



BENTON COUNTY, WA

BUDGET AWARD BOOK

2021-2022



BENTON COUNTY WA

www.co.benton.wa.us

Budget Award Book Navigation Tips

There are a number of ways to navigate through the Budget Award Book. Listed below are the three easiest options:

1. The **Table of Contents** contains links to all sections of the book. To go directly to the section you would like to see, simply click on the section name or page number directly in the table of contents.

If at any time you would like to return to the table of contents, click on **Return to TOC** located at the bottom of each page and it will take you back to the table of contents.

2. Click on **Bookmarks** tab to the left of the window to view all of the bookmarked pages; the format is similar to the table of contents. To expand a subsection, click the "+". To go to a section you would like to see, simply click on the section name.

3. At the bottom of the window the "◀" and "▶" buttons take you back and forward one page at a time. The "◀◀" and "▶▶" take you to the first and last page of the document, respectively.

Benton County 2021 - 2022 Budget Award Book



Prepared by the

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509.736.3082 extension 3727 if calling from the Tri-Cities



The Government Finance Officers Association
of the United States and Canada

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Benton County Commissioner's Office
Benton County, Washington**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Christopher P. Morill

Date **October 08, 2019**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Benton County, Washington for its biennial budget for the biennium beginning January 1, 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of two years only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine eligibility for another award.

Benton County Officials

Elected Officials

Commissioners

District 1
District 2
District 3

Jerome Delvin
Shon Small
Will McKay

Judges

Superior Court
Superior Court
Superior Court
Superior Court
Superior Court
Superior Court
Superior Court
District Court
District Court
District Court
District Court
District Court

Alex Ekstrom
Cameron Mitchell
Carrie Runge
David Petersen
Joseph M. Burrowes
Sam Swanberg
Jacqueline Shae-Brown
John Ziobro
Katharine A. Butler
Steve Osborne
Dan Kathren
Terry Tanner, Jr.

Assessor

Bill Spencer

Auditor

Brenda Chilton

Clerk

Josie Delvin

Coroner

Bill Leach

Prosecuting Attorney

Andy K. Miller

Sheriff

Jerry Hatcher

Treasurer

Kenneth Spencer

Appointed Officials

County Administrator
Deputy County Administrator

Jerrod MacPherson
Matt Rasmussen

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EXECUTIVE'S LETTER OF TRANSMITTAL

Benton County Commissioners' Office

Benton County Courthouse
620 Market Street
Prosser, WA 99350



January 21, 2021

Board of County Commissioners:

It is my privilege to present to the citizens and other interested readers the adopted 2021-2022 Benton County Budget Award Book for Benton County Washington. In accordance with the Benton County Budget Policy and with your leadership in identifying operating and capital priorities, I proposed a 2021-2022 budget to the Board of County Commissioners and the public on October 27, 2020. On November 24, 2020 the Board of County Commissioners adopted the 2021-2022 budget in open session.

The resources in 2021-2022 have been allocated in accordance with Benton County's mission statement, "committed to providing services which are efficient, of high quality, accessible to all, and delivered in a timely fashion within the County's available resources."

This letter is intended to provide a broad overview of the adopted budget, including key considerations, future changes, issues, and uncertainties facing Benton County. This budget is intended to keep the County fiscally sound while maintaining current service levels.

The final 2021-2022 biennial budget was a collaborative effort amongst elected officials, department managers, and employees. Benton County is presenting a budget that is not balanced to zero per budget policy. Benton County feels the unbalanced amount of \$5,609 is insignificant as Benton County historically has an unspent balance at the end of each biennium over 2%. With the current budget, offices and departments must continue to actively monitor their expenses and revenues throughout the biennium to ensure fiscal sustainability. These efforts combined with financially sound business practices, strong financial management, and a conservative budgeting approach has allowed Benton County to remain one of the top fiscally viable counties in the State of Washington. However, there continue to be federal, state, and local economic uncertainties facing the County.

THE BUDGET IN BRIEF

Fund Balance

The estimated beginning fund balance for all funds for 2021-2022 is \$136 million, while the General Fund's estimated beginning balance is \$9.49 million, a balance reserved per the County's Budget Policy. This amount is required to be maintained at no less than 10% of one year of General Fund appropriated expenditures, however, the County maintains 13%.

Revenues

Total budgeted revenues for 2021-2022 are \$260 million, approximately \$24 million more than, or a 10% increase over the 2019-2020 original budget, yet \$4 million below 2017-2018 actuals. The General Fund budgeted revenues for 2021-2022 totaled \$142 million. This represents 10% increase over the 2019-2020 original budget. This revenue trend in the General Fund Revenues is due to an increase in property, and sales tax revenues. Revenues also increased for charges for services for local, State and Federal inmates housed at the Benton County Jail, and for services provided to neighboring Cities and Franklin County for District Court, Superior Court, Juvenile, and Office of Public Defense through interlocals and MOU's.

Benton County began collecting their portion of the new Public Safety Sales Tax in January 2015. The original estimate was that the County would collect around \$5.5 million each year through the new sales tax. The County actuals received in 2017-2018 averaged \$8.49 million each year and the County budgeted Revenues in 2021-2022 over \$8.5 million per year, an increase of \$1.2 million over the 2019-2020 budget estimate.

Property Tax

Property Tax for the 2021-2022 budget is 35.3% of the General Fund revenue and is the primary revenue source for Benton County. Even though the County continues to contend with the impacts of Initiative 747, which limits property tax revenue growth to 1% annually, there were higher than anticipated increases related to new construction. Between 2019 and 2020, new housing numbers show an increase, nearing the highs experienced during 2005-2007. There was also an increase in the average sales price of a home between 2019 and 2020, and the forecast is a continued steady, stable market in which home purchases will continue to grow in value. With this good news, the 2021 General Fund estimated levy rate was recommended to decrease to 1.058 from the 2020 rate of 1.0867.

Retail Sales and Use

Retail Sales & Use, and other taxes are roughly 19.2% of the General Fund revenue and is Benton County's second largest source of tax revenue. Benton County's sales tax rate is 8.6%, of which 6.5% goes to the State, and 2.1% remains within local jurisdictions that reside in Benton County.

Interest Rates

Interest rates were budgeted at a conservative increase level considering a strong stock market and the local economy, while weighing the possibility of a recession.

State Decisions

There are several State issues that have arisen over the years that affect the development of the County budget and have long term impacts which influence how the County provides future services. Benton County is very active with our partners such as the Washington State Association of Counties (WSAC), Washington Association of County Officials (WACO), the Yakima Basin Integrated Plan (YBIP), and the Salmon Recovery Funding Board to remain informed and proactive on proposed changes.

In January 2017, the Board of County Commissioners approved funding to hire a lobbyist to support the general governmental services of the County and advise on legislative issues for the full year. This lobbyist allows the County to increase its presence and participation in the Washington State Legislature and assists the County in its focus on future endeavors. Having this presence at the State enables the County to ensure that important legislation is discussed, and that the County has a seat at the table.

State

Legislative priorities for 2021 for Benton County include Benton & Franklin Counties asking the State to partner in funding improvements to the Benton-Franklin Counties Juvenile Justice Center. Benton County is also asking the State to address unfunded mandates specifically in the areas of adequate funding for Indigent Defense and Even-year Election Costs. The State is currently only paying its share of election costs in odd-year elections. The latest unfunded mandate is 2SSB 5604, the Uniform Guardianship Act which Benton County is actively participating with WSAC during 2021 to obtain reimbursement.

Expenditures

Total budgeted expenditures for 2021-2022 are \$332 million, approximately \$25 million more than, or an 8.3% increase over the 2019-2020 original budget. The main contributors are employee related wages and benefits, the expansion of programs in the Public Safety Tax Fund, as well as capital projects which are addressed below.

The General Fund budgeted expenditures for 2021-2022 totaled \$142 million, approximately \$11.7 million more than, or an 8.9% increase over the 2019-2020 original budget.

The COVID-19 pandemic created unique and ongoing challenges to provide services to the public while accommodating social distancing guidelines and providing remote working capabilities for employees. A three-sided approach managing /expanding available workspace, providing staff with remote workplace laptops, and expanding and maintaining online services for the public has emerged. Benton County has quickly added new software to expand its online processes such as building, planning and public work permits. The County is adding new audio and video technology in Superior and District Court that will allow judges, attorneys, plaintiffs and defendants to participate remotely greatly reducing the number of people that must be present in a courtroom at the same time. Additional laptop computers have been purchased to allow more remote work opportunities for eligible County staff and reconfigurations of workspaces have been completed to spread essential staff out and provide physical barrier between staff and the public. Rapid investment in new technologies due to the pandemic remains a high priority.

The Public Safety Tax Fund expenditures have increased over \$4 million for 2021-2022 budget. The Public Safety Sales Tax, approved by taxpayers in 2014, has shown to be extraordinarily successful in combatting local crime and gang involvement. The 2017-2018 biennium was the first full biennium operation of this Initiative, with high rates of success. The 2021-2022 biennium continues to fund the current programs. The County is funding the Adult Drug Court, the Mental Health Court and a Veterans Court. A Guardianship Monitoring staff has been added to help monitor vulnerable adults. Funding has been expanded in the areas of Sheriff Patrol, Metro (Drug Task Force), Office of Public Defense, and the Prosecuting Attorney. Juvenile has a Detention Mental Health Team and Education Employment Training. The County has continued contracted services with multiple community organizations to provide gang and crime prevention services throughout the community with funding through the Benton County Gang and Crime Prevention Initiative. The Fund expansion of programs and services in the 2021-2022 budget is estimated to be at capacity and will have limited opportunity for growth of additional programs in the future.

In 2013, the State Auditor updated the BARS Manual moving Interfund Assessments, category (9000), to the Services category (4000). The County followed suit, resulting in confusion within our departments. In 2017, the County moved these items back into their own Interfund Assessments category, with the Auditor's Office rolling them into the Services category at the end of the biennium. Similarly, in 2019 the Intergovernmental category (5000) moved to the Services category (4000).

Capital Facilities & Improvements

The Biennial budget includes new capital improvement projects and system updates that allow the County to provide high-quality, timely services to the community. The infrastructure of the County facilities continues to age, and growth and expansion are needed. New projects include but are not limited to: 1) Administration Building, currently under construction with completion in September 2021 2) County wide Financial System upgrade or replacement (5-year project); 3) Courthouse upgrades; 4) County Voice-Video system upgrade; 5) Firearms Training range/facility; and 6) Security System upgrade. These capital projects, along with others, can be found in the Capital Improvement Plan (CIP) which was adopted November 24, 2020. The County has adopted a rolling six-year Capital Improvement Plan (CIP) that provides a programmed approach to utilizing Benton County's financial resources in the most efficient manner to meet public service and facility needs.

Along with the progression of the new projects listed above, the County has been able to make substantial progress and complete many past projects. The Benton County Jail Plumbing and Water Intrusion repair was completed in July 2020. The Wiser Parkway Public Services Building was completed in 2019 and it incorporates Building, Planning and the Road Department into a single service location for the public. The Prosser Courthouse remodel is scheduled to be completed in February 2021. Improvements were made to the Courts, including building renovations and technology upgrades. Security system updates, such as body scanners have been added. The County added Data Storage space.

Uncertainties

Several uncertainties surrounding these projections could alter the outcome during the forecast period:

Labor Costs

Benton County has a strong job market, and the County strives to provide cost of living (COLA) increases to retain competent employees and remain competitive in the workforce. Benton County is challenged with balancing the continued growth in demand for services with the restricted increase in revenues. In the General Fund, the County's largest revenue source is Property Tax, which is limited to a 1% tax increase. In the General Fund, the County's largest expenditures, over 75%, are for employee wages and benefits. The County is striving to find innovative ways to maintain service levels with minimal new hires, yet we continue to face the challenge of costs outpacing revenues.

Benton County has eleven labor contracts that could affect current and future budgets.

Healthcare premiums have remained stable for Benton County non-bargaining employees for the past 12 years, yet it is unclear how long this will be maintained.

Risk Management has increased due to an increase in insurance premiums.

Economy

As the economy of Benton County and the Tri-Cities area continues to grow, revenue projections for the County's second largest revenue source, retail sales and use tax, will continue to be analyzed quarterly in preparations to respond to any major variances from budget.

Uncertainties continued**Economy continued**

The housing market remains strong yet has encountered obstacles due to construction restrictions related to COVID-19. The retail market decreased in March 2020. The opening of non-essential retail establishments in June 2020 resulted in a slight retail market increase. It remains to be seen whether the increased retail activity is a result of pent-up demand or is sustainable.

COVID-19 Pandemic

The pandemic, which began in March 2020 continues with the duration and additional impact on our local economy unknown. We continue to implore our community to follow professional guidelines for mask wearing and social distancing as we are trying to get businesses open safely and responsibly. Our community has many non-essential establishments partially or completely closed potentially affecting our Retail Sales & Use Tax. We have added a special one-time COVID section with information on the COVID accomplishments in the County and in assistance provided to businesses, non-profits and childcare providers.

Payments in Lieu of Taxes

Another uncertainty lies in the County's receipt of Payments in Lieu of Taxes (PILT) from the United States Department of Energy. These funds are received because the Hanford Site occupies a large property area that otherwise would be available for property taxes. Much of these funds are passed on from the County to local school districts, library districts, and the Port of Benton to pay for projects and improvements to the community. The County has been experiencing difficulty in receiving these funds, and therefore has had to budget a much lower amount due to the financial volatility for the coming biennium.

LFO Impacts

The Legal Financial Obligation (LFO) lawsuit in 2015 impacted Benton County District Court revenues by \$2.1 million in the 2017-2018 General Fund. Benton County now may face a similar situation for Benton Superior Court revenues in 2021-2022 and beyond. The financial impact is unclear.

State Budget and Unfunded Mandates

Unfunded Mandates continue to be pushed down onto the County. Benton County, as an agent of the State, provides many local services on behalf of the State, including the criminal justice system, elections, property tax assessment and collection. However, the State controls the taxing authority of the County and mandates the services the County is required to provide. Some of the States mandated services are no longer funded by the State or additional services have been passed down to the County level. Given the State's budget challenges, we will be closely monitoring the upcoming legislative sessions. We will continue working towards preserving the County's existing state shared revenues and trying to assure that additional unfunded mandates are not enacted or that additional fees and charges from the State are not passed onto the County. These issues drove our decision to hire a lobbyist.

Long-range Financial Plans

Benton County looks at long-range financial plans extending beyond the 2-year budget. We take a forward-looking view to assist with financial forecasting and strategies and to assist in maintaining the long-term stability of the operating budget. Below are listed areas that are considered in current and future budget planning. Additional long-range plans are addressed on page 128.

Implement new County wide Financial Software (5-year project)

Analysis and review of Agreements (MOU's) with Local Cities (City of Kennewick, Richland, Prosser and West Richland) and Franklin County for cost effectiveness and efficiencies of services.

Restructure Juvenile from a Bi-County department in association with Franklin County to a Benton County department with an MOU to provide services to Franklin County. The Juvenile Facility needs capital improvements.

There is a serious need for a behavioral health treatment center in Benton County and the region. Benton County in collaboration with the Kennewick Public Hospital District is requesting funding for acquisition and conversion of a building into a behavioral health recovery center. A feasibility study is complete.

Develop the new Purchasing Department established in January 2021.

CONCLUSION

Throughout the last biennium, the County was faced with multiple challenges, uncertainties and a pandemic, some of which impacted our budget. The County was able to effectively and efficiently address these uncertainties and challenges head-on and maintain a balanced budget. As the County faces uncertainties on the state and federal level, along with uncertainties surrounding our economy, COVID-19 and labor costs, I believe Benton County will prevail due to our financially sound practices, strong financial management, and conservative budgeting approach.

THANKS

I would like to acknowledge and thank our employees who work diligently every day to implement County-wide goals and objectives by providing exceptional customer services to our citizens and who critically evaluate the most innovative and effective manner to deliver those services.

Respectfully,

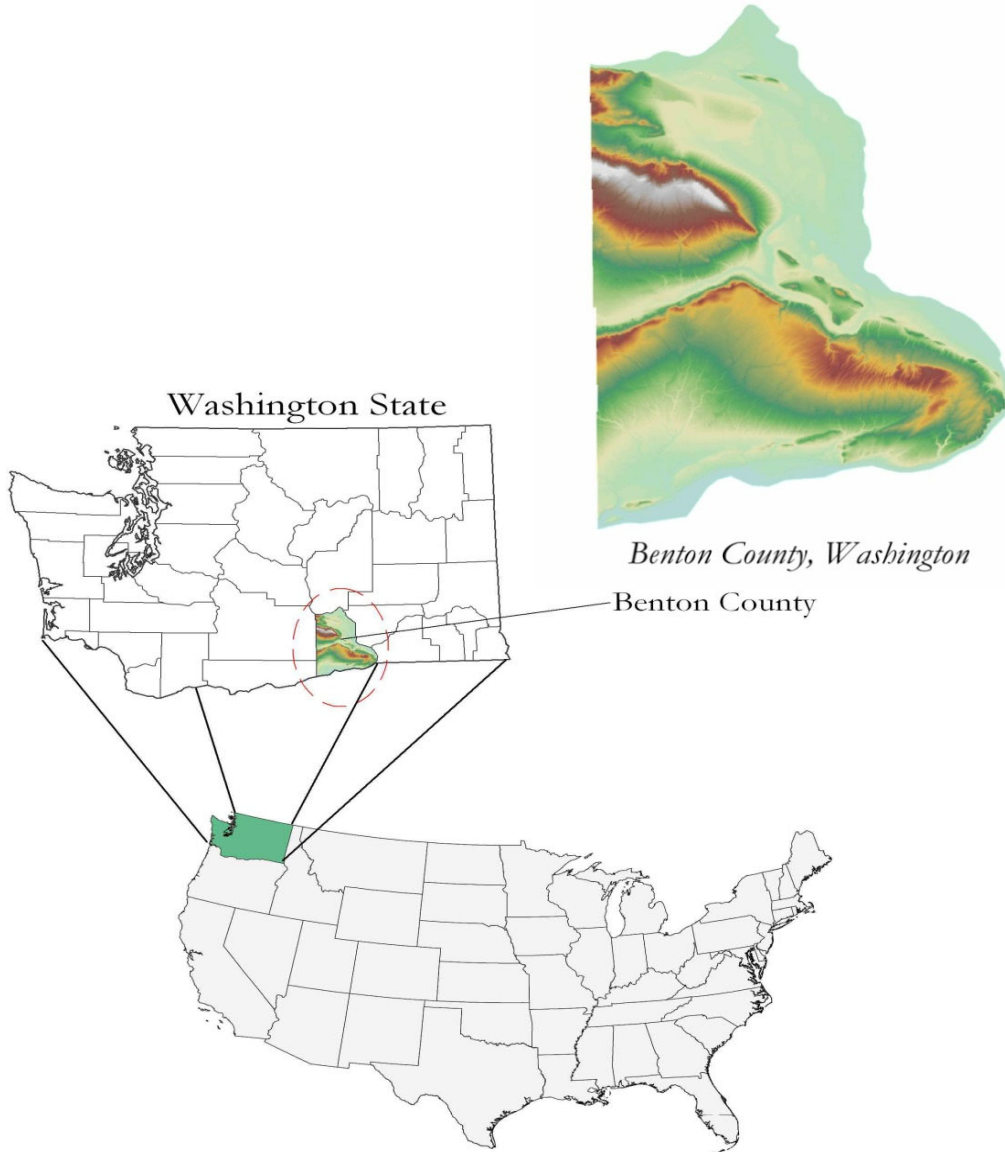


Jerrod MacPherson
County Administrator

GENERAL INFORMATION

Map on Benton County

This section provides a variety of information about our area and gives an overview of Benton County government structure, services, and policies.



Benton County History

In 1805, when Lewis and Clark landed on Blalock Island in the Columbia River near the City of Richland, they found the remains of Indian villages dating from prehistoric times.

Fur trade occupied the first half of the century. Canoes of the Hudson Bay Company traveled up and down the Columbia River. Men from Fort Walla Walla, where Wallula now stands, made extensive use of the grasslands in what is now Benton County, cutting it for hay for their livestock.

In 1853, Washington Territory was created. Governor Isaac Stevens decided that the best route for a proposed cross-state railway lay up the Yakima Valley and across Snoqualmie Pass to Puget Sound. About this same time, the area near the mouth of the Yakima River in the southeastern part of the county became the home of J.B. Nelson, who built the first settler's cabin about 10 years later. However, he remained only a year, and then went on to the upper Yakima.

In 1868, E. Bird moved 300 head of cattle into the area where Richland now stands. Smith Barnum built a permanent home south of the Yakima River. In 1875, a stage line was started between Wallula City and Yakima City. Smith Barnum's place was made a station on the route.

In 1881, James Kinney, who is credited with giving the Horse Heaven Hills their present name, homesteaded within the confines of the present city of Prosser. In 1881, Colonel William Farrand Prosser, who had been appointed as Special Agent for the Interior Department by President Rutherford B. Hayes, filed a homestead claim on land at the falls of the Yakima River in the same area. He platted the site and obtained the post office for the town which took his name.

In 1883, the Northern Pacific Railroad started construction of its main line up the Yakima Valley, following the south bank of the Yakima River from Kiona through Prosser and on to the west. Construction camps were located in Kennewick, Kiona, and Prosser. To serve children in the camps, school districts were established first in Prosser in 1884, and six months later in Kennewick. Both communities continue to grow and prosper.

The nuclear industry, with its related service, manufacturing, and research activities, has been a cause of much growth and change since the Hanford Atomic Reservation was established 20 miles north of Richland. The 600-square-mile Hanford Site was selected by the federal government in 1943 because of its abundance of water and electricity. In 1964, the federal government decided to promote diversification in the development and use of Hanford facilities. Since that time, Hanford has become a broadly based complex of energy research and development laboratories and a center for nuclear generating projects. It is a major source of employment in the county.

Benton County History continued

Another major event in recent history has been the building of McNary Dam on the Columbia River about 30 miles south of Prosser near the town of Plymouth. The gates of the dam were closed in 1953, creating another lake in the Columbia and permitting ocean-going barge traffic as far upstream as Richland. This lake is the source of irrigation water for a large portion of the Horse Heaven Hills.



McNary Dam 1958

During the Centennial year, all counties within the State of Washington were required to design a flag. We held a contest in Benton County and received 12 designs to choose from. Mr. John E. Gronski submitted the winning entry and won an all-expense paid trip (from the Centennial Committee) to Olympia on January 11, 1989, to attend the Governor's Ball and carry the flag he designed in the "Parade of Flags" presentation to Mrs. Gardner and Secretary of State Ralph Munro. The flags of the 39 counties will remain in place in the rotunda area of the Washington State Legislative Building.



About the Area

Benton County is located in the southeast part of Washington State in the bend of the Columbia River, which forms its northern, eastern, and southern borders. On the south, the Columbia River is also the border between Washington and Oregon. Yakima and Klickitat Counties border the county on the west. It covers an area of 1,722 square miles. The highest elevation in Benton County is 3,629 feet, found in the Rattlesnake Mountains north of Prosser (the highest "treeless" hill in Benton County). The lowest elevation, 265 feet, is found near Plymouth along the north bank of the Columbia River. The Yakima River flows from west to east through the middle of the county.

According to the Washington State Office of Financial Management Forecasting Division, Benton County's 2020 estimated population is 205,700.

Incorporated cities and towns in Benton County include Kennewick, 84,960; Richland, 58,550; Prosser, 6,220; West Richland, 15,710; and Benton City, 3,560. Population of the unincorporated area is 36,700. Unincorporated towns include Paterson, Plymouth, and Whitstran. Benton County was created in 1905 from eastern portions of Yakima and Klickitat Counties. Prosser was chosen as the county seat.

Benton County has a commissioner form of government. Three commissioners are elected to 4-year terms. Each commissioner represents a district drawn by population boundaries and must reside in the district at the time of election. Commissioner positions are partisan and nominated in a primary election involving only their district. All voters in the county are given an opportunity, in the general election, to select the commissioners who will ultimately serve. Other elected county officials are: Assessor, Auditor, Clerk, Coroner, Prosecuting Attorney, Treasurer, Sheriff, and Superior Court and District Court Judges.

The two main industries in Benton County are agriculture and nuclear power. Other industries include numerous food-processing plants and manufacturing. The world's largest irrigated experiment station, Washington State University Irrigated Agriculture Research and Extension Center, is located in Benton County 10 miles north of Prosser. The wine industry has become a rapidly growing industry with many new wineries opening in recent years. Columbia Crest, the state's largest winery, is located at Paterson, overlooking the Columbia River.

Climate

Temperature Range

Winter afternoon temperatures range from 35° to 45° with night time readings at 20° to 30°, minimum temperatures can be 6° or lower on four nights in two out of ten winters, afternoons remain below freezing on about 1/3rd of all January days;

Summer temperatures in the warmest summer months can exceed 90 degrees from 26 to 77 days with nights dropping to 50's, day time temperatures can exceed 103' for about four days in two out of ten summers; average number of sunny days 308;

Annual precipitation is from 5 to 10 inches, with from 10 to 15 inches in discrete areas on the Horse Heaven and Rattlesnake Hills;

Snowfall has ranged from less than 1/2 inch (1957-58) to 44 inches (1915-16), accumulations have ranged from 4 inches to 21 inches (Feb. 1916);

About the Area continued

Population (2020) Estimates

Benton County Total	205,700
Benton County	36,700
Benton City	3,560
Kennewick	84,960
Prosser	6,220
Richland	58,550
West Richland	15,710

Education, Art and Culture

Colleges	3
High Schools	14
Private High Schools	2
Public Libraries	7
Museums & Galleries	24
American Viticulture Areas	3
Wineries	100

Education Attainment

High School Graduate	24.01%
Some College, No Degree	24.56%
Associate Degree	10.70%
Bachelor Degree	19.01%
Graduate Degree	11.88%

Major Crime Rates (2018)

Arson	34
Robberies	59
Rapes	70
Homicides	6
Aggravated Assaults	253
Motor Vehicle Thefts	286
Burglary	653
Theft	3,233

Taxation

State Sales Tax	6.50%
Local Sales Tax	2.10%
Total Sales Tax	8.60%

Population Density	119.45
Average Resident Age	33
Average Household Income	\$ 75,394
Average Housing Selling Price	\$313,200
Number of Active Listing (Nov 2020)	308
Average Apartment Rent	\$ 964

Health Care

Hospitals	3
Health Departments	2

Economy/Employment

Unemployment Rate (November 2020)	6.50%
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Top Employers

Battelle/PNNL	4,700
Kadlec Medical Center	3,674
ConAgra/Lamb-Weston	3,000
Bechtel National, Inc.	1,450
Kennewick School District	3,000
Washington River Protection	2,971
Mission Support Alliance	2,240
CH2M Hill Hanford Group	1,688
Richland School District	1,900
Tyson Foods	1,350
Trios Health	900
Energy Northwest	1,049
Broetje Orchards	920
Lourdes Health Network	837

Festivals

Benton County Fair & Rodeo
The Great Prosser Balloon Rally
Water Follies Airshow & Columbia Cup

Sources:

Office of Financial Management, Forecasting Division
 Tri-City Industrial Development Council (TRIDEC)
 Washington State Department of Revenue
 FBI-Uniform Crime Reporting
 Tri City Realtors Association

Benton County Government



Benton County Celebrating 100 Years



Benton County Courthouse – Prosser, WA

Benton County is a statute county, which means that the organization of the county is prescribed by state statute. The organizational chart located on page 33 provides a bird's eye view of the county structure, including its elected officials, administrator, and department managers. For simplicity, the chart does not include the numerous inter-local organizations, advisory boards, or other organizations that are partially or wholly under the jurisdiction of the county.

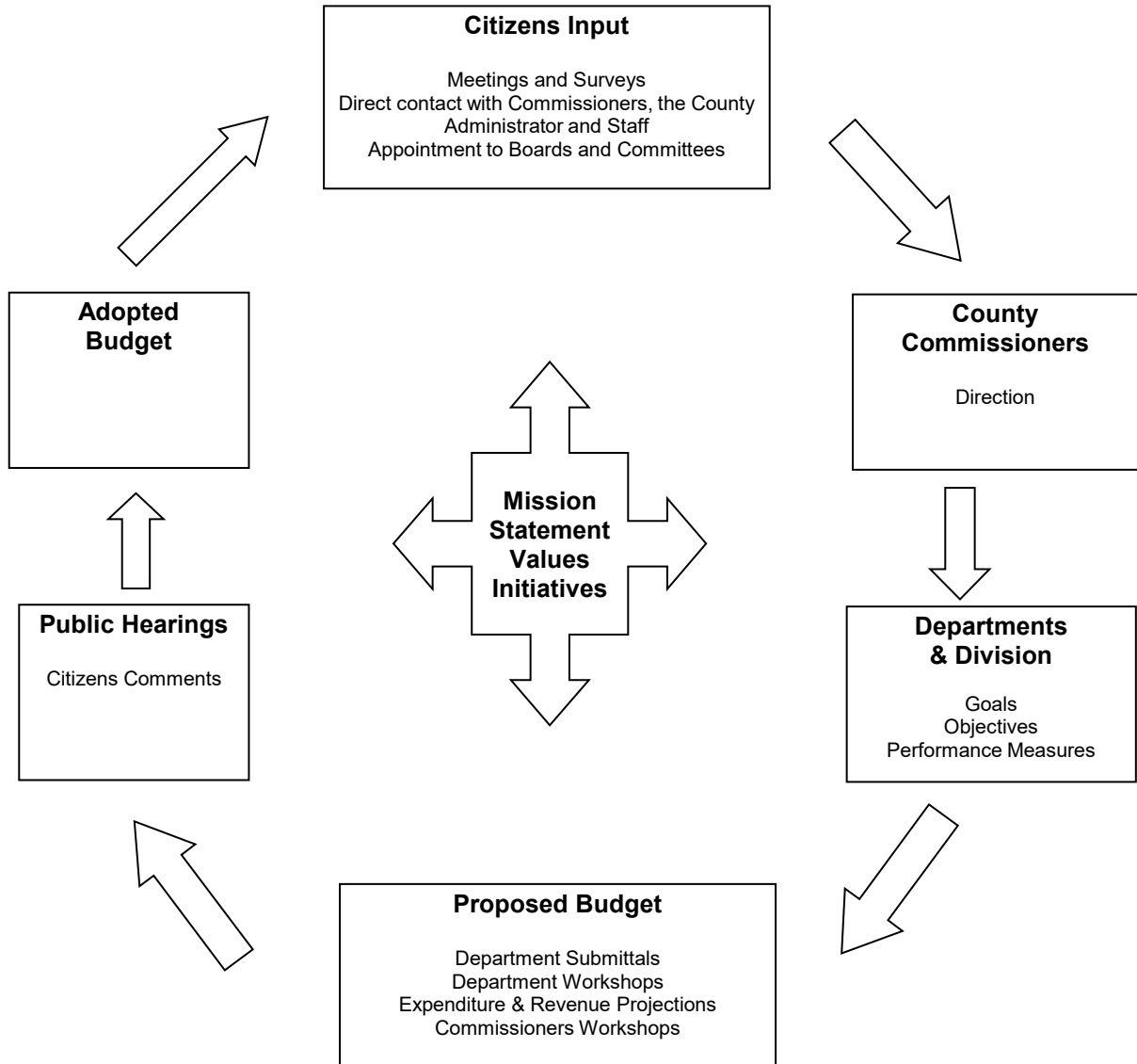
As the organizational chart depicts, the citizens of Benton County elect twenty-one officials, including three County Commissioners, seven Superior Court Judges, five District Court Judges, an Assessor, a Treasurer, an Auditor, a Prosecuting Attorney, a Sheriff, a Coroner, and a County Clerk.

The Board of Commissioners appoints a County Administrator, who acts as a chief executive officer for the county. Reporting directly to the County Administrator are eighteen divisions:

- | | |
|---------------------------------|--------------------------|
| Animal Control | Office of Public Defense |
| Building | Parks |
| Civil Services | Human Resources |
| Facilities | Planning |
| Fairgrounds Operations | Risk Management |
| Geographical Information System | Road |
| Information Technology | Sustainable Development |
| LEOFF | TB Hospital |
| Human Services | Corrections |

Performance Measures

Identifying the Goals of Benton County



Performance Measures

Benton County's Mission Statement

Benton County is committed to providing services that are efficient, of high quality, accessible to all, and delivered in a timely fashion within the County's available resources.

Vision Statement

- Conduct the public's business in a customer-focused, user-friendly, helpful effective manner.
- Be accountable and efficient in the services provided to Benton County 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, 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.

Performance Measures

As our Mission states, Benton County is committed to providing services that are efficient, of high quality, accessible to all, and delivered in a timely fashion. The **County Goal** is comprised of five **initiatives** developed to set the direction for Departments in following the County's Mission and providing quality in our daily activities.

Initiative 1: Service Delivery - Provide a valuable and high quality service.

Initiative 2: Procedure Management - Workflow Analysis - Analyze existing and new processes for effectiveness, efficiency of resources and reduction of waste.

Initiative 3: Quality Control - Track progress of Benton County development and use the information to make educated future decisions.

Initiative 4: Personnel Resource Management - Develop and maintain a knowledgeable, productive, and committed organization.

Initiative 5: Long-Term Financial Planning - Provide sound fiscal long-term planning.

The **Initiatives** refer to the County goal and provides direction to the Departments in achieving the mission of Benton County. **Department Goals** state accomplishments required in order to fulfill the mission. The **Objectives** specify measurable conditions that can be reached within an achievable time frame. The **Measures** permit the reader to determine the accomplishments through delivery of services, products, or procedures. The four types of measures are input measures, output measures, efficiency measures, and outcome measures.

Input Measures: Represent the resources available to provide services, the level of service, or number of activities or items the department is expected to service.

Output Measures: Represent work or activities undertaken in providing the service.

Efficiency Measures: Convey the cost-effectiveness of a service or program.

Outcome Measures: Reports the quality of service being given and provides program results in a numeric format such as the timeliness and effectiveness of programs.

The **Action Steps** emphasize department short-term projects and long-term projects and are used as the method of fulfilling the goals.

Benton County is emulating to use performance measures to allocate funding to Departments in the future.

Performance Measures

County Commissioner's General Guidance on Goals

The Board of Commissioners provided additional guidance and direction to the Departments during the preparation of the 2021 - 2022 Budget. The Commissioners emphasized as the County Goals: continue to change the management system and, consequently the workforce culture to embrace new ideas and make them a part of the everyday process, thus creating the best value of services for our citizens; Continue to review current processes, procedures and staffing to generate maintainable future budgets.

Initiative 1: Service Delivery - Provide a valuable and high quality service.

Work with local and regional partners to pursue favorable legislation related to public records and the preservation of existing state-shared revenues.

Work with local and regional partners on unfunded mandates pushed down from the State level to the County level to provide new or expanded services without providing the associated funding.

Initiative 2: Procedure Management - Workflow Analysis - Analyze existing and new processes for effectiveness, efficiency of resources and reduction of waste.

Become a government leader in the use of information technology.

Cogitation of how current automation and implementation of new computer software & hardware upgrades can be integrated into the workflow to improve productivity.

Initiative 3: Quality Control - Track progress of Benton County development and use the information to make educated future decisions.

Identify and implement collaboration with other public and/or private entities in order to achieve cost effective service where applicable.

Encourage well managed processes, performance and integrity criteria, and staff competence such as knowledge, skills and experience.

Initiative 4: Personnel Resource Management - Develop and maintain a knowledgeable, productive, and committed organization.

Develop a comprehensive, yet realistic human resource strategy.

Continue to train and improve the knowledge and skills of the current staff.

Initiative 5: Long-term Financial Planning - Provide sound fiscal long-term planning.

Implement and adopt a long-term fiscal management plan and accompanying policies as needed, to ensure financial resources are sustainable.

Provide financial forecast and Identify trends and changes in revenues and expenditures.

Performance Measures

Fiscal Year 2021-2022 Department Goal Highlights

The Board of Commissioners provided additional guidance and direction to the Departments during the preparation of the 2021 - 2022 Budget. To maintain financial stability, the Commissioners provided three broad statements to be emphasized in the County Goals: 1) No new staffing positions without an associated funding sources, such as grant funding. 2) Approve computer software and hardware requests that improve procedures and efficiencies. 3) Strive to approve only new budget requests that are maintainable in the future.

Initiative 1: Service Delivery - Provide a valuable and high quality service.

The **Assessor's** Office strives to maintain an assessed value versus market value ratio of 90% or greater.

The **Assessor's** Office aims to discover, list and appraise all real and personal property new constructions to add valuations to the tax base.

The **Auditor's** Office aims to keep the public and management informed of the County's financial status and to prepare the Comprehensive Financial Report (CAFR).

The **Clerk's** Office aims to increase payments by credit cards via the web to provide an easier way to pay fines and accelerate the manner of getting the funds to victims and criminal justice funding.

The **Clerk's** Office aims to improve public access to archival records.

The **Commissioners'** Office will continue to explore options that assist in filling public records requests in a timely manner.

The **Commissioners'** Office, with assistance from the **Information Technology** Department, aims to continue to update the computer hardware and software infrastructure in order to bring the County current with technology and achieve efficiencies.

District Court will be on E-Court by the end of 2022 making docket information available on the same day as the hearing. Additionally, District Court will use video conferencing for court hearings and broadcast all hearings.

The **Geographical Information System** (GIS) aims to produce increasingly accurate spatial and tabular data and make such data readily accessible to both the public and other county departments.

The **Prosecuting Attorney's** Office wishes to prosecute child abuse cases in a highly competitive fashion and protect children through collaborative efforts with other agencies.

Performance Measures

Fiscal Year 2021-2022 Department Goal Highlights

Initiative 1: Service Delivery - Provide a valuable and high quality service.

The **Prosecuting Attorney's** Office wants to address the serious gang threat in our community by collaborating with local law enforcement, seeking higher sentence recommendations and punishment for gang-related crime cases, and ensure gang-related cases are assigned to the appropriate deputies.

Superior Court upgraded the court with new technology in 2020 with audio and video equipment. In 2021 proceedings can be broadcasted, litigants have the ability to display and share documents and videos electronically, and litigants and witnesses have the ability to appear remotely by video conferencing.

The **Treasurer's Office** aims to provide taxpayers the option of paying property tax partial payments in accordance with established RCW.

WSU Extension will assist fruit producers (tree fruit, grape, berry) to cut production costs and increase quality/profitability.

The **Office of Public Defense** (OPD) will continue implementing programs that provide access to counsel at the earliest stage possible for both in and out-of-custody defendants and other qualified persons. Plus OPD, will manage case appointments so as to meet the requirements of WSBA Standard Three on caseload limits.

The **Animal Control** Department will find forever homes for all dogs that come to the shelter by way of adoption, returning to owner, or transferring to a no-kill shelter.

The **Sheriff's Office Patrol** Division plans to maintain current service levels provided to the citizens of Benton County while seeking new and innovative ways to improve law enforcement services through technology.

The **Planning** Department plans on improving the online presense, including online permitting submittal and fee pay options for citizens and to use the County's website to disseminate information to the public regarding proposed projects to encourage a higher number of residents and interested parties participating, providing information and testimony at public meetings and hearings.

Initiative 2: Procedure Management - Workflow Analysis - Analyze existing and new processes for effectiveness, efficiency of resources and reduction of waste.

With the implementation of a County wide Financial software system replacement, **All Departments** will be reviewing their related existing processes and procedures.

The **Human Resources** Department plants to expand the automated (Neogov) process for recruitment and selection process for applicants.

Performance Measures

Fiscal Year 2021-2022 Department Goal Highlights

Initiative 2: Procedure Management - Workflow Analysis - Analyze existing and new processes for effectiveness, efficiency of resources and reduction of waste.

The **Clerk's** Office wishes to reduce the number of civil cases pending resolution over 24 months and the number of domestic relations cases pending over 18 months.

The **Auditor's** Office will work with the Commissioners Office and individual departments for the implementation of new financial software system.

Animal Control will implement a new software for mapping to help locate areas in our county where animal cruelty, neglect and abandonment occurs more frequently.

WSU Extension will utilize trained volunteers to broaden and enhance outreach efforts to County residents, for example the Master Gardners Program.

The Park Department will upgrade aged equipment to reduce future expenses and breakdowns.

The **Commissioners'** Office aims to investigate and develop an electronic public records request system for tracking and filing purposes.

The **Auditor's** Office plans to develop guidelines around DOL policy for subagent oversight and review of accuracy rating for all office and vehicle licensing representatives.

The **Treasurer's** Office plans to have all districts and schools as well as other groups that use the Benton County Treasurer as their bank to utilize Payee Positive Pay (a banking authorization program) to safeguard the counties assets.

The **Sheriff's Office Corrections** Division plans to seek out innovative ways to manage the workload associated with an increased inmate population with mental health and substance abuse issues. 17 positions were laid off in 2021 due to COVID.

The **Planning** Department plans to continue usage of the permit tracking software to provide current permit information to the Board of County Commissioners and the citizens of Benton County. Additionally, the Department will keep excellent electronic records (via IworQ) by ensuring all permit files are thoroughly completed and scanned.

District Court plans to increase resolution of civil and small claims cases to 75% of new filings and reduce criminal hearings not held by 10% by the end of 2022.

Juvenile plans to reduce the number of warrants issued for Failure to Appear by providing reminder notices to youth and pending court hearings to include all BECCA and criminal matters.

Performance Measures

Fiscal Year 2021-2022 Department Goal Highlights

Initiative 3: Quality Control - Track progress of Benton County development and use the information to make educated future decisions.

The **Planning** Department plans implementation of the Benton County Comprehensive Plan and Development Regulations. The Department will continue efforts to review and update land use related County Codes for compliance with State standards.

Initiative 4: Personnel Resource Management - Develop and maintain a knowledgeable, productive, and committed organization.

The **Human Resources** Department plans to promote/deliver an effective array of training and development programs for employee development and track with Neogov.

The **Clerk's** Office plans to make training available for employees that are specific to their classification.

The **Corrections** Department plans to exceed the minimum training hours of 48 hours per corrections officer.

Initiative 5: Long-Term Financial Planning - Provide sound fiscal long-term planning.

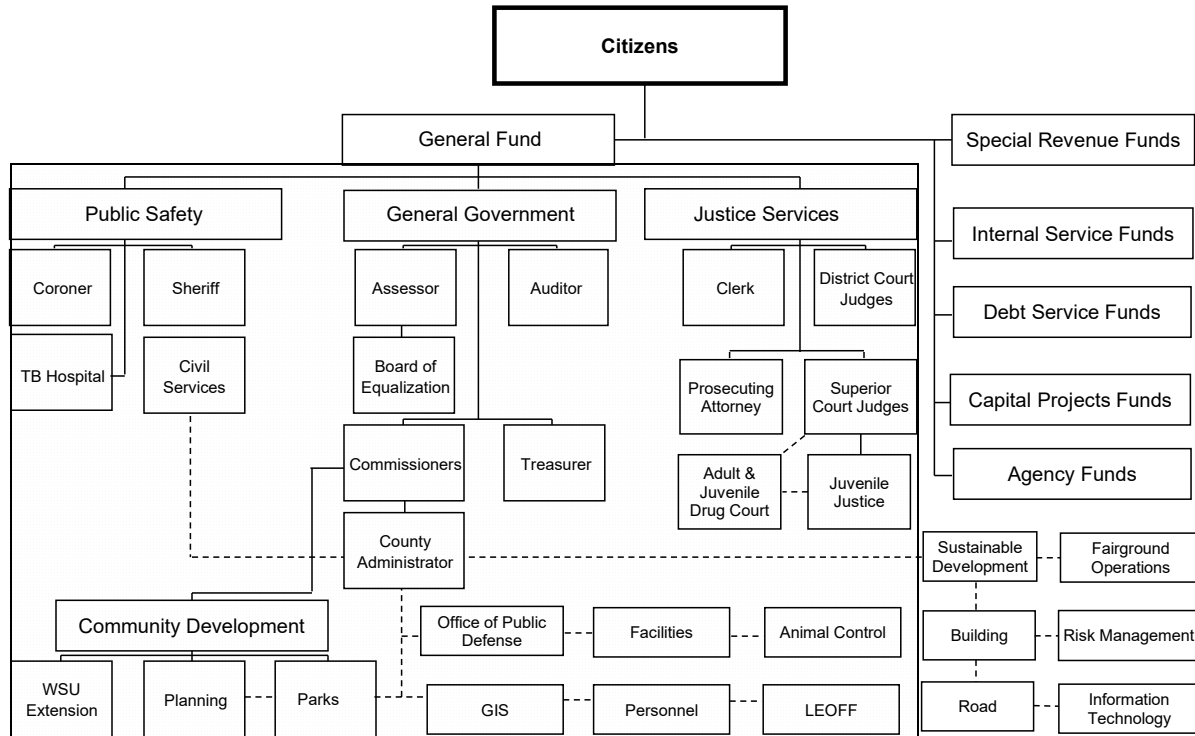
The **Commissioners'** Office will strive to receive the Distinguished Budget Presentation Award for the 2021-2022 biennium budget.

The **Commissioners'** Office will produce the Capital Improvement Plan (CIP) for 2022-2027.

The **Auditor's** Office will produce the 2020 and 2021 Comprehensive Annual Financial Report (CAFR) and aim to receive the Certificate of Achievement for Excellence in Financial Reporting for both years.

The **Commissioners'** Office plans to develop a Procurement/Purchasing Department.

Benton County Functional Organizational Chart



Benton County General Fund Departments

County government provides a variety of services to its citizens. There are 28 county departments that provide or support the delivery of these services. Lists of department services are located in Volume II, at the end of each department's section. The following is a brief description of Benton County departments.

Assessor

The County Assessor is responsible for the appraisal of all property values - real and personal, calculates levy rate, and certifies tax rolls to the Treasurer. Under Benton County's annual appraisal system, one-sixth of the parcels in the county must be physically inspected and reappraised each year. The Assessor's Department maintains inventory, description, ownership, sales and mapping of all real property parcels in Benton County. The department also administers and provides information regarding tax exemptions, such as senior citizen/disabled persons, open space, etc.

Auditor

The County Auditor is responsible for providing voter registration and conducts elections. This office also records and preserves official public records; issues marriage licenses, motor vehicle and vessel licenses; and processes payment and provides accounting and financial support services to county departments. This department also performs accounting, payroll, and internal audits for the organization.

Board of Equalization

The County Board of Equalization provides an impartial citizen forum for review of the County Assessor's actions by providing a forum for property owners to obtain a cost-free review of assessed valuations on an individual basis; provides a "safety value" for the property tax system in terms of unilateral equalization authority; reviews taxpayer exemption removals and denials appeals on an individual basis.

Civil Service

The Department of Civil Service is the central personnel agency for Benton County. This department helps agencies manage their human resources so that they may provide the most effective service to the citizens of Benton County.

Clerk

The County Clerk is responsible for all court records and accounts. This office also provides family law facilitation services, mandatory arbitration, domestic violence and anti-harassment protection orders.

Benton County General Fund Departments continued

Commissioners

The legislative branch of Benton County, the Commissioners' Department comprises three elected full-time members. The commissioners meet regularly every Tuesday in Prosser. They are responsible for the adoption of the biennial budget, enact ordinances and resolutions, create policies and hear appeals. Check the Commissioners' Department or website for schedules and agendas.

Administrator

The County Administrator is responsible for the day-to-day operations of the administrative service departments. Administrative Services are internal service departments that provides a variety of support services, such as construction consulting, information system and telephone support, maintenance and custodial service, sales and marketing for the county fairgrounds, geographic information services, employee benefits, and economic development. Divisions of Administrative Services are Animal Control, Building, Civil Service, Facilities, Fairground Operations, Geomedia Information System (GIS), Information Technology, LEOFF, Office of Public Defense, Parks, Planning, Personnel, Risk Management, Road, Sustainable Development, Human Services, Corrections, and TB Hospital. The County Administrator also has oversight of several major funds such as the 1/10% Criminal Justice Fund, Capital Project Fund, Rural County Fund, and the Public Safety Tax Fund.

CO-OP Extension

In cooperation with Benton County, this department is an extension of Washington State University. It provides information and education in the following areas: agriculture and natural resources, pesticides, farm building and facilities plans, bee safety, nutrition and home horticulture.

Coroner

The Coroner is responsible for investigation of all deaths within the county. This department provides full autopsy and consultation services for the public and all law enforcement agencies in the county. The Coroner is also responsible for processing and signing death certificates, maintaining appropriate records, and safeguarding the property of decedents.

Facilities

Comprises of a technical support group that provides management, administration, and maintenance for the county facilities and various buildings. Activities include preventative maintenance, repair maintenance, and construction contracts.

District Court

Benton County's five full time judges process Sheriff, State Patrol, Cities of Benton City, Kennewick, Prosser, Richland, and West Richland misdemeanors and infractions as well as small claims and civil suits involving amounts under \$50,000. They also handle traffic citations, name changes and protection orders.

Benton County General Fund Departments continued

LEOFF

The composition of the Board shall be as specified in RCW 41.26.110 to the extent possible. Each member shall serve a two (2) year term, except, when an individual is elected or appointed to the remainder of the unexpired term; he/she shall serve for the remainder of the unexpired term. Vacant positions on the Board shall be filled for the remainder of the unexpired term by the method described in RCW 41.26.

Non-Departmental

A catch all department that accounts for the following expenditures: annual state audits, elected official association dues, property management, emergency management, clear air, Benton-Franklin Health Department, alcohol excise and operating transfers - (e.g. election reserve, juvenile center, jail depreciation, and protection inspection services).

Planning

Building Services are construction permits of all kinds, for example, safety code enforcement, plan/check/inspection, burn permits, fires safety inspections; Land Use Services are pre-construction zoning, shorelines, SEPA, land use, critical areas, subdivisions, land use code enforcement; and Planning Services are long range planning, comprehensive plans, growth management, and water resources.

Prosecuting Attorney

The Prosecuting Attorney is responsible for prosecuting all felony and misdemeanor criminal acts within the county. This department acts as the attorney for the county, providing legal advice and legal services to county officials and staff, and representing and defending the county. The Prosecuting Attorney's Office also provides assistance to victims of crime, sexual abuse, and domestic violence.

Sheriff Administration

The County Sheriff is the chief executive officer and conservator of the peace of the county. The sheriff has a number of duties relating to: (1) law enforcement and public safety, and (2) civil functions for the court system. Many county sheriffs are involved in county emergency services functions and a sheriff may serve as the Director of Emergency Services for the county.

Sheriff Clerks and Records

A major function of this department is processing police reports, maintaining case files, and case entry into ILEADS. The FBI uses the UCR data to produce the yearly Crime in the United States. Each year the steady increase in incident numbers creates a substantial increase in reports to be processed through the Records Division.

Benton County General Fund Departments continued

Corrections

The Department of Corrections provides incarceration and alternative program services to all law enforcement jurisdictions within Benton County. In addition, the jail provides contract services to other agencies throughout the state. The Benton County jail provides local user agencies several alternative programs to meet community needs – an electronic home monitoring program (EHM), work release program and work crew program. The operation of the alternative programs saves user agencies several hundreds of thousands of dollars each year, based on the cost of full incarceration.

Sheriff Patrol

The Benton County Sheriff's Office Bureau of Law Enforcement is comprised of 63 commissioned officers. The bureau is divided between the Patrol and Investigative Divisions, each under the direction of a Commander for each division. There is also the Community Services section, which is under the direction of an Administrative Lieutenant.

Superior Court

Benton County's six fulltime Superior Court judges hear all cases involving: adult felonies, all juvenile offenses, divorce, child custody, support matters, probate, guardianships, adoptions, civil claims in excess of \$35,000, paternity actions, mental in-competency, and abused or neglected children.

Treasurer

The County Treasurer is responsible for the collection of all real and personal property taxes, excise taxes, special assessments, and other miscellaneous receipts from all other junior and special purpose districts. It is responsible for the distribution of revenues collected to the State, cities, and junior taxing districts (e.g. fire districts, schools, etc.). This department also invests and manages all monies and debt for Benton County and districts. This office provides banking services to the organization and forecloses on property for delinquent taxes.

Sheriff Traffic Control

Benton County Traffic Control consists of deputies that are highly trained in accident investigations and assigned to handle traffic enforcement within Benton County. This department, while directly related to the Patrol Department, is funded with a road use tax.

Parks

The Parks Department is responsible for the acquisition, development, and maintenance of several county parks, trails, and open spaces. Another function is to develop non-local tax funding sources and encourage joint interagency and public/private partnerships, agreements, and working relationships.

Benton County General Fund Departments continued

Human Resources

The Human Resources Department is responsible for all personnel functions of county government including recruitment, hiring, compensation, benefits, labor relations, and training. Other responsibilities include responsibility for the county self-insurance program, management of the county's Insurance Management and Workman's Compensation Funds, recommends reserve levels both for specific claims and for unknown liabilities, loss control, and responds to the scene of injuries and other potential liabilities.

TB Hospital

Provide funds for the exclusive use and treatment of tubercular persons of the county. A tubercular person of the county in need of medical attention, whether indigent or able to pay in whole or in part, may be admitted under rules and regulations prescribed by the board. A person not an indigent who receives such care or attention shall pay for such services so far as he is able to do so.

GIS

Responsible for the county's mapping and geographical information system activities.

Office of Public Defense

The Office of Public Defense provides constitutionally mandated indigent legal defense for: felony and misdemeanor charges in Benton County Superior and District Courts.

Animal Control

Benton County Animal Control handles canine animal control issues within the unincorporated areas of Benton County.

Adult and Juvenile Drug Court

Provides an intensive 12-18 month program that includes intensive case management, treatment, life skills training, and monitoring of participants for eligible adult and juvenile offenders. This department represents Franklin County's portion, which is reimbursed in full, for each Drug Court. Benton County's portion was moved to the new Public Safety Sales Tax Fund during the 2015-2016 Biennium.

Creating the County Budget

1. Scope of Budget

Biennial appropriated budgets are adopted for the general and special revenue funds and for all proprietary funds on the modified accrual basis of accounting. For governmental funds, there are no differences between the budgetary basis and generally accepted accounting principles. Budgetary accounts are integrated into fund ledgers for all budgeted funds, but the financial statements include budgetary comparisons for biennial budgeted governmental funds only. Budgets for debt service and capital project funds are adopted at the level of the individual debt issue or project and for fiscal periods that correspond to the lives of debt issues or projects. Since these funds are not budgeted on an annual basis, budgetary comparisons are not presented. NCGA Statement 1 does not require, and the financial statements do not present, budgetary comparisons for proprietary fund types.

Biennial appropriated budgets are adopted at the level of the fund, except in the general fund, where expenditures may not exceed appropriations at the category level and the budgets constitute the legal authority for expenditures at that level. Revenue and expenditure ledgers are used to compare budgeted amounts with actual revenues and expenditures. As a management control device, the expenditure ledgers are monitored for individual functions and activities by object class.

Appropriations for general and special revenue funds lapse at the end of each biennium.

Appendix A includes the Benton County Budget Policies and Procedures adopted by resolution in October 2019.

2. Procedures for Adopting the Original Budget

RCW 36.40 provides specific guidelines that detail each step of the budget process. Benton County utilizes this chapter as a guide to the biennial budget process from the preliminary estimate stage through final adoption.

RCW 36.40.71 allows the Board of County Commissioners (BOCC) the flexibility, through resolution, to establish alternate dates for each step of the budget process. The BOCC opts to implement this alternate date provision using the following general format:

The BOCC will pass a resolution that details the alternate dates to be used for each step of the budget process.

The BOCC Chairman may deliver a letter to the County Auditor that details the method of budget (Baseline, O-Base, etc.), and any other specific issues that relate to the upcoming budget process. The letter should go to the Auditor at least two weeks prior to the date the BOCC would like the "budget call" letter sent to the other elected officials and department managers. The "budget call" letter will outline any budget instruction changes from the previous biennial budget.

Each elected official and department manager will be responsible for the timely preparation of their own budget request and those budgets that are under their responsibility.

Creating the County Budget continued

The BOCC may allocate times for each elected official and department manager to address their budget requests. Those requests may include additional staff, new programs, capital, or computers.

Upon completion of these meetings, the BOCC will be charged with making any changes to the budget requests presented. Upon deliberation by the BOCC, both the final draft and approved budgets will be placed for open inspection by the public at the Prosser Courthouse, Kennewick Justice Center, and on the Benton County Internet website.

A notice of public hearing shall be published once each week for two consecutive weeks in the official newspaper of the county. The public will be allowed to express opinions for or against the final budget at the public hearing. Upon completion of the public hearing, the BOCC must then adopt the final budget by resolution and forward a copy to the State Auditor. The BOCC must certify taxes pursuant to RCW 84.52.070 by November 30 of each year, whereas the biennium budget must be adopted before December 31 on even ending years.

The adopted budget will be made available to the public on the Benton County Internet website within 30 days of adoption.

3. Amending the Budget

The County Auditor's Office is authorized to transfer budgeted amounts within departments of any fund; however, any revisions that alter the total expenditures of a department or fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the County Commissioners.

When the County Commissioners determine that it is in the best interest of the county to increase or decrease the appropriations for a particular fund or department, it may do so by resolution, approved by a simple majority, after holding a public hearing in which the public will be allowed to express opinions for or against the budget adjustment.

The budget amounts shown in the financial statements are the final authorized amounts as revised during the biennium.

4. Capital Improvement Plan

The Commissioners also review and adopt a six-year capital improvement plan. This plan is developed biennially by County Administrator personnel with input from elected officials, department managers, and employees.

5. Reporting Financial Information

Monthly financial reports, which may contain a cost analysis are available to the public at the County Auditor's Office as well as on the Auditor's website. Finance presentations are provided to the County Commissioners at their request.

Preliminary County Budget Calendar

Date*	Activity
09/07/2021	Departments start mid-biennium review process;
10/12/2021	Departments submit requested mid-biennium modifications to the Finance Manager;
10/26/2021	Finance Manager prepares summary sheets of all mid-biennium modifications and submits it to the County Administrator for review;
11/03/2021	First publication of notice of county mid-biennium modification hearing;
11/10/2021	Second publication of notice of county mid-biennium modification hearing;
11/23/2021	Public hearing and adoption of mid-biennium modifications;
08/01/2022	Auditor's Office budget call letter to departments for estimates of revenues and expenditures, goals, objectives, milestones, and performance activity measures. This includes goal setting and establishing budget year goals;
08/31/2022	Departments return final estimates of revenues and expenditures, goals, objectives, milestones, and performance activity measures to the Auditor's Office;
09/20/2022	Auditor's Office submits the preliminary budget to the County Commissioners;
10/12/2022	Start of Budget workshops;
10/14/2022	Budget workshops finished;
11/02/2022	First publication of notice of county budget hearings for final budgets;
11/09/2022	Second publication of notice of county budget hearings for final budgets;
11/16/2022	Public hearing and adoption of final budgets.

*Dates are tentatively scheduled and may change after the 2021-2022 biennium commences.

Revenue Source Analysis

The paragraphs below describe the most significant external and internal revenue sources for Benton County. External revenue sources provide an inflow of cash which Benton County may use to finance activities, services, and capital projects while internal revenue sources, like transfers and internal service charges, are "non-cash" transactions and are used to track the movement of dollars between Benton County funds.

Tax Sources

Property tax is one of Benton County's largest sources of revenue, accounting for 35.28 percent of all revenue (excluding beginning fund balances and transfers in). Property tax provides partial funding for the General Fund, Road Fund, Human Services Fund, and Veterans Assistance Fund.

The County Assessor for tax purposes appraises all real and personal property. Each year, one-sixth of Benton County is physically inspected as part of the re-appraisal process. The remaining properties are re-evaluated on the basis of statistical calculations. All new construction is physically appraised in the year it is placed on the tax rolls.

Property tax in Washington State is subject to limitations: 1) Referendum 47, passed by voters in 1997, limits property tax levy increases to the rate of inflation (as measured by the National Implicit Price Deflator); and repeals laws that allowed for stockpiling tax revenues; 2) the rate limit, the maximum regular property tax levy rate a county may impose, restricts the General Fund tax rate to no more than \$1.07 per \$1,000 of assessed value and the Road fund tax rate to no more than \$1.36 per \$1,000 of assessed value; and 3) House Bill 2416, passed by Legislation in November 2007 amended RCW 84.55.005 and RCW 84.55.0101 to limit the increase in property tax growth to 1%

Forecasting property tax revenue begins at the previous year's levy and adjusts the total for new construction. The added 1.0 percent (the maximum increase allowed per RCW 84.55.005 and RCW 84.55.0101) is not forecasted at this time. The anticipated new construction is equal to the value of new construction added to the tax rolls times the previous year's tax rate. Finally an adjustment is made for anticipated changes in the delinquency rate.

Benton County's sales tax is primarily generated in the unincorporated areas, although Benton County also receives approximately 15.03 percent sales tax revenues collected within the city jurisdictions.*

Benton County's locally imposed sales tax rate is 8.6 percent, or \$8.60 per \$100 purchase. The State receives 6.5 percent and the County receives 2.1 percent.*

Forecasting sales tax is complex because a significant portion of the revenue is tied directly to the Hanford Site. Also, consumer-spending behavior, particularly with respect to big-ticket items, tends to rise and fall ahead of the overall economy. Benton County first arrives at a conservative estimate of the overall percentage growth expected in retail sales. A base sales tax estimate is calculated on retail sales. This amount is then adjusted for any known factors, such as Hanford's budget, that are likely to impact the revenue.

* Includes the new Public Safety Tax increase that was approved by the Voters in August 2014. New tax rate didn't go into affect until January 1, 2015.

Revenue Source Analysis continued

Intergovernmental Revenue Sources

Community Service grants represent numerous State and Federal grants for service programs administered by Benton County. These revenues are deposited into the various line items and funds. A close watch and constant communication is essential to estimate funding levels.

Road project revenues represent State (and occasionally federal) grant funds for road construction projects. Road project revenues are forecasted by the Road Department based on timing of State supported projects. These revenues are deposited in the Road Fund and can be used only for the intended projects.

Human Services and Law and Justice receive numerous grants that are closely watched to estimate funding levels.

PUD privilege tax is allocated by the State of Washington for general purpose uses. Benton County's share is deposited in the General Fund and this revenue has been stable over the last three years.

Other External Revenue Sources

The Benton County Treasurer's Department forecasts investment interest. Benton County manages a regional investment pool that includes County resources as well as resources owned by other government agencies. The investment interest on the County's portion of the invested balances is projected to be \$2,300,000 for the next biennium.

District, Superior, and Juvenile Courts and the Clerk's Department collect fines and penalties. Benton County collects fines for violations of traffic laws, ordinances, and misdemeanors and is deposited in the General Fund. These fines and penalties have been negatively impacted over the last couple of years due to a 2015 Legal Financial Obligation lawsuit (LFO). In the future, new laws, proactive collection processes, and the hiring of new police officers in the cities may assist with increases.

Internal Revenue Sources

Internal transfer revenues are simply the receipt of internal transfer expenditures. The revenue estimates are based on budgeted expenditures in this category. Charges for internal services represent the receipt of internal service expenditures. Like internal transfer revenue, the revenue estimates are based on budgeted expenditures in this category.

COVID Pandemic Impact

The unprecedented COVID pandemic will have revenue impacts in 2021 yet to what degree is unknown. Sales Tax may be down as business are closed and consumers are not shopping locally. Property Tax is budgeted, yet local residents may be challenged to make their tax payment in April. Fines and Penalty are down as the Courts are operating on a moderated schedule.

Financial Management Policies

The overall goal of Benton 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 budget and the major objectives to be accomplished.

Financial Management Policies continued

Budget Preparation and Management

A complete biennial budget will be prepared for all funds. (Road Fund does certify their budget annually for the purpose of meeting the requirements for CRAB funding).

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

Copies of the proposed and authorized budgets will be made available to Benton County citizens and elected officials from the time the budget message is delivered.

Budgetary emphasis will focus on providing those basic county services which 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.

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

Benton County will avoid budgetary practices that balance the current expenditures at the expense of meeting future year's expenses.

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

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

Benton County will exercise budgetary control through Commissioner approval or appropriation authority for each appropriated budget fund.

Reports comparing actual revenues and expenditures to budgeted amounts will be prepared following the end of each quarterly period during the biennium.

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

Appropriation authority for any budgeted personnel position that becomes vacant during the year shall continue unless the Commissioners by motion identify the position as one in need of review. The elected official or department manager shall report to the Commissioners once each month on those positions wherein an upcoming vacancy is anticipated or has occurred. No appropriated funds may be expended for regular staffing except for those positions specifically identified in the budget document.

Financial Management Policies continued

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

In order to meet operational needs within the General Fund, the County shall maintain a fund balance of 10 percent of one year of the General Fund's appropriated expenditures. The Board of Commissioners shall only appropriate such monies upon an affirmative vote. In addition to the 10 percent, the county may maintain up to an additional 3 percent for emergency use as determined by the Board of Commissioners.

Except as the Commissioners may specifically authorize by exception, all construction work funded for which the estimated cost is over \$350,000 shall be bid out to private contractors.

Although neither the RCW nor County Fiscal Policies specifically address balanced budgets, Benton County continues to only adopt balanced budgets. A balanced budget consists of each funds' estimated beginning fund balance plus revenues to equal total funds available, minus total expenditures, which equals the ending fund balance. These ending fund balances must either equate to zero dollars or have a reserve balance remaining. Cognizant that some years may have excess revenues or expenses occur, this will result in a change to fund balances. In those instances, during the budget process, an extra level of analysis is completed before authority is granted for use of or growth in fund balance. The Benton County Board of Commissioners must then authorize such actions.

Budget Goals

To maintain a stable and healthy financial foundation.

- Adequate reserves are maintained in all funds.
- Enterprise funds have adequate fee structures to fully support proposed budgets.
- Fee structures are examined and modified to ensure that adequate fees cover increased costs of services, or services will be reduced.
- Fee structures are examined and modified to ensure that services provided commensurate with the fees that are charged.
- Encourage service agreements with municipalities that result in savings for the citizens.
- Plan strategically for innovative ways of providing services more cost effectively and efficiently.

To ensure growth in programs is consistent with projected revenues.

- Baseline budget increases are limited to allowance for salaries and benefits.

Financial Management Policies continued

Budget Goals continued

To ensure growth in programs is consistent with projected revenues continued.

- The Commissioners consider budget adjustments only to the extent that reductions are made in other program areas or new revenues are approved.
- Adequate levels of matching and operating funds are adopted before grant funds are accepted.
- Reduce targeted programs when operating revenues are insufficient to meet operating expenses.

To respond to critical service demands and community priorities.

- Priority is given to budget adjustment requests that respond to the most critical increases in demand for services.
- Priority is given to budget adjustment requests that support multi-departmental functions.
- Recommendations are made of targeted reductions or for new revenues to support the most critical budget adjustment requests.
- Budget adjustments that mitigate staffing increases are encouraged including requests for new technology.
- Reduce local services that are provided by the respective cities due to annexations.

To support the priorities of the Capital Improvement Plan.

- Maintain adequate reserves for major maintenance of all facilities.
- Capital projects older than three years are re-evaluated before carrying them forward into the next biennial budget.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or as soon enough thereafter to pay liabilities of the current period. For this purpose, the County considers revenues to be available if they are collected within 90 days of the end of the current fiscal period. Revenues susceptible to accrual are earned interest, certain charges for services, and intergovernmental revenues, such as grants, where program expenditures are the prime factor for determining reimbursement. Other revenues such as sales based taxes, licenses, fines and fees are not considered susceptible for accrual since they are not generally measurable until received. Expenditures are generally recorded when the related fund liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Benton County reports the following major governmental funds:

The General Fund is the County's primary operating fund. It is used to account for all activities of the general government not accounted for in another fund.

The County Road Fund accounts for the design, construction, and maintenance of County roads.

The Human Services Fund accounts for the financial operations of County health programs including, but not limited to, mental health, developmental disabilities, alcoholism and drug abuse prevention programs, and homeless housing programs.

The Capital Acquisition Fund accounts for the expenditures incurred for the acquisition or construction of capital assets that are not identified with other capital funds.

Rural County Capital accounts for the collection .09 sales tax refund from State of Washington (RCW 82.14.370) for Economic Development Purposes. The funds are to be divided up between the Ports, Cities, and County.

1/10% Criminal Justice Tax accounts for the collection sales tax revenue for the purpose of construction, maintenance, and operation of the adult and juvenile jails.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation continued

Major government funds continued:

Public Safety Sales Tax accounts for the collection sales tax revenue for the purpose of improving public safety.

Additionally, Benton County reports the following fund types:

Internal Service Funds account for services provided to other departments or agencies of the government, or to other governments on a cost reimbursement basis, which include equipment rental, central services, worker's compensation insurance, insurance management, and accumulated leave.

Agency Funds are custodial in nature and do not present results of operations or have a measurement focus. These funds account for assets that the county holds for others in an agency capacity.

Private sector standards of accounting and financial reports issued prior to December 1, 1989, generally are followed in both government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance on the Governmental Accounting Standards Board.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Exceptions to this general rule are payments-in-lieu of taxes and other charges between the various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include a) charges to customers or applicants for goods, services, or privileges provided, b) operating grants and contributions, and c) capital grants and contributions, including special assessments. Internally, dedicated resources are reported as general revenues rather than program revenues. General revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the internal service funds are charges to customers for sales and services. Operating expenses for internal service funds include the cost of personal services, contractual services, other supplies, expenses, and depreciation on capital assets.

When an expenditure is incurred for purposes for which restricted, committed, assigned, and unassigned amounts are available, expenditures shall be reduced from the restricted fund balance, then from the committed fund balance, then from the assigned fund balance, and finally, the unassigned fund balance.

Benton County Fund Structure

As a means of tracking and accounting for money, the operations of the county are divided into funds. The easiest way for most citizens 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 the funds (e.g. General Fund) are departments (e.g. Commissioners, Auditor, Treasurer, etc.).

Each of these departments facilitates the tracking of costs and effectiveness of services provided to the public. Within each department 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 line items in an easy-to-read summary form. Line item detail is available in the county's computerized financial software (EDEN).

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 department cannot plan to spend more than it will take in. Benton County has 55 funds with the largest being the "General Fund" where most of the county services are accounted for and most of the 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 basis of accounting used in budgeting is the same used in the audited Comprehensive Annual Financial Report. The following are the county's fund types and definitions.

General Fund

The General Fund, also known as "current expense," finances most general governmental services including the legislative branch of county government. It also finances property valuation, document recording, vehicle licensing, elections, district court, probation, indigent defense, juvenile detention, land use planning, criminal and civil prosecution, jail, law enforcement, superior court, family services, tax collection and distribution, parks and recreation, geomeia information services, and animal control services. The modified basis of accounting is applied.

Special Revenue Funds

Special Revenue Funds are utilized to account for the proceeds from specific revenue sources other than Expendable Trusts or major capital projects that are legally restricted for the purposes so designed. Both revenues and expenditures are budgeted in compliance with the Revised Code of Washington 36.40. The modified accrual basis of accounting is applied. The county maintains 41 individual special revenue funds. The descriptions of the funds are as follows:

County Road Fund

County Road Funds may be used for the construction, alteration, repair, improvement, or maintenance of county roads and bridges, as well as acquiring, operating, and maintaining of machinery, equipment, quarries, and for the cost of establishing county roads, acquiring rights-of-way therefor, and expenses for the operation of the county engineering office.

Benton County Fund Structure continued

Public Works Fund (County Road Improvement Matching Program)

A fund established to receive payment in lieu of taxes from the Department of Energy, which shall be used to support economic development and other public purposes.

Flood Control

A fund to finance the control of water subject to flood conditions.

Veterans' Assistance

A fund to finance emergency financial assistance to qualifying veterans and their dependents.

Auditor's O&M

Established by the state, for restoration and preservation of recorded documents.

Benton County Human Services

Established to account for the Benton County local mental health funding for mental health and developmental disabilities programs.

Human Services

A fund to account for the financial operations of county health programs including, but not limited to, mental health, developmental disabilities, alcoholism and drug abuse prevention programs, and housing assistance programs.

Treasurer's Investment Pool

The Treasurer's Investment Pool will receive investment fees collected from the Investment Pool's participants in accordance to the Benton County Investment Policy. Investment interest earned from investments of this fund shall be retained in this fund.

Park Development

A fund to finance the planning, development, and maintenance of a comprehensive parks and recreation program.

Election Reserve

Established to finance all county voter maintenance and elections.

Treasurers O&M

A fund to account for extraordinary cost incurred collecting delinquent real and personal property taxes.

Path & Trails Reserve

Established for the development of paths and trails within the county.

Juvenile Center

A bi-county fund, with Franklin County, established to provide justice, detention and treatment services for juveniles.

Benton County Fund Structure continued

Inmate Benevolence

A fund to account for the purchase and sale of personal supplies to prisoners.

Crime Victim Compensation

A fund established to provide assistance to the victims of crimes.

Fairgrounds Operating Budget

A fund created to provide for the operations of the fairgrounds.

Sheriff Investigative

A fund created to support the special investigative needs of the Sheriff's office.

Boating Safety & Patrol

A fund established to maintain the Sheriff's boat patrol programs.

Treasurer Service Fund

A fund created to be used exclusively for any collection costs charged to taxpayers who utilize the monthly tax collection program and for the payment of expenses incurred by the Treasurer for administering this program.

REET Technology

A fund established to collect fees retain interest earnings and fund expenditures related to the automation of processing real estate excise tax as coordinated by the County Treasurer.

1/4 Percent Real Estate Excise Tax

A fund to account for the revenues generated by a special 1/4 of 1 percent excise tax levied on the sale of real property with the county.

Probation Assessment

A fund created to account for probation counseling in district court.

Central Services Computer Replacement

An accumulative reserve fund created to provide funding for replacement of computer equipment.

1/10 Percent Criminal Justice Jail-Juvenile

A fund established to collect the voted 1/10th of 1 percent sales tax to help finance the construction and O & M of adult and juvenile jails.

Sustainable Development

Established to promote economic development and diversity within the county.

Benton County Fund Structure continued

Courthouse Facilitator

A fund established to provide legal document assistance to domestic violence litigants. Revenues are generated from domestic, probate and adoption filings.

Family Services

A fund created to provide family services within the juvenile court system.

Family Services Superior Court

Established to provide family services within the superior court system.

Sheriff Equipment Purchase & Replacement

An fund created to provide funding for the replacement of law enforcement equipment.

Jail Depreciation Reserve

Established for the purpose of holding the monies charged for depreciation on the county jail.

Rural County Capital Fund

A fund established for the purpose of financing public facilities.

Clerk's Collection

A fund providing tracking and collection of overdue court costs and restitution fees.

Public Safety Sales Tax

A fund established for the purpose of criminal justice services.

Protective Inspection Services

Established to provide tracking and collection of building permits and inspection services.

Pest Board

Providing tracking and collection of activities associated with pest control.

Work Crew Replacement

A fund established to track fees received from inmates, assigned to work crews, and assist in the purchase of replacement vehicles for the work crew program.

State Housing

To account for 60 percent of a surcharge on recording fees to fund housing projects for very low-income persons. Established by amendment to RCW 36.22, effective 6/13/2002.

Affordable Housing

A fund established in Accordance with RCW 82.14.540, Substitute House Bill 1406, local sales & use tax credited against the state sales and use tax for affordable & supportive housing services.

Benton County Fund Structure continued

Homeless Housing & Assistance

A fund established to collect fees and assist in preventing and ending homelessness in the area.

Solid Waste Collection

A fund established to collect fees and assist in the planning and administration of solid waste management plans.

Trial Court Improvement

A fund created to improve trial courts, provide adequate representation criminal and civil legal services for indigent defendants, and ensure equal justice for all citizens.

Historical Document Preservation Fund

A fund established to receive a surcharge on recorded documents and used to promote historical preservation or historical programs.

Domestic Violence Assessment Fund

A fund established to receive revenues from a penalty assessment on any person convicted of a crime involving domestic violence. Revenues from the assessment are to be used for the domestic violence advocacy, prevention and prosecution programs in the county.

Debt Service Funds

Debt Service Funds are established to account for the accumulation of resources to be used for the payment of general long-term debt, principal, interest, and related costs. Expenditure limits are determined by the terms of each debt issue. The modified basis of accounting is applied. The county maintains four debt service funds. The descriptions of the funds are as follows:

CRID #11 & #12

A fund to accumulate monies for the payment of principal and interest on the \$382,995 to make county road improvements to which the residents assessed will receive the benefit. CRID #11 & #12 are scheduled to mature in 2023.

CRID #15

A fund to accumulate monies for the payment of principal and interest to make county road improvement for Cottonwood Springs to which the residents assessed will receive the benefit. CRID #15 is scheduled to mature in 2025.

CRID #16

A fund to accumulate monies for the payment of principal and interest to make county road improvement for Spirit Lane to which the residents assessed will receive the benefit. CRID #16 is scheduled to mature in 2025.

CRID #21

A fund to accumulate monies for the payment of principal and interest to make county road improvement for Antenori Road Extension to which the residents assessed will receive the benefit.

Benton County Fund Structure continued

Health Building Bond Fund

A fund to accumulate monies for the payment of principal and interest on \$7,606,276 (issued in 2006) for the Health Building Project. The year 2006 bonds are paid in annual installments with maturity at 2031.

Justice Center Bond Fund

A fund to accumulate monies for the payment of principal and interest on \$23,615,000 (issued 2000) for the Justice Center and Jail Expansion Project and principal and interest on \$5,410,000 (issued 2001) for Completion of the Third Floor of the jail. The year 2000 bonds are part of the 2003 refunding bond; installments were made annually and matured in 2010. The 2001 bonds are paid in annual installments and are scheduled to mature in 2021. The 2003 refunding bonds, used to reduce the above-mentioned bonds, are paid in annual installments and are scheduled to mature in 2020.

Capital Projects Funds

Capital Project Funds are established to account for programs involving the acquisition or construction of major capital projects. Both revenues and expenditures are budgeted in compliance with the procedures established in the Revised Code of Washington. The modified accrual basis of accounting is applied. The county maintains two capital project funds. The descriptions of the funds are as follows:

Capital Projects

A fund to account for programs involving the acquisition or construction of major capital projects.

Internal Service Funds

Internal Service Funds are established to account for the financing of goods and services provided by one department, agency, or government unit to other departments or agencies of Benton County, or to other governments, on a cost reimbursement basis. The accrual basis of accounting is applied. The county maintains five individual internal service funds. The descriptions of the funds are as follows:

Equipment Rental and Revolving

A fund to finance the maintenance, operations, and acquisition of goods used by the County Road Department and other Benton County funds.

Benton County Fund Structure continued

Information Technology

A fund to finance the operations of the data processing center, which provides services to all Benton County departments.

Worker's Compensation

A fund to finance the County's self-insurance program for all Benton County employees.

Insurance Management

A fund to finance the costs of liability, property, and unemployment compensations claims.

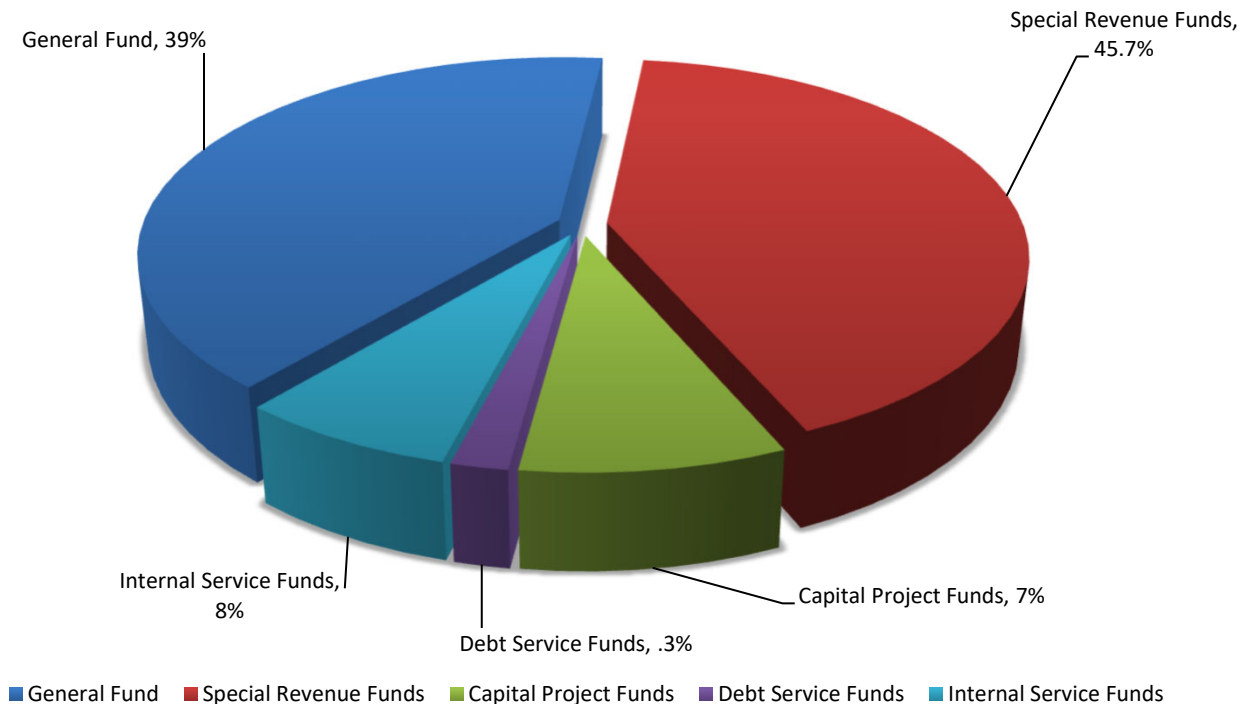
Accumulated Leave

A fund to finance the vacation buy-outs and vacation and sick leave severance pay for terminated employees.

