AGENDA

Whatcom County 2019/2020 Budget Priorities and Guidelines Meeting
Garden Level Conference Room
May, 29, 2018 - 1:30 pm

1. Roles and Responsibilities – Executive – 10 mins

2. Timeline – Tyler – 5 mins

3. Department Division Program – Brad and Tyler – 10 mins

4. Capital List – Executive – 10 mins

5. Executive Priorities – 10 mins

6. Council Priorities
MEMORANDUM

To: Whatcom County Council
From: Jack Louws, County Executive
Date: May 29, 2018
RE: 2019-2020 Budget Priorities and Guidelines

As County Executive, I have the responsibility to present a balanced budget to the County Council that includes prioritization of our most critical capital projects as well as reasonable expansions of programs when additional revenues allow for them. It is in the best interest of the County that we develop the budget in collaboration with the Council.

We are financially healthy. We have an adequate fund balance and our revenues are stable. We anticipate modest revenue growth over the next biennium. Most of our labor agreements will be open beginning in 2019. The increase in ongoing costs will likely consume our General Fund revenue growth. We will continue to struggle to find the resources needed for our capital projects and maintenance of existing facilities.

As I noted in my annual remarks to Council, our primary outstanding challenge is the major capital replacement program. We will need to rely heavily on REET I and the county portion of EDI to fund these efforts.

Operationally, my primary goals are to streamline our services to our citizens by utilizing technology and provide increased customer service throughout the organization.

With your assistance, I am confident we can develop a biennial budget that serves our community well in the next biennium.

The budget priorities and guidelines outlined below are submitted to you as a framework for developing a balanced and sustainable biennial budget for 2019-2020.

BUDGET GUIDELINES:

The Council’s review and feedback is requested on the following guidelines proposed for use by the Executive in building the 2019-2020 Biennial Budget:

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.

EXECUTIVE’S BUDGET PRIORITIES:

1. Continued prioritization of the critical infrastructure issues and increased funding for general repair and maintenance of existing facilities.

2. Support the expansion of Whatcom County’s Housing Program, using the increased recording document surcharges, by providing services and support for individuals and families who are experiencing homelessness or are on the verge of becoming homeless.

3. Support the work of the Incarceration Prevention and Reduction Task Force, by supporting Superior Court and District Court coordinated efforts in Pre-Trial Services and constructing and operating the expanded Crisis Triage facility.

4. Focus on Facilities and IT staffing to increase capacity to accomplish long-range goals for both existing and planned capital facilities and technology projects.


ACTION:

With your participation and input of the priorities and guidelines, together we will address our critical infrastructure needs and build a sustainable biennial budget for 2019-2020. I ask the Council to provide input and concur with the priorities and guidelines outlined in this memo at the May 29th Executive/Council Budget Priorities and Guidelines Planning Meeting.
# BUDGET SCHEDULE 2019-2020 BIENNium

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<tr>
<td>Tuesday, February 27, 2018</td>
<td>Distribute Capital Improvement Plan Process Memo</td>
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<td>Friday, March 30, 2018</td>
<td>Capital Project Requests Due</td>
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<td>April 2018</td>
<td>Meetings to Discuss Capital Projects</td>
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<td>Tuesday, May 29, 2018</td>
<td>Council Budget Retreat (1:30 PM Garden Room)</td>
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<td>Thursday, June 28, 2018</td>
<td>Release Budget Instructions</td>
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<td>Friday, June 29, 2018</td>
<td>Budget Instruction Presentation (10 AM Garden Room)</td>
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<td>Wednesday, August 01, 2018</td>
<td>Departmental Budgets Due (except PW, Health, Sheriff)</td>
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<td>Wednesday, August 08, 2018</td>
<td>Public Works, Health, and Sheriff/Jail Budgets Due</td>
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<td>August 15 – September 21</td>
<td>Exec/Finance/Departmental Meetings</td>
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<td>Friday, September 21, 2018</td>
<td>Final Budget Decisions Due</td>
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<td>September 24 – October 11</td>
<td>Budget Document Preparations &amp; Print</td>
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<tr>
<td>Thursday, October 11, 2018</td>
<td>Document to Printer</td>
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<td>Thursday, October 18, 2018</td>
<td>Executive Recommended Budget to Council</td>
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<td>October 19 – November 20</td>
<td>Council Budget Hearings</td>
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<td>Tuesday, November 20, 2018</td>
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Administrative Services

