Budget</b>
Road Fund Transfer	770,000	-	770,000
<b>Total</b>	<b>770,000</b>	<b>-</b>	<b>770,000</b>

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Project Budgets continued

County Sheriff’s Office

**Whatcom County Integrated Public Safety Network**

This project is for a new public safety radio system to provide basic emergency and first responder communications necessary for citizen and responder safety. System upgrades are necessary to comply with current standards and eliminate obsolescence through upgrades to equipment. It will support the ability to carry out mandated missions and responsibilities particular to Law Enforcement, Fire and Emergency Management. The upgraded system will provide radio communications capability and coverage where radio signals are currently nonexistent or inadequate. Funding requested is for the first phase of this multi-million dollar project.

<b>Project Budget</b>	<b>Estimated Project Cost</b>	<b>Expenditures to Date</b>	<b>Requested Project Budget</b>
Communications Equipment	396,802	-	396,802
<b>Total</b>	<b>396,802</b>	<b>-</b>	<b>396,802</b>

<b>Project Funding</b>	<b>Estimated Project Revenues</b>	<b>Revenue to Date</b>	<b>Requested Project Budget</b>
Public Utilities Improvement Fund Transfer	396,802	-	396,802
<b>Total</b>	<b>396,802</b>	<b>-</b>	<b>396,802</b>

# Budget Development Guidelines

Following are the 2019-2020 Executive's Budget Development Guidelines:

1. Develop a budget that maintains a sustainable fund balance in the General Fund.
2. Invest in technology to increase productivity and improve effectiveness while evaluating the ongoing costs of software maintenance and efficiencies gained.
3. Evaluate and adjust programs and service levels in light of current community needs.
4. Maintain staffing at sustainable levels and negotiate contracts with fair cost of living adjustments.
5. Preserve the investments in capital facilities that will meet the county's long term needs.
6. Determine a cost effective solution for relocating county operations from facilities that do not meet the county's long term needs.



## Acronyms

ALS	Advanced Life Support
ART	Aggression Replacement Training
AS	Administrative Services
ASR	Additional Service Request
BARS	Budgeting, Accounting & Reporting System
BLS	Basic Life Support
CAPA	County Arterial Preservation Accounts
CASA	Court Appointed Special Advocate
CDBG	Community Development Block Grant
CDDA	Chemical Dependency Disposition Alternative
CD/MH	Chemical Dependency/Mental Health Fund (see also MH/CD)
CDL	Commercial Drivers License
CERT	Community Emergency Response Team
CHINS	Children in Need of Services
CJAA	Community Justice Accountability Act
CJS	Consolidated Juvenile Services
CMS	Case Management Systems
COG	Council of Governments
COOP	Continuity of Operations Plan
CRAB	County Road Administration Board
CRP	County Road Project
DEM	Division of Emergency Management
DOE	Department of Ecology
DSHS	Department of Social and Health Services
DUI	Driving Under the Influence
EDI	Economic Development Investments
EHD	Electronic Home Detention/Monitoring
ER&R	Equipment Rental & Revolving
FFT	Family Functional Therapy
FTE	Full-time Equivalent
GAAP	Generally Accepted Accounting Principles
GAL	Guardian Ad Litem
GIS	Geographical Information Systems
GO Bond	General Obligation Bond
HB	House Bill
HIDTA	High Intensity Drug Trafficking Areas
HVAC	Heating, Ventilation, and Air Conditioning

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## Acronyms continued

IT	Information Technology (a division of Administrative Services)
JIS	Judicial Information System
LEOFF	Law Enforcement Officers and Fire Fighters
MH/CD	See CD/MH
NACO	National Association of County Officials
NPDES	National Pollution Discharge Elimination System
NWCAA	Northwest Clean Air Agency
NWRC	Northwest Regional Council
O&M	Operations & Maintenance
OSS	On Site Sewage
PA	Prosecuting Attorney
PDS	Planning & Development Services
PIC	Pollution Identification & Correction
PW	Public Works
RCW	Revised Code of Washington
REET I	Real Estate Excise Tax I
REET II	Real Estate Excise Tax II
RFP	Request for Proposal
RID	Road Improvement District
SEPA	State Environmental Policy Act
SFR	Single Family Residence
SO	Sheriff's Office
STP	Surface Transportation Program
TB	Tuberculosis
TMDL	Total Maximum Daily Load
TR&R	Technology Repair & Replacement
US	United States
WAC	Washington Administrative Code
WACO	Washington Association of County Officials
WC	Whatcom County
WCHD	Whatcom County Health Department
WCSO	Whatcom County Sheriff's Office
WIC	Women, Infant and Children Program
WSAC	Washington State Association of Counties
WSU	Washington State University
WWU	Western Washington University

## Terms

**Accounting Period** - A period at the end of which and for which financial statements are prepared.

**Accrual Basis** - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements.

**Appropriation** - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be used.

**Assessed Valuation** - A valuation set upon real assets or other property by a government as a basis for levying taxes.