Agency Funds

Agency Funds are custodial in nature and do not present results of operations or have a measurement focus. These funds account for assets that the county holds for others in an agency capacity.

The chart below reflects Benton County's expenditures (including transfers out) by fund structure (excluding Agency Funds).



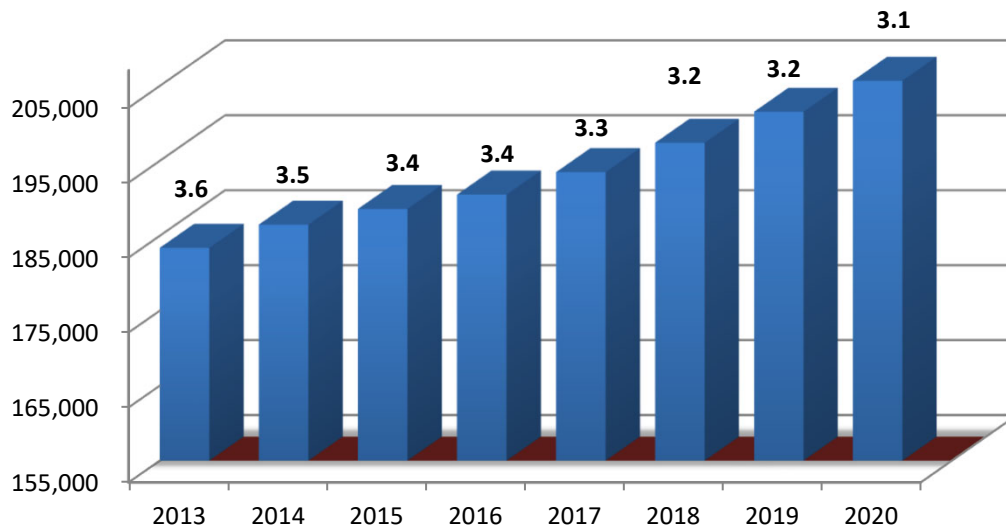
BUDGET AT A GLANCE

2021-2022 Budget at a Glance

According to the 2020 estimated population census, Benton County's population was 205,700. Benton County government has diverse responsibilities to these citizens. The following list depicts some of the basic services the County must provide:

- | | |
|----------------------------|---------------------------------------|
| Property Valuation | Criminal and Civil Prosecution |
| Document Recording | Jail |
| Vehicle Licensing | Law Enforcement |
| Elections | Superior Court & Family Services |
| District Court & Probation | Tax Collection & Distribution |
| Indigent Defense | Parks & Recreation |
| Juvenile Detention | Geographical Information System (GIS) |
| Land Use Planning | Road Construction & Maintenance |
| Building Code Enforcement | Mental Health |

In addition to the above mandated service, Benton County also provides services considered essential by the citizenship, such as parks and recreation. For every 1,000 in Benton County population, the number of county government employees is 3.1 (see chart below).

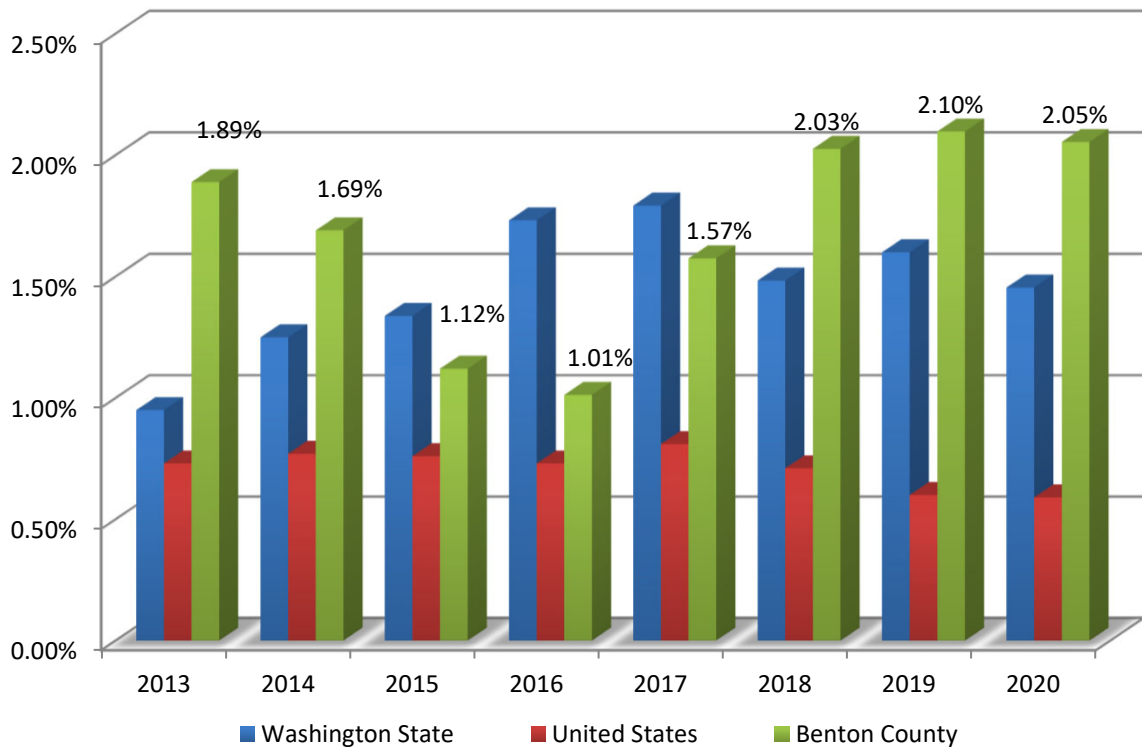


Source: Office of Financial Management, Forecasting Division
Bureau of Economic Analysis

2021-2022 Budget at a Glance continued

From 2009-2014, Benton County's overall average annual population growth rate was above both Washington State's and United State's average. In 2017 through 2020 Benton County's growth rate has increased and is above the State of Washington, and still above the United States.

Average Annual Percent of Change in Benton County Population Growth

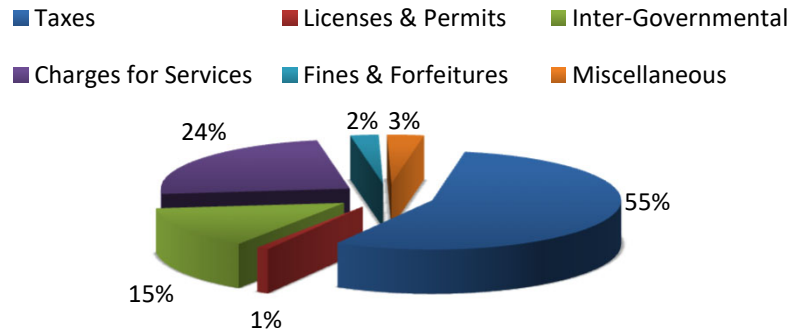


Source: U.S. Census Bureau
Office of Financial Management, Forecasting Division
Macrotrends.net

Revenues at a Glance - Source of General, Special, Capital, and Debt Service in 2021-2022

This chart reflects Benton County's General, Special Revenue, Capital Project, and Debt Service Funds. During the budget process revenues are estimated by trend analysis and estimates from other governments and entities. Detailed paragraphs listed on pages 63-65 of this document describe major external and internal revenue sources for Benton County. Pages 42-43 include a description of the method used in forecasting revenue and any major policy issue associated with the revenue source.

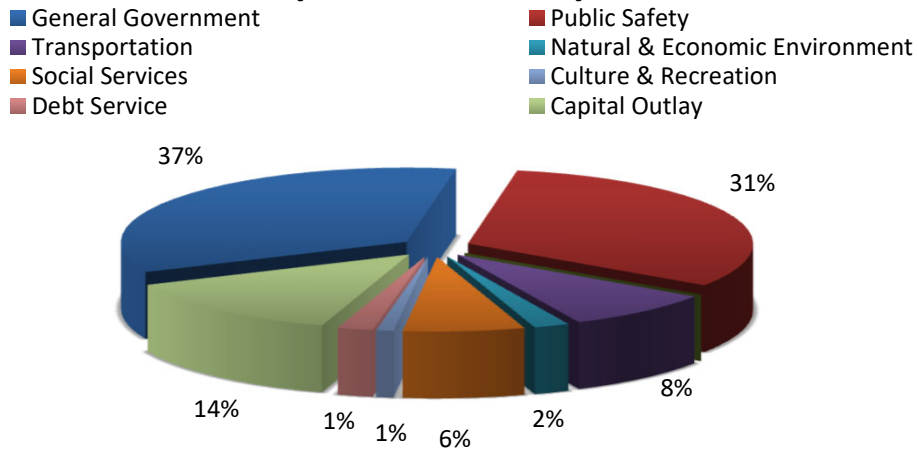
2021-2022 General, Special, Capital, and Debt Service Funds (\$260,929,528)



- Taxes: Property, retail sales and use, excise taxes and other taxes.
- Licenses & Permits: Business and non-business.
- Inter-governmental: Federal, state, and interlocal grants and entitlements, and state shared revenues.
- Charges for Services: General government, security of persons and property, physical environment, economic environment, mental and physical health, and interfund and interdepartmental services.
- Fines & Forfeitures: Superior court felony and misdemeanor penalty, civil infractions, criminal traffic misdemeanor, criminal non-traffic fines, criminal traffic misdemeanor, criminal costs, and penalties on delinquent taxes.
- Miscellaneous: Interest earnings, which includes interest on delinquent taxes, rents, leases, concessions, contributions, donations, and other miscellaneous revenues.
- Operating Transfers In: Not included

Expenditures at a Glance - Distribution of General, Special, Capital, and Debt Service in 2021-2022

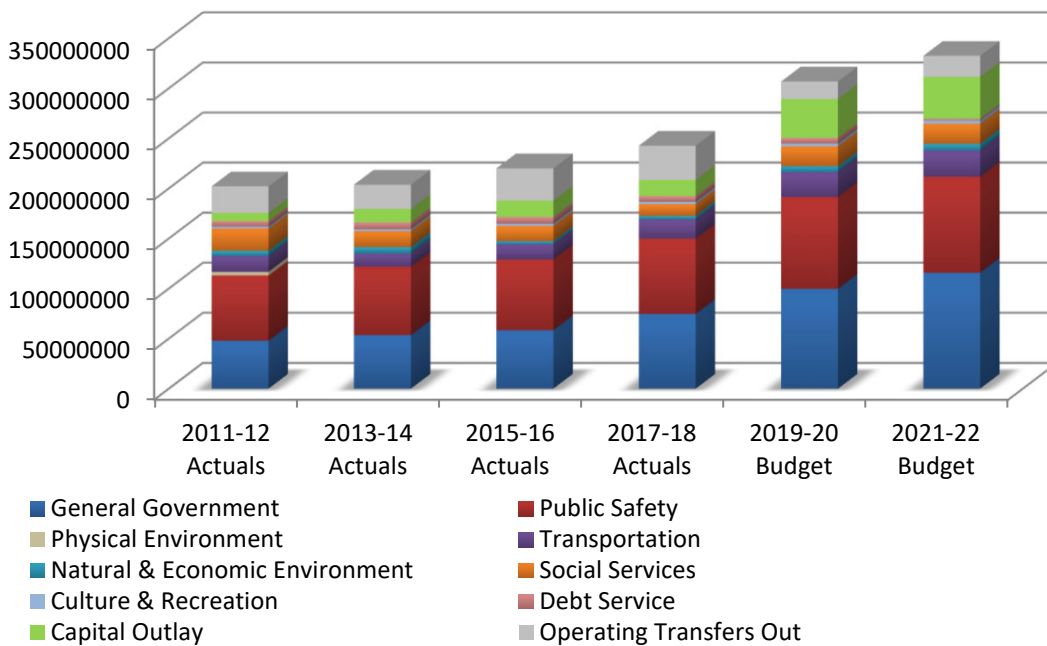
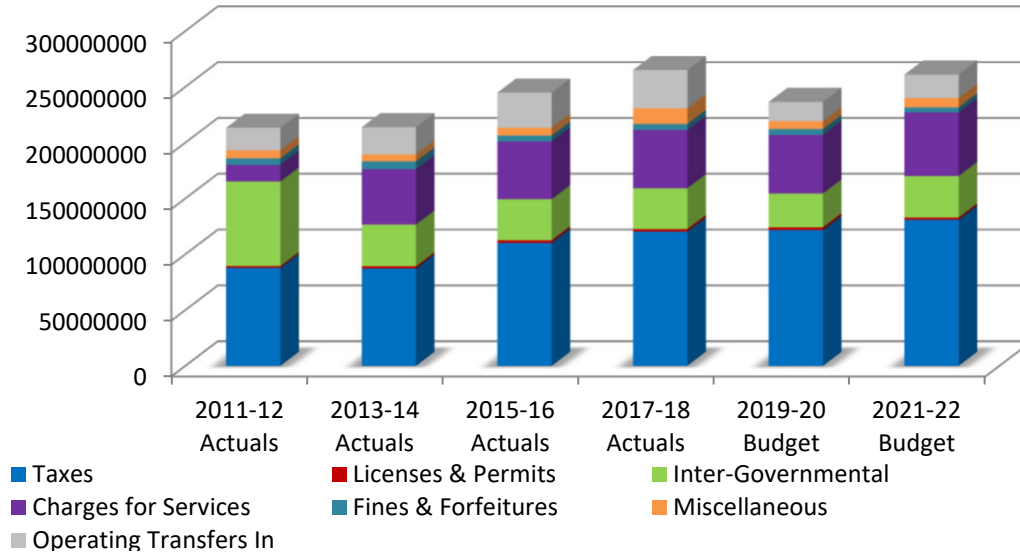
2021-2022 General, Special, Capital, and Debt Service Funds (\$332,303,811)



General Government Services:	Commissioners, Superior Court, Clerk, District Court, Auditor, Treasurer, Board of Equalization, Assessor, Prosecuting Attorney, Office of Public Defense, Personnel, GIS, LEOFF, Facilities, Adult and Juvenile Drug Court.
Public Safety:	Sheriff Administration, Patrol, Traffic Safety, Custody, Clerk and Records, and Civil Service.
Transportation:	Roads.
Natural & Economic Environment:	Planning, Animal Control, and Solid Waste.
Social Services:	Coroner and TB Hospital.
Culture & Recreation:	WSU Extension and Parks.
Debt Service:	Interest and Principal.
Capital Outlay:	Capital Expenditures.
Operating Transfers Out:	Not Included.

Total General, Special, Capital, and Debt Service Revenue and Expenditure History - Summary

These charts represent all Benton County Funds and show by year, a comparison of Benton County's General, Special Revenue, Capital Project, and Debt Service Fund revenues and expenditures. Beginning fund balances are not included. See page 62 for details.



NOTE Physical Environment changed to Utilities in 2013 due to the BARS restructure. Maintenance Services used to be reported in this section but is now reported in General Government. Also, where revenues fall short of expenditures, Benton County uses available reserves (beginning fund balances).

Total General, Special, Capital, and Debt Service Revenue and Expenditure History - Summary continued

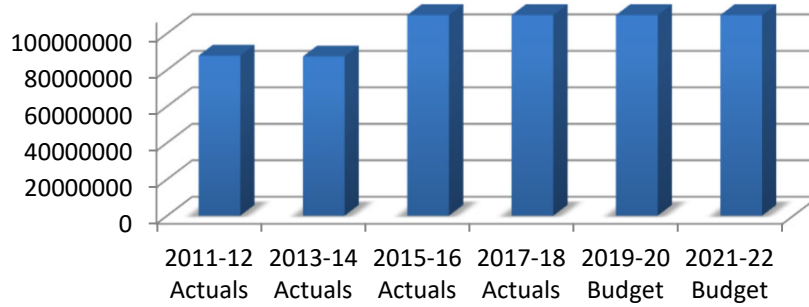
These figures are for Benton County's General, Special Revenue, Capital Project, and Debt Service Funds. Beginning fund balances are not included.

	2011 - 2012 Actuals	2013-2014 Actuals	2015 - 2016 Actuals	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
Revenues						
Taxes	\$ 87,770,184	\$ 87,328,101	\$ 110,232,950	\$ 120,325,518	\$ 121,768,219	\$ 130,940,074
Licenses & Permits	1,551,736	1,823,939	2,227,077	2,138,149	2,283,594	1,947,382
Inter-Governmental Charges for Services	75,810,115	37,441,205	36,867,673	36,623,885	30,414,511	37,218,493
Fines & Forfeitures	14,955,588	49,522,643	51,614,253	52,273,746	52,468,188	57,024,601
Miscellaneous Other Finance Sources	5,756,762	7,059,131	5,283,595	5,379,012	5,313,476	4,515,131
	7,228,096	5,475,274	7,151,477	14,101,009	6,902,104	8,340,598
	20,171,703	18,815,820	31,432,841	34,123,985	17,348,613	20,943,249
Total Revenues	\$ 213,244,184	\$ 207,466,113	\$ 244,809,866	\$ 264,965,304	\$ 236,498,705	\$ 260,929,528
Expenditures						
General Government	\$ 47,808,583	\$ 53,449,473	\$ 58,351,157	\$ 74,616,499	\$ 99,668,294	\$ 115,725,383
Public Safety Physical Environment*	65,202,408	68,410,279	70,714,743	75,362,948	91,721,103	96,035,559
Transportation	3,653,822	-	-	-	-	-
Natural & Economic Environment	15,730,122	12,905,880	15,109,040	19,062,218	24,802,335	25,919,671
Social Services Culture & Recreation	5,309,592	6,466,257	3,059,981	3,508,141	5,830,250	6,789,230
Debt Service	22,092,098	15,799,766	15,161,046	11,654,874	19,854,441	19,951,099
Capital Outlay Other Finance Uses	1,944,028	2,161,766	2,305,608	2,359,216	2,827,498	3,387,481
	5,540,787	6,752,790	6,695,440	5,696,993	5,788,337	1,748,562
	8,252,795	13,173,572	16,270,618	16,159,587	38,864,311	41,803,577
Total Expenditures	\$ 201,986,410	\$ 205,828,012	\$ 219,957,599	\$ 242,590,351	\$ 306,705,182	\$ 332,303,811
Excess of Revenues Over (Under) Expenditures	\$ 11,257,774	\$ 1,638,101	\$ 24,852,267	\$ 22,374,953	\$ (70,206,477)	\$ (71,374,283)

*Physical Environment changed to Utilities in 2013 due to the BARS restructure. Maintenance Services used to be reported in this section but is now reported in General Government.

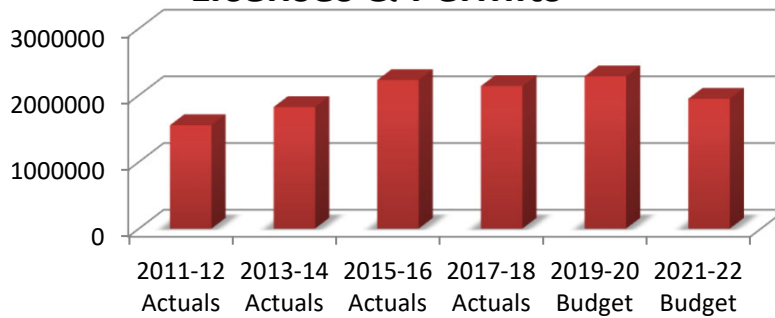
Source of General, Special, Capital, and Debt Service Revenue History by Type

Taxes



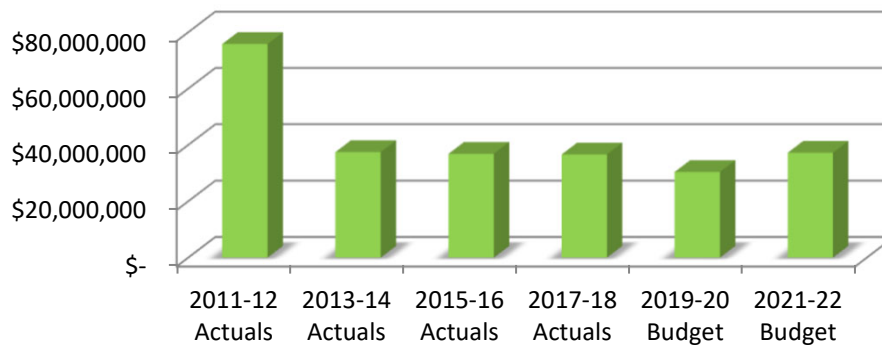
Revenues derived from legislatively authorized charges.

Licenses & Permits



Charges for the issuance of licenses and permits.

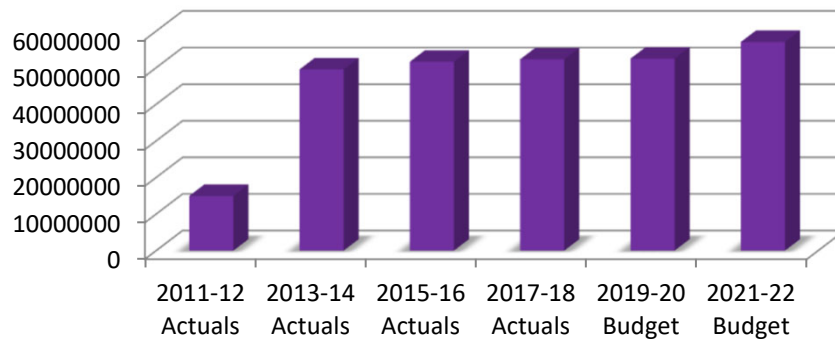
Inter-Governmental



Grants, entitlements, shared revenues and payments for goods provided by one government to another.

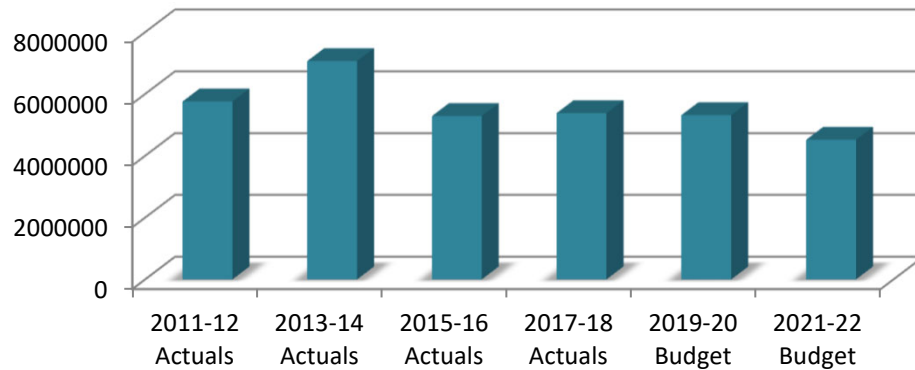
Source of General, Special, Capital, and Debt Service Revenue History by Type

Charges for Services



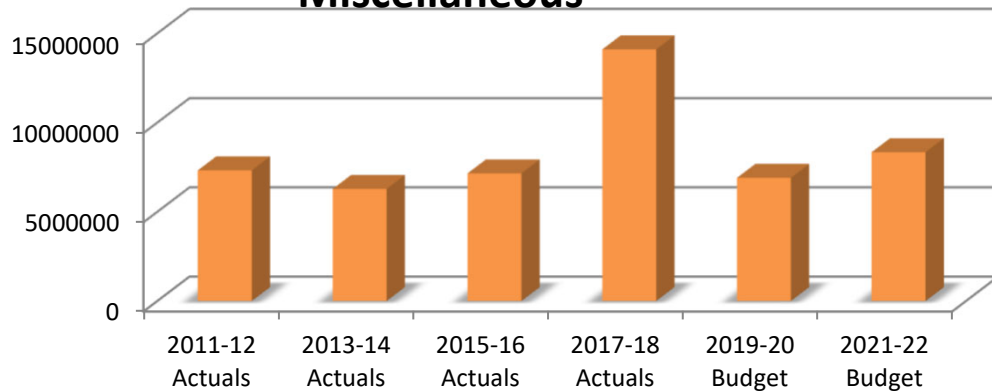
Fees and charges for goods and professional or other services rendered.

Fines & Forfeitures



Revenues derived from monetary judgments imposed or a penalty by which one loses rights in property

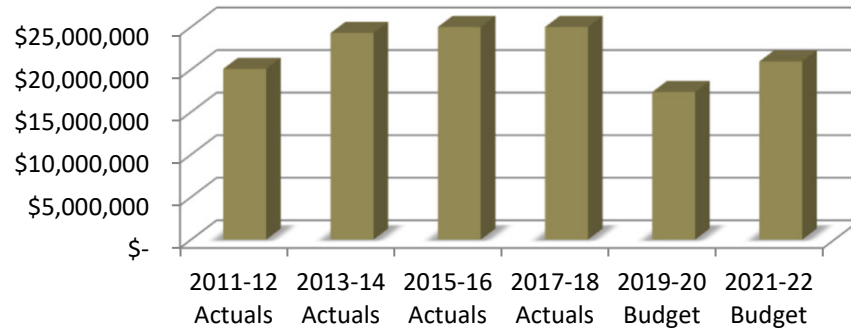
Miscellaneous



Revenues derived from sources not otherwise provided for in other revenue accounts: interest earnings, rents, and contributions.

Source of General, Special, Capital, and Debt Service Revenue History by Type

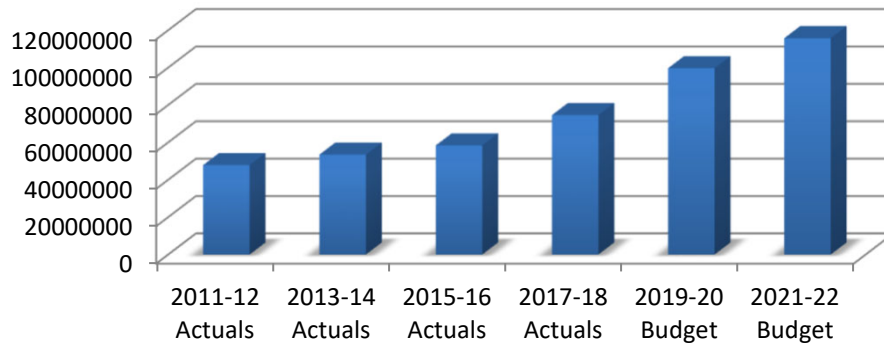
Operating Transfers In



Revenue transfers from sources not otherwise provided for in other revenue accounts: other funds.

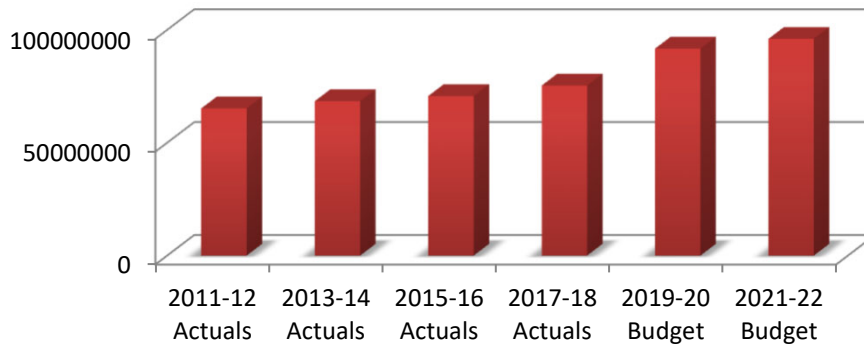
Source of General, Special, Capital, and Debt Service Expenditures History by Type

General Government



Services provided by the legislative and administrative branches for the benefit of the public or government body as a whole. This does not include administrative services provided by a specific department in support services properly includable in another service group.

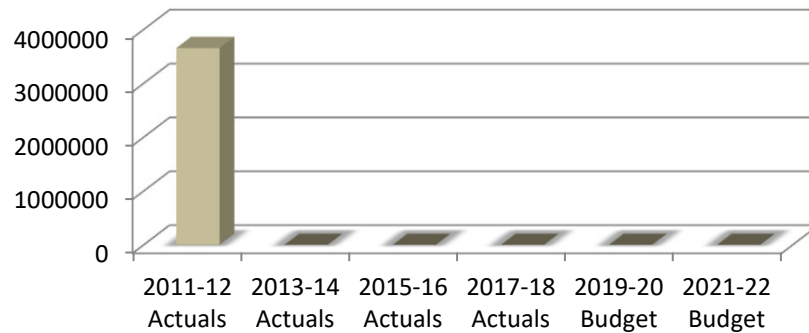
Public Safety



Service provided to protect people and property.

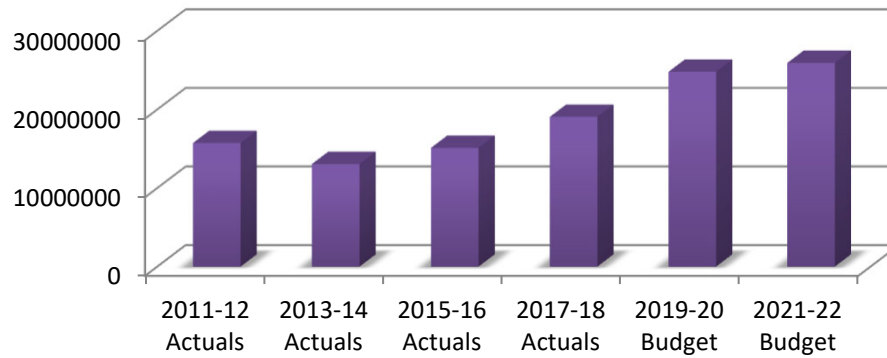
Source of General, Special, Capital, and Debt Service Expenditures History by Type

Physical Environment



Physical Environment changed to Utilities in 2013 due to the BARS restructure. Maintenance Services used to be reported in this section but is now reported in General Government. This section is for all utility expenditures (excluding depreciation).

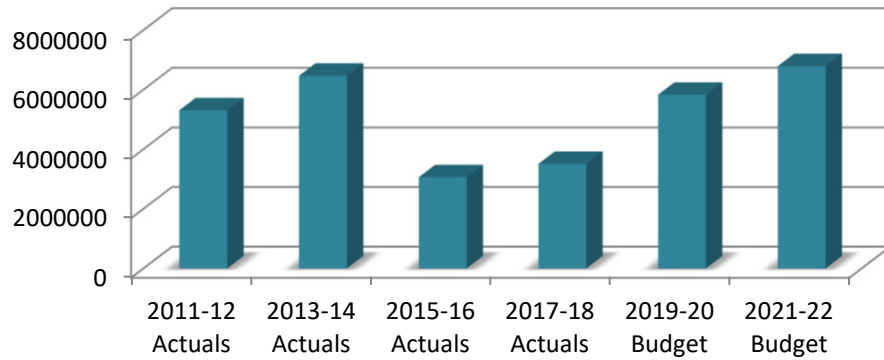
Transportation



Services provided for the safe and adequate flow of vehicles and pedestrians.

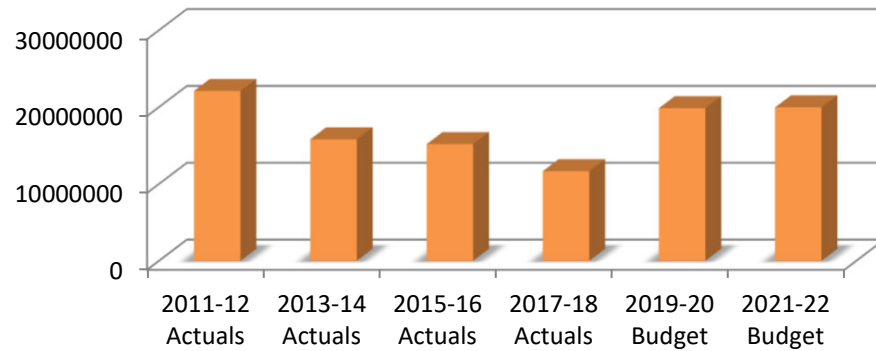
Source of General, Special, Capital, and Debt Service Expenditures History by Type

Natural & Economic Environment



Services provided for the development and improvement in the welfare of the community and people.

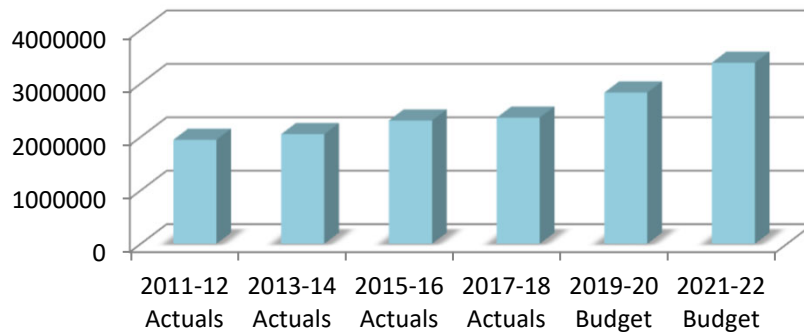
Social Services



Services provided for the care, treatment, and control of mental and physical illness.

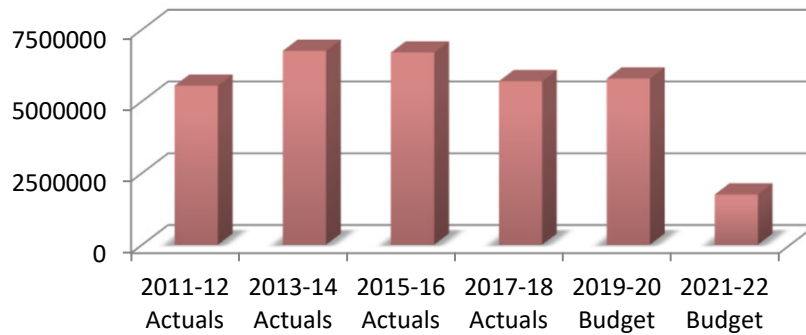
Source of General, Special, Capital, and Debt Service Revenue History by Type

Culture & Recreation



Services to provide culture and recreation to the community.

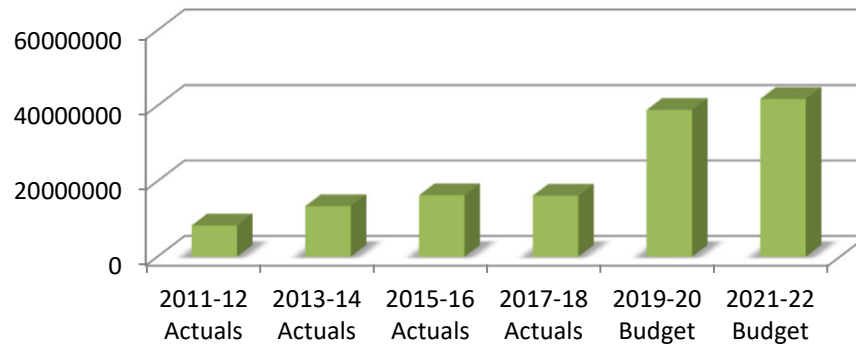
Debt Service



Class of expenditures used to account for principal and interest payment of debt.

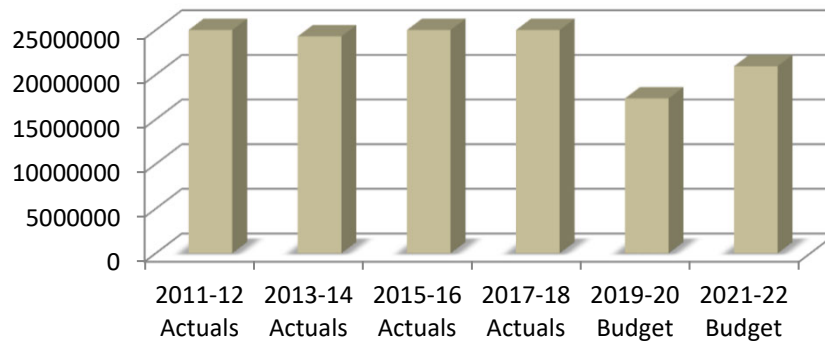
Source of General, Special, Capital, and Debt Service Expenditures History by Type

Capital Outlay



account group and to account for activities that involve improvement of some transportation projects.

Operating Transfers Out



Expenditure transfers to uses not otherwise provided for in other expense accounts: other funds.

BUDGET SUMMARY

The 2021-2022 Budget in Summary

This section provides a summary of the 2021-2022 budget by fund. Included is information about revenue and expenditure budgets, together with comparative historical statistics and narrative explanations. The General Fund is the primary focus of this summary because of its size and diverse nature. In 2015 the new Public Safety Sales Tax Fund became a major governmental fund. Agency Funds are not included in this document, however actuals through fiscal year-end are included in the Comprehensive Annual Financial Report. Funds (excluding the General Fund) may budget in expenditures the available Fund balance. This appears on the financial schedules as a decline in fund balance during a budget cycle. In review of the actuals versus budget, revenues generally exceed expenditures.

General Fund

The General Fund is the County's primary operating fund. It accounts for all financial resources of the general government, except those accounted for in another fund.

Road Fund

The County Road Fund is funded with tax revenues and state and federal grants as assistance, accounts for the design, construction, and maintenance of County roads.

Human Services Fund

The Human Services Fund funded with tax revenues and state and federal grants as assistance, accounts for the financial operations of County health programs including, but not limited to, mental health, developmental disabilities, alcoholism and drug abuse prevention programs.

1/10th% Criminal Justice Jail-Juvenile

The 1/10th% Criminal Justice Jail-Juvenile Fund is funded with sales tax revenue to assist the financing of the construction, maintenance and operation of the adult and juvenile jails.

Rural County Capital Fund

The Rural County Capital Fund is funded with retail sales tax for financing public facilities.

Public Safety Sales Tax Fund

The Public Safety Tax Fund is funded with 3/10th of 1% retail sales tax for use of criminal justice svcs.

Capital Projects Fund

The Capital Projects Fund accounts for the expenditures incurred for the acquisition or construction of capital assets that are not identified with other capital funds.

Other Funds

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

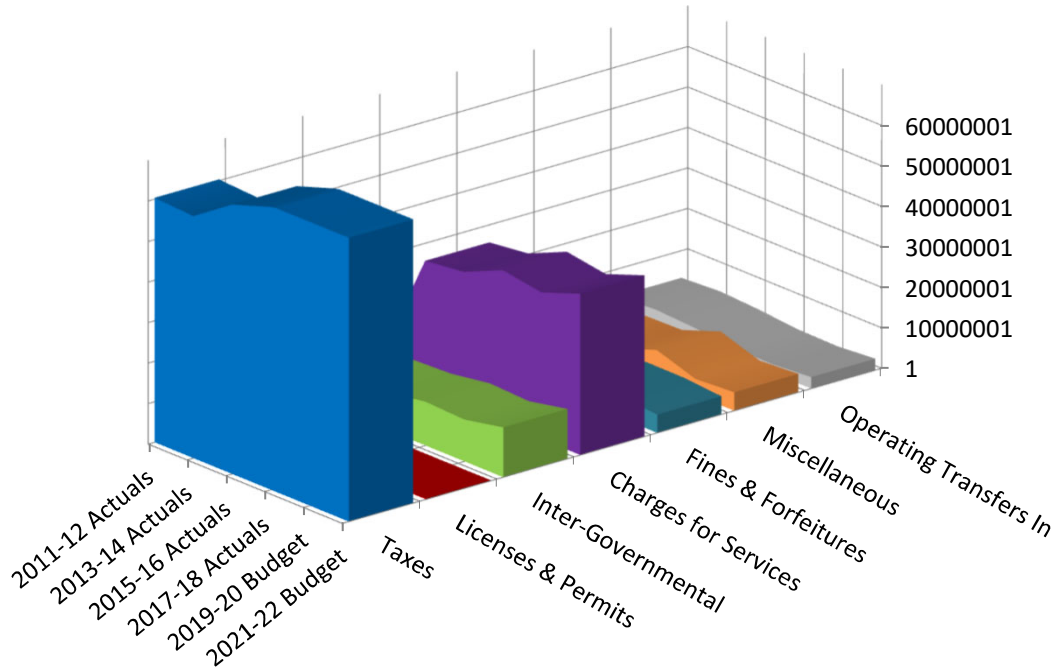
	<u>Summary of Budgeted Revenues by Fund</u>			<u>Summary of Budgeted Expenditures by Fund</u>		
	2017-2018	2019-2020	2021-2022	2017-2018	2019-2020	2021-2022
General Fund	\$ 133,470,982	\$ 129,627,675	\$ 142,287,932	\$ 137,294,805	\$ 130,572,526	\$ 142,293,541
Road Fund	\$27,587,463	\$27,810,679	\$33,577,421	27,535,163	32,992,315	37,839,862
Human Services	\$7,880,208	\$6,454,645	\$7,560,899	6,509,098	12,253,645	10,888,031
1/10th% CJ	\$9,971,375	\$9,007,346	\$10,100,000	6,778,525	9,791,136	10,645,500
Rural County	\$9,045,919	\$9,314,126	\$9,225,600	4,542,465	24,516,562	27,040,337
Public Safety Tax	\$16,981,589	\$15,787,200	\$17,047,900	7,917,554	21,828,550	26,019,043
Capital Projects	\$18,049,239	\$1,481,954	\$2,181,310	10,367,691	23,480,000	25,181,310
Other Funds	\$41,978,230	\$37,015,080	\$38,948,466	41,645,050	51,270,448	52,396,187
Total Funds	\$ 264,965,005	\$ 236,498,705	\$ 260,929,528	\$ 242,590,351	\$ 306,705,182	\$ 332,303,811

Note: Estimated beginning fund balances are not included.

General Fund Balance Summary

	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
<u>Revenues</u>			
Taxes	\$ 69,780,791	\$ 71,549,465	\$ 78,060,603
Licenses & Permits	\$201,110	\$192,030	\$208,156
Inter-governmental	\$10,804,182	\$10,311,828	\$12,302,087
Charges for Services	\$37,811,300	\$36,226,273	\$39,807,675
Fines & Forfeitures	\$5,365,246	\$5,304,460	\$4,511,231
Miscellaneous	\$7,201,688	\$3,937,622	\$4,568,180
Total Revenues	<u>\$ 131,164,317</u>	<u>\$ 127,521,678</u>	<u>\$ 139,457,932</u>
<u>Expenditures</u>			
General Government Services	\$ 54,320,683	\$ 62,001,377	\$ 73,256,549
Public Safety	54,041,999	56,823,721	57,893,278
Physical Environment	-	-	-
Transportation	-	-	-
Natural & Economic Environment	2,212,687	2,353,491	3,188,189
Social Services	1,663,660	1,781,279	1,921,452
Culture & Recreation	1,062,031	1,100,186	1,131,251
Debt Service:			
Principal	-	-	-
Interest	-	-	-
Capital Outlay	262,816	42,200	40,000
Total Expenditures	<u>\$ 113,563,876</u>	<u>\$ 124,102,254</u>	<u>\$ 137,430,719</u>
Excess (Deficiency) of Revenues over	<u>\$ 17,600,441</u>	<u>\$ 3,419,424</u>	<u>\$ 2,027,213</u>
<u>Other Financing Sources (Uses)</u>			
Other	\$ -	\$ -	\$ -
Sale of Capital Assets	-	-	-
Intergovernmental Agreement	-	-	-
Transfers In	2,306,665	2,105,997	2,830,000
Transfers Out	(23,730,929)	(6,470,272)	(4,862,822)
Total Other Financing Sources (Uses)	<u>\$ (21,424,264)</u>	<u>\$ (4,364,275)</u>	<u>\$ (2,032,822)</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	<u>\$ (3,823,823)</u>	<u>\$ (944,851)</u>	<u>\$ (5,609)</u>
Fund Balance, January 1	<u>\$ 14,407,486</u>	<u>\$ 10,583,663</u>	<u>\$ 9,638,812</u>
Fund Balance, December 31	<u><u>\$ 10,583,663</u></u>	<u><u>\$ 9,638,812</u></u>	<u><u>\$ 9,633,203</u></u>

General Fund Revenue Sources



General Fund Revenue Notes:

Taxes

It is estimated a \$6.5 million increase over the previous budget. At the end of 2019-2020 property tax revenue was over \$46 million while sales and use tax revenue came in over \$26 million. The budgeted increase in Property Tax is \$2.8 million. The budgeted increase in sales and use tax revenue is \$3.6 million. The increases are conservative and are based on a strong local economy and housing market.

Charges for Services

Increased \$3.5 million from the previous budget. The increase is based on conservative estimates in contracted (local, state and federal) inmate populations that more accurately reflect the 2019-2020 usage. In 2015 a legal financial obligation (LFO) lawsuit, affected local jail usage and decreased District Court revenue received from the Cities. However, the Benton County Administration Team worked with the Cities on a revised contract for local inmate housing that increased the revenue brought in from the Jail. Benton County current contracts for jail usage at the State and Federal level have an annual increase in rate.

Fines & Forfeitures

Decreased roughly \$800 thousand from previous budget. This can be attributed to the continued financial impact of the 2015 legal financial obligation (LFO) lawsuit plus the impact of the COVID 19 pandemic with the closing/slow down of the Court system.

WASHINGTON

General Fund Revenue Sources Summary

	2011 - 2012 Actuals	2013 - 2014 Actuals	2015 - 2016 Actuals	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
Taxes						
General Property Taxes	\$ 37,082,604	\$ 39,770,251	\$ 42,300,536	\$ 45,031,453	\$ 47,367,965	\$ 50,212,103
Retail Sales & Use Taxes	19,594,560	19,188,030	22,521,427	24,085,434	23,755,000	27,419,500
Excise Taxes	776,684	723,559	658,934	460,658	426,500	429,000
Other Taxes	-	-	-	203,245	-	-
Penalty & Interest	-	-	-	-	-	-
On Delinquent Taxes	2,893,974	49,716	1,002,578	-	-	-
Taxes	\$ 60,347,821	\$ 59,731,556	\$ 66,483,475	\$ 69,780,791	\$ 71,549,465	\$ 78,060,603
Licenses & Permits						
Business Licenses & Permits	\$ -	\$ -	-	\$ -	\$ -	\$ -
Non-Business Licenses & Permits	\$ 107,163	179,963	211,197	201,110	192,030	208,156
Licenses & Permits	\$ 107,163	\$ 179,963	\$ 211,197	\$ 201,110	\$ 192,030	\$ 208,156
Intergovernmental Revenue						
Federal Grants - Direct	\$ 102,812	\$ 46,770	\$ 46,260	\$ 42,808	\$ 40,260	\$ -
Federal Entitlements, Impact Payments, etc	208,156	211,373	218,511	357,294	213,020	213,008
Federal Grants - Indirect	1,765,414	1,679,938	1,690,930	1,781,584	1,949,626	3,157,478
State Grants	1,451,882	1,530,628	1,284,791	1,776,773	1,486,339	1,734,878
State Shared Revenues	2,182,299	2,741,895	2,867,400	3,062,710	2,955,000	3,030,000
State Entitlements, Impact Payments, etc	2,267,313	2,677,767	3,178,366	3,770,057	3,667,583	4,166,723
Interlocal Grants, Entitlements, etc.	-	-	-	12,954	-	-
Intergovernmental Service Revenues	25,405,720	1,769	-	-	-	-
Intergovernmental Revenue	\$ 33,383,595	\$ 8,890,140	\$ 9,286,258	\$ 10,804,182	\$ 10,311,828	\$ 12,302,087

WASHINGTON

General Fund Revenue Sources Summary continued

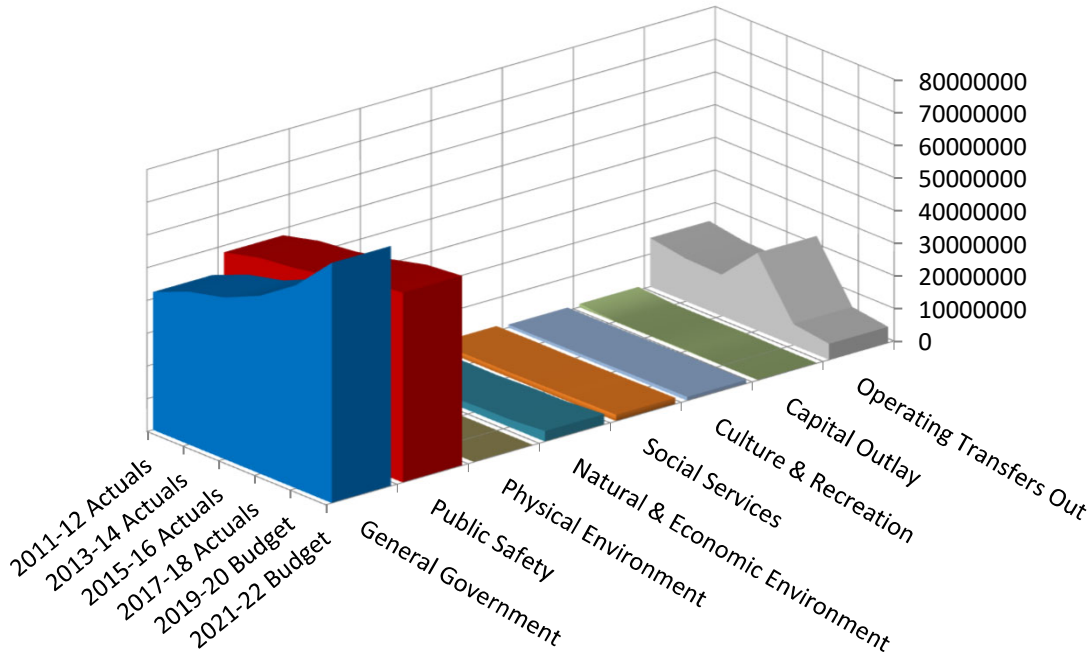
	2011 - 2012 Actuals	2013 - 2014 Actuals	2015 - 2016 Actuals	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
Charges For Goods & Services						
General Government	\$ 5,289,383	\$ 11,896,031	\$ 12,500,752	\$ 12,632,569	\$ 13,599,062	\$ 15,535,391
Public Safety	1,398,402	20,417,849	20,753,474	24,900,993	22,376,311	23,772,584
Physical Environment	28,305	-	-	-	-	-
Economic Environment	43,310	16,054	23,782	20,522	23,700	275,700
Mental & Physical Health	-	-	214,871	257,215	227,200	224,000
Interfund/Interdepartmental-Sales & Services	1,189,288	-	-	-	-	-
Charges For Goods & Services	\$ 7,948,688	\$ 32,329,934	\$ 33,492,879	\$ 37,811,300	\$ 36,226,273	\$ 39,807,675
Fines & Forfeitures						
Superior Court-Felony/Misdemeanor Penalties	\$ 997,153	\$ 911,611	\$ 848,742	\$ 491,552	\$ 530,490	\$ 230,600
Civil Penalties	37,462	38,091	25,694	17,779	18,000	17,313
Civil Infraction Penalties	796	2,589,363	2,642,829	2,548,489	2,447,870	2,411,473
Non-Parking Infractions	2,349,544	4,371	952	259	400	700
Criminal Traffic Misdemeanor Penalties	826,059	804,505	618,943	517,686	503,000	391,554
Criminal Non-Traffic Fines	269,504	1,450,888	143,815	82,321	82,200	52,730
Criminal Costs	1,262,802	1,252,042	988,842	595,186	622,500	306,861
Non-Court Fines, Forfeitures & Penalties	-	-	-	1,111,974	1,100,000	1,100,000
Fines & Forfeitures	\$ 5,743,320	\$ 7,050,871	\$ 5,269,817	\$ 5,365,246	\$ 5,304,460	\$ 4,511,231

WASHINGTON

General Fund Revenue Sources Summary continued

	2011 - 2012 Actuals	2013 - 2014 Actuals	2015 - 2016 Actuals	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
Miscellaneous Revenues						
Interest Earnings	\$ 2,272,322	\$ 2,895,202	\$ 3,051,739	\$ 4,609,808	\$ 3,415,360	\$ 3,766,514
Rents, Leases & Concessions	\$ 449,198	421,568	441,853	497,569	481,400	660,460
Interfund/Interdepartmental-Miscellaneous	\$ 214,649	-	-	-	-	-
Contributions & Donations From Private Sources	\$ 23,598	16,110	15,012	4,125	5,200	1,000
Other Miscellaneous Revenue	\$ 120,048	103,020	128,802	73,803	35,662	60,606
Miscellaneous Revenues	\$ 3,079,815	\$ 3,435,900	\$ 3,637,406	\$ 5,185,305	\$ 3,937,622	\$ 4,488,580
Other Financing Sources						
Collections Of Accrued Revenue & Other Revenue Agency Type	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deposits	\$ -	-	-	-	-	-
Residual Equity	\$ -	-	-	-	-	-
Transfers-In	\$ -	-	-	-	-	-
Other Non-Revenues	\$ -	-	-	-	-	4,600
Non-Revenues	\$ -	-	-	1,995,719	-	-
Disposition Of Fixed Assets	\$ 51,950	50,327	38,874	20,664	-	75,000
Insurance Recoveries	\$ -	-	-	-	-	-
Other Financing Sources	\$ 51,950	\$ 50,327	\$ 38,874	\$ 2,016,383	\$ -	\$ 79,600
Operating Transfers-In	\$ 3,302,775	\$ 3,850,232	\$ 3,263,136	\$ 2,306,665	\$ 2,105,997	\$ 2,830,000
Other	\$ -	-	-	-	-	-
Other Financing Sources	\$ 3,302,775	\$ 3,850,232	\$ 3,263,136	\$ 2,306,665	\$ 2,105,997	\$ 2,830,000
Total General Fund Revenues	\$ 113,965,127	\$ 115,518,923	\$ 121,683,042	\$ 133,470,982	\$ 129,627,675	\$ 142,287,932

General Fund Expenditures



General Fund Expenditure Notes:

General Government

Increased roughly \$11 million from the previous budget,. Contributing factors are attributed to the County anticipated increases in employee labor and related benefit costs in this category, even as the County did not add any new postions in the 2021-2022 budget; \$1 million due to the movement of the Probation Department from a Special Fund into the General Fund as part of District Court; \$700 thousand is added to Facilities for the operating costs of the new Adminstration Building which is to be completed in summer of 2021; a combination of increases seen within other services and charges plus increased internal assessments from areas such Workers' Compensation and IT Computer Replacement.

Public Safety

Increased roughly \$1 million from the previous budget. The County anticipated increases in employee labor and related benefit costs, and to offset the impact on the General Fund, 5 positions moved to the Public Safety Tax Fund in the 2021-2022 budget. The balance of the increase can be attributed mainly to a \$750 thousand budget increase for inmate medical professional services in the Jail. The remainder is a combination of increase in supplies, services and internal assessments.

Note: In 2013, Physical Environment changed to Utilities due to the BARS restructure.

WASHINGTON

General Fund Expenditures Summary

	2011 - 2012 Actuals	2013 - 2014 Actuals	2015 - 2016 Actuals	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
General Government						
Commissioners	\$ 2,397,660	\$ 2,294,477	\$ 2,303,307	\$ 2,482,132	\$ 2,885,633	\$ 3,112,501
Superior Court	4,619,806	4,940,627	5,293,394	5,475,269	5,715,915	6,420,052
Clerk	4,004,349	4,343,699	4,574,304	4,867,294	4,962,038	5,273,853
District Court	6,175,801	6,445,885	7,244,194	6,690,199	7,617,579	9,153,805
Auditor	2,970,818	3,156,431	3,657,354	3,821,554	3,992,072	4,246,429
Treasurer	2,438,125	2,626,075	2,606,161	2,474,256	2,616,129	2,911,002
Board of Equalization	73,923	75,610	58,461	55,826	80,164	85,557
Assessor	4,113,441	4,350,691	4,153,653	4,429,978	4,963,717	5,282,690
Prosecuting Attorney	8,065,414	8,845,054	9,258,459	9,653,897	10,803,753	11,954,033
Human Resources	544,425	521,503	520,126	575,368	747,845	908,871
LEOFF	431,911	375,249	338,474	329,314	435,000	435,000
GIS	632,879	686,433	785,845	784,361	661,611	675,193
Indigent Defense Adult & Juvenile Drug Court *	4,943,739	4,898,837	5,234,831	6,494,534	6,673,712	7,390,816
Facilities**	358,123	395,233	321,308	208,586	249,868	506,044
Non-Departmental	-	2,277,977	2,514,757	5,495,861	5,421,751	6,504,347
Non-Departmental	408,609	398,762	437,492	482,254	4,174,590	8,396,356
Total	\$ 42,179,023	\$ 46,632,543	\$ 49,302,120	\$ 54,320,683	\$ 62,001,377	\$ 73,256,549
Public Safety						
Sheriff- Administration	\$ 1,926,836	\$ 1,932,326	\$ 1,929,319	\$ 2,002,307	\$ 2,511,549	\$ 2,055,619
Civil Service	113,659	79,657	104,578	105,878	121,537	74,093
Sheriff-Patrol	14,318,558	14,281,599	14,678,351	15,511,647	14,933,533	16,347,558
Sheriff-Traffic Safety	964,298	956,306	1,090,716	1,127,155	1,222,921	1,253,915
Corrections	32,554,124	32,178,343	32,438,766	33,339,951	36,136,625	36,625,088
Sheriff-C & R	1,229,043	1,235,600	1,695,665	1,911,273	1,853,058	1,490,005
Animal Control***	-	-	-	-	-	-
Non-Departmental	61,982	35,677	41,311	43,788	44,498	47,000
Total	\$ 51,168,500	\$ 50,699,508	\$ 51,978,706	\$ 54,041,999	\$ 56,823,721	\$ 57,893,278

*A new department was created for Adult and Juvenile Drug Court during the 2011 - 2012 budget process. In previous years, Adult Drug Court expenditures were appropriated in Superior Court and Juvenile Drug Court expenditures were appropriated in Operating Transfers.

**Facilities was added to the General Government section in 2013 due to the BARS restructure.

***Animal Control was moved to Natural and Economic Environment section due to the BARS restructure.

General Fund Expenditures Summary continued

	2011 - 2012 Actuals	2013 - 2014 Actuals	2015 - 2016 Actuals	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
Physical Environment*						
Facilities**	\$ 2,376,454	\$ -	\$ -	\$ -	\$ -	\$ -
Sheriff-Custody	-	-	-	-	-	-
Departmental***	69,586	-	-	-	-	-
Total	\$ 2,446,040	\$ -	\$ -	\$ -	\$ -	\$ -
Natural & Economic Environment						
Planning	\$ 1,363,915	\$ 1,419,329	\$ 1,348,423	\$ 1,586,777	\$ 1,812,035	\$ 2,558,284
Animal Control****	-	329,846	291,207	380,185	464,206	550,771
Non-Departmental	-	71,732	73,593	245,725	77,250	79,134
Total	\$ 1,363,915	\$ 1,820,907	\$ 1,713,223	\$ 2,212,687	\$ 2,353,491	\$ 3,188,189
Social Services						
Coroner	\$ 655,504	\$ 698,939	\$ 694,416	\$ 771,866	\$ 847,265	\$ 919,809
TB Hospital	96,158	102,789	100,070	98,630	140,850	148,000
Non-Departmental	765,317	793,164	760,116	793,164	793,164	853,643
Total	\$ 1,516,979	\$ 1,594,892	\$ 1,554,602	\$ 1,663,660	\$ 1,781,279	\$ 1,921,452
Culture and Recreation						
Co-Op Extension	\$ 507,379	\$ 530,991	\$ 541,277	\$ 593,702	\$ 617,748	\$ 643,356
Parks	394,682	379,109	421,404	468,329	482,438	487,895
Non-Departmental	-	-	-	-	-	-
Total	\$ 902,061	\$ 910,100	\$ 962,681	\$ 1,062,031	\$ 1,100,186	\$ 1,131,251
Capital Outlay						
Capital Outlay	\$ 979,596	\$ 182,827	\$ 141,415	\$ 262,816	\$ 42,200	\$ 40,000
Total	\$ 979,596	\$ 182,827	\$ 141,415	\$ 262,816	\$ 42,200	\$ 40,000
Operating Transfers						
Transfers	\$ 14,901,256	\$ 13,032,955	\$ 12,618,452	\$ 23,730,929	\$ 6,470,272	\$ 4,862,822
Total	\$ 14,901,256	\$ 13,032,955	\$ 12,618,452	\$ 23,730,929	\$ 6,470,272	\$ 4,862,822
Total Actual Expenditures						
	\$ 115,457,370	\$ 114,873,732	\$ 118,271,199	\$ 137,294,805.62	\$ 130,572,526	\$ 142,293,541

*Physical Environment was changed to Utilities due to the BARS restructure.

**Facilities was moved to the General Government section due to the BARS restructure.

***Non-Departmental was moved to Natural & Economic Environment due to the BARS restructure.

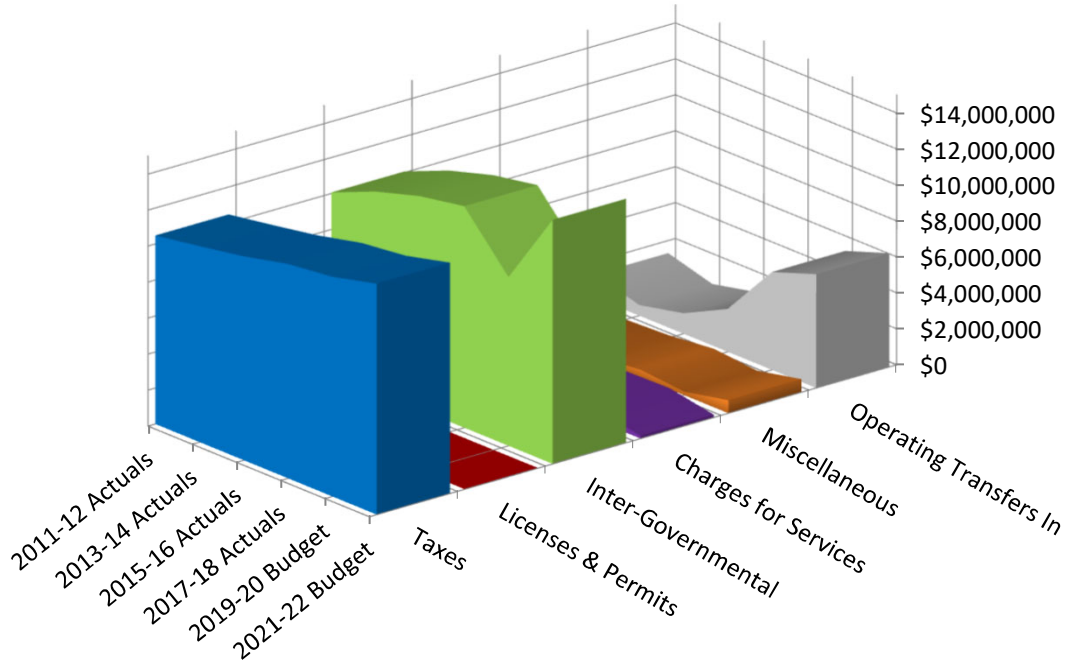
****Animal Control was previously reported in Public Safety, but was moved to Natural & Economic Environment due to the BARS restructure.

Road Fund Balance Summary

	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
<u>Revenues</u>			
Taxes	\$ 11,899,378	\$ 12,190,917	\$ 12,811,662
Licenses & Permits	2,000	-	7,500
Inter-governmental	12,306,478	9,367,362	13,557,306
Charges for Services	576,781	626,000	160,000
Fines & Forfeitures	-	-	-
Miscellaneous	416,441	188,400	722,784
Total Revenues	<u>\$ 25,201,078</u>	<u>\$ 22,372,679</u>	<u>\$ 27,259,252</u>
<u>Expenditures</u>			
General Government Services	88,205	252,000	252,000
Public Safety	-	-	-
Physical Environment*	-	-	-
Transportation	19,062,218	24,802,335	25,919,671
Natural & Economic Environment	-	-	-
Social Services	-	-	-
Culture & Recreation	-	-	-
Debt Service:			
Principal	395,496	395,500	395,500
Interest	14,831	13,880	6,922
Capital Outlay	7,974,413	7,528,600	11,265,769
Total Expenditures	<u>\$ 27,535,163</u>	<u>\$ 32,992,315</u>	<u>\$ 37,839,862</u>
Excess (Deficiency) of Revenues over	<u>\$ (2,334,085)</u>	<u>\$ (10,619,636)</u>	<u>\$ (10,580,610)</u>
<u>Other Financing Sources (Uses)</u>			
Other	\$ -	\$ -	\$ -
Proceeds of Capital Assets	-	-	-
Intergovernmental Agreement	-	-	-
Transfers In	2,386,385	5,438,000	6,318,169
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	<u>\$ 2,386,385</u>	<u>\$ 5,438,000</u>	<u>\$ 6,318,169</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	<u>\$ 52,300</u>	<u>\$ (5,181,636)</u>	<u>\$ (4,262,441)</u>
Fund Balance, January 1	<u>\$ 8,040,829</u>	<u>\$ 8,093,129</u>	<u>\$ 2,911,493</u>
Fund Balance, December 31	<u>\$ 8,093,129</u>	<u>\$ 2,911,493</u>	<u>\$ (1,350,948)</u>

*Physical Environment changed to Utilities in 2013 due to the BARS restructure. Maintenance Services used to be reported in this section but is now reported in General Government.

Road Fund Revenue Sources



Road Fund Revenue Notes:

Taxes

Increased roughly \$620 thousand from the previous budget. This can mainly be attributed to the expected increase in Property Tax and Excise Tax.

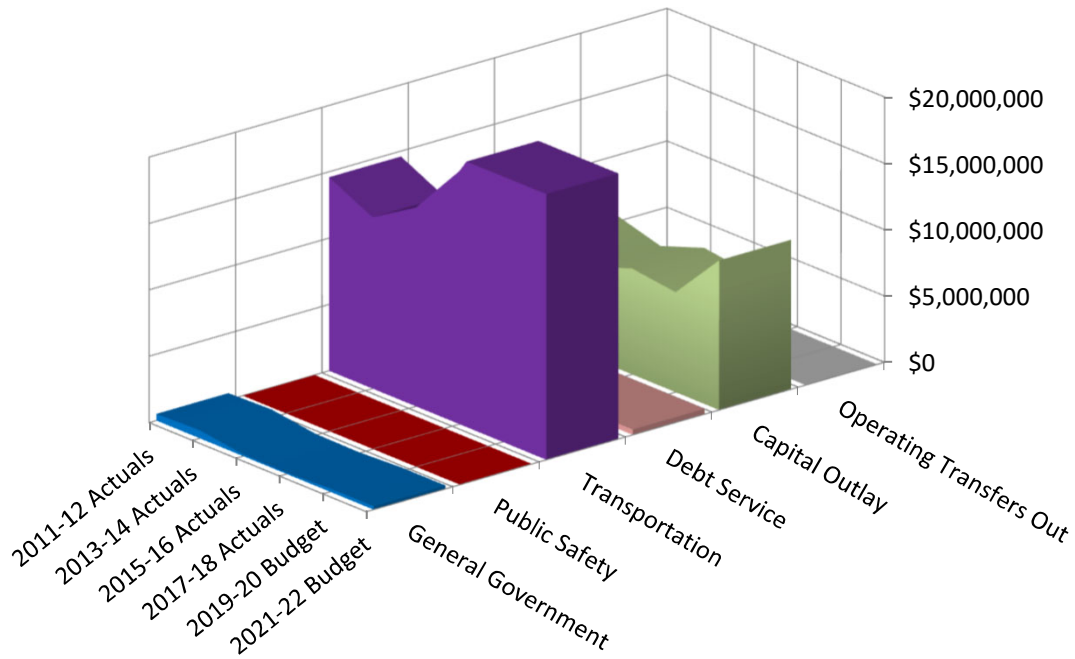
Inter-Governmental

Decreased roughly \$4.1 million from the previous budget. This can mainly be attributed to an expected increase in federal and state grant monies over the next biennium.

Operating Transfers In

Increased roughly by \$500 thousand from the previous budget. The increase is mainly attributed to the expected receipt of County Road Improvement Matching Program (CRIMP) Funds.

Road Fund Expenditures



Road Fund Expenditure Notes:

The 2021-2022 expenditure budget increased around \$4.8 million. This can mainly be attributed to Transportation and Capital Outlay expenditures. The County Engineer and Assistant County Engineer revised the overall expenditure budget to ensure that all needed funds were budgeted.

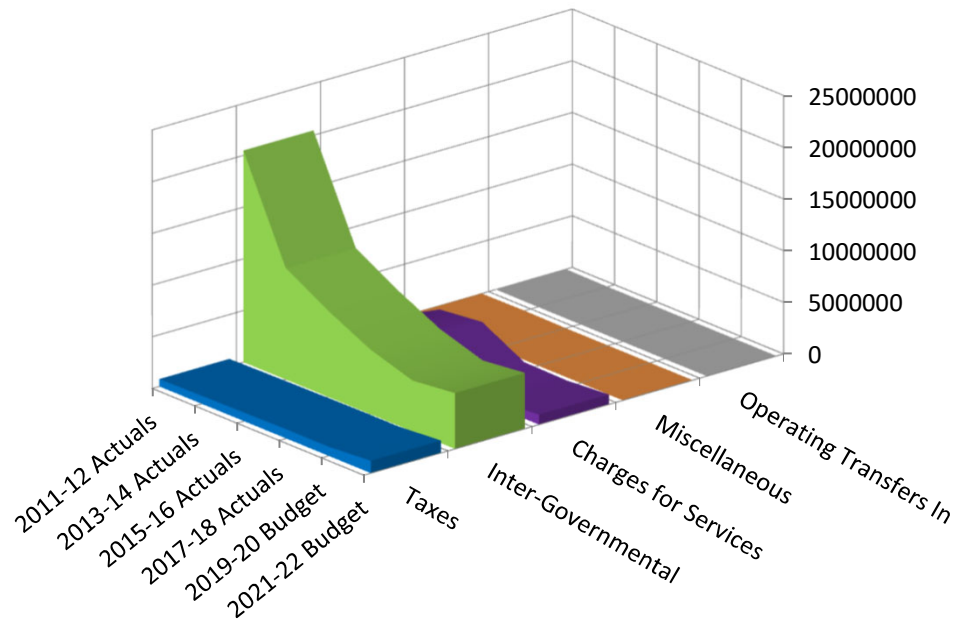
Human Services Fund Balance Summary

	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
<u>Revenues</u>			
Taxes	\$ 889,930	\$ 881,000	\$ 1,199,868
Licenses & Permits	-	-	-
Inter-governmental	6,258,425	4,920,645	5,394,031
Charges for Services	729,488	650,000	966,000
Fines & Forfeitures	-	-	-
Miscellaneous	2,365	3,000	1,000
Total Revenues	\$ 7,880,208	\$ 6,454,645	\$ 7,560,899
<u>Expenditures</u>			
General Government Services	\$ -	\$ -	\$ -
Public Safety	-	-	-
Physical Environment*	-	-	-
Transportation	-	-	-
Natural & Economic Environment	-	-	-
Social Services	6,453,098	12,253,645	10,888,031
Culture & Recreation	-	-	-
Debt Service:	-	-	-
Principal	-	-	-
Interest	-	-	-
Capital Outlay	-	-	-
Total Expenditures	\$ 6,453,098	\$ 12,253,645	\$ 10,888,031
Excess (Deficiency) of Revenues over	\$ 1,427,110	\$ (5,799,000)	\$ (3,327,132)
<u>Other Financing Sources (Uses)</u>			
Other **	\$ -	\$ -	\$ -
Proceeds of Capital Assets	-	-	-
Intergovernmental Agreement	-	-	-
Transfers In	-	-	-
Transfers Out	(56,000)	-	-
Total Other Financing Sources (Uses)	\$ (56,000)	\$ -	\$ -
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	\$ 1,371,110	\$ (5,799,000)	\$ (3,327,132)
Fund Balance, January 1	\$ 6,343,781	\$ 7,714,891	\$ 1,915,891
Fund Balance, December 31	\$ 7,714,891	\$ 1,915,891	\$ (1,411,241)

*Physical Environment changed to Utilities in 2013 due to the BARS restructure. Maintenance Services used to be reported in this section but is now reported in General Government.

** Advance due to DSHS is included in Social Services expenditures.

Human Services Fund Revenue Sources



Human Services Fund Revenue Notes:

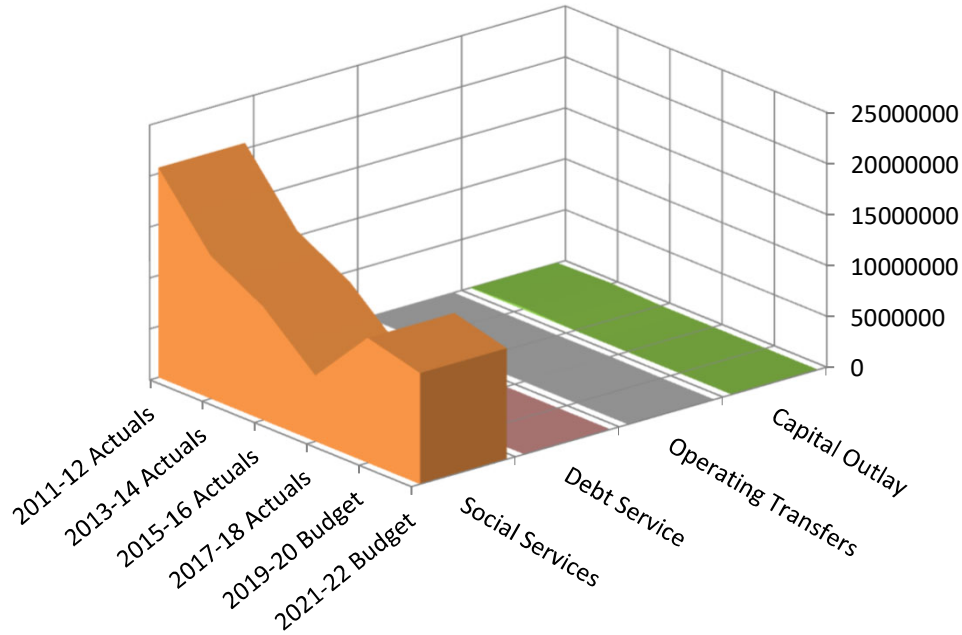
Inter-Governmental

Increased roughly \$475 thousand from the previous budget. This can mainly be attributed to an increase in State and Federal Housing Grants, such as the Consolidated Housing Grant, Community Development Block Grant, and the new Opioid Response Grant.

Charges for Services

Increased roughly \$300 thousand in the 2021-2022 budget. This can be attributed to the administration fees for the housing programs in Benton County and in Franklin County. Benton County has a contract to administer the Franklin County Housing programs for a fee..

Human Services Fund Expenditures



Human Services Fund Expenditure Notes:

Social Services

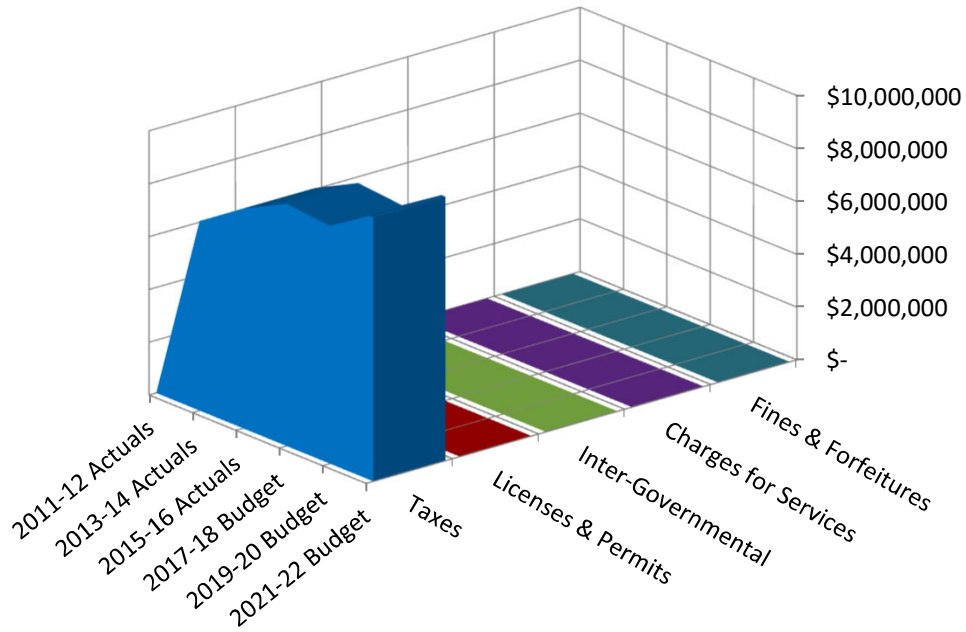
Decreased roughly \$1.3 million from the previous budget. This can be attributed to the revision in budgeting strategy, as a large portion of the fund balance was budgeted last period. The 2015-2016 decrease is attributed to the County no longer providing Crisis Response Services and Substance Abuse Services for the State.

1/10% Criminal Justice Jail-Juvenile Fund Balance Summary

	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
<u>Revenues</u>			
Taxes	\$ 9,177,297	\$ 9,007,346	\$ 10,100,000
Licenses & Permits	-	-	-
Inter-governmental	-	-	-
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous	794,078	-	-
Total Revenues	\$ 9,971,375	\$ 9,007,346	\$ 10,100,000
<u>Expenditures</u>			
General Government Services	\$ -	\$ -	\$ -
Public Safety	901,309	1,847,650	1,797,650
Physical Environment*	-	-	-
Transportation	-	-	-
Natural & Economic Environment	-	-	-
Social Services	-	-	-
Culture & Recreation	-	-	-
Debt Service:	-	-	-
Principal	-	-	-
Interest	-	-	-
Capital Outlay	1,730,281	4,075,000	2,057,850
Total Expenditures	\$ 2,631,590	\$ 5,922,650	\$ 3,855,500
Excess (Deficiency) of Revenues over	\$ 7,339,785	\$ 3,084,696	\$ 6,244,500
<u>Other Financing Sources (Uses)</u>			
Other	\$ -	\$ -	\$ -
Proceeds of Capital Assets	-	-	-
Intergovernmental Agreement	-	-	-
Transfers In	-	-	-
Transfers Out	(4,146,935)	(3,868,486)	(6,790,000)
Total Other Financing Sources (Uses)	\$ (4,146,935)	\$ (3,868,486)	\$ (6,790,000)
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	\$ 3,192,850	\$ (783,790)	\$ (545,500)
Fund Balance, January 1	\$ 12,686,105	\$ 15,878,955	\$ 15,095,165
Fund Balance, December 31	\$ 15,878,955	\$ 15,095,165	\$ 14,549,665

*Physical Environment changed to Utilities in 2013 due to the BARS restructure. Maintenance Services used to be reported in this section but is now reported in General Government.

1/10% Criminal Justice Jail Fund Revenue Sources

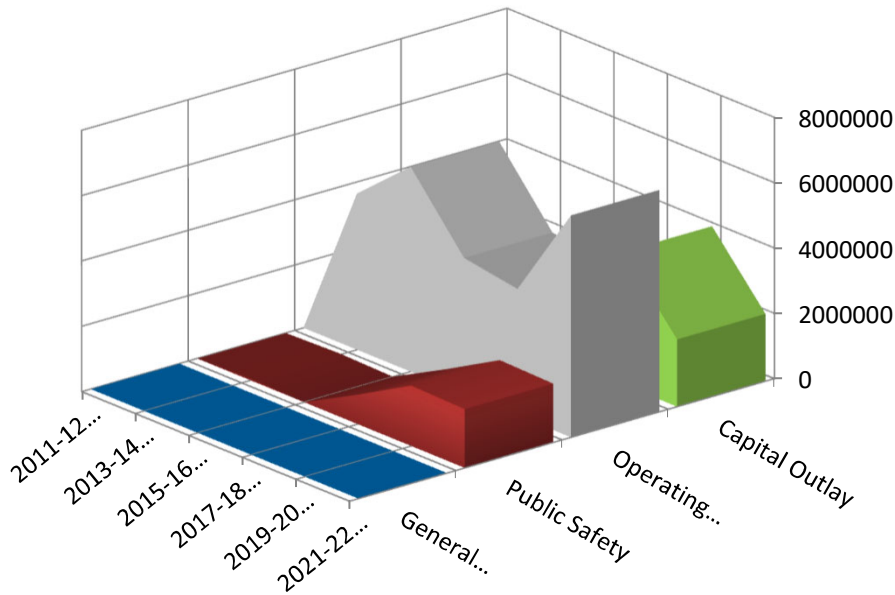


1/10% Criminal Justice Notes:

Taxes

Increased roughly \$1 million from the previous budget. The increase can be attributed to the expected increase in sales tax funds received as the local economy continues to improve.

1/10% Criminal Justice Jail Fund Expenditures



1/10% Criminal Justice Notes:

Public Safety

Remained steady at \$1.8 million compared to the previous budget. Expenditures include a x-ray machine, laundry security upgrade for Corrections, property room upgrade, and inmate linen dryer replacements the replacement in the Jail.

Capital Outlay:

Decreased roughly \$2 million from the previous budget. Funding was appropriated in Operating Transfers versus Capital this budget cycle due to COVID potential impact on operating costs. Expenditures do include a security system upgrade, heating boiler replacement, and replacement of 2 Jail elevators.