Administration
- Administration

Facilities
- Building Management
- Custodial
- Parking
- Security
- Facilities Capital

Finance
- Finance
- State Auditing

Human Resources
- Human Resources
- Benefits
- Risk Management

Information Technology
- Information Technology
- Network
- Telecommunications
- Records
- Mail
- GIS
- Technology Capital

2018 Current Budget $36,556,591
Administrative Services
Budget By Program 2017-2018

AS-Building Management 18.81%
AS-Benefits 44.17%
AS-Information Technology 13.79%
AS-Finance 7.42%
AS-Human Resources 4.32%
AS-Network 1.85%
Information Technology Other 0.91%
AS-Records 1.23%
AS-Mail 1.18%
GIS 1.06%
Facilities Debt Service 2.23%
Facilities Other 1.03%
AS-Administration 2.00%
100.00% of the County Assessor's efforts are in one program area.
Auditor

Administration
Recording
Licensing
Elections

2018 Current Budget $3,195,890
Auditor
Budget By Program 2017-2018

- Auditor Administration: 30.15%
- Licensing: 12.24%
- Recording: 11.78%
- Elections: 45.83%
County Council

County Council

Hearing Examiner

2018 Current Budget $1,801,960
County Council
Budget By Program 2017-2018

County Council
87.27%

Hearing Examiner
12.73%
District Court
Budget By Program 2017-2018

- District Court: 58.26%
- District Court Probation: 41.74%
2018 Current Budget $36,712,703
Parks Department
Budget By Program 2017-2018

Parks - Administration 22.44%
Senior Services 12.25%
Parks 58.80%
Plantation Rifle Range 6.51%
Planning & Development

Administration
- Administration

Code Enforcement
- Code Enforcement
- PIC

Building Services
- Building Services

Environmental Planning
- Environmental Planning

Planning
- Current Planning
- Long Range Planning
- GIS

Environmental Planning
Planning & Development Services
Budget By Program 2017-2018

- PDS - Administration: 19.75%
- PDS-Environmental Permitting: 18.57%
- PDS-Current Planning: 9.87%
- PDS-Long Range Planning: 13.28%
- PDS-Building Services: 27.38%
- PDS-Code Enforcement: 5.65%
- Conservation: 1.86%
- GIS: 2.16%
- PIC: 1.48%
Prosecuting Attorney

- Administration
- Victim Witness
- Drug Fund
  - Drug Fund
  - Drug Task Force
- Law Library
- Self-Insurance / Tort

2018 Current Budget $8,670,248
Public Defender

2018 Current Budget $4,223,532
Actual/ Budget - Public Defender

- 2015-Actual: $3,490,453
- 2016-Actual: $3,823,759
- 2017-Actual: $3,938,638
- 2018-Current Budget: $4,223,532
100.00% of the Public Defender's efforts are in one program area.
Public Works

Administration
- Administration
- Safety & Training
- Real Estate
- Road Improvement Districts

Equipment Services
- Administration
- Mechanical Shop
- Equipment
- Stores

Finance
- Administration/Accounting
- Bridge and Hydraulic
- Design/Construction/Survey Eng
- Traffic
- Development
- Pt. Roberts Trans Benefit Dist

Construction

Maintenance & Operations
- Maintenance & Operations
- Reimbursable Work

Natural Resources
- Natural Resources
- Watershed Management
- Project Joint Board
- Pollution Identification & Control
- Noxious Weed

Flood
- Administration
- Flood Response
- CFHMP
- Technical Assistance
- National Flood Insurance
- Early Flood Warning System
- Flood Control Maintenance
- Flood Hazard Reduction
- Subzones