**Assessment** - The process of making the official valuation of property for purposes of taxation.

**Assets** - Resources owned or held by a government that have monetary value.

**Biennial Budget** - A budget applicable to two fiscal years.

**Budget** - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

**Budget Document** - The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of two parts. The first part contains a message from the budget-making

authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the information as to the past years actual revenues, expenditures and other data used in making the estimates. In addition to the budget document, an appropriation ordinance or resolution and revenue and borrowing measures will be necessary to put the budget into effect.

**Budget Lapse** - The difference between the total amount of expenditures authorized versus the amount actually spent. If you have a budget of \$100 and spend only \$95, the budget lapse is \$5 or 5%.

**Budget Message** - A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

**Budgetary Accounts** - Accounts used to enter the formally adopted annual operating budget into the general ledger as part of the management control technique of formal budgetary integration.

**Budgetary Control** - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**Capital Budget** - A plan of proposed capital outlays and the means of financing them.

**Capital Program** - A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-

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## Terms continued

term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

**Capital Projects Fund** - A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities.

**Capital Outlay** - expenditures over \$5,000 that will be capitalized in a general fixed asset account group or accounted for as an infrastructure improvement. Examples include equipment, software, facilities, and roads.

**Cash Basis** - A basis of accounting under which transactions are recognized only when cash is received or disbursed.

**Continuing Appropriations** - An appropriation that, once established, is automatically renewed without further legislative action, period after period, until altered, revoked, or expended.

**Debt Limit** - The maximum amount of gross or net debt that is legally permitted.

**Debt Service Fund** - A fund established to account for the accumulation of resources for, and the payment of, general long-term principal and interest.

**Deficit** - The excess of expenditures over revenues during an accounting period.

**Double Entry** - A system of bookkeeping that requires an entry to the debit side of an account or accounts for the corresponding amount or amounts of the entry to the credit side of another account or accounts.

**Encumbrance** - Commitments for unperformed contracts for goods or services.

**Enterprise Fund** - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that

the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**Expenditures** - Decreases in net current assets. Expenditures include debt service, capital outlays, and those current-operating costs that require the use of current assets. The difference between expenditure and an expense is a difference in what is being measured. Expenditures measure current outlays, while expenses measure total costs.

**Expenses** - Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**Fiscal Year** - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and results of its operations. Whatcom County's fiscal year begins on January 1 and ends on December 31.

**Fixed Assets** - Assets that are intended to be held or used for a long term, such as land, buildings, improvements, machinery, and equipment. In common usage, the term refers only to operating facilities and equipment, not to long-term investments and other non-current assets.

**Fund** - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund Balance** - The difference between the assets and the liabilities of governmental funds and trust funds.

**General Fund** - The fund used to account for all

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Terms continued

financial resources except those required to be accounted for in another fund such as a special revenue, debt service or proprietary-type fund. This fund is also known as the “Current Expense Fund”.

**Generally Accepted Accounting Principles** - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board.

**Governmental Accounting Standards Board** - The authoritative accounting and financial reporting standard-setting body for government entities.

**Governmental Fund Types** - Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds. The measurement focus in these fund types is on the determination of financial position rather than on net income determination. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**Grants** - External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility.

**Interfund Transfers** - Interfund transfers are a type of interfund transaction. There are two types

of interfund transfers. Both types involve the permanent movement of resources between funds. For any one transaction, the transfer-in and the transfer-out must be classified in the same way, so that the total operating transfers-in for the entire county equal the total operating transfers-out and the total residual equity transfers-in equal the total residual equity transfers-out.

**Residual Equity Transfers** - These transfers are the nonrecurring or non-routine transfers of equity between funds.

**Operating Transfers** - All other interfund transfers are operating transfers. These transactions are often the interfund equivalent of operating subsidies. As such, their purpose is to support the normal level of operations in the recipient fund.

**Intergovernmental Revenues** - Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

**Internal Service Fund** - A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.

**Liabilities** - Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**Long-Term Debt** - Debt with a maturity of more than one year after the date of issuance.

**Modified Accrual Basis** - The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for: (1) prepaid insurance and

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## Terms continued

similar items which need not be reported; (2) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; and (3) principal and interest on long-term debt which are generally recognized when due. All governmental funds and expendable trust funds are accounted for using the modified accrual basis of accounting.

**Prior Period Adjustment** - Correction of an accounting error from a prior period.

**Proprietary Fund Types** - Sometimes referred to as income determination or commercial-type funds, the classification is used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector.

**Revenues** - (1) Increases in governmental fund type

net current assets other than expenditure refunds and residual equity transfers. (2) Increases in proprietary fund type net total assets from other than expense refunds, capital contributions, and residual equity transfers.

**Special Revenue Fund** - A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

**Taxes** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those who pay, for example, sewer service charges.

**Unencumbered Appropriation** - That portion of an appropriation not yet expended or encumbered.