Operating Transfers:

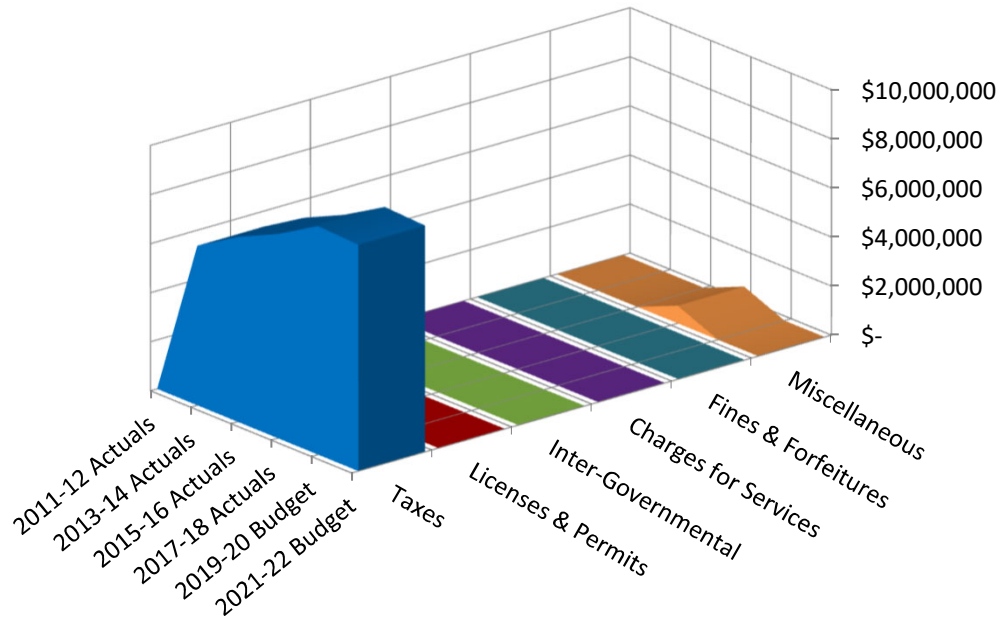
Increased roughly \$2.9 million from the previous budget. In 2021-2022 an increase in operating costs is due to the transfer out to the Juvenile Fund, with 1/10th Criminal Justice fund transferring a larger amount than in the past, as the transfer from the General Fund was decreased due to concerns about revenues impacted by the pandemic. During the 2015-2016 budget the County decided to transfer, since it had a big enough cash balance, the remaining amount that was owing on the Justice Center Bond. Therefore, operating transfers will have spiked in 2015-2016 budget, but will be decreased in future budgets. The Bond was being paid using \$500 thousand per year from 1/10% Criminal Justice Jail with the remaining amount each year being funded by Rural County Capital Funds.

Rural County Capital Fund Balance Summary

	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
<u>Revenues</u>			
Taxes	\$ 8,325,110	\$ 9,314,126	\$ 9,225,600
Licenses & Permits	-	-	-
Inter-governmental	-	-	-
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous	720,809	-	-
Total Revenues	<u>\$ 9,045,919</u>	<u>\$ 9,314,126</u>	<u>\$ 9,225,600</u>
<u>Expenditures</u>			
General Government Services	\$ 4,132,460	\$ 21,786,428	\$ 22,814,935
Public Safety	-	-	-
Physical Environment*	-	-	-
Transportation	-	-	-
Natural & Economic Environment	160,000	-	800,000
Social Services	-	-	-
Culture & Recreation	-	-	-
Debt Service:			
Principal	-	-	-
Interest	-	-	-
Capital Outlay	-	-	-
Total Expenditures	<u>\$ 4,292,460</u>	<u>\$ 21,786,428</u>	<u>\$ 23,614,935</u>
Excess (Deficiency) of Revenues over	<u>\$ 4,753,459</u>	<u>\$ (12,472,302)</u>	<u>\$ (14,389,335)</u>
<u>Other Financing Sources (Uses)</u>			
Other			
Proceeds of Capital Assets			
Intergovernmental Agreement			
Transfers In			
Transfers Out	\$ (250,005)	(2,730,134)	(3,425,402)
Total Other Financing Sources (Uses)	<u>\$ (250,005)</u>	<u>\$ (2,730,134)</u>	<u>\$ (3,425,402)</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	\$ 4,503,454	\$ (15,202,436)	\$ (17,814,737)
Fund Balance, January 1	\$ 8,906,459	\$ 13,409,913	\$ (1,792,523)
Fund Balance, December 31	<u>\$ 13,409,913</u>	<u>\$ (1,792,523)</u>	<u>\$ (19,607,260)</u>

*Physical Environment changed to Utilities in 2013 due to the BARS restructure. Maintenance Services used to be reported in this section but is now reported in General Government.

Rural County Capital Fund Revenue Sources



Rural County Capital Notes:

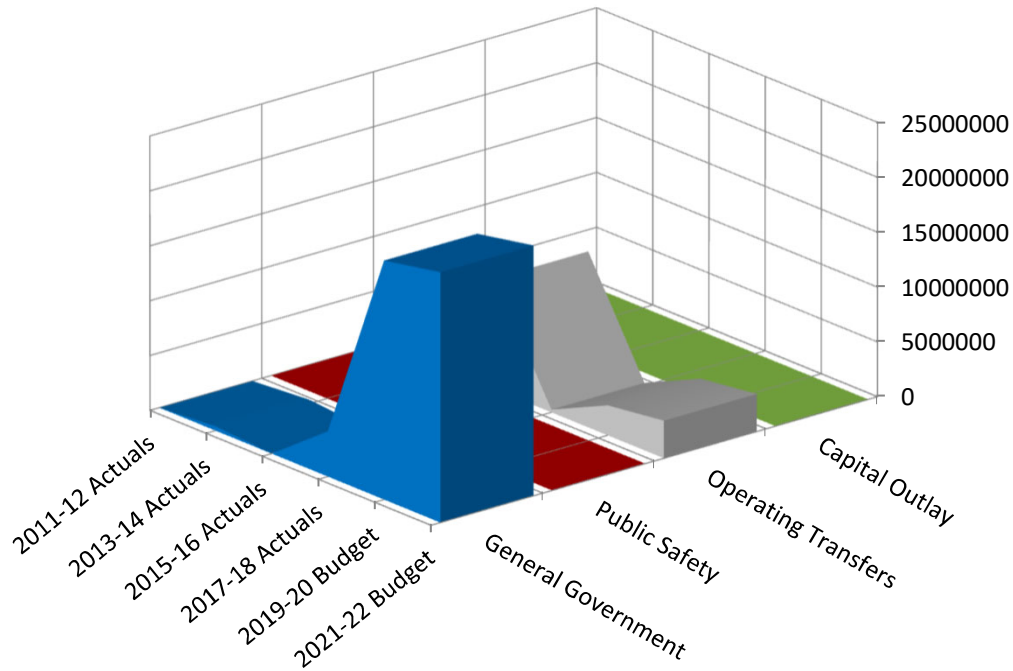
Taxes

Decreased roughly \$88 thousand from the previous budget. Rural County Capital Funds come solely as a reimbursement of .09 % of the State's portion of Sale and Use Tax with the purpose of leveraging new projects in the community that create jobs and diversify the local economy. The decrease can be mainly attributed to a conservative estimate of revenue based on the COVID pandemic impact on Sales and Use Tax.

List of a number of the major projects completed or approved for funding with Rural Capital funds:

- City of Richland - Queensgate improvement \$1,800,000
- City of Richland - Swift Corridor improvements \$850,000
- City of Richland - City Hall demo \$350,000
- City of West Richland - Van Giesen corridor improvements \$1,000,000
- Port of Benton - Vintners Village II \$1,200,000
- Port of Kennewick & Benton County - Vista Field improvement \$500,000
- Port of Kennewick & City of Kennewick - Clover Island improvement \$1,000,000
- Port of Kennewick & City of Kennewick - Columbia Gardens \$1,100,000
- Benton County - TRIDEC (Tri City Industrial Development Counsel) \$317,000
- Benton City - Lift Station 4 & Lift Station 7 \$830,500
- City of Prosser - Utility Crossing #1 & #2 \$2,278,000
- City of West Richland - signalization \$500,000

Rural County Capital Fund Expenditures



Rural County Capital Notes:

Phase 1:

Between 1998 and 2002, the County had a disbursement policy similar to the one currently being implemented, in which cities and ports received funds for economic development and capital projects. A total of eleven projects were funded for a total of \$2.1 million.

Phase 2:

In January 2002, the County and Cities of Kennewick, Prosser, Richland, and West Richland signed an Amended and Restated Debt Participation Agreement, deciding to use the Rural County Capital Fund to repay a portion of the non-voted, general obligation bonds that were used to expand the Benton County Jail and District Court. Over the past fifteen years, the Rural County Capital Fund has been used by the County to repay the remaining debt obligation for the bonds. The balance of the Fund has been sufficient to meet the remaining principal and interest balance on the bonds, resulting in a cash reserve.

Phase 3:

Now that sufficient funds have been collected to retire debt, the County and Cities have signed a termination agreement to end the debt participation agreement – therefore allowing for use of the remaining Rural County Capital Fund balance and all future funds that accumulate in the Rural County Capital Fund for other economic development projects in accordance with RCW 82.14.370. The County has now implemented a policy for the disbursement of funds to cities and ports to use for qualifying economic development and capital projects. This is what has caused the increase seen General Government and the decrease with Operating Transfers.

Note: In 2013, 1/10% Criminal Justice Jail & Rural County Capital Funds were reclassified as Major Funds. History prior to 2013 is being reported within the Nonmajor Revenue Page.

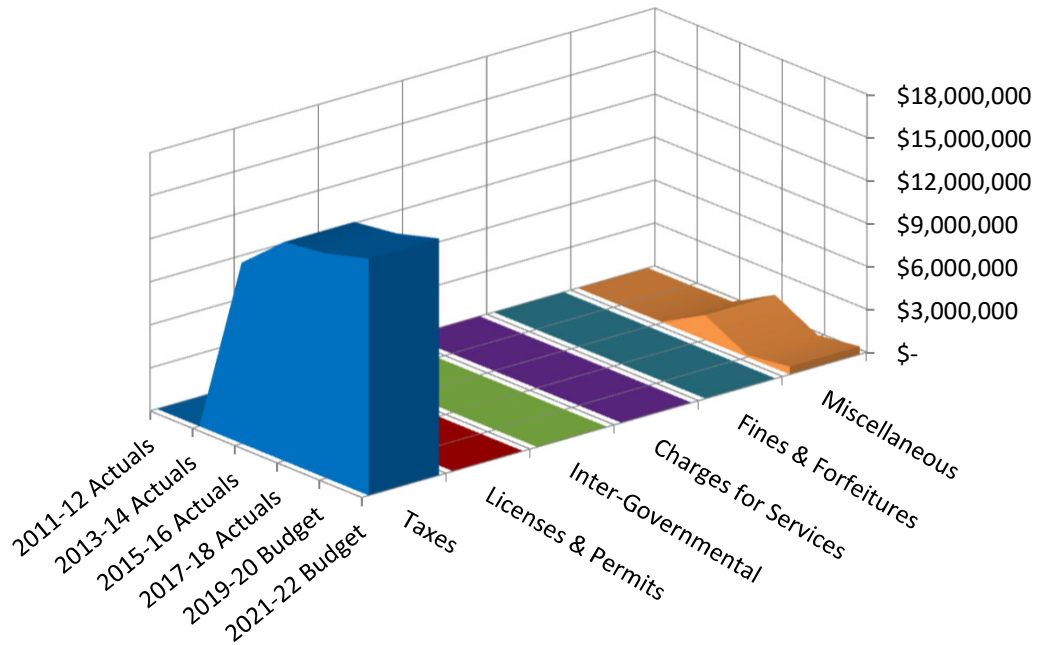
Public Safety Sales Tax Fund Balance Summary

	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
<u>Revenues</u>			
Taxes	\$ 15,245,887	\$ 15,648,000	\$ 16,500,000
Licenses & Permits	-	-	-
Inter-governmental	-	-	-
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous	1,735,702	139,200	547,900
Total Revenues	\$ 16,981,589	\$ 15,787,200	\$ 17,047,900
<u>Expenditures</u>			
General Government Services	\$ 3,365,687	\$ 10,387,276	\$ 12,824,737
Public Safety	4,378,197	10,497,711	12,349,124
Physical Environment*	-	-	-
Transportation	-	-	-
Natural & Economic Environment	89,686	384,316	545,682
Social Services	-	-	-
Culture & Recreation	-	-	-
Debt Service:			
Principal	-	-	-
Interest	-	-	-
Capital Outlay	83,984	559,247	299,500
Total Expenditures	\$ 7,917,554	\$ 21,828,550	\$ 26,019,043
 Excess (Deficiency) of Revenues over	 \$ 9,064,035	 \$ (6,041,350)	 \$ (8,971,143)
<u>Other Financing Sources (Uses)</u>			
Other	\$ -	\$ -	\$ -
Proceeds of Capital Assets	-	-	-
Intergovernmental Agreement	-	-	-
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -
 Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	 \$ 9,064,035	 \$ (6,041,350)	 \$ (8,971,143)
 Fund Balance, January 1	 \$ 10,155,036	 \$ 19,219,071	 \$ 13,177,721
 Fund Balance, December 31	 \$ 19,219,071	 \$ 13,177,721	 \$ 4,206,578

*Physical Environment changed to Utilities in 2013 due to the BARS restructure. Maintenance Services used to be reported in this section but is now reported in General Government.

** The Public Safety Sales Tax Fund was created and classified as a "Major Revenue Fund" during the 2015-2016 Biennium.

Public Safety Sales Tax Fund Revenue Sources



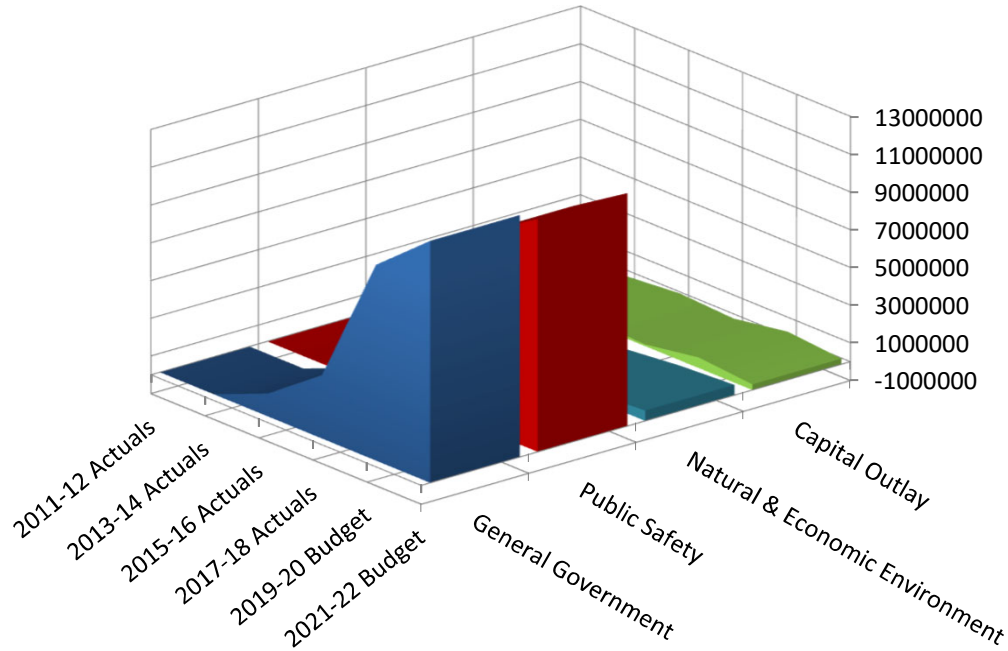
Public Safety Sales Tax Notes:

Revenue

Benton County began collecting their portion of the new Public Safety Sales Tax in January 1, 2015, but in an effort to make sure the fund wasn't overwhelmed they decided to do a slow roll out of the approved programs during the 2015-2016 budget cycle. The 2017-2018 budget cycle represented the first full budget cycle that shows a full two years of revenue. The original estimate was that the County would collect around \$5.5 million each year through the new sales tax. However, we collected closer to \$7.8 million per year for the 2019-2020 Budget cycle. The County budgeted around \$8.25 million per year for the 2021-2022 Budget cycle.

Note: In 2014 the citizens of Benton County voted to approve 3/10 of 1% Sales and Use tax for the purpose of funding Public Safety Services. Benton County receives 60% of the total revenue, with the Cities divide the remaining amount based off population. The additional sales and use tax is set to expire after 10 years unless voters approve an extension.

Public Safety Sales Tax Fund Expenditures



Public Safety Sales Tax Notes:

Expenditures

Benton County began collecting their portion of the new Public Safety Sales Tax in January 1, 2015, but in an effort to make sure the fund wasn't overwhelmed they decided to do a slow roll out of the approved programs during the 2015-2016 budget cycle. The 2017-2018 budget cycle represented the first full budget cycle with a full two years of expenditures. The 2021-2022 budget cycle expanded current services and programs. The voters approved funding, through the new Public Safety Tax, for a 7th Superior Court Judge, expanded Adult and Juvenile Drug Court programs, new Mental Health Court, additional Deputies, Gang & Crime Prevention and Intervention Programs, additional felony Deputy Prosecutors, additional Staff & Contract Defenders, and continued funding for Metro Drug Task Force.

Note: In 2014 the citizens of Benton County voted to approve 3/10 of 1% Sales and Use tax for the purpose of funding Public Safety Services. Benton County receives 60% of the total revenue, with the Cities divide the remaining amount based off population. The additional sales and use tax is set to expire after 10 years unless voters approve an extension.

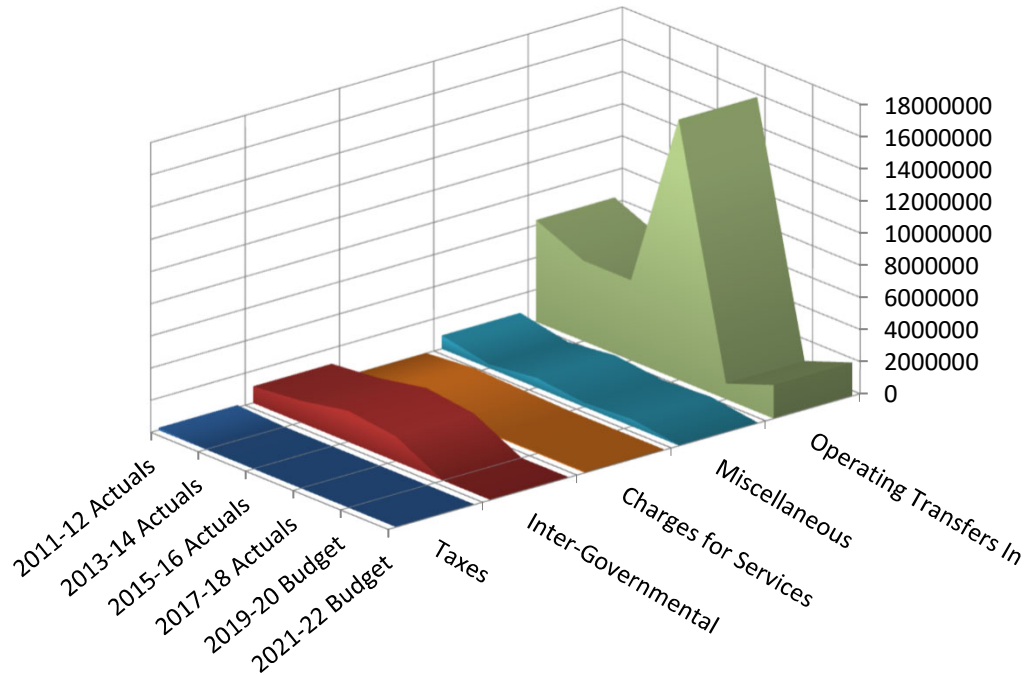
WASHINGTON

Capital Projects Fund Balance Summary

	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
<u>Revenues</u>			
Taxes	\$ -	\$ -	\$ -
Licenses & Permits	-	-	-
Inter-governmental	1,555,082	-	-
Charges for Services	65,203	65,000	65,500
Fines & Forfeitures	-	-	-
Miscellaneous	260,954	442,000	30,000
Total Revenues	<u>\$ 1,881,239</u>	<u>\$ 507,000</u>	<u>\$ 95,500</u>
<u>Expenditures</u>			
General Government Services	\$ 6,332,943	\$ 75,840	\$ 623,255
Public Safety	2,346	-	-
Physical Environment*	-	-	-
Transportation	-	-	-
Natural & Economic Environment	-	-	-
Social Services	252,013	-	-
Culture & Recreation	37,419	-	-
Debt Service:			
Principal	-	-	-
Interest	-	-	-
Capital Outlay	3,742,970	23,404,160	24,558,055
Total Expenditures	<u>\$ 10,367,691</u>	<u>\$ 23,480,000</u>	<u>\$ 25,181,310</u>
Excess (Deficiency) of Revenues over	<u>\$ (8,486,452)</u>	<u>\$ (22,973,000)</u>	<u>\$ (25,085,810)</u>
<u>Other Financing Sources (Uses)</u>			
Other			
Proceeds of Capital Assets	\$ -	\$ -	\$ -
Intergovernmental Agreement	-	-	-
Transfers In	16,168,000	974,954	2,085,810
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	<u>\$ 16,168,000</u>	<u>\$ 974,954</u>	<u>\$ 2,085,810</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	<u>\$ 7,681,548</u>	<u>\$ (21,998,046)</u>	<u>\$ (23,000,000)</u>
Fund Balance, January 1	<u>\$ 24,366,208</u>	<u>\$ 32,047,756</u>	<u>\$ 10,049,710</u>
Fund Balance, December 31	<u>\$ 32,047,756</u>	<u>\$ 10,049,710</u>	<u>\$ (12,950,290)</u>

*Physical Environment changed to Utilities in 2013 due to the BARS restructure. Maintenance Services used to be reported in this section but is now reported in General Government.

Capital Projects Fund Revenue Sources



Capital Projects Funds Notes:

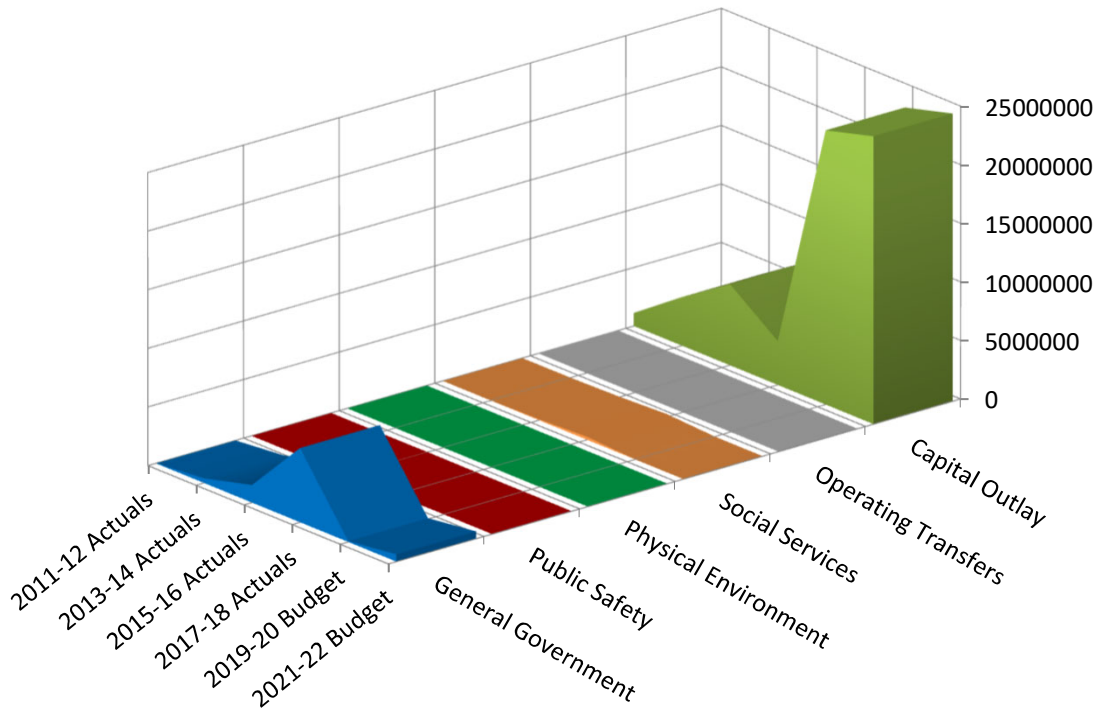
Intergovernmental

Decreased in the 2019-2020 & 2021-2022 budget cycles. During the 2015-2016 the County had an issue with collecting their portion of payment in lieu of taxes (PILT) money received from the Department of Energy for the Hanford site. The Department of Energy stated that we can expect to see the same issue going forward until a new agreement can be made. The County decided to err on the side of precaution and not count on the PILT revenue coming in during the 2021-2022 Budget or the 2019-2020 Budget.

Operating Transfers:

Increases roughly \$1.1 million from the previous budget. The operating transfer is for Benton County's portion of the new Rural County Capital agreement with the Cities and the Ports. The Budget Policy allows for fund balance to be transferred to the Capital Fund based on a formula. In 2017 & 2018 excess funds were transferred from the General Fund per the policy. In light of the current revenue uncertainty due to COVID, this was not budgeted in 2021-2022.

Capital Projects Fund Expenditures



Capital Projects Fund Notes:

Capital Outlay

Increased roughly \$1.1 million dollars. The increase is related to available funding for Capital Projects. The projects that are included in the Capital Improvement Plan are set to continue during this budget cycle, including the completion of the new Administration Building.

General Government

Increased roughly \$500 thousand dollars. The increase is related to appropriated budget being allocated under Capital Outlay for supplies & services related to capital projects.

Note: In 2013, Physical Environment changed to Utilities due to the BARS restructure.

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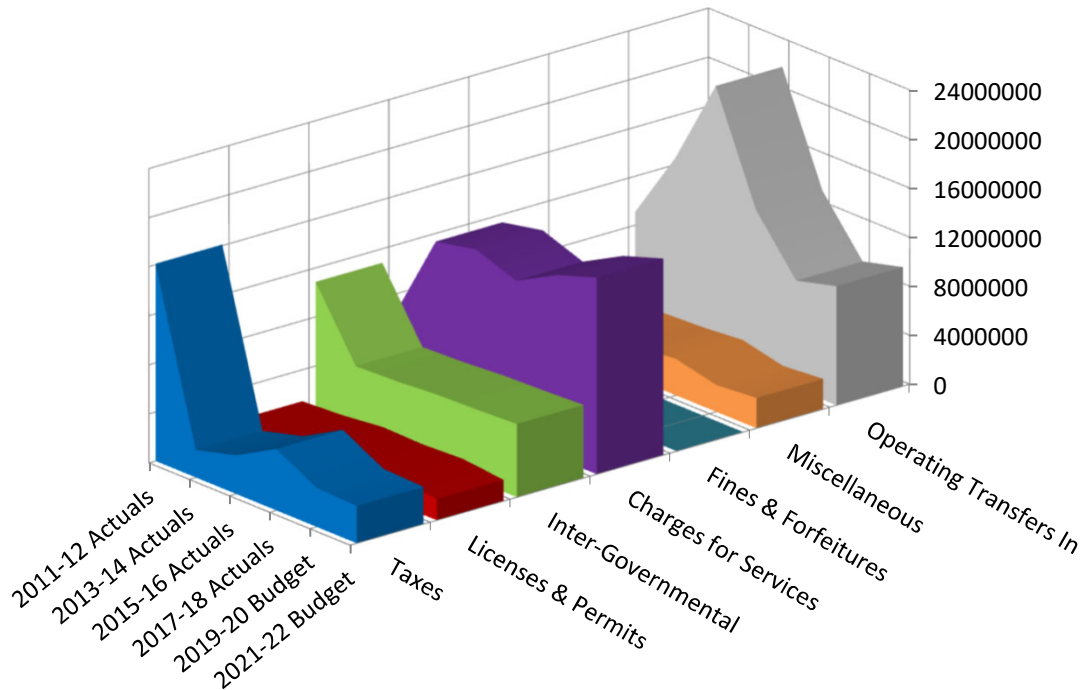
Nonmajor Revenue Fund Balance Summary

	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
<u>Revenues</u>			
Taxes	\$ 5,007,125	\$ 3,177,365	\$ 3,042,341
Licenses & Permits	1,935,039	2,091,564	1,731,729
Inter-governmental	5,699,718	5,814,676	5,965,069
Charges for Services	13,090,974	14,900,915	16,025,426
Fines & Forfeitures	13,766	9,016	3,900
Miscellaneous	2,968,972	2,191,882	2,470,731
Total Revenues	<u>\$ 28,715,594</u>	<u>\$ 28,185,418</u>	<u>\$ 29,239,196</u>
<u>Expenditures</u>			
General Government Services	\$ 6,376,521	\$ 5,165,373	\$ 5,953,907
Public Safety	16,039,097	22,552,021	23,995,507
Physical Environment*	-	-	-
Transportation	-	-	-
Natural & Economic Environment	1,045,768	3,092,443	2,255,359
Social Services	3,286,103	5,819,517	7,141,616
Culture & Recreation	1,259,766	1,727,312	2,256,230
Debt Service:			
Principal	4,227,969	4,508,117	1,056,444
Interest	1,058,697	870,840	289,696
Capital Outlay	2,365,123	3,255,104	3,582,403
Total Expenditures	<u>\$ 35,659,044</u>	<u>\$ 46,990,727</u>	<u>\$ 46,531,162</u>
Excess (Deficiency) of Revenues over	<u>\$ (6,943,450)</u>	<u>\$ (18,805,309)</u>	<u>\$ (17,291,966)</u>
<u>Other Financing Sources (Uses)</u>			
Other	-	-	-
Intergovernmental Agreement	-	-	-
Sale of Fixed Assets	-	-	-
Transfers In	13,262,636	8,829,662	9,709,270
Transfers Out	(5,986,006)	(4,279,721)	(5,865,025)
Total Other Financing Sources (Uses)	<u>\$ 7,276,630</u>	<u>\$ 4,549,941</u>	<u>\$ 3,844,245</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	<u>\$ 333,180</u>	<u>\$ (14,255,368)</u>	<u>\$ (13,447,721)</u>
Fund Balance, January 1	<u>\$ 34,036,612</u>	<u>\$ 34,369,792</u>	<u>\$ 20,114,424</u>
Fund Balance, December 31	<u>\$ 34,369,792</u>	<u>\$ 20,114,424</u>	<u>\$ 6,666,703</u>

*Physical Environment changed to Utilities in 2013 due to the BARS restructure. Maintenance Services used to be reported in this section but is now reported in General Government.

** During the 2013-2014 Biennium the 1/10% Criminal Justice and Rural County Capital Funds were reclassified as a "Major Revenue Fund" and were no longer included in the "Nonmajor Revenue Fund"

Nonmajor Governmental Fund Revenue Sources



Nonmajor Governmental Funds Revenue Notes:

Taxes

Decrease roughly by \$135 thousand from the previous budget. This can attributed to the Vit Fund being closed in 2019 and the revenues for local retail sales being moved to the General Fund, the real estate and excise tax increase to the REET Fund, an increase in budgeted property tax in the Veterans Assistance Fund, and the addition of the new Affordable Housing Fund (SB 1406).

Charges for Services

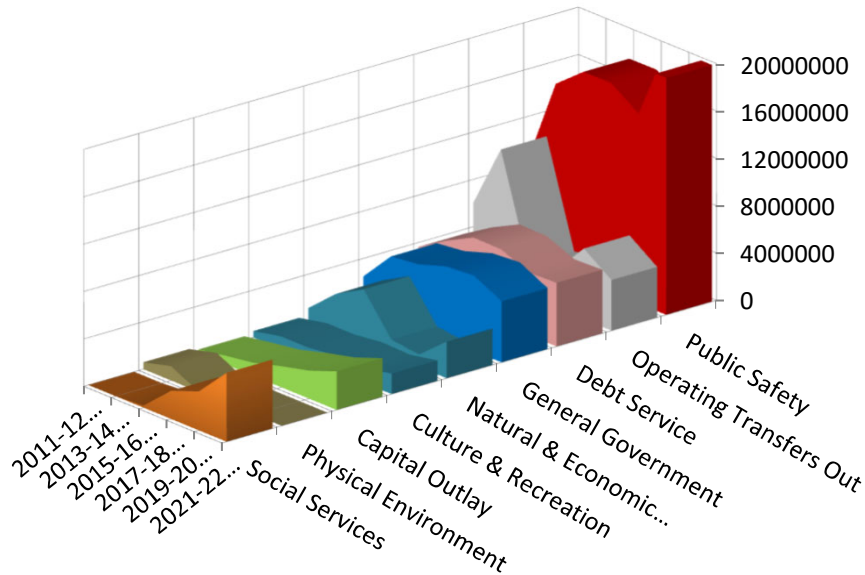
Increased roughly by \$1.1 million from the previous budget. The can be mainly attributed to the Election Reserve fund increased for election fees charged to other entities such as schools and cities.

Operating Transfers In

Increased roughly by \$880 thousand from the previous budget. This can be attributed to increase in transfers needed for the Election Reserve Fund and the Fairgrounds Operating Fund. The Fairgrounds Operating Fund increase is attributed to the COVID pandemic as the Fairgrounds has been closed since Spring 2020 and not generating revenue.

Note: In 2013, 1/10% Criminal Justice Jail & Rural County Capital Funds were reclassified as Major Funds.

Nonmajor Governmental Fund Expenditures



Nonmajor Governmental Funds Expenditure Notes:

General Government

Increased roughly \$788 thousand. The increase can mainly be attributed to movement of the Probation Fund staff wages and benefits to the General Fund as part of District Court. The Probation Assessment Fund is closed.

Public Safety

Increased roughly \$1.4 million from the previous budget. This can be attributed to a number of funds budgeting a larger portion of their fund balance, such as the Sheriff Investigative Fund, the Sheriff Boat fund, the Sheriff Equipment Replacement Fund and the Inmate Benevolence Fund.

Natural & Economic Environment

Decreased by roughly \$837 thousand. This is attributed to the completion of a Community Development Block Grant that was passing through Benton County for the Plymouth Water District

Social Services

Increased roughly \$1.3 million from the previous budget. The increase can be attributed to increases in the Juvenile Funds for wages and benefits and the addition of the new Affordable Housing Fund services (SB 1406).

Debt Service

Decreased roughly \$4 million with the paying of the the Justice Center Bond.

Operating Transfer

Increased roughly \$1.5 million from the previous budget. The increase can be attributed the CRIMP Fund (County Road Improvement Fund).

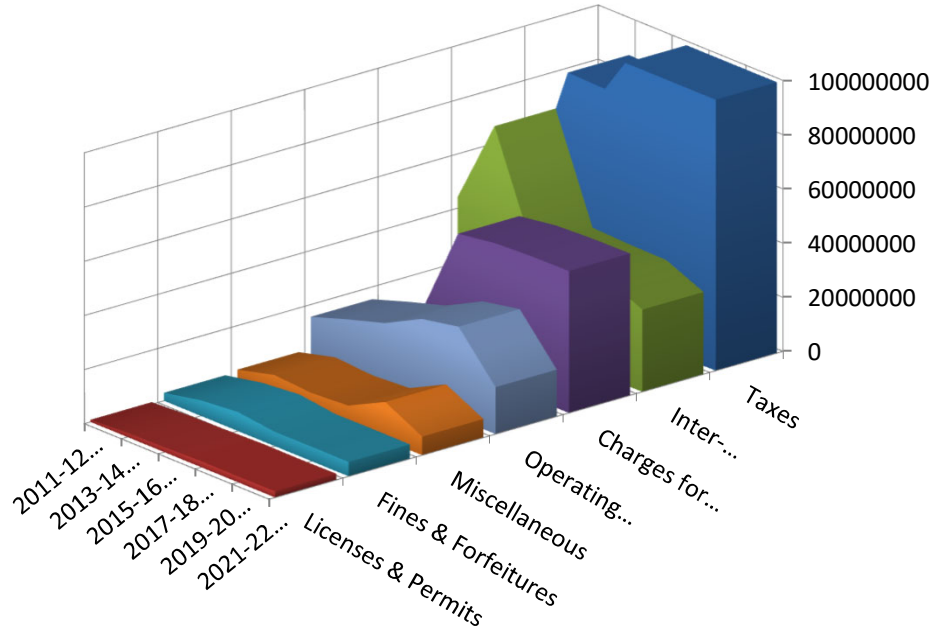
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All Governmental Fund Balance Summary

	2017-2018 Actuals	2019-2020 Budget	2021-2022 Budget
<u>Revenues</u>			
Taxes	\$ 120,325,518	\$ 121,768,219	\$ 130,940,074
Licenses & Permits	2,138,149	2,283,594	1,947,385
Inter-governmental	36,623,885	30,414,511	37,218,493
Charges for Services	52,273,746	52,468,188	57,024,601
Fines & Forfeitures	5,379,012	5,313,476	4,515,131
Miscellaneous	14,101,009	6,902,104	8,340,595
Total Revenues	<u>\$ 230,841,319</u>	<u>\$ 219,150,092</u>	<u>\$ 239,986,279</u>
<u>Expenditures</u>			
General Government Services	\$ 74,616,499	\$ 99,668,294	\$ 115,725,383
Public Safety	75,362,948	91,721,103	96,035,559
Physical Environment*	-	-	-
Transportation	19,062,218	24,802,335	25,919,671
Natural & Economic Environment	3,508,141	5,830,250	6,789,230
Social Services	11,654,874	19,854,441	19,951,099
Culture & Recreation	2,359,216	2,827,498	3,387,481
Debt Service:			
Principal	4,623,465	4,903,617	1,451,944
Interest	1,073,528	884,720	296,618
Capital Outlay	16,159,587	38,864,311	41,803,577
Total Expenditures	<u>\$ 208,420,476</u>	<u>\$ 289,356,569</u>	<u>\$ 311,360,562</u>
Excess (Deficiency) of Revenues over	<u>\$ 22,420,842</u>	<u>\$ (70,206,477)</u>	<u>\$ (71,374,283)</u>
<u>Other Financing Sources (Uses)</u>			
Other	\$ -	\$ -	\$ -
Intergovernmental Agreement	-	-	-
Sales/Proceeds of Capital/Fixed Assets	-	-	-
Transfers In	34,123,686	17,348,613	20,943,249
Transfers Out	(34,169,875)	(17,348,613)	(20,943,249)
Total Other Financing Sources (Uses)	<u>\$ (46,189)</u>	<u>\$ -</u>	<u>\$ -</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures & Other Uses	<u>\$ 22,374,653</u>	<u>\$ (70,206,477)</u>	<u>\$ (71,374,283)</u>
Fund Balance, January 1	<u>\$ 94,080,196</u>	<u>\$ 116,454,849</u>	<u>\$ 46,248,372</u>
Fund Balance, December 31	<u>\$ 116,454,849</u>	<u>\$ 46,248,372</u>	<u>\$ (25,125,911)</u>

*Physical Environment changed to Utilities in 2013 due to the BARS restructure. Maintenance Services used to be reported in this section but is now reported in General Government.

All Governmental Fund Revenue Sources



All Governmental Funds Revenue Notes:

Taxes

Increased roughly \$9 million from the previous budget. This increase is the results of a strong housing market with new construction, the continued growth of the public safety tax and conservative estimated growth in the sales & use tax due.

Inter-Governmental

Increased roughly \$6.8 million from the previous budget. This can mainly be attributed to the increase in State and Federal funding for Road Grant Projects, and State and Federal Housing Grants.

Charges for Services

Increased roughly \$4 million from the previous budget. This increase can mainly be attributed to charges for contracted local, state and federal inmates, and the portion of expenditures the local Cities pay Benton County for services agreed upon through interlocals such as District Court, Office of Public Defense, Juvenile and Superior Court.

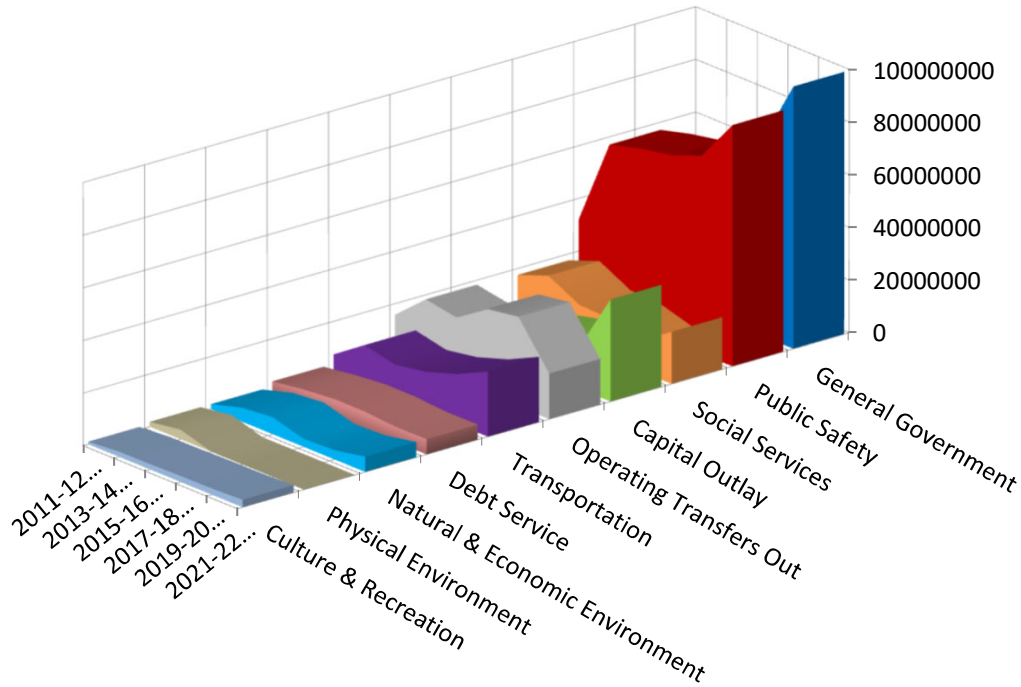
Fines & Forfeitures

Decreased roughly \$800 thousand from the previous budget. This continued decrease can mainly be attributed to the legal financial obligations (LFO) lawsuit in 2015, plus a decrease due to the COVID pandemic impact on the Court system.

Miscellaneous

Increased roughly \$1.4 million from the previous budget. The increase is for the budgeted amounts for interest income, which were budgeted low last budget cycle.

All Governmental Fund Expenditures



All Governmental Funds Expenditure Notes:

General Government

Increased roughly \$16 million from the previous budget. The main contributors are employee related wages and benefits costs.

Public Safety

Increased roughly \$4 million from the previous budget. The main contributors are the continued expansion of programs in the Public Safety Tax Fund and employee related wages and benefits costs.

Operating Transfers Out

Increased roughly \$3.5 million from the previous budget. This can mainly be attributed to an increase in transfers for Juvenile, Fairgrounds, Election Reserve, and CRIMP (County Road Improvement Fund).

Capital Outlay

Increase roughly \$2.9 million from the previous budget. The increase can be attributed to the completion of the new Administration Building currently under construction in 2021 plus funds set aside potential capital projects.

Debt Service

Decreased roughly \$4 million with the payoff of the Justice Center Bond

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Consolidated Revenue Summary

Fund	Fund Number	Estimated Beginning Fund Balance 1/1/21	Taxes *	Revenues	Transfer from Active Funds	Total Funds Available
Current Expense	0000-101	\$ 9,490,000	\$ 50,212,103	89,245,829	2,830,000	\$ 151,777,932
County Road	0101-101	6,000,000	12,551,662	14,707,590	6,318,169	39,577,421
County Road Improvement	0101-102	3,131,169	-	1,281,000	-	4,412,169
Flood Control	0103-101	700	-	2,040	-	2,740
Veterans' Assistance	0104-101	860,000	542,341	22,000	-	1,424,341
Auditor's O&M	0106-101	208,416	-	345,000	-	553,416
BC Human Svcs	0107-101	1,980,000	1,199,868	-	-	3,179,868
Human Services	0108-101	4,557,000	-	6,361,031	-	10,918,031
Treasurer's Investment Pool	0109-101	500,000	-	211,700	-	711,700
Park Development	0110-102	443,500	-	60,000	-	503,500
Election Reserve	0111-101	412,699	-	2,395,000	620,000	3,427,699
Treasurer's O&M	0112-101	350,000	-	458,250	-	808,250
Paths & Trails Reserve	0114-101	80,000	-	48,500	-	128,500
Juvenile Center Inmate	0115-101	2,800,000	-	7,509,135	7,665,593	17,974,728
Benevolence	0116-101	1,800,000	-	1,146,283	-	2,946,283
Crime Victim Comp	0120-101	434,355	-	744,384	-	1,178,739
Fairgrounds Operating Budget	0124-101	228,000	-	648,000	500,000	1,376,000
Sheriff Investigative	0126-101	303,528	-	45,294	-	348,822
Boating Safety & Patrol	0127-101	183,499	-	143,634	-	327,133
Treasurer's Service Fund	0128-101	6,600	-	2,000	-	8,600
REET Technology	0129-101	400,000	-	72,000	-	472,000
1/4% Real Estate Excise Tax	0130-101	3,100,000	-	1,200,000	-	4,300,000
Central Services Cmptr Replace	0132-101	3,250,000	-	1,358,093	-	4,608,093
1/10% CJ Jail-Juvenile	0133-101	\$ 14,200,000	\$ -	10,100,000	-	\$ 24,300,000

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Consolidated Revenue Summary continued

Fund	Fund Number	Estimated Beginning Fund Balance 1/1/21	Taxes *	Revenues	Transfer from Active Funds	Total Funds Available
Sustainable Development	0135-101	625,000	-	1,068,552	-	1,693,552
Courthouse Facilitator	0136-101	110,000	-	74,500	-	184,500
Family Services	0138-101	29,450	-	65,000	-	94,450
Family Services Superior Court	0140-101	7,300	-	33,000	-	40,300
Sheriff Equip Purchase & Replacement	0141-101	254,849	-	446,460	-	701,309
Jail Depreciation Reserve	0142-101	1,525,000	-	10,000	536,600	2,071,600
Rural County Capital Fund	0144-101	17,814,737	-	9,225,600	-	27,040,337
Clerk's Collection	0146-101	716,000	-	217,000	-	933,000
Public Safety Tax	0148-101	18,500,000	-	17,047,900	-	35,547,900
Protective Inspection Services	0149-101	1,325,052	-	1,673,318	67,229	3,065,599
Pest Board	0150-101	101,614	-	207,024	-	308,638
Work Crew Replacement	0151-101	300,000	-	24,025	-	324,025
State Housing	0152-101	949,156	-	533,000	-	1,482,156
Homeless Housing & Assistance	0154-101	1,750,000	-	3,060,000	-	4,810,000
Solid Waste Collection	0155-101	1,000,000	-	1,093,163	-	2,093,163
Trial Court Improvement	0156-101	1,032,000	-	285,000	-	1,317,000
Historical Preservation	0157-101	158,000	-	87,000	-	245,000
Domestic Violence Assessment	0158-101	5,170	-	3,000	-	8,170
Affordable Housing	0159-101	50,000	-	1,300,000	-	1,350,000
CRID #11 & 12	0270-201	20,000	-	21,000	-	41,000
CRID 15	0271-201	30,000	-	52,000	-	82,000
CRID 16	0272-201	\$ 10,000	\$ -	\$ 10,700	\$ -	\$ 20,700

Consolidated Revenue Summary continued

Fund	Fund Number	Estimated Beginning Fund Balance 1/1/21	Taxes *	Revenues	Transfer from Active Funds	Total Funds Available
CRID 21 Construction	0273-101	\$ 100,000	-	108,400	-	\$ 208,400
Health Building Bond Fund	0298-101	\$ 21,000	-	632,400	319,848	\$ 973,248
Justice Center Bond Fund	0299-101	134,500	-	-	-	134,500
Capital Projects	0305-101	23,500,000	-	95,500	2,085,810	25,681,310
Equipment Rental & Revolving	0501-101	3,800,000	-	6,413,864	-	10,213,864
Central Services	0502-101	1,800,000	-	7,901,210	-	9,701,210
Workmen's Compensation	0503-101	2,500,000	-	2,870,581	-	5,370,581
Insurance Management	0504-101	2,500,000	-	5,096,149	-	7,596,149
Accumulated Leave	0505-101	1,300,000	-	1,486,286	-	2,786,286
GRAND TOTALS		\$ 136,688,294	\$ 64,505,974	\$ 199,248,395	\$ 20,943,249	\$ 421,385,912

* Taxes include only Property Taxes, all other taxes included in revenues

WASHINGTON

Consolidated Expenditure Summary

Fund	Fund Number	Expenditures (other than transfers)	Transfer to Active Funds (Dept. Request)	Total Expenditures	Estimated Ending Fund Balance 12/31/22
Current Expense	0000-101	\$136,894,119	\$5,399,422	\$142,293,541	\$ 9,484,391
County Road	0101-101	37,839,862	-	37,839,862	1,737,559
County Road Improvement	0101-102	-	4,331,169	4,331,169	81,000
Flood Control	0103-101	-	2,000	2,000	740
Veterans' Assistance	0104-101	610,440	-	610,440	813,901
Auditor's O&M	0106-101	262,596	-	262,596	290,820
BC Human Svcs	0108-101	952,504	-	952,504	2,227,364
Human Services	0108-101	10,888,031	-	10,888,031	30,000
Treasurer's Investment Pool	0109-101	295,132	-	295,132	416,568
Park Develop	0110-102	450,000	-	450,000	53,500
Election Reserve	0111-101	3,418,028	-	3,418,028	9,671
Treasurer's O&M	0112-101	361,101	-	361,101	447,149
Paths & Trails Reserve	0114-101	300	125,000	125,300	3,200
Juvenile Center	0115-101	15,967,470	-	15,967,470	2,007,258
Inmate Benevolence	0116-101	1,336,642	-	1,336,642	1,609,641
Crime Victim Comp	0120-101	505,761	-	505,761	672,978
Fairgrounds Operating Budget	0124-101	1,375,930	-	1,375,930	70
Sheriff Investigative	0126-101	303,528	-	303,528	45,294
Boating Safety & Patrol	0127-101	180,628	-	180,628	146,505
Treasure's Service Fund	0128-101	3,705	-	3,705	4,895
REET Tech	0129-101	-	-	-	472,000
1/4% Real Estate Excise Tax	0130-101	2,005,000	319,848	2,324,848	1,975,152
Central Services Cmptr Replace	0132-101	\$ 2,258,093	\$ 510,408	\$ 2,768,501	\$ 1,839,592

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Consolidated Expenditure Summary continued

Fund	Fund Number	Expenditures (other than transfers)	Transfer to Active Funds (Dept. Request)	Total Expenditures	Estimated Ending Fund Balance 12/31/22
1/10% CJ Jail-Juvenile Sustainable Development	0133-101	\$ 3,855,500	\$ 6,790,000	\$ 10,645,500	\$ 13,654,500
Courthouse Facilitator	0135-101	1,482,754	-	1,482,754	210,798
Family Services	0136-101	69,500	-	69,500	115,000
Family Services Superior Court	0138-101	81,714	-	81,714	12,736
Sheriff Equip Purchase/Repla	0140-101	-	40,000	40,000	300
Jail Depreciation Reserve	0141-101	446,461	-	446,461	254,848
Rural County Capital Fund	0142-101	1,821,600	-	1,821,600	250,000
Clerk's Collection	0144-101	23,614,935	3,425,402	27,040,337	-
Public Safety Tax	0146-101	811,356	-	811,356	121,644
Protective Inspection Services	0148-101	26,019,043	-	26,019,043	9,528,857
Pest Board Work Crew Replacement	0149-101	1,933,997	-	1,933,997	1,131,602
State Housing Homeless Housing & Assistance	0150-101	308,638	-	308,638	-
Solid Waste Collection	0151-101	50,000	-	50,000	274,025
Trial Court Improvement	0152-101	1,181,600	-	1,181,600	300,556
Historical Preservation	0154-101	3,985,500	-	3,985,500	824,500
Domestic Violence Assessment	0155-101	1,867,288	-	1,867,288	225,875
Affordable Housing	0156-101	860,784	-	860,784	456,216
CRID #11 & 12	0157-101	130,000	-	130,000	115,000
CRID 15	0158-101	6,900	-	6,900	1,270
CRID 16	0159-101	650,000	-	650,000	700,000
	0270-201	-	-	-	41,000
	0271-201	-	-	-	82,000
	0272-201	\$ -	\$ -	\$ -	\$ 20,700

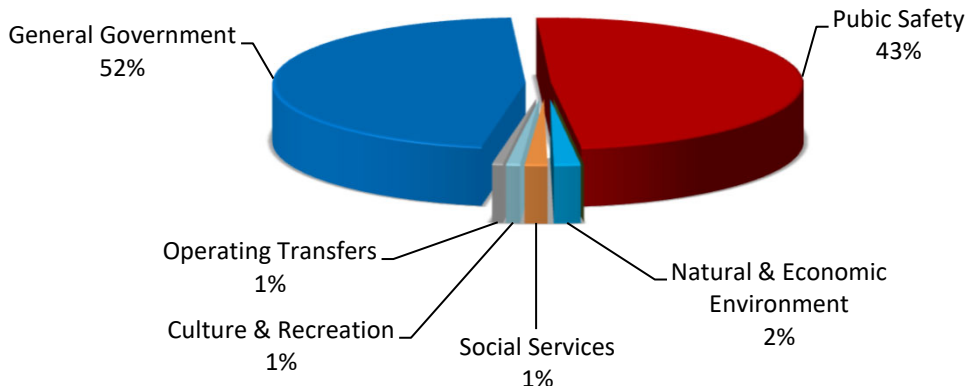
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Consolidated Expenditure Summary continued

Fund	Fund Number	Expenditures (other than transfers)	Transfer to Active Funds (Dept. Request)	Total Expenditures	Estimated Ending Fund Balance 12/31/22
CRID 21 Construction	0273-101	\$ 140,564	\$ -	\$ 140,564	\$ 67,836
Health Building Bond	0298-201	952,248	-	952,248	\$ 21,000
Justice Center Bond Fund	0299-101	-	-	-	\$ 134,500
Capital Projects	0305-101	25,181,310	-	25,181,310	\$ 500,000
Equipment Rental & Revolving	0501-101	9,209,477	-	9,209,477	\$ 1,004,387
Central Services	0502-101	8,074,815	-	8,074,815	\$ 1,626,395
Workmen's Compensation	0503-101	3,777,286	-	3,777,286	\$ 1,593,295
Insurance Management	0504-101	6,605,087	-	6,605,087	\$ 991,062
Accumulated Leave	0505-101	1,486,286	-	1,486,286	\$ 1,300,000
GRAND TOTALS		\$ 340,513,513	\$ 20,943,249	\$ 361,456,762	\$ 59,929,150

2021-2022 Unassigned General Fund Revenues

**Benton County
Unassigned
General Fund 2021-2022 Revenues of \$142,287,932
(\$9,189,279 Restricted, Committed, & Assigned Excluded)**



* Revenue percentages based on a percentage of expenditures.

General Fund Budgeted Revenues

The below sections are made up with the following General Fund departments:

General Government: Commissioners, Superior Court, Clerk, District Court, Auditor, Treasurer, Board of Equalization, Assessor, Prosecuting Attorney, Office of Public Defense, Personnel, GIS, LEOFF, Facilities, and Adult and Juvenile Drug Court.

Public Safety: Sheriff Administration, Patrol, Traffic Control, Custody, Clerk and Records, and Civil Service.

Natural & Economic Environment: Planning and Animal Control.

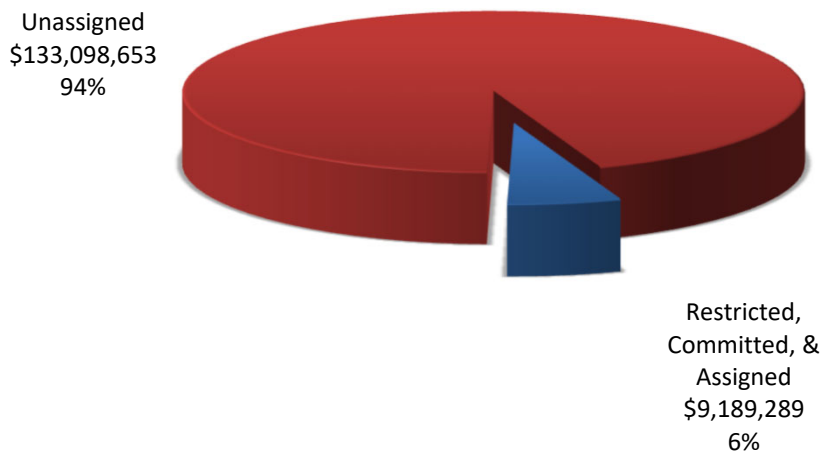
Social Services: Coroner and TB Hospital.

Cultural & Recreation: WSU Extension and Parks.

Operating Transfers: Stand-alone.

2021-2022 Restricted, Committed, Assigned, and Unassigned General Fund Revenues

Benton County Restricted, Committed, & Assigned Versus Unassigned General Fund 2021-2022 Revenues of \$142,287,932



General Fund Budgeted Revenues

The General Fund's 2021-2022 budgeted revenues total \$142,287,932. Of this, \$9,189,279 is restricted, committed, or assigned in some manner to program areas such as federal and state grants and operating transfers. The remaining \$133,098,653 is considered unassigned or not dedicated to any program area. The General Fund's unassigned \$133,098,653 may be used to fund expenditures; however based on past experience, it is anticipated that approximately 1 to 3 percent of expenditure budget appropriations will not be used and will lapse at the end of the fiscal year. It should be noted that per the approved Budget Policy, in order to meet operational needs within the General Fund, the County shall maintain a fund balance range of 10% - 13% of one year's worth of General Fund appropriated expenditures, which is \$7,114,677 to \$9,249,080. The Board of County Commissioners considers a fund balance of less 10% to be a cause for concern and will pursue variations of increasing revenues and decreasing expenditures to restore the balance.

Benton County Work Force History - 2013-2022

The table below shows the number of full-time benefited Benton County budgeted "positions" or headcount for the period of 2013-2022. Excluded from this count are positions that are considered temporary or part-time. The Benton County Commissioners did not approve new positions in the General Fund due to revenue shortfalls, with the exception of; A Permit Technician was moved between funds and a Community Development Director was added as part of an employment contract. Benton County Commissioners approved the removal of 18 positions in the Corrections Department; 15 Corrections Officers, 2 Clerks, 1 Workcrew officer. 9 new positions were added to funds outside of the General Fund; 2 positions Road Fund, 1 position Protective Inspection Fund, 1 position Workers Compensation Fund, 1 position Insurance Management Fund, 5 positions Public Safety Tax Fund. 5 positions were moved from Current Expense to the Public Safety Tax Fund within the Sheriff's Department. 1 position was moved within Current Expense in the Sheriff's Department. The combined changes decreases the workforce in the General Fund by 22.20 positions.

Departments	2013 - 2014	2015- 2016	2017- 2018	2019- 2020	2021- 2022	Change
Assessor	25.00	25.00	25.00	24.00	24.00	0.00
Auditor	16.50	16.50	16.50	16.50	16.50	0.00
Civil Service	0.50	0.50	0.50	0.50	0.30	(0.20)
Clerk	27.00	31.50	29.65	26.65	26.65	0.00
Commissioners	9.00	9.00	9.00	11.00	11.00	0.00
WSU Extension	2.00	2.00	2.00	2.00	2.00	0.00
Coroner	2.00	2.00	2.00	2.00	2.00	0.00
Facilities	11.00	9.00	9.00	10.00	10.00	0.00
District Court	32.50	32.50	29.50	33.50	33.50	0.00
Planning	7.00	6.00	7.00	7.00	9.00	2.00
Prosecuting Attorney	46.00	45.00	44.00	43.00	43.00	0.00
Sheriff-Administration	8.00	8.00	8.00	9.00	7.00	(2.00)
Sheriff-C&R	8.00	11.00	11.00	10.00	8.00	(2.00)
Sheriff-Custody	135.00	129.00	125.00	123.00	105.00	(18.00)
Sheriff-Patrol	51.50	51.50	46.50	44.00	42.00	(2.00)
Superior Court	26.00	26.00	27.00	27.00	27.00	0.00
Treasurer	13.00	12.50	12.50	12.50	12.50	0.00
Sheriff-Traffic Control	4.00	4.00	4.00	4.00	4.00	0.00
Parks	2.00	2.00	2.00	2.00	2.00	0.00
Personnel	2.50	2.50	3.00	3.00	3.00	0.00
GIS	3.00	3.00	3.00	2.00	2.00	0.00
Office Public Defense	5.00	5.00	6.00	7.00	7.00	0.00
Animal Control	2.00	2.00	2.00	2.00	2.00	0.00
Adult & Juvenile Drug Court*	2.00	2.00	2.50	3.00	3.00	0.00
General Fund Total FTE's	440.50	437.50	426.65	424.65	402.45	(22.20)
<i>Percentage Change from the Previous Year</i>	<i>-0.93%</i>	<i>-0.68%</i>	<i>-2.48%</i>	<i>-0.47%</i>	<i>-5.23%</i>	

Benton County Work Force History - 2013-2022 continued

Departments	2013 - 2014	2015- 2016	2017- 2018	2019- 2020	2021- 2022	Change
Road	41.00	41.00	40.00	42.00	44.00	2.00
Auditor's O & M	3.07	3.07	3.07	3.07	3.07	0.00
Human Services	34.00	34.00	9.00	9.00	9.00	0.00
Election Reserve	6.25	6.25	6.25	6.25	6.25	0.00
Treasurer's O & M	1.81	1.81	1.81	2.31	2.31	0.00
Juvenile Center	60.00	60.00	59.00	59.00	59.00	0.00
Inmate Benevolence	2.00	2.00	2.00	2.00	2.00	0.00
Crime Victim	4.00	4.00	3.79	2.79	2.79	0.00
Fairgrounds Operating	3.00	3.00	3.00	3.00	3.00	0.00
Boating Safety & Patrol	0.50	0.00	0.00	0.00	0.00	0.00
Probation Assessment	7.70	7.70	7.20	5.20	5.20	0.00
Noxious Weed Control	3.00	3.00	0.00	0.00	0.00	0.00
Sustainable Development	1.00	1.00	1.50	1.50	1.50	0.00
Courthouse Facilitator	1.00	1.00	0.50	0.50	0.50	0.00
Family Services	0.50	0.50	0.50	0.50	0.50	0.00
Clerk's Collection	6.17	6.17	6.85	6.85	6.85	0.00
Public Safety Tax*	0.00	28.50	41.50	54.00	58.00	4.00
Protective Inspection Services	7.00	7.00	6.00	6.00	7.00	1.00
Pest	1.00	1.00	1.00	1.00	1.00	0.00
Solid Waste Collection	1.00	1.00	1.00	1.00	1.00	0.00
Capital Projects	0.00	0.00	1.00	2.00	2.00	0.00
Equipment Rental	6.00	6.00	7.00	7.00	7.00	0.00
Central Services	13.00	13.00	12.00	12.00	12.00	0.00
Workmen's Compensation	1.50	1.50	0.50	0.75	1.75	1.00
Insurance Management	0.50	1.50	1.50	1.75	2.75	1.00
Total Other Benton County FTE's	205.00	234.00	215.97	229.47	238.47	9.00
General Fund Total FTE's	440.50	437.50	426.65	424.65	402.45	(22.20)
Grand Total FTE's	645.50	671.50	642.62	654.12	640.92	(13.20)
<i>Percentage Change from the Previous Year</i>	-3.25%	4.03%	-4.30%	1.79%	-2.02%	

Benton County

Budget Summary

WASHINGTON							
Departments	Job Title	2013-2014	2015-2016	2017-2018	2019-2020	2021-2022	Change
Assessor	Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
	Agricultural Appraiser Supervisor	0.00	0.00	1.00	1.00	1.00	0.00
	Appraisal Assistant	1.00	1.00	0.00	0.00	0.00	0.00
	Assessor	1.00	1.00	1.00	1.00	1.00	0.00
	Chief Appraiser	1.00	1.00	0.00	0.00	0.00	0.00
	Chief Deputy Assessor	0.00	0.00	1.00	1.00	1.00	0.00
	Commercial Assistant	2.00	2.00	0.00	0.00	0.00	0.00
	Commercial Appraiser	0.00	0.00	3.00	3.00	3.00	0.00
	Commercial Appraiser Supervisor	0.00	0.00	1.00	1.00	1.00	0.00
	Data Entry/Receptionist	1.00	1.00	1.00	1.00	1.00	0.00
	Farm Appraiser II	1.00	1.00	0.00	0.00	0.00	0.00
	Farm Appraiser	0.00	1.00	1.00	1.00	1.00	0.00
	Office Assistant IV	1.00	1.00	1.00	1.00	1.00	0.00
	Levy Deputy/Computer Control	1.00	1.00	1.00	1.00	1.00	0.00
	Mobile Home Appraiser/Auditor	1.00	1.00	1.00	1.00	1.00	0.00
	Mobile Home Clerk	1.00	1.00	0.00	0.00	0.00	0.00
	Office Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Prop. Transfer/Sr. Citizens	1.00	1.00	1.00	1.00	1.00	0.00
	Receptionist	1.00	1.00	1.00	1.00	1.00	0.00
	Residential Appraiser	0.00	0.00	3.00	3.00	3.00	0.00
	Residential Appraiser II	4.00	4.00	4.00	3.00	3.00	0.00
	Residential Appraiser Supervisor	0.00	0.00	1.00	1.00	1.00	0.00
	Segregation Clerk	2.00	2.00	0.00	0.00	0.00	0.00
	Segregation Deputy	1.00	1.00	0.00	0.00	0.00	0.00
	Sr. Agriculture Appraiser III	1.00	0.00	0.00	1.00	1.00	0.00
	Sr. Commercial Appraiser III	1.00	1.00	0.00	0.00	0.00	0.00
	Sr. Residential Appraiser III	1.00	1.00	1.00	0.00	0.00	0.00
	Assessor Total	25.00	25.00	25.00	24.00	24.00	0.00
Auditor	Accounting Assistant II	1.00	1.00	0.00	0.00	0.00	0.00
	Accounting Services Officer	1.00	1.00	0.00	0.00	1.00	1.00
	Accounting Support Manager	0.00	0.00	1.00	1.00	1.00	0.00
	Accounting Support Specialist	0.00	0.00	1.00	1.00	1.00	0.00
	Auditor	0.75	0.75	0.75	0.75	0.75	0.00
	Chief Accountant	1.00	1.00	1.00	1.00	1.00	0.00
	Chief Deputy Auditor	0.50	0.50	0.50	0.50	0.50	0.00
	Financial Administrator	1.00	1.00	1.00	1.00	1.00	0.00
	License/Recording Supervisor	1.00	1.00	0.50	0.50	0.50	0.00
	License/Recording Manager - Kennewick	0.00	0.00	0.50	0.50	0.50	0.00
	Office Assistant III	7.00	7.00	7.00	7.00	7.00	0.00
	Office Assistant IV	1.00	1.00	1.00	1.00	1.00	0.00
	Payroll Specialist	1.00	1.00	1.00	1.00	1.00	0.00
	Prosser Office Manager	0.25	0.25	0.25	0.25	0.25	0.00
	Richland Office Manager	1.00	1.00	1.00	1.00	0.00	(1.00)
		Auditor Total	16.50	16.50	16.50	16.50	16.50
Board of Equalization	Director	0.00	0.00	0.00	0.00	0.00	0.00
	Secretary	0.00	0.00	0.00	0.00	0.00	0.00
		Board of Equalization Total	0.00	0.00	0.00	0.00	0.00
Civil Service	Civil Service Secretary	0.50	0.50	0.50	0.50	0.30	(0.20)
		Civil Service Total	0.50	0.50	0.50	0.50	(0.20)
Clerk	Accounting Assistant III	2.00	2.00	2.00	2.00	2.00	0.00
	Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
	Archive Records Specialist	0.00	0.17	0.17	0.17	0.17	0.00
	Clerk	1.00	1.00	1.00	1.00	1.00	0.00
	Legal Assistant III	1.00	1.00	1.00	1.00	1.00	0.00
	Legal Process Assistant II	1.00	6.00	4.00	1.00	1.00	0.00
	Legal Process Assistant III	19.00	18.33	18.48	18.48	18.48	0.00
	Legal Process Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
	Records Manager Deputy	1.00	1.00	1.00	1.00	1.00	0.00
	Clerk Total	27.00	31.50	29.65	26.65	26.65	0.00

Benton County

Budget Summary

WASHINGTON							
Departments	Job Title	2013-2014	2015-2016	2017-2018	2019-2020	2021-2022	Change
Commissioners	Clerk to the Board	1.00	1.00	1.00	1.00	1.00	0.00
	Commissioner	3.00	3.00	3.00	3.00	3.00	0.00
	County Administrator	1.00	1.00	1.00	1.00	1.00	0.00
	Deputy County Administrator	1.00	1.00	1.00	1.00	1.00	0.00
	Executive Secretary	1.00	1.00	1.00	1.00	1.00	0.00
	Executive Secretary/Clerk	1.00	1.00	1.00	1.00	1.00	0.00
	Asst Finance Manager	0.00	0.00	0.00	1.00	1.00	0.00
	Financial Analyst	0.00	1.00	1.00	1.00	1.00	0.00
	Finance Manager	1.00	0.00	0.00	1.00	1.00	0.00
	Commissioners Total	9.00	9.00	9.00	11.00	11.00	0.00
WSU Cooperative Extension	Secretary	2.00	2.00	2.00	2.00	2.00	0.00
	Cooperative Extension Total	2.00	2.00	2.00	2.00	2.00	0.00
Coroner	Chief Deputy Coroner	1.00	1.00	1.00	1.00	1.00	0.00
	Coroner	1.00	1.00	1.00	1.00	1.00	0.00
	Coroner Total	2.00	2.00	2.00	2.00	2.00	0.00
Facilities	Facilities Supervisor	0.00	0.00	0.00	1.00	1.00	0.00
	Custodian	2.00	0.00	0.00	0.00	0.00	0.00
	Custodian-Kennewick	1.00	1.00	0.00	0.00	0.00	0.00
	Public Services Administrator	0.00	0.00	1.00	1.00	1.00	0.00
	Electronics Technician	2.00	2.00	2.00	2.00	2.00	0.00
	Facilities Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Maintenance Worker	5.00	5.00	5.00	5.00	5.00	0.00
	Facilities Total	11.00	9.00	9.00	10.00	10.00	0.00
District Court	Administrator	1.00	1.00	1.00	1.00	1.00	0.00
	Agency Desk Clerk	4.00	4.00	1.00	1.00	1.00	0.00
	Assistant to presiding Judge	1.00	1.00	1.00	1.00	1.00	0.00
	Cashier Clerk	4.00	4.00	1.00	2.00	2.00	0.00
	Clerk	3.00	3.00	1.00	2.50	2.50	0.00
	Clerk Assistant	3.50	3.50	1.50	2.00	2.00	0.00
	Computer Coordinator/Assistant	1.00	1.00	0.00	0.00	0.00	0.00
	Court Recorder	2.00	2.00	1.00	1.00	1.00	0.00
	Court Recorder Clerk	2.00	2.00	0.00	0.00	0.00	0.00
	Courtroom Clerk Assistant	1.00	1.00	1.00	1.00	1.00	0.00
	Head Cashier/Accountant	1.00	1.00	1.00	1.00	1.00	0.00
	Infractions/Switchboard	1.00	1.00	0.00	0.00	0.00	0.00
	Judge	5.00	5.00	5.00	5.00	5.00	0.00
	Legal Office Supervisor	0.00	0.00	1.00	1.00	1.00	0.00
	Legal Process Assistant II	0.00	0.00	1.00	2.00	2.00	0.00
	Legal Process Assistant III	0.00	0.00	5.00	5.00	5.00	0.00
	Legal Process Assistant III/IV	0.00	0.00	1.00	1.00	1.00	0.00
Legal Process Assistant IV	0.00	0.00	4.00	4.00	4.00	0.00	
Small Claims/Civil Clerk	3.00	3.00	3.00	3.00	3.00	0.00	
	District Court Total	32.50	32.50	29.50	33.50	33.50	0.00
Planning	Administrative Secretary	1.00	1.00	1.00	1.00	1.00	0.00
	Assistant Planning Manager	0.00	1.00	1.00	1.00	1.00	0.00
	Associate Planner	2.00	0.00	0.00	0.00	0.00	0.00
	Office Assistant III	1.00	1.00	1.00	1.00	1.00	0.00
	Code Enforcement	0.00	0.00	1.00	1.00	1.00	0.00
	Planning Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Senior Planner/Current	1.00	1.00	1.00	1.00	1.00	0.00
	Senior Planner/Long Range	1.00	1.00	1.00	1.00	1.00	0.00
	Permit Technician	0.00	0.00	0.00	0.00	1.00	1.00
	Community Development Director	0.00	0.00	0.00	0.00	1.00	1.00
	Planning Total	7.00	6.00	7.00	7.00	9.00	2.00
Prosecuting Attorney	Bilingual V/W Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
	Chief Criminal Deputy	1.00	1.00	1.00	1.00	1.00	0.00
	Chief Deputy, Criminal	1.00	1.00	1.00	1.00	1.00	0.00
	Child Interviewer	1.00	1.00	1.00	1.00	1.00	0.00
	Child Support Supervisor	1.00	1.00	1.00	1.00	1.00	0.00

Benton County

Budget Summary

WASHINGTON							
Departments	Job Title	2013-2014	2015-2016	2017-2018	2019-2020	2021-2022	Change
Prosecuting Attorney continued	Civil Legal Secretary	1.00	1.00	1.00	1.00	1.00	0.00
	Deputy Prosecuting Attorney II	1.00	1.00	1.00	1.00	1.00	0.00
	Deputy Prosecuting Attorney IV	1.00	1.00	1.00	1.00	1.00	0.00
	Deputy Prosecuting Attorney	16.00	15.00	14.00	13.00	13.00	0.00
	Legal Secretary II	6.00	6.00	6.00	6.00	6.00	0.00
	Legal Secretary III	2.00	2.00	2.00	2.00	2.00	0.00
	Legal Secretary IV	4.00	4.00	4.00	4.00	4.00	0.00
	Legal Secretary Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
	Legal Secretary V	3.00	3.00	3.00	3.00	3.00	0.00
	Legal Secretary VI	1.00	1.00	1.00	1.00	1.00	0.00
	Legal Support Analyst	1.00	1.00	1.00	1.00	1.00	0.00
	Office Administrator	1.00	1.00	1.00	1.00	1.00	0.00
	Prosecuting Attorney	1.00	1.00	1.00	1.00	1.00	0.00
	Senior Civil Deputy	2.00	2.00	2.00	2.00	2.00	0.00
Prosecuting Attorney Total		46.00	45.00	44.00	43.00	43.00	0.00
Sheriff - Administrative	Chief Finance Officer	1.00	1.00	1.00	1.00	1.00	0.00
	Administrative Clerk	1.00	1.00	1.00	1.00	1.00	0.00
	Civil Clerk	1.00	1.00	1.00	1.00	1.00	0.00
	Civil Investigator	1.00	1.00	1.00	1.00	1.00	0.00
	Evidence Technician	0.00	0.00	0.00	1.00	1.00	0.00
	Civil Lieutenant	1.00	1.00	1.00	1.00	0.00	(1.00)
	Records Clerk	1.00	1.00	1.00	1.00	0.00	(1.00)
	Sheriff	1.00	1.00	1.00	1.00	1.00	0.00
	Undersheriff	1.00	1.00	1.00	1.00	1.00	0.00
Sheriff - Administrative Total		8.00	8.00	8.00	9.00	7.00	(2.00)
Sheriff - C & R	Evidence Clerk	1.00	1.00	1.00	1.00	0.00	(1.00)
	Records Clerk	6.00	9.00	9.00	8.00	7.00	(1.00)
	Records Sergeant	1.00	1.00	1.00	1.00	1.00	0.00
Sheriff - C & R Total		8.00	11.00	11.00	10.00	8.00	(2.00)
Sheriff - Custody	Administrative Clerk	1.00	1.00	1.00	1.00	1.00	0.00
	AFIS ID Tech	1.00	1.00	1.00	1.00	1.00	0.00
	Commander	0.00	1.00	1.00	1.00	1.00	0.00
	Correction Clerk	2.00	2.00	2.00	2.00	2.00	0.00
	Custody Captain	1.00	1.00	1.00	1.00	1.00	0.00
	Custody Corporal	10.00	10.00	10.00	10.00	10.00	0.00
	Custody Lieutenant	2.00	2.00	2.00	2.00	2.00	0.00
	Custody Officer	86.00	86.00	86.00	86.00	71.00	(15.00)
	Custody Sergeant	5.00	5.00	5.00	5.00	5.00	0.00
	HM & WR Clerk	1.00	1.00	1.00	1.00	1.00	0.00
	Jail Records Clerk	5.00	5.00	5.00	5.00	3.00	(2.00)
	Licensed Practical Nurse	4.00	0.00	0.00	0.00	0.00	0.00
	Procurement specialist	1.00	1.00	1.00	1.00	1.00	0.00
	Medical Lieutenant	1.00	1.00	1.00	1.00	1.00	0.00
	Processing Specialist	0.00	4.00	0.00	0.00	0.00	0.00
	Records Sergeant	1.00	1.00	1.00	1.00	1.00	0.00
	Registered Nurse	6.00	0.00	0.00	0.00	0.00	0.00
	Security Supervisor	1.00	0.00	0.00	0.00	1.00	1.00
	Trustee Officer	1.00	1.00	1.00	1.00	1.00	0.00
Warrant Clerk	1.00	1.00	1.00	1.00	0.00	(1.00)	
Work Crew Officer	5.00	5.00	5.00	3.00	2.00	(1.00)	
Sheriff - Custody Total		135.00	129.00	125.00	123.00	105.00	(18.00)
Sheriff - Patrol	Commander	1.00	1.00	1.00	2.00	1.00	(1.00)
	Corporal	5.00	5.00	5.00	5.00	4.00	(1.00)
	Deputy	33.50	33.50	28.50	25.00	25.00	0.00
	Detective	5.00	5.00	5.00	5.00	5.00	0.00
	Detective Lieutenant	1.00	1.00	1.00	1.00	1.00	0.00
	Patrol Lieutenant	1.00	1.00	1.00	1.00	1.00	0.00
	Sergeant	5.00	5.00	5.00	5.00	5.00	0.00
Sheriff - Patrol Total		51.50	51.50	46.50	44.00	42.00	(2.00)

Benton County

Budget Summary

WASHINGTON							
Departments	Job Title	2013-2014	2015-2016	2017-2018	2019-2020	2021-2022	Change
Superior Court	Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
	Arbitration Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
	Adc Secretary	0.50	0.50	0.50	0.50	0.50	0.00
	Bailiff	5.00	5.00	5.00	5.00	5.00	0.00
	Case Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Court Administrator	1.00	1.00	1.00	1.00	1.00	0.00
	Court Commissioner	2.50	2.50	2.50	2.50	2.50	0.00
	Court Reporter	7.00	7.00	7.00	7.00	7.00	0.00
	Court Services Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
	Superior Court Judges	6.00	6.00	7.00	7.00	7.00	0.00
	Superior Court Total	26.00	26.00	27.00	27.00	27.00	0.00
Treasurer	Accounting Assistant II	2.00	1.50	1.50	1.50	1.50	0.00
	Accounting Assistant III	2.00	2.00	2.00	2.00	2.00	0.00
	Chief Deputy Treasurer	1.00	1.00	1.00	1.00	1.00	0.00
	Manager of Public Services	1.00	1.00	1.00	1.00	1.00	0.00
	Manager of Treasury Operations	1.00	1.00	1.00	1.00	1.00	0.00
	Office Assistant III	4.00	4.00	4.00	4.00	4.00	0.00
	Revenue Systems Accountant	1.00	1.00	1.00	1.00	1.00	0.00
	Treasurer	1.00	1.00	1.00	1.00	1.00	0.00
	Treasurer Total	13.00	12.50	12.50	12.50	12.50	0.00
Sheriff - Traffic	Deputy	4.00	4.00	4.00	4.00	4.00	0.00
	Sheriff - Traffic Total	4.00	4.00	4.00	4.00	4.00	0.00
Parks	Community Development Coordinator	0.00	0.00	0.00	0.00	0.00	0.00
	Park Caretaker	2.00	2.00	2.00	2.00	2.00	0.00
	Parks Total	2.00	2.00	2.00	2.00	2.00	0.00
Personnel	Office Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Personnel Secretary	0.50	0.50	1.00	1.00	1.00	0.00
	Personnel/Risk Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Personnel Total	2.50	2.50	3.00	3.00	3.00	0.00
GIS	GIS Manager	1.00	1.00	1.00	0.00	0.00	0.00
	GIS Technician I	1.00	1.00	1.00	1.00	1.00	0.00
	GIS Technician II	1.00	1.00	1.00	1.00	1.00	0.00
	GIS Total	3.00	3.00	3.00	2.00	2.00	0.00
OPD	Indigent Defense Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
	Chief Trial Attorney	0.00	0.00	0.00	1.00	1.00	0.00
	Office Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Public Defense Attorney I	2.00	2.00	2.00	2.00	2.00	0.00
	Public Defense Attorney	1.00	1.00	2.00	2.00	2.00	0.00
	Office of Public Defense Total	5.00	5.00	6.00	7.00	7.00	0.00
Animal Control	Animal Control Officer I	1.00	1.00	1.00	1.00	1.00	0.00
	Animal Control Officer II	1.00	1.00	1.00	1.00	1.00	0.00
	Sheriff-Animal Control Total	2.00	2.00	2.00	2.00	2.00	0.00
Adult & Juvenile Drug Court	Counselor II	0.50	0.50	0.50	0.50	0.50	0.00
	Counselor III	0.00	0.00	0.50	0.50	0.50	0.00
	Receptionist/Secretary	0.00	0.00	0.50	0.50	0.50	0.00
	Drug Court Coordinator	0.50	0.50	0.50	0.50	0.50	0.00
	Drug Court Case Manager	1.00	1.00	0.50	1.00	1.00	0.00
	Adult & Juvenile Total	2.00	2.00	2.50	3.00	3.00	0.00
General Fund Total		440.50	437.50	426.65	424.65	402.45	(22.20)
Road	Accounting Assistant III	1.00	1.00	1.00	1.00	1.00	0.00
	Admin Financial Accountant	1.00	1.00	1.00	1.00	1.00	0.00
	County Engineer	1.00	1.00	1.00	1.00	1.00	0.00
	Engineer I	1.00	1.00	1.00	1.00	1.00	0.00
	Engineer II	2.00	2.00	2.00	2.00	2.00	0.00
	Engineering Service Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Engineering Technician I	2.00	2.00	2.00	2.00	2.00	0.00
	Engineering Technician II	3.00	3.00	3.00	4.00	4.00	0.00
	Engineering Technician III	3.00	3.00	3.00	3.00	3.00	0.00
	Maintenance Worker II	13.00	13.00	13.00	14.00	16.00	2.00