Stormwater
- Administration
- Lake Whatcom TMDL
- BBWARM
- NPDES

Ferry
Sheriff's Office

Administration
- Administration

Bureau of LE & Investigations
- Investigations
- Patrol and Overtime
- Traffic
- Courthouse Security
- Neighborhood Deputies
- Boating Program
- Drug Task Force
- Point Roberts
- Homeland Security

Bureau of Support Services
- Volunteer Program
- Sex Offender Registration
- Housing Authority Support
- Records
- Civil

Emergency Management

Bureau of Corrections
- Administration & Training
- Alternative Corrections
- Incarceration Task Force
- In Custody
- Mini Chain

2018 Current Budget $33,393,321
Superior Court
Budget By Program 2017-2018

- SC - Administration: 25.99%
- Residential Care: 19.83%
- Juv - Administration/Probation: 21.48%
- Clerks Office: 16.25%
- Office of Assigned Counsel: 4.96%
- Drug Court: 3.84%
- Courthouse Facilitators: 1.49%
- Family Treatment Court: 1.18%
- Guardian Ad Litem/Dependency: 4.98%
Treasurer

Treasurer

Investments

Foreclosure Administration

2018 Current Budget $2,089,752
100.00% of the County Treasurer's efforts are in one program area.
WSU Extension

- WSU Extension
- Master Composting
- Strengthening Families

2018 Current Budget $515,229
Extention
Budget By Program 2017-2018

WSU Extension 75.03%
Master Composting 10.49%
Strengthening Families 14.48%
### 2019 - 2024 Capital Projects - Preliminary Estimates

#### Funding Sources

<table>
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<tr>
<th>Source</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>Totals</th>
</tr>
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<tr>
<td>REET</td>
<td>9,647,912</td>
<td>4,382,914</td>
<td>4,419,758</td>
<td>4,456,004</td>
<td>4,495,450</td>
<td>4,530,996</td>
<td>4,567,140</td>
<td>36,498,074</td>
</tr>
<tr>
<td>EDI (30%)</td>
<td>2,702,272</td>
<td>1,242,000</td>
<td>1,285,470</td>
<td>1,330,461</td>
<td>1,377,028</td>
<td>1,425,224</td>
<td>1,475,106</td>
<td>10,837,561</td>
</tr>
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#### Source Totals

| 12,350,184 | 5,624,914 | 5,705,228 | 5,787,065 | 5,870,475 | 5,955,520 | 6,042,246 | 47,335,635 |

#### Project Totals

| 250,000 | 2,687,135 | 14,936,461 | 13,900,755 | 1,648,207 | 1,130,229 | 1,045,051 | 22,695,828 |

#### Sheriff

| Public Safety Radio System | EDI | 873,000 | 3,127,000 | - | 4,000,000 |

#### Parks

| 1. Hovander/Tennant Paintworks | REET | 561,000 | 7,000,000 | - | 7,561,000 |
| 2. Gerdmun House Museum Renovation | REET | 520,000 | - | 520,000 |
| 4. Demo Bay Horizon Hostel/Silver Lake Blids | REET | 500,500 | - | 500,500 |
| 5. Silver Lake Campground, Access & Restrooms* | REET | 2,061,752 | 1,028,000 | 1,005,000 | 1,115,000 | 450,000 | 825,000 | 6,484,752 |
| 7. South Fork Phase II Bridges & Connector* | REET | 110,000 | 93,000 | 385,000 | 410,000 | - | 998,000 |
| 8. Lake Whatcom Park Trailhead Improvements | REET | 370,000 | 155,000 | 1,220,000 | 635,000 | - | 2,380,000 |
| 9. Lake Whatcom Area Trail Development* | REET | 394,000 | 341,000 | 477,000 | 408,000 | 538,000 | 435,000 | 2,593,000 |
| 10. Hovander Farm Animal Exhibit | REET | - | - | - | - | 239,000 | - | 239,000 |
| 11. Hovander Picnic Shelters (3) | REET | 39,500 | 328,000 | - | 367,500 |
| 12. Teanant Lake Interpretive Center Remodel | REET | 30,000 | 11,000 | 220,000 | - | - | 261,000 |
| 13. Hovander Park Roadway & Access Improvements | REET | 385,000 | 120,000 | 1,375,000 | 550,000 | - | 2,430,000 |
| 14. Surfacing and Access Capital Maint | REET | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 450,000 | - |
| 15. Maple Falls Park Trailhead | REET | 100,000 | 145,000 | 565,000 | - | - | 810,000 |
| 16. Birch Bay Beach Park Development | REET | - | 2,868,000 | 72,500 | 2,940,500 |