Benton County

Budget Summary

WASHINGTON							
Departments	Job Title	2013-2014	2015-2016	2017-2018	2019-2020	2021-2022	Change
Road continued	Maintenance Worker III	2.00	2.00	1.00	1.00	1.00	0.00
	Office Assistant III	1.00	1.00	1.00	1.00	1.00	0.00
	Office Assistant IV	1.00	1.00	1.00	1.00	1.00	0.00
	Project Engineer	1.00	1.00	1.00	1.00	1.00	0.00
	Public Works Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Road Maintenance Worker II	2.00	2.00	2.00	2.00	2.00	0.00
	Road Superintendent	2.00	2.00	2.00	2.00	2.00	0.00
	Roads-Financial Administrator	1.00	1.00	1.00	1.00	1.00	0.00
	Sign Technician II	1.00	1.00	1.00	1.00	1.00	0.00
	Sign Technician III	1.00	1.00	1.00	1.00	1.00	0.00
	Road Total	41.00	41.00	40.00	42.00	44.00	2.00
Auditor's O & M	Office Assistant III	1.42	1.42	1.42	1.42	1.42	0.00
	Archive Records Specialist	0.65	0.65	0.65	0.65	0.65	0.00
	Archive Records Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Auditor's O & M Total	3.07	3.07	3.07	3.07	3.07	0.00
Human Services Dept. 504	Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0.00
	CDMHP	10.00	10.00	0.00	0.00	0.00	0.00
	Crisis Counselor	4.00	4.00	0.00	0.00	0.00	0.00
	Crisis Nurse	0.00	0.00	0.00	0.00	0.00	0.00
	Crisis Supervisor	1.00	1.00	0.00	0.00	0.00	0.00
	Deputy Administrator	0.50	0.50	0.00	0.00	0.00	0.00
	Financial Manager	0.50	0.50	0.00	0.00	0.00	0.00
	Human Services Administrator	0.50	0.50	0.00	0.00	0.00	0.00
	Integrated Service Manager	1.00	1.00	0.00	0.00	0.00	0.00
	ITA Coordinator	1.00	1.00	0.00	0.00	0.00	0.00
	Office Assistant III	2.00	2.00	0.00	0.00	0.00	0.00
	Resource Coordinator	1.00	1.00	0.00	0.00	0.00	0.00
	Resource Manager	0.00	0.00	0.00	0.00	0.00	0.00
	Senior Secretary	1.50	1.50	0.00	0.00	0.00	0.00
	504 Subtotal	24.00	24.00	0.00	0.00	0.00	0.00
Human Services Dept. 506	Assessment Supervisor	1.00	1.00	0.00	0.00	0.00	0.00
	Chemical Dependency Counselor	1.00	1.00	0.00	0.00	0.00	0.00
	506 Subtotal	2.00	2.00	0.00	0.00	0.00	0.00
Human Services Dept. 560	Financial Analyst	0.00	0.00	1.00	1.00	1.00	0.00
	Administrative Assistant	0.00	0.00	1.00	1.00	1.00	0.00
	Deputy Administrator	0.50	0.50	0.00	0.00	0.00	0.00
	Financial Manager	0.50	0.50	0.00	0.00	0.00	0.00
	Housing Case Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Housing Case Specialist	0.00	0.00	1.00	1.00	1.00	0.00
	Human Services Administrator	0.50	0.50	1.00	1.00	1.00	0.00
	Prevention Specialist	1.00	1.00	0.00	0.00	0.00	0.00
	Program Specialist	1.00	1.00	1.00	1.00	1.00	0.00
	Program Specialist	2.00	2.00	1.00	1.00	1.00	0.00
	Program Specialist Housing	1.00	1.00	1.00	1.00	1.00	0.00
	Senior Secretary	0.50	0.50	1.00	1.00	1.00	0.00
	560 Subtotal	8.00	8.00	9.00	9.00	9.00	0.00
	Human Services Total	34.00	34.00	9.00	9.00	9.00	0.00
Election Reserve	Auditor	0.25	0.25	0.25	0.25	0.25	0.00
	Election Administrator	1.00	1.00	1.00	1.00	1.00	0.00
	Election Specialist	1.00	1.00	1.00	1.00	1.00	0.00
	Prosser Office Manager	0.50	0.50	0.50	0.50	0.50	0.00
	Office Assistant III	3.50	3.50	3.50	3.50	3.50	0.00
	Election Reserve Total	6.25	6.25	6.25	6.25	6.25	0.00
Equipment Rental	Mechanic II	3.00	3.00	4.00	4.00	4.00	0.00
	Mechanic III	3.00	3.00	3.00	3.00	3.00	0.00
	Equipment Rental Total	6.00	6.00	7.00	7.00	7.00	0.00
Treasure's O & M	Tax Collection Specialist	1.00	1.00	1.00	1.00	1.00	0.00
	Office Assistant III	0.81	0.81	0.81	1.31	1.31	0.00
	Treasurer's O & M Total	1.81	1.81	1.81	2.31	2.31	0.00

Benton County

Budget Summary

WASHINGTON							
Departments	Job Title	2013-2014	2015-2016	2017-2018	2019-2020	2021-2022	Change
Juvenile Center Dept. 171	Accounting Assistant II	0.51	0.51	0.50	0.50	0.50	0.00
	Accounting Assistant III	1.00	1.00	1.00	1.00	1.00	0.00
	Counselor II	8.00	8.00	8.00	7.00	7.00	0.00
	Counselor III	2.00	2.00	3.00	3.00	3.00	0.00
	Detention Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Detention Officer	17.00	17.00	17.00	17.00	17.00	0.00
	Detention Supervisor	4.00	4.00	4.00	4.00	4.00	0.00
	Detention Shift Manager	0.50	0.50	0.50	0.50	0.50	0.00
	DIV Man. Prev. Specialist	1.00	1.00	1.00	1.00	1.00	0.00
	Facilities Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
	Juvenile Administrator	1.00	1.00	1.00	1.00	1.00	0.00
	Legal Process Assistant II	2.00	2.00	2.00	2.00	2.00	0.00
	Legal Process Assistant III	0.00	0.00	1.00	1.00	1.00	0.00
	Legal Process Assistant IV	3.00	3.00	1.00	1.00	1.00	0.00
	Legal Secretary II	1.00	1.00	1.00	1.00	1.00	0.00
	Legal Secretary III	0.40	0.40	0.00	0.00	0.00	0.00
	Legal Secretary IV	0.00	0.00	1.00	1.00	1.00	0.00
	Manager, Administrative and Facilities	1.00	1.00	1.00	1.00	1.00	0.00
	Secretary IV	0.75	0.75	0.00	0.00	0.00	0.00
	Senior Secretary	1.00	1.00	1.00	1.00	1.00	0.00
Specialized Services Manager	0.50	0.50	1.00	1.00	1.00	0.00	
Unit Supervisor	0.49	0.49	1.00	1.00	1.00	0.00	
	171 Subtotal	47.15	47.15	48.00	47.00	47.00	0.00
Juvenile Center Dept. 173	Accounting Assistant II	1.50	1.50	1.50	1.50	1.50	0.00
	Counselor II	2.00	2.00	2.00	2.00	2.00	0.00
	Counselor III	1.00	1.00	1.00	1.00	1.00	0.00
	Detention Officer	1.50	1.50	0.25	0.25	0.25	0.00
	Detention Shift Manager	0.50	0.50	0.25	0.25	0.25	0.00
	Legal Process Assistant III	1.00	1.00	1.00	1.00	1.00	0.00
	173 Subtotal	7.50	7.50	6.00	6.00	6.00	0.00
Juvenile Center Dept. 174	Counselor II	3.00	3.00	4.00	4.00	4.00	0.00
	Counselor III	1.00	1.00	2.00	2.00	2.00	0.00
	Legal Secretary IV	0.35	0.35	0.00	0.00	0.00	0.00
	Specialized Services Manager	0.50	0.50	0.00	0.00	0.00	0.00
	Unit Supervisor	0.50	0.50	0.00	0.00	0.00	0.00
	174 Subtotal	5.35	5.35	6.00	6.00	6.00	0.00
	Juvenile Center Total	60.00	60.00	60.00	59.00	59.00	0.00
Inmate Benevolence	Visitation/Commissary Clerk	2.00	2.00	2.00	2.00	2.00	0.00
	Inmate Benevolence Total	2.00	2.00	2.00	2.00	2.00	0.00
Crime Victim Compensation	Legal Secretary II	2.00	2.00	1.79	1.79	1.79	0.00
	V/W Coordinator	1.00	1.00	1.00	0.00	0.00	0.00
	Victim/Witness Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
	Crime Victim Total	4.00	4.00	3.79	2.79	2.79	0.00
Fairgrounds O&M	Groundskeeper	2.00	2.00	2.00	2.00	2.00	0.00
	Maintenance Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
	Office Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Fairgrounds O&M Total	3.00	3.00	3.00	3.00	3.00	0.00
Boating Safety & Patrol	Marine Deputy	0.50	0.00	0.00	0.00	0.00	0.00
	Boat Safety & Patrol Total	0.50	0.00	0.00	0.00	0.00	0.00
Probation Assessment	Administrator	0.10	0.10	0.10	0.10	0.10	0.00
	Administrator - DC	0.00	0.00	0.10	0.10	0.10	0.00
	Clerk Assistant	0.60	0.60	0.00	0.00	0.00	0.00
	Compliance Clerk	4.00	4.00	3.00	2.00	2.00	0.00
	Compliance Clerk I	1.00	1.00	0.00	0.00	0.00	0.00
	Legal Process Assistant III / IV	0.00	0.00	1.00	1.00	1.00	0.00
	Legal Process Assistant IV	0.00	0.00	1.00	1.00	1.00	0.00
	Court Recorder	1.00	1.00	1.00	1.00	1.00	0.00
	Probation Officer	1.00	1.00	1.00	0.00	0.00	0.00
	Probation Assessment Total	7.70	7.70	7.20	5.20	5.20	0.00

Benton County

Budget Summary

WASHINGTON							
Departments	Job Title	2013-2014	2015-2016	2017-2018	2019-2020	2021-2022	Change
Noxious Weed Control	Weed Inspector I	2.00	2.00	0.00	0.00	0.00	0.00
	Weed Inspector II	1.00	1.00	0.00	0.00	0.00	0.00
	Noxious Weed Control Total	3.00	3.00	0.00	0.00	0.00	0.00
Sustainable Development	Community Relations Coordinator	0.00	0.00	0.50	0.50	0.50	0.00
	Sustainable Development Mgr.	1.00	1.00	1.00	1.00	1.00	0.00
	Sustainable Development Total	1.00	1.00	1.50	1.50	1.50	0.00
Courthouse Facilitator	Courthouse Facilitator	1.00	1.00	0.50	0.50	0.50	0.00
	Courthouse Facilitator Total	1.00	1.00	0.50	0.50	0.50	0.00
Family Services	Counselor II	0.50	0.50	0.50	0.50	0.50	0.00
	Family Services Total	0.50	0.50	0.50	0.50	0.50	0.00
Clerk's Collection	Accounting Assistant I	1.00	1.00	1.00	1.00	1.00	0.00
	Archive Records Manager	0.17	0.17	0.17	0.17	0.17	0.00
	Collections Deputy	3.00	3.00	3.00	3.00	3.00	0.00
	Collections Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
	Legal Process Assistant III	1.00	1.00	1.68	1.68	1.68	0.00
	Clerk's Collection Total	6.17	6.17	6.85	6.85	6.85	0.00
Public Safety Tax							
	Clerk						
	Legal Process Assistant III	0.00	2.00	2.00	2.00	3.00	1.00
	Archive Records Specialist	0.00	1.00	1.00	1.00	1.00	0.00
	Indigent Financial Screener	0.00	0.00	2.00	2.00	2.00	0.00
	Legal Process Assistant II	0.00	0.00	0.00	3.00	1.00	(2.00)
	District Court						
	Legal Process Assistant III	0.00	0.00	0.50	0.00	0.00	0.00
	Mental Health Court						
	Case Worker	0.00	1.00	1.00	4.00	4.00	0.00
	Legal Process Assistant III	0.00	1.50	1.50	1.00	2.00	1.00
	MH Program Manager	0.00	1.00	1.00	0.00	0.00	0.00
	Administrative Assistant	0.00	0.00	0.00	1.00	1.00	0.00
	Therapeutic Courts Coordinator	0.00	0.00	0.00	1.00	1.00	0.00
	Peer Specialist	0.00	0.00	0.00	0.25	0.25	0.00
	Prosecuting Attorney						
	Deputy Prosecuting Attorney	0.00	3.00	4.00	4.00	4.00	0.00
	Legal Secretary	0.00	2.00	2.00	2.00	3.00	1.00
	Victim/Witness Coordinator	0.00	0.00	0.00	1.00	1.00	0.00
	Sheriff Patrol						
	Deputy	0.00	7.50	14.00	16.00	16.00	0.00
	Sergeant	0.00	1.00	3.00	3.00	3.00	0.00
	Clerk	0.00	0.00	0.00	0.00	0.00	0.00
	Lieutenant	0.00	0.00	0.00	0.00	1.00	1.00
	Corporal	0.00	0.00	0.00	0.00	1.00	1.00
	Commander	0.00	0.00	0.00	0.00	1.00	1.00
	Metro Task Force						
	Deputy	0.00	0.00	1.00	2.00	2.00	0.00
	Deputy Prosecuting Attorney	0.00	0.00	0.00	1.00	1.00	0.00
	Superior Court						
	Judge	0.00	1.00	1.00	1.00	1.00	0.00
	Court Commissioner	0.00	1.00	1.00	1.00	1.00	0.00
	Bailiff	0.00	0.00	0.00	0.00	1.00	1.00
	Assistant	0.00	0.00	0.00	0.50	0.50	0.00
	Administration						
	PST Coordinator	0.00	0.50	0.50	0.50	0.50	0.00
	Office Public Defense						
	Executive Asst	0.00	1.00	1.00	1.50	1.50	0.00
	Adult & Juvenile Drug Court						
	Case Manager	0.00	1.00	1.00	1.00	1.00	0.00
	Court Coordinator	0.00	1.00	1.00	1.00	1.00	0.00
	Secretary	0.00	0.50	0.50	0.50	0.50	0.00
	Counselor	0.00	1.50	1.50	1.50	1.50	0.00
	Juvenile Admin						
	Counselor	0.00	1.00	1.00	1.00	0.00	(1.00)
	Clerk	0.00	0.00	0.00	0.25	0.25	0.00
	Public Safety Tax Total	0.00	28.50	41.50	54.00	58.00	4.00
Protective Inspections Services	Inspector	1.00	1.00	1.00	1.00	1.00	0.00
	Inspector/Code Enforcement	1.00	1.00	0.00	0.00	0.00	0.00
	Fire Marshal	0.00	0.00	0.00	0.00	1.00	1.00
	Office Assistant	1.00	1.00	1.00	1.00	1.00	0.00
	Office Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Permit Technician	1.00	1.00	1.00	1.00	1.00	0.00
	Plans Examiner	1.00	1.00	1.00	1.00	1.00	0.00

Benton County

Budget Summary

WASHINGTON							
Departments	Job Title	2013-2014	2015-2016	2017-2018	2019-2020	2021-2022	Change
	Building Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Protective Ins Services Total	7.00	7.00	6.00	6.00	7.00	1.00
Pest Board	Pest Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
	Pest Board Total	1.00	1.00	1.00	1.00	1.00	0.00
Solid Waste Collection	Solid Waste Specialist	1.00	1.00	1.00	1.00	1.00	0.00
	Solid Waste Collection Total	1.00	1.00	1.00	1.00	1.00	0.00
Capital Projects	Director of Asset Management	0.00	0.00	0.00	1.00	1.00	0.00
	Procurement Specialist	0.00	0.00	0.00	1.00	1.00	0.00
	Capital Projects Total	0.00	0.00	0.00	2.00	2.00	0.00
Information Technology	Assistant Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Central Services Supervisor	2.00	2.00	3.00	3.00	3.00	0.00
	Information Systems Analyst II	0.00	0.00	1.00	1.00	1.00	0.00
	Information Systems Analyst III	7.00	7.00	4.00	4.00	4.00	0.00
Information Tech - continued	Information Systems Analyst IV	0.00	0.00	2.00	2.00	2.00	0.00
	Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Office Assistant I	1.00	1.00	0.00	0.00	0.00	0.00
	Secretary	1.00	1.00	0.00	0.00	0.00	0.00
	Central Services Total	13.00	13.00	12.00	12.00	12.00	0.00
Workmen's Compensation	Personnel Secretary	1.00	1.00	0.00	0.25	0.25	0.00
	HR Generalist	0.00	0.00	0.00	0.00	1.00	1.00
	Safety and Training Coordinator	0.50	0.50	0.50	0.50	0.50	0.00
	Workmen Compensation Total	1.50	1.50	0.50	0.75	1.75	1.00
Insurance Management	Safety and Training Coordinator	0.50	0.50	0.50	0.50	0.50	0.00
	Personnel Secretary	0.00	0.00	0.00	0.25	0.25	0.00
	Administrative Assistant	0.00	0.00	0.00	0.00	1.00	1.00
	Litigation/Risk Man. Attorney	0.00	1.00	1.00	1.00	1.00	0.00
	Insurance Management Total	0.50	1.50	1.50	1.75	2.75	1.00
Other Funds Total		205.00	234.00	215.97	229.47	238.47	9.00
Grand Total		645.50	671.50	642.62	654.12	640.92	(13.20)

DEBT SERVICE & LONG-RANGE PLANS

Long-Term Debt

Benton County's bond rating history

Year	Moody	S & P
2013	Aa2	AA
2014	Aa2	AA+
2002	Aa2	AA+
2016	Aa2	AA+
2017	Aa2	AA+
2018	Aa2	AAA
2019	Aa2	AAA

Special Assessment Bonds

On May 1, 2003 Benton County issued \$382,995 in Special Assessment bonds payable by levy against real property in the County's Road Improvement District (CRID) #11 and #12. This CRID was paid off in May 2018. There remains \$23,384 in delinquent special assessment receivables on December 31, 2019.

On December 31, 2005 Benton County issued \$899,598 in Special Assessment bonds payable by levy against real property in the County's Road Improvement District (CRID) #15 and #16. This CRID was paid off in 2017. There remains \$18,761 in delinquent special assessment receivables on December 31, 2019.

On August 23, 2016 Benton County issued \$713,724 in Special Assessment bonds payable by levy against real property in the County's Road Improvement District (CRID) #21. These bonds bear an interest rate of 3.80% and reach maturity in the year 2031. The principal outstanding on December 31, 2019 is \$773,373. There was \$5,017 in delinquent special assessment receivables on December 31, 2019.

Debt service requirements for special assessment bonds will be met by the collection of assessment receivable that have been levied against property owners. Benton County has established a CRID Guaranty fund whereby the county will cover expenses if the property owners do not pay the assessments necessary to finance the debt. The county will recover all funds spent in this manner, as the assessments are liens against the property and subject to foreclosure.

Year Ending December	Principal	Interest	Total
2020	\$ 51,558	\$ 21,747	\$ 73,305
2021	51,558	19,712	71,270
2022	51,558	17,736	69,294
2023	51,557	15,760	67,317
2024	51,557	13,822	65,379
2025-2029	257,787	39,287	297,074
2030-2031	50,317	1,928	52,245
Total	\$ 565,892	\$ 129,992	\$ 695,884

Long-Term Debt continued

Description

Advance Due to Other Governments

On June 28, 1985, Benton County entered into a contract with the Washington State Department of Social and Health Services (DSHS) and began receiving funding to be used as working advances for specific client services. The current amount of the advance is \$245,328. The contract has been renewed every two years since it was first signed. Since its inception, the contract with DSHS has required that the county "shall record" these advances as "Long-Term Payables in its financial records." The county has complied with this requirement and listed them in the governmental balance sheets for the Human Services Special Revenue Fund and on the combining Balance Sheet for Governmental Funds as "Due To Other Governmental Units." The county recognizes that this is a departure from GAAP but has chosen to continue presenting the advances in this manner since the amount is not material and presenting them in this format meets the specific contractual requirement mandated by DSHS.

On July 16, 2007, Benton County accepted the first draw on a loan from the Washington State Department of Community Trade and Economic Development in the amount of \$1,462,500. On July 24, 2008, a second draw of \$812,500 was accepted by Benton County and on December 29, 2008 and additional draw of \$812,500 was accepted. The final draw was completed on March 31, 2009 in the amount of \$162,500 bringing the total to \$3,250,000. This loan was for the development of the I-82 to SR397 Intertie Project. The loan has a low interest rate of 0.50% and the repayment term is approximately 20 years from completion of the project.

The completion of the Intertie road in 2008 resulted in a route jurisdictional transfer of the road to the state that was signed by the Governor and became effective July 26, 2009. Benton County remains accountable for the loan.

Long Term Debt

The County issues general obligation bonds to finance the purchase of land and the acquisition or construction of buildings. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds. General obligation bonds are being repaid from the applicable resources using debt service funds.

On November 1, 2003 Benton County issued \$20,885,000 in General Obligation bonds to refinance portions of the bonds issued in July of 2000 and September of 1996. These bonds bear an interest rate of 2.00% to 5.00% and reach maturity in the year 2020. The principal outstanding on December 31, 2019 was \$1,920,000.

On February 22, 2018 Benton County issued \$5,345,000 Limited Tax General Obligation Refunding Bond to refinance the 2006 Limited Tax General Obligation Bonds. This bond has a fixed interest rate of 3.03% with maturity in December 2031. The anticipated outstanding balance as of December 31, 2019 is \$4,665,000.

In prior year the County defeased certain general obligation bonds by placing the proceeds of new bonds in an irrevocable trust to provide for all future debt service payments on the old bonds. Accordingly, the trust account assets and the liability for defeased bonds are not included in the County's financial statements. At December 31, 2019, \$6,585,000 of bonds outstanding are considered defeased.

The County entered into a financing contract with KS StateBank for the purchase of election ballot processing/sorting equipment. Outstanding principal on December 31, 2019 is \$100,841.

Long-Term Debt continued

The annual requirements to amortize outstanding debt, including interest, are as follows:

Years	Health Building	G.O Bonded Debt 2003	#21Special Assessment Debt 2016	Pubic Works Fund Loan	KS State Bank	Total Debt Payments
2020	\$ 471,350	\$ 2,016,000	\$ 73,305	\$ 202,692	\$ 54,803	\$ 2,818,150
2021	476,351	-	71,270	201,703	54,803	804,127
2022	475,897	-	69,294	200,714	-	745,905
2023	470,141	-	67,317	199,726	-	737,184
2024	474,232	-	65,379	198,727	-	738,338
2025-2029	2,363,907	-	297,084	-	-	2,660,991
2030-2033	893,936	-	52,245	-	-	946,181
Total	\$ 5,625,814	\$ 2,016,000	\$ 695,894	\$ 1,003,562	\$ 109,606	\$ 9,450,876

General Obligation bonds currently outstanding are as follows:

Purpose	Interest Rate	Amount
Refinance portions of outstanding bonds for reduced rate	2.77%-5.00%	\$ 1,920,000
Health Building (refunded 2018)	Fixed 3.03%	4,665,000
Total		\$ 6,585,000

The annual debt service requirements to maturity for general obligation bonds are as follows:

Year Ending December 31	Governmental Activities		
	Principal	Interest	Total
2020	\$ 2,250,000	\$ 237,350	\$ 2,487,350
2021	345,000	131,351	476,351
2022	355,000	120,897	475,897
2023	360,000	110,141	470,141
2024	375,000	99,232	474,232
2025-2029	2,045,000	318,907	2,363,907
2030-2033	855,000	38,936	893,936
Total	\$ 6,585,000	\$ 1,056,814	\$ 7,641,814

Debt Capacity

The County's legal un-voted debt limit is approximately \$302,931,517 with \$295,780,625 still available. The legal voted debt limit (with 3/5 vote) is approximately \$504,885,861 with \$497,734,969 still available.

For Year Ending December 31, 2019

Total Assessed Property Valuation	\$	20,195,434
Limited Tax General Obligation Debt Capacity (non-voted)		
Legal Limit of 1.5% of the Assessed Valuation	\$	302,932
Less: Net Debt Applicable to Limit		(7,151)
Add: Available Assets		-
Remaining Debt Capacity (non-voted)	<u>\$</u>	<u>295,781</u>
Limited Tax General Obligation Debt Capacity (voted and non-voted)		
Legal Limit of 2.5% of the Assessed Valuation	\$	504,886
Less: Net Debt Applicable to Limit		(7,151)
Add: Available Assets		-
Remaining Debt Capacity (voted and non-voted)	<u>\$</u>	<u>497,735</u>

Long-range Financial Plans

Benton County looks at long-range financial plans extending beyond the 2-year budget. We take a forward-looking view to assist with financial forecasting and strategies and to assist in maintaining the long-term stability of the operating budget. Below are listed financial plans and long-range outlooks that are considered in current and future budget planning.

Financial Software Upgrade - County wide

Benton County's current financial system is over 20 years old. Benton County will be upgrading the County Wide Financial software over a 5 year implementation period. This is a very large project and the conversion touches all departments and funds within the County. Numerous modules may be implemented over the 5-year period such as Financials/General Ledgers, Budgeting, Accounts Receivable, Accounts Payable, Payroll, Contract Management, Capital Assets, Human Resources, Inventory, and Purchasing.

Behavioral Health Recovery Center

There is a serious need for a behavioral health treatment center in the Benton County and the region. Benton County in collaboration with the Kennewick Public Hospital District, is requesting funding for the acquisition and conversion of the Trios Auburn Street building into a behavioral health recovery center. The Center will provide a full continuum of behavioral health services for individuals with multiple points of entry. A feasibility study is complete. Once completed, the facility will either be self-sustaining or require substantially less public or private operational support compared to a new publicly or privately owned facility.

Purchasing Department

A Purchasing Department was added in January 2021. The current plan is to bring the 3 current Contract/procurement staff together as one unit. A centralized purchasing department is the most cost-effective means to facilitate complex processes and will reduce redundancy, centralize contracts, increase collaboration on purchases and consolidate needs to get better bulk pricing.

Juvenile Operations & Facility

Juvenile is currently a Bi-County Department. The Department provides services to both Benton County and Franklin County citizens through a bi-county agreement. The County will be investigating transitioning to a Benton County department (no longer Bi-County). Options to be considered are for the Benton County Juvenile to continue to provide services to Franklin County citizens through a new memorandum of understanding (MOU). The long term feasibility and financial impacts are being considered to ensure that Benton County funds are not used to subsidize Franklin County services. In 2020, Benton County followed this same path with the Human Services department.

The Juvenile Facility is in need to capital improvements. Benton County has received \$750,000 in State funding to begin the process of replacing or upgrading. The challenge of a Bi-County improvement with Franklin County, is Franklin County does not have available capital funds to assist with the improvements. Thus, Juvenile Capital Improvements will be affected by the speed and success of making Juvenile a Benton County only department (see previous paragraph).

Long-range Financial Plans- continued

Agreements with Local Cities and Counties

Benton County presently provides services to the Cities in our area (City of Kennewick, Richland, West Richland, and Prosser) and well as our neighbor, Franklin County through memorandums of understandings (MOU's). Current services being provided to the Cities and/or Franklin County are in the areas of District Court, Office of Public Defense, Superior Court, Jail Custody, and Adult and Juvenile Drug Courts. Many of the MOU's originated years ago when Benton County, the Cities, and Franklin County were all smaller entities. The MOU's allowed for Benton County to provide the services with the Cities or Franklin County reimbursing their individual portion of usage. The agreements allowed for economies of scale in staff and well as efficiencies of combining forces. As our area has continued to grow over the years, this may no longer be the case. The MOU's will be looked at from a long-range view to see if they continue to provide the most cost effective and economical way for Benton County to provide services. Additionally, the programs will be analyzed over the next number of years to review that Benton County funds are not being used to subsidize the other entities services. The system must fairly allocate costs to all entities in the MOU's, and should continue to be a cost effective way for use of Benton County funds. In 2021-2022 Benton County will begin with the review of the Office of Public Defense services provided by MOU to the local Cities, followed by District Court and Superior Court in the future..

Discretionary Services

The primary services in the County center around Law & Justice. Benton County provides discretionary services that are not required by RCW that may need to be reviewed and re-evaluated in the long-term range if funding becomes unavailable. Discretionary service examples that the County currently provides are Licensing, Parks, Fairgrounds and Animal Control.

Defend Against Unfunded Mandates

Unfunded Mandates continue to be pushed down from the State of Washington onto the County. Benton County, an agent of the State, provides many local services on behalf of the State, including the criminal justice system, elections, and property tax assessment and collection. The State controls the taxing authority of the County and mandates the services the County is required to provide. Some of the mandated services are not funded by the State and they continue to pass additional services to the County level. The continued trend of the State shifting its responsibility to provide services to the County, without providing adequate funding for those services, will result in difficult budget decisions in upcoming budget cycles. Benton County is actively working with our partners such as Washington State Association of Counties (WSAC) to receive reimbursement from the state that it is entitled to. The latest unfunded mandate is 2SSB 5604, the Uniform Guardianship Act which Benton County is actively participating with WSAC during 2021 to obtain reimbursement.

BUDGET ORDINANCES

RESOLUTION 2020 896

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

**IN THE MATTER OF THE BOARD OF BENTON COUNTY COMMISSIONERS
CERTIFYING THE CURRENT EXPENSE LEVY FOR 2021 COLLECTION**

WHEREAS, the Board of Benton County Commissioners has properly given notice of the public hearing held November 24, 2020 to consider Benton County's 2021 property tax levy for the Current Expense budget pursuant to RCW 36.40 et. seq. and RCW 84.55.120; and,

WHEREAS, the Board of Benton County Commissioners, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that Benton County's Current Expense fund for 2021 – 2022 requires sustainability in property tax revenue from the previous year, in addition to that resulting from the addition of new construction, improvements to property, newly constructed wind turbines, and any increase in the value of state assessed property, and any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of Benton County's Current Expense fund for 2021 - 2022; and,

WHEREAS, the rate of inflation based on the percentage of change in the Implicit Price Deflator (IPD), as defined in RCW 84.55.005(1), published in the Bureau of Economic Analysis' September 2020 *Survey of Current Business* is .602%; and,

WHEREAS, under RCW 84.55.005(2)(c), the limit factor for a taxing district with a population of 10,000 or over is the lesser of 101% or 100% plus inflation; and,

WHEREAS, the Board of Benton County Commissioners has determined, that to provide funding adequate funding for general operations and maintenance expenses in the years 2021 and thereafter, there is a substantial need for the establishment of a limit factor of 101% for 2021 to ensure sustainable funding in future years and to levy necessary property taxes for 2021; and,

WHEREAS, the previous year Current Expense highest lawful levy was \$25,225,894.90; and,

WHEREAS, the previous year Current Expense levy base was \$24,217,507.53, which is the previous years actual levy of \$24,217,507.53 less administrative refund of \$0.00; **NOW THEREFORE**,

BE IT RESOLVED, the Board of Benton County Commissioners has determined that the property tax regular levy shall not be decreased and that an increase in the levy base of the 2021 regular property tax levy in the amount of \$0.00 (which includes a State mandated \$0.025/\$1,000 for mental health and \$0.0113/\$1,000 for veterans' assistance), is appropriate and authorized for the 2021 Current Expense levy, and that this is a percentage increase of 0.00% from the previous year; and,


BE IT FURTHER RESOLVED, the Board of Benton County Commissioners has decided to bank the 1.00% to help ensure adequate funding is available in future years; and,

BE IT FURTHER RESOLVED, that the above described increase is exclusive of additional revenues resulting from the County administrative refund levies for 2021; and,

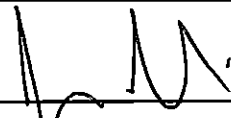
BE IT FURTHER RESOLVED, that the above described increase is exclusive of additional revenues resulting from new construction, improvements to property, newly constructed wind turbines, and any increase in the value of state assessed property, and any annexations that have occurred and refunds made; and,

BE IT FURTHER RESOLVED, the Clerk is hereby directed to certify a copy of this resolution and forward the same to the Benton County Assessor so that the levies set herein can be extended upon the assessment roll of the County in the manner and at the time set forth by law.


Dated this 24 day of November, 2020.



Chairman of the Board



Chairman Pro Tem



Member

Constituting the Board of County
Commissioners of Benton County,
Washington

Attest: 
Clerk of the Board

RESOLUTION 2020 897

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF THE BOARD OF BENTON COUNTY COMMISSIONERS CERTIFYING THE COUNTY ROAD LEVY FOR 2021 COLLECTION

WHEREAS, the Board of Benton County Commissioners has properly given notice of the public hearing held November 24, 2020 to consider Benton County's 2021 property tax levy for the County Road budget pursuant to RCW 36.40 et. seq. and RCW 84.55.120; and,

WHEREAS, the Board of Benton County Commissioners, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that Benton County's Road fund for 2021 - 2022 requires sustainability in property tax revenue from the previous year, in addition to that resulting from the addition of new construction, improvements to property, newly constructed wind turbines, and any increase in the value of state assessed property, and any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of Benton County's Road fund for 2021 - 2022; and,

WHEREAS, the rate of inflation based on the percentage of change in the Implicit Price Deflator (IPD), as defined in RCW 84.55.005(1), published in the Bureau of Economic Analysis' September 2020 *Survey of Current Business* is .602%; and,

WHEREAS, under RCW 84.55.005(2)(c), the limit factor for a taxing district with a population of 10,000 or over is the lesser of 101% or 100% plus inflation; and,

WHEREAS, the Board of Benton County Commissioners has determined, that to provide adequate funding for the road projects expected in years 2021 and thereafter, there is a substantial need for the establishment of a limit factor of 101% for 2021 to ensure sustainable funding in future years and to levy necessary property taxes for 2021; and,

WHEREAS, the previous year County Road highest lawful levy was \$7,788,620.67; and,

WHEREAS, the previous year County Road levy base of \$6,820,493.77 which is the previous years actual levy of \$6,825,514.01 less administrative refund of \$5,020.24; **NOW THEREFORE**,

BE IT RESOLVED, the Board of Benton County Commissioners has determined that the property tax road levy shall not be decreased and that an increase in the levy base of the 2021 road property tax levy in the amount of \$0.00, is appropriate and authorized for the 2021 County Road levy, and that this is a percentage increase of 0.00% from the previous year; and,


BE IT FURTHER RESOLVED, the Board of Benton County Commissioners has decided to bank the 1.00% to help ensure adequate funding is available in future years; and,

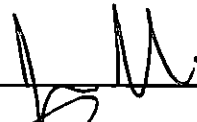
BE IT FURTHER RESOLVED, that the above described \$0 increase is exclusive of additional revenues resulting from the County administrative refund levies for 2021; and,

BE IT FURTHER RESOLVED, that the above described \$0 increase is exclusive of additional revenues resulting from new construction, improvements to property, newly constructed wind turbines, and any increase in the value of state assessed property, and any annexations that have occurred and refunds made; and,

BE IT FURTHER RESOLVED, the Clerk is hereby directed to certify a copy of this resolution and forward the same to the Benton County Assessor so that the levies set herein can be extended upon the assessment roll of the County in the manner and at the time set forth by law.

Dated this 24 day of November, 2020.


Chairman of the Board


Chairman Pro Tem


Member

Attest: 
Clerk of the Board

Constituting the Board of County
Commissioners of Benton County,
Washington

RESOLUTION 2020 898

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF THE BOARD OF BENTON COUNTY COMMISSIONERS MAKING A DECLARATION OF SUBSTANTIAL NEED OR PURPOSES OF SETTING THE LIMIT FACTOR FOR THE REGULAR PROPERTY TAX LEVY FOR 2021

WHEREAS, RCW 84.55.010 provides that a taxing jurisdiction may levy taxes in an amount no more than the limit factor multiplied by the highest levy of the most recent three years plus additional amounts resulting from new construction and improvements to property, newly constructed wind turbines, and any increase in the value of state-assessed utility property; and

WHEREAS, under RCW 84.55.005(2)(c), the limit factor for a taxing district with a population of 10,000 or over is the lesser of 101% or 100% plus inflation; and,

WHEREAS, RCW 84.55.005(1) defines “inflation” as the percentage of change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent 12-month period by the Bureau of Economic Analysis of the Federal Department of Commerce in September of the year before taxes are payable; and


WHEREAS, “inflation” for September is .602 percent and the limit factor is 100.602 percent, meaning the maximum amount of property taxes Benton County could levy in 2020 for collection in 2021 would, absent a finding of substantial need, decrease except for the amount resulting from new construction and improvements to property, newly constructed wind turbines, and any increase in the value of state-assessed utility property; and


WHEREAS, regardless of extremely low or negative inflation, RCW 84.55.0101 provides for use of a limit factor of up to 101 percent with a finding of substantial need by two out of three County Commissioners; and

WHEREAS, in consideration that department requests were not approved and making further cuts difficult and the need to provide adequate funding for general maintenance and operation expenses, the Board of Benton County Commissioners determined a finding of substantial need; and

BE IT RESOLVED, the Board of Benton County Commissioners finds substantial need under RCW 84.55.0101, and the limit factor shall be set at 101 percent for the regular property tax levy for 2021.

Dated this 24 day of November, 2020


Chairman of the Board


Chairman Pro Tem


Member

Constituting the Board of County
Commissioners of Benton County,
Washington

Attest: 
Clerk of the Board

RESOLUTION 2020 899

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF CERTIFYING BUDGETED TAXES FOR COLLECTION IN THE YEAR 2021 FOR BENTON COUNTY

WHEREAS, the Board of Benton County Commissioners has properly given notice of the public hearing held November 24, 2020 to consider Benton County's 2021 property tax levy pursuant to RCW 36.40 et. seq. and RCW 84.55.120; **NOW THEREFORE**,




BE IT RESOLVED, pursuant to RCW 84.52.070, the Board of Benton County Commissioners hereby certifies the following estimated levy amounts for Benton County for 2021 collection as estimated in the County's budget, which will be adopted following a public hearing scheduled to be held on November 24, 2020:

Current Expense*	\$24,995,223.00
Including: Mental Health	\$ 591,067.99
Veteran's Assistance	\$ 267,162.73
County Road	\$ 6,980,063.00
Including: Diverted Road	\$ 589,340.05
Administrative Refunds:	
Current Expense	\$ 48,414.16
County Road	\$ 0
Veterans' Assistance	\$ 476.73
Mental Health	\$ 1,054.60

BE IT FURTHER RESOLVED, the actual levy amounts should be as requested and allowed by Resolutions 2020-896 and 2020-897.

*Note: The collections for Mental Health is to be collected at \$0.025/\$1,000 of assessed value and Veterans' Assistance is to be collected at \$0.0113/\$1,000 of assessed value.

Dated this 24... day of November, 2020.

	Chairman of the Board
	Chairman Pro Tem
	Member

Attest: 
Clerk of the Board

Constituting the Board of County
Commissioners of Benton County,
Washington

RESOLUTION 2020 900

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF ADOPTING THE FINAL 2021 - 2022 BENTON COUNTY BUDGETS

WHEREAS, after notice given pursuant to RCW 36.40 et. seq. the public hearing on the 2021 - 2022 budgets was held on November 24, 2020 for the purpose of fixing the final budgets; **NOW THEREFORE**,

BE IT RESOLVED, the 2021 – 2022 Benton County budgets are adopted by the Board of Benton County Commissioners at the following levels:

- Depreciation, amortization, other decreases in fund resources and transfers-out (0000's) – category level within each department.
- Salary (1000's) – category level within each department, however, line item transfers to or from overtime, temporary help, and holiday pay will need Board approval.
- Benefits (2000's) – category level within each department, however, employee payroll benefits for social security, retirement, paid family medical leave, and medical insurance cannot be used for employee benefits such as uniforms & accessories (2105), and uniform laundry (2106) without Board approval.
- Supplies (3000's) – category level within each department.
- Services and pass-through payments (4000's) – category level within each department.
- Capital outlays (6000's) – category level within each department.
- Debt service principal and debt service interest and issuance costs (7000s and 8000s) - category level within each department.
- Interfund payments (9000's) – line item level within each department with the exception of the County Road Fund (0101101) which is at the object code level.

BE IT FURTHER RESOLVED, line item transfers from other categories, that are meant to create a new position in Salary (1000's) and/or Benefits (2000's), are to be brought before the Board of Commissioners under scheduled business for review and approval; and

BE IT FURTHER RESOLVED, line item transfers between categories within each department will need Board approval with the exception of line item transfers between Supplies (3000's) and Services (4000's) will not need Board approval, excluding line items listed below, which will need Board approval:

- Line item transfers for Supplies (3000's) for:
 - 3508 Computer replacement
 - 3507 Non-replacement computers
 - 3503 Computer software
- Line item transfers for Services (4000's) for line items assessed by other intergovernmental type services for:
 - 4724 Bi-Pin
 - 4728 Secomm
 - 4727 EDC 800 Mhz User Fees
 - 4733 800 MHZ System Upgrades

BE IT FURTHER RESOLVED, line item transfers to an Interfund payment (9000's) line item from a Supplies (3000's) or Services (4000's) line item within each department will not need Board approval, excluding transfers from the line items listed below which will need Board approval:

- Line item transfers for Supplies (3000's) for:
 - 3508 Computer replacement
 - 3507 Non-replacement computers
 - 3503 Computer software
- Line item transfers for Services (4000's) for line items assessed by other intergovernmental type services for;
 - 4724 Bi-Pin
 - 4728 Secomm
 - 4727 EDC 800 Mhz User Fees
 - 4733 800 MHZ System Upgrades

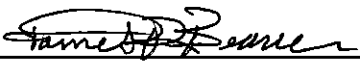
BE IT FURTHER RESOLVED, Benton County will reduce wages & benefits for 21 positions in the Corrections Department beginning January 1, 2021. The appropriated Benton County budget in the amount of \$3,669,438 is transferred from Current Expense, Department 120 Corrections, to Department 115 Non-Departmental at the execution of the 2021-2022 budget; and

BE IT FURTHER RESOLVED, each department is required to account for expenditures and revenues within the prescribed BARS-assigned account numbers as detailed by each departmental budget; and

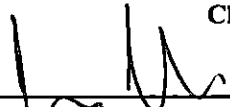
BE IT FURTHER RESOLVED per the detailed attachments to this resolution, the Benton County budgets for 2021 - 2022 are hereby adopted:

Total Current Expense Revenues	\$142,287,932
Total Current Expense Expenditures	\$142,293,541
To Balance	\$ 5,609
Total Road Fund Revenues	\$ 33,577,421
Total Road Fund Expenditures	\$ 37,839,862
To Balance	\$ 4,262,441
Total Other Funds Revenues	\$108,832,265
Total Other Funds Expenditures	\$181,323,359
To Balance	\$ 72,491,094
Total Revenues	\$284,697,618
Total Expenditures	\$361,456,762
To Balance	\$ 76,759,144

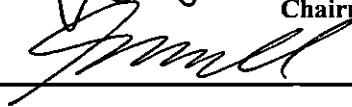
Dated this 24 day of November, 2020



 Chairman of the Board



 Chairman Pro-Tem



 Member

Attest: Camie M. Eppie
 Clerk of the Board

Constituting the Board of County
 Commissioners of Benton County,
 Washington

GENERAL FUND DEPARTMENTS

WASHINGTON

Following is General Fund department statistical and service specific information. Detailed paragraphs list descriptions of the department, mission, key issues, performance measurers, and services provided. Also included is a history of the department's full-time equivalents (FTE's), the organizational chart, revenue and expenditure trends, and funding adjustments for the 2021-2022 budget. The General Fund departments are segregated into six different sub-sections; these sub-sections conform to Benton County's Monthly Financial Report updated by the Auditor's Office.

General Government

County Assessor	Superior Court
County Auditor	Juvenile Justice & Adult Drug Court
Board of Equalization	County Treasurer
County Clerk	Human Resources
County Commissioners	Geographical Information System (GIS)
District Court	Office of Public Defense (OPD)
Law Enforcement Officer Fire Fighters 1 (LEOFF 1)	Facilities
Prosecuting Attorney	Non-Departmental General Government

Public Safety

Civil Service	County Sheriff - Patrol
County Sheriff - Administration	County Sheriff - Traffic Control
County Sheriff - Communications and Records	Non-Departmental Public Safety
Corrections	

Natural & Economic Environment

Animal Control	Planning
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Social Services

County Coroner	TB Hospital
Non-Departmental Social Services	

Culture & Recreation

WSU Extension	Park Department
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Capital Outlay & Operating Transfers

Capital Outlay	Operating Transfers
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Performance Measures

As our Mission states, Benton County is committed to providing services that are efficient, of high quality, accessible to all, and delivered in a timely fashion. The County Goals are comprised of five initiatives developed to set the direction for Departments in following the County's Mission and providing quality in our daily activities.

Initiative 1: Service Delivery - Provide a valuable and high quality service.

Initiative 2: Procedure Management - Workflow Analysis - Analyze existing and new processes for effectiveness, efficiency of resources and reduction of waste.

Initiative 3: Quality Control - Track progress of Benton County development and use the information to make educated future decisions.

Initiative 4: Personnel Resource Management - Develop and maintain a knowledgeable, productive, and committed organization.

Initiative 5: Long-Term Financial Planning - provide sound fiscal long-term planning.

The **Initiatives** refer to the County goals and provide direction to the Departments in achieving the mission of Benton County. **Department Goals** state objectives required in order to fulfill the mission. The **Objectives** specify measurable conditions that can be reached within an achievable time frame. The **Measures** permit the reader to determine the accomplishments through delivery of services, products, or procedures. The four types of measures are: input measures, output measures, efficiency measures, and outcome measures.

Input Measures: Represent the resources available to provide services, the level of service, or number of activities or items the department is expected to service.

Output Measures: Represent work or activities undertaken in providing the service.

Efficiency Measures: Convey the cost-effectiveness of a service or program.

Outcome Measures: Reports the quality of service being given and provides program results in a numeric format such as the timeliness and effectiveness of programs.

The **Action Steps** emphasize department short-term projects and long-term projects and are used as the method of fulfilling the goals.

Benton County is emulating to use performance measures to allocate funding to Departments in the future.

GENERAL GOVERNMENT

County Assessor

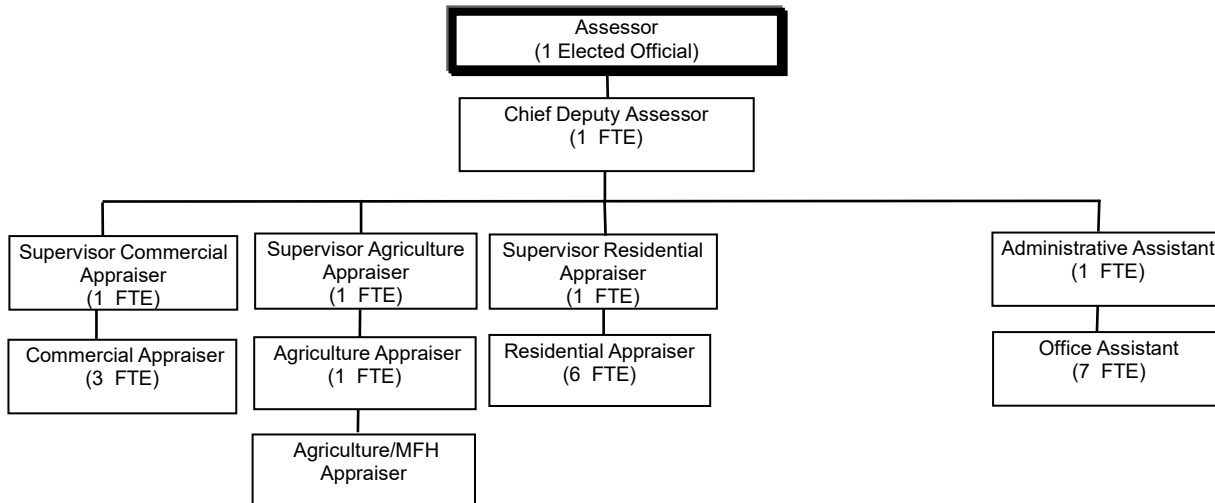
The Benton County Assessor's Office is responsible for determining the value of all taxable real and personal property in the County, set on a foundation that those determinations are fair and understandable. This is done in accordance with Washington State law, which requires that all properties are assessed at 100% of fair market value. In addition, the Assessor's Office manages accessible property information, provides timely and accurate assessments for tax purposes, and maintains a detailed parcel map of all parcels within the County.

The Assessor's Office annually updates all properties according to market sales, while continuing to do physical inspections of every property on a 6-year cycle that is established in concordance with the Department of Revenue. Additionally, the Assessor's Office inspects all new construction within the County.

The County Assessor is also tasked with the calculation of the property tax levies necessary in raising revenues for government services, as well as administering a variety of tax exemptions and deferrals, including programs for low income senior citizens and disabled residents of the County.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

Our mission is to provide a property tax system set on a foundation that is fair and understandable while maintaining accessible and accurate property information.

Key Issues

We are challenged to accommodate the continued growth of Benton County. The Assessor's office has added \$549,813,110 in new construction in 2019 and \$917,615,580 the past two years to the tax rolls. We are using methods and technology that help us do more with less. We are continually aware of the growing need to be not only accurate, but efficient.

This last budget cycle we were able to upgrade our mobile inspection and sales analysis system which has made it possible for the appraisal staff to perform most of their duties in the field, become more efficient and accurate while reducing errors.

The result of COVID on the Assessor's office has had both positive and negative effects. While initially slowing our work pace and decreasing our accessibility to the public, the Assessor's office has shifted its operations to become more mobile, improve communication and innovate work flow.

Temporary Slow Down: Initial requirements to stay home decreased staff productivity. The workload remained, but The time to complete The work decreased. At this point The Assessor's office did not have The means to accommodate telework which impacted our efforts in Appraisals, ownership transfers, personal property.

Inaccessible to Public: The Assessor's office is a public facing entity. Because of COVID, our doors have remained close, apart from a brief window where appointments could be accepted. This presents challenges both for employees who educate our customers and for customers who may not be technically savvy.

The full ramifications of the effects of COVID on the Assessor's office is yet to be seen. Some positive points have resulted from the pandemic.

Greater Work Mobility: Working with IT, the Assessor leadership team procured laptops to loan employees, allowing them to work from home on an as needed basis. As a result, we are now prepared to carry on our work, no matter the operating status or circumstance.

Increased Communication: Leadership began holding regular meetings with employees, under COVID guidelines to provide updates, offer encouragement and support, given the mental, emotional strains caused by the pandemic.

Innovation: The Clerical team cross-trained all staff on the various functions, then combined efforts to tackle the workload caused by the delays. They have emerged more highly trained and capable, working with greater efficiency.

Key Issues continued

Assessor	2013 - 2014 Actual	2015 - 2016 Actual	2017-2018 Actual	2019-2020 Budget	2021-2022 Budget	Change	Percent Change
Positions/FTE	25.50	25.50	25.00	24.00	24.00	0.00	0.0%
Taxes	\$ 39,309,651	\$ 41,113,327	\$ 43,875,688	\$ 46,145,044	\$ 48,958,188	\$ 2,813,144	6.1%
Charges & Fees	-	-	-	-	-	-	0.0%
TOTAL REVENUES	\$ 39,309,651	\$ 41,113,327	\$ 43,875,688	\$ 46,145,044	\$ 48,958,188	\$ 2,813,144	6.1%
Personnel-Benefits	\$ 3,493,280	\$ 3,361,921	\$ 3,520,025	\$ 3,856,986	\$ 4,095,423	\$ 238,437	6.2%
Supplies-Services	857,411	791,733	208,971	116,694	156,694	40,000	34.3%
Interfund Chgs (1)	-	-	700,986	990,037	1,030,573	40,536	4.1%
TOTAL EXPENDITURES	\$ 4,350,691	\$ 4,153,654	\$ 4,429,982	\$ 4,963,717	\$ 5,282,690	\$ 318,973	6.4%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017

Funding Adjustments for the 2021-2022 Budget

Taxes revenue increase over the previous budget are due to tax generated by higher than anticipated new construction numbers and increased valuations.

Personnel expenditures reflect actual grades and steps of incumbent in addition to insurance and retirement costs.

Supplies & Services increase \$40,000 for postage.

The increase in Interfund charges encompasses numerous small increases in Insurance Management, IT Computer Replacement and Workers Compensation assessments.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1:

Increase efficiency and accuracy in the production of assessments for ad valorem taxes.

Objective 1a Increase production as well as parcels per appraiser.

Objective 1b Maintain a level of assessment ratio of 90% or greater for overall county property.

Objective 1c Maintain a level of assessment ratio of 90% or greater for residential and non-residential property.

Objective 1d Maintain a uniformity of assessment within Benton County with residential and non-residential property assessed within 5% of county median.

Performance Measures continued

MEASURES:

	Objective	2017-2018 Actuals	2019-2020 Projected	2021-2022 Projected
Input/Activity:				
County parcel count	1a	76,700	81,748	84,564
Staff level (FTE)	1a	26	24	24
Appraisers	1a	12	11	11
Output:				
Parcels per appraiser	1a	6,392	6,034	7,688
Efficiency:				
Assessed value against market value ratio	1b	93.6%	87.9%	88.5%
Level of Assessment				
Overall County ratio 0.90 to 1.10	1b	yes	no	no
Residential ratio 0.90 to 1.10	1c	yes	no	yes
Non residential ratio 0.90 to 1.10	1c	yes	no	no
Increase in parcels per appraiser	1a	-5.59%	-5.93%	21.51%
Outcome Target/Trends				
Uniformity of Assessment				
Property within 5% of county median				
Residential	1d	yes	yes	yes
Nonresidential	1d	yes	yes	yes

2021 - 2022 ACTION STEPS

Department Goal 1

- > An annual County parcel count of 73,000 real property parcels. Approximately 12,000 per year physically inspected, with the remainder reviewed yearly for potential change in value. These values are the driving force in establishing the countywide tax base for taxing districts.
- > Our performance is measured by the Department of Revenue. This is done by a yearly ratio that is assigned to every County. The ratio measures our assigned assessed values, against market values. We strive to maintain our ratio at 90% or greater.
- > The IAAO standard states that median ratio for all assessments in a jurisdiction (the overall level of assessment) should be between 0.90 and 1.10. We strive to meet this goal in 2021-2022.
- > A revaluation of all personal property to establish the tax base.
- > Appraise and add all real and personal property new construction valuations to the tax base.
- > Preserve and provide accurate property ownership, parcel database and cadastral mapping for all property.

Services

Assessor's Database Management

Retain accurate property ownership/taxpayer, parcel inventory data, taxing district boundary definitions, land use definition, assessed valuation data, and mapping for all properties and accounts.

New Construction Valuation

Inspects and determines value of new construction.

Personal Property Valuation

Businesses must report their equipment and asset listings annually. These are valued at 100% assessed value to market value.

Public Assistance

Provide information, education, and assistance to public inquiries by phone and at our physical office. Daily updates of record changes assist our website to be current for our website users.

Real Property Revaluation

Physically inspect and statistically revalues real property parcels on an annual basis, to maintain a 100% assessed value to market value relationship.

Tax Roll Processing

Process assessment roll to certification as a Property Tax receivable collection roll for the Treasurer's billing, collection and distribution. Report and audit verification are required by statute, and accurate calculations and distributions must be provided.

Valuation Defense

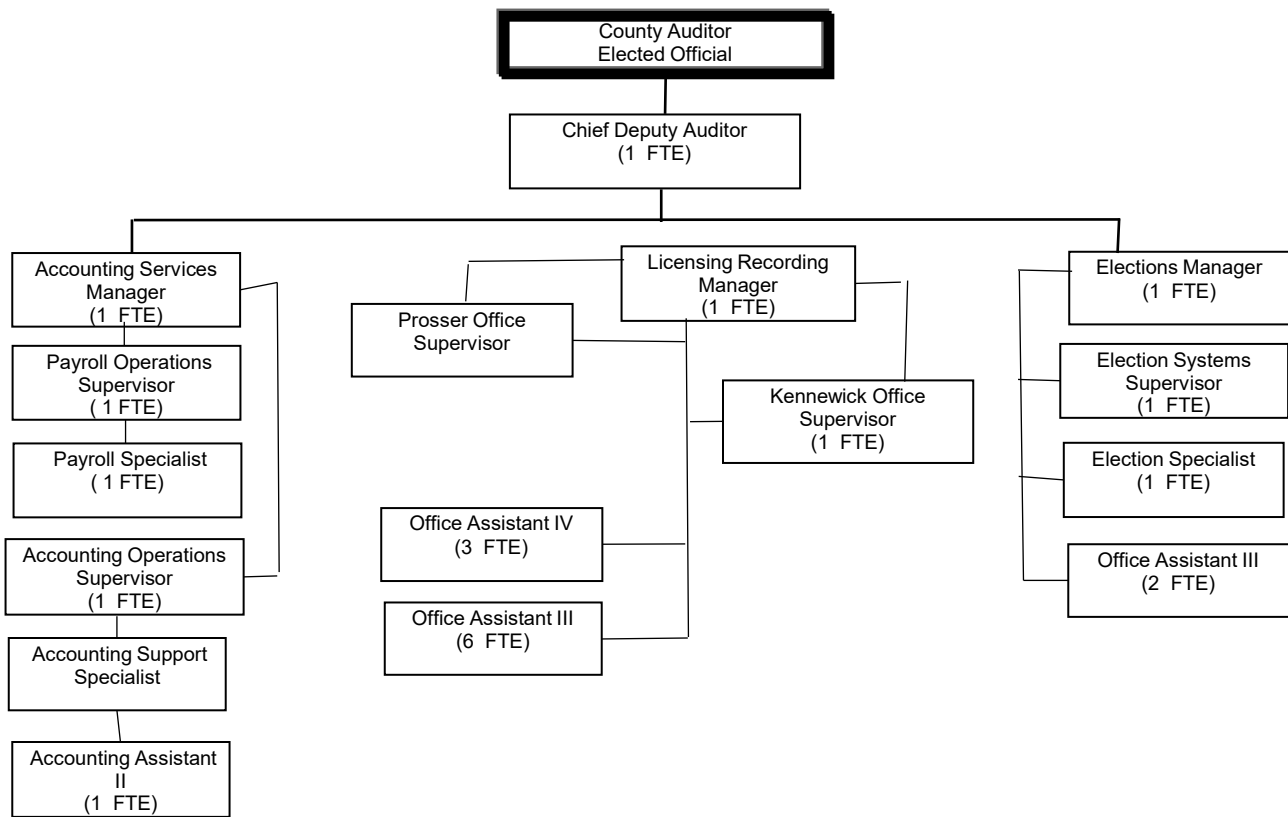
Answers to valuation and procedures before a distinct and separate administrative appeals mechanism.

County Auditor

The Benton County Auditor's office is responsible for administration of the recording, financial services, vehicle titling and licensing, and election departments. The Auditor also serves as the ex-officio supervisor of elections. The primary functions of these diverse divisions are the recording and preservation of all public records, integrated accounting services for Benton County, to conduct all elections for the County in accordance with state law, and the issuance of vehicle and vessel licenses for the County. The Elections department is funded from a separate fund with 6 full time employees.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

The Benton County Auditor's Office is committed to excellence in public service, fiscal responsibility, easy access to information, and efficient operations in its key services of elections, licensing, recording and financial services.

Key Issues

The Auditor's Office will be undertaking a major initiative affecting the Accounting Division. It is anticipated that the County's 20 year financial and accounting system, EDEN, will be retired during the 21-22 budget cycle. Retirement includes replacing the system with a modernized enterprise system.

The COVID pandemic has had significant impact on operations in the Auditor's Offices. Both offices are currently closed to the public and manage essential services by appointment only, primarily for the Recording Division. Most vehicle licensing matters are being handled by the County's licensing subagencies. The Accounting Division works in an isolated area, with adequate room for social distancing. The Election Division has and will continue to have the greatest challenges. We were fortunate to receive CARES grant funding which allowed for leasing of additional spaces to process ballots and provide voter services, while maintaining the highest level of safety for both our staff and the public. We anticipate at least one Spring Election which will continue to provide challenges.

Auditor	2013 - 2014	2015 - 2016	2017-2018	2019-2020	2021-2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	16.50	16.50	16.50	16.50	16.50	0.00	0.0%
Licenses & Permits	\$ 22,264	\$ 21,472	\$ 22,577	\$ 22,000	\$ 25,000	\$ 3,000	13.6%
Intergovernmental	-	-	-	-	30,000	30,000	100.0%
Charges & Fees	2,728,355	2,996,949	3,057,243	3,138,450	4,360,000	1,221,550	38.9%
Miscellaneous Revenue	-	-	1,111	-	1,000	1,000	100.0%
TOTAL REVENUES	\$ 2,750,619	\$ 3,018,421	\$ 3,080,931	\$ 3,160,450	\$ 4,416,000	\$ 1,255,550	39.7%
Personnel & Benefits	\$ 2,405,345	\$ 2,640,976	\$ 2,828,863	\$ 2,923,683	\$ 3,178,921	\$ 255,238	8.7%
Supplies & Services	751,086	1,016,380	169,995	212,796	165,800	(46,996)	(22.1%)
Interfund Charges (1)	-	-	822,700	855,593	901,708	46,115	5.4%
TOTAL EXPENDITURES	\$ 3,156,431	\$ 3,657,356	\$ 3,821,558	\$ 3,992,072	\$ 4,246,429	\$ 254,357	6.4%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.

Interfund Charges moved back from Supplies and Services in 2017

Funding Adjustments for the 2021-2022 Budget

An increase in Marriage Licenses is anticipated.

Intergovernmental revenue is for the ACAC Grant (Assessible Community Advisory Committee).

Charges and Fees increase are from Motor Vehicle License Fees. The fee retained by the County is increased by the State.

Personnel expenditures reflect actual grades and steps of incumbent in addition to insurance and retirement costs. In 2019-2020, the Office reorganized to reflect revised responsibilities.

Funding Adjustments for the 2021-2022 Budget continued

Supplies & Services decreased due to the Richland Office closing in 2019 and the elimination of the Office Rent & utilities for the location.

Interfund charges increased in IT Administration & Computer Replacement Assessments.

Performance Measures

Initiative 1: Service Delivery

- Department Goal 1:** Keep the public and management informed of the County's financial status.
- Objective 1 Prepare the Comprehensive Annual Financial Report (CAFR) within 180 days after fiscal year end.
- Department Goal 2:** Provide quality service to employees, vendors, and the public.
- Objective 2a Accurately prepare payrolls as scheduled by County Policy.
- Objective 2b Timely processing of accounts payable voucher runs.
- Objective 2c Record and scan documents the same day received.
- Objective 2d Licensing mail processed same day received.
- Department Goal 3:** Safeguard the County's assets.
- Objective 3 Maintain the County's bond rating from major rating agencies.

Initiative 2: Procedure Management - Workflow Analysis

- Department Goal 4:** Maintain and pay over 700 employees and 8,000 vendors annually.
- Objective 4 Timely processing of payroll and vouchers.
- Department Goal 5:** Preserve County historical documents.
- Objective 5 Upload images to our present recording system of recorded documents for 1985 to 1997 (converted from film).

MEASURES:

Input/Activity:	2017 - 2018 2019 - 2020 2021 - 2022			
	Objective	Actual	Projected	Projected
Registered Voters - Active		110,281	112,000	119,500
Output:				
CAFR prepared in 180 days	1, 3	Yes	Yes	Yes
County & District accounts payable vouchers	2b	58,541	40,000	41,000
Vendors (accounts payable) paid annually	2b	10,261	10,500	11,000
County & District payroll checks/direct deposits	2a	19,673	20,500	21,000
Employees maintained and paid annually	2a	842	950	900
Document recordings	2c	81,261	89,000	94,000
License transactions	2d	529,193	590,000	600,000
Efficiency:				
Increase/decrease account payable vouchers	2b	37.22%	-31.67%	2.50%
Increase/decrease payroll checks	2a	0.76%	4.20%	2.44%
Outcome Target/Trends				
Vendor checks per disbursement staff per year	2b	6,557	5,000	5,000
Payroll checks per payroll staff per year	2a	3,368	2,500	2,500
Record and scan documents day received	2c	Yes	Yes	Yes
Licensing mail processed day received	2d	Yes	Yes	Yes
Receive the Certificate of Excellence of Financial Reporting (CAFR)	1, 3	Yes	Yes	Yes
Award of Financial Reporting and Achievement	3	Yes	Yes	Yes

Performance Measures continued

2021-2022 ACTION STEPS

Department Goal 1

- > Update business continuity and emergency evacuation plans for all divisions.

Department Goal 2

- > Develop training interdepartment training programs for divisional services.
- > Retirement current financial system and migrate to a Countywide enterprise resource management system.
- > Implement software system to comply with GASB 87.
- > Explore and upgrade processes for CAFR preparation, including software options for government-wide statements.

Department Goal 3

- > Develop comprehensive voter outreach program for each election cycle.
- > Identify and accomplish committee project for the Accessible Communities Action Committee.

Department Goal 4

- > Commence and complete historical preservation of County's large format highway maps.
- > Transition to single field method for indexing of all historical records.
- > Explore and upgrade indexing methodology using LEAN standards to identify improvements.

Department Goal 5

- > Develop virtual training program to allow for adequate maintenance hours for vehicle representatives, considering COVID-19 restrictions.
- > Implement electronic check processing through pilot program developed by the Department of Licensing.

Services

Recording Department

Responsible for maintaining public records by recording, scanning, and indexing varied real property records such as Deeds and Deeds of Trust, recorded maps, Uniform Commercial Code (UCC) generated documents, Military Discharge papers, Powers of Attorney, and Liens. Also responsible for issuing marriage licenses.

Licensing Department

Responsible for renewing vehicle and vessel license tabs; processing title transfers; Issuing license plates and various permits for vehicles and vessels; and overseeing the local licensing subagent.

Election Department

Maintains voter registration database and conducts elections for all districts in Benton County. Specific functions include registering voters, filing candidates, designing, printing, and distributing ballots, administering the online voter guide, processing mail ballots, staffing and coordinating voting centers, tabulating ballots, reporting results, and certifying elections.

Financial Services Department

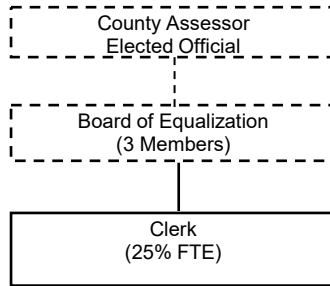
Responsible for handling the County's financial reporting, including the preparation of the Comprehensive Annual Financial Report (CAFR) and the preliminary budget. Also administers payroll and accounts payable for the County's various departments and agencies, and acts as the disbursing office for smaller taxing districts within the County.

Board of Equalization

The Board of Equalization deals with any issue relating to property taxation. Most frequently, the Board hears property tax appeals and complaints regarding an Assessor's determination of property value. The Board's responsibility is to ensure that all properties are valued at 100% of market value and that comparable properties are assessed at comparable values. The Board may either lower, raise, or sustain the land/building assessments. If a taxpayer is not satisfied with the Board's decision, the decision may be appealed to the Washington State Board of Tax Appeals.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

The Board of Equalization assists the County legislative authority in the administration of property tax. It provides an impartial citizen board to review the Assessor's actions by providing property owners the opportunity to have their assessed valuations reviewed on an individual basis, reviews taxpayer exemption removals and denials appealed on a individual basis, and boosts the citizens confidence in the fairness and integrity of the property tax system.

Key Issues

The decline of the economy can affect the Board of Equalizations appeals. If the market proves to have declined for the annual assessment, then we may realize a decline in appeals. If the market stays strong for the County despite the economic decline, as it has done a number of times in the past, we may realize an increase in appeals.

The parttime secretary position became vacant mid 2020 and remains unfilled, as the employee moved to a full-time position in the Commissioners' Department. With the fiscal uncertainties of COVID on the Current Expense budget, it is unclear when the vacant secretary position will be filled.

Board of Equalization	2014 Actual	2015 - 2016 Actual	2017-2018 Actual	2019-2020 Budget	2021-2022 Budget	Change	Percent Change
Positions/FTE	0.25	0.25	0.25	0.25	0.25	0.00	0.0%
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ 55,679	\$ 47,113	\$ 45,042	\$ 59,195	\$ 69,180	\$ 9,985	16.9%
Supplies & Services	19,931	11,348	6,263	12,403	12,403	-	0.0%
Interfund Charges (1)	-	-	4,521	8,566	3,974	(4,592)	(53.6%)
TOTAL EXPENDITURES	\$ 75,610	\$ 58,461	\$ 55,826	\$ 80,164	\$ 85,557	\$ 5,393	6.7%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017

Funding Adjustments for the 2021-2022 Budget

Interfund Charges decreased. In 2019-2020 we purchased Audio equipment for the hearing impaired for \$5,000.

Personnel Expenditures reflect an increase of \$2,400 for each of the three Director positions. The positions have not had an increase in the stipend in over 20 years.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: To maintain a uniform and equalizing of the taxation process, and to maintain an impartial assessment process, protect the due process of rights of taxpayers relative to assessments, appeals, and property taxation in general.

Objective 1 Provide a review of 100% of cases filed.

MEASURES:

	Objective	2017-2018 Actual	2019-2020 Projected	2021-2022 Projected
Input/Activity:				
Appeals Filed	1	310	300	430
Output:				
Stipulated or Withdrawn	1	235	240	284
Sustained	1	65	45	139
Overtured	1	10	15	7
Pending	1	0	0	0
Efficiency:				
Cost per case filed	1	\$ 180.08	\$ 267.21	\$ 198.97
Outcome Target/Trends				
Complete 100% of cases filed	1	100%	100%	100%

Board year runs from July 15th thru July 15th of the following year.

2021-2022 ACTION STEPS

Department Goal 1

- > Maintain a uniform and equalizing of the taxation process.

Services

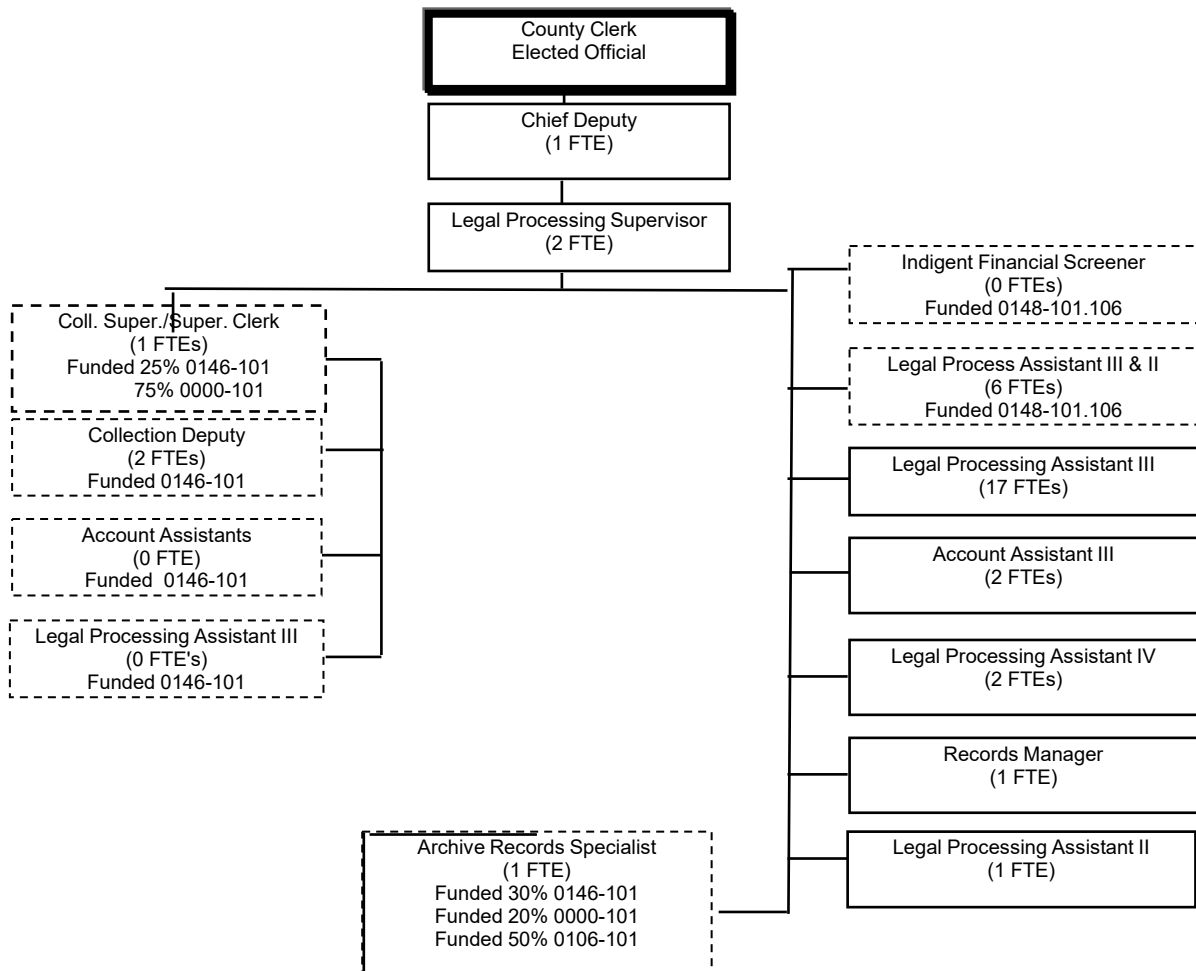
The Board of Equalization provides property owners an opportunity and the right to appeal their property taxes and to maintain the equalization of the taxation process.

County Clerk

The County Clerk is responsible for all court records and accounts. This office also provides family law facilitation services, domestic violence and anti-harassment protection orders.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

As the Judicial system continues to grow at an exponential rate, the responsibility of the Clerk's office to maintain accurate records and documents increases. Easy, comprehensive access is quickly becoming a necessity of life. It is the mission of the Benton County Clerk's office to provide the citizens of Benton County with the ability to obtain information and assistance in a professional environment. This mission can only be attained by increased accountability, remaining fiscally responsible and maintaining our focus on public service. This must be accomplished while maintaining the separation of powers between the Judicial and Executive branches.

Key Issues

Being essential during a pandemic has been challenging. For a 6 week period we had limited staff and limited hours that we were open to the public. When the Clerk's office fully opened, we were the only office in the building that was open during normal business hours. This created additional traffic for our office that was actually for District Court or the Prosecutors office. Keeping staff safe and healthy while continuing to serve the public and keep the public safe has been our main concern. We have been appearing in court, as is required by statute. We continue to maintain regular business hours and began accepting passport applications again. We have a mask requirement, installed plexiglass and keep sanitizing products in ample supply. We are trying to work through the process of starting jury trials, but that is more challenging than any other aspect.

In June of 2018 we implemented Odyssey, replacing a system that was utilized in the Clerk's office since the late 1970's. As with any change, the transition has been a difficult one. There are good things about a new program, but we are experiencing continued issues and failures with Odyssey. The system changed the way we do business. This means that all staff had to learn how to do their jobs all over again. Unfortunately the system is much slower than we had hoped. Things that we could do in seconds in the old system, now take 30 minutes or more. We are still working with AOC to address the issues that we continue to experience on a daily basis. I am hopeful that we will be able to utilize the full scope of the Odyssey program.

Clerk	2013 - 2014 Actual	2015 - 2016 Actual	2017-2018 Actual	2019-2020 Budget	2021-2022 Budget	Change	Percent Change
Positions/FTE	27.00	31.50	29.65	26.65	26.65	0.00	0.0%
Intergovernmental	\$ 627,343	\$ 630,035	\$ 835,329	\$ 845,276	\$ 787,000	\$ (58,276)	(6.9%)
Charges & Fees	1,636,563	1,234,409	1,538,018	1,329,162	1,656,812	327,650	24.7%
Fines & Forfeitures	1,866,358	1,646,743	963,256	1,030,640	443,800	(586,840)	(56.9%)
Miscellaneous Revenue	264,024	191,131	96,147	110,000	500	(109,500)	(99.5%)
TOTAL REVENUES	\$ 4,394,288	\$ 3,702,318	\$ 3,432,750	\$ 3,315,078	\$ 2,888,112	\$ (426,966)	(12.9%)
Personnel & Benefits	\$ 3,530,377	\$ 3,690,750	\$ 3,979,660	\$ 3,931,361	\$ 4,327,840	\$ 396,479	10.1%
Supplies & Services	813,323	883,568	356,158	478,266	478,266	-	0.0%
Interfund Charges (1)	-	-	531,478	552,411	507,747	(44,664)	(8.1%)
TOTAL EXPENDITURES	\$ 4,343,700	\$ 4,574,318	\$ 4,867,296	\$ 4,962,038	\$ 5,313,853	\$ 351,815	7.1%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017.

Funding Adjustments for the 2021-2022 Budget

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs. In 2019/2020, a COLA was not budgeted, yet approved after the budget passed and the CBA signed (which included retro pay). In 2021 a COLA is included as a CBA is signed.

The significant Revenue decrease began in 2015 due to the Legal Financial Obligation lawsuit and the budget continues to be effected by this lawsuit. Additionally, revenue decreases are projected in Intergovernmental revenues for Child Support Enforcement, and Superior Court Penalties and Crime Victim Penalty Assessments. Charges for Fees and Service is increased due to projected Superior Court Fees and Record Service and Passports. COVID will effect the projected revenue due to the Courts being impacted with social distancing and stay at home orders.

Interfund charges decreased due to a decrease in the IT Administrative Assessment.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: Improve customer service.

- Objective 1a Increase payments by credit cards via the web to provide an easier way to pay fines and accelerate the manner of getting the funds to victims and criminal justice funding.
- Objective 1b Improve public access to archival records.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Improve case management performance and improve clearance rates.

- Objective 2a Reduce the number of civil cases pending resolution over 24 months.
- Objective 2b Reduce the number of domestic relations cases pending over 18 months.
- Objective 2c Lower Court Appeal case tracking.

Initiative 4: Personnel Resources Management

Department Goal 3: Provide the necessary staff training.

- Objective 3 Make training available for employees that are specific to their classification.

MEASURES:

		2017-2018	2019-2020	2021-2022
	Objective	Actual	Projected	Projected
Input/Activity:				
Civil cases pending	2a	327	300	400
Domestic relation cases pending	2b	1,022	150	1,000
Lower Court Appeal cases pending	2c	29	10	30
Number of archival documents to be scanned	1b			
Output:				
Number of Civil cases cleared	2a	6,748	4,000	6,000
Number of Domestic Relation cases cleared	2b	1,736	1,500	1,700
Number of archival documents scanned	1b			
Training hours	3			
Efficiency:				
Reduction of Civil cases cleared	2a	89%	8%	
Reduction of Domestic relation cases cleared	2b	67%	85%	
Percentage of available files scanned	1b	0%	0%	

Performance Measures

2021-2022 ACTION STEPS

Department Goal 1

- > We have achieved our goal of scanning all of our archival documents and making those records accessible on Liberty through a public access terminal located in the Justice Center. We have expanded access to Liberty for law enforcement agencies as well as many other criminal justice partners. Our goal now is to have a terminal for attorney's and the public to access confidential documents if they have the right to view those documents.

Department Goal 2

- > Maintain the total number of "stale" cases at no more than 500 for each department. This can be maintained by processing annual clerks dismissals for each case type that allows clerks dismissals. Since converting to Odyssey in 2018 clerk dismissals are a difficult process. We still attempt to handle these and keep the "stale" case numbers down.

Department Goal 3

- > We will continue to utilize on-site, no-cost training for all of our employees. We currently partner with the Passport Agency to bring training to Eastern Washington at no cost to the County. We also partner with our Safety and Training Coordinator to send as many employees to training as possible. We have recommended the "self-training" to all of our departments as a vital tool.

Services

Adult Drug Court

Staffing of all adult drug court hearings, providing an alternative to adult drug offenders of treatment and reward as opposed to punishment and incarceration.

Becca Cases (Truancy/CHINS/At-Risk)

Youthful offender programs designed to modify potentially criminal or delinquent behavior prior to the escalation of that behavior to criminal activity.

Court Computer Management

Management of PC's and printers, automating the work of the office for an efficient transfer of information to the State database (SCOMIS) and accounting service, imaging of documents and web posting of documents.

Jury Administration

Responsible for summoning jurors for both Superior and District courts.

Juvenile Drug Court

Preparing cases and providing docketing, case file management, and staffing of hearings for juvenile drug court that provides intensive case management for juvenile drug offenders.

Specialized/Confidential Record Tracking

Limited access topics received/indexed/filed confidentially; including one-party wiretap consents, special inquiry proceedings and search warrants.

Family Law Facilitator Program

Provide and fund a Court Facilitator and a Clerk's Facilitator to assist pro se litigants in family law disputes.

Services continued

Domestic Violence/ Sexual Assault

Providing assistance to victims of domestic violence, sexual assault and unlawful harassment for Superior Court by processing petitions for Anti-Harassment, Domestic Violence Protection Orders and Sexual Assault Protection Orders.

Appeals

Processing appeals from criminal and civil actions to the Court of Appeals and the Supreme Court. Additionally, this office prepares appeals from courts of limited jurisdiction and administrative agencies for review in the Superior Court. We began e-filing for the Court of Appeals and Supreme Court.

Time-Pay, Criminal Legal Financial Obligations

Negotiate, draft and monitor contractual "Promise to Pay Agreements" for criminal defendants ordered to pay financial obligations. This is now for both adult and juvenile defendants.

Archiving Records Management

The preservation, storage and filing of the records. The Clerk's office also handles the conversion of historic files and documents, including microfilmed files, to electronic image to prevent deterioration and the loss of historical data.

Calendar Scheduling

Maintaining and preparing calendars/dockets for all previously scheduled court hearings for each substantive area of the law.

Change of Venue

The certification and forwarding of complete files to sister counties pursuant to court order.

Civil Cases

Index and file documents, process garnishments and foreclosures, issue writs, provide trust accounting services for all funds deposited into the registry of the court. Respond to telephone inquiries and perform research requests for archival database information.

Collections

Staff and maintain an in-house collections department for the purpose of collecting legal financial obligations, including fines, fees and restitution. This department is also responsible for staffing and maintaining the Legal Financial Obligation (LFO) docket.

Counter/Phone Reception Customer Service

Provide personal service to members of the public interested in filing or researching previously filed documents. Assist in the preparation and filing of domestic violence petitions and sexual assault protection orders. Research and provide answers from SCOMIS, pertaining to public information. Answer phones and direct questions to the appropriate department within the office.

Criminal Cases

Indexing and filing of documents, staffing and docketing of multiple hearings including preliminary appearances, omnibus, pre-trial, trial, sentencing, evidentiary and special inquiries. Additionally, the department is responsible to issue warrants, certify and mail judgment and sentences, responding to requests for information from the public and maintaining index and tapes for search warrants.

Services continued

Juvenile Cases

Indexing and filing of documents, staffing and docketing of multiple hearings including first appearances and preparing the files and transporting to the Juvenile Justice Center. Additionally, the department is responsible to issue warrants and certify and mail judgment and sentences.

Document Search for Office of Support Enforcement

Research files and email documents for collection purposes to the State office.

Domestic Relations

Index and file documents, respond to telephone inquiries, staff hearings and trials for all family law matters including dissolutions, modifications and third party custodies.

Exhibit Management

Catalog and monitor the release of exhibits, transfers to archives or return to counsel or destruction.

Grant and Cost Reimbursement Agreement Tracking/Accounting

Record, monitor and submit financial tracking and billings for Drug Court, Support Enforcement and civil commitment costs.

Involuntary Commitments

Provide staffing for involuntary mental health commitments, indexing and filing of documents, hearings at the mental health center.

Judgments

Assign judgment numbers and enter judgments on the statewide database (SCOMIS) in order to establish official index of all debts reduced to enforceable judgments, entry of partial and full satisfaction of judgments.

Juvenile Dependency

Staff all dependency hearings for Attorney General filed cases of abused or neglected children, 6-month reviews and trials. Index and file all dependency-related documents.

Paternity and Adoptions

Prepare the appropriate file, staff all necessary hearings, generate notices to the Department of Vital Statistics, monitor all sealed and unsealed files and documents.

Probate and Guardianship

Index and file documents, respond to phone and mail research requests; estate settlement; staff hearings and trials; issue Form K's; Letters of Testamentary/Administration.

Records Management Services

Provides records management services to other departments in the County. We have assisted Office of Public Defense with scanning their documents. We are currently working with District Court on all of their documents and case types. We have also begun to assist the Prosecutors office with scanning their archival records.

Restitution and Probation Accounting

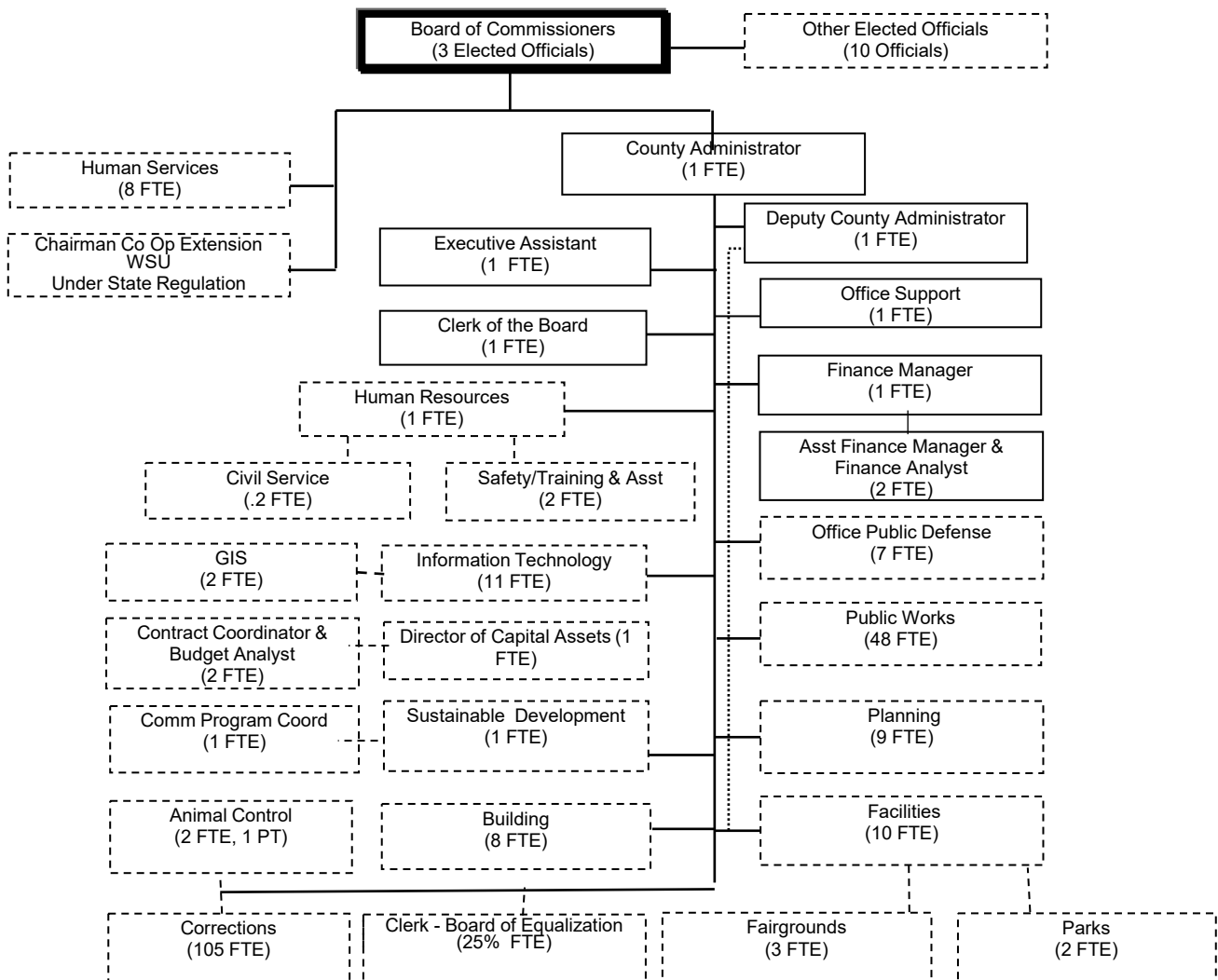
Provide accounting services to receipt and monitor bank deposits, restitution disbursements, manage investment account, payroll, accounts payable and accounts receivable.

County Commissioners

The County Commissioners adopt ordinances, resolutions, motions, levy taxes, appropriate revenue, and adopt the final budget for the County. The legislative body generally confirms appointments to County boards and commissions. The County Commissioners generally appoint the members of the boundary review board and planning commission in counties that have created this board and commission. The County Commissioners can also sit as the board of equalization (the County board of property tax appeals) to review disputed assessments.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

The Commissioners' Office is accessible to its constituents, with responsible elected officials who offer a broad, balanced prospective and services to the community.

Key Issues

The Commissioners' Office is tasked with keeping the County financially sound. The County has signs of revenue growth, but continues to see the growth in expenditures outpace the growth in revenue. A continual challenge is to maintain wages and benefits with a conservative cost of living increase with a limit on the growth of property tax revenues from the State. It is the goal of the Commissioners' Office to curve as much of the growth in expenditures, but also maintain current service levels, improve County infrastructure, and continue to support economic growth.

As an essential function of the Community, the County must remain operable during the pandemic, and COVID-19 has generated a large increase in workload. Listed below are a few of the highlights:

To ensure the safety of our employees, we have procured PPE, made changes to County Facilities to provide safer interaction between employees and the public, implemented mandatory temperature and health screenings for all employees entering the County, and implemented a Mask Policy, a Remote Working during County Wide Emergency Policy, and a Risk Management Policy (explains steps if an employee tests positive or is exposed to COVID-19).

The Board of Commissioner's meeting have been virtual due to the limitations of open public meetings. This has presented challenges for staff and community members to interact with the Commissioners and follow the required guidelines, such as the number of people allowed in a room, as well as the technology updates to allow for remote presentations.

Benton County received funding through the CARES ACT. The Commissioners' Office developed a Community Assistance Program to help our local businesses, non-profits and childcare providers. We distributed over \$6 million to 293 businesses and non-profits, and 38 Child Care providers in Benton County.

The Commissioners' Office engaged in Community Outreach to provide information through television, radio spots, portable messaging signs on increased mask usage and social distancing.

Commissioners	2013 - 2014	2015 - 2016	2017-2018	2019-2020	2021-2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	9.00	9.00	9.00	11.00	11.00	0.00	0.0%
Intergovernmental	\$ -	\$ 81,790	\$ 61,422	\$ 73,240	\$ 84,000	10,760	14.7%
Charges & Fees	-	956,916	670,397	620,069	767,085	147,016	23.7%
Other	-	-	-	-	-	-	0.0%
TOTAL REVENUES	\$ -	\$ 1,038,706	\$ 731,819	\$ 693,309	\$ 851,085	\$ 157,776	0.0%
Personnel & Benefits	\$1,986,967	\$ 2,074,120	\$ 2,262,756	\$ 2,610,882	\$ 2,827,402	216,520	8.3%
Supplies & Services	\$307,510	229,190	46,451	75,068	75,068	-	0.0%
Interfund Charges (1)	-	-	172,926	199,683	210,031	10,348	5.2%
TOTAL EXPENDITURES	\$ 2,294,477	\$ 2,303,310	\$ 2,482,133	\$ 2,885,633	\$ 3,112,501	\$ 226,868	7.9%

Key Issues continued

- 1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017.

Funding Adjustments for the 2021-2022 Budget

Personnel expenditures reflect actual grades and steps of incumbent in addition to insurance and retirement costs. New positions were added for the 2019-2020 budget for an Assistant Finance Manager as well s a Budget & Finance Analyst. The Financial Analyst position was added when the Commissioners Office took over the management of the Jail. The Assistant Finance Manager is only 25% allocated to Current expense in the 2021-2022 budget.

The increase in Interfund charges encompasses numerous small increases in Insurance Management, IT Assessment, ER&R Rental assessments.

Revenue increases are primarily for Charges and Fees related to Administration charges collected by Benton County for overseeing a department/fund. For example, Benton County and Franklin County have a bi-county Juvenile Fund. The largest generator of Admin fees is for Franklin County Juvenile Services. Revenues that do not fall under another department are also added in this department.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: To provide the citizens of Benton County with quality representation.

- Objective 1a To provide the public accessibility to the Board of Commissioners and County meetings.
- Objective 1b To provide for proper administration and oversight of financial matters and aspects of County government.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: To provide financial and analytical services and produce information to maintain fiscal integrity and support effective decision-making in the County's biennial budget process.

- Objective 2a Estimate General Fund budgeted revenues and expenditure variance within 2.5% of actuals.
- Objective 2b Stabilize the levy rate.

Initiative 3: Long-term Financial Planning

Department Goal 3: Develop a fiscal plan that ensures a proper balance between protecting existing investments in facilities and infrastructure while meeting the expected needs of future growth.

- Objective 3 Review and analyze projects, update and approve the Capital Improvement Plan on a biennial basis.

Performance Measures continued

MEASURES:	Objective	2017-2018	2019-2020	2021-2022
		Actual	Projected	Projected
Input/Activity:				
Population of Benton County	1a, 1b	198,171	204,116	208,725
Number of Labor Union organizations	1b	10	11	12
Output:				
Number of Board meetings	1a, 1b	93	93	93
Resolutions passed	1a, 1b	1,798	1,852	2,060
Levy Rate	1b, 2a	1.27	1.17	1.058
Budgeted General Fund revenues	2a	\$ 122,838,223	\$ 129,627,675	\$ 142,287,932
Actual/Projected revenues	2a	\$ 133,470,923	\$ 129,627,675	\$ 142,287,932
Budgeted expenditures	2a	\$ 131,390,354	\$ 130,572,526	\$ 142,293,541
Actual/Projected expenditures	2a	\$ 137,294,872	\$ 130,572,526	\$ 142,293,541
Capital Improvement Plan approved	3	Yes	Yes	Yes
Efficiency:				
Cost per Benton County citizen	1b	\$ 692.81	\$ 639.70	\$ 681.73
Annual increase per citizen	1b	\$ 7.06	\$ (53.11)	\$ 42.03
Outcome Target/Trends				
Percent increase (decrease) in levy rate	2b	3.4%	-7.9%	-9.6%
Revenue variance actual vs. budgeted	2a	8.7%	0.0%	0.0%
Expenditure variance actual vs. budgeted	2a	4.5%	0.0%	0.0%
Receive the annual Government Finance Officers Association Budget Award	1b	yes	yes	

2021-2022 ACTION STEPS

Department Goal 1

- > Ensure that all Commissioner and Administrative Department contracts and agreements are properly formulated, negotiated, approved, and administered to assure compliance.
- > Provide for proper administration and oversight of all financial matters and aspects of County government at all levels of County organization on a quarterly basis.
- > Cross train staff in applicable areas and review work tasks to promote efficiency.
- > Develop an electronic public records request system for tracking and filing purposes.
- > Continue to enhance the new contract management system.

Department Goal 2

- > Maintain a stabilized levy rate.
- > Continue the development of the Benton County 2021-2022 Budget Award Book and earn the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award.

Department Goal 3

- > Integrate financial projections into the long-term Capital Improvement Plan (CIP).

Department Goal 4

- > Continue Developing the Office of Budget and Finance.

Services

Administration

As administrators, Commissioners are responsible for:

- Public roads and public works programs
- Public health services
- Planning and zoning of unincorporated areas
- Emergency services or civil defense programs
- County park and recreation systems
- Other services and programs not clearly the responsibility of another elected County official

County Commissioners have a key role in a wide variety of community boards and commissions that affect citizens within and even beyond their jurisdictions. Commissioners often serve on a variety of multi-county boards (such as library and health), with other public officials, to direct public policy. Within the County structure, Commissioners are also responsible for adopting members of County boards and commissions (such as parks and planning).

Budget

The County Commissioners' primary duty is to levy the taxes to operate the County and to adopt a balanced budget for each fiscal year. The Commissioners fix the budget amount for each department of the County, but variances and increases can be permitted during the fiscal year if extraordinary circumstances can be shown. Other elected officials in the County are responsible for their own adopted budget and the County Commissioners are responsible for the operation of budgets under the control of appointed department heads.

Also within their legislative capacity, the Commissioners are responsible for adopting, amending and repealing all County ordinances (which are essentially laws of the County). These include traffic, zoning and planning, and public safety ordinances.

Judicial

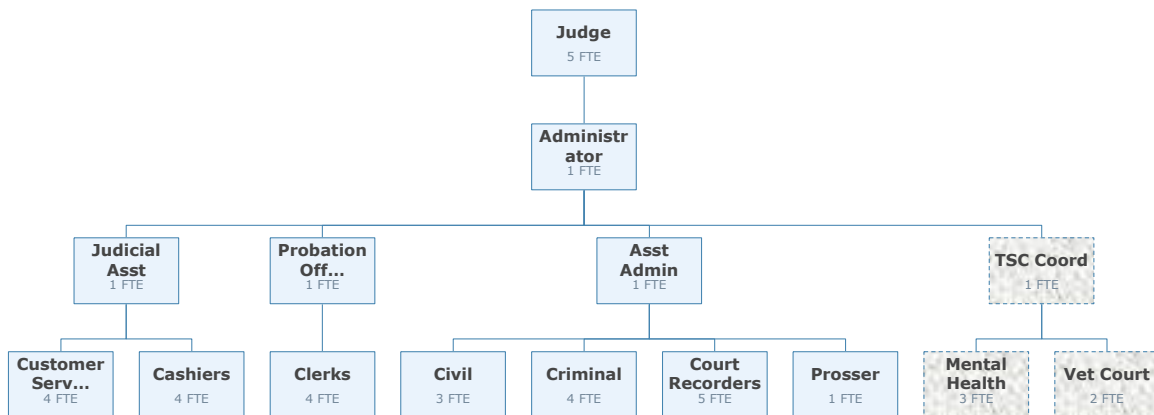
In their judicial capacity, the Commissioners are often called upon as the first level of appeal to sit in judgment of decisions made by other County officials. Rezoning recommendations from the planning commission, for instance, are appealed to the Commissioners for review. The Commissioners can sit as a Board of Equalization to review property assessments established by the County Assessor.

District Court

Benton County District Court has offices and holds court hearings in both Kennewick and Prosser, Washington. Five District Court Judges oversee all gross misdemeanor, misdemeanor and civil infractions filed by the Sheriff, State Patrol, City of Kennewick, City of Prosser, City of Richland, and City of West Richland. Civil suits with claims of \$100,000 or less, small claim cases, vehicle impound hearings, name changes, collection actions and protection orders are also handled by the court. The Court monitors criminal probation compliance and the collection of restitution. The Court completely staffs and operates two therapeutic courts , Mental Health Court and Veterans Court.

The chart below shows the organization structure for 2021-2022 only.

The Therapeutic Courts are funded by the Public Safety Tax Fund



WASHINGTON

Mission

To provide a judicial forum which is fair, respectful, compassionate, efficient and guided by the principles of law and equity.

Key Issues

COVID is having a significant impact on District Court as Court is designed for in-person proceedings. We have completed and/or are presently working on a number of changes/updates in 2020 and 2021 as a result of COVID; Upgrade the capabilities of the courtroom equipment to allow virtual hearing and allow live streaming of court proceedings; Upgrade the capabilities of our imaging system to allow automated workflow for court documents, integrated e-filing system; Convert all court files to digital files; Convert paper forms to fillable digital forms; Purchase portable computers to allow working remotely; Develop a queueing system for the public to appear in court and the front counters; Develop webpage to enable e-court business; Explore and develop a call center for court business.

District Court	2013 - 2014 Actual	2015 - 2016 Actual	2017-2018 Actual	2019-2020 Budget	2021-2022 Budget	Change	Percent Change
Positions/FTE	32.50	32.50	29.50	33.50	33.50	0.00	0.0%
Intergovernmental	\$ 2,029,354	\$ 5,500	\$ 22,120	\$ 23,000	\$ 23,000	\$ -	0.00%
Charges & Fees	598,774	2,700,674	3,135,606	3,925,286	4,100,151	174,865	4.5%
Fines & Forfeitures	2,828,351	3,623,080	3,290,015	3,173,820	2,967,431	(206,389)	(6.5%)
Miscellaneous Revenue	87,710	157,920	168,057	100,000	165,914	65,914	65.9%
TOTAL REVENUES	\$ 5,544,189	\$ 6,487,174	\$ 6,615,798	\$ 7,222,106	\$ 7,256,496	\$ 34,390	0.5%
Personnel & Benefits	\$ 5,152,631	\$ 5,429,262	\$ 5,458,767	\$ 6,160,072	\$ 7,179,201	\$ 1,019,129	16.5%
Supplies & Services	1,293,255	1,814,934	692,210	729,554	600,712	(128,842)	(17.7%)
Interfund Charges (1)	-	-	539,227	727,953	1,333,892	605,939	83.2%
TOTAL EXPENDITURES	\$ 6,445,886	\$ 7,244,196	\$ 6,690,204	\$ 7,617,579	\$ 9,113,805	\$ 1,496,226	19.6%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017.

Funding Adjustments for the 2021-2022 Budget

An increase in Charges and Fees is from the charge to the Local Cities for usage of District Court. The Local Cities have a MOU with Benton County to pay a percentage of District Court expenses. As the expenses of District Court are increased, so are the revenues associated to the Cities percent.

Decrease in Fines and Forfeitures is driven by the decrease of case filings brought about by the COVID-19 pandemic.

District Court re-organized to increase efficiency. It necessitated changes in position classification and re-aligning wages.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs. In 2019/2020, a COLA was not budgeted, yet approved after the budget passed and the CBA signed (which included retro pay). In 2021 a COLA is included as a CBA is signed.

Funding Adjustments for the 2021-2022 Budget continued

The Interfund charges increased due to reallocation of IT assessments and building associated expenses. Expenditures were moved from Supplies and Services to Interfund for the Building Office Rent. IT assessment and Computer replacement assessments increased.

Performance Measures

Department Goal 1: By the end of 2022, District Court will be an E-Court and docket information available on the same day of the hearing.

Objective 1a All court generated forms will be in electronic format.

Objective 1b Use of video conferencing for court hearings and broadcast all hearings.
Expand website to provide on-line disposition of infractions.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Increase resolution of civil and small claims case to 75% of new filings.

Objective 2a On-line mitigation hearings to 75% & contested hearings to 25%.

Objective 2b Reduce Criminal Hearings Not Held by 10% by the end of 2021-2022 biennium.

MEASURES:

		2015-2016	2017-2018	2019-2020	2021-2022	2023-2024
	Objective	Actuals	Actuals	Projected	Projected	Projected
Input/Activity/Output/ Efficiency:						
Civil & SC Filed	1 a,b,c 2a,b	10,578	10,627	7,970	10,733	10,841
Civil & SC Resolved	1 a,b,c 2a,b	6,240	5,558	4,311	8,050	8,672
Percent		59%	52%	54%	75%	80%
Mitigation Hrgs	1 a,b,c 2a,b	9,507	9,420	8,674	9,200	9,384
Mail	1 a,b,c 2a,b	1,349	2,919	3,548	2,300	2,346
On-line	1 a,b,c 2a,b	0	0	0	6900	7038
Percent		14%	31%	41%	75%	75%
Contested Hearings	1 a,b,c 2a,b	15,616	15,513	15,097	15,409	15,717
Mail	1 a,b,c 2a,b	0	145	157	1,541	1,572
On-line	1 a,b,c 2a,b	0	0	0	3,852	4,715
Percent		0%	1%	1%	25%	30%
Scheduled Criminal Hearings	1 a,b,c 2a,b	100,371	104,856	99,517	104,493	103,448
Criminal Hearings Not Held	2b	30,627	32,697	33,430	25,078	20,690
Percent		31%	31%	34%	24%	20%
Staffing		32.5	29.5	33.5	33.5	33.5

2021 - 2022 ACTION STEPS

Department Goal 1

- > Upgrade courtroom equipment to allow virtual hearings. Purchase portable computers to allow working remotely.
- > Upgrade the capabilities of the imaging system to allow automated import of e-filed documents and workflow.
- > Develop a real-time queueing system for the public to appear in person.

Performance Measures continued

2021 - 2022 ACTION STEPS

Department Goal 2

- > Develop a queueing system for the public to appear in court and the front counters
- > Develop webpage to enable e-court business.

Services

Adult criminal and criminal traffic misdemeanors and gross misdemeanors

Includes all hearing types for cases such as arraignment, in-custody arraignment, bail hearings, warrant hearings, pre-trial, non-jury trials, jury trials, and non-compliance hearings.

Traffic and non-traffic infractions of defendants over 16 years of age

Includes mitigation hearings and contested hearings.

Civil and Small claims cases

Civil cases include civil filings up to \$100,000, name changes, anti-harassment petitions, dangerous dog hearings and vehicle impound hearings. Small claims cases have a jurisdiction up to \$10,000.

Probation

District Court Probation is responsible for monitoring compliance with court ordered sentencing conditions e.g. treatment, ignition interlock, payment of restitution, etc.

Collections

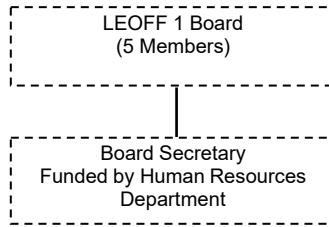
District Court is responsible for collection of all fines, fees, forfeitures, and penalties for all cases disposed of in District Court.

Law Enforcement Officers Fire Fighters (LEOFF)

The composition of the Board shall be as specified in RCW 41.26.110 to the extent possible. Each member shall serve a two (2) year term, except when an individual is elected or appointed to the remainder of the unexpired term; he/she shall serve for the remainder of the unexpired term. Vacant positions on the Board shall be filled for the remainder of the unexpired term by the method and constituency described in RCW 41.26.110.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

To provide the operating policy procedures and financial means to support LEOFF 1 Members.

Key Issues

The main challenge for the LEOFF department is to mitigate the rising cost in insurance premiums and catastrophic insurance, which have increased significantly over the last few years.

COVID has affected the Department with the way meetings are handled. Using "virtual" means has a negative effect at times.

LEOFF	2013 - 2014 Actual	2015 - 2016 Actual	2017 - 2018 Actual	2019 - 2020 Budget	2021 - 2022 Budget	Change	Percent Change
Positions/FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ 315,699	\$ 311,472	\$ 289,008	\$ 350,000	\$ 350,000	\$ -	0.0%
Supplies & Services	59,550	27,003	40,307	85,000	85,000	-	0.0%
Interfund Charges	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 375,249	\$ 338,475	\$ 329,315	\$ 435,000	\$ 435,000	\$ -	0.0%

Funding Adjustments for the 2021-2022 Budget

This department is not responsible for budgeting revenue for Current Expense.

Personnel expenditures are not increased, yet in future may reflect an increase due to increased costs of medical insurance.

Performance Measures

Initiative 1: Service Delivery

- Department Goal 1:** Provide effective customer service to local LEOFF members.
Objective 1 Make available to local LEOFF members information relating to the manner, methods, and standards for processing claims under the LEOFF system.

Initiative 5: Long-Term Financial Planning

- Department Goal 2:** Maintain a lower cost of insurance premiums and provide lower supplemental coverage for a member over the age of 65.
Objective 2 Make all efforts possible to utilize Medicare to lower the cost of insurance premiums for members over the age of 65.

MEASURES:

Input/Activity:	Objective	2017 - 2018	2019 - 2020	2021 - 2022
		Actual	Projected	Projected
Number of Participants	2	13	13	13
Output:				
Medical Cost	2	\$ 34,117	\$ 80,000	\$ 85,000
Insurance Cost	2	\$ 289,087	\$ 300,000	\$ 350,000
Efficiency:				
Annual increase in medical	2	47.8%	134%	6%
Annual increase in insurance	2	(11.4%)	4%	17%
Outcome Target/Trends				
Cost per member medical	2	\$ 2,624	\$ 6,154	\$ 6,538
Cost per member insurance	2	\$ 22,237	\$ 23,077	\$ 26,923

2021-2022 ACTION STEPS

Department Goal 1

- > Make available to local LEOFF members and the general public, information relating to the uniform manner, methods, and standards for processing all of claims covered under the LEOFF system and providing consistency and uniformity in dealing with individuals.
- > Establish General operating procedures and write administrative policies and procedures.

Department Goal 2

- > Track and monitor the LEOFF members eligible for Medicare. Members on Medicare greatly reduce the insurance premiums.
- > Recognize that conditions may exist that are not properly encompassed by guidelines and reserve the right of the Disability Board to take necessary action to deal with such situations.

Services

Manage the LEOFF 1 disability budget.

Maintain member's confidential record information.

Endorse all monthly medical and prescription claims, medical insurance premiums, annual Medicare premiums, and long-term care premiums.

Adoption of all Rules of Procedure for the Benton County LEOFF 1 Disability members.

Coordinate and confirm all enrollments for Medicare and medical insurance.

Attend the annual LEOFF 1 conference and bring back relevant information for the members.

Investigate denials for medical coverage.

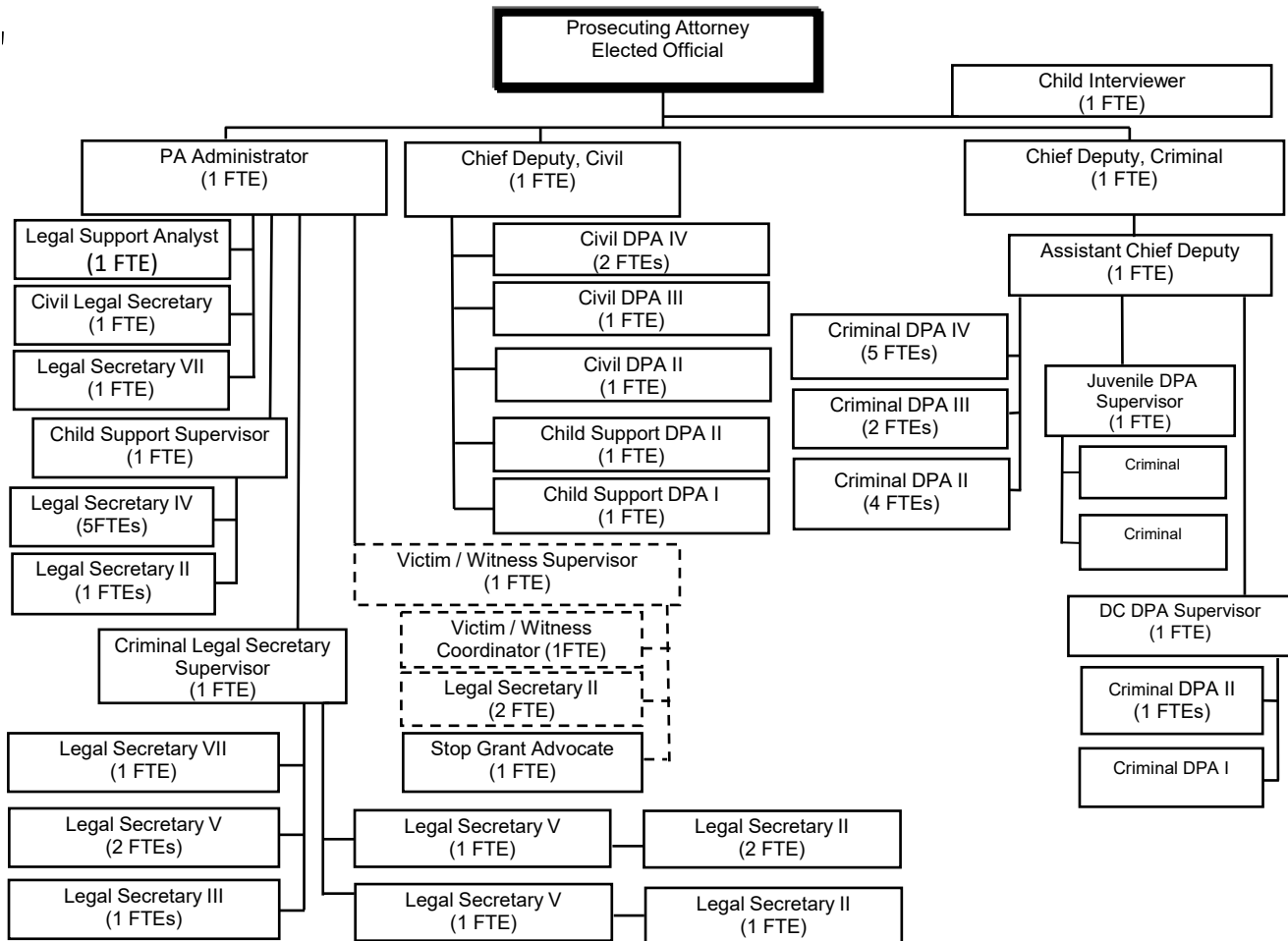
Assist in resolving questions and concerns.

Prosecuting Attorney

The Prosecutor is mandated to prosecute all criminal cases brought under state statutes. Prosecution includes advice to law enforcement officers during an investigation to determine if criminal charges should be filed, plea negotiations, pretrial hearings, trials, sentencing hearings, and appeals. Criminal prosecution is divided into three areas: adult felonies in superior court; adult misdemeanors in district court; and all juvenile cases in superior court/juvenile division.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

The mission of the Prosecuting Attorney's Office is to fulfill its legal and constitutional obligations to the citizens of Benton County. To vigorously, fairly and efficiently prosecute those who commit crimes in Benton County; to provide legal guidance on a 24-hour basis to law enforcement agencies investigating felony crimes; to provide advocacy services for victims; to provide high quality, professional legal advice to other County departments and officials; to represent and defend the County in civil proceedings; to identify and locate absent parents and compel payment in child support cases.

Key Issues

- > We have seen a significant increase in gang-related crime in Benton County within the past years. Our office continues to work closely with law enforcement on gang-related crime. These cases are focused more on drug deliveries and serious property crimes, as well as theft of firearms and burglaries. These cases are hard to prosecute because victims and witnesses are not always willing to testify. The Prosecutor's Office believes that to address this issue, we must act quickly and prosecute gang-related cases to the fullest extent of the law. Kristin McRoberts has led efforts to prosecute gang violence cases given the previously mentioned challenges. One innovation is to work to get at least a felony conviction on something when we have uncooperative witnesses. This allows future prosecutions for Unlawful Possession of a Firearm which are easy to prove in case the defendant continues to commit violent/gang offenses using a firearm.
- > The current economic state of our county and state governments has created a significant loss of funding for Drug Court programs. The funding is essential to Drug Court's operation and creates a significant challenge to ensure the sustained ability of our programs. The passage of the public safety tax has allowed for stable funding and increased capacity for our drug courts.
- > Child victims are in special need of protection and justice as well as specialized services. Unfortunately, these cases are the most difficult to prove. Benton County has been a leader in the State on this issue, especially with the corroborative investigation/prosecution efforts at Kids Haven. We worked with SARC to have Dr Shannon Phipps perform medical exams at a Kadlec Clinic so that we no longer have to have child victims go out of the area to get a forensic medical exam.
- > In the past couple of years, the amount of time our office has spent on cases involving the abuse and sometimes death of small children, CPS records, in combination with medical records, have made these cases extremely time consuming to prosecute.
- > It is important that our Deputy Prosecuting Attorneys and support staff attend training since the laws and evidentiary rules continue to change. This way, they will develop their skills for investigating and prosecuting cases, as well as, network with other law enforcement investigators and prosecutors in the field.
- > We had earlier expressed the need for a better case management system which would allow for more efficient case filing and tracking. The Board of Commissioners funded a new cases management system and it was implemented this past year. Special thanks should go to Robert Heard from the IT department and Deputy Prosecutors Andrew Clark and Eric Andrews.
- > Dealing with offenders who have mental health issues is probably the biggest weakness of the Benton County Justice System. We need to work with other agencies to better identify offenders with mental health issues, develop individual plans for these offenders that address accountability, treatment, community safety, and provide programs that meet these needs.

Key Issues continued

- > The ability to manage our increasing workload is hampered by our ability to find new prosecutors at wages we can afford. New attorneys have a tendency to see our office as a career starting point, which means high staff turnover. The 2020 implementation of the revised salary schedule for Deputy Prosecutors was effective and greatly improved morale, especially for our more senior deputy prosecutors.
- > The Civil Division has seen an increase in public records requests which require legal review. This has required more time on the part of a Deputy Prosecutor and our Public Records Officer, which requires detailed responses and many hours to fulfill these requests. We did receive funding for an additional support staff whose duties include public records. This was a tremendous help. However, the pace of public records requests has continued. Some burdensome requests such as those by Donna Zink and those surrounding Sheriff Hatcher may lessen in the future, but the trend is still continuing.
- > The case referrals from the Division of Child Support to the BCPA Child Support Division have steadily decreased since the implementation of the Affordable Care Act. Simply put, the State is no longer automatically referring cases where the child is receiving medical assistance only. This has resulted in a reduction in work load. In response to the decreased work load, and at the request of the State, the Child Support Division eliminated one FTE. After eliminating the support position as just described our child support division was able to keep up with the reduced work. However, the state budget shortfalls due to COVID have required our office to eliminate two additional support staff positions and hopefully the temporary furloughing of the two deputy prosecutors two days a month for each of them. The budget issues here are largely beyond our control.
- > District Court has seen an increase in reckless driving cases, collisions, and drug/marijuana based DUIs. These cases involve more DPA resources in interviewing officers and technical collision specialists which means reviewing voluminous technical data from a collision, victim and witness interviews and spending more time researching and attending court hearings. Drug and marijuana DUIs are more likely to involve pre-trial hearings, in addition to increased time speaking to toxicologists and independent research dealing with the effects of various drugs on human performance so that DPAs can present these specialized cases to a jury. Any available additional training in DUIs and Reckless Driving/Collision techs would be helpful to the DPAs as they see more of these cases in the office.
- > The Board of Commissioners provided additional stable funding for our victim witness fund which has helped with the issues described in the following paragraphs that were written for earlier budget proposals. Not having a dedicated full-time Victim Witness advocate presents a significant challenge in scheduling the increased numbers of witness/victim interviews that have been requested by defense counsel following State v. Jones, 183 Wash.2d 327 (2015) (defense counsel provided ineffective assistance when he failed to interview witnesses identified in police report) . Because the STOP Grant Advocate is part-time and another Victim Witness assistant is part-time in providing Victim Witness support to District Court, it is difficult to manage scheduling of this increased number of requested interviews for three Deputy Prosecutors. Also, because the STOP Grant Advocate is only available to our office part-time, tracking down and keeping in touch with Domestic Violence victims is very time intensive, the District Court Deputy Prosecutors feel they would benefit greatly from their own dedicated Victim Witness Advocate, or in the alternative, a Victim Witness Advocate who only works on Domestic Violence cases for all divisions. This would be addressed using OCVA money which will reimburse time spent by the Victim Witness Supervisor doing forensic interviews to hire a permanent part-time advocate.

Key Issues continued

- > We are continuing to see a spike in civil litigation against the County, which is adding to the workload of the already busy Civil Division. The new attorney hired in December 2014 has been assisting in general civil matters, leaving the more experienced DPA's available to handle litigation.
- > District Court currently has no DPAs available to be present at In-Custody Arraignments, the Probation Violations docket, Prosser arraignments, or Prosser infractions docket, even when there are officers subpoenaed to the infraction docket. Because there is no DPA input on these dockets, there are defendants being released with no bail when bail might be appropriate; there are Domestic Violence cases being pled out with no DPA input, no victim input, perhaps inadequate documentation of the crime being Domestic Violence "pled and proven," possibly "No Contact Orders" are not being entered, etc. DPAs currently have no input on probation violations for offenders. Officers subpoenaed to the Prosser infraction docket have no DPA present to represent the State and argue for the validity of the infraction ticket, which weakens our office relationship with law enforcement. District Court would be greatly improved, and the interests of justice greatly advanced, if there was a DPA present at these dockets.

Prosecuting Attorney	2013 - 2014 Actual	2015 - 2016 Actual	2017 - 2018 Actual	2019 - 2020 Budget	2021 - 2022 Budget	Change	Percent Change
Positions/FTE	46.00	45.00	44.00	43.00	43.00	0.00	0.0%
Intergovernmental	\$ 1,219,659	\$ 1,816,276	\$ 1,960,932	\$ 2,059,257	\$ 1,865,641	\$ (193,616)	(9.4%)
Charges & Fees	294,335	871,485	752,686	434,656	645,980	211,324	48.6%
Miscellaneous Revenue	9,314	12,260	12,986	10,070	9,523	(547)	(5.4%)
TOTAL REVENUES	\$ 1,523,308	\$ 2,700,021	\$ 2,726,604	\$ 2,503,983	\$ 2,521,144	\$ 17,161	0.7%
Personnel & Benefits	\$ 7,971,448	\$ 8,317,110	\$ 8,662,412	\$ 8,947,325	\$ 9,718,930	\$ 771,605	8.6%
Supplies & Services	873,608	941,353	405,172	609,081	609,081	-	0.0%
Interfund Charges (1)	-	-	586,316	1,247,347	1,626,022	378,675	30.4%
TOTAL EXPENDITURES	\$ 8,845,056	\$ 9,258,463	\$ 9,653,900	\$ 10,803,753	\$ 11,954,033	\$ 1,150,280	10.6%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure. Interfund Charges moved back from Supplies and Services in 2017.

Funding Adjustments for the 2021-2022 Budget

The Intergovernmental Revenue decrease can mainly be attributed to the Child Support Enforcement revenues from the State.

The Charges & Fees increase can mainly be attributed to method of Legal Services billings for other funds and government entities, such as Franklin County and City of Pasco, and the Corrections Department.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs.

Interfund charges increase primarily is for the IT Administration Assessment due to E-Prosecutor, our electronic software system.

Performance Measures

Initiative 1: Service Delivery

- Department Goal 1:** Address the serious gang threat in our community.
- Objective 1a Collaborate with local law enforcement.
- Objective 1b Increased training opportunities.
- Objective 1c Ensure gang-related cases are assigned to appropriate deputies.
- Objective 1d Seek higher sentence recommendations and punishment for gang-related crime cases.

- Department Goal 2:** Prosecute child abuse cases in a highly competent fashion.
- Objective 2a Protecting children through collaborative efforts with other agencies.
- Objective 2b Increased training opportunities.
- Objective 2c Educate deputy prosecutors on technology advances.

- Department Goal 3:** Prosecute cases in the child support division within State and Federal Guidelines.
- Objective 3a Improve child support case efficiency.
- Objective 3b Consolidate cases where possible.
- Objective 3c Improve staff efficiency and effectiveness.

- Department Goal 4:** Review and process Public Records Requests in a timely manner.
- Objective 4a Train and educate staff on Public Records Request procedures and laws.
- Objective 4b Track time associated with Public Records Requests.
- Objective 4c Update current redacting program to increase productivity and efficiency.

Initiative 2: Procedure Management - Workflow Analysis

- Department Goal 5:** Improve the quality and quantity of work.
- Objective 5a Utilizing technology to improve effectiveness and efficiencies within the department.
- Objective 5b Reduce paper usage.
- Objective 5c Increased staff educational training opportunities.

Initiative 5: Long-Term Financial Planning

- Department Goal 6:** Work to assure that both Adult and Juvenile Drug Courts are financially sustainable.
- Objective 6a Increase State and local funding opportunities.
- Objective 6b Increase community fund-raising and grant writing opportunities.
- Objective 6c Return the drug court programs to their optimal operating levels.

- Department Goal 7:** Seek additional funding sources.
- Objective 7a Support funding with the Metro Drug Task Force and the Meth Grant.
- Objective 7b Pursue sex offender grant money.
- Objective 7c Utilize the LFO grant money.
- Objective 7d Ensuring sound fiscal management and continuously looking for ways to operate more efficiently.

Performance Measures continued

MEASURES:

MEASURES:	Objective	2017-2018	2019-2020	2021-2022
		Actual	Projected	Projected
Input/Activity:				
Lawsuits filed	5a, 5b, 5c	28	18	10
ITA Hearings (involuntary treatment assessment)	5a, 5b, 5c	1,551	1,528	1,598
Bankruptcies filed	5a,5b,5c	34	36	38
Petitions to restore firearms received	5a, 5b, 5c	229	218	222
Child Support-Paternity (incl. UIFSAS)	3a, 3b, 3c	778	776	756
Child Support-Contempts referred	3a, 3b, 3c	488	532	400
Adult criminal referrals	5a, 5b, 5c	4,873	4,820	4,922
Juvenile referrals	5a, 5b, 5c	2,387	2,502	2,264
Output:				
Civil Lawsuits concluded	5a, 5b, 5c	12	10	28
ITA hearings concluded	5a, 5b, 5c	150	144	340
Bankruptcy cases completed	5a,5b, 5c	38	46	30
Petitions to Restore Firearms Granted	5a,5b, 5c	183	144	210
Child Support-Paternity cases concluded	3a, 3b, 3c	755	784	710
Child Support-Contempt cases concluded	3a, 3b, 3c	661	722	436
Adult criminal filings	5a, 5b, 5c	2,962	3,097	3,408
Juvenile filings	5a, 5b, 5c	974	970	964
Public records requests processed	4a,4b,4c	214	211	260
Hours worked on public record requests	4b	1,195	2,000	1,472

2021-2022 ACTION STEPS

Department Goal 1:

- > Participate in gang sweeps with local law enforcement agencies.
- > Refine our case screening process to ensure that gang-related cases are assigned to the appropriate deputies.
- > Implement a gang policy that gang-related crime cases will receive higher sentence recommendations whenever legally possible.

Department Goal 2:

- > Expand the corroborative effort at Kids Haven to meet the new challenges to protect our children from increased threats posed by the internet and computer porn.
- > Provide training to Deputy Prosecutors so that they continue to be educated with the ever changing procedures and laws.
- > Implement improvements in technology for Deputy Prosecutors in child abuse cases.

Department Goal 3:

- > To complete higher percentage of paternity cases within 6 months.
- > Continue to increase the percentage of people to pay their full child support . If it is beyond their means, request that they obtain a modification of their child support obligation.
- > Continue to make sure contemptors seek employment. If they cannot find a job, then refer them to "Day Labor" for work.

Performance Measures continued

Department Goal 4:

- > Replace our current database with one that will allow us to electronically transfer information to law enforcement, generate charging documents and scanned images, automatically review criminal history and be electronically compatible with Clerk's Office and Ileads.

Department Goal 5:

- > Lobby for funding at the State and local levels.

Department Goal 6:

- > Continued support and funding with the Metro Drug Task Force and the Meth Grant money to provide a dedicated attorney to prosecute drug cases.
- > With the use of sex offender grant money, hold sex offenders accountable to their conditions of release. Some of the money goes to pay restitution to victims of crime and help fund the criminal justice system.

Services

Criminal Division

The criminal division prosecutes felony criminal matters and those misdemeanors and gross misdemeanors that occur in unincorporated Benton County. Responsibilities include: Advice to law enforcement officers during investigations; pretrial hearings; trials; sentencing hearings; and appeals. Criminal prosecution is divided into three areas: Adult felonies in superior court; adult misdemeanors in district court; and all juvenile cases in superior court/juvenile division.

Crime Victim Program

Defendants convicted in Benton County are ordered to pay a fee that helps fund a crime victim program within the Prosecuting Attorney's Office. This program keeps victims and witnesses informed of case progress, hearings and trial dates, collects restitution information, and prepares restitution orders for victims. Victims are also provided support during trial proceedings. This includes telephone contacts, meeting with victims/witnesses at the office, referrals to helpful social service agencies, sitting with victims during trial, and providing victims and witnesses access to our office during trials. Arrangements are also made for victim input at the time of sentencing and victims are assisted with the preparation of claims to the Crime Victim Compensation Program.

Civil Division

The Prosecuting Attorney is the legal advisor to the County Commissioners and the other Benton County elected officials and departments. Other duties include attendance at County Commissioner meetings, giving legal advice and legal opinions to other entities within Benton County. The Prosecutor's Office also prosecutes and defends all civil actions in which the county may be a party. This includes pleadings, answers, interrogatories, depositions, negotiations, trials and appeals. In addition to civil liability cases, these actions include a particularly large number of cases preserving tax claims in bankruptcy cases and involuntary mental health commitments.

Services continued

Paternity and Child Support Division

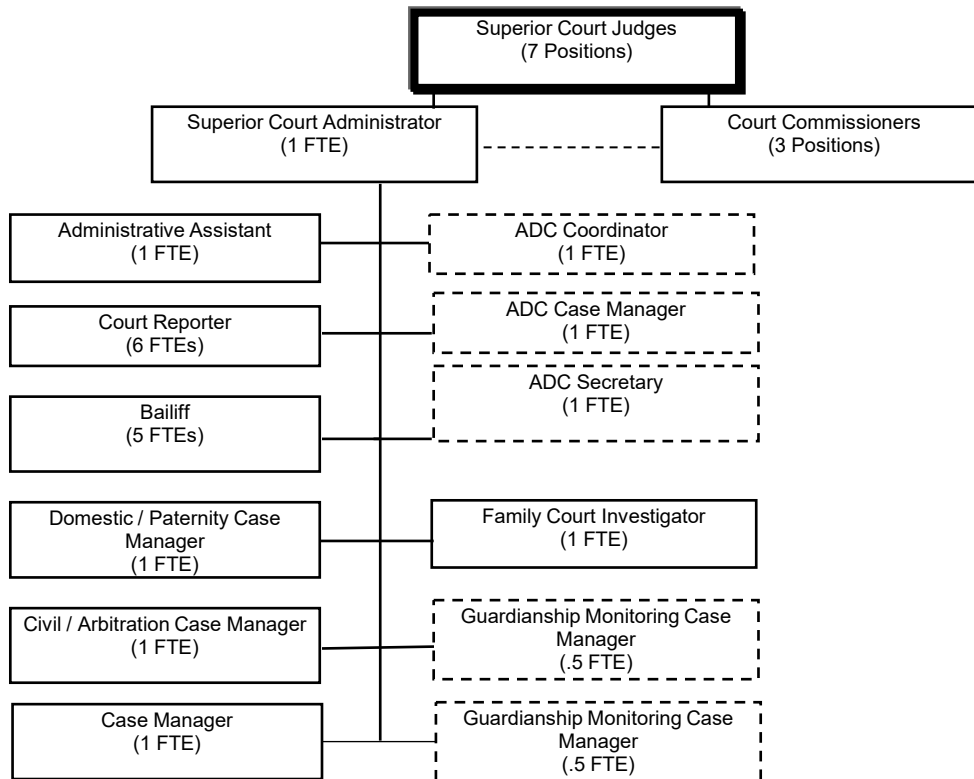
The Prosecuting Attorney's Office contracts with DSHS/Division of Child Support to handle paternity cases for both welfare and non-welfare mothers. Determination of paternity involves interviewing, filing a lawsuit (often against more than one possible father), pretrial motions, interrogatories, DNA tests, guardian ad litem reports, trial and/or entry of judgment. The Prosecutor also contracts with DSHS/DCS to locate absent parents and collect child support from them. If the absent parent resides out of the area, the procedures for doing this can be done through the Uniform Interstate Family Support Act, whereby other states and countries have agreed to reciprocally handle child support cases when one of the involved parties reside in their jurisdiction. The Prosecutor may also opt to file contempt charges against parents not paying child support.

Superior Court

Benton & Franklin Counties' seven full-time Superior Court judges hear all cases involving: adult felonies, all juvenile terminations, divorce, child custody, support matters, legal financial obligations, probate, guardianships, adoptions, civil disputes in excess of \$50,000, paternity actions, mental competency, and cases involving abused and/or neglected children.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

Benton & Franklin Counties Superior Court strives to adjudicate all cases in a manner that is timely, fair, impartial, and endeavors to respect diversity, ethics, and individuals’ rights.

Key Issues

When the COVID-19 pandemic hit our community, the court realized our current facilities were inadequate to support the necessary technology to safely deliver services and assure access to justice for our community during the COVID-19 crisis. Courtroom proceedings are paper intensive, and historically were accomplished by passing paperwork between the litigants, witnesses, the court and its staff. The courtroom environment requires the assembly of people, ranging from small to large groups. It became necessary to upgrade our facility in order to continue with our day to day operations, while adhering to the requirements of social distancing posed by the COVID-19 virus emergency. In order to enable court litigants to function in the courtroom environment, we must have the ability for litigants and witnesses to appear remotely by video conferencing. Further, we must have the ability to display videos and other electronic evidence. Audio and video equipment must be integrated with the courtroom audio system so that remote appearances can be broadcast in the courtroom, to the remote witnesses, remote litigants and also digitally recorded. We are currently upgrading the facility and technology with the assistance of COVID Grants.

The Court requested a Salary Survey done on Superior Court Administration staff in December of 2019. The Salary Survey resulted in below average salary levels for the majority of Court Administration employees.

Superior Court	2013 - 2014 Actual	2015 - 2016 Actual	2017-2018 Actual	2019-2020 Budget	2021-2022 Budget	Change	Percent Change
Positions/FTE	26.00	26.00	27.00	27.00	27.00	0.00	0.0%
Intergovernmental	\$ -	\$ 7,700	\$ -	\$ 2,500	\$ -	\$ (2,500)	100.0%
Charges & Fees	1,249,314	1,591,448	1,588,498	1,912,924	1,865,630	(47,294)	(2.5%)
Miscellaneous Revenue	-	8,060	-	-	-	-	0.0%
TOTAL REVENUES	\$ 1,249,314	\$ 1,607,208	\$ 1,588,498	\$ 1,915,424	\$ 1,865,630	\$ (49,794)	(2.6%)
Personnel & Benefits	\$ 4,146,559	\$ 4,458,521	\$ 4,633,620	\$ 4,869,668	\$ 5,444,183	\$ 574,515	11.8%
Supplies & Services	792,898	834,877	420,446	431,485	484,485	53,000	12.3%
Intergovernmental (2)	1,170	-	720	-	-	-	0.0%
Interfund Charges (1)	-	-	420,486	414,762	491,384	76,622	18.5%
TOTAL EXPENDITURES	\$ 4,940,627	\$ 5,293,398	\$ 5,475,272	\$ 5,715,915	\$ 6,420,052	\$ 704,137	12.3%

- 1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure. Interfund Charges moved back from Supplies and Services in 2017.
- 2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Funding Adjustments for the 2021-2022 Budget

Intergovernmental revenue is for AOC State Funding. It is received every 4 years, or every other budget cycle.

Funding Adjustments for the 2021-2022 Budget continued

Charges & Fees - Franklin County pays a percentage of Superior Court Salary, Benefit costs, and Judge Pro Tem cost. Other revenue relates to those costs allowed by law and imposed at the judgment and sentence and to those utilizing the Family Court Investigator. Additionally, the Court receives reimbursement for interpreter services up to an amount consistent with annual reimbursement agreement with the Administrative Office of the Courts. The Court also receives revenue from the Administrative Office of the Courts in the amount of 50% reimbursement of the Judge Pro Tem Costs incurred by the Counties.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs.

Supplies & Services increase is related to contract service increases for security, interpreters and the increased cost of judicial books.

Interfund increases are due to assessment increases for IT Administration, New Computer hardware & software, and IT computer replacement.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: To provide the general public access to court related information.

Objective 1a The court is in the process of upgrading our courtroom technology. The new technology will integrate audio and video equipment with the courtroom audio system so that proceedings can be broadcasted. Litigants will have the ability to display and share documents and videos electronically. Litigants and witnesses will have the ability to appear remotely by video conferencing. The courtroom technology upgrades will better serve the citizens.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Improve programs to adjudicate cases in a timely and efficient manner.

Objective 2a Improve case processing time standards through increased case management and improved technology.

Objective 2b Enhance the guardian ad litem registry.

Initiative 5: Long-Term Financial Planning

Department Goal 3: Continue to search for local, state, and federal grant funding.

Objective 3a Secure stable funding for the 7th Judicial Position.

Objective 3b Secure stable funding for the Adult Drug Court Program.

MEASURES:

Input/Activity:	Objective	2017 - 2018	2019 - 2020	2021 - 2022
		Actual	Projected	Projected
Benton County Case Filings	2	16,148	16,500	16,500
Output:				
Criminal Trials	2a	68	70	70
Civil Trials	2a	56	60	60
Domestic Trials	2a	111	100	100
Probate/Guardianship Trials	2a	3	4	4

Performance Measures continued

MEASURES:

		2017 - 2018	2019 - 2020	2021 - 2022
	Objective	Actual	Projected	Projected
Input/Activity:				
Adoption/Paternity Trials	2a	5	5	5
Mental illness Trials	2a	-	2	2
Juvenile Offender Trials	2a	109	100	100
Total Benton County Trials	2a	352	341	340
Efficiency:				
% of increase/decrease of trials	2a	2.0%	(3.1%)	(0.3%)
% of increase/decrease of case filings	2	(3.9%)	2.2%	0.0%
% of increase/decrease of cases completed	2a	(7.9%)	2.0%	0.0%
Outcome Target/Trends				
Total Benton County Cases Completed	2a	14,710	15,000	15,000

2021-2022 ACTION STEPS

Department Goal 1:

- > Continue to collaborate with criminal justice court partners to improve the legal financial obligation court process to ensure access to justice.

Department Goal 2:

- > Transition to the implementation of new courtroom technology that integrates audio and video equipment, facilitates electronic document sharing and remote appearance capabilities.
- > Continue to enhance the Case Management Programs to develop trial date certainty, reduce the age of the pending caseload, and improve clearance rates all of which result in an increased access to justice and treatment of court customers in terms of fairness, equality, and respect.
- > Reduce the number of trials through effective case management practices.
- > Continue to enhance guardian ad litem registry to meet the current needs of the court and better serve the community in a more timely, efficient and professional manner.

Department Goal 3:

- > State funding for the Adult Drug Court program was not allocated after the 2011-2012 State budget. The court currently receives Benton County Criminal Justice Public Safety Tax funds to support the Adult Drug Court, however, the court will continue to search for grant opportunities and future sustainability funding.

Services

The Benton & Franklin Counties Superior Court Administration provides judicial services and management to the bi-county judicial district:

- Adoptions, Probate, Mental Health
- Civil
- Criminal

The 7 Superior Court Judges and 3 Court Commissioners rotate between the counties to hear matters related to the above case types:

Services continued

1. Administration: Administrative/Management and Accounting

Administration

Provides administrative oversight and management of Superior Court Administration budget, court processes, data systems, programs, services and contracts.

Public Education

Provide for public education and information regarding the judicial process and Superior Court related issues.

Coordination of Services

Provides coordination and networking with other criminal justice agencies and social service agencies to effectively and efficiently administer justice.

Accounting

Provides accounting services including manage payroll and personnel, all accounts payable and travel, all accounts receivable, and receipting all collected funds.

Grant and Cost Reimbursement Agreement Tracking/Accounting

Records, submits and monitors grants, contracts and/or inter-local agreements.

Inventory Management

Provides management and accountability of Superior Court assets, liaison between local and state IS offices.

2. Support Services

Calendar Scheduling

Scheduling of all special setting hearings, dockets and trials in the bi-county judicial district while balancing needs of prosecutors and clerk from each county, as well as defense panel conflict and courtroom/judicial officer/staffing availability.

Court Interpretation

Arrange for in-court foreign language, real-time reporting, and American Sign Language interpreter services. Maintain library of certified and qualified interpreters and coordinate services with other offices and agencies.

Case Management

Provide Criminal, Civil, Domestic, Mandatory Arbitration and Guardianship Monitoring Program case management to resolve matters in a timely manner.

Family Court Investigator

Appointed by the Court to investigate and represent the "best interests" of allegedly abused and/or neglected children whose parents or guardians are parties to a domestic relations matter before the court.

2. Support Services

Adult Drug Court

Provides an intensive 12-18 month program for eligible adult offenders whose drug use was a primary influence in their criminal conduct. Also provides case coordination and support by the Adult Drug Court Team including intensive case management, treatment, life skills training and monitoring of participants.

Mandatory Arbitration Program

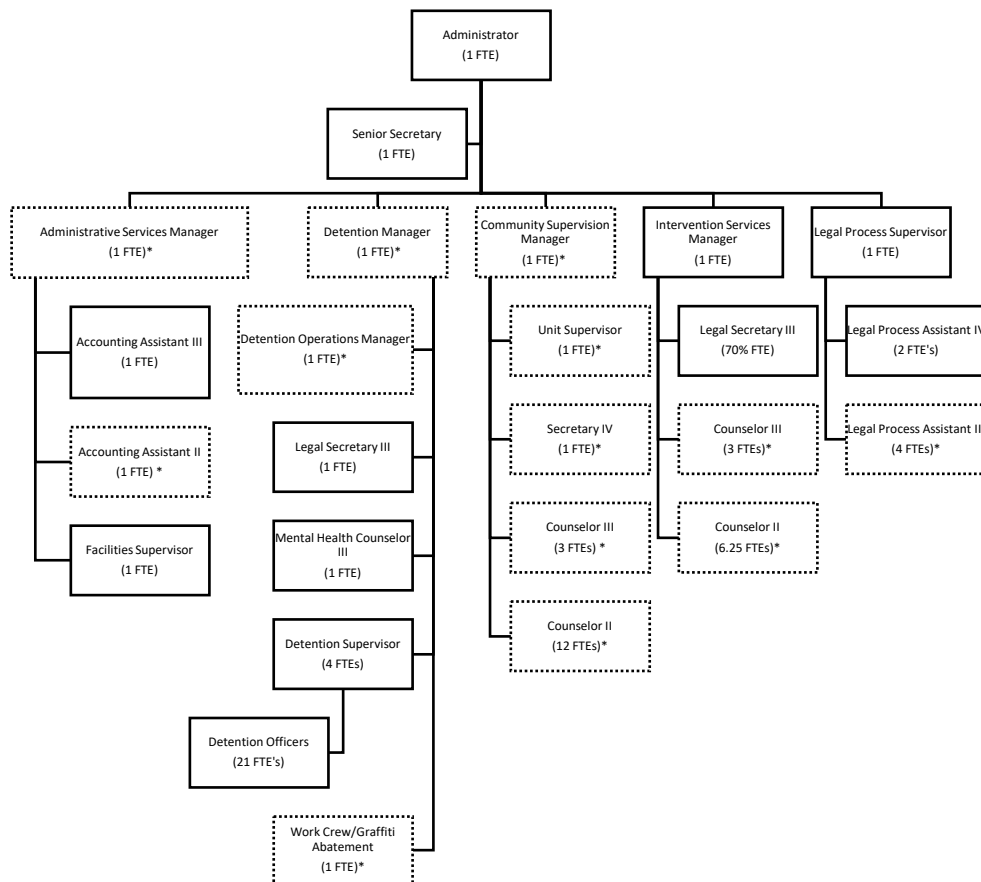
Mandatory referral of all civil actions up to \$100,000 to arbitration reducing cost to the parties and the Court in a timely manner.

Juvenile Justice

The Benton/Franklin Juvenile Justice Center (BFJJC) adjudicates all legal matters concerning children 0-17 years of age. Juvenile proceedings are part of the Superior Court of the State of Washington scheduled through the Legal Process Unit. Juvenile offenders may, based on their prior criminal history and alleged or adjudicated offense, be referred to Diversion or Community Supervision Units. Offenders may also be held in Detention prior to, or following court hearings. The BFJJC includes a 24/7 secure detention facility and detention alternative programming. Youth who are dependent, at-risk and truant also receive formal court services and intervention programming.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

Benton-Franklin Juvenile Justice Center will advance the safety and well being of our community by reducing juvenile at-risk and criminal behavior and the abuse and neglect of children.

Key Issues

Due to COVID, the Juvenile Court has seen a slowdown in the court process. Halfway through COVID the court room was upgraded to WEB Ex and that helped the dockets to continue with virtual hearings and live streaming of the court. The court has seen a back log of dispositions in both offender and dependency cases. It has been difficult to resolve court cases due to the complexity of holding trials (fact findings) and termination trials. Our work with youth on probation and diversion is built on developing in person relationships with the youth to guide them through their current situation. COVID has substantially decreased our ability to do that. Certain programs have been curtailed or have developed created ways to meet with families through the use of technology, but the outcome is not the same. In detention it has been very difficult to find coverage for our detention officers that are out on COVID leave, creating an increase in our temporary help relief workers.

Over the last four years the Benton-Franklin Counties Juvenile Justice Center has implemented and expanded numerous programs as identified in the two previous Budget Award Books. Our focus in 2021 and 2022 will be to maintain those programs and build capacity back to pre-covid capacity. Expanding our capacity/expertise to reach clients through technology will be a significant priority. In addition, the Administrative building and Detention Center continue to age and have significant maintenance issues. A rehabilitation/expansion of the juvenile justice centers administration building to include an adequate and secure second courtroom, as well as office, meeting and training space is needed. The Detention Center is now over twenty years old and various critical aspects of the center are needing update and repair.

Juvenile Justice	2013 - 2014 Actual	2015 - 2016 Actual	2017-2018 Actual	2019-2020 Budget	2021-2022 Budget	Change	Percent Change
Positions/FTE	48.00	48.00	48.00	47.00	47.00	0.00	0.0%
Intergovernmental	\$ 2,205,595	\$ 2,323,733	\$ 2,654,503	\$ 2,736,324	\$ 2,659,193	\$ (77,131)	(2.8%)
Charges & Fees	5,047,863	4,889,427	4,099,273	4,511,375	4,815,542	304,167	6.7%
Miscellaneous	13,038	4,012	16,327	2,000	32,400	30,400	100.0%
TOTAL REVENUES	\$ 7,266,496	\$ 7,217,172	\$ 6,770,103	\$ 7,249,699	\$ 7,507,135	\$ 257,436	3.6%
Personnel & Benefits	\$ 7,311,407	\$ 7,708,668	\$ 8,202,141	\$ 8,377,287	\$ 8,718,862	\$ 341,575	4.1%
Supplies & Services	3,741,502	3,557,455	2,034,737	2,057,167	2,209,014	151,847	7.4%
Intergovernmental (2)	22,773	24,982	19,947	-	-	-	0.0%
Interfund Charges (1)	-	-	667,264	824,184	1,000,135	175,951	21.3%
TOTAL EXPENDITURE	\$ 11,075,682	\$ 11,291,105	\$ 10,924,089	\$ 11,258,638	\$ 11,928,011	\$ 669,373	5.9%

**** Juvenile in not in the General Fund- It is a fund supported by the General Fund**

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.

Interfund Charges moved back from Supplies and Services in 2017

2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Expenditures above include both Operations (Dept 171) and Facility (Dept 172) amounts, which are split between Benton County and Franklin County based upon the following: Operations - average juvenile population percentage for past five years. Facility - Benton County (72%) and Franklin County (28%).

Funding Adjustments for the 2021-2022 Budget

Intergovernmental revenue decreased in Grants, primarily the BECCA Grant.

Charges and Fee revenues increased due to Franklin County Juvenile Services. Franklin County (neighboring County) pays a percent of Juvenile expenses based on an interlocal agreement.

Miscellaneous revenue increased due to the Heads Up Tri-Cities notation program.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs.

Supplies & Services increased as a result of contracting mental health services.

Interfund charges increases are due to Workers Comp and Insurance Management Assessments.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: Services provided to youth and families will positively impact youth outcomes, reduce recidivism, and/or reduce the reliance on secure detention for low-risk youth who do not present a risk to community safety.

Objective 1a Maintain a level of adequate staffing in community supervision necessary to promote community safety by holding young offenders appropriately accountable and providing interventions that reduce a youth's risk to re-offend .

Objective 1b Maintain adequate staffing for detention so that no youth is released from detention before having served court ordered time. Increase programming in detention that maintains a focus on challenging a youth's anti-social attitudes, values and beliefs.

Objective 1c Maintain program capacity for providing state and locally funded Functional Family Therapy cases, an evidence-based program proven to reduce recidivism, by maximizing contracted services and program staff caseload capacity.

Objective 1d Provide Aggression Replacement Training, an evidence-based program proven to reduce recidivism, to a maximum number of moderate and high-risk juvenile offenders, depending on funding, by training Juvenile Probations Counselors as program co-facilitators.

Objective 1e Provide Drug Court Programming, an evidence-based program, proven to reduce recidivism, to juvenile offenders whose criminal behavior is related to substance abuse issues.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Maintain processes that are effective and efficient.

Objective 2 Reduce number of warrants issued for Failure to Appear by providing reminder notices to youth with pending court hearings to include all BECCA and criminal matters.

Performance Measures continued

MEASURES:

		2017 - 2018	2019 - 2020	2021 - 2022
	Objective	Projected	Projected	Projected
Input				
Youth secure detention days served	1b	18,537	18,262	18,000
Juvenile Probation Counselors	1a	16	13	13
Available ART slots	1d	150	150	150
Youth eligible for ART	1d	394	330	300
Available FFT slots	1c	126	120	126
Youth eligible for FFT	1c	288	278	300
Therapist providing FFT	1c	4	3	3
Available Juvenile Drug Court slots	1e	50	50	50
Juvenile Probation Counselors trained as co-facilitators ART	1d	16	13	13
Failure to appear (FTA) warrants	2	642	538	500
Output:				
Youth served in ART	1d	150	150	150
Youth served in Drug Court	1e	70	60	70
Youth served in FFT	1c	116	116	126
Average number of youth served on probation	1a	650	612	600
Efficiency:				
Probation Counselor/Youth Ratio	1a	1/20	1/17	1/17
FFT program % completion	1c	78%	74%	80%
ART program % completion	1d	72%	67%	75%
Decrease in secure detention days served	1b	7.3%	-1.5%	-1.5%
Decrease in FTA (failure to appear) warrants	2	8.3%	-1.8%	-2.0%
Outcome Target/Trends				
Number of youth completing FFT program	1d	90	86	126
Number of youth completing ART program	1d	108	100	150

2021-2022 ACTION STEPS

Department Goal 1

- > This court achieved all the goals identified in 2019-2020. Staff were trained in trauma, ACES and adolescent brain development. Mental health programming was increased in detention, and an Education/Employment training program was implemented. In 2021-2022 we will work to maintain the programming that we have developed and return services to pre-covid levels. In addition, we will improve our use of technology to deliver services.

Department Goal 2

- > Continue to move forward on the renovation and expansion of the administration building and secure detention.

Services

The Benton Franklin Juvenile Justice Center provides Court and related services for youth and families who are referred to the Court because of:

- Dependency issues related to abuse or neglect of a child,
- Juvenile criminal offense behavior, or
- Youth whose conduct puts them at risk of harm or at risk of criminal behavior, i.e.: runaway, truancy.

The Presiding Juvenile Court Judge is assigned on a rotation basis to Juvenile Court, 3 Court Commissioners and several part-time contracted Pro-Tem Judges hear dependency (including ARY, CHINS and Truancy) matters and offender matters for Benton and Franklin Counties. Programs and services necessary to support the Court function are divided into the following units of operation:

1. Administration: Administrative/Management and Accounting.

Administration

Provides administrative oversight and management of Juvenile Court budget, court processes, data systems, programs, services and contracts.

Public Education

Provide for public education and information regarding juvenile justice related issues.

Coordination of Services

Provides coordination and networking with other criminal justice agencies and social service agencies to effectively and efficiently coordinate the delivery of services and interventions to youth and families referred to the Juvenile Justice Center.

Accounting

Provides accounting services including manage payroll and personnel, all accounts payable and travel, all accounts receivable, and receipting all collected funds.

Grant and Cost Reimbursement Agreement Tracking/Accounting:

Records, submits and monitors grants, contracts and inter-local agreement program and fiscal compliance utilizing project cost accounting practices.

Time-Pay / Collections - Criminal Legal Financial Obligations

Manages grant and contractual reimbursements and collections including delinquent payment of juvenile diversion and parent legal financial obligations.

Inventory Management

Provides management of 80+ PC's and printers; involving the administration of automation of business practices and interactivity with other law and justice agencies; liaison between local and state IS offices.

Services continued

2. Support Services including Legal Process and Clerical functions:

Calendar Scheduling

Scheduling of approximately 13,000 hearings and trials per year. Prepare docket for all juvenile court matters balancing needs of prosecutors and clerks from each county as well as defense panel conflicts and courtroom/judicial officer availability.

Court Interpretation

Arrange for in-court foreign language and American Sign Language interpreter services, maintain library of certified and qualified interpreters, and coordinate services with other offices and agencies.

Assigned Counsel

Assign counsel for all Juvenile Court criminal actions, parents in dependencies, BECCA petition contempt, and conflict cases.

Juvenile Dependency

Schedule cases on docket for Shelter Care, Case Conferences, Status Conference, Contested/Uncontested Fact Finding, Disposition, Contested and uncontested statutory reviews, and Permanency Planning Hearings.

Juvenile Offenders

Schedule first appearances, detention hearings, trials, probation violations and review hearing.

Juvenile Tracking System

Develops, implements and maintains comprehensive agency-wide juvenile tracking/ case management/ court scheduling database system.

Archiving Records Management

Maintain social files per statute.

3. Intervention Services provides early intervention for youth and families:

Truancy

Provide Truancy Board Program, Truancy Petition processing, Monitoring of Truancy Orders, Case Management and Referral for Truancy cases.

Diversion

Program for juveniles referred for first-time, minor offenses including recruiting, screening, monitoring, supporting and scheduling volunteer members for Community Accountability Boards; Case Management and Referral Services; Monitoring of compliance with Diversion Contract. Provide skill-building intervention programming for youth.

Volunteer Guardian Ad litem Program

Provides recruiting, screening, training, and support to volunteers who are appointed by the Court to investigate and represent the "best interest" of abused and neglected children who are parties to a dependency petition.

Family Support

Crisis counseling and referrals for families in conflict. Case management services for youth and families involved in At-Risk Youth Petitions.

Services continued

4. Court Services/Community Supervision:

Intake Services

Provides limited pre-adjudication supervision.

Community Supervision

Provides assessment, case management and monitoring of all youth who are placed on community supervision.

Selective Aggressive Probation

Provides intensive supervision and services to youth identified by Law Enforcement, Prosecutors and Probation Counselors as highest risk to re-offend.

Probation-School Liaison Program

Provides probation services to all youth at Pasco and Chiawana High Schools that are on Court-ordered probation. Also provides Aggression Replacement Training and case management services.

Juvenile Drug Court

Provides case coordination and support to Juvenile Drug Court Team including intensive case management and monitoring for youth assigned to the Juvenile Drug Court Program.

Aggression Replacement Training

Provides research based cognitive-behavioral program lasting 10 weeks for all eligible youth on Court ordered probation. This program has been proven to reduce recidivism among juvenile offenders.

Functional Family Therapy

Provide research based Functional Family Therapy according to the prescribed model to eligible youth based on contract provisions.

Services continued

5. Detention Services: 108 bed, 24 hour / 7 day per week secure detention facility.

Provides current staffed capacity of 55 beds plus two intake rooms in admissions area. School program is provided by Kennewick School District.

Secure Detention

Provides secure detention services for all youth.

Medical/Physical Health Services

Provides medical assessment and treatment for all youth booked into detention. Provides ongoing medical assessment and intervention for youth housed in the detention facility.

Mental Health Services

Provides assessment, intervention, service coordination and transitional planning for all youth booked into detention who are in need of mental health services.

GED/Day Reporting Program

Provided by Kennewick School District in the visitation area of the detention facility for older youth whose history is indicative of an inability to return successfully to a regular or alternative school program.

Work Crew

Provides an alternative to detention for low risk youth by developing, managing, and supervision work projects where adjudicated youth can work off detention time by service to the community.

Graffiti Abatement Project

Contract with local jurisdictions to provide youth work crews to eliminate gang graffiti in those communities.

Community Alternative Transition Services

Detention Alternative Education Program run by Kennewick School District provided to out of school youth.

Special Projects

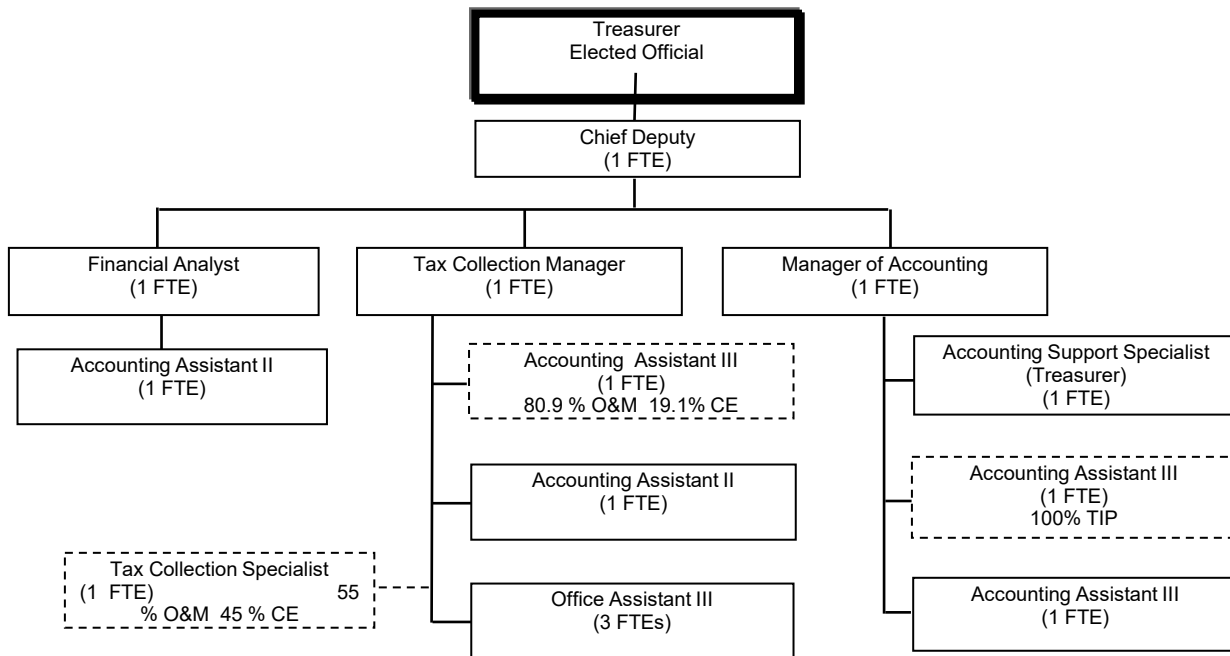
Juvenile Detention Alternatives Initiative.

County Treasurer

The County Treasurer is the custodian of the County's money and the administrator of the County's financial transactions. In addition to services for the County, the County Treasurer provides financial services to special purpose districts and other units of local government, including the responsibility to receipt, disburse, invest and account for the funds of each of these entities. The Treasurer receives and disburses funds, invests funds held, and maintains financial records in accordance with accepted accounting principles. The County Treasurer is also responsible for the collection of various taxes, including legal proceedings to collect past due amounts. The County Treasurer has other miscellaneous duties such as conducting bond sales. The office is organized into three distinct departments including the Tax Collection, Tax Adjustment, and Accounting Department that serve to properly segregate incompatible processes/duties. The Tax Collection Department is responsible for the collection of taxes, the processing of real estate excise tax, and foreclosure/distrain. The Tax Adjustment Department is responsible for adjustment of taxes, petition for refunds, real estate excise tax refunds, and review of subsidiary suspense accounts. The Accounting Department is responsible for banking, daily account reconciliation, general receipts, investments, and warrants.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

Provide the most reliable, efficient, and cost-effective service to the citizens and local governments of Benton County, Washington.

Key Issues

2020 has posed new challenges due to the recent Coronavirus pandemic. We have worked with other County offices (i.e. Auditor's office, IT, etc.) and restructured certain processes to allow for the continuation of services for both taxpayers and districts we serve while the lobby is closed to the public. We are continuing to evaluate and update our procedures to allow working remotely, as needed, while ensuring the safeguarding of the public's funds and that internal controls are met.

Treasurer	2013 - 2014 Actual	2015 - 2016 Actual	2017 - 2018 Actual	2019 - 2020 Budget	2021 - 2022 Budget	Change	Percent Change
Positions/FTE	13.00	12.50	12.50	12.50	12.50	0.00	0.0%
Taxes	\$ 20,574,866	\$ 23,180,362	\$ 24,749,337	\$ 24,181,500	\$ 27,848,500	\$ 3,667,000	15.2%
Intergovernmental	5,399,031	5,789,647	6,725,928	6,329,627	6,881,445	551,818	8.7%
Charges & Fees	41,180	545,808	789,272	734,500	714,620	(19,880)	(2.7%)
Fines & Forfeitures	1,245,626	1,002,578	1,111,974	1,100,000	1,100,000	-	0.0%
Miscellaneous	2,495,815	2,904,369	4,405,353	3,230,932	3,650,183	419,251	13.0%
TOTAL REVENUES	\$ 29,756,518	\$ 33,422,764	\$ 37,781,864	\$ 35,576,559	\$ 40,194,748	\$ 4,618,189	13.0%
Personnel-Benefits	\$ 1,887,598	\$ 1,966,490	\$ 1,955,742	\$ 1,919,291	\$ 2,168,965	\$ 249,674	13.0%
Supplies-Services	738,477	639,673	187,094	230,940	237,040	6,100	2.6%
Interfund Chgs (1)	-	-	331,421	465,898	504,997	39,099	8.4%
TOTAL EXPENDITURE	\$ 2,626,075	\$ 2,606,163	\$ 2,474,257	\$ 2,616,129	\$ 2,911,002	\$ 294,873	11.3%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017.

Funding Adjustments for the 2021-2022 Budget

Taxes are budgeted based of 2020 actuals in retail sales and use tax, local sales tax for criminal justice, & leasehold excise tax with a small decrease due to the COVID pandemic.

Intergovernmental revenue increased from the previous budget due to Marijuana Excise Tax Distribution and Criminal Justice Funding (from the State) tax revenue.

Charges & Fees decreased in the Treasurer's REET Fee.

Miscellaneous revenue is primarily Investment Interest which is budgeted based on 2020 actuals with a small decrease due to the COVID pandemic

Personnel expenditures reflect grades/steps of incumbents, insurance and retirement costs. 10% of Treasurer and Chief Deputy FTE salaries were moved to Current Expense fund. The Tax Collection Specialist was split 45% Current Expense and 55% Treasurers O&M. The Accounting Assistant II and III in Accounting were increased to Accounting Assistant III and Accounting Support Specialist.