#### Parks Totals

| 2,142,552 | 2,361,900 | 5,198,298 | 1,817,800 | 1,993,700 | 1,460,500 | 20,971,700 |

#### Public Works - Stormwater

| 1. Agate Hills/Bay Ln Stormwater - Phase II* | REET | 566,781 | - | - | 566,781 |
| 2. Edgewater Lane Stormwater | REET | 642,500 | - | - | 642,500 |
| 3. Civic Center Parking Lot Stormwater | REET | 512,500 | - | - | 512,500 |
| 4. Silver Beach Creek Stormwater | REET | 615,000 | - | - | 615,000 |
| 5. Suwanee Valley Stormwater* | REET | 70,250 | - | - | 70,250 |
| 6. Lowell - Cedarbrook Stormwater | REET | - | - | - | - | 930,750 | 930,750 |
| 7. Glen Cove - Lakeside Stormwater | REET | - | - | - | - | 757,750 | 757,750 |
| 8. South Bay Drive Stormwater | REET | - | - | - | - | 839,750 | 839,750 |
| 9. Strawberry Point Stormwater | REET | - | - | - | - | 797,500 | 797,500 |

#### Public Works - Stormwater Totals

| 2,336,781 | 70,250 | 930,750 | 757,750 | 839,750 | 1,547,500 | 6,482,781 |

#### Current Ongoing Expenditures

| Interior Painting & Carpets | REET | 115,000 | 115,000 | 115,000 | 115,000 | 115,000 | 115,000 | 690,000 |
| Central Plaza Debt Services | REET | 124,000 | 124,000 | 124,000 | 124,000 | 124,000 | 124,000 | 744,000 |

#### Construction Coordinator Wages/Benefits

| REET/EDI | 64,680 | 66,620 | 68,619 | 70,678 | 72,798 | 74,992 | 418,377 |

#### Total Ongoing Expenditures

| 303,680 | 305,420 | 307,619 | 309,678 | 312,798 | 315,982 | 1,882,377 |

| 250,000 | 10,343,148 | 20,171,231 | 8,027,442 | 6,553,435 | 6,284,477 | 4,323,033 | 55,952,766 |

| 12,100,184 | (4,718,234) | (14,466,093) | (2,240,377) | (682,957) | (328,957) | 1,725,214 | (8,617,131) |

| 2,924,158 | (5,692,973) | (8,617,131) |

### Projected Ending Fund Balances at 12/31/2024

#### EDI

| (2,924,158) |

| (5,692,973) |

| (8,617,131) |

### One - Time General Fund Transfer Due to EMS Levy Passage

#### General Fund

| Balance Available - 2018 Budget | 7,000,000 | - | - | - | - | - | 7,000,000 |

#### Projects

| Jail Improvements* | 1,936,000 | 2,864,000 | 4,800,000 |
| Jail Work Center Walls | 150,000 | 150,000 |
| Facilities Bucket Truck | 62,000 | 62,000 |
| New Enterprise Finance Software | 150,000 | 150,000 | 1,750,000 |

#### Project Totals

| 1,936,000 | 3,175,000 | 1,500,000 | 1,500,000 | - | - | - | 6,715,257 |

| 5,064,000 | (1,176,000) | (150,000) | (1,500,000) | - | - | - | 238,000 |

* Additions to existing project budgets