Interfund charges increased for IT Administration & Computer replacement assessments.

Performance Measures

Initiative 1: Service Delivery

- Department Goal 1:** To provide the highest level of service to the public and the districts that we serve.
- Objective 1a: Improve access to the information that is available to the public through the website.
 - Objective 1b: Provide options for the taxpayers to bring their delinquent taxes current within the laws of Washington State.
 - Objective 1c: Continue enhancing employees' knowledge base to ensure accuracy and efficiency.
 - Objective 1d: Provide taxpayers the option of paying property tax partial payments in accordance with the established RCW.

Initiative 2: Procedure Management - Workflow Analysis

- Department Goal 2:** To improve staff capabilities and efficiency within the office.
- Objective 2a: Provide external staff training through reputable government training agencies.
 - Objective 2b: Continue the movement from a paper intensive office to a more electronic office.
 - Objective 2c: To have all districts, schools and other groups that use the Benton County Treasurer as their bank to utilize Payee Positive Pay to safeguard the county's assets.

Initiative 5: Long-Term Financial Planning

- Department Goal 3:** Provide quality long-term planning.
- Objective 3a: Continue the migration to a paperless and digital office.
 - Objective 3b: Continue training of Treasurer's Office staff in order to accommodate newer technologies brought into our office.

MEASURES:

		2017 - 2018	2019 - 2020	2021 - 2022
	Objective	Actual	Projected	Projected
Input/Activity:				
Annual number of property parcels	1a, 1b, 2a	78,711	81,283	83,118
Output:				
ACH (automatic clearing house) transactions	1b, 1c	5,981	6,150	5,700
ACH direct monthly payment plan transactions	1e	2,571	3,100	3,000
On-line credit card/debit card transactions	1b, 1c	7,113	12,000	12,400
On-line E-Checks	1b, 1c	4,141	6,200	8,000
Excise Processed	2a, 2b, 2c	10,067	17,000	16,850
Foreclosures initiated	2a, 2b, 2c	539	588	630
Foreclosure - Certificate of Delinquency	2a, 2b, 2c	33	15	66
Efficiency:				
% of Delinquent accounts	2a, 2b, 2c	1.7%	1.5%	1.6%
Paperless REET affidavits processed	2a, 3a	8,158	10,000	10,892
Outcome Target/Trends				
Increase of internet payments (debit and credit)	1b, 1c, 2a	45%	62%	12%
Collection rate of real and other taxes	2a	98.30%	98.50%	98.40%

Performance Measures continued

2021 - 2022 ACTION STEPS

Department Goal 1

- > In an effort to streamline processes and implement stronger security measures, the Treasurer's office will convert the County's purchasing card system over to our current banking provider.

Department Goal 2

- > In partnership with the Assessor's Office, we will work with an outside vendor to improve the content and display of our website. The objective is to provide more indepth tax information so taxpayers can see where their tax dollars are spent and how potential levies and legislation may impact their tax assessments.

Department Goal 3

- > We will establish processes and enhance technology for working remotely, including the purchase of additional laptops and docking stations.

Services

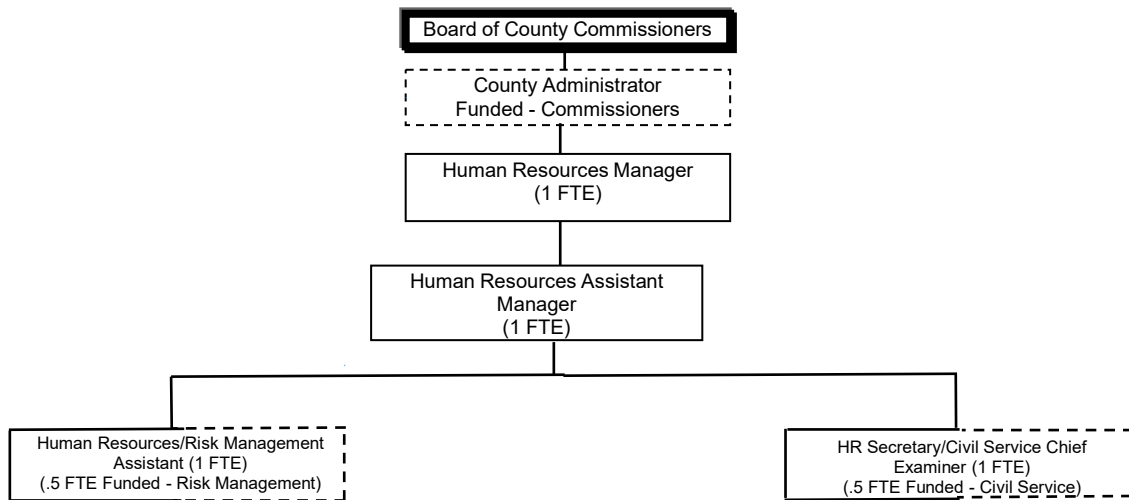
The County Treasurer acts as the "bank" for the County, school districts, fire districts, water districts and other units of local government. The Treasurer's office receipts, disburses, invests and accounts for the funds of each of these entities. The Treasurer is also charged with collecting various taxes for a wide range of governmental entities. The Treasurer is a constitutional officer elected to provide independence from the legislative branch of the County and independence from other local governments that have the ability to levy taxes and assessments. This provides a system of checks and balances and a separation from the branch of government responsible for levying taxes to the branch charges with collecting tax revenues.

Human Resources

The Human Resources Department is responsible for Employee Benefits and Wellness, Classifications and Compensation, Employee and Labor Relations, Equal Employment Opportunity, Recruitment and Selection, Training and Development, and Human Resources Administrative Support. The Human Resources Department is constantly changing and learning to stay up to date with the laws and regulations governing Human Resource functions and COVID-19. An example of regulations governing Human Resources is tracking and coordinating the Washington State Paid Family Leave as well as the various new leaves implemented during COVID. While navigating the ever changing Human Resources functions, Human Resources realizes it is equally important to continue to educate employees on their individual benefit elections, as well as to allow for easy access to benefit information. To help the Department accomplish this Human Resources has ensured that all of the Collective Bargaining Agreements, insurance summaries, insurance contact information, and policies are easily accessible on both the internet and intranet pages. In addition we have implemented new NeoGov modules allowing for streamlined On-Boarding, employee file management, job description posting for the public, and electronic requisition requests.

The chart below shows the organization structure for 2021 - 2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

To provide innovative services which are customer responsive, cost effective, and aligned with the overall mission of the County.

Key Issues

The demand for Human Resources services continues to grow. During the next two years, a broad set of organizational challenges must be addressed that have management, workforce and development, technological, and especially financial implications for our County. These trends and challenges include: 1) Maintain Financial Resources 2) Changing Workforce 3) Stabilizing Labor and Benefit Costs 4) Partnerships 5) Managing Employment Laws and Issues and 6) Human Resources Technology.

COVID-19 has certainly had a lasting impact on the Human Resources department. From the management of new leave options to reimagining the way employees must be productive, the department has faced many challenges and continues to realign service offerings to meet consistently changing needs that arise due to the pandemic we are living in. One specific example is the significant time researching, implementing, and managing Family First Coronavirus Response Act leave provisions. Human Resources has also provided a quick response to social distancing initiatives by shifting a heavily paper-centered Personnel On-Boarding and file system to an online system. Development of these systems has become a priority and the Human Resources team is continuing to improve functionality. Finally, and most importantly, Human Resources has felt the emotional impact that COVID has had on Benton County employees. The uncertainty, stress, and fear in employees has resulted in increases in consultations and communications.

Personnel Resources	2013 - 2014	2015 - 2016	2017 - 2018	2019 - 2020	2021 - 2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	2.50	2.50	3.00	3.00	3.00	0.00	0.0%
Charges & Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ 415,242	\$ 408,232	\$ 475,245	\$ 587,390	\$ 706,841	\$ 119,451	20.3%
Supplies & Services	\$ 106,261	\$ 111,895	\$ 57,729	\$ 112,275	\$ 127,775	\$ 15,500	13.8%
Interfund Charges (1)	-	-	42,395	48,180	74,255	26,075	54.1%
TOTAL EXPENDITURES	\$ 521,503	\$ 520,127	\$ 575,369	\$ 747,845	\$ 908,871	\$ 161,026	21.5%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure. Interfund Charges moved back from Supplies and Services in 2017.

Funding Adjustments for the 2021-2022 Budget

Human Resources expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs.

Services increased due to the continued professional services Contract with NeoGov for online employment application services, onboarding, forms transmittals, and training.

Interfund charges increased in IT administration, new computer software & hardware, and IT computer replacement.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: Service Delivery

Objective 1 Broaden our service focus to include a consultative approach to human resource management not just an administrative approach. Continue to expand and develop procedures using our information technology resources to offer flexible, user-friendly, and integrated systems, including a NeoGov module for self-service.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Contain Labor and Health Insurance Costs.

Objective 2 Explore health insurance options that contain cost. Promote wellness programs as a cost effective health and productivity management strategy.

Department Goal 3: Contain Unemployment Costs.

Objective 3 Implement unemployment cost containment program which streamlines the unemployment claims process in order to reduce costs.

Department Goal 4: Enhance Recruitment and Selection.

Objective 4 Expand the process on NeoGov to enhance the recruitment and selection process for applicants as well as Elected Officials/Department Managers who utilize the system to find the most qualified applicant.

Initiative 4: Human Resource Management

Department Goal 5: Promote and Deliver Training and Development Programs.

Objective 5 Create and promote effectiveness by developing and offering an array of innovative and diverse training programs for employee development while tracking using NeoGov.

MEASURES:

		2017 - 2018	2019 - 2020	2021 - 2022
	Objective	Projected	Projected	Projected
Input/Activity:				
FMLA Filings	1,2,5	73	100	130
Employee Relation Filings	1,5	50	50	50
Benefited FTE County Employees	1,2,3,4	628	650	650
Applicants for Job Openings	1,2,4,5	3702	4500	4500
Workers' Comp Claims	1,2,5	72	60	50
Number of unemployment claims filed	1,3,4,5	21	80	100
Training Courses Days	1,2,3,4,5	43	75	75
Output:				
Ergonomic Assessments	1,2,3,5	9	8	10
Employee Terminations	1,3,4,5	199	200	230
New Hires that Received Orientation	1,2,3,4,5	182	200	250
Number of participants in trainings	1,2,4,5	925	650	650
Collective Bargaining Agreements	2	9	11	12
Unemployment claim costs	1,3,5	\$ 129,864	\$ 120,000	\$ 150,000
Monthly benefit premium per employee	1,2,4	\$ 1,139	\$ 1,139	\$ 1,141
Efficiency:				
Percent change in unemployment claims costs	1,3,5	-38%	-8%	25%
Percent change in benefit premium	1,2,4	3%	0%	0%
Percent change in applications	1,4	(14.7%)	21.6%	0.0%
Outcome Target/Trends				
Turnaround of application in business weeks	1,4	4 weeks	4 weeks	4 weeks
Unemployment claims denied	1,3	5	6	15

Performance Measures continued

Department Goal 1: Employee Benefits & Wellness

- > Contain and/or reduce health care expenses.
- > Streamline a personalized new hire orientation experience.
- > Develop, promote, and sustain a countywide wellness program.
- > Continue to improve the visibility of benefits utilizing Neogov and the intranet.

Department Goal 2: Classification and Compensation

- > Review all job descriptions for accuracy, consistency, and compliance.
- > Match the job classification, Eden, and Budget position titles.
- > Explore alternative compensation structures.

Department Goal 3: Employee and Labor Relations

- > Develop and maintain an online references and library for Elected Officials, Department Managers and Supervisors.
- > Create an employee handbook.
- > Develop and update employee policies and guidelines.

Department Goal 4: Equal Employment Opportunity

- > Deliver EEO specific training programs.
- > Update the Annual Title VI report.

Department Goal 5: Recruitment and Selection

- > Enhance recruitment through the County's internet image.
- > Enhance pre-employment criminal background and screening process.

Department Goal 6: Training & Development

- > Expand training partnerships.
- > Increase the number of online training courses offered.
- > Increase the number of webinar training.

Department Goal 7: Human Resources Administrative Support

- > Implement a workforce/succession plan, which will analyze workforce data and utilize the information to assist in identifying and implementing strategies to meet workforce needs.

Services

Employee Benefits and Wellness Programs

Administer a comprehensive benefits program that provide benefits education and problem resolution to employees, their dependents, and retirees. Promote wellness to optimize health and productivity.

Classification and Compensation

Provide and monitor a competitive and equitable classification and compensation plan.

Employee and Labor Relations

Provide guidance, training, and recommendations on managing performance, conduct issues, resolving complaints at the lowest level, and assisting in negotiation agreements.

Equal Employment Opportunity

Promote a diverse workforce and an environment free of discrimination and harassment by providing training, guidance, reasonable accommodation, assessments, and investigation of complaints.

Recruitment and Selection

Provide innovative, responsive, fair and consistent recruitment and selection services.

Training and Development

Create and promote individual and organizational effectiveness by developing and offering an array of innovative and diverse training programs to support employee development.

Personnel Resources Administrative Support

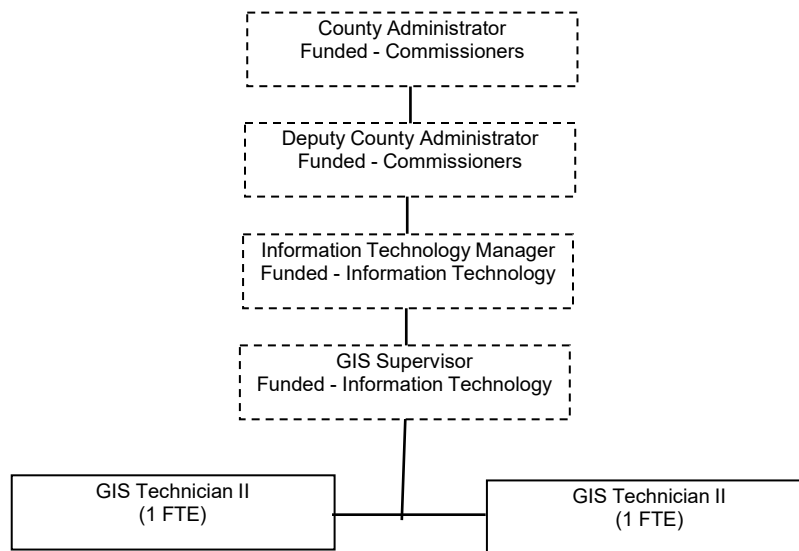
Provide support services for County employees, departments/offices, and the public.

Geographic Information System (GIS)

The Geographic Information System (GIS) Department currently performs GIS data creation, conversion, and maintenance tasks, as well as GIS analysis, using Esri ArcMap and ArcGIS Pro software. Additionally, the GIS Department automates tasks by creating custom computer programming scripts which saves county departments time/money and provides online services (such as web mapping applications and data downloads) to the public and to other county departments.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

A primary function of the GIS department is to develop, acquire, and maintain spatial and tabular data in order to facilitate the management of the County's land base and infrastructure. The GIS Department also supports county departments with the creation of custom built desktop and mobile applications which increase efficiencies in everyday workflows. The fundamental purpose of the GIS department is to improve access to such data, both for our county departments and for the public. It is an important role of the GIS department to establish and sustain a program that affords equal access to GIS products and services to all county departments. An essential component in providing the public with improved access to GIS is the creation and maintenance of GIS web mapping applications. In addition, the GIS Department provides public customers access to the county's GIS data via a regularly-updated data download site.

Key Issues

In 2021-2022, the GIS Department will continue working cooperatively with county offices and surrounding Benton County government agencies in order to increase efficiencies and share resources. In particular, the GIS Department will continue the emphasis on improving data access and data maintenance processes by developing, fine-tuning, and maintaining online services such as web mapping applications and a publicly available data download site. Additionally, the GIS Department will continue transferring its processes to the new Esri software platform and will explore new technological options, such as implementing an Esri cloud-based server and transferring online data sharing to a SharePoint site.

Lastly, as a result of dealing with COVID-19 mandated health measures, GIS will expand their geospatial analysis to provide public health statistics and transparency to the citizens of Benton & Franklin County.

GIS	2013 - 2014	2015 - 2016	2017 - 2018	2019 - 2020	2021 - 2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	3.00	3.00	3.00	2.00	2.00	0.00	0.0%
Charges & Fees	\$ 11,518	\$ 12,901	\$ 10,000	\$ 10,000	\$ 125,000	\$ 115,000	1,150.0%
TOTAL REVENUES	\$ 11,518	\$ 12,901	\$ 10,000	\$ 10,000	\$ 125,000	\$ 115,000	1,150.0%
Personnel & Benefits	\$ 523,844	\$ 559,684	\$ 568,435	\$ 367,496	\$ 361,601	\$ (5,895)	(1.6%)
Supplies & Services	162,589	226,160	4,437	11,140	136,140	125,000	1,122.1%
Interfund Charges (1)	-	-	211,490	282,975	177,452	(105,523)	(37.3%)
TOTAL EXPENDITURES	\$ 686,433	\$ 785,844	\$ 784,362	\$ 661,611	\$ 675,193	\$ 13,582	2.1%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017

Funding Adjustments for the 2021-2022 Budget

GIS has an increase in revenues due to Orthophoto photography. Benton County does aerial photography and has an interlocal with others in the County to pay a portion of the service. Other revenues have decreased due to a decrease in requests for paper maps. Many services, maps, and GIS data are available to customers online, free of charge.

Funding Adjustments for the 2021-2022 Budget continued

Personnel expenditures reflect actual grades and steps of incumbent in addition to insurance and retirement costs.

Supplies & Services increased due to the Orthophoto aerial photography (see revenues).

Interfund charges decreased for IT Administration Services Assessment.

Performance Measures

Initiative 1: Service Delivery

Department Goal: To produce increasingly accurate spatial and tabular data and make such data readily accessible to both the public and other county departments.

Objective 1a: Work to further integrate GIS functions within other county departments, assisting them in automating and streamlining more processes through web mapping applications.

Objective 1b: Develop new relationships with surrounding agencies that contribute to the County's base map resource and data sharing goals.

MEASURES:	Objective	2017 - 2018	2019 - 2020	2021 - 2022
		Actual	Projected	Projected
Output:				
Maps printed for public and non-county agencies*	1a	850	-	-
Maps printed for County departments*	1a	225	-	-
County Atlases printed*	1a	25	-	-
Atlas update pages printed*	1a	850	-	-
Data stored on CD's/DVD's**	1a	35	-	-
Data files uploaded to remote device***	1a	8,500	-	-
Data files emailed***	1a	3,500	-	-
Web Page views	1a	55,000	57,000	61,560
Web App views	1a, 1b	250,000	205,084	221,490
Web Map views		200,000	211,376	228,286
Outcome Target/Trends				
Change in custom printed maps	1a	(1,897)	(250)	-
Change in printing County Atlases and Atlas Updates	1a	(5,501)	(885)	-
Change in DVD distribution of data	1a	(129)	(8,500)	-
Change in data files uploaded and emailed	1a	(16,022)	(1,500)	4,560

* The availability of downloadable standard pdf maps and online web mapping applications on the GIS Department's website have replaced the need for the majority of the hardcopy mapping previously provided to customers, thus the decrease in maps and atlases created after these products and services were made available. Atlases have not yet been converted to new software.

** Switching to the use of a digital data download site as the GIS Department's primary methods of digital transfer has reduced the overall number of CD's/DVD's provided to the department's customers, as well as the quantity of data files being transferred to customers via email or to individual ftp sites or remote storage devices.

***The Auditor's Office took over scanning and distribution of recorded property records, thus significantly reducing the GIS Department's need to scan and email or burn CDs to distribute the data. Automated updates to the data upload site and online mapping have further reduced the need for emailing files or uploading them to remote devices.

Performance Measures continued

2021 - 2022 ACTION STEPS

Department Goals

- > To work with other county offices in order further integrate GIS functions and increase efficiencies, assisting them in automating and streamlining more processes through web mapping applications.
- > To improve access to the county's GIS data and services for county offices and other governmental agencies.
- > To explore new technological advancements, such as implementing an Esri cloud-based server with multi-user permissions and versioning, in order to ensure data integrity and efficiency.
- > To provide additional GIS training opportunities to county employees in order to engender a more efficient utilization of the county's GIS resources.
- > To develop and maintain relationships with other jurisdictions that promote GIS data sharing and exchange of information.

Services

Digital Data

The base upon which all other GIS products are built.

Spatial analysis

A means to combine data from many sources to solve problems associated with such factors as density, patterning, intersections, and change detection.

Web Mapping Applications

Online interactive mapping applications that allow users to view and query the county's base GIS layers. Additionally, such applications facilitate mobile data entry by county employees.

Reports

Primarily the results of a spatial query or analysis.

Training

Provided to the staff of the County's primary and secondary users in order to facilitate the use of GIS.

Customer Service

Prompt and courteous assistance to the public and to all partners.

Strengthening Partnerships

Keep building and maintaining relationships internally and externally while harvesting new partnerships that help the County provide services to the public.

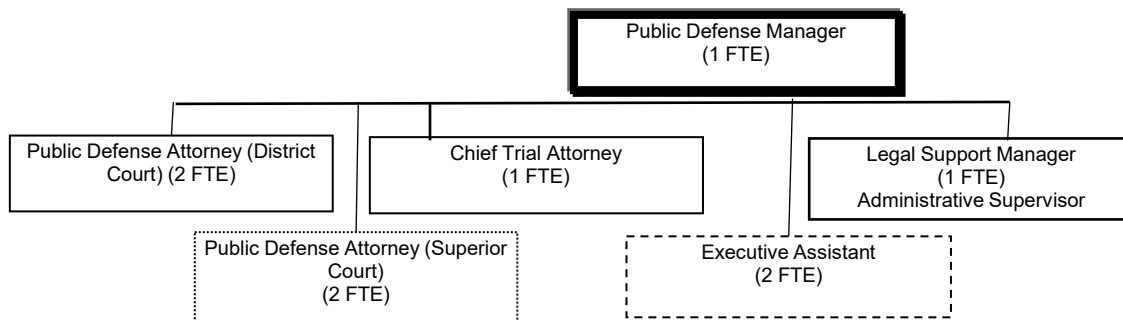
Computer Programming

The process of designing and building an executable computer program to accomplish a specific computing result or to perform a specific task. Programming involves tasks such as: analysis, generating algorithms, profiling algorithms' accuracy and resource consumption, and the implementation of algorithms in a chosen programming language (commonly referred to as coding).

Office of Public Defense

OPD is responsible for ensuring that the public defense delivery system in Benton County meets, or is progressing toward, standards established by law, Constitution, the State Office of Public Defense, and the Washington State Bar Association (WSBA). To those ends, it employs four Staff Public Defense Attorneys and retains and monitors the services of over 40 contract attorneys who provide public defense representation throughout the Court system and also serves as the focal point and resolution center for service related client complaints.

The chart below shows the organization structure for 2021-2022 only.



Mission

The mission of the Benton County Office of Public Defense is to provide quality, cost-effective legal representation to indigent and other qualified persons charged with criminal offenses or otherwise facing incarceration, so as to protect their Constitutional and other legal rights, educate them about the criminal justice system, and champion the interests of justice. The Office of Public Defense will always be mindful of the fact that the resources that enable it to advance its mission are entrusted to it by the taxpayers of Benton County, and as such, it will constantly strive to improve the efficiency and effectiveness of its team, systems which it manages, and systems of which it is a part, so as to always be a good steward of such resources.

Key Issues

The three biggest issues or developments at the Office of Public Defense in 2019-2020 have been: 1) continued growth in caseloads; 2) frequent turnover and difficulty in recruiting; and 3) significant disruption to operations, caseload bottlenecks, and inability to resolve cases due to the COVID-19 pandemic

Continued Growth in Caseloads

2019 and the first portion of 2020 (pre-COVID) continued to see strong growth in District Court appointed caseload. 2019's caseload, while slightly less than 2018, was still almost 15% above the caseload from 2018. 2020's caseload in the first couple of months, was even higher than 2019. Of course, things slowed down very substantially with COVID-19. However, the concern is that there is a large pent-up demand for public defense case appointments and that case filings and appointments will see a huge spike either near the end of 2020 and going well into 2021 when a vaccine is developed or cases drop enough that restrictions ease.

Frequent turnover and difficult in recruiting

Increased competition from other local jurisdictions seeking public defenders, as well as other attorney recruiters (such as prosecutor's offices and judicial positions) continues to be a significant factor. While attorney departures have slowed significantly since the last biennium, we still saw significant turnover due to attrition. At the same time, a strong economy (at least pre-COVID) and slow-rising compensation levels for public sector employment has made recruiting more difficult than it has been in over 10 years.

COVID-19 Factors

As with everyone else, COVID-19 has significantly impacted operations at OPD. OPD has been working toward being a fully digital and paperless office for many years (and has reached almost 100% paperless status even before the pandemic) so internal operations were not very much impacted even when "Stay at Home" orders were implemented at the beginning of the pandemic. However, the pandemic and the resulting changes in court operations, most significantly the indefinite tolling of speedy-trial rights and the temporary prohibition of jury trials, has created significant problems with handling cases. Quite simply it is extremely difficult to resolve cases since clients don't get to use the "threat" of trial to get favorable resolutions and out of custody clients have no incentive to accept even attractive offers since they often prefer to delay matters indefinitely. Furthermore, social distancing and contagion minimizing measures have made working on cases a much more laborious task. As a result, even though caseloads are somewhat lower (significantly lower in District Court) the workload has increased almost across the board.

WASHINGTON

OPD	2013 - 2014	2015 - 2016	2017 - 2018	2019 - 2020	2021 - 2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	5.00	5.00	6.00	7.00	7.00	0.00	0.0%
Intergovernmental Charges & Fees	\$ 342,502	\$ 357,432	\$ 362,023	\$ 387,000	\$ 387,000	\$ -	0.0%
TOTAL REVENUES	\$ 1,492,106	\$ 1,868,237	\$ 1,758,261	\$ 2,006,384	\$ 2,311,457	\$ 305,073	15.2%
Personnel & Benefits	\$ 952,800	\$ 1,047,158	\$ 1,071,023	\$ 1,124,761	\$ 1,729,930	\$ 605,169	53.8%
Supplies & Services	3,946,036	4,187,674	5,291,648	5,384,629	5,384,629	-	0.0%
Interfund Charges (1)	-	-	131,867	164,322	276,257	111,935	68.1%
TOTAL EXPENDITURES	\$ 4,898,836	\$ 5,234,832	\$ 6,494,538	\$ 6,673,712	\$ 7,390,816	\$ 717,104	10.7%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.

Interfund Charges moved back from Supplies and Services in 2017.

**One FTE added part way through the 2019-2020 biennium.

Funding Adjustments for the 2021-2022 Budget

Charges and Fees revenue increase is generated as the local Cities in Benton County pay a portion or percentage of OPD expenditures through an interlocal agreement.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs. In 2019/2020 a Benton County employee attorney position was added to replace a contracted attorney. Also in 2019/2020 the salary scale for the Attorneys was revised/increased.

Services increased for Superior Court contracts and District Court legal services line items due to a need to increase compensation to remain competitive, as well as increased caseloads. OPD services are provided through Benton County FTE's and contracted Attorneys.

Interfund Charges increase due to the IT administrative assessment and in 2019/2020 Building Office rent was omitted in the budget in error.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: To provide quality legal representation of indigent citizens of Benton County who are charged with crimes or who are otherwise facing the possibility of incarceration by the Court system.

Objective 1a Effectively manage case appointments so as to meet the requirements of WSBA Standard Three on caseload limits.

Objective 1b Enhance the monitoring of public defender representation quality by identifying and monitoring metrics closely related to representation, in addition to already stringent contract compliance monitoring systems and protocols.

Objective 1c Continue providing high quality local or in-house training to increase the overall level of experience of staff and contract attorneys so as to ensure proper and adequate indigent defense representation.

WASHINGTON

Performance Measures continued

Department Goal 2: Promote the early and satisfactory resolution of client concerns about attorney performance before complaints are filed.

Objective 2 Resolve complaints early when they are filed.

Initiative 1: Service Delivery continued

Department Goal 3: Ensure that indigent defendants and other persons qualified to receive appointed counsel do so in a manner and at a time that facilitates the resolution of cases in a manner that protects the rights of such defendants and of other persons.

Objective 3 Use Performance Standards Monitoring (consisting of regular monitoring of 9 data-driven performance standards as well as courtroom observations) to help ensure that public defenders are providing quality, legally sufficient services.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 4: Maximize effectiveness and efficiency of office functions, and improve effectiveness and efficiency of criminal justice system as a whole, through focused self-evaluation, and strategic partnerships with criminal justice stakeholders.

Objective 4 Continue to identify and implement internal and external means by which this office can improve the quality of the criminal justice system while reducing costs and resources.

MEASURES:

		2017 - 2018	2019 - 2020	2021 - 2022
	Objective	Actual	Projected	Projected
Input/Activity:				
Cases assigned Defenders				
Superior Court	1a, 1b	2,675	2,842	3,400
District Court	1a, 1b	8,985	9,600	10,350
Juvenile	1a, 1b			
Number of Contract Attorneys				
Superior Court	1a, 1b	8	10	12
District Court	1a, 1b	14	15	18
Juvenile	1a, 1b	4	3	3
Percentage of informal complaints resolved	2	100%	100%	100%
Percentage of formal complaints resolved	2	100%	100%	100%
Output:				
Number of Attorneys in Compliance				
Superior Court	1b	8	10	12
District Court	1b	14	15	18
Juvenile	1b	4	3	3
Hours of local training hosted	1c	38	35	38
Efficiency:				
(Compliance with WSBA Standards)				
Average case per Attorney per year				
Superior Court	1a, 1b	145	145	145
District Court	1a, 1b	390	390	390
Juvenile	1a, 1b	235	235	235
Outcome Target/Trends:				
Number of Client complaints				
Superior Court	2	4	3	5
District Court	2	5	4	3
Juvenile	2	2	1	1

Performance Measures continued

Department Goal 1

- > Continue to maintain accurate, up-to-date records of caseloads in all courts and utilize running average algorithms to formulate regular forecast estimates so that "caseloads to-date" and "anticipated full year caseload" figures are always available.
- > Implement an improved in-house training program for new staff defenders. Partner with private attorneys to provide more training resources for new contract defenders.
- > Continue to use technology tools to maximize the effectiveness and efficiency of staff and contract attorneys including going 100% paperless for the office and facilitating mobile access to resources.
- > Continue providing free, local, high-quality training opportunities for public defense attorneys, including possible cooperation with State OPD and other regional jurisdictions.
- > Publish quarterly reports detailing caseloads, results of Performance Standards Monitoring, available resources, and alignment with public defense standards.

Department Goal 2

- > Upon receipt of an informal complaint from a client about an attorney's performance, attempt to resolve it the same day by facilitating immediate communication between the attorney and client.
- > Use technological tools and automation to improve tracking and response times to complaints. Use frequently seen complaints as basis for training opportunities for public defenders.

Department Goal 3

- > Continue implementing programs that provide access to counsel at the earliest stage possible for both in and out-of-custody defendants and other qualified persons.
- > Continue to seek opportunities to use easy-to-read written publications to help defendants understand more about their situation and options, during early stage provisional representation.
- > Continue utilizing and improving upon the Performance Standards Monitoring program, which became fully functional in 2016. Utilize Chief Trial Attorney to assist with monitoring.
- > Publicize Performance Standards Monitoring data in Quarterly Reports, explaining how they correlate to public defense effectiveness and mandated Public Defense Standards, and also ensure that performance on performance measures is part of performance evaluation process for Staff Defenders, and contract award determination for contract defenders and investigators.

Department Goal 4

- > Focus on developing the next generation of public defense leadership by providing more leadership and management training to key leadership staff, and by implementing a highly refined and intensive training and onboarding program for all new hires.
- > Continue using digital tools, including automation, to maximize office efficiency. Develop large, usable sets of policies and procedures manuals for staff, planning for the eventuality that office staffing will continue to grow.
- > Leverage OPD's paperless and digital protocols to be better prepared for ongoing COVID-19 disruptions or other related disruptions

Services

OPD was established in June, 2007 and brought together in one department with many functions that have been spread throughout many departments and agencies in Benton County's criminal justice system. In addition to ensuring quality and sufficiency of public defenders to represent defendants (and people subject to incarceration or involuntary commitment through non-criminal law) in the various Courts for which it is responsible, OPD also serves the following important roles:

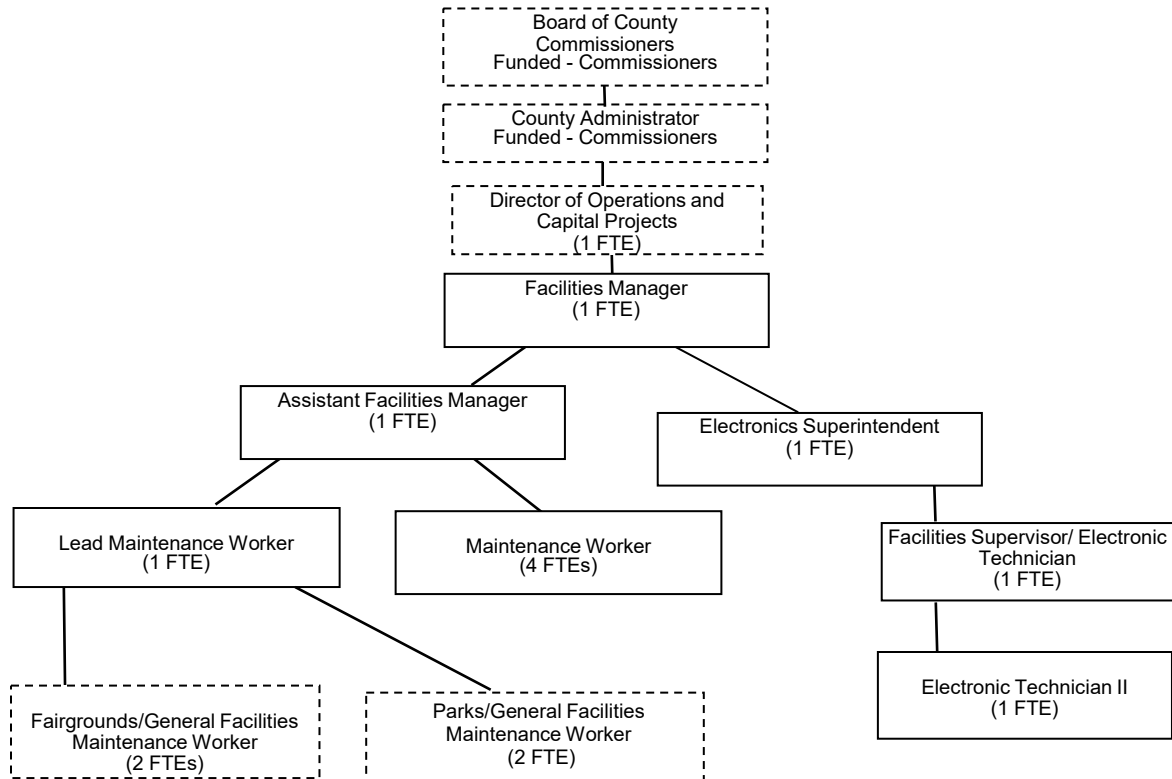
1. Attorney quality and contract compliance monitoring.
2. Monitoring of case appointments.
3. Management of on-going case specific costs including investigators and experts.
4. On-going budget keeping, analysis and forecasting.
5. Mentoring and training opportunities for indigent defense attorneys.
6. Complaint and dispute resolution for attorney service related issues.
7. Using staff attorneys, defending certain classes of cases that are not assigned to contractors.
8. Public defense system management, improvements and risk management.

Facilities

The Facilities department is responsible for the physical environment of all County facilities. Facilities include a 740 bed Jail (Kennewick), the Courthouse (Prosser), the Justice Center (Kennewick), the Public Services Building (Kennewick), the Administration Building (Kennewick), the Benton-Franklin Health District Building (Kennewick), the Animal Control Facility (Kennewick), and the Kennewick Annex along with several other smaller satellite offices and road shops.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

It is the mission of the Benton County Facilities department to provide a safe, secure, productive, and comfortable work area for Benton County employees and the users of Benton County facilities.

Key Issues

Facilities continually works in an ever-changing environment to coordinate teams in order to be proactive, respond to issues, control costs, manage time, and maintain aging equipment and facilities.

COVID-19 impacts in 2020 - For 5 weeks during reduced operations (5) Maintenance Workers rotated daily on-site (worked 1 day per week) and remained on-call; (3) Electronic Workers rotated daily on-site and remained on call. Manager and Assistant Manager were present most every day. During this time, work orders reduced dramatically (buildings closed to the public and inmate reduction). Used this time for installation of plexiglass in Courts, public health building, and any office/building with regular public interaction and to catch up on special maintenance projects including remodeling/construction and building maintenance.

COVID-19 impacts in 2021 - layoffs in Corrections and reduction of inmates will potentially decrease work orders in the jail.

Completion of new Admin Bldg. in Summer 2021 will add 40,000 square feet to maintain, including initial HVAC, electrical/electronic issues, and work orders associated with moving furniture, installing blinds, and office setup. Increased costs for utilities, maintenance, janitorial, contract services, elevators and HVAC (after warranty).

Facilities	2013 - 2014 Actual **	2015 - 2016 Actual	2017 - 2018 Actual	2019 - 2020 Budget	2021 - 2022 Budget	Change	Percent Change
Positions/FTE	11.00	9.00	9.00	10.00	10.00	0.00	0.0%
Charges & Fees	\$ 1,752,720	\$ 1,908,228	\$ 182,507	\$ 396,157	\$ 950,145	\$ 553,988	139.8%
Miscellaneous Revenue	420,672	441,853	497,526	481,400	660,460	179,060	37.2%
TOTAL REVENUES	\$ 2,173,392	\$ 2,350,081	\$ 680,033	\$ 877,557	\$ 1,610,605	\$ 733,048	83.5%
Personnel & Benefits	\$ 973,919	\$ 1,479,189	\$ 1,660,902	\$ 1,914,242	\$ 2,104,741	\$ 190,499	10.0%
Supplies & Services	1,304,058	2,767,588	3,605,761	3,224,663	4,119,703	895,040	27.8%
Interfund Charges (1)	-	-	229,204	282,846	279,903	(2,943)	(1.0%)
TOTAL EXPENDITURES	\$ 2,277,977	\$ 4,246,777	\$ 5,495,867	\$ 5,421,751	\$ 6,504,347	\$ 1,082,596	20.0%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.

Interfund Charges moved back from Supplies and Services in 2017.

**Jail square footage and expenditures were omitted prior to the 2015 - 2016 budget. Expenditures were appropriated in the Sheriff Custody budget.

Funding Adjustments for the 2021-2022 Budget

Interfund Rents line items were combined under Charges & Fees. This is revenue for the facilities operating costs reimbursed by Departments for rent. In 2021 Benton County changed the method of collection for District Court.

Funding Adjustments for the 2021-2022 Budget continued

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs. Overtime increases to cover additional Covid costs & reduction in snow removal contract using existing staff. Personnel expenditure increase to reflect added facilities in the new Administration Building and Public Services Building, jail tool policy time requirements, and reduction of outside contractor use with staff labor.

Janitorial supply increases reflect the removal of supplies from janitorial contract to direct purchasing by the County. This ensures the County has pricing, stocking, quality, and inventory control.

Maintenance/Repair Supplies increase to cover filter and parts costs from reduction in HVAC contract scope in order to use existing facilities labor for what was subcontracted out. Overall to be reduction in HVAC contract costs. Contract services additional request for new Admin building contracts pertaining to Fire/Life/Safety systems, testing, elevators, etc.

Utilities services increases are primarily from new admin building use for all utilities.

Reductions Interfund charges to rental line items reflect the lower need from prior years use.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: Ensure County government and supported agencies have an effective working environment to achieve their responsibilities.

Objective 1a Maintain 99% completion rate of total work orders.

Objective 1b Maintain 100% documented completion rate of preventative maintenance.

Initiative 4: Personnel Resources Management

Department Goal 2: Provide training opportunities to personnel.

Objective 2 Provide each employee training that is needed and specific to his or her classification.

MEASURES:

		2017 - 2018	2019 - 2020	2021 - 2022
	Objective	Actual	Projected	Projected
Input/Activity:				
Budgeted Amount	1c	\$ 5,495,767	\$ 5,421,751	\$ 6,504,437
Output:				
Work orders issued	1a	6,020	6,200	6,500
Facilities square foot maintained**	1c	381,675	381,675	421,675
Training hours	2	160	180	180
Efficiency:				
Percent of Work orders completed	1a	100%	100%	100%
Percent of increase in maintenance cost sq./ft.	1c	22%	-1%	9%
Percent of increase in training hours	2	33%	13%	0%
Outcome Target/Trends				
Work orders completed	1a	6,010	6,190	6,500
Average cost per square foot per year	1c	\$ 7.20	\$ 7.10	\$ 7.71
Completion rate of required maintenance	1b	100%	100%	100%

2021 - 2022 ACTION STEPS**Department Goals**

- > Continue with new work order system to firmly establish a full preventative maintenance schedule and to get correct data on time usage and priorities.
- > Continued review of all equipment for lifecycle costing analysis and future expenditure estimates to help prevent unexpected failures.
- > Work towards further utility cost savings by use of LED lighting and appropriate controls within lighting and HVAC.
- > Staff education and training for spray licenses, HVAC, lighting and other opportunities that directly relate to building and facility operations.
- > Continue and update training with coordination from Benton County Risk Manager.
- > Implement new departmental policy for purchases in order to reduce staff related expenses and downtime.
- > Create and update an inventory of commonly used parts to decrease downtime and labor expense from sourcing parts not in stock.
- > Continued assessment of all county properties.

Services

Preventative Maintenance

To maintain and extend the life of current equipment in order to reduce overall costs and spread out replacement costs over a longer period of time.

General

Respond to customer requests and inquiries for maintenance items as needed within the county buildings and jail.

Maintain

Facilities is responsible for the upkeep and inspections of all Fire/Life/Safety, mechanical, HVAC, camera, access control, keying, and plumbing systems.

Custodial

Manage cleaning and custodial services which are provided by a janitorial contractor. Manage janitorial restroom supplies ordering and stocking.

Contracting

Provides support to Director of Capital Projects.

Adult & Juvenile Drug Court

Key Issues

COVID has affected and impacted our Juvenile Drug Court in many ways. Some of these negative impacts are the inability to engage and interact with the clients and their families in a normal manner which results in a lower quality of support. The restrictions have reduced the ability for the team structure to provide a regular weekly support to the client from the courtroom. The positive versus negative support has been limited as well not being able to hand out incentives or conduct community activities to help show and teach prosocial community interactions and activities. Some clients have had prolonged forward progress because of the restrictions that COVID has caused. I am sure there are more negative impacts that have yet to be measured.

COVID has also affected and impacted Adult Drug Court in a number of ways. We are meeting with participants over the phone and using Skype For Business to address them. They are participating in court through Webex. We are close to capacity and have a very large waiting list currently. These are trying times asking addicts to limit their sense of community. Technology is spotty at best for court and it can be challenging. We are doing UA's and Oral swabs at the Justice Center, but on a scaled back level. I feel that the program lacks accountability that having in person dockets creates. A lot of our people are struggling and I think it's because they are limited on their ability to connect with others during these sad times. It has made our jobs much harder with all the restrictions. Face to face meetings work much better than our scaled back version of case management.

Adult & Juvenile Drug Court	2013 - 2014 Actual	2015 - 2016 Actual	2017-2018 Actual	2019-2020 Budget	2021-2022 Budget	Change	Percent Change
Positions/FTE	2.00	2.00	2.50	3.00	3.00	0.00	0.0%
Operating Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ 259,094	\$ 217,089	\$ 165,412	\$ 175,307	\$ 279,182	\$ 103,875	59.3%
Supplies & Services	136,140	104,222	36,561	60,812	209,992	149,180	245.3%
Intergovernmental	-	-	-	-	-	-	0.0%
Interfund (1)	-	-	6,616	13,749	16,870	3,121	22.7%
TOTAL EXPENDITURES	\$ 395,234	\$ 321,311	\$ 208,589	\$ 249,868	\$ 506,044	\$ 256,176	102.5%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.

Interfund Charges moved back from Supplies and Services in 2017.

Adult and Juvenile Drug Court started as a program under Superior Court in 2009 before becoming a separate department.

Funding Adjustments for the 2021-2022 Budget

Benton & Franklin Counties have an agreement for joint Adult and Juvenile Drug Court programs. The Counties share the expenses based on an annual formula. The expenditures in Current Expense are for the Franklin County portion of the Expenditures.

Funding Adjustments for the 2021-2022 Budget continued

With the passing of the new Public Safety Sales Tax in 2015, Benton County's portion of the Adult and Juvenile Drug Court is now being funded through a separate Special Revenue Fund (Public Safety Tax Fund 0148-101). The 2021-2022 expenditures represent Franklin County's (Neighboring County) portion of the two drug courts. By doing this it enables Benton County to expand the two drug courts and more accurately track the reimbursement of the Franklin County's portion.

New programs were added in 2019-2020 and account for the increase in expenditures that Franklin County (neighboring County) is responsible for. The County's split the costs of the programs. The new programs are Educational & Employment Opportunity Program which assists youth in obtaining the General Equivalency Degree (GED), the Functional Family Therapy (FFT) program, and the Selective Aggressive Probation (SAP) program.

Non-Departmental General Government

Non-Departmental	2013 - 2014	2015 - 2016	2017 - 2018	2019 - 2020	2021 - 2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	0.00	0.00	0.00	0.00		0.00	0.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ 27,437	\$ 12,465	\$ 30,454	\$ 35,000	\$ 70,000	\$ 35,000	100.0%
Supplies & Services	367,063	424,577	612,522	4,186,664	8,309,352	4,122,688	98.5%
Intergovernmental (2)	4,262	73,993	250	-		-	0.0%
Interfund Payments (1)	-	-	9,098	30,176	17,004	(13,172)	(43.7%)
TOTAL EXPENDITURES	\$ 398,762	\$ 511,035	\$ 652,324	\$ 4,251,840	\$ 8,396,356	\$ 4,144,516	97.5%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.

Interfund Charges moved back from Supplies and Services in 2017.

2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Funding Adjustments for the 2021-2022 Budget

Supplies & Services increased from the previous budget due to an increase in the Fenced Item Contingency line item, which is for anticipated employee benefit cost increases for 2021-22. Additional contingency was added for COVID related scenarios.

Personnel & Benefits is an estimated amount for excess compensation to the Dept of Retirement.

Benton County is offering an early retirement package in 2021.

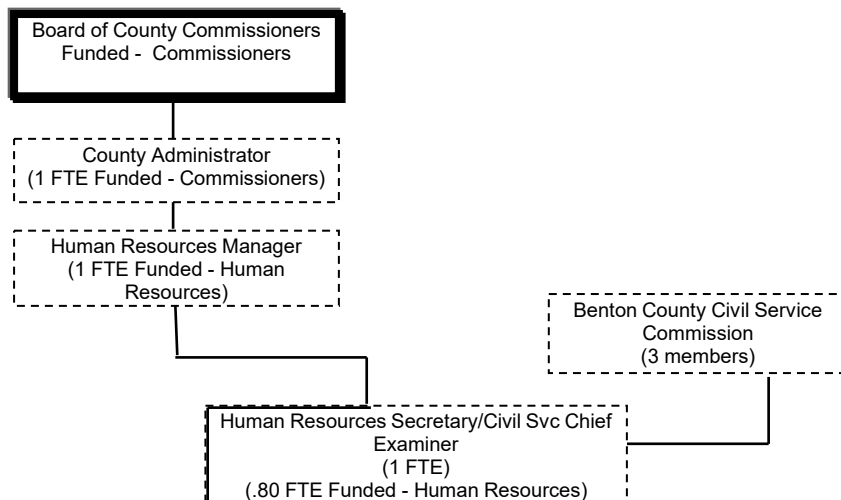
PUBLIC SAFETY

Civil Service

The Civil Service department is responsible for receiving and processing all law enforcement job application packets before they are considered for employment within the Benton County Sheriff's Office. The Civil Service Chief Examiner/HR Secretary provides support for the recruitment, testing, hiring, eligibility, and promotional testing of all Sheriff's Office employees under RCW 41.14. In October 2019, the Corrections Department was no longer part of the Sheriff's Office and therefore, became non-Civil Service.

The chart below shows the organization structure for 2021-2022.

* Dashed boxes represent positions funded by other sources.



Mission

To assist the Sheriff's Office Administration in adequately staffing clerical and patrol positions in accordance with Title 41 RCW.

Key Issues

The Civil Service department is committed to streamlining the civil service process in order to decrease costs and improve service by offering user-friendly integrated technology and customer service.

Administer objective promotional testing for the Benton County Sheriff's Office in order to provide the most qualified individuals.

COVID-19 has not had a drastic impact on Civil Service since the function of Civil Service is to assist in staffing law enforcement positions. Since law enforcement is not only essential but imperative to continue during these times, the hiring process continued and will remain consistent. We did see a small dip in applications and testing during the beginning of COVID but law enforcement testing agencies as well as our own processes have found ways to continue the process safely.

Civil Service	2013 - 2014	2015 - 2016	2017 - 2018	2019 - 2020	2021-2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	0.50	0.50	0.50	0.50	0.20	-0.30	(60.0%)
Charges & Fees	\$ 102,318	\$ 35,772	\$ 79,818	\$ 80,454	\$ -	\$ (80,454)	(100.0%)
TOTAL REVENUES	\$ 102,318	\$ 35,772	\$ 79,818	\$ 80,454	\$ -	\$ (80,454)	(100.0%)
Personnel & Benefits	\$ 42,246	\$ 76,426	\$ 80,765	\$ 81,656	\$ 29,225	\$ (52,431)	(64.2%)
Supplies & Services	37,411	\$ 28,152	\$ 19,713	\$ 36,410	\$ 36,410	\$ -	0.0%
Interfund Charges	-	-	5,400	\$ 3,471	\$ 8,458	4,987	143.7%
TOTAL EXPENDITURES	\$ 79,657	\$ 104,578	\$ 105,878	\$ 121,537	\$ 74,093	\$ (47,444)	(39.0%)

- 1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017.

Funding Adjustments for the 2021-2022 Budget

Starting in 2021, there will no longer be a Civil Service Assessment charged to the Corrections Department as the Civil Service department ended providing support for hiring in the Corrections Department in 2020. Civil Service will continue to provide support for the Sheriff's Office.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs and is decreased due to the removal of the Corrections Department from Civil Service support. A .30 FTE was moved out of Civil Service.

Interfund charges increased in IT Computer assessment and Building Office Rent.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: Service Delivery

Objective 1a Expand information technology resources to offer flexible, user-friendly, integrated services to provide a more effective and efficient service to the Benton County Sheriff's Office, civil service applicants, and civil service board members.

Objective 1b Schedule oral boards and administer exams throughout the year to allow applicants access to the eligibility list.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Improve efficiencies and streamline tasks.

Objective 2 Fine tune and expand the internet based online application and eligibility criteria process to improve efficiencies and reduce costs.

MEASURES:

		2017 - 2018	2019 - 2020	2021 - 2022
	Objective	Actual	Projected	Projected*
Input/Activity:				
Applications received	1a,1b,2	766	800	100
Budget	1a,2	\$ 115,212	\$ 121,537	\$ 72,652
Output:				
Applications rejected	1a,1b,2	100	120	16
Applicants hired	1a,1b,2	39	45	10
Applicants no longer interested	1a,1b,2	65	65	25
Applicants expired from list	1a,1b,2	118	100	50
Oral Boards (days)	1a,1b,2	28	30	15
Promotional/ Exams	1a,1b,2	9	9	5
Commission/Personnel Board Meetings	1a,1b,2	10	20	12
Eligible Names Certified to BCSO	1a,1b,2	285	285	50
Efficiency:				
Cost per applicant	1a,2	\$ 150.41	\$ 151.92	\$ 726.52
Number of civil service appeals	1a,1b,2	0	0	0
Outcome Target/Trends				
Increase/decrease in applications received	1a,1b,2	2%	4%	-88%
Percent of appeals where County has prevailed	1b,2	100%	100%	100%

* Corrections Department is no longer included in Civil Service support

2021-2022 ACTION STEPS

Department Goal 1

- > Organize, update, administer and distribute the Benton County Civil Service Rule Book subject to the provisions of the Washington State Statute and local Rules and Regulations.
- > Enhance the Civil Service internet webpage in coordination with the Benton County Sheriff's Office, Civil Service Commission, and IT.

Department Goal 2

- > Continued improvement on the internet based application and eligibility criteria process.

Services

Announcement of Examinations

Public notice is given at least ten days in advance of the last date for filing of applications.

Receiving of Application

Receives all applications of positions available.

Determination of Qualifications

Reviews all applications for minimum qualifications of the position.

Examinations

Ensures that all appointees to permanent positions complete a physical and mental fitness test.

Oral Boards

Facilitates oral board process to determine where applicants rate with their competitors.

Notification of Results

Notification is sent to each applicant upon completion of all examinations determining where they rate with their competitors.

Establishing Employment Lists

The Commission establishes and maintains employment list for various classes of positions.

Investigations

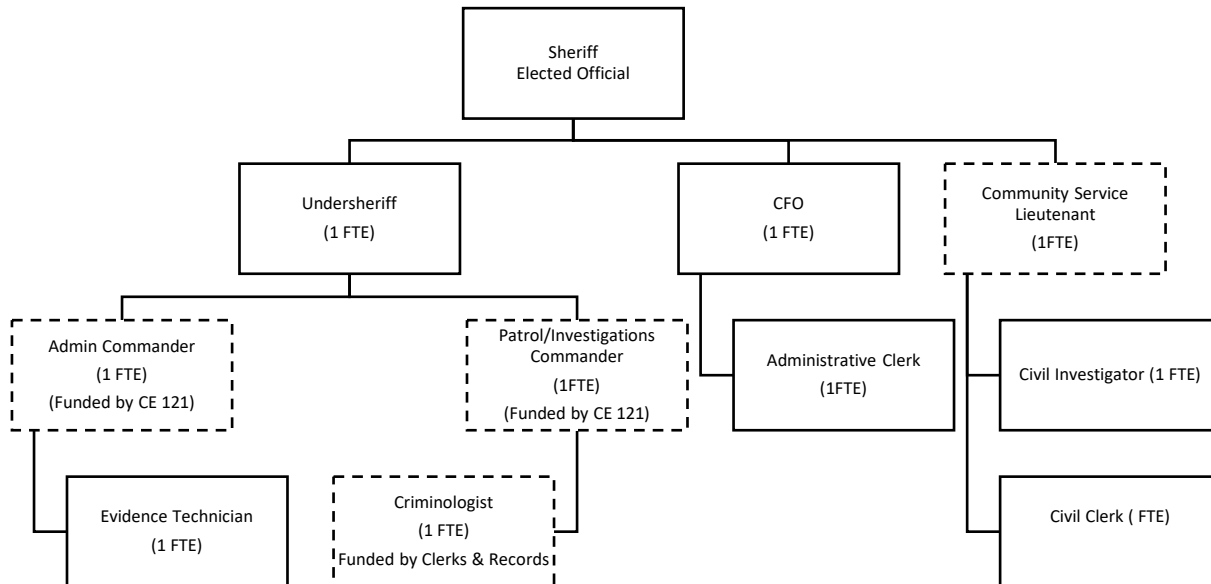
Making investigations concerning, and report upon all matters touching the enforcement and effect of the provisions of the Civil Service Rules in accordance with RCW.

County Sheriff - Administration

The County Sheriff is the chief executive officer and conservator of the peace of Benton County. The Sheriff has a number of duties relating to: (1) law enforcement and public safety, (2) jails and confinement facilities, and (3) civil functions for the court system. Most employees in the Sheriff's office are covered by a statutory civil service system establishing a merit system for employment.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

The mission of the Benton County Sheriff's Office Administration is to consistently earn the public's trust and contribute to safety and security in our community by providing the highest quality law enforcement, corrections, and support services possible within the resources entrusted to us. We achieve our mission through investing available resources in highly motivated, professionally trained, ethical team members who are committed to working in partnership with the community; steadily improving interagency cooperation; and exhibiting the highest degree of personal and professional integrity.

Key Issues

The Benton County Sheriff's Office Administration has experienced an increase in workload due to legislative changes, changes to County Policies, and detailed payroll entries that ensure employees are paid according to their Collective Bargaining Agreements and Federal guidelines.

COVID-19 has put a halt on evictions, which affects the Civil department. Per the Governor's initial and continued proclamation, evictions have been prohibited. On average the Civil department was handling 16-22 per month. Travel and training has been halted for a majority of 2020 due to COVID-19, which has created a minor decrease in workload in the Administrative Office.

Sheriff - Administration	2013 - 2014	2015 - 2016	2017-2018	2019-2020	2021-2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	8.00	8.00	8.00	9.00	7.00	(2)	(22%)
Charges & Fees	\$ -	\$ -	\$ -	\$ -	\$ -	-	0%
Miscellaneous Revenue	-	-	-	-	-	-	0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	-	0%
Personnel & Benefits	\$ 1,618,483	\$ 1,562,997	\$ 1,658,947	\$ 2,108,015	\$ 1,663,980	(444,035)	(21%)
Supplies & Services	313,565	366,043	54,355	142,836	116,659	(26,177)	(18%)
Intergovernmental (2)	280	279	836	-	-	-	0%
Interfund Charges (1)	-	-	288,172	260,698	274,980	14,282	5%
TOTAL EXPENDITURES	\$ 1,932,328	\$ 1,929,319	\$ 2,002,310	\$ 2,511,549	\$ 2,055,619	(455,930)	(18%)

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.

Interfund Charges moved back from Supplies and Services in 2017

2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Funding Adjustments for the 2021-2022 Budget

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs. Staff changes are for a Lieutenant position moved to the Public Safety Tax Fund and a Security Supervisor position funded by the Corrections Department.

Supplies & Services decrease is due to the movement of the Security Supervisor expenditures to the Corrections Department.

Interfund charges increased as the IT Assessment & Computer replacement increased.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: Provide quality service to the citizens, businesses and employees of Benton County.

Objective 1a Process payroll with the needed detail to ensure accuracy.

Objective 1b Process account payable vouchers for submittal to auditor with accuracy.

Performance Measures continued

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Promote efficiency and timeliness.

Objective 2a Maintain accurate payroll, receipts, accounts payable, and personnel information.

Initiative 4: Personnel Resources Management

Department Goal 3: Maintain a knowledgeable, productive, and committed organization.

Objective 3a Provide employees training to continue to grow.

MEASURES:	2017-2018	2019-2020	2021-2022	
	Objective	Actual	Projected	Projected
Input/Activity:				
Number of invoices received	1b	3,649	3,613	2,643
Number of New Hires	1a 2a	27	15	21
Number of Retirements	1a 2a	8	3	6
Number of Promotions	1a 2a	10	9	10
Number of Position Changes	1a 2a	10	1	6
Number of Resignation/Terminations	1a 2a	15	11	13
Output:				
Number of vouchers processed	1b	3,577	2,500	3,039
Number of personnel records maintained	2a	440	440	440
Number of general receipts processed	2a	224	733	478
Number of files scanned	2a	200	N/A	N/A
Number of New Hire Orientations	2a	38	15	27
Number of training hours	3a	700	700	700
Efficiency:				
% of vouchers returned for re-entry	1b	0.4%	1.6%	0.9%
% of vouchers needing clarification- no changes	1b	0.6%	4.0%	2.0%
% of vouchers needing changes- not returned	1b	4.0%	6.7%	5.1%
Total % of vouchers needing reviewed	1b	5.0%	8.4%	6.4%
Outcome Target/Trends				
Number of vouchers returned for re-entry	1b	16	40	28
Number of vouchers needing clarification - no changes	1b	20	100	60
Number of vouchers needing changes - not returned	1b	142	168	155
Total number of vouchers needing reviewed	1b	178	209	194

2021-2022 ACTION STEPS

Department Goal 1

- > Implement crosstraining mechanisms to ensure proper financial internal controls and work towards streamlining processes.

Department Goal 2

- > Implement an updated HRMS, Inventory Tracking, Training management software system to ensure transparency, accuracy and proper accreditation tracking.

Department Goal 3

- > Continue process for utilization of SharePoint which will enable us to centralize document storage and provide a place to store, organize, share and access information.

Department Goal 4

- > Update and maintain Standard Operating Procedures within all departments of the Sheriff's Office.

Department Goal 5

- > Engage staff in training opportunities related to Grants, financial management and leadership.

Performance Measures continued

CIVIL DIVISION

Initiative 1: Service Delivery

Department Goal 1: Provide quality service to the citizens, businesses, and employees of Benton County.
Objective 1a To process and serve court papers efficiently and timely.

MEASURES:

		2017-2018	2019-2020	2021-2022
	Objective	Actual	Projected	Projected
Input/Activity:				
Misc. Orders	1a	2,800	3,047	3,043
Protection / Restraining Orders	1a	603	569	541
Writ of Restitution	1a	459	523	527
Writ of Execution	1a	37	47	42
Habeas Corpus	1a	8	15	11
Replevin	1a	6	13	8
Order - Other	1a	70	-	57
Output:				
Court papers served	1a	3,803	7,748	4,944
Outcome Target/Trends:				
Additional attempts of court papers served	1a	3,530	6,497	4,310

2021-2022 ACTION STEPS

Department Goal 1

- > During the 2017-2018 budget cycle, the Civil Department experienced a significant increase in Writs of Execution/Orders of Sale, which are all processed by the Civil Department. There was also an increase in Protection/Restraining Orders. These were processed by the Civil Clerks. The Civil Department will continue their efforts to expand their knowledge base as well as the comfort level in handling the various writs and orders.
- > The Civil Division will concentrate on obtaining the knowledge needed to perform their duties in an efficient manner by continuing to consult with our liaison, the Prosecuting Attorney, other civil divisions within the state, and attending available training.

Services

Budget

The Administrative division coordinates the department’s fiscal activities in relation to the budget and is responsible for the presentation of the biennial budget to the Board of Commissioners.

Contract Management

The Administrative division maintains all records associated with contracts for services the Sheriff’s Office performs.

Personnel

In coordination with the Information Technology Department, the Sheriff Administration has continued the development of the Human Resources Management System. The system has allowed efficient processing and retention of personnel information. Going forward the Sheriff’s Administration department envisions working with Human Resources and their new HRMS software to begin tracking and processing personnel information to ensure accuracy of payroll.

Accounts Payable and Payroll

The Administrative division is responsible for processing all accounts payable and payroll for Office.

WASHINGTON

Services continued

Cash Receipting

The Administrative division receives a high volume of deposits, which include revenues such as, law enforcement contracts, special program fees, restitution, animal permits, impounds, grants, DARE contributions as well as recoverable cost such as professional services.

Reporting

Our agency is continually looking ahead to find ways to provide more information to our employees. The County's computer network enables our department to make available a multitude of files, programs, data, and general information department-wide, such as union contracts, the General Orders Manual, Civil Process, numerous forms, and applications. By means of this network, we are also ensured a secure connection to the State ACCESS (Washington Central Computerized Enforcement Service System), through which many local and national databases are accessed, to include DOL, WACIC, WASIS, and NCIC. These databases not only aid in case investigations, but also in the hiring of personnel.

Civil Division

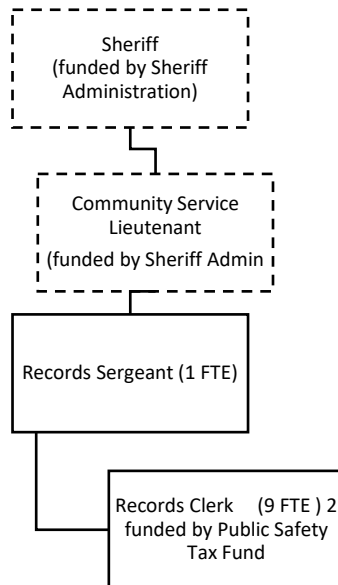
The Civil Division is comprised of a uniformed Detective and two clerks and overseen by the Investigations Commander. The primary function of the Civil Division is to process and serve court papers, including, but not limited to, small claims, child custody, parentage, summons, subpoenas, domestic violence protection orders, court orders for evictions and Sheriff sales of real or personal property. On occasion the division is called upon to enforce court orders as well.

County Sheriff-Communications and Records

Main functions of the Communications and Records department are processing public records requests, assisting citizens, processing police reports, researching and approving or denying concealed pistol licenses and pistol purchases, maintaining the case files and case entry into the Records Management System (RMS). Incidents entered to the RMS are validated monthly for submission to WASPC. WASPC then provides those statistics to the FBI for inclusion in the yearly produced *Crimes in the United States* publication. Per written contract agreements, monthly statistics are produced for the City of Benton City and the Hanford Site, then provided to the appropriate contact.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

The Criminal Records Division of the Benton County Sheriff's Office is dedicated to providing accurate records and professional sustenance to the customers we support each and every day. Our division values will mirror those of the Benton County Sheriff's Office by instilling public confidence and trust in law enforcement and the records produced by those enforcers.

Key Issues

In 2019 & 2020 we moved one Records Staff member to Public Records Officer. This movement benefits the Office as the increase in multiple-part records requests continue to be received.

COVID-19 has decreased the amount of fingerprinting and CPL licenses the Clerks department has been able to process, which has decreased initial revenues. Due to the coronavirus and during the governors stay at home order, many of our clerks were unable to work from home and therefore this caused a backlog in many of the areas.

Sheriff - C&R	2013 - 2014	2015 - 2016	2017-2018	2019-2020	2021-2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	8.00	11.00	11.00	9.00	7.00	-2.00	(22.2%)
Licenses & Permits	\$ 117,519	\$ 116,966	\$ 114,713	\$ 109,030	\$ 117,156	\$ 8,126	7.5%
TOTAL REVENUES	\$ 117,519	\$ 116,966	\$ 114,713	\$ 109,030	\$ 117,156	\$ 8,126	7.5%
Personnel & Benefits	\$ 942,956	\$ 1,403,542	\$ 1,360,233	\$ 1,388,305	\$ 1,143,676	\$ (244,629)	(17.6%)
Supplies & Services	164,514	163,168	27,191	269,553	166,589	(102,964)	(38.2%)
Intergovernmental (2)	128,130	128,954	264,638	-	-	-	0.0%
Interfund Charges (1)	-	-	259,211	195,200	179,740	(15,460)	(7.9%)
TOTAL EXPENDITURES	\$ 1,235,600	\$ 1,695,664	\$ 1,911,273	\$ 1,853,058	\$ 1,490,005	\$ (363,053)	(19.6%)

- 1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017
- 2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Funding Adjustments for the 2021-2022 Budget

Revenues for gun permit applications are budgeted at a lower amount, due to COVID 19. Animal licenses are budgeted at a higher amount.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs. 2 Clerk positions are moved to the Public Safety Tax Fund in the 2021-2020 budget cycle.

Supplies & Services expenditures decreased in Bi-Pin (Bi-County police information network).

Interfund charges decreased in the area of IT administration Assessment.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: Provide excellent and efficient customer service.

Objective 1a Public records requests are processed accurately in compliance with RCW's.

Objective 1b Process and issue concealed pistol license (CPL) applications and Pistol Transfers and mail them to applicant or mail denial letter in a timely manner.

WASHINGTON

Performance Measures continued

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Analyze records procedures to update inefficient work methods.

Objective 2a Accurately process incoming police reports.

Objective 2b Implement a full scan & toss process to reduce the storage of case file follow-up data.

MEASURES:

		2017-2018	2019-2020	2021-2022
	Objective	Actual	Projected	Projected
Input/Activity:				
Public Records requests	1a	3,960	3,239	3,986
Output:				
Concealed Pistol License	1b	4,775	3,327	4,095
Pistol Transfers	1b	2,780	3,315	4,080
Police reports processed	2a	7,176	3,646	4,487
Property Released	2b	2,968	6,763	8,543
Efficiency:				
% Public records request completed in 3 or 4 days	1a	79.0%	77.0%	90.0%
% Public records request completed in 5 days or more	1a	21.0%	23.0%	10.0%
Outcome Target/Trends				
Public records requests completed	1a	3,960	3,183	2,876

2021-2022 ACTION STEPS

Department Goal 1

- > Prepare operating procedure for property room tasks.
- > Prepare operating procedure to scan and toss incident paperwork.

Department Goal 2

- > Continue purging unnecessary evidence in the property room.
- > Continue destruction of all records past retention schedule dates.

Services

Various Reports

The Benton County Sheriff's Office participates in the National Incident-Based Reporting System program. Each month statistics are compiled from the incidents entered into RMS and electronically transmitted to the State. A monthly report is provided to the City of Benton City identifying the calls for service and incidents that occurred within the city limits of Benton City. A monthly report is provided to the Safeguard and Emergency Service Branch of the Department of Energy identifying the calls for service and incidents that occurred on the Hanford site. A quarterly and yearly countywide statistical report is prepared from the NIBRS report and distributed to the Commanders and Sheriff.

Customer Service

Customer service is a primary responsibility of the records staff. They are often the first person a citizen comes into contact with at the office window or by telephone. After the initial contact, whether in person or by phone, clerical staff makes a determination whether or not records can assist the citizen or if we need to refer him/her elsewhere.

Liaison

The Liaison is the responsible staff for processing and storage of incident reports, and is the main contact between department staff, Prosecutor's office, Superior and District Courts, and various law enforcement agencies. The Liaison makes sure that messages are provided and follow-up is performed.

Services continued

Public Disclosure Request Process

Public disclosure includes processing records requests from the public, performing background checks for various customers, and issuing visa letters. After the initial request is taken, the request is time/date stamped as received by the Benton County Sheriff's office and then forwarded to the Public Disclosure Officer. The Public Disclosure Officer is tasked with complying with all RCW's when making a determination whether or not a record, or portion therein, is to be disclosed.

Initiate Incident Numbers for *In-House* contacts

Records staff initiate incident numbers in Computer Aided Dispatch (CAD) for lobby contacts and for detectives use for reports and pre-employment background investigations.

Entry into WACIC/NCIC System

Records staff enter protection and no-contact orders, runaways, missing persons, stolen vehicles, and stolen items (when a serial number is provided) into ACCESS. The WACIC/NCIC system can be queried by a law enforcement agency or dispatch center for determination of whether or not further follow-up needs to occur with an individual or located property.

Monthly Validation of WACIC/NCIC Records

The Records division is required by WSP ACCESS to complete monthly validations for each of the WACIC/NCIC entries made in a particular month for all years. The clerk responsible for validating each entry pulls the corresponding incident file, prepares correspondence for the victim, and mails the letter with a request for a response by a certain date. Each protection or no contact order that needs to be validated is pulled and researched using the court computer system to verify the expiration date. A memo is sent to the corresponding court for follow-up if they are unable to validate the information.

Concealed Pistol Licenses

The Records division issues and processes the initial and replacement Concealed Pistol License (CPL) applications. When a customer makes application for a CPL, he/she provides identification, completes an application, and pays the processing fee. After the customer has been fingerprinted and the background search is completed, the CPL is mailed to the applicant. If, for any reason, the applicant is denied he/she is mailed a denial letter.

Processing Police Reports

Deputies submit police reports electronically. The report is sent through an approval process beginning with the deputy and ending with the records department. The staff member assigned the task of processing the incoming electronic reports makes the needed number of copies. The copies are used for follow-up, statistical analysis, and a beginning to the possible prosecution of suspects. Very few incidents still require non-electronic forms to be completed.

Maintaining Case Files

The records staff is responsible for following the Benton County General Orders, State Records Retention Schedule and WASPC guidelines for storage and maintenance of case files. Staff verifies that all follow up is processed quickly and efficiently, filed with the original case, and return to the storage area. Once a year a report is ran, which lists all of the case files processed by the Criminal Records division, and then each case is accounted for in the storage area.

Services continued

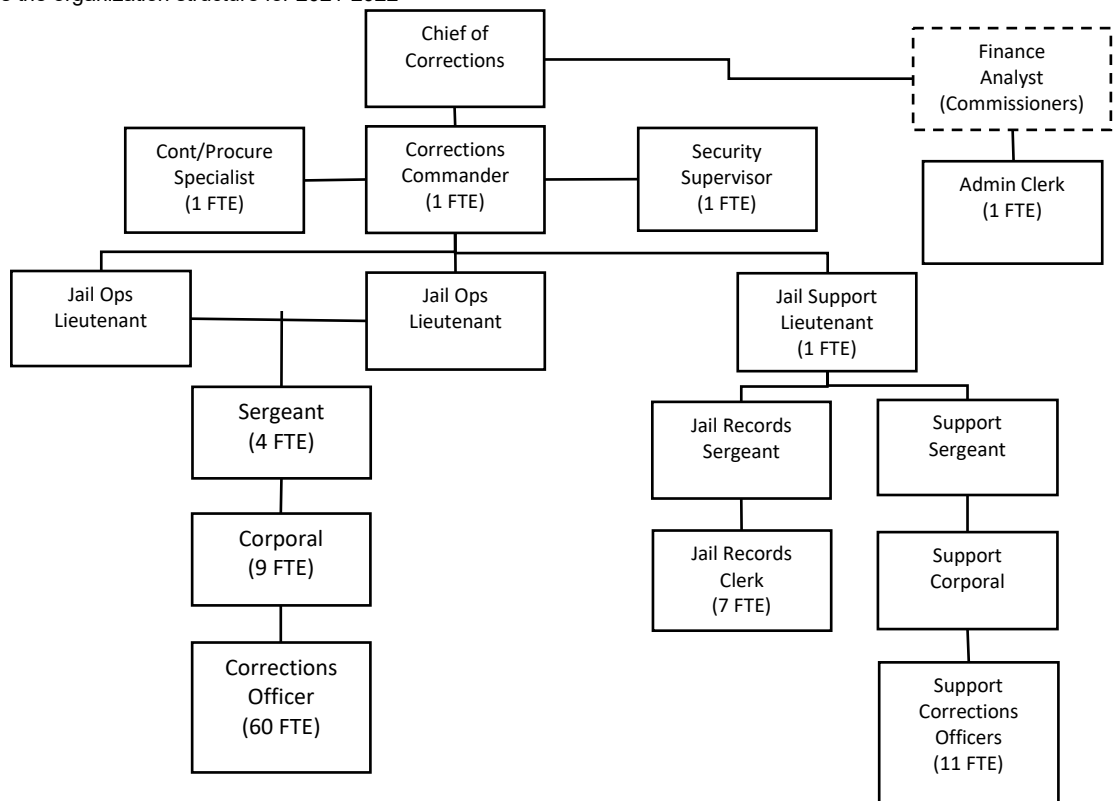
Case entry into the Records Management System (RMS)

Every incident must be entered in the records management system. Most reports are being submitted electronically via the deputy's laptop and flowing through to the records management system. Records staff verifies that all incidents have been received in the system and then process the reports. Offenses are entered based upon the submitted report and National Incident-Based Reporting System (NIBRS) defined requirements. When the clerk receives the case electronically, he/she verifies that the information in RMS is current and valid with respect to the participant's name, address, date of birth, and physicals. Clerical staff uses all means available to make sure the name records hold the most current information.

Corrections

The Benton County Corrections Department provides incarceration and alternative program services to all law enforcement jurisdictions within Benton County. In addition, the jail provides contract services to other agencies throughout the State. The Benton County jail provides local user agencies several alternative programs to meet community needs; an electronic home monitoring program (EHM), work release program and work crew program. The operation of the alternative programs save user agencies several hundreds of thousands of dollars each year, based on the cost of full incarceration.

The chart below shows the organization structure for 2021-2022



Mission Statement

Guided by our values, we will provide a safe and secure correctional environment for staff, visitors, and those in our care.

Key Issues

Balancing our desire to house outside contracts, which offsets operational costs, against the market for contract beds amidst the national pandemic (COVID-19) is and will continue to be a challenge. Weighing manpower needs required to house inmates, with the anticipated fluctuating local and contract population in the 2021-2022 budget cycle will require periodic assessments throughout the biennium.

The National Pandemic (COVID-19) has presented its own set of unique challenges in regards to not only medical screening and quarantine periods for each individual booked into the jail but also to ensure social distancing is taking place within the facility. These challenges require less capacity of contract inmates within the facility in order to safely house the local inmate population within out care.

Inmate mental health housing continues to be a challenge. The cost of housing and the liability connected with this type of prisoner continues to rise. Improvements in the physical housing environment in the form of a remodel or expansion may ease this burden.

Sheriff - Custody	2013 - 2014	2015 - 2016	2017-2018	2019-2020	2021-2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	135.00	129.00	125.00	123.00	105.00	(18.00)	(14.6%)
Intergovernmental	\$ 120,366	\$ 64,201	\$ 100,969	\$ 99,060	\$ 1,427,450	\$ 1,328,390	1,341.0%
Charges & Fees	17,385,754	17,716,529	21,946,849	19,186,105	19,413,870	227,765	1.2%
TOTAL REVENUES	\$ 17,506,120	\$ 17,780,730	\$ 22,047,818	\$ 19,285,165	\$ 20,841,320	\$ 1,556,155	8.1%
Personnel- Benefits	\$ 22,377,187	\$ 21,884,468	\$ 22,385,897	\$ 23,607,574	\$ 21,508,023	\$ (2,099,551)	(8.9%)
Supplies-Service	9,133,549	9,956,487	6,366,742	9,260,280	10,811,022	1,550,742	16.7%
Intergovern (2)	667,606	597,820	1,273,574	-	-	-	0.0%
Interfund Chgs (1)	-	-	2,957,752	3,257,771	3,769,443	511,672	15.7%
TOTAL EXPENDITURES	\$ 32,178,342	\$ 32,438,775	\$ 32,983,965	\$ 36,125,625	\$ 36,088,488	\$ (37,137)	(0.1%)

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.

Interfund Charges moved back from Supplies and Services in 2017.

2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Funding Adjustments for the 2021-2022 Budget

Intergovernmental Revenue increased with the HHS Opioid Response Grant and the HCA Same Day Visit & Transportation Grant. The SCAAP Grant (State Criminal Alien Assistance Program) ended due to the Keep Washington Working Act.

Charges & Fees Revenues increased due to an estimated increase for housing for Local (Cities) Prisoners. Federal and State Prisoners revenues are expected to decrease. The County has an agreement with the local Cities to provide Housing. The Cities pay a percentage of expenditures. As expenditures increase annually, the associated revenues from the Cities will increase. A decrease in the Workcrew revenue is included as workcrew program contracts have been canceled.

Supplies and Services expenditures increased for the associated expenses of the added Opioid Response Grant and the HCA SameDay Visit Grant as well as Medical professional service contracts and Jail food service contracts.

Funding Adjustments for the 2021-2022 Budget continued

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs. A Workcrew position was eliminated with the cancelation of a workcrew contract to provide services in the Community. Staff is reduced by 17 Positions in Custody due to COVID and the loss of the DOC Contract Inmates being housed at the Jail.

Interfund charges increased due to workers compensation, insurance management, data processing administration, computer equipment leases.

Performance Measures

Summary explanation of "Local" and "Contract" inmates:

Local inmates are inmates that Benton County, the City of Kennewick, the City of Richland, the City of Prosser, and the City of West Richland are responsible for housing. Benton County has an inter-local agreement with each of the Cities to provide bed space.

Contract inmates are inmates that Benton County has a contract with non-local entities to provide bed space for a daily rate. Benton County presently has contracts with the Washington State Department of Corrections (DOC) and the United States Marshals Service.

Benton County utilizes the Contract inmate revenue to help maintain a lower bed day rate for the local entities until the time arises that the local entities need the excess bed space.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 1: Minimize the General Fund cost of operating the Jail.

Objective 1a Maintain a Contract inmate revenue amount that equals 25% of operating expenditures.

Objective 1b Seek out innovative ways to manage the workload associated with an increased inmate population with mental health issues.

Initiative 4: Personnel Resources Management

Department Goal 2: Maintain a well-trained and committed team.

Objective 2 Exceed the minimum amount of training hours for corrections officers. The minimum required is 48 hours.

MEASURES:

		2017-2018	2019-2020	2021-2022
	Objective	Actuals	Projected	Projected
Input/Activity:				
Average Daily Population	1a	550	537	400
Average Daily Population of Contract inmates	1a	200	168	100
Average Daily Population of Local inmates	1a	350	369	300
Average Daily Population of Work Release inmates	1b	14	15	0
Output:				
Average Daily number of unfilled beds	1a	200	209	205
Number of training hours per corrections officer	2	48	56	52
Efficiency:				
% of Contract Inmate revenue to expenditures	1a	23%	20%	22%
% increase in work release bed days saved	1b	-30%	6%	-12%
Outcome Target/Trends				
Increase/(decrease) in filled beds	1a	27	30%	
% of Contract inmates	1a	36%	23%	30%
% of Local inmates	1a	64%	37%	51%
Bed days saved by Work Release program	1b	10,220	12,410	11,315

Performance Measures continued

Following the discontinuation of incarceration for district court LFO matters in 2016, the jail saw a decrease in the local inmate daily population. Although the population has decreased by approximately 50 inmates per day due to this change, it is anticipated that the daily population will increase to the pre LFO incarceration numbers once the police officers from the public safety tax are fully trained and deployed into the community.

2021-2022 ACTION STEPS

Department Goal 1

- > Achieve a 75/25% split between the local/contract populations. The Contract population provides revenue that helps sustain a lower bed day rate for the local participants.
- > Achieve an average daily work release population of 10 inmates per day, when the program can
- > Evaluate and implement re-entry services to inmate population.
- > Continue to review and research new technology to assist us in the performance of our day-to-day duties.

Department Goal 2

- > Focus training curriculum on high liability areas such as the mentally ill and drug influenced inmates to reduce liability, inmate injury and civil claims.
- > Provide adequate staffing levels, which will lower costs to the Bureau's overtime budget and provide better officer safety, safety of the inmates, and the security of the facility.

Services

Incarceration

The Operations division is responsible for the full custody inmate population. The day-to-day custody operations are under the direction of two Lieutenants. The Support Services division is responsible for all support clerical, court appearances, transports and warrants.

Alternative programs

The Benton County jail provides local user agencies several alternative programs to meet community needs. These programs have been greatly impacted due to the Covid Pandemic.

Electronic Home Monitoring and Work Release

The work release and electronic home monitoring programs allow low-risk inmates to maintain employment while holding them accountable for their misconduct. The Work Release alternative program is not currently accepting applicants due to the national pandemic (COVID-19).

Work Crew Program

The work crew program allows low-risk inmates to work off fines and/or jail time by providing services back to the communities while also holding them accountable for their misconduct. The work crews assist in cleaning up illegal dumpsites, picking up litter along roadways and in cleaning up the fairgrounds, local parks and certain public facilities. The Work Crew alternative program is not currently accepting applicants due to the national pandemic (COVID-19)

Automated Fingerprint Identification System (AFIS)

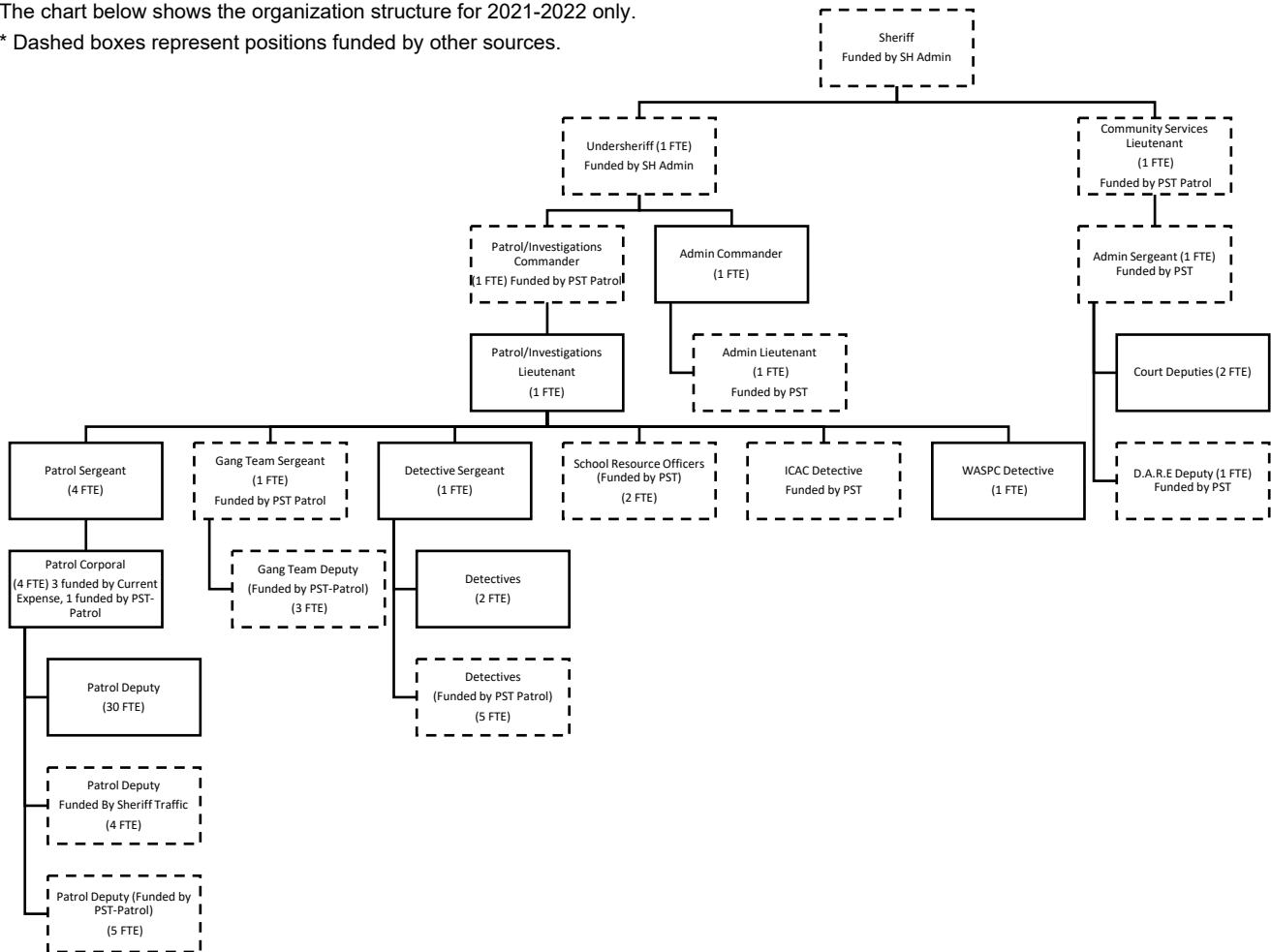
The department uses an electronic fingerprint system called Live-Scan under contract with Washington State Patrol, which provides electronic transmission of arrest demographics and fingerprints to the Washington State Identification and Criminal History Section (WASIS). The transmitted data is updated in the WASIS and the Automated Fingerprinted Identification Systems (AFIS). This allows for positive identification of a subject while still in custody. Submission of fingerprints via the AFIS system also allows access to the Western United States Network (WIN) for identity checks on inmates with no known criminal history in Washington State.

County Sheriff - Patrol

The Benton County Sheriff's Office Bureau of Law Enforcement is comprised of 72 commissioned officers. The bureau is made up of the Patrol and Investigations Divisions under the direction of the Undersheriff, a Commander, Lieutenant and Sergeant. There is an Administrative Division made up of one Commander and one Lieutenant. There is also a Community Services section, which is under the direction of an Community Services Lieutenant.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

The mission of the Benton County Sheriff's Patrol division is to consistently earn the public's trust and contribute to safety and security in our community by providing the highest quality law enforcement, corrections, and support services possible within the resources entrusted to us. We achieve our mission through investing available resources in highly-motivated, professionally trained, ethical team members who are committed to working in partnership with the community; exhibiting the highest degree of personal and professional integrity.

Key Issues

Benton County continues to experience a threat of growing gang presence. The gang problem continues to plague surrounding Franklin and Yakima Counties and the gang members do not recognize county boundaries, threatening to become a countywide epidemic. Few criminal activities can affect a community as deeply and rapidly as a criminal street gang. The senseless violence, turf wars, drug dealing, and graffiti decrease our quality of life, perception of personal safety, and sense of community. The Sheriff's Office takes this threat to our county very seriously. We continue to deploy a Gang Enforcement Team to identify and suppress the most harmful gang members as well as educate our community.

For 2020 and continuing into 2021, COVID-19 has caused the Sheriff's Office to reduce the deputy footprint in the office and in the county in an effort to ensure deputies and professional staff remain healthy. We have to ensure we are able to maintain adequate staffing for deputies to respond to calls for service and continue to provide a high level of service for public safety. The pandemic has had an impact on staffing levels due to deputies becoming sick and needing to stay home to quarantine. This has impacted our overtime budget for deputies being called in for overtime to maintain minimum safe staffing. It has also impacted the level and type of training the deputies are required to have each year, to include requiring management to cancel mandatory trainings to heed the Governors and the County Commissioners' directives on COVID-19 to keep employees safe and healthy. This has also hindered developmental training for deputies to continue to grow and improve as law enforcement officers and for investigative and career advancement/improvement. This directly impacts the quality of service provided to the citizens of Benton County and affects quality of life issues for all of us.

Sheriff- Patrol	2013 - 2014	2015 - 2016	2017-2018	2019-2020	2021-2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	51.50	51.50	46.50	44.00	42.00	-2.00	(4.5%)
Intergovernmental	\$ 315,697	\$ 365,124	\$ 420,778	\$ 380,868	\$ 527,804	\$ 146,936	38.6%
Charges & Fees	2,557,229	2,746,278	2,272,823	2,415,666	2,558,625	142,959	5.9%
Other	-	-	-	-	-	-	0.0%
TOTAL REVENUES	\$ 2,872,927	\$ 3,111,402	\$ 2,693,601	\$ 2,796,534	\$ 3,086,429	\$ 289,895	10.4%
Personnel-Benefits	\$ 10,645,899	\$ 11,168,304	\$ 10,864,420	\$ 10,574,240	\$ 11,109,310	\$ 535,070	5.1%
Supplies-Services	2,346,521	2,405,153	1,044,641	1,618,522	1,738,360	119,838	7.4%
Intergovern (2)	1,289,179	1,104,899	1,134,773	-	-	-	0.0%
Interfund Chgs (1)	-	-	2,046,575	2,740,771	3,499,888	759,117	27.7%
TOTAL EXPENDITURES	\$ 14,281,599	\$ 14,678,356	\$ 15,090,409	\$ 14,933,533	\$ 16,347,558	\$ 1,414,025	9.5%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.

Interfund Charges moved back from Supplies and Services in 2017.

2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Funding Adjustments for the 2021-2022 Budget

Intergovernmental revenue increased for the BJA STOP School Violence Program Grant .

Charges & Fees revenues increased in contract revenue from the Benton City Sheriff contract and the DOE Hanford Patrol contract.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs. 2 positions, a Patrol Commander and a Corporal are moved & funded by the Public Safety Tax Fund- Patrol Department.

Supplies & Services increased due to the BJA STOP School Violence Program Grant expenditures.

Interfund charges increased due to the new assessment for the Sheriff's Replacement Fund, plus road repair services, workers compensation, insurance management, data processing administration,

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: To provide the highest quality of law enforcement services in the areas of criminal investigation, fugitive apprehension, collision investigation, traffic education, and enforcement.

Objective 1 Maintain consistent combined clearance rates.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: To provide a safe community and maintain the trust of the citizens we serve.

Objective 2 Continue to seek out new methods and technology to improve our Law Enforcement capabilities.

Initiative 4: Personnel Resources Management

Department Goal 3: To maintain a team of highly trained and enthusiastic law enforcement professionals to the citizens of Benton County.

Objective 3 Provide an aggressive training program to ensure that each deputy is provided every opportunity to be successful in his or her career development by continuing to exceed the state requirements of 24 hours of In-Service training per year. We will do this by providing a minimum of 30 hours mandatory and 30 hours of developmental training per deputy.

MEASURES:

		2017-2018	2019-2020	2021-2022
	Objective	Actual	Projected	Projected
Input/Activity:				
Calls for Service	2	108,142	78,864	93,503
Mandatory in-service training hours per officer	3	48	48	48
Output:				
Number of SECTOR (on-line) tickets	2	6,147	6,904	6,526
In-Service training hours per officer	3	174	168	171
Developmental training hours per officer	3	58	56	57
Efficiency:				
* Combined clearance rate of crimes	2	*	*	*
* Clearance rate on violent crimes	2	*	*	*
* Clearance rate on property crimes	2	*	*	*
Outcome Target/Trends				
Total training hours above State minimum per officer	3	126	120	123
Increase/Decrease in SECTOR (on-line) tickets	2	-22.8%	12.3%	-5.5%

Performance Measures continued

2021-2022 ACTION STEPS

Department Goal 1

- > Maintain current service levels provided to the citizens of Benton County while seeking new and innovative ways to improve law enforcement services through technology.
- > Seek grant funding to assist with equipment purchases.
- > Continue to develop the Crime Analyst position and the Gang Enforcement Team.
- > Continue to expand the citizens academy/volunteers and the explorer program to show citizens most facets of the Sheriff's Office and to build relationships within the community.

Department Goal 2

- > Continue to develop new deputies by further development of the P.T.O. program and to utilize CORE Curriculum to provide developmental training and improve employee performance.

* **Notes:** Violent Crimes are murder; homicide; forcible sex offenses; robbery; and aggravated assault. Property Crimes are burglary; larceny/theft; motor vehicle theft; arson. There are no projected Clearance Rate figures for 2019-2020 because our preference is not to attempt to project future crime.

Services

Patrol Division

The patrol lieutenant oversees the Patrol division, which consists of 43 deputies. The deputies comprise four patrol squads, each squad under the direction of a sergeant and corporal, respectively. The division is responsible for 24-hour coverage of all areas within Benton County jurisdiction.

K-9 Patrol

The Sheriff's Office currently has one narcotics canine and one patrol/protection canine assigned to the Gang Enforcement Team.

Aircraft

The Benton County Sheriff's office owns and operates a Cessna 182 fixed-wing aircraft. A former deputy/contract pilot is a trained commercial and instrument rated pilot. This pilot is available to deploy the aircraft for search and rescue missions, aerial narcotics detection, crime scene surveillance and other emergency uses.

Detective Division

The Detective Division consists of a Detective sergeant and five detectives assigned to the division. They handle all major crime investigations, internal investigations, and sex offender registration violations. There are six additional detectives assigned full-time to task forces in the Tri-Cities. These detectives are Task Force Officers (TFO's) that are comprised of officers from all of the local law enforcement agencies. Two are assigned to the Tri-City Metro Drug Task Force, one is assigned to the FBI Violent Crimes Task Force, one is assigned to the US Marshals Violent Criminal Apprehension Team, one is assigned to the DEA Task Force and one is assigned to the Internet Crimes Against Children Task Force.

Support Services Division

The Support Services Division consists of one Lieutenant and the following sections:

Crime Prevention

The Sheriff's office has a long history of active involvement in the crime prevention effort. Training classes are offered to the public in residential, business and personal security. The Sheriff's office also participates in the local Crime-Stoppers program and supports its efforts to apprehend offenders and curb crime.

Services continued

School Resource Officers (SRO)

Specially trained deputies are assigned as school resource officers (SROs) at Kiona-Benton and Riverview High Schools. They serve as both law enforcement and security resources to the schools and communities.

Drugs Abuse Resistance Education (D.A.R.E)

The Benton County Sheriff's office has offered and presented the DARE anti-drug and violence curriculum to area schools since 1988. One patrol deputy is specially trained, under the newly revised DARE curriculum, to present a 10-week program to fifth graders. Locally, this program serves over 1,000 children each year. Participating school districts are: Finley, Kennewick and Kiona-Benton.

Crime Prevention

The Sheriff's office has a long history of active involvement in the crime prevention effort. Training classes are offered to the public in residential, business and personal security. The Sheriff's office also participates in the local Crime-Stoppers program and supports its efforts to apprehend offenders and curb crime.

SWAT Team

The Sheriff's office has seven members specially trained in the use of special weapons and tactics (SWAT). Three of the deputies are trained in hostage negotiations. Together they join other specially trained officers from Kennewick, Richland, West Richland, Franklin County and Pasco police departments to staff a regional SWAT team of over 30 officers.

Marine Patrol

The Marine Patrol, which consists of several deputies who are designated as Marine Coordinators, are specially trained in boat operations. The marine patrol serves Benton County by patrolling the navigable waterways within the Sheriff's Office jurisdiction. The marine units, assisted by patrol deputies, provide regular patrols during the summer months and on an as-needed basis throughout the remainder of the year. The unit has four marine platforms, which are normally stationed throughout Benton County (Kennewick and Paterson) in order to provide quick response time. The Marine Patrol has a 27-foot "SafeBoat" with dual 300 hp motors and a 25-foot "SafeBoat", with dual 200 hp outboard motors. Both are state-of-the-art and are virtually unsinkable boats. The unit also has one 23-foot aluminum inboard jet boat.

Reserve Deputies

The Sheriff's office is staffed with specially trained members of the community as unpaid reserve deputies. Members of the community who are interested in volunteering their time may submit an application to the department and attend a reserve officer-training academy, which is held in Pasco, Washington. The local academy provides over 200 hours of training and upon receipt of their Washington State Reserve Officer Certification; entry into a field-training program allows them to complete the qualification process. Reserve deputies ride with and assist full-time deputies, as well as helping out with special assignments and duties.

Gang Enforcement Team

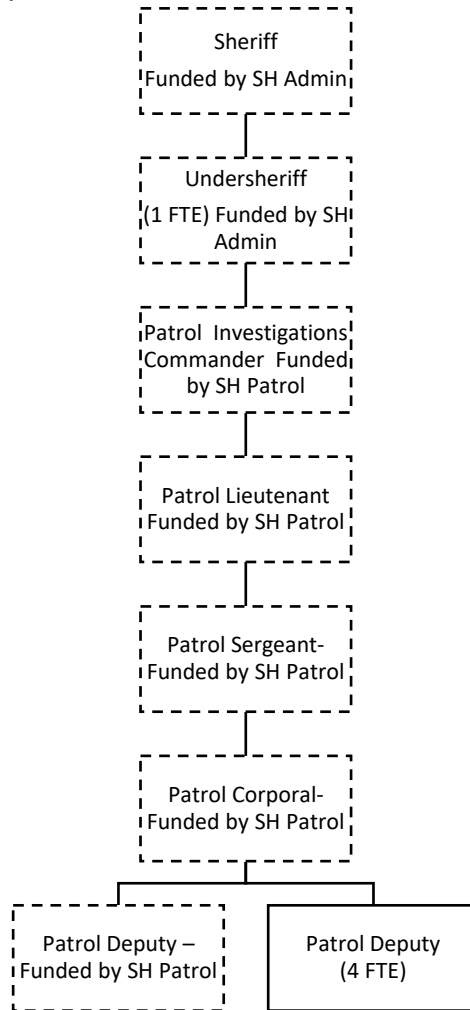
The Gang Enforcement Team was formed in 2011 and was fully trained and functional by the start of 2012. The Teams' primary focus is "prevention / intervention, education, and suppression" of criminal gang activity in Benton County. The Team investigates all gang activity from graffiti to criminal gang narcotic distribution and also works with similar teams from local jurisdictions. The Team members are trained on recognizing and interdicting criminal gang behavior and in turn educate citizens to recognize and report gang activity in their neighborhoods and schools. The Gang Enforcement Team are also extremely proactive in investigating, identifying, and arresting known criminals and those that would commit crimes in Benton County.

County Sheriff - Traffic Control

Benton County Traffic Control department consist of deputies that are highly trained in accident investigations and assigned to handle traffic enforcement within Benton County. This department, while directly related to the Patrol department, is funded with a road use tax.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

The mission of the Benton County Sheriff's Office is to consistently earn the public's trust and contribute to safety and security in our community by providing the highest quality law enforcement, corrections, and support services possible within the resources entrusted to us. We achieve our mission through investing available resources in highly-motivated, professionally trained, ethical team members who are committed to working in partnership with the community; steadily improving interagency cooperation; and exhibiting the highest degree of personal and professional integrity.

Key Issues

For 2019-2020 the Sheriff's Office's main traffic issue is on the Hanford Reservation. One of the Department of Energy's primary concerns is Traffic Safety. They have also expressed how they need to continue our present efforts despite a shrinking budget i.e. pressure to reduce our contract. The Sheriff's Office will be working at finding ways to maintain the quality of service as practically as possible, while still meeting the Department of Energy's needs.

For 2020 and continuing into 2021, COVID-19 has caused the Sheriff's Office to reduce the deputy footprint in the office and in the county in an effort to ensure deputies and professional staff remain healthy. We have to ensure we are able to maintain adequate staffing for deputies to respond to calls for service and continue to provide a high level of service for public safety. The pandemic has had an impact on staffing levels due to deputies becoming sick and needing to stay home to quarantine. This has impacted our overtime budget for deputies being called in for overtime to maintain minimum safe staffing. It has also impacted the level and type of training the deputies are required to have each year, to include requiring management to cancel mandatory trainings to heed the Governors and the County Commissioners' directives on COVID-19 to keep employees safe and healthy. This has also hindered developmental training for deputies to continue to grow and improve as law enforcement officers and for investigative and career advancement/improvement. This directly impacts the quality of service provided to the citizens of Benton County and affects quality of life issues for all of us.

Sheriff - Traffic	2013 - 2014	2015 - 2016	2017-2018	2019-2020	2020-2021	2021-2022	Percent
	Actual	Actual	Actual	Budget	Budget	Change	Change
Positions/FTE	4.00	4.00	4.00	4.00	4.00	0.00	0%
Taxes	\$ 1,052,342	\$ 1,187,210	\$ 1,155,298	\$ 1,222,921	\$ 1,253,915	\$ 30,994	3%
TOTAL REVENUES	\$ 1,052,342	\$ 1,187,210	\$ 1,155,298	\$ 1,222,921	\$ 1,253,915	\$ 30,994	0%
Personnel & Benefits	\$ 768,373	\$ 863,220	\$ 899,188	\$ 935,266	\$ 985,384	\$ 50,118	5%
Supplies & Services	129,871	176,319	59,285	123,884	123,884	-	0%
Intergovernmental (2)	58,062	51,178	53,712	-	-	-	0%
Interfund Charges (1)	-	-	114,972	163,771	144,647	(19,124)	(12%)
TOTAL EXPENDITURES	\$ 956,306	\$ 1,090,717	\$ 1,127,157	\$ 1,222,921	\$ 1,253,915	\$ 30,994	3%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.

Interfund Charges moved back from Supplies and Services in 2017.

2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Funding Adjustments for the 2021-2022 Budget

Taxes increase is from Diverted County Road Property tax.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and retirement costs.

Interfund charges decreased due to IT administration assessment.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: To provide the cost effective operations of our Traffic Specialists while maintaining our commitment to enforce weight restrictions of commercial vehicles.

Objective 1a Increase efficiency in traffic enforcement by utilizing the patrol motorcycle.

Objective 1b Implement a team approach to the enforcement of vehicle weights to prevent unnecessary damage to our roadways from commercial vehicle traffic.

Initiative 4: Personnel Resources Management

Department Goal 2: To provide the highest quality of traffic collision investigations for those involved in traffic collisions.

Objective 2 Train and certify additional deputies as "Vehicle Accident Specialists".

MEASURES:

		2017-2018	2019-2020	2021-2022
	Objective	Actual	Projected	Projected
Input/Activity:				
Number of Infraction	1a	6,226	6,607	6,416
Mandatory in-service training hours per officer	2	48	48	48
Output:				
Investigation of Traffic Accidents	1a	689	768	729
Mandatory In-Service training hours per officer	2	175	78	126
Developmental training hours per officer	2	59	26	42
Number of SECTOR (on-line) tickets	1b	7,774	7,311	7,542
Outcome Target/Trends				
In-Service training hours above State minimum	2	12	63	38
Total training hours above State minimum	2	72	93	83
Increase/Decrease in SECTOR (on-line) tickets	1b	-2%	-6%	3%

2021-2022 ACTION STEPS

Department Goal 1

- > Traffic Deputies scheduled emphasis patrols focusing on commercial vehicle weight in order to protect the public and county roads from damage.

Department Goal 2

- > Conduct multiple deputy traffic emphasis patrols on the Hanford Reservation at peak travel times.
- > Reduce the overall number of traffic collisions and fatalities through education and enforcement.

Services

Traffic Specialists

The traffic control budget provides funding for four uniformed deputies. Of those four, three are selected as traffic specialists. They are assigned to marked vehicles, without overhead light bars, for greater effectiveness. They are trained to the highest levels of accident investigations, and hold the titles of Traffic Collision Specialists. These deputies attend either three or four different levels of training/certification for a total of approximately 400 hours of specialized instruction to achieve the top level of Collision Reconstructionist.

All four of the individuals funded under this area work together and utilize portable vehicle scales and are tasked with providing commercial vehicle enforcement on the County roadways. This activity helps to limit damage to roadways from overweight vehicles.

Non-Departmental Public Safety

Non-Departmental	2013 - 2014	2015 - 2016	2017 - 2018	2019-2020	2021-2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Services	-	-	-	44,498	47,000	2,502	5.6%
Intergovernmental (2)	35,677	41,311	43,788	-	-	-	0.0%
Interfund Charges (1)	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 35,677	\$ 41,311	\$ 43,788	\$ 44,498	\$ 47,000	\$ 2,502	5.6%

- 1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017.
- 2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Funding Adjustments for the 2021-2022 Budget

Supplies & Services increased for the Emergency Management Contract.

NATURAL & ECONOMIC ENVIRONMENT

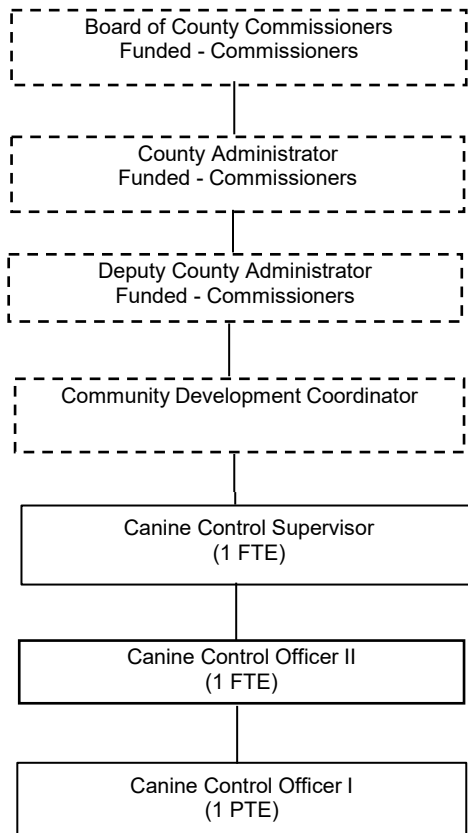


Animal Control

The Benton County Animal Control department provides quality customer service in all phases of animal control operations and quality care for all dogs in Benton County. Service phases include providing dogs in custody with proper care, nutrition, vaccinations, and shelter, adoption services, impounds for owned or stray dogs, educating the public about responsible pet ownership, conducting investigations, enforcing canine control ordinances, issuing citations, and attending court proceedings related to alleged violations.

The chart below shows the organization structure for 2021-2022 only.

* Dashed boxes represent positions funded by other sources.



Mission

The mission of the Benton County Animal Control Department is to balance the health, safety, and welfare needs of people and dogs within Benton County. We achieve our mission through education, enforcement, and partnerships in order to protect citizens from the dangers and hazards of uncontrolled, dangerous, or feral dogs.

Key Issues

As Covid-19 has taken it's toll on our community, this department has taken on the challenge. We have found new innovative ways to handle adoptions, transfers and owner reclaims. We have also been able to make sure families who are struggling to feed their pets or seek veterinary care were able to get the help they need. Benton County Animal Control/Canine Shelter employees have been on-site during this pandemic and will always be here for our canines and the constituents of this amazing community.

Animal Control	2013 - 2014	2015 - 2016	2017 - 2018	2019 - 2020	2021 - 2022	Percent	
	Actual	Actual	Actual	Budget	Budget	Change	Change
Positions/FTE	2.00	2.00	2.00	2.00	2.00	0	0.0%
Charges & Fees	\$ 15,370	\$ 23,782	\$ 20,522	\$ 23,700	\$ 23,700	\$ -	0.0%
Miscellaneous Revenue	6,160	6,952	4,125	5,200	1,000	\$ (4,200)	(80.8%)
TOTAL REVENUES	\$ 21,530	\$ 30,734	\$ 24,647	\$ 28,900	\$ 24,700	\$ (4,200)	(14.5%)
Personnel & Benefits	\$ 211,969	\$ 203,379	\$ 287,036	\$ 334,820	\$ 411,565	\$ 76,745	22.9%
Supplies & Services	108,868	87,828	45,644	82,305	82,783	478	0.6%
Intergovernmental (2)	9,009		7,030	-		-	0.0%
Interfund Charges (1)	-		40,475	47,081	56,423	9,342	19.8%
TOTAL EXPENDITURES	\$ 329,846	\$ 291,207	\$ 380,185	\$ 464,206	\$ 550,771	\$ 86,565	18.6%

- 1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017.
- 2) Intergovernmental services moved to Supplies & Services in 2019 due to the BARS restructure.

Funding Adjustments for the 2021-2022 Budget

Personnel & Benefit Expenditures reflect the actual grades and steps of the incumbents for FTE and PTE positions and the associated increased insurance and retirement costs. Incease reflects the reorganization or change in positions within the department for a Canine Control Supervisor and Canine Control Officer II from lower positions plus the increase in the part-time hours for Canine Control Officer I.

Revenues were forecast the same as 2019-2020. COVID may change our predictions as donations and adoptions may be impacted during 2021.

Interfund increases are related to IT Costs, Insurance Management & Workers Compensation assessments. IT increase includes new software for Online Field Worker mapping to help locate areas in our county where animal cruelty, neglect and abandonment occurs more frequently.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: To provide quality animal control services to the citizens and dogs of Benton County.

Objective 1a Provide services which help capture stray or loose animals to limit the spread of diseases and human injuries.

Objective 1b Euthanize only sick, injured, dangerous, or potentially dangerous dogs in a way that is respectful and humane.

Objective 1c Find forever homes for all dogs that come to the shelter by way of adoption, returning to owner, or transferring to a no-kill rescue shelter.

MEASURES:

		2017-2018	2019-2020	2021-2022
	Objective	Actual	Projected	Projected
Input/Activity:				
Calls for Service/Dispatch Calls	1a	2,436	2,800	3,000
Output:				
Number of Dogs Impounded	1a	519	640	650
Number of Dogs Adopted	1a,1c	64	154	165
Number of Dogs that Died in Shelter	1a	1	5	3
Number of Dogs Euthanized*	1a,1b	7	3	3
Number of Dogs Returned to Their Owners	1a,1c	68	177	180
Number of Dogs Transferred to Rescue Shelters	1a,1c	111	246	265
Efficiency:				
Adoption Percentage	1a,1c	25.5%	26.3%	26.8%
Euthanasia Percentage	1a,1b	2.8%	0.5%	0.5%
Returned to Owner Percentage	1a,1c	27.1%	30.3%	29.2%
Transferred to Rescue Shelter Percentage	1a,1c	44.2%	42.1%	43.0%
Outcome Target/Trends				
Increase/decrease in Dogs Impounded	1a,1c	69	121	10
Increase/decrease in Dogs Adopted	1a,1c	(117)	90	11
Increase/decrease in Dogs Died	1a,1c	(4)	4	(2)
Increase/decrease in Dogs Euthanized	1b	(9)	(4)	-
Increase/decrease in Dogs Returned	1a,1c	(93)	109	3
Increase/decrease in Dogs Transferred	1a,1c	23	135	19
Average Length of Stay in Days	1a,1c	7	5	5

*Euthanasia is only performed if medically necessary or the stray dog is deemed dangerous or potentially dangerous.

2021- 2022 ACTION STEPS

Department Goal 1

- > Reduce the average length of stay for dogs that come into the shelter to 8 days or less.
- > Continue using reporting system the Sheriff's Office utilizes in order to improve communication and access to pertinent information.
- > Continue to develop relationships with local and regional rescue shelters in order to give our canine the best chance to find a forever home.
- > Work with new technology which includes ArcGIS Online Field Worker mapping to help locate areas in our county where animal cruelty, neglect and abandonment occurs more frequently.
- > Continue to develop the pay it forward program to help residents and regional rescue shelters needs to prevent homeless pets.

Services

Provide all dogs in custody with proper care, nutrition, vaccinations, and shelter. Adoption services are available for all adoptable dogs that are not claimed by their owners. Screen and counsel potential adopters to ensure dogs are placed in a healthy, appropriate, long-term home, which will help prevent and hopefully reduce the number of unwanted dogs.

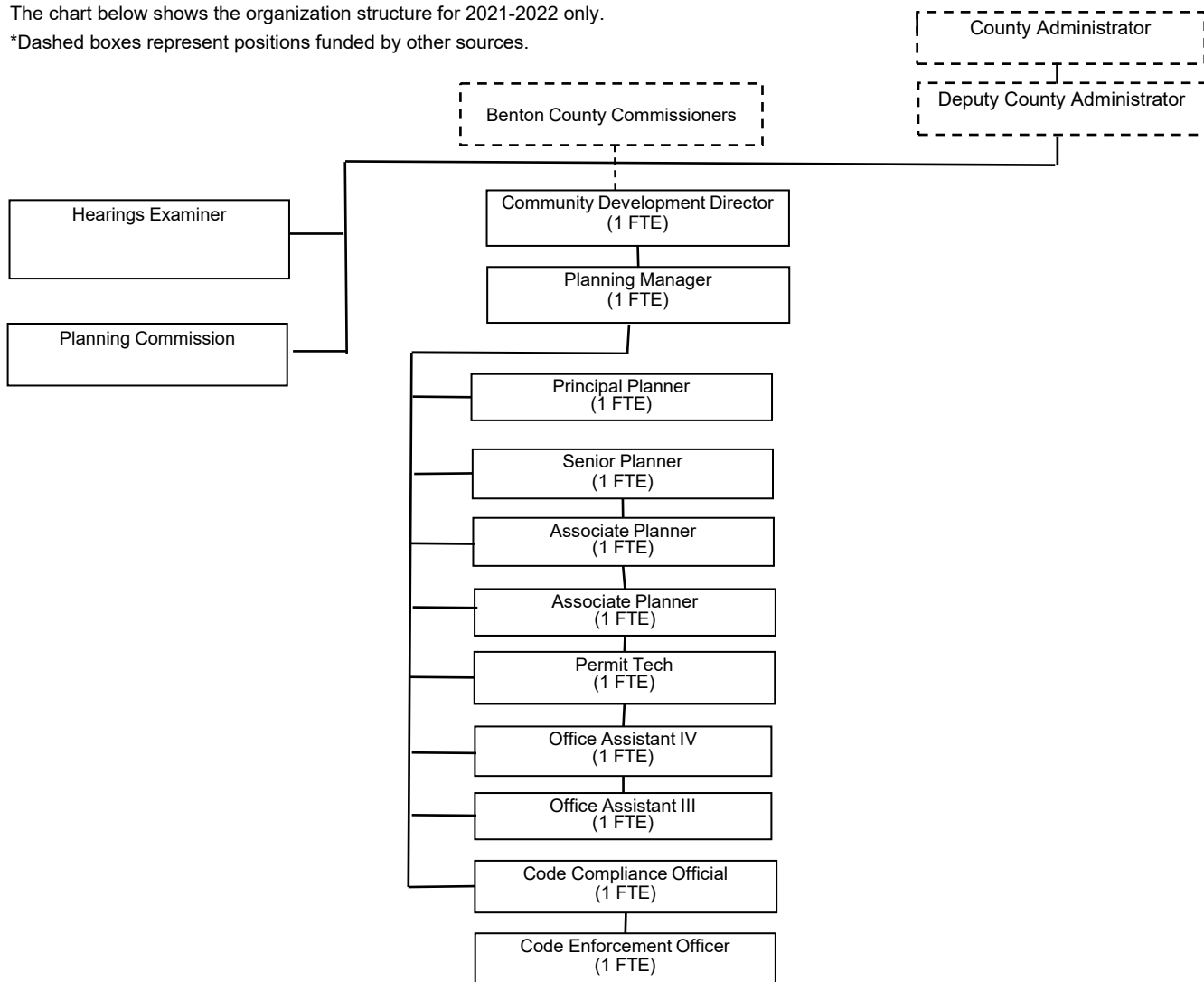
Impound owned or stray dogs, educate the public about responsible pet ownership, conduct investigations, participate in animal welfare educational activities, enforce canine control ordinances, issue citations, and attend court proceedings related to alleged violations.

Planning

The Benton County Planning Department administers a variety of County land use and environmental regulations including the Benton County Code, Comprehensive Plan, Shoreline Master Program, Rural Water Supply Program and other resource management tools governing land use and development within the County including zoning, environmental review and critical areas. The Department reviews development permits and proposals such as subdivisions, short plats and conditional use permits, conducts on-site inspections and prepares land use applications for public hearings before the Planning Commission, Hearings Examiner, and Board of County Commissioners. The Code Enforcement Division is also administered through the Planning Department. Benton County has enacted various building, fire and zoning codes to protect the life, health, safety and property of its citizens. Code Enforcement actions are typically initiated through a formal complaint known as a "Request for investigation", and usually involve the following types of violations: zoning code, building code, fire code, dangerous buildings, illegal placement of mobile homes, oversized and illegally placed signs, right of way construction, construction without a permit, grading/excavation/filling, junk cars, shoreline violations, marijuana land use related violations, other land use violations, hazards or nuisances.

The chart below shows the organization structure for 2021-2022 only.

*Dashed boxes represent positions funded by other sources.



Mission

Provide exemplary services to the public through the application of professional skills, honest communications, innovative techniques and solution-orientated principles. Uphold Benton County's plans, policies, goals and objectives that facilitate the growth of the local economy, enhances the quality of life, and preserve the natural environment for Benton County's present and future residents.

Key Issues

During 2020 and the COVID-19 pandemic, after working remotely for a short time, the Planning Department staff been active at the Public Service Building and County Courthouse. On May 4, 2020 the Public Services Building has been open in support of the Building Department as they followed and implemented the Governor's Phase 1-Construction Restart and allowed in-person appointments. Operations have changed with the modifications to the Open Public Meeting Act which has required the Planning Department to hold public hearings remotely via skype and webex based platforms. Pre-application meetings have been held remotely and an increase in phone inquiries, rather than in-person meetings, has occurred during this time.

The Planning Department's priority will be to work with County citizens on the newly implemented Benton County Comprehensive Plan and Development Regulations for land use related actions and work towards bringing other land use related County Codes up to date.

The Department will continue to enhance it's service by providing innovative ways to involve and allow the citizens of Benton County the opportunity to participate effectively in county planning programs.

Planning	2013 - 2014	2015 - 2016	2017 - 2018	2019 - 2020	2021 - 2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	7.00	6.00	7.00	7.00	9.00	2.00	28.6%
Licenses & Permits	\$ 40,180	\$ 72,760	\$ 63,820	\$ 61,000	\$ 66,000	\$ 5,000	8.2%
Intergovernmental	-	97,812	258,705	75,560	233,747	158,187	209%
Charges and Fees	-	-	-	-	310,600	310,600	100.0%
TOTAL REVENUES	\$ 40,180	\$ 170,572	\$ 322,525	\$ 136,560	\$ 610,347	\$ 473,787	346.9%
Personnel & Benefits	\$ 1,124,682	\$ 1,029,654	\$ 1,170,704	\$ 1,422,005	\$ 1,876,873	\$ 454,868	32.0%
Supplies & Services	294,647	318,770	188,247	247,636	497,902	250,266	101.1%
Interfund Charges (1)	-	-	227,824	142,394	183,509	41,115	28.9%
TOTAL EXPENDITURES	\$ 1,419,329	\$ 1,348,424	\$ 1,586,775	\$ 1,812,035	\$ 2,558,284	\$ 746,249	41.2%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure
Interfund Charges moved back from Supplies and Services in 2017.

Funding Adjustments for the 2021-2022 Budget

Intergovernmental revenue increase is the Conservation Commission Grant and the Shoreline Master Program Grant.

Charges and Fee revenue increase is the sale of Water Meters and Mitigation Fees for the Rural Water Supply Program.

Personnel/benefits increase is a Permit Tech, which was moved to Planning from the Protective Inspection Fund. A Community Development Director position is added.

Supplies & services increase is the result of the Conservation Commission Grant and the Shoreline Master Program Grant.

Interfund payment increases are for the IT purchase of the SmartGov Online Permitting program.

WASHINGTON

Performance Measures

Initiative 1: Service Delivery

- Department Goal 1:** Provide a high level of service to the customers of the County Planning Department.
- Objective 1a: Promote more opportunities for pre-application meetings between the applicant, Planning Department and other reviewing agencies prior to submittal of applications.
- Objective 1b: Review project permit applications within five days of receipt by the Planning Department and notify the applicants as to the status of their application.
- Objective 1c: Continue to promote and improve public participation in all aspects of the Planning Dept. through the adopted Public Participation Plan and by sharing information on current proposals, projects and programs through the Planning Dept. and County webpages.
- Objective 1d: Continue the high standards for the Hearings Examiner System and Planning Commission, assure consistent review and decision making.
- Objective 1e: Improve the County's online presence, including on-line permitting submittal and fee pay options for citizens

Initiative 2: Procedure Management - Workflow Analysis

- Department Goal 2:** With the needs of the public being the uppermost priority; continue to review, streamline and simplify the application, review, and permitting processes.
- Objective 2a: Applicants should be notified within five days of the application being received about the application status.
Posting of Agendas, Packets and Public Notices on the Planning Department website at least 7 days in advance of public meetings.

MEASURES:

Input/Activity:	Objective	2017-2018	2019-2020	2021-2022
		Actuals	Projected	Projected
Preliminary Plats	1b	3	5	10
Final Plats	1b	5	5	10
Subdivision Vacations	1b	1	1	2
Subdivision Alterations	1b	1	1	2
Short Plats	1b	35	35	35
Boundary Line Adjustments	1b	45	45	45
Short Plat Vacations	1b	12	6	6
Critical Area Reviews	1b	900	1,200	1,200
Comprehensive Plan Amendments	1b	10	3	5
Comprehensive Plan Amendments Appeals	1b	2	1	1
Communication Facility Permits	1b	22	3	4
Home Occupation Permits	1b	15	10	10
Multiple Detached Dwelling/Temporary Dwelling Permits	1b	20	25	25
Mineral Extraction	1b	5	4	4
Private Road Names	1b	3	2	2
Ordinance Amendments	1b	20	8	8
State Environmental Policy Act	1b	60	45	60
State Environmental Policy Act - EIS	1b	1	1	1
Shoreline Permits	1b	5	2	5
Shoreline Permit Exemptions	1b	5	6	6
Conditional Use Permits & Variances	1b	25	20	30
Variations	1b			10
Flood Damage Prevention	1b	1	1	20
Lot Consolidation	1b	2	2	20

Performance Measures continued

MEASURES:

		2017 - 2018	2019 - 2020	2021-2022
	Objective	Actuals	Projected	Projected
Input/Activity:				
ADU- Attached	1b			10
Rural Water Supply Program	1b			150
Short Plat Exemptions	1b			15
Zone Change	1b			4
Total Input/Activity		1,198	1,431	1,700
Output:				
Applicants notified within five (5) days of receipt	2a	95.0%	95.0%	95.0%
Permits reviewed for completeness in five (5) days	1b	100.0%	100.0%	100.0%
Efficiency:				
Percent of materials provided in timely manner	1a	95.0%	95.0%	95.0%
Percent of applicants notified within five (5) days	2a	100.0%	100.0%	100.0%
Outcome Target/Trends:				
Change in Input/Activity*	1b	233	269	269

2021 - 2022 ACTION STEPS

Department Goal 1

- > Implementation of the Benton County Comprehensive Plan and Development Regulations. Continued efforts to review and update land use related County Codes for compliance with State standards.
- > Ensure collaborative planning efforts between County and Cities through participation in regional meetings, committees, and programs.

Department Goal 2

- > Use the County's website to disseminate information to the public regarding proposed projects to encourage a higher number of residents and interested parties participating, providing information and testimony at public meetings and hearings.
- > Upgrade our current tracking software with the implementation of SmartGov. This permitting software will increase the Department's on-line presence with permitting and fee payment options as well as increase the coordination with other Departments during permit review processes.

Services

Rural Water Supply Program

Administer the Rural Water Supply Program, which was established in Year 2020 to provide mitigation for any new residential use within a portion of WRIA 37, in the form of acquiring senior water rights in order to offset groundwater use and managing the metering of wells. This program includes mitigation certificates, water meters and annual program fees.

Comprehensive Plan Amendments

Process applications, including Board of County Commissioners and Planning Commission requests for changes to the Comprehensive Plan.

Critical Area Review

Review and approval of development activity within or near critical resource areas. Review and approval of regulated floodplains, shorelines, geologically hazardous areas, wetlands, fish and wildlife conservation areas and aquifer recharge areas.

Services continued

Permit Services

Permit services include development permit intake, permit routing and tracking, permit issuance and research at the request of the public or staff, including cashiering.

SEPA Reviews

Review of threshold determinations on all projects, public and private subject to Benton County jurisdiction and which do not qualify for a SEPA exemption. Provides supervision of the preparation of Environmental Impact Statements.

Shoreline Program

Review and permitting for all development proposals within the regulated shorelines.

Subdivision Review

Review and approval/recommendation of short plat/long plat applications and other permits and approval authorized by Title 9.

Zoning Administration

Respond to citizen inquiries; review and make recommendations regarding approval of permits authorized under the zoning code. Process citizen applications, Board of County Commissioners and Planning Commission requests to zoning maps and text.

Non-Departmental Natural & Economic Environment

Non-Departmental	2013 - 2014 Actual	2015 - 2016 Actual	2017 - 2018 Actual	2019 - 2020 Budget	2021 - 2022 Budget	Change	Percent Change
Positions/FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Services	-	-	-	77,250	79,134	1,884	2.4%
Intergovernmental (2)	69,586	72,225	75,657	-	-	-	0.0%
Interfund Charges	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 69,586	\$ 72,225	\$ 75,657	\$ 77,250	\$ 79,134	\$ 1,884	0.0%

2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Funding Adjustments for the 2021-2022 Budget

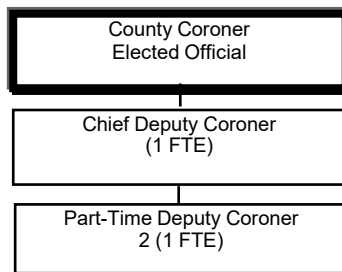
Supplies and Services are for the Benton Clean Air Agency.

SOCIAL SERVICES

County Coroner

It is the duty of the County Coroner to assume jurisdiction over all deceased person who come to their deaths suddenly without medical attendance within the thirty-six hours proceeding death; or where the circumstances of death indicate death was caused by unnatural or unlawful means; or where death occurs under suspicious circumstances; or as per Coroner's jurisdiction over remains RCW 68.50.010. The jurisdiction of the County Coroner also extends to the body of a deceased who, although not physically seen by a physician with 36 hours preceding death, was generally under a physicians care for a number of years prior to their death.

The chart below shows the organization structure for 2021-2022 only.



Mission

The mission of the Benton County Coroner’s Office is to serve and protect the interests of the community. This is achieved by determining the cause, manner, and mechanism of sudden or unexplained deaths, and by identifying deceased persons and notifying their next of kin, regardless of where they may live in the world, while ensuring the deceased and their property are treated with the utmost respect and dignity. We accomplish our mission with medicolegal-trained investigators, forensically trained pathologists and other scientific methods of inquiry. We serve as an independent finder of fact in our search for the truth. The Coroner’s investigation and conclusions strive to provide a balance to the scales of justice and seek resolution to medical mysteries.

Key Issues

The Coroner's Office is realizing a steady increase in workload over the past few years with an increase of over 20% in death investigations expected in 2020. COVID-19 has caused an impact on the coroner's office, with an increased use of field supplies and personal protective equipment and cleaning supplies being the largest direct impact. Additionally, COVID-19 has impacted the ability to attend training. Working to prepare the coroner’s office for national accreditation certification is ongoing.

Coroner	2013 - 2014	2015 - 2016	2017 - 2018	2019 - 2020	2021 - 2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	2.00	2.00	2.00	2.00	2.00	0.00	0.0%
Intergovernmental	\$ 37,973	\$ 35,163	\$ 55,975	\$ 42,000	\$ 55,000	\$ 13,000	31.0%
Charges & Fees	6,000	4,800	8,800	7,200	4,000	(3,200)	(44.4%)
TOTAL REVENUES	\$ 43,973	\$ 39,963	\$ 64,775	\$ 49,200	\$ 59,000	\$ 9,800	19.9%
Personnel & Benefits	\$ 479,396	\$ 515,309	\$ 587,459	\$ 578,409	\$ 628,957	\$ 50,548	8.7%
Supplies & Services	216,537	179,109	119,556	193,378	196,344	2,966	1.5%
Interfund Charges (1)	-	-	64,850	75,478	94,508	19,030	25.2%
TOTAL EXPENDITURES	\$ 695,933	\$ 694,418	\$ 771,865	\$ 847,265	\$ 919,809	\$ 72,544	8.6%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017

Funding Adjustments for the 2021-2022 Budget

Personnel expenditures reflect the actual grades and steps of the incumbents plus insurance and retirement costs. Staff hours are increased for 2 part-time Deputy Coroner positions plus an increase to on-call pay.

Interfund charges increase is primarily due to ER&R Rental Assessment for vehicles repair, maintenance & replacement.

Revenue increase for Autopsy reimbursement from the State more accurately reflects receipts.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: To conduct independent, thorough investigations of deaths to determine the cause and the manner in accordance with the Washington State Code of Laws.

Objective 1a Initiate an investigation into each death reported to the Coroner's Office to determine the cause and manner of death.

Objective 1b Obtain and review medical records, police reports and interview appropriate individuals within 7-10 business days following notification of death.

Objective 1c Complete the Coroner's report within 7-10 business days of reviewing all necessary information and documentation.

Initiative 4: Personnel Resources Management

Department Goal 2: Maintain a quality staff by providing training opportunities.

Objective 2 Complete four hours of additional training per staff member.

MEASURES:

Input/Activity:	Objective	2017 - 2018	2019 - 2020	2021-2022
		Actual	Projected	Projected
Total Coroner's Deaths	1a	2,255	2,200	3,000
Output:				
Deaths investigated	1a, 1b, 1c	1,350	1,000	1,400
Autopsies	1c	80	100	140
Training hours completed	2	240	240	500
Child fatality reviews	1a, 1b, 1c	12	12	12
Efficiency:				
Percent of deaths investigated	1a	47.5%	45.5%	46.7%
Percent increase in deaths investigated	1a	0.0%	-25.9%	40.0%
Outcome Target/Trends				
Increase in number of deaths investigated	1a, 1b, 1c	400	(350)	400
Increase in number of autopsies	1a, 1b, 1c	(20)	20	40

2021-2022 ACTION STEPS

Department Goal 1

- > Provide Benton County with a thorough, professional staff that maintains the highest standard of ethics and conduct in investigation and service.
- > Continuing to minimize the response time to a death scene and thereby reduce the time law enforcement is out of service for a non criminal death.
- > Implement equipment replacement program and thereby maintain up-to-date equipment while minimizing the overall impact to the yearly budget.
- > Move the office to a totally paperless records system.

Department Goal 2

- > Attend training classes at the WACME - Washington Association of Coroners and Medical Examiners-convention. Attend Training at the International Association of Coroners and Medical Examiners conference. Participate in online Death Investigator Training Academy.
- > Participate in emergency response and disaster preparedness efforts and training.
- > Achieve 100% staff certification through the ABMDI.

WASHINGTON

Services

Investigation of Deaths Reported

Independently investigate all deaths reportable to the coroner, determine cause manner and circumstances of the deaths, conduct post mortem examinations, photo documentation, identify, remove and safeguard property of the decedent, locate and notify next-of kin, conduct interviews, inquest, perform autopsies, extensive laboratory testing including but not limited to toxicology, body fluids and organ tissues, consult with experts, provide burial for indigent persons.

TB Hospital

TB Hospital provides funds for the exclusive use and treatment of tubercular person of the County.

TB Hospital	2013 - 2014	2015 - 2016	2017 - 2018	2019 - 2020	2021-2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	0.00	0.00	0.00	0.00		0.00	0.0%
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Services	5,133	6,320	4,880	140,850	148,000	7,150	5.1%
Intergovernmental Svs (2)	97,656	93,750	93,750	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 102,789	\$ 100,070	\$ 98,630	\$ 140,850	\$ 148,000	\$ 7,150	5.1%

2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Funding Adjustments for the 2021-2022 Budget

Service expenditures reflect an increase to the Benton Franklin Health Department.

Non-Departmental Social Services

Non-Departmental	2013 - 2014 Actual	2015 - 2016 Actual	2017 - 2018 Actual	2019-2020 Budget	2021-2022 Budget	Change	Percent Change
Positions/FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Services	-	-	-	793,164	853,643	60,479	7.6%
Intergovernmental (2)	793,164	760,116	793,164	-	-	-	0.0%
Interfund Charges (1)	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 793,164	\$ 760,116	\$ 793,164	\$ 793,164	\$ 853,643	\$ 60,479	7.6%

- 1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017.
- 2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Funding Adjustments for the 2021-2022 Budget

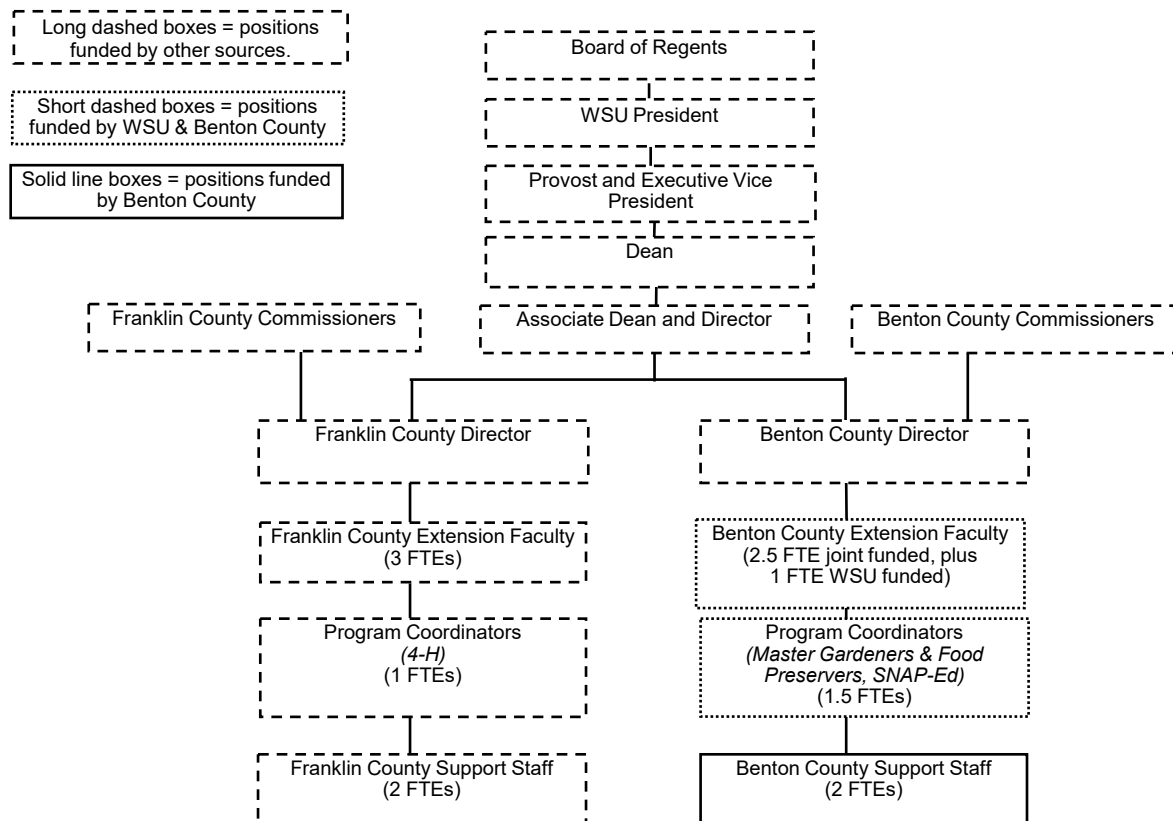
Service expenditures reflect an increase to the Benton Franklin Health Department.

CULTURE & RECREATION

WSU Extension

Washington State University (WSU) Extension of Benton County provides area adults and youth with educational programming and resources in agriculture & natural resources, 4-H & youth development, family living, and community horticulture.

The chart below shows the organization structure for 2021-2022 only.



Mission

WSU Extension of Benton County engages people, organizations, and communities to advance economic well-being and quality of life by connecting them to the knowledge base of the university and by fostering inquiry, learning, and the application of research.

WSU Extension of Benton County creates, interprets, and delivers knowledge to improve the health and well-being of individuals and the environment, fuels the local and state economy, and enriches the lives of county residents.

WSU Extension is a unique partnership of federal, state, and county governments.

Key Issues

WSU Extension has managed their declining state funding by decreasing state administrative staffing, increasing the geographical area that county faculty serve, encouraging cooperative regional programming, and aggressively seeking grant funding.

COVID has impacted our Department in 2020 and will continue into 2021. The grower meetings and volunteer platforms have transitioned to online platforms and decreased education time. Due to COVID, we are not able to be in the Community which translates into no classroom and on-farm education. Our office closed to the community in 2020 and it is unknown how far into 2021 the closure will continue. We are continuing grant development, research, and some online education.

WSU Extension	2013 - 2014 Actual	2015 - 2016 Actual	2017-2018 Actual	2019-2020 Budget	2021-2022 Budget	Change	Percent Change
Positions/FTE	2.00	2.00	2.00	2.00	2.00	0.00	0.0%
Intergovernmental Charges & Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ 220,425	\$ 239,789	\$ 242,020	\$ 257,286	\$ 277,405	\$ 15,266	6.3%
Supplies & Services	\$ 310,566	301,486	\$ 268,402	\$ 286,518	\$ 294,334	\$ 18,116	6.7%
Interfund Charges (1)	\$ -	-	\$ 83,282	\$ 73,944	\$ 71,617	\$ (9,338)	(11.2%)
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 530,991	\$ 541,275	\$ 593,704	\$ 617,748	\$ 643,356	\$ 24,044	4.0%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017

Funding Adjustments for the 2021-2022 Budget

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to insurance and increased retirement costs.

Increase within Supplies and Services can be attributed to an increase in current contracts the County has with WSU.

Interfund charges decrease is due to IT one time purchases and assessments from 2019-2020.

Performance Measures

Department Goal 1

- > Assist fruit producers (tree fruit, grape, berry) to cut production costs and increase quality/profitability.
- > Perform field research and utilize resources from WSU and the Agricultural Research Centers to assist local agricultural producers.
- > Ensure the quality and safety of the meat animal products produced in Benton County through quality assurance education.

Department Goal 2

- > Utilize trained volunteers to broaden and enhance outreach efforts to county residents.
- > Partner with schools and community agencies to teach Benton County citizens with limited incomes the skills and behaviors needed to eat healthy and maximize the value of their available food dollars or food assistance benefits.
- > Partner with volunteers, businesses, municipalities, and other community organizations to increase the number of community gardens in the county thereby increasing access to educational and recreational gardens as well as to a healthy diet more accessible to limited income residents.
- > Make information available to all Benton-Franklin citizens on safe food handling and food processing in order to prevent illness and economic loss related to food-borne illnesses.

Services

Food Quality & Safety

We provide education and technical assistance to producers, growers, and individuals producing or processing food (fruits/vegetables and meat) to insure the safety and quality of food produced in Benton County. This includes attaining grant funding, conducting field research, utilizing local WSU and government resources and facilities, and working cooperatively with other universities. We work to insure a safe, healthy, and accessible food supply through many programs including proper pesticide inputs and application.

Community Horticulture

We provide citizens of Benton and Franklin counties with education and technical assistance for successful management of sustainable landscapes, lawns, and gardens. This includes environmentally sound insect, plant disease, and cultural management recommendations. Program centers around the WSU Master Gardener Program which includes the Demonstration Garden, community Food Gardens, Juvenile Justice Center workshops, Inspire Development workshops, and Plant Problem Diagnostic Clinics.

Food, Nutrition, Health Education

We help citizens of Benton and Franklin counties learn life skills to further their health and economic well-being. Programs include nutrition education, SNAP-Ed, and the volunteer Master Food Preservers program.

Agriculture

We provide technical assistance and education to those involved in the commercial production of agricultural commodities and livestock. This includes environmentally sound pest, disease, and cultural management recommendations, and waste management. Livestock programs include performance testing of livestock, carcass evaluation, and quality and safety of meat animal product education. Commercial horticulture programs focus on tree fruit, grape, and blueberry production. Programs include field research, summer workshops, in-depth annual grower meetings and fruit schools, and advisory role on regulatory boards.

Services continued

4-H Youth Development

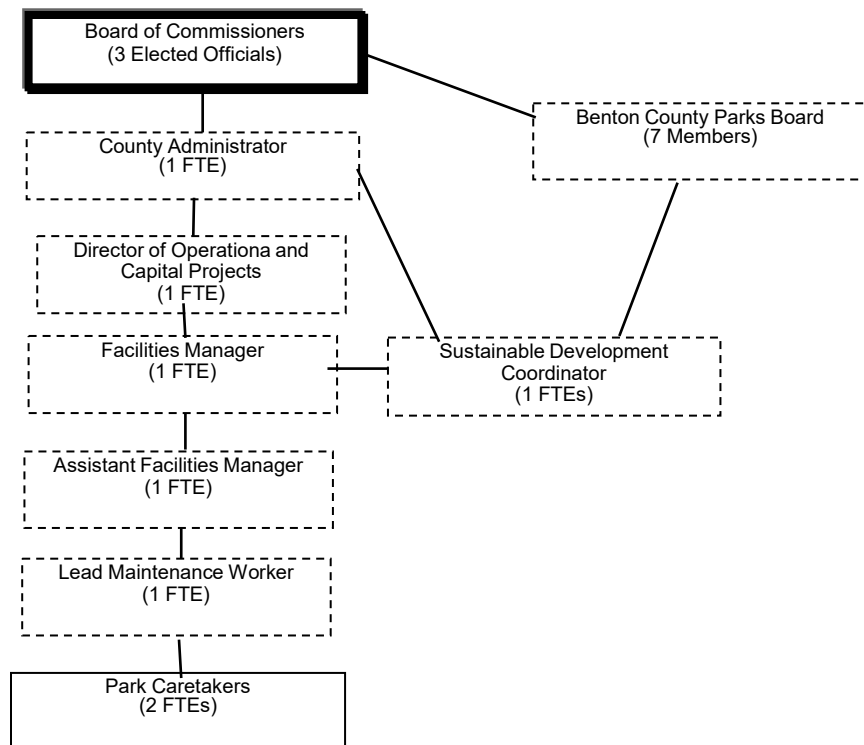
Our 4-H/Youth Development programs help young people to become productive citizens by providing formal and non-formal experiential learning and developing life-long skills that benefit youth and strengthen both families and communities. Local programs focus on meat quality assurance education and the county fair, although our partners in Franklin County offer more services (club meetings, training, school STEM programs, etc.) to Benton County residents.

Park Department

Benton County operates a medium-sized parks system to provide recreational and educational venues supporting the health, enjoyment, and enrichment of the community. The Park Department works at the direction of the County Commissioners and at the advisement of the Benton County Park Board, and oversees ten separate park properties within the County. Benton County maintains park facilities only, and conducts no recreational programming.

The chart below shows the organization structure for 2021-2022 only.

*Dashed boxes represent positions funded by other sources.



Mission

To provide safe and meaningful educational and recreational experiences for both our residents and visiting public that showcases the natural resources and landscapes of Benton County.

Key Issues

The Parks Department has substantial interaction with the public. Not only does staff work to maintain the parks, but they have direct interaction with various members of the public, work with ever changing issues left in the park by the public, and try to manage the public's impact on the natural landscape and resources. The COVID-19 pandemic wrecked havoc across the board throughout 2020, and the Parks Department was no exception. Maintenance did fall somewhat behind because of the limitations put on the County workforce. Opening of the campground was delayed 2 months and revenues were down for the year. However, usage of many of the parks, particularly those with trails, was largely up in the first half of the year because so many people were looking for active things to do outside.

Park Development	2013 - 2014 Actual	2015 - 2016 Actual	2017-2018 Actual	2019-2020 Budget	2021-2022 Budget	Change	Percent Change
Positions/FTE	2.50	2.00	2.00	2.00	2.00	0.00	0.0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ 254,415	\$ 267,657	\$ 329,027	\$ 341,050	\$ 330,525	\$ (10,525)	(3.1%)
Supplies & Services	112,580	111,451	87,659	94,737	94,737	-	0.0%
Interfund Charges (1)	27,687	-	51,644	46,651	62,633	15,982	34.3%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 394,682	\$ 379,108	\$ 468,330	\$ 482,438	\$ 487,895	\$ 5,457	1.1%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.
Interfund Charges moved back from Supplies and Services in 2017

Funding Adjustments for the 2021-2022 Budget

Park caretaker decrease in wages due to employee turnover.

Interfund charges increase in the area of ER&R vehicle maintenance costs and rental assessments.

Performance Measures

Initiative 1: Service Delivery

- Department Goal 1:** Provide venues for forms of recreation not generally associated with traditional metropolitan parks, such as horse riding, shooting, hiking, and wildlife observation.
- Objective 1a Maintain the high standards of maintenance and presentation presently established, including our manicured acreage, developed facilities, and natural areas.
- Objective 1b Provide safe places for the public's relaxation and enjoyment.
- Objective 1c Offer a balance of recreation, education, and conservation on our public lands.

Initiative 2: Quality Control

- Department Goal 2:** Make quality a priority in the management of the parks. This means quality of our patron's experiences and quality of work in our construction and maintenance.
- Objective 2 Upgrade aged equipment to reduce future expenses and breakdowns.

Initiative 3: Personnel Resources Management

- Department Goal 3:** Provide opportunities for growth and skill development for employees.
- Objective 3 Identify training that expands and supplements employees' skills, including participation in workshops, classes, and seminars that keep employees' essential skills updated and that provide for "continuing education" credits, that are necessary for keeping licenses current and in compliance.

MEASURES:

		2017-2018	2019-2020	2021-2022
	Objective	Actual	Projected	Projected
Input/Activity:				
Number of County Parks	1a, 2	10	10	10
Output:				
Acres maintained	1a, 2	3,168	3,168	3,168
Training hours per year	3	40	40	40
Efficiency:				
Average training hours per employee per year	3	20	20	30
Outcome Target/Trends				
Improvement projects	1a, 2	6	6	8
Acres maintained per employee	2	1,584	1,584	1,584

2021-2022 ACTION STEPS

Department Goal 1

- > Improve and update Park Department website.
- > Assess RV camping at Horn Rapids and plan for future uses.

Department Goal 2

- > Improve signage across the parks system.

Department Goal 3:

- > Utilize on-line training opportunities to increase training programs available to the staff.
- > Create and adopt new 6 year comprehensive plan.

Services

The Parks Department does not provide specific "services" per se for the recreating public. Provision of the parklands, and the amenities therein set the stage for each visitor's personal experience; and that experience is itself the service that we provide. Our focus is primarily on venues. Most of the County's 10 parks are large acreage properties, and most of that acreage is in natural open space. In some locations, there is developed infrastructure and facilities. Basic descriptions of the parks follow:

Badger Mountain Centennial Preserve

647 acres of open space acquired in stages since 2005 with hiking, biking, and equestrian trails; located south of Richland.

Candy Mountain Preserve

195 acres of open space acquired in stages since 2016 with hiking, biking, and equestrian trails; located south of West Richland.

Horn Rapids Park

16 acres of developed park with an RV campground, a boat launch, and grassy fields; surrounded by over 700 acres of native open space including a horse camp, miniature aircraft facility, and various trails. There are over 5 miles of Yakima River frontage with various access points; located north of Benton City.

Horse Heaven Cemetery

An inactive pioneer cemetery (circa 1894) located south of Benton City owned by Benton County.

Horse Heaven Vista

Small wayside with picnic shelter overlooking the Yakima Valley. Located on SR 221, south of Prosser. The park had a major upgrade in 2009.

Hover Park

County managed open space -- owned by the US Army Corps of Engineers -- along the Columbia River, south of Finley.

Rattlesnake Mountain Shooting Facility

A large shooting facility on state and county-owned land near Horn Rapids Park with several different ranges to serve multiple shooting disciplines. The range is sub-let to a concessionaire and financially self-supporting.

Two Rivers Park

Riverfront park in Finley with grass fields, picnic/barbecue areas, swing sets, and a boat launch. Also includes sheltered lagoons and an extensive natural area with trail and wildlife viewing areas. Managed by Benton County, owned by the US Army Corps of Engineers.

Vista Park

A small city-style park in Kennewick with grass, swings, and picnic area.

Wallula Gap Preserve

Three remote and discontinuous parcels overlooking Wallula Gap. Difficult to access with no improvements.

CAPITAL OUTLAY & OPERATING TRANSFERS

WASHINGTON

Capital Outlay

Capital Outlay	2013 - 2014	2015 - 2016	2017-2018	2019-2020	2021-2022	Change	Percent Change
	Actual	Actual	Actual	Budget	Budget		
Positions/FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Services	-	-	-	-	-	-	0.0%
Interfund Charges	-	-	-	-	-	-	0.0%
Capital	182,827	141,415	262,814	42,200	40,000	(2,200)	(5%)
TOTAL EXPENDITURES	\$ 182,827	\$ 141,415	\$ 262,814	\$ 42,200	\$ 40,000	\$ (2,200)	(5%)

Funding Adjustments for the 2021-2022 Budget

Capital outlay expenditure is District Court for Capital software purchase to OnBase. The software will help automate District Courts processes and internally provide court documents to other County Departments.

Operating Transfers

Operating Transfers	2013 - 2014 Actual	2015 - 2016 Actual	2017-2018 Actual	2019-2020 Budget	2021-2022 Budget	Change	Percent Change
Positions/FTE	0.00	0.00	0.00	0.00		0.00	0.0%
Operating Transfers	\$ 3,850,232	\$ 3,263,136	\$ 4,322,989	\$ 2,105,997	\$ 2,053,843	\$ (52,154)	\$ (0)
TOTAL REVENUES	\$ 3,850,232	\$ 3,263,136	\$ 4,322,989	\$ 2,105,997	\$ 2,053,843	\$ (52,154)	0.0%
Personnel & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Services	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Operating Transfers	13,032,955	12,618,452	24,508,176	6,470,272	5,399,432	(1,070,840)	(17%)
TOTAL EXPENDITURES	\$ 13,032,955	\$ 12,618,452	\$ 24,508,176	\$ 6,470,272	\$ 5,399,432	\$ (1,070,840)	(17%)

Funding Adjustments for the 2021-2022 Budget

Operating Transfer-in's decreased a nominal amount. The Vit Impact Fund was closed in 2019 and funding from the Vit Fund is not longer transferred to Current Expense.

Operating Transfer outs decreased. Current Expense transfers out to the Juvenile Fund which is decreased, and is funded by another Fund.

CAPITAL OUTLAY & CAPITAL IMPROVEMENT PLAN

BENTON COUNTY CAPITAL IMPROVEMENT PLAN 2021-2026



620 Market Street
Prosser, WA 99350



509-786-5600
www.co.benton.wa.us



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RESOLUTION 2020 788

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF ADOPTING THE 2021-2026 BENTON COUNTY CAPITAL IMPROVEMENT PLAN

WHEREAS, the Board of County Commissioners desires to update the Benton County Capital Improvement Plan in conjunction with the biennial Benton County Budget, and


WHEREAS, the Capital Improvement Plan is a planning document to be used in setting policy and establishing priorities for capital projects, and


WHEREAS, the 2021-2026 Capital Improvement Plan shall be adopted as part of the County's budget process and will be amended into the Capital Facilities Element of the Benton County Comprehensive Plan as allowed under RCW 36.70A.130(2)(a)iv; **NOW THEREFORE**,

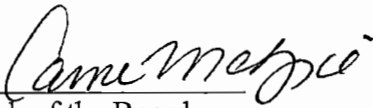
BE IT RESOLVED, that the Board of Benton County Commissioners hereby adopts the attached 2021-2026 Benton County Capital Improvement Plan.

Dated this 27th day of October, 2020.


Chairman of the Board.


Chairman Pro-Tem.


Member.

Attest: 
Clerk of the Board

Constituting the Board of County
Commissioners of Benton County,
Washington.



BOARD OF BENTON COUNTY COMMISSIONERS



District 1 – Jerome Delvin

Commissioner Delvin was elected Commissioner January 1, 2013, which includes Richland and West Richland in Benton County. He previously served two and one-half terms in the state Senate and five terms in the state House of Representatives. He was a former military policeman and officer in the Hanford Patrol. Delvin retired from the Richland Police Department in January 2007 after 28 years as bomb technician and a Drug Abuse Resistance Education officer. Jerome is a lifelong resident of Benton County; an avid mountain climber and downhill skier. He lives in Richland with his wife, Josie, who is the Benton County Clerk.



District 2 – Shon Small

Commissioner Small was elected to the Board on January 1, 2011. Shon has served Benton County for 27 years with 20 of those years working in Law Enforcement for the Benton County Sheriff's Office. Shon was born in Seattle, Washington and moved to Grandview when very young. He attended Grandview High School receiving a football scholarship at Walla Walla Community College. While there, he majored in Criminal Justice, preparing him for a future career as a Police Officer. Commissioner Small has been married for 28 years to his wife, Lisa, and they have two children; Derek (Hanford Patrol) along with his wife Rachel (Trios RN), are both graduates of Eastern Washington University, and his daughter Brooke who is a massage therapist.



District 3 – James Beaver

Commissioner Beaver was elected Commissioner January 1, 2009. Jim joined the County bringing 18 years of government experience with him. In 1990, he was elected to the Kennewick City Council and served as Mayor from 1996 to 2008 making him the longest consecutive mayor in over 100 years. Commissioner Beaver's priorities in County Government include promoting sustainable growth and viable economic development.

More information about the Board of Commissioners can be found on the County website: co.benton.wa.us

ABOUT BENTON COUNTY

Benton County is in south-central Washington, and has a total area of 1,760 square miles. The county seat is in Prosser, and its largest city is Kennewick. Benton County was created on March 8, 1905 and was named after U.S. Senator Thomas Hart Benton. Benton County operates under the plural executive form of government with three commissioners and seven other elected officials. Benton County has offices located in Prosser, Kennewick, and Richland.



BENTON COUNTY DEPARTMENTS

The departments listed below pertain to the projects that are listed in the Capital Improvement Plan and do not include all Benton County departments. Each department listed below was involved in preparing their section of this document. Click on the department name for additional information regarding the services they provide.

Benton County Commissioners' Office

The County Commissioners adopt ordinances, resolutions, motions, levy taxes, appropriate revenue, and adopt the final budget for the County. The legislative body generally confirms appointments to County boards and commissions. The County Commissioners generally appoint the members of the boundary review board and planning commission in counties that have created this board and commission. The County Commissioners can also sit as the board of equalization (the County board of property tax appeals) to review disputed assessments.

Mission: *The Commissioners' department is accessible to its constituents, with responsible elected officials who offer a broad, balanced prospective and services to the community.*

Benton County Department of Corrections

The Benton County Department of Corrections provides incarceration and alternative program services to all law enforcement jurisdictions within Benton County. In addition, the jail provides contract services to other agencies throughout the State. The Benton County jail provides local user agencies several alternative programs to meet community needs; an electronic home monitoring program (EHM), work release program and work crew program. The operation of alternative programs saves user agencies hundreds of thousands of dollars each year, versus the cost of full incarceration.

Benton County Sheriff's Department

The Benton County Sheriff's Department is responsible for providing law enforcement services. The Sheriff's Office employs a total of eighty-four (84) full-time staff members and provides the law enforcement services throughout Benton County. Sheriff's Office is tasked with providing a variety of services to the community, which include responding to and mitigating emergency calls for service in the unincorporated areas of Benton County and the incorporated contract cities. i.e., "Benton City." The Sheriff's Office is also legally obligated to provide civil services to both the incorporated and unincorporated towns and cities within Benton County.

Mission: *The Mission of the Benton County Sheriff's Office is to safeguard life and property, preserve the peace, prevent and detect crime, enforce the law, and protect the rights of all citizens. All members of the Benton County Sheriff's Office are committed to working in partnership with our community and to identify and resolve issues that impact public safety.*

Benton County District Court

Benton County's five full time judges process County Sheriff, State Patrol, Cities of Benton City, Kennewick, Prosser, Richland, and West Richland misdemeanors and infractions as well as small claims and civil suits involving amounts under \$50,000. District Court also handles traffic citations, name changes, and protection orders.

Mission: *To provide fair and equal access to our Court for all members of the public. To resolve civil and criminal cases while maintaining the respect and dignity of the individuals.*



BENTON COUNTY 2021-2026 CAPITAL IMPROVEMENT PLAN

Benton County Facilities Department

The Facilities Department is responsible for the physical environment of all Benton County Facilities. The facilities include a 700- bed jail in Kennewick, the Courthouse at the County Seat in Prosser, the Kennewick Justice Center, the Health District Building in Kennewick, the Kennewick Annex on Canal Drive, Benton County Canine Shelter Facility, and other smaller satellite offices. This department also acts as the construction contracting office for other Benton County administrative departments.

Mission: *It is the mission of the Benton County Facilities Department to provide a safe, secure, productive, and comfortable work area for Benton County employees and the users of Benton County Facilities.*

Benton County Fairgrounds

The Benton County Fairgrounds is a multipurpose, county owned facility which is perfect for meetings, trade shows, livestock events, RV rallies, concerts, sporting events, day camps and weddings. The location and layout of the Benton County Fairgrounds offers an affordable choice for almost any type of event. It is handicap accessible, fully fenced and can be accessed by three major street entrances with parking for over 2000 vehicles. The employees are well trained and help guide event holders through all phases of an event.

Mission: *It is the mission of the Benton County Fairgrounds to provide a safe, family-friendly facility promoting entertainment, community events, private events, agriculture, equestrian, 4-H organizations and encouraging youth development while preserving rural traditions to all who use the facility. We are committed to excellence of service and quality facilities with a knowledgeable and friendly staff.*

Benton County Information Technology (IT)

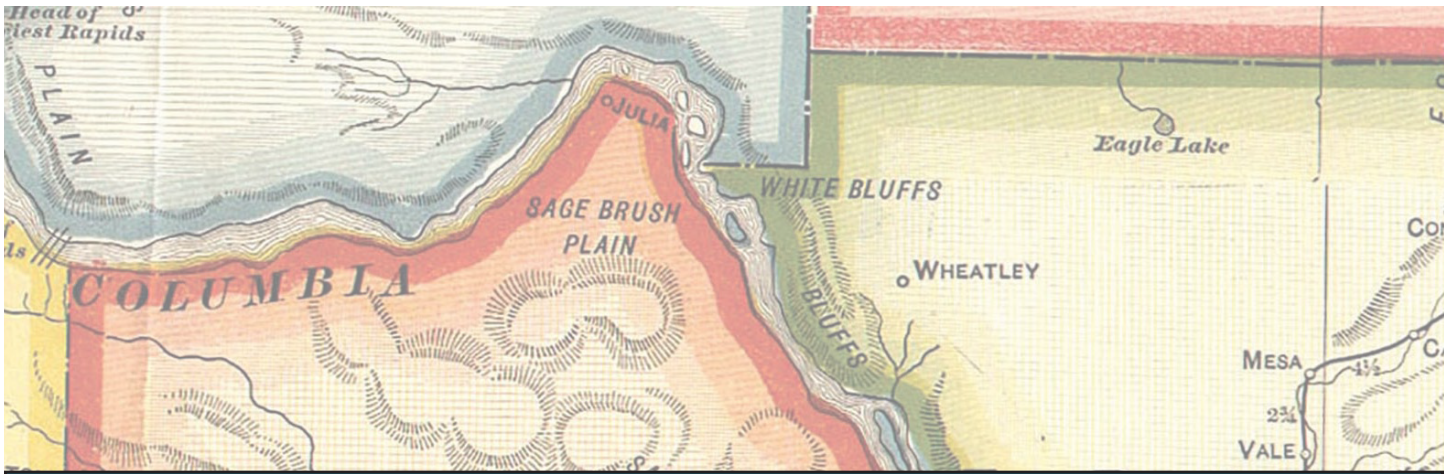
Information Technology is an internal services department that provides information technology and telecommunications support for all Benton County offices and departments.

Mission: *The mission for Benton County Information Technology is to improve the stability, functionality and performance of the Benton County information technology environment and support all departments in using information technology to meet their goals and objectives.*

Benton County Parks Department

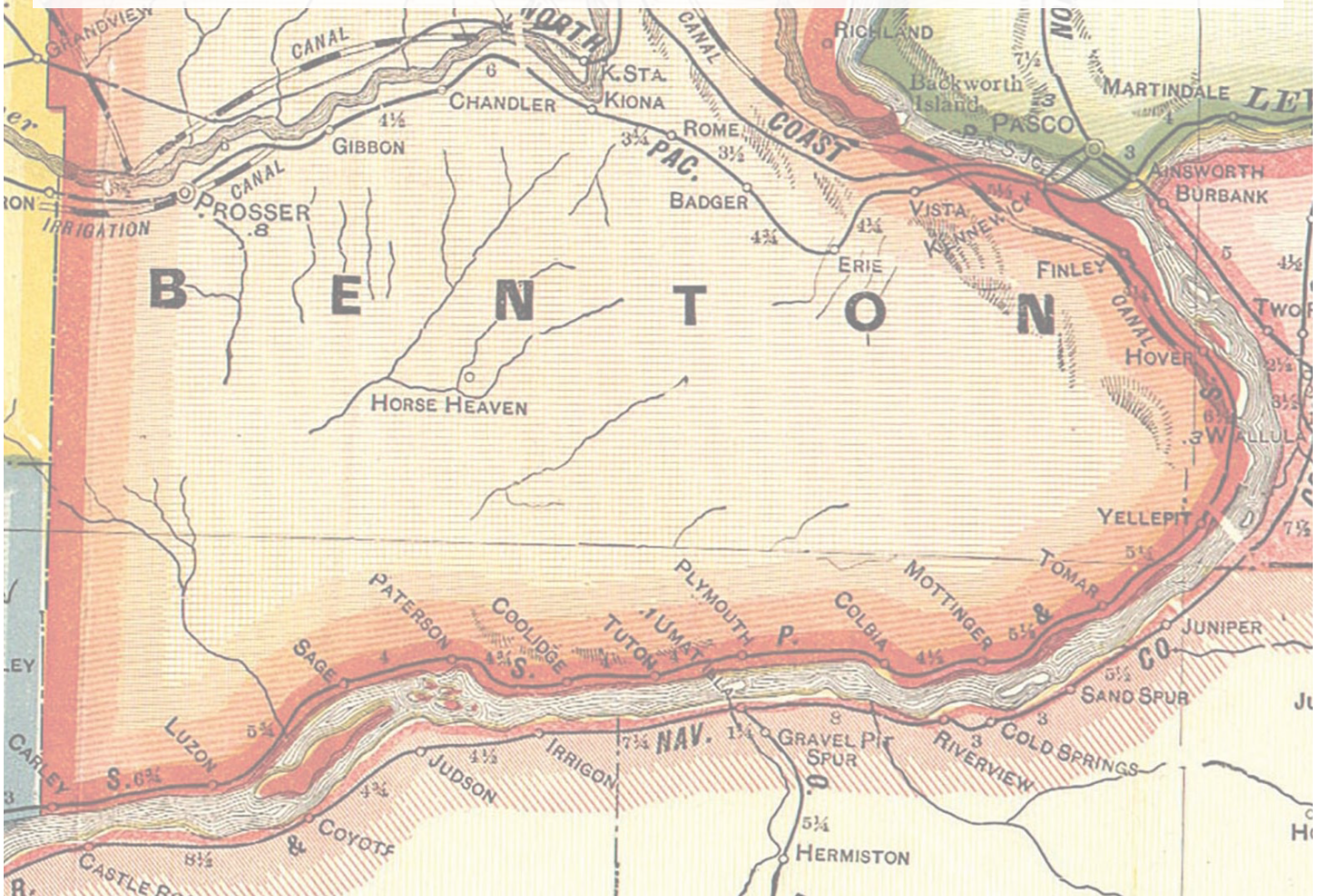
Benton County supports a small parks system to provide recreational and educational venues for the health, enjoyment, and enrichment of the community. The Park Department works for the County Commissioners at the advisement of the Benton County Park Board, and oversees eight separate park properties within the County. Benton County maintains park facilities only, and conducts no recreational programming.

Mission: *To provide safe and meaningful educational and recreational experiences for both our residents and visiting public that showcases the natural resources and landscapes of Benton County.*



INTRODUCTION

The Capital Improvement Plan (CIP) is a six-year road map for creating, maintaining, and paying for Benton County's present and future infrastructure needs. The CIP outlines project costs, funding sources, and estimated future operating costs associated with each capital improvement. The plan is designed to ensure that capital improvements will be made when and where they are needed, and the County will have the funds to pay for and maintain them.





INTRODUCTION

What is the Capital Improvement Plan?

The Capital Improvement Plan (CIP) is a six-year road map for creating, maintaining, and paying for Benton County's present and future infrastructure needs. The CIP outlines project costs, funding sources, and estimated future operating costs associated with each capital improvement. The plan is designed to ensure that capital improvements will be made when and where they are needed, and that the County will have the funds to pay for and maintain them.

What are Capital Improvements?

Capital improvement projects are non-routine expenditures requiring a significant amount of money usually consisting of the purchase of equipment, acquisition of land, design and construction of new assets, or the renovation, rehabilitation or expansion of existing capital assets. Capital projects usually have an expected useful life of at least five years.

Capital improvements make up the infrastructure that all Counties must have in place to provide essential services to their residents and support new growth and development. They also are designed to prevent the deterioration of the County's existing infrastructure, and respond to and anticipate the future growth of the County. A wide range of projects comprise capital improvements, such as:

- Court facilities and office buildings;
- Parks, trails open space, and other related facilities;
- Landscape beautification projects;
- Computer software and hardware systems other than personal computers and printers;
- Flood control drainage channels, storm drains and retention basins;
- Major equipment purchases.

Growing counties, such as Benton County, face a special set of complex problems. These counties need to build new roads, add public amenities, and expand public safety services by maintaining, replacing, rehabilitating, and/or upgrading existing capital assets such as roads, parks, and buildings.

Benton County has kept pace with the rapid growth of the community through many new public assets. Notable projects completed in the last five years include:

Completed Projects

- 2020 Finance Tenant Improvement and Restroom Addition
- 2020 Justice Center Restroom Renovation
- 2020 Kennewick Restroom Renovation
- 2020 Bader Mountain Preserve Storage and Maintenance Building.
- 2020 Jail Water Intrusion & Plumbing Retrofit
- 2020 Justice Center & Jail Electronic Security System Retrofit
- 2019 Public Service Building
- 2016 Metasys System
- 2016 Property Tax and Assessment System
- 2016 Kennewick Annex & Juvenile Justice Center Parking Lot Reconfiguration
- 2016 Jail West Wing Shower Stalls Remodel
- 2016 Fairgrounds Building 16 HVAC
- 2016 Inmate Management Hardware and Operating System
- 2016 Vista Park Overhaul
- 2015 Fairgrounds Irrigation Infrastructure



BENTON COUNTY 2021-2026 CAPITAL IMPROVEMENT PLAN

Completed Projects (continued)

2015	Network Firewall, Load Balancing, Break fix Monitoring
2015	Kennewick Road Maintenance Shop
2015	Benton County Courthouse Renovation
2015	Benton County Courthouse HVAC Replacement
2014	Justice Center Carpet
2014	Courtroom Sound System Upgrades (Courtroom A, D, 5, 6, and Prosser)
2014	Benton County Fairground's Bathroom
2014	Benton County Courthouse Shuffle
2014	Video Conferencing System
2014	Voice Network Upgrade
2013	Port of Benton (Walter Clore Center)
2013	District Court Remodel
2013	Benton County Clerk Remodel

Guidelines and Policies Used in Developing the CIP

The Benton County Commissioners' strategic goals and key objectives and the County's financial policies provide the parameters for development of the annual Capital Improvement Plan (CIP). Additional considerations include the following:

- Does a project support the County Commissioners' strategic goals?
- Does a project qualify as a capital project as defined in the County Budget Policy and have an expected useful life of at least five years?
- Does a project satisfactorily address all federal, state and county legal and financial requirements?
- Does a project support the County's favorable investment ratings and financial integrity?
- Does a project support the County's goal of ensuring all geographic areas of the County have comparable quality in the types of services that are defined in the Capital Improvement Plan?
- Does a project prevent the deterioration of the County's existing infrastructure, and respond to and anticipate future growth in the County?
- Does a project encourage and sustain quality economic development?
- Is a project responsive to the needs of residents and businesses within the constraints of reasonable taxes and fees?
- Does a project leverage funds provided by other units of government where appropriate?

Master plans also help determine which projects should be included in the CIP and the timeframes in which the projects should be completed. A master plan is a dynamic, long-term planning document that provides a conceptual layout to guide future growth and development, and includes analysis, recommendations, and proposals relating to the subject area. For example, the County has master plans relating to its parks system, comprehensive planning and land use, and more.

Economic forecasts also are a critical source of information and guidance throughout the capital planning process. The forecasts assess external factors such as whether the local economy is growing or contracting, population growth, inflation for construction materials, the value of land, and other variables that may affect the County's ability to finance needed services and capital projects.

Benton County's Biennial CIP Development Plan

In conjunction with the biennial budgeting process, the Commissioners' Office coordinates the countywide process of revising and updating the County's Capital Improvement Plan. County staff members from all departments participate in the review of projects in the existing plan and the identification of new projects for inclusion in the CIP. The County Commissioners' commitment to the needs and desires of Benton County



BENTON COUNTY 2021-2026 CAPITAL IMPROVEMENT PLAN

citizens is a critical factor considered during the capital planning process. Projects are also evaluated for compliance with legal requirements and financial limitations.

The Commissioners appropriate the first two years of the plan with adoption of the biennial (two-year) budget. The remaining four years are for planning purposes and funding is not guaranteed to occur in the year planned. The Commissioners make the final decision about whether and when to fund a project.

Once projects are selected for inclusion in the capital plan, decisions must be made about which projects should be recommended for inclusion in the first two years of the plan. Determining how and when to schedule projects is a complicated process. It must consider the Commissioners' strategic goals as well as all the variables that affect the County's ability to generate the funds to pay for these projects without jeopardizing its ability to provide routine, ongoing services and one-time or emergency services when needed.

Prior to Commissioners' consideration of the proposed CIP, the capital projects are reviewed and evaluated to ensure there is a revenue source for all of the estimated expenditures. In recent years, some of the capital project revenue sources have been obligated to pay down outstanding debt issuance therefore in-depth discussions assist the County Commissioners in making the best current and future business decisions.

The Commissioners review the recommended CIP during a special scheduled workshop, and also consider the recommendations of staff before making the final decision about which projects should be included in the CIP and in what year they should be included.

IMPACT OF THE CIP ON THE OPERATING BUDGET

Benton County's operating budget is directly affected by the CIP. Almost every new capital improvement entails ongoing expenses for routine operation, repair and maintenance upon completion. Many new capital facilities also require the addition of new positions. Existing County facilities and equipment that were once considered state-of-the art will require rehabilitation, renovation, or upgrades to accommodate new uses and/or address safety and structural improvements. Older facilities usually involve higher maintenance and repair costs as well. Pay-as-you-go capital projects, grant-matching funds, and lease/purchase capital expenses also come directly from the operating budget.

The costs of future operations and maintenance for new CIP projects are estimated based on the current cost of similar buildings and/or departments. Various departments that have experts on different types of operating costs are consulted in order to provide the most accurate estimates listed in the CIP. Operating costs are carefully considered in deciding which projects move forward in the CIP because it is not possible for the County to concurrently fund several large-scale projects that have significant operating budget impacts. Therefore, implementation timetables are established that stagger projects over time to have less impact on the operating budget.

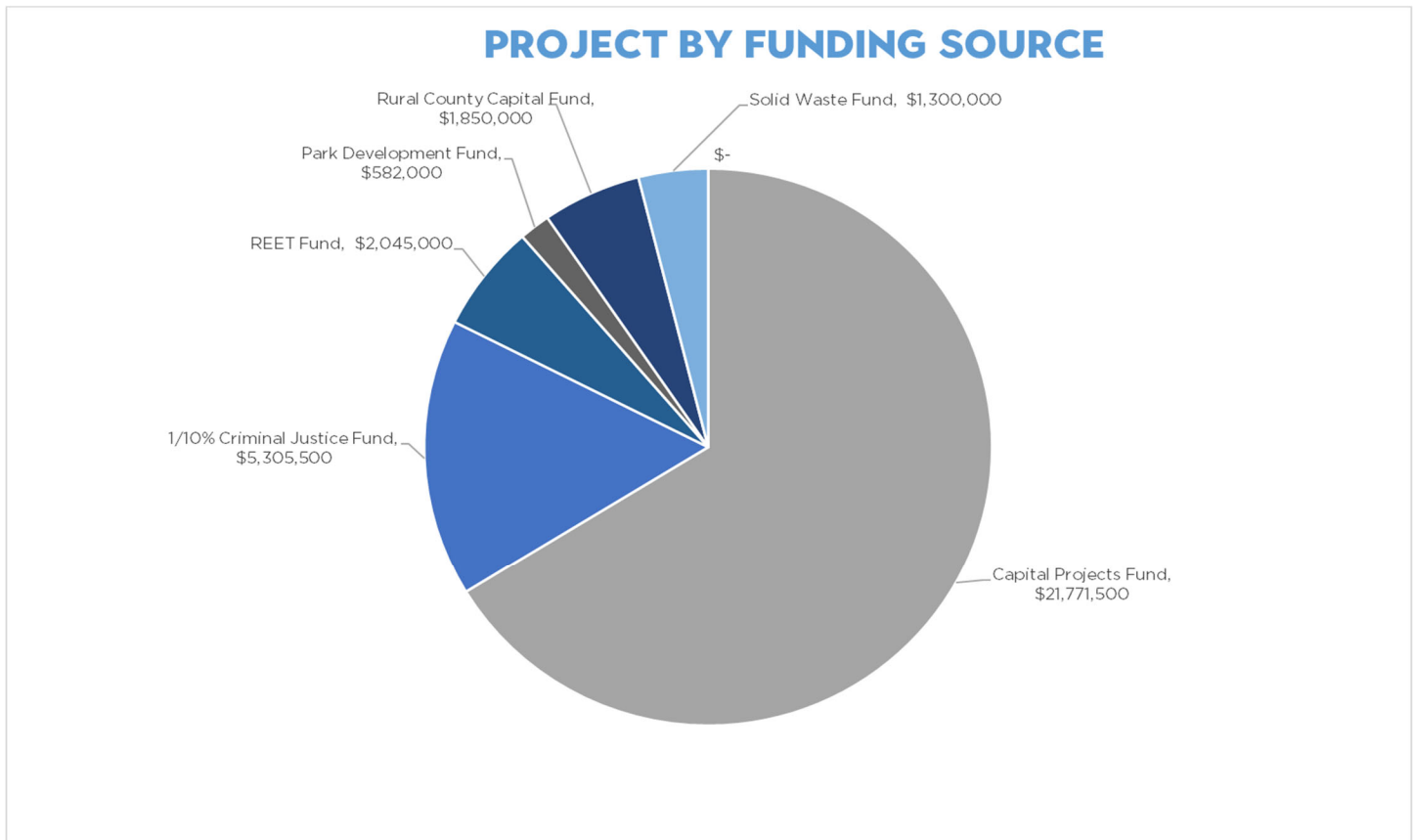
County Commissioners review operating and maintenance costs associated with capital projects scheduled to come on-line in the upcoming fiscal year during budget workshops. If operating and maintenance costs have been identified in a project, the departments are required to either absorb the additional costs or submit a supplemental request to receive funding. Supplemental requests for CIP operating and maintenance costs are balanced against other requests for additional funding.



SUMMARY BY FUNDING TYPE

Benton County’s CIP contains a wide range of projects that make up a well-rounded, long-range program for County improvements. The graph below shows new FY 2019-2020 CIP projects by funding type, excluding grant appropriation and carryover.

The following section includes a summary of all capital projects by fund. A narrative description of the major CIP categories precedes the project detail sheets for each project. Each detail sheet contains a project identification name, a short project description, the anticipated funding source, projected cost for each of the six years included in the CIP, and the operating impact (if any). The operating impact section remains expanded to show approximately how much will be spent on personnel, supplies, utilities, insurance, etc., along with a description of the operating impact.



FUNDING SOURCE

REQUEST AMOUNT PER YEAR

FUND TO BE DETERMINED	2021	2022	2023	2024	2025	2026
Search & Rescue Storage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Fairgrounds Parking Lot Lights	-	-	-	-	350,000	-
TOTAL REQUEST AMOUNT PER YEAR	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 300,000
TOTAL UNDETERMINED FUND REQUESTS						\$ 650,000

CAPITAL PROJECTS FUND	2021	2022	2023	2024	2025	2026
Clerk Office Relocation	\$ 150,000	\$ 1,050,000	\$ -	\$ -	\$ -	\$ -
Property Acquisition	1,500,000	-	-	-	-	-
Jury Assembly room relocation	-	-	350,000	-	-	-
Convert and Relocate Centrifugal Chiller to Air-Cooled Chiller	240,000	-	-	-	-	-
Expansion of Video Surveillance to all County Buildings	-	-	-	50,000	50,000	50,000
Justice Center Campus Exterior Improvement Plan	-	-	75,000	75,000	75,000	75,000
Justice Center Entry	150,000	-	-	-	-	-
Sheriff's Office Property & Evidence Room Remodel	-	-	-	1,180,000	-	-
Firearms Training Range/Facility	400,000	-	-	-	-	-
Administration Building	4,500,000	-	-	-	-	-
Floor Covering Replacement	-	-	100,000	100,000	100,000	100,000
Wall Painting & Repair	-	-	-	-	100,000	100,000
Courthouse Upgrades	977,400	-	-	-	-	-
Parking Lot Resurface - Courthouse	31,000	-	-	-	-	-
Building Drainage Reconfiguration	100,000	-	-	-	-	-
X-Ray Machines	100,000	-	-	-	-	-
Network Infrastructure - Cisco smartnet	225,000	75,000	225,000	80,000	225,000	85,000
DATA STORAGE	-	-	-	-	300,000	-
Microsoft Enterprise Agreement	300,000	300,000	325,000	325,000	350,000	350,000
County Voice-Video System Upgrade	250,000	150,000	-	-	-	-
Sheriff Vehicle Replacement	500,000	500,000	500,000	500,000	500,000	500,000
Department of Corrections Vehicles	53,000	54,000	-	-	-	-
Justice Center BDA/DAS radio system upgrade	150,000	-	-	-	-	-
HVAC System Rejuvenations	33,500	-	-	-	-	-
Heating Boiler Replacement	65,000	-	-	-	-	-
Integrated Public Sector Financial System	3,300,000	-	-	-	-	-
TOTAL REQUEST AMOUNT PER YEAR	\$ 13,024,900	\$ 2,129,000	\$ 1,575,000	\$ 2,310,000	\$ 1,700,000	\$ 1,260,000
TOTAL CAPITAL PROJECTS FUND REQUESTS						\$ 21,998,900

1/10% CRIMINAL JUSTICE FUND	2021	2022	2023	2024	2025	2026
HVAC System Rejuvenations	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ -
AHU-5 Replacement/Retrofit	85,000	-	-	-	-	-
Heating Boiler Replacement	108,000	-	-	-	-	-
X-Ray Machines	50,000	-	-	-	-	-
Security Master Gate Replacement	35,000	-	-	-	-	-
Hot Water Storage Tank Replacement	50,000	-	-	-	-	-
No 4 & No.5 Elevator Replacement	500,000	-	-	-	-	-
Jail Elevators 6 and 7 Landing Unit System	25,000	-	-	-	-	-
Jail Laundry Security Upgrade	10,000	-	-	-	-	-
Door Upgrade (D and E Pods)	210,000	-	-	-	-	-
Inmate Linen Dryers Replacement	25,000	-	-	-	-	-
Equipment/Key Management	40,000	-	-	-	-	-
Property Room Upgrade	20,000	-	-	-	-	-
Jail plumbing	30,000	-	-	-	-	-
Security System Upgrade	1,100,000	-	-	-	-	-
Unforeseen Projects in the Juvenile Justice Center	500,000	500,000	500,000	500,000	500,000	500,000
TOTAL REQUEST AMOUNT PER YEAR	\$ 2,805,500	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL 1/10% CRIMINAL JUSTICE FUND REQUESTS						\$ 5,305,500

REAL ESTATE EXCISE TAX (REET) FUND	2021	2022	2023	2024	2025	2026
Building Façade	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -
Building 1 Restroom Replacement	-	565,000	-	-	-	-
Poultry Rabbit Barn Upgrades	40,000	250,000	-	-	-	-
Fairgrounds Main Parking Area Rehab	15,000	455,000	-	-	-	-
Hard Surface VIP Parking	-	-	-	-	-	125,000
Fairgrounds Pavement Sealcoat	-	5,000	150,000	-	-	-
Fairgrounds Irrigation Project	50,000	-	-	-	-	-
RV Hookups Fairgrounds	-	-	-	-	150,000	-
TOTAL REQUEST AMOUNT PER YEAR	\$ 345,000	\$ 1,275,000	\$ 150,000	\$ -	\$ 150,000	\$ 125,000
TOTAL REET FUND REQUESTS						\$ 2,045,000

FUNDING SOURCE

REQUEST AMOUNT PER YEAR

PARK DEVELOPMENT FUND	2021	2022	2023	2024	2025	2026
Signage	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
Cemetery Signage & Markers	3,000	3,000	-	-	-	-
Horn Rapids Office Driveway Paving	-	-	-	-	40,000	-
Maintenance Shop Expansion	-	-	-	-	-	85,000
Nature Trail to Shoreline Path Boardwalk	60,000	-	-	-	-	-
Main Restroom Replacement	-	-	-	175,000	-	-
Horn Rapids Garden Renovation Project	-	-	-	-	25,000	25,000
Parks Parking Lots Improvement Plan	-	-	100,000	-	-	-
New Parking Area - Hover Park	60,000	-	-	-	-	-
TOTAL REQUEST AMOUNT PER YEAR	\$ 129,000	\$ 3,000	\$ 100,000	\$ 175,000	\$ 65,000	\$ 110,000
TOTAL PARK DEVELOPMENT FUND REQUESTS						\$ 582,000

RURAL COUNTY CAPITAL FUND (RCCF)	2021	2022	2023	2024	2025	2026
Adair Road Extension	75,000	800,000	-	-	-	-
Belmont Road Extension	105,000	870,000	-	-	-	-
TOTAL REQUEST AMOUNT PER YEAR	\$ 180,000	\$ 1,670,000	\$ -	\$ -	\$ -	\$ -
TOTAL RCCF REQUESTS						\$ 1,850,000

SOLID WASTE FUND	2021	2022	2023	2024	2025	2026
Moderate Risk Waste Facility	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REQUEST AMOUNT PER YEAR	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SOLID WASTE FUND REQUESTS						\$ 1,300,000

FUND CASH FLOW 2021-2026

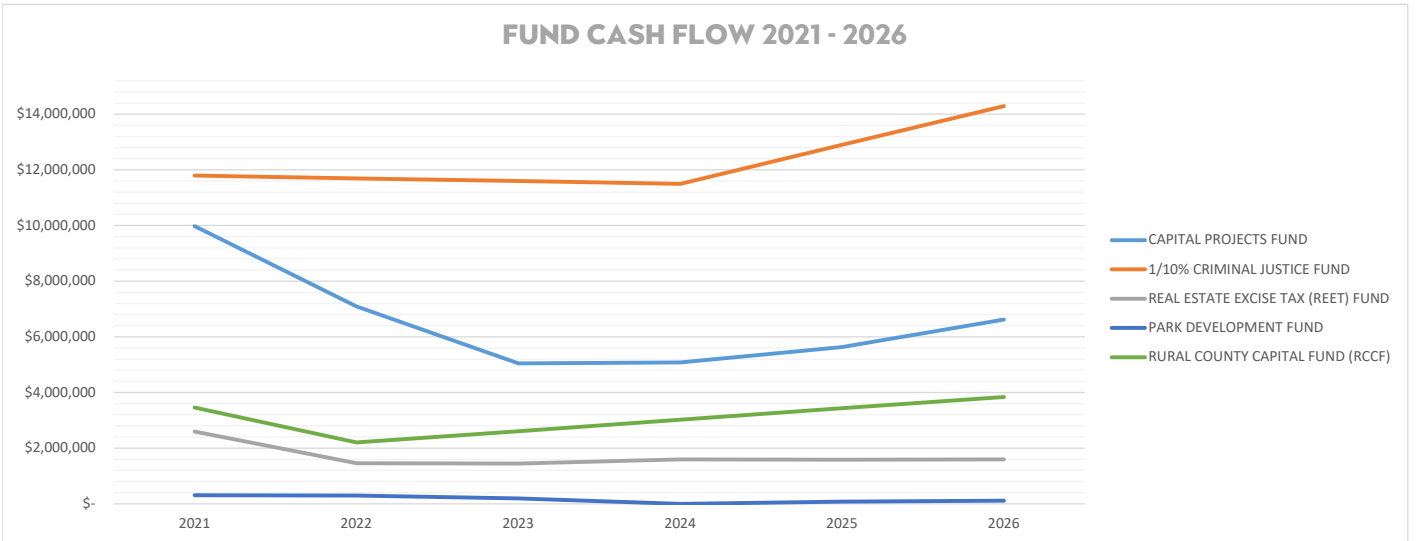
CAPITAL PROJECTS FUND	2021	2022	2023	2024	2025	2026
Beginning Fund Balance	\$ 23,750,000	\$ 9,975,100	\$ 7,096,100	\$ 5,041,100	\$ 5,081,100	\$ 5,631,100
Revenue	-	-	270,000	3,100,000	3,000,000	3,000,000
CIP Expenditures	13,024,900	2,129,000	1,575,000	2,310,000	1,700,000	1,260,000
Other Expenditures (Non-CIP)	750,000	750,000	750,000	750,000	750,000	750,000
Ending Fund Balance	\$ 9,975,100	\$ 7,096,100	\$ 5,041,100	\$ 5,081,100	\$ 5,631,100	\$ 6,621,100

1/10% CRIMINAL JUSTICE FUND	2021	2022	2023	2024	2025	2026
Beginning Fund Balance	\$ 14,200,000	\$ 11,794,500	\$ 11,694,500	\$ 11,594,500	\$ 11,494,500	\$ 12,894,500
Revenue	4,400,000	4,400,000	4,400,000	4,400,000	4,400,000	4,400,000
CIP Expenditures	2,805,500	500,000	500,000	500,000	500,000	500,000
Other Expenditures (Non-CIP)	4,000,000	4,000,000	4,000,000	4,000,000	2,500,000	2,500,000
Ending Fund Balance	\$ 11,794,500	\$ 11,694,500	\$ 11,594,500	\$ 11,494,500	\$ 12,894,500	\$ 14,294,500

REAL ESTATE EXCISE TAX (REET) FUND	2021	2022	2023	2024	2025	2026
Beginning Fund Balance	\$ 2,800,000	\$ 2,595,000	\$ 1,460,000	\$ 1,450,000	\$ 1,590,000	\$ 1,580,000
Revenue	300,000	300,000	300,000	300,000	300,000	300,000
CIP Expenditures	345,000	1,275,000	150,000	-	150,000	125,000
Other Expenditures (Non-CIP)	160,000	160,000	160,000	160,000	160,000	160,000
Ending Fund Balance	\$ 2,595,000	\$ 1,460,000	\$ 1,450,000	\$ 1,590,000	\$ 1,580,000	\$ 1,595,000

PARK DEVELOPMENT FUND	2021	2022	2023	2024	2025	2026
Beginning Fund Balance	\$ 450,000	\$ 311,000	\$ 298,000	\$ 188,000	\$ 3,000	\$ 78,000
Revenue	-	-	-	-	150,000	150,000
CIP Expenditures	129,000	3,000	100,000	175,000	65,000	110,000
Other Expenditures (Non-CIP)	10,000	10,000	10,000	10,000	10,000	10,000
Ending Fund Balance	\$ 311,000	\$ 298,000	\$ 188,000	\$ 3,000	\$ 78,000	\$ 108,000

RURAL COUNTY CAPITAL FUND (RCCF)	2021	2022	2023	2024	2025	2026
Beginning Fund Balance	\$ 3,230,000	\$ 3,460,000	\$ 2,200,000	\$ 2,610,000	\$ 3,020,000	\$ 3,430,000
Revenue	500,000	500,000	500,000	500,000	500,000	500,000
CIP Expenditures	180,000	1,670,000	-	-	-	-
Other Expenditures (Non-CIP)	90,000	90,000	90,000	90,000	90,000	90,000
Ending Fund Balance	\$ 3,460,000	\$ 2,200,000	\$ 2,610,000	\$ 3,020,000	\$ 3,430,000	\$ 3,840,000





FUND TO BE DETERMINED

These projects are planned but a funding source has not yet been determined for the project.



BENTON COUNTY CORRECTIONS DEPARTMENT HANDGUN REPLACEMENT

7122 W. Okanagon Place, Building B Kennewick WA, 99336

Project Description

The current handguns (Smith and Wesson M&P .40 caliber) are in need of replacement. The identified replacement handgun (Glock 17, Generation 5) will need to be purchased (59 in total) along with level III retention duty holsters and weapons light (Streamlight TLR-1 HL) to completely outfit the armed staff within the Benton County Corrections Department. Total cost for replacement is expected to be \$47,000.00. Expected completion date is approximately 10 weeks.

Purpose & Need

The purpose of the Handguns are to arm staff with a means to protect themselves, the community and those in our care while conducting prisoner transports, off-site medical appointments, jail alternative programs, court details, community events and other corrections department functions within the public. The need arises due to the current handguns being now 10 years old and at the end of the suggested service life. Smith and Wesson also confirmed they are no longer manufacturing replacement parts. The lack of parts will make the handguns unable to be repaired.

Project Status

Quotes have been collected for the identified equipment. BCCD Firearms Instructors regularly inspect department handguns to determine any functionality discrepancies, wear and any suspected breakdowns of the handgun.

Operational Impact

The operational impact come primarily as a budgetary impact. Additional considerations include training of our range instructors in a certified Glock Armor's course which will certify them to make them capable of working on or repairing the handguns. Secondary cost include the cost of ammunition for semi-annual proficiency qualifications and training of all armed staff.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Undetermined Funding Source	\$ 47,000	\$ 47,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 47,000	\$ 47,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	47,000	47,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 47,000	\$ 47,000	\$ -	\$ -	\$ -	\$ -	\$ -

BENTON COUNTY CORRECTIONS DEPARTMENT PRISONER TRANSPORT VEHICLE REPLACEMENT

7122 W. Okanagan Place, Building B kennewick WA, 99336

Project Description

Replacement of current BCCD 18 passanger Inmate Transport Vehicle (Braun). The original passenger compartment was built in 2008 and has since been tranferred to its now 3rd new chassis. We anticipate purchasing a full replacement, modular unit that is capable of being transferred to a replacement chassis when needed. The cost of replacement is expected to be approximately \$190,000.00 and completion is based upon vendor selection and project build timeline.

Purpose & Need

The current passenger compartment is now 12 years old and has original paint, electronics and structural metals and has traveled well over 500,000 miles tranporting local and contract inmates. The condition of the passanger compartment is worsening cosmetically and there are now different configurations available to isolate inmates into groups or singular based on behavioral concerns or sex. Historically, this vehicle has been fully replaced at 10-year intervals in the past. A reccomendation was also recieved from the County Yards that it is time to consider full replacement of the vehicle rather than transferring it to another

Project Status

Formal quotes have not been obtained however, we have kept in contact with Braun Northwest (original manufacturer) as well as another competative vendor and the current price approximations for a replacement vehicle. Both vendors are interested in submitting a quote to build the replacement vehicle.

Operational Impact

From a maintenance perspective, only general routine maintenance (oil changes and regular service) is expected until the chassis reaches approximately 250,000 miles. At that point, the chassis will need to be replaced which will cost approximately \$70,000.00 for the purchase of the chassis and labor cost of swapping the passanger compartment to another chassis.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Undetermined Funding Source	\$ 190,000	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 190,000	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	190,000	190,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 190,000	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ -

SEARCH AND RESCUE STORAGE

Benton County Justice Center

Project Description

This project involves the building of an enclosed storage area on the campus for search and rescue equipment.

Purpose & Need

The Sheriff's Office does not have storage located at the Kennewick Sheriff's Office for the storage of search and rescue equipment. This equipment includes boats, their tow vehicles, ATV's and a UTV. Currently this equipment is stored at the Weiser Facility and does not facilitate rapid response in the event of emergencies.

Project Status

A space, location and cost study is required to obtain a cost estimate.

Operational Impact

The addition of a space for the proper enclosed storage of search and rescue equipment will preserve the life of the equipment and facilitate the rapid response required by search and rescue efforts.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2019	2020	2021	2022	2023	2024
Undetermined Funding Source	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2019	2020	2021	2022	2023	2024
Consultant Fees	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Construction/Service Costs	250,000	-	-	-	-	-	250,000
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000

FAIRGROUNDS PARKING LOT LIGHTING

Benton County Fairgrounds

Project Description

Replace parking lot pole lighting at the Benton County Fairgrounds with upgraded LED.

Purpose & Need

The current pole lights at the Fairgrounds parking area are old, outdated, and expensive to operate.

Project Status

Not yet in progress.

Operational Impact

Replacing the lighting in the parking area of the Fairgrounds will provide for improved safety for patrons and employees. In addition, the overall curb appeal will be modernized. Operational savings will be realized as LED lighting uses an estimated one-third of the power of the current lighting. There is potential for funding from Bonneville Power Administration. Lastly, with the improved LED lighting, it may be feasible to reduce the number of poles.

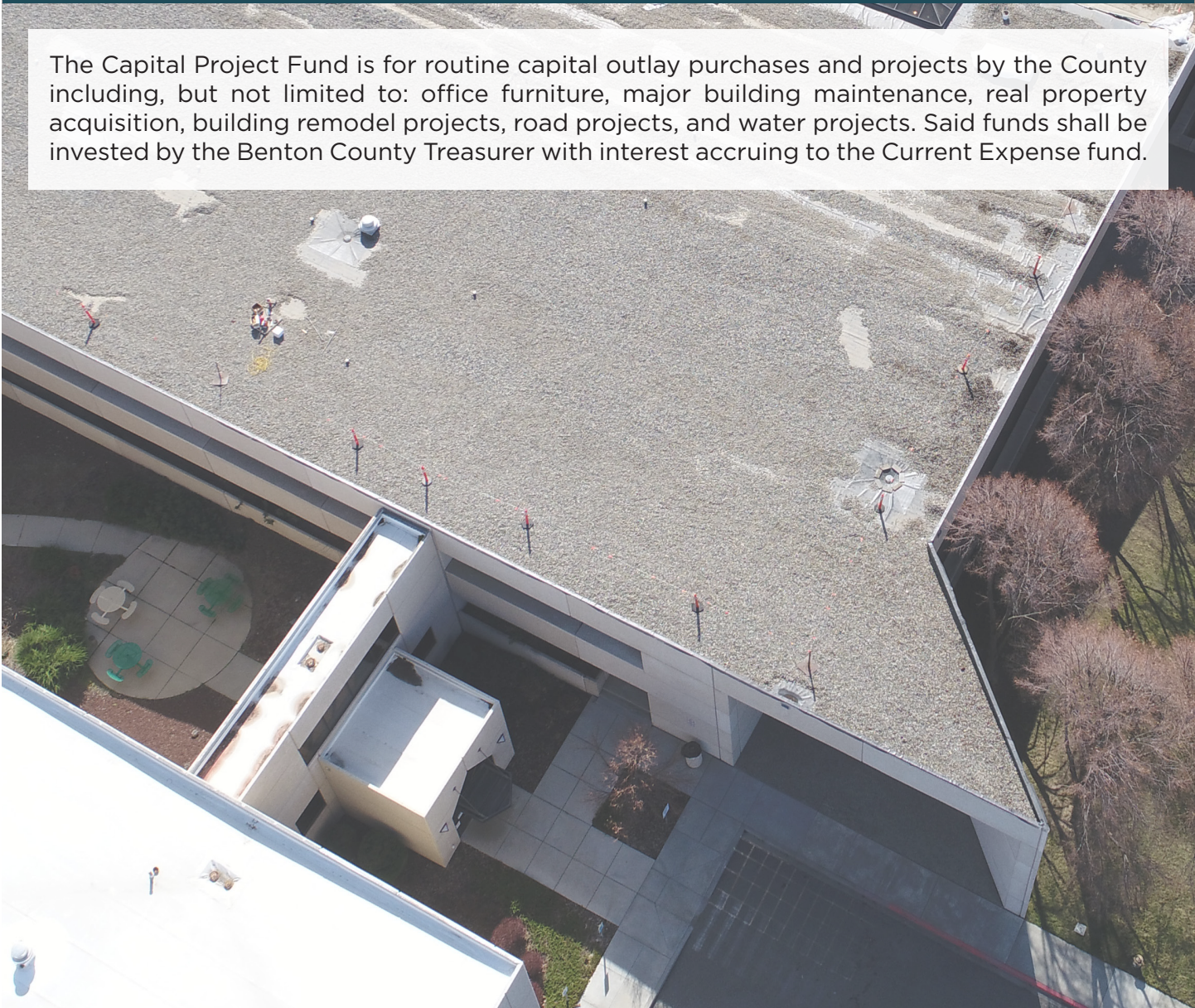
PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2019	2020	2021	2022	2023	2024
Undetermined Funding Source	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2019	2020	2021	2022	2023	2024
Consultant Fees	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	350,000	-	-	-	-	350,000	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -



CAPITAL PROJECT FUND

The Capital Project Fund is for routine capital outlay purchases and projects by the County including, but not limited to: office furniture, major building maintenance, real property acquisition, building remodel projects, road projects, and water projects. Said funds shall be invested by the Benton County Treasurer with interest accruing to the Current Expense fund.



CLERK OFFICE RELOCATION

7122 W. Okanogan Pl., Bldg A

Project Description

Relocating the Clerk's office to the 2nd floor of the Justice Center

Purpose & Need

We have no space for future expansion. We need a front counter that is better suited to assist the public. Our current situation has become extremely limited and interferes with the traffic going into and out of a courtroom. We need more windows to assist the public.

Project Status

Conceptual Phase

Operational Impact

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 1,200,000	\$ 150,000	1,050,000	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 1,200,000	\$ 150,000	\$ 1,050,000	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	1,050,000	-	1,050,000	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 1,200,000	\$ 150,000	\$ 1,050,000	\$ -	\$ -	\$ -	\$ -

JURY ASSEMBLY ROOM RELOCATION

7122 W. Okanogan Pl., Bldg A

Project Description

When the Clerk's office relocates to the 2nd floor, we would like the jury assembly room to relocate to the 1st floor in the space vacated by the Clerk's office.

Purpose & Need

The need for this is that our jury assembly room has a limited capacity of 110 that does not allow us to have all jurors reporting at the same time. Also, jurors are required to take a small elevator to the 2nd floor assembly room. The capacity of the elevator is about 10 people with a tight fit. When we have a large group of jurors, this leaves many jurors waiting in the main hallway with potential contact with litigants. This would make it much easier for all jurors, especially those with ADA requirements.

Project Status

Conceptual Phase

Operational Impact

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Undetermined	\$ 350,000	\$ -	-	\$ 350,000	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 350,000	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Construction/Service Costs	300,000	-	-	300,000	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 350,000	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -

JUSTICE CENTER CAMPUS EXTERIOR IMPROVEMENT PLAN

Justice Center

Project Description

Address the need for a group of exterior repairs and upgrades for the Justice Center and Health Building Campus

Purpose & Need

The Justice Center is aging and with the new Admin building under construction, this plan would address some of the exterior needs. Specific items include upgrading exterior lighting to match new admin building lighting, repair and/or replace exterior walkway ceiling panels between JC and Jail entrances, repair aggregate sidewalk on West side along walkway by Clerks offices, address heaving sidewalks and planter areas from trees, address heaving granite walkway between JC and Jail, replace exterior trash cans, upgrade exterior wall and bollard lighting, fix parking lot sink holes, repour sidewalk between Great Floors and

Project Status

In discovery phase

Operational Impact

Minimal public impact for most aside from sidewalks and walkways, risk reduction for falls due to heaved walkways, increased lighting at night, and reduction in future maintenance expenses. Lighting will reduce power expenses and maintenance costs from replacement.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 300,000	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 300,000	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	300,000	-	-	75,000	75,000	75,000	75,000
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 300,000	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000

JUSTICE CENTER ENTRY

Justice Center

Project Description

Remodel justice center entry to create a vestibule along with a dedicated employee entrance with keycard access

Purpose & Need

By creating a keycard employee only entrance it reduces the demand on security staff for monitoring. Additionally, if the vestibule was to be covered, this would reduce heating/cooling costs due to reduced weather exposure.

Project Status

In discovery phase

Operational Impact

Some impact to public entry which will have to be mitigated. Will enhance security measures by creating a keycard access for staff, and will reduce heating/cooling costs by reducing direct weather exposure if vestibule was to be enclosed.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	100,000	100,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -

SHERIFF'S OFFICE PROPERTY & EVIDENCE ROOM EXPANSION & REMODEL

Benton County Justice Center

Project Description

This project involves renovating the property and evidence storage areas of the Sheriff's Office which also includes the need for a purpose-built evidence processing area(s). This project has been pre-approved through a separate CIP review with funding of \$180,000. This funding amount is insufficient to address the needs identified in the July 9, 2019 DLR needs assessment report where property and evidence processing was studied.

Purpose & Need

In the last 15 plus years since the last relocation of the property and evidence area of the Sheriff's Office, the number of deputies employed at BCSO and the amount of evidence collected and retained has increased significantly. The current property and evidence area is over capacity and is not designed to properly store evidence. A remodel and expansion is required of the evidence area to include the addition of a purpose built area to process and store evidence. In July of 2019 the commissioners received a detailed analysis of this need in the July 9, 2019 DLR needs assessment.

Project Status

The DLR report referred to above has clearly established the need for expansion of the property and evidence area. This report has established a clear need for remodeling and expansion. A CIP project had previously been submitted and approved for the amount of \$180,000, represented in year 2021 below. Based upon the findings in the DLR report, this is insufficient funding for this vital project.

Operational Impact

A remodel and expansion of the property and evidence storage and processing area will safeguard the rights of citizens, allow for future growth, and make processing of critical and sometimes dangerous evidence more effective. This will not only aid in successful investigations, but will also support the successful prosecution of cases.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 1,180,000	\$ -	\$ -	\$ -	\$ 1,180,000	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 1,180,000	\$ -	\$ -	\$ -	\$ 1,180,000	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Construction/Service Costs	\$ 1,080,000	-	-	-	1,080,000	-	-
Other (FFE, Land, Contingency, Etc.)	\$ -	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 1,180,000	\$ -	\$ -	\$ -	\$ 1,180,000	\$ -	\$ -

FIREARMS TRAINING RANGE/FACILITY

Rattlesnake Shooting Facility SR 225

Project Description

This project involves creating a full time firing range for Benton County.

Purpose & Need

Currently the Benton County does not have a shooting range that can be utilized year round. County Staff uses a range that is on a privately owned farm near Locust Grove Rd. and is closed for use by the property owner up to six months a year. The location has no cell phone or emergency radio coverage and is remote, making it hazardous if an accident should occur.

Project Status

Currently in the Design Phase.

Operational Impact

The construction of a shooting/firearms training range for staff will enhance training/scheduling, use of force training and capabilities and reduce liability in these areas. This will also provide a safe, proprietary location for all use of force training.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$400,000	\$400,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$400,000	\$400,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Cost	360,000	360,000	-	-	-	-	-
Other (FFE, Land Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -

BUILDING DRAINAGE RECONFIGURATION

Benton County Coroners Office

Project Description

Remove and replace existing sidewalks to be at an elevation to better allow water to flow away from the building. Remove sections of grass up against the building and replace with rock to prevent overspray from the sprinkler system from hitting the building.

Purpose & Need

There are drainage problems at this facility which allow water to pool against or hit the building causing the stucco to deteriorate. Dropping the sidewalk levels and changing the landscaping will alleviate the drainage issues and prevent further water damage.

Project Status

Not yet in progress.

Operational Impact

Reducing the potential for water damage now will prevent more damage which will be more costly to repair.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Improvement Fund	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Cost	75,000	75,000	-	-	-	-	-
Other (FFE, Land Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -

X-RAY MACHINES

Benton County Justice Center & Jail

Project Description

Benton County Justice Center & Jail has a total of three x-ray machines that scan every item that members of the public bring into the facility. These machines are a pivotal part of maintaining safety and security of the individuals that are within our facilities. These machines have a typical life span of 8 years and our machines are 15 years old.

Purpose & Need

During a recent maintenance check, the contractor mentioned that it was time to replace the machines as it is getting harder and more expensive to maintain them.

Project Status

The Security Supervisor & Risk Manager have obtained quotes on desired replacement machines and are ready to go out to bid at any time.

Operational Impact

If these machines were to fail it would force our security team to hand screen every item and cause major delays for members of the public entering our facility.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
1/10th Criminal Justice Jail/Juvenile	50,000	\$ 50,000	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Cost	-	-	-	-	-	-	-
Other (FFE, Land Contingency, Etc.)	150,000	150,000	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -

PARKING LOT RESURFACING

Benton County Courthouse

Project Description

Repair potholes, adjust existing utilities and seal coat the parking lots around the Prosser Courthouse. Will include new pavement markings and replacing outdated signage where appropriate.

Purpose & Need

The parking lots around the Courthouse have not had any significant maintenance in many years. Last year crack sealing was done but there needs to be more effort to ensure the pavement surface does not fail. One drywell has sunk to a point that it is a hazard and needs to be corrected. Sealing the pavement will greatly extend the life of the parking lots.

Project Status

Replacement of equipment began in 2018. This request completes the replacement of the remaining equipment.

Operational Impact

Repairing and maintain the parking lots now will significantly reduce the long term cost of keeping this valuable asset. Also this maintenance work is much less disruptive than a full replacement of the pavement which will be the result if we do not keep the parking areas in good condition.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Improvement Fund	\$ 31,000	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 31,000	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	25,000	25,000	-	-	-	-	-
Other (FEE, Land, Contingency, Etc.)	6,000	6,000	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 31,000	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -

ADMINISTRATION BUILDING

Benton County Justice Center

Project Description

Construct a new building on the justice center campus to house the County administration (commissioners, facilities, human resources, fairgrounds) as well as the assessor, auditor and treasurer. The project requires an evaluation of the current site and facilities to determine the size and location of the building that should be constructed.

Purpose & Need

As the County continues to grow the current facilities are reaching their capacity. Construction of a new building on the current campus would allow for continued growth and consolidation of several departments that are now spread around. Moving the assessor, auditor and treasurer out of the annex on Canal Street would also open up that space for needed expansion of the Juvenile Justice operation without a new building on that site.

Project Status

A request for qualifications was advertised and a consultant selected in July of 2018. A site and building size have been selected and design of the new facility is underway. Design is expected to be complete in mid 2019. Construction timing will depend on available budget.

Operational Impact

The new facility will have increase operation costs in the form of utilities and maintenance. Some of this cost will be offset by reducing the County's share of the operation costs of the annex building on Canal Street.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 4,500,000	\$ 4,500,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 4,500,000	\$ 4,500,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	4,000,000	4,000,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	500,000	500,000	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 4,500,000	\$ 4,500,000	\$ -	\$ -	\$ -	\$ -	\$ -

FLOOR COVERING REPLACEMENT

County Wide

Project Description

Replacement of aging floor coverings throughout the County. Will be done on a rotational basis with a long range replacement schedule developed as each area is completed. After 5 years the program will be evaluated to determine how much funding is required to maintain the replacement schedule.

Purpose & Need

Even with regular cleaning and maintenance floor coverings eventually fail and need to be replaced. In the past area's were replaced once they reach the point of failure. This resulted in some areas being replaced and other not. Some coverings are still in place from the original building construction. Putting coverings on a regular replacement schedule will ensure that they are replaced before they fail and at a time most convenient to the County.

Project Status

Some floor coverings have been replaced with other remodel projects over the past few years. Floor coverings in the superior court areas and portions of the Kennewick annex were replaced in 2018. This will create an ongoing, regular rotation, to replace a small amount of coverings each year.

Operational Impact

Replacing floor covering before they fail will reduce maintenance costs associated with spot repairs.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 400,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 400,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	400,000	-	-	100,000	100,000	100,000	100,000
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 400,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

WALL PAINTING & REPAIR

County Wide

Project Description

Repair of minor damage and painting of walls throughout all County facilities. Will include patching of small holes and damage not repaired as it occurred as well as replacement or installation of corner guards, base molding and other trim as needed. All areas will be evaluated based on age and last paint application and a schedule developed for regular repair and repainting. After 5 years the program will be evaluated to determine the need for additional funding.

Purpose & Need

Normal use of County facilities results in minor damage to the walls, particularly at corners and in tight areas. Corner guards, base molding and other trim also wear out or are damaged. Paint fades over time and needs to be recovered. Rather than address these items on a case by case basis it is more cost effective to create a rotation schedule to keep wall surfaces looking presentable. Having a set schedule also reduces complaints as employees know when their area is scheduled for repair.

Project Status

Repair of wall surfaces and painting has occurred in a haphazard manner over the years. Some areas have been repainted multiple times while others have not been touched since originally constructed.

Operational Impact

Having regular painting and repair done by contract will reduce the time spent by maintenance staff on these items and allow them to direct resources elsewhere.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2019	2020	2023	2022	2025	2024
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	200,000	-	-	-	-	100,000	100,000
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000

PROSSER COURTHOUSE UPGRADES

Benton County Courthouse

Project Description

Construct a new meeting room for the Board of County Commissioners, restore the main entry stairways to be historically accurate, convert the old Commissioners meeting room into a large conference room for the 3rd floor, convert the old engineers building into dry storage, change the exterior of the addition to more closely match the original courthouse, repair various windows and doors and replace the sidewalks on the south and east sides of the property.

Purpose & Need

The Commissioners have requested a meeting room that is able to accommodate more members of the public. More meeting space in general is needed at the courthouse. The County is in need of additional storage space and converting the old engineers building g seems to be a better alternative than tearing it down. The addition to the Courthouse, while in good repair, does not match the rest of the campus and it is desirable to change it.

Project Status

A consultant was selected to provide the architectural, engineering and historical preservation services for this project in May 2018. Design is underway and expected to be complete in 2018. Construction will likely begin in early 2019.

Operational Impact

This project is primarily a reconfiguration of existing space. The maintenance and operational cost change should be minimal. However, adding additional storage space for records is badly needed. Having it's own space may allow some departments to move their files back on site and terminate rental contracts for outside storage.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 977,400	\$ 977,400	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 977,400	\$ 977,400	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	927,400	927,400	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 977,400	\$ 977,400	\$ -	\$ -	\$ -	\$ -	\$ -

HVAC SYSTEM REJUVENATIONS

Benton County Justice Center

Project Description

Rejuvenate the cooling tower for the centrifugal chiller and the Air Handler Unit-1 & Air Handler Unit-2 Mammoth systems.

Purpose & Need

Rejuvenating the cooling tower now will extend it's useful life and ensure trouble free operation. There are several items that need attention to avoid a breakdown of the system. Updating the air handler units now extends their useful life and reduces the likelihood of a costly breakdown.

Project Status

The pan of the tower was sealed in 2018 to stop a water leak. The remaining work still needs to be completed. No work has been done on the air handler units.

Operational Impact

There should be no other additional costs after the work is completed aside from normal maintenance. Updating the systems now reduces the chances of a breakdown that could cause comfort and productivity issues in the areas served by these systems.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Jail/Juvenile	\$ 17,500	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects Fund	33,500	33,500	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 51,000	\$ 51,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Cost	51,000	51,000	-	-	-	-	-
Other (FFE, Land Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 51,000	\$ 51,000	\$ -	\$ -	\$ -	\$ -	\$ -

INTEGRATED PUBLIC SECTOR FINANCIAL SYSTEM

County-Wide

Project Description

Replacement of the County financial and other recordkeeping systems, including but not limited to a fully integrated Public Sector Financial Software system including conversion and implementation services, ongoing training and technical support for the system. This system should include all or part of the following comprehensive, fully integrated systems: General Ledger, Budget Preparation, Accounts Payable, Payroll, Human Resource Management, Position Control/Budgeting, Benefits Administration, Time and Attendance Tracking and e-Suite Employee Self Service applications, Project Cost Accounting, Fixed Asset Management and improve integration between applications and other systems used within the County.

Purpose & Need

The County's financial system, EDEN, has served the County well for the past twenty years and most administrative staff is very familiar and experienced with the software. However, the software lacks many modern features found in financial systems on the market today. Additionally, a portion of the County's business processes rely on manual and often redundant work that provides numerous opportunities for process efficiency gains.

Project Status

Benton County originally implemented EDEN beginning in 2000 per resolution 0 232 dated June 5th, 2000. The current system is reaching it's life expectancy and continuity of support is uncertain. The Financial Services area will be investigating options for replacement that best suits the County financial operations, reporting and integration of other systems to improve efficiencies and take advantage of newer technologies.

Operational Impact

It is estimated that purchase, implementation and training costs for a new financial system will be approximately \$3 million. Ongoing maintenance and operational costs are currently estimated to be \$200,000 annually.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 3,300,000	\$ 3,300,000	\$ -	\$ -	\$ -	\$ -	
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 3,300,000	\$ 3,300,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Cost	-	-	-	-	-	-	-
Other (FFE, Land Contingency, Etc.)	3,000,000	3,000,000	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 3,300,000	\$ 3,300,000	\$ -	\$ -	\$ -	\$ -	\$ -

NETWORK INFRASTRUCTURE – CISCO SMARTNET

County Wide

Project Description

Maintaining the County’s network support and maintenance agreements are an additional component after purchasing the hardware and software used to provide reliable progressive technologies. Cisco Smartnet is a requirement that enables Information Technology to have access to security patches, software upgrades and hardware replacement.

Purpose & Need

Cisco Smartnet is essential to keeping our business functions available, secure, and operating at peak performance. Networks are the lifeline that connects Benton County and the effects of downtime can be significant. With Smartnet, Benton County will have access to extensive support resources, online knowledgebase, proactive diagnostics, and ongoing operating system updates.

Project Status

In 2020, Information Technology replaced all the switches due to these devices no longer being supported. These switches do not require Smartnet licensing which has helped reduce the overall cost of Smartnet. However, due to the County’s renewed voice and video communication efforts, Smartnet licensing may see an increase in Smartnet costs in 2022 reflecting a new number of communication endpoint licensing.

Operational Impact

After Information Technology completes the Network Switch – Router Replacement project and County Voice and Video Upgrade projects, Cisco Smartnet costs may increase starting in 2022. Information Technology will actively monitor these costs to make sure controlled measures are taken when increasing the number of Cisco hardware and or software services.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 915,000	\$ 225,000	\$ 75,000	\$ 225,000	\$ 80,000	\$ 225,000	\$ 85,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 915,000	\$ 225,000	\$ 75,000	\$ 225,000	\$ 80,000	\$ 225,000	\$ 85,000

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	-	-	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	915,000	\$ 225,000	\$ 75,000	\$ 225,000	\$ 80,000	\$ 225,000	\$ 85,000
TOTAL	\$ 915,000	\$ 225,000	\$ 75,000	\$ 225,000	\$ 80,000	\$ 225,000	\$ 85,000

DATA STORAGE

Countywide

Project Description

Regularly Information Technology looks at the data storage needs and tries to predict future growth. Whether the data is stored locally or in the cloud, the County's data storage needs continue to grow. With the recent addition of video files, the expansion of paperless processes, and the backup of all County data, the consumption of available storage space is constant. To ensure future storage spaces is available in both the cloud environment and housed locally, we will

Purpose & Need

In seeing the County's storage usage increase, purchasing a storage area network strictly for locally hosting County data is desirable. In addition to addressing specific storage demands locally, Information Technology considers Cloud BLOB storage a viable option. As the Cloud storage technology matures, IT would like to have that option available to explore. The new virtual storage will also have faster 10GB network connections. The extra network bandwidth will provide greater server availability, decrease latency, improve backups, and enhance our disaster recovery times.

Project Status

In 2013 the County engaged in a significant storage area network upgrade, addressing present and future County data needs. Additional storage for County data and additional storage for the County's new virtualization space was added. Again in 2016, our storage needs were reviewed, the Storage Area Network was replaced and additional storage was purchased. Since then, storage needs continue to grow both locally and in the cloud.

Operational Impact

The ongoing costs for this project are associated with annual maintenance and support. Depending on the storage needs, IT anticipates an investment in additional storage devices for local data and Microsoft Cloud BLOB storage for other data. All hardware purchased will be enrolled into the Central Services Replacement Fund.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	-	-	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	300,000	-	-	-	-	300,000	-
TOTAL	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -

MICROSOFT ENTERPRISE AGREEMENT

County Wide

Project Description

A Microsoft Enterprise Agreement (MS EA) is the vehicle to ensure software licenses stay up to date. The growing number of County owned mobile devices, remote users and cloud data storage has changed the dynamics of the workforce. With an emphasis in security, the County's workforce needs to stay connected to County network resources, regardless of location.

Purpose & Need

Protecting County cloud and local resources from unauthorized user access is critical in today's fight against cyber threats. The installation of services like identification protection and multi-factor authentication can help make all devices accessing county data more secure. In addition to inspecting mobile devices, this security strategy can analyze users, verifying county employees identification before accessing County data.

Project Status

Adopting Microsoft as the County's standard required a significant investment in both time and money. Office 365's government cloud services meets the challenges of the county by providing robust security, reliability and user productivity tools needed for an efficient government workforce.

Operational Impact

The MS EA involves fixed annual payments for the duration of the agreement. As the County's technology needs to grow, the increase in annual payments for renewed Microsoft agreements over the next six years reflect Office 365 US Government licensing. Costs include additional security management services offered through Office 365's Enterprise and Mobility E3 cloud platform.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 1,950,000	\$ 300,000	\$ 300,000	\$ 325,000	\$ 325,000	\$ 350,000	\$ 350,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 1,950,000	\$ 300,000	\$ 300,000	\$ 325,000	\$ 325,000	\$ 350,000	\$ 350,000

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	-	-	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	1,950,000	\$ 300,000	\$ 300,000	\$ 325,000	\$ 325,000	\$ 350,000	\$ 350,000
TOTAL	\$ 1,950,000	\$ 300,000	\$ 300,000	\$ 325,000	\$ 325,000	\$ 350,000	\$ 350,000

COUNTY VOICE-VIDEO SYSTEM UPGRADE

Countywide

Project Description

Since 2012, Information Technology has been using Cisco Call Manager to provide the County with phone and video communication services. With the COVID-19 pandemic and the Governor’s “Stay Home, Stay Healthy” order, remote phone and video services has become essential to communicating internally and externally. To support future phone and video capabilities, Cisco’s Call Manager software and hardware will need to be upgraded.

Purpose & Need

Currently, Cisco Call Manager 11.5 is being used to support the County’s phone system which is the maximum version of Call Manager that can support the phone handset devices used throughout the county. Upgrades to Call Manager will require the county to purchase seven hundred seventy-five new IP phone handset devices. In addition to phones, Cisco video endpoints will also need to be purchased and licensed to deploy video collaboration services within judicial courts, corrections and county conference rooms.

Project Status

May 2020, the County started a project to improve technology (voice and video) in Superior Court and District Court courtrooms. Besides county courtrooms, the County’s correctional facility will also include voice and video improvements. These communication improvements are directly linked to the Governor’s “Stay Home, Stay Healthy” order which includes avoiding group gatherings and staying six feet away from others.

Operational Impact

Upgrades to the County’s voice and video system will consist of a one-time upgrade cost which includes hardware, software and labor needed to upgrade the County’s Cisco voice and video system. Two-year maintenance and support costs have been added to assist the County’s continued efforts to make communication service improvements to County departments and its constituents.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 400,000	\$ 250,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 400,000	\$ 250,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	-	-	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	400,000	250,000	150,000	-	-	-	-
TOTAL	\$ 400,000	\$ 250,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -

SHERIFF VEHICLE REPLACEMENT

County Wide

Project Description

The project will allow the Sheriff's fleet to be replaced on a schedule.

Purpose & Need

The project allocates the needed funds to replace BCSO vehicles as needed. Most of these vehicles get heavy use and need to be in a scheduled replacement to keep the fleet in good working order

Project Status

On-going

Operational Impact

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 3,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 3,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	-	-	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	3,000,000	500,000	500,000	500,000	500,000	500,000	500,000
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 3,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000

CONVERT AND RELOCATE CENTRIFUGAL CHILLER TO AIR-COOLED CHILLER

Benton County Justice Center

Project Description

The building that houses Superior Court, the Sheriff's Office and the older portion of the Jail uses a Centrifugal Chiller to make cold water which in turn makes cold air. The chiller is oversized because of a previous project and also requires a cooling tower. This project would replace the chiller and cooling tower with a smaller air-cooled chiller that will be much more functional and less expensive to operate.

Purpose & Need

The current Centrifugal Chiller and Cooling Tower was installed in order to serve the current building along with the new Jail. This connection to the new Jail has now been disconnected. The Centrifugal Chiller is way too big for the existing need and is much more complicated to operate than needed. This project will replace the chiller and tower with a smaller chiller, and relocate the new chiller and the existing air-cooled chiller onto the roof, saving valuable parking lot footprint space and helping to protect the units.

Project Status

This project will need to be designed by an engineering firm for location, piping layout, water pump size and location and to tie it into our existing HVAC management software METASYS.

Operational Impact

Replacing the chiller with an air-cooled unit will allow the HVAC cooling system to operate much more efficiently. The two air-cooled units will work in combination with each other, sharing the cooling load and be redundant backups.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	200,000	200,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 240,000	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -

EXPANSION OF VIDEO SURVEILLANCE TO ALL COUNTY BUILDINGS

County Wide

Project Description

Create an additional video network and server to allow video surveillance and recording at County buildings outside of the Justice Center. Many circumstances have occurred where being able to quickly view other facilities would aid in response.

Purpose & Need

Benton County currently has video coverage in and around the Justice Center in Kennewick but the need has arisen for video at other buildings. These would include the Kennewick Annex, Wiser buildings, Prosser Courthouse and road shop and others. This would be a centralized system with individual units at each location that all communicate back to a server.

Project Status

This system is in the beginning planning stages.

Operational Impact

This would allow for quick response to situations like responding to a motion alarm at the Wiser Road Shop, assist in the recovery of stolen assets, and help to identify suspects in burglary or vandalism cases.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 150,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 150,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 150,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
Construction/Service Costs	-	-	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 150,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000

DEPARTMENT OF CORRECTIONS VEHICLES

County Wide

Project Description

The department currently has 20 units, 12 vehicles and 8 trailers. Most of the vehicles are hand-me-downs from the Sherriff's fleet. Most of the vehicles need to be replaced in the next three years.

Purpose & Need

The Department of Corrections uses their fleet for inmate transport and officer use. The fleet is aging and is in need of replacement.

Project Status

This system is in the beginning planning stages.

Operational Impact

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 107,000	\$ 53,000	\$ 54,000	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 107,000	\$ 53,000	\$ 54,000	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	107,000	53,000	54,000	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 107,000	\$ 53,000	\$ 54,000	\$ -	\$ -	\$ -	\$ -

PROPERTY ACQUISITION

County Wide

Project Description

Purchase additional property for future expansion of County facilities and services.

Purpose & Need

As the population of Benton County grows, the need to expand facilities and services to the citizens of Benton County becomes necessary. To be able to accommodate for that need for expansion, the County needs to be thinking long term on locations of future buildings. Currently, the majority of County services is located at the Kennewick Justice Center complex, but is not viable long term location.

Project Status

Conceptual

Operational Impact

Unkown at this time.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	-	-	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	1,500,000	1,500,000	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -

JUSTICE CENTER BDA/DAS RADIO SYSTEM UPGRADE

Justice Center

Project Description

The project will redesign the radio bi-directional antenna systems in the Justice Center. This will include combining the systems and including the fire departments VHS channels and a repeater for localized channels for the Department of Corrections.

Purpose & Need

There are three different systems in the Justice Center and the Jail. Each system was designed at different times and only repeats the 800 MHz system. The Department of Corrections is looking to upgrade their communications to a local channel within the facility which will include a repeater and handheld units.

Project Status

Design Phase

Operational Impact

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Capital Projects Fund	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	100,000	100,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -

1/10% CRIMINAL JUSTICE FUND

The 1/10% Criminal Justice Fund is established by sales tax revenue for the purpose of construction maintenance, and operation of the Benton County Jail and the Benton-Franklin Juvenile Justice Center.

BENTON COUNTY CORRECTIONS DEPARTMENT DOOR UPGRADE (D AND E PODS)

7122 W. Okanagan Place, Building B Kennewick WA, 99336

Project Description

To replace the electric cells doors in D and E pods of the Benton County Jail and changing to a pneumatic opening system. There are a total of 16 cell doors between these two housing units that need to be rebuilt. The rebuild will also include a revised means of opening the cell doors in the event power is lost. The manual override function is currently dated and may prove to be faulty in the time of need. The estimated cost of this project is approximately \$210,000.00

Purpose & Need

Current mechanism's are dated and prone to breakdown. Several of the doors are beginning to malfunction regularly and are placed offline until repairs can be made. This results in decreased ability to securely house the inmate population. To date, only repairs have been made to the mechanical operating systems that are in excess of 30 years old. They are currently without any safety features and once the button is pressed to close, the door will do so regardless of anything obstructing its path. This poses a safety risk for staff and inmates in the event a body part was in the path of a closing door.

Project Status

An quote from 2015 is on file with a reputable vendor who most recently completed the jail security system upgrade. Additional quotes will need to be obtained and vendor selected. A secondary option exist which is a complete rebuild of the electric door system and emergency operating system. This option is expected to be less than the full transition to a pneumatic operating system

Operational Impact

Depending on installation timelines, this project may take offline certain area of the Benton County jail used to house inmates. This will likely be able to be completed in phases in order to minimize operational impact.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Fund	\$ 210,000	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 210,000	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	210,000	210,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 210,000	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ -

BENTON COUNTY CORRECTIONS DEPARTMENT-INMATE LINEN DRYERS REPLACEMENT

7122 W. Okanagaon Place, Building B Kennewick WA, 99336

Project Description

The pupose is to replace existing inmate clothing and linen dryers that are in excess of 16 years old. The replacment cost of a total of 3 (gas heated) dryer units including installation is approximately \$25,000.00.

Purpose & Need

The current drying units have been in place since the opening of the new jail (April 1, 2004) and are used daily. To date, each of the 3 units has had several failures and they are becomig more regular. Considering the daily use, the dryer units are now in need of full replacement rather than continued repairs.

Project Status

Formal quote will need to be collected to include updated pricing. In speaking with facilities, the last quote received for full replacement was under the approximation listed above.

Operational Impact

Operation impact is expected to be minimal. Each unit can likely be replaced with the others still in tact. If not, all 3 may have to be taken offline while installatin of the new units is performed. It is expected that installation would not excee 3 working days at which point, we can begin laundering again.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Fund	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	25,000	25,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -

BENTON COUNTY CORRECTIONS DEPARTMENT- EQUIPMENT/KEY MANAGEMENT

7122 W. Okanagan Place, Kennewick WA, 99336

Project Description

To replace the current Jail Key Management System with a more robust and unit with satallite securement compartments capable of maintiang inventory of critical jail keys assigned to each duty position within the corrections facility. The total cost of this project is expected to be approximately \$40,000.00

Purpose & Need

The current Key Management System is in a sigular location and has been becoiming increasingly faulty. A number of the available key slots no longer read when keys are returned. Facilities has disassembled and cleaned the contacts several times and they continue to be faulty. Secondly, only having the ability to secure keys in one location is problomatic from an operational standpoint as each shift employs in some cases 25-30 officers all at one point needing to check out keys. This adds to relief ability and also causes extended time employees might have to stay beyong thier shift to turn in the keys the have checked out.

Project Status

A quote was colledcted from one vendor which determined the approximation cost.

Operational Impact

The replacement system is likely to be primarilly built off-site. Any networking cables can be installed prior to the installation if the key boxes themselves. Once installation of key boxes are ready, it should be able to be accomplished in one buisness day which will not likley have any operational impact on our facility.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Fund	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	36,558	36,558	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	3,442	3,442	-	-	-	-	-
TOTAL	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -

BENTON COUNTY CORRECTIONS DEPARTMENT PROPERTY ROOM UPGRADE

7122 W. Okanagan Place, Bulding B Kennewick WA, 99336

Project Description

To replace existing shelving and storage/inventory system of the Inmate property storage area of the Benton County Jail. This project involves purchasing a hanging rack solution as well as garment bag storage solutions to hang in assigned locations in accordance with property numbers assigned to each individual booking into the Benton County Jail. Cost is expected to be approximately \$20,000.00

Purpose & Need

The current sotrage/inventory system takes a large amount of space and will not properly contain many property items and clothing items that are inventoried with each arrest. The proposed solution will take less space and adequately secure individual property without the risk of loss or items falling out of assigned property bins.

Project Status

The rack system and property bags have been priced which created the approximation amount listed above.

Operational Impact

Operatinoal impact will involve removal of the existing shelving system followed by assembly of the proposed rack system by Benton County Facilities. It is not expected to take longer than 48 hours to accomplish once equipment arrives and removal of existing shelving begins.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Fund	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	20,000	20,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -

JAIL ELEVATORS 6 AND 7 LANDING UNIT SYSTEM

Benton County Jail

Project Description

Replace the system that the elevator uses to identify where the car is in the shaft. This system is imperative as it tells the elevator when the doors can be opened.

Purpose & Need

These two elevators use an out-dated method of identifying where the elevator car is in the elevator shaft. This old system uses a combination of mechanical and optical sensors that are prone to failure. The new system uses magnets and magnetics readers for a more accurate and reliable sensing of the position of the car. These elevator have experienced multiple failures of the landing sensor system, which causes down time and delays in responding to emergencies.

Project Status

This project has been quoted by Schindler Elevator and is ready to be completed once funding and resources are available.

Operational Impact

Completing this upgrade project will help to minimize down time. When one elevator is not working it puts a strain on the other one and increase the response time when an emergency arises. Also, completing this project will reduce the number of service calls by reducing the failures.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Fund	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	25,000	25,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -

INMATE ELEVATORS NO. 4 AND NO. 5 REPLACEMENT

Benton County Justice Center

Project Description

Replacement of inmate elevators No. 4 and No. 5. These elevators are used to transport inmates between the Jail and Superior Court Courtrooms.

Purpose & Need

The current elevators are old and out of date. Replacement parts are becoming increasingly difficult to find. Parts sometimes have to be manufactured which creates a long delay in repairing the elevator. There is also the threat of Corrections Officers being stuck inside the elevator with Inmates while transporting to and from Court.

Project Status

No progress has been made on this project. The estimated costs is calculated by, per elevator, \$100,000 purchase, \$100,000 installation, \$50,000 other crafts and unknown issues. Total of \$250,000/elevator.

Operational Impact

Replacing the elevators now will ensure these units last well into the future. Having new elevators will also help to expedite repairs after a failure as parts will be available. New elevators also make is far less likely that the elavtor will fail while transporting staff and/or inmates.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Fund	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	500,000	500,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -

JAIL PLUMBING

Jail plumbing

Project Description

Replace leaking and aged floor drains between the 3rd and 4th floors of the jail and leaking sprinkler piping in same area

Purpose & Need

The existing drains and sprinkler pipe have some leaks that come down into the 3rd floor hallway. The drains need replacement to ensure future damage is eliminated. The plumbing will require ceiling grid removal, scaffolding likely around pipes in plenum, and a way to reach the sprinklers and the underside of said drains for replacement.

Project Status

Discovery phase

Operational Impact

Elimination of water damage potential, reduction in maintenance

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Jail 1/10th	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	30,000	30,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

AHU-5 REPLACEMENT OR RETROFIT

Benton County Jail

Project Description

To retrofit air handler unit-5 with a larger cooling coil or replace the unit entirely.

Purpose & Need

There are approximately four trustee pods & two offices areas that are now suffering from inadequate cooling.

Project Status

Several attempts have been made to address the cooling in the areas that this unit serves. Two separate engineering firms have evaluated it and proposed solutions that ultimately did not solve the issue. At this point the unit needs to have a significant upgrade or be replaced with a larger capacity system.

Operational Impact

Fixing this issue will improve the comfort level of the inmates and people working in the areas served by the system.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Jail/Juvenile	\$ 75,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 85,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	75,000	75,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 85,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -

HEATING BOILER REPLACEMENTS

Benton County Jail & Justice Center

Project Description

Replacement of existing heating boilers that serve the new jail and the new courts building.

Purpose & Need

The boilers are 15 years old which is the high end of their useful life. They should be scheduled for replacement before they fail. Replacing before failure ensures that the work can be done on a more convenient timeframe and minimizes disruption to jail operations.

Project Status

No progress has been made on this project.

Operational Impact

If we were to have a major failure in the winter the second boiler would not be able to keep building at a comfortable temperature & a "at time of failure" repair would be lengthy. Replacement would preempt this issue as well as reducing maintenance costs.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Jail/Juvenile Capital Projects Fund	\$ 108,000 65,000 - - -	\$ 108,000 65,000 - - -	\$ - - - - -	\$ - - - - -	\$ - - - - -	\$ - - - - -	\$ - - - - -
TOTAL	\$ 173,000	\$ 173,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees Construction/Service Costs Other (FFE, Land, Contingency, Etc.) Operations & Maintenance	\$ - 173,000 - -	\$ - 173,000 - -	\$ - - - -	\$ - - - -	\$ - - - -	\$ - - - -	\$ - - - -
TOTAL	\$ 173,000	\$ 173,000	\$ -	\$ -	\$ -	\$ -	\$ -

HOT WATER STORAGE TANK REPLACEMENT

Benton County Jail

Project Description

Replacement of existing & relocation of new hot water storage tanks located in the jail penthouse.

Purpose & Need

The existing tanks have been entrapped by construction and are reaching the end of their useful life. We cannot access the area to service them so relocation is desirable to ensure the new system can be regularly maintained. Replacement now allows the work to be done on a more convenient timeframe and minimizes disruption to jail operations.

Project Status

No progress has been made on this project.

Operational Impact

Replacement & relocation of the storage tanks would provide easy & practical access for future maintenance.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Jail/Juvenile	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	50,000	50,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -

SECURITY MASTER GATE REPLACEMENT

Benton County Jail

Project Description

Replace the west side of the security gate that serves as the exit for the jail sally port. The opposite side is much newer and not in need a replacement.

Purpose & Need

This gate was installed when the jail was originally constructed and is showing its age. This gate is the master which controls the operation of both sides of the gate system. The other gate was replaced recently and is operating fine. This gate needs to be replaced before it fails and causes operational challenges in entering and exiting the secured area.

Project Status

No progress has been made on this project.

Operational Impact

Replacing aging infrastructure typically reduces the time and cost associated with repairing and maintaining the system in the short term. Replacement would also ensure normal jail operations & security are not affected by a failure.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Jail/Juvenile	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	35,000	35,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -

JAIL LAUNDRY SECURITY UPGRADE

Benton County Jail

Project Description

This project adds a security door and cage to close off the area behind the washing machines and the cleaning chemical storage area. One portion of this area allows inmates to be hidden from view and be out of the area covered by security cameras. Closing off this area reduces the likelihood of inmates inappropriately using the chemicals or accessing areas where they should not be.

Purpose & Need

Standards for correctional institutions prohibit areas that are not covered by either security cameras or monitored by corrections staff at all times. Inmates can and do inappropriately use the cleaning chemicals (mainly soap and bleach) and should not be allowed unrestricted access to these products. Closing off this area reduces risk for the County.

Project Status

A preliminary review of the area has occurred and a conceptual design is prepared. More work is needed to prepare a final design for the security cage and have it constructed.

Operational Impact

Construction of the security cage will reduce the risk to corrections officers and inmates in the jail.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Jail/Juvenile	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	8,000	8,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -

UNFORSEEN PROJECTS IN THE JUVENILE JUSTICE CENTER

Benton Franklin Juvenile Justice Center

Project Description

This project is intended to set aside funding for unforeseen projects that arise.

Purpose & Need

The Juvenile Justice Center is an aging structure with aging equipment. Several equipment failures and building repairs have come up in the past. This project will allow for funding to be available for unforeseen work.

Project Status

Operational Impact

The project will allow for funding to be available as the work is identified.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Jail/Juvenile	\$ 3,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 3,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	3,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 3,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000

SECURITY SYSTEM UPGRADE

Benton Franklin Juvenile Justice Center

Project Description

This projects will upgrade the existing security system within the detention area.

Purpose & Need

The Juvenile Justice Center is an aging structure with aging equipment. Several equipment failures and buiding repairs have come up in the past. This project will allow for funding to be avaiable for unforseen work.

Project Status

Operational Impact

The project will allow for funding to be avialable as the work is identified.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
1/10th Criminal Justice Jail/Juvenile	\$ 1,100,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 1,100,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 1,100,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -



REAL ESTATE EXCISE TAX (REET) FUND

The Real Estate Excise Tax (REET) Fund is a fund to account for the revenues generated by a special one-fourth of one percent (0.25%) excise tax levied on the sale of real property within Benton County. All projects must be included in the annual Benton County Comprehensive Land Use Plan (Comp Plan) before any spending is approved.



BUILDING FAÇADE

Benton County Fairgrounds

Project Description

The facades of many of the buildings at the fairgrounds are old and dated. With the recent improvements to buildings 2, 3 & 4 it would be nice to update the exteriors of those and surrounding buildings to a more modern appearance. The first step in this process is to hire a consultant to assist in selecting a theme for the fairgrounds so that consistent improvements can be made across the campus. Once that is done improvements can be addressed over multiple projects.

Purpose & Need

The building exteriors at the fairgrounds need updating. While regular maintenance is being done most of the facades are dated and some are degrading from age.

Project Status

No work has been done on this project specifically. However the pavilion between buildings 2 & 3 was recently updated as well and new roofs on both of those buildings.

Operational Impact

Replacement or renovation of the existing building exteriors with new, modern and more resilient finishes will reduce the maintenance needs. Newer looking buildings will also attract new clients to the fairgrounds resulting in increased revenue.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
REET	\$ 240,000	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 240,000	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 240,000	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	-	-	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 240,000	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -

BUILDING 1 RESTROOM REPLACEMENT

Benton County Fairgrounds

Project Description

Demolish and replace the existing bathroom structure located west of Building 1 at the Benton County Fairgrounds. Replacement will either be a stick build or a prefabricated structure.

Purpose & Need

The existing bathroom facility west of building 1 is old and in disrepair. In order to improve the usefulness of building 1 and ensure public health and safety replacement of the entire structure is recommended.

Project Status

No work has been done on this project.

Operational Impact

Significant resources are expended cleaning and maintaining the existing facility. A new facility, constructed with resilient materials, should reduce the staff time spent keeping the bathrooms open.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
REET	\$ 565,000	\$ -	\$ 565,000	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 565,000	\$ -	\$ 565,000	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 65,000	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	500,000	-	500,000	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 565,000	\$ -	\$ 565,000	\$ -	\$ -	\$ -	\$ -

POULTRY/RABBIT BARN UPGRADES

Benton County Fairgrounds

Project Description

Upgrade electrical, insulation and building interior and exterior for building 12 to make it a more useable space for animal related events.

Purpose & Need

Building 12 is old and in disrepair. The regular users of the building have been requesting upgrades for some time. The electrical system is out of date and does not provide enough connection points. The insulation and cooling system are inadequate to keep the building comfortable during summer events. The interior and exterior needs to modernization to keep the building useful for years to come.

Project Status

The County met with several stakeholder groups to get a list of upgrades they would like to see to the building in April 2018. No design work has begun on the improvements as of yet.

Operational Impact

Replacing aging systems will reduce the need for maintenance to keep them operational. Cleaning up the building may attract new clients to rent it resulting in increased revenue for the Fairgrounds.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
REET	\$ 290,000	\$ 40,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 290,000	\$ 40,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	250,000	-	250,000	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 290,000	\$ 40,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -

HARD SURFACE VIP PARKING

Benton County Fairgrounds

Project Description

Level, grade, install drainage, and pave the parking lot directly in front of the Benton County Fairgrounds and Fair Association Offices. Add additional handicap accessible parking.

Purpose & Need

Update, beautification, noxious weed, and dust control. The current parking lot is gravel.

Project Status

Not yet in progress.

Operational Impact

Paving this area will beautify, add much needed handicapped parking, and provide dust and noxious weed control.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
REET	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 125,000	\$ -	\$ -		\$ -	\$ -	\$ 125,000
Construction/Service Costs	-	-	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000

FAIRGROUNDS MAIN PARKING AREA REHABILITATION

Benton County Fairgrounds

Project Description

Regrade the gravel parking lot to better retain storm water on the fairgrounds site. Remove large boulders and place new gravel surface on the parking area.

Purpose & Need

The current parking lot is mainly dirt and sand with large cobbles and boulders throughout. This can be a safety issue for people visiting the fairgrounds. The parking lot also drains all of its water to the north onto Yew Street and the Columbia Irrigation District canal which causes damage to those facilities during rain events. The City and the irrigation district have asked that we take steps to retain our stormwater on site.

Project Status

Not yet in progress.

Operational Impact

Rebuilding the parking lot will provide a more asthetically please area along with safety improvements. Correcting the drainage issue will prevent damage to neighboring property and the possibility of being assessed sotrmwater runoff fees by the City.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
REET	\$ 470,000	\$ 15,000	\$ 455,000	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 470,000	\$ 15,000	\$ 455,000	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	455,000	-	455,000	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 470,000	\$ 15,000	\$ 455,000	\$ -	\$ -	\$ -	\$ -

FAIRGROUNDS PAVEMENT SEALCOAT

Benton County Fairgrounds

Project Description

Refresh interior paved areas and walkways at the Fairgrounds.

Purpose & Need

There are many paved surfaces for both pedestrians and vehicles within the interior campus of the Fairgrounds. It is important to provide regular preventative maintenance to prolong the life of the current surfaces.

Project Status

Not yet in progress.

Operational Impact

Refreshing the current paved surfaces within the interior campus of the Fairgrounds would beautify and prolong the lifespan.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
REET	\$ 155,000	\$ -	\$ 5,000	\$ 150,000	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 155,000	\$ -	\$ 5,000	\$ 150,000	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	150,000	-	-	150,000	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 155,000	\$ -	\$ 5,000	\$ 150,000	\$ -	\$ -	\$ -

IRRIGATION PROJECT

Fairgrounds

Project Description

Install irrigation in multiple locations around the fairgrounds

Purpose & Need

Some large lawn areas at the Fairgrounds and has no in-ground irrigation. Staff uses hand lines to water the lawn. This hand watering takes up to 2 hours per day, which equates to 1/4 of a FTE, or around \$30-40,000 per year. By installing the irrigation, we effectively free up staff time for other projects.

Project Status

In discovery phase

Operational Impact

Minimal impact to the public.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
REET FUND	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	50,000	50,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -

RV HOOKUPS FAIRGROUNDS

Fairgrounds

Project Description

Overhaul entire RV electrical hookup system at the Benton County Fairgrounds.

Purpose & Need

There are dozens of old and outdated RV electrical hookups at the Fairgrounds. Most are underpowered, in disrepair, and are a potential safety hazard for patrons.

Project Status

In discovery phase

Operational Impact

The County has expended significant operations and maintenance hours and costs on maintaining the outdated RV electrical hookup system at the Fairgrounds. Replacement of the system will alleviate these costs and provide better services for the RV patrons using the facilities.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
REET FUND	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
Construction/Service Costs	125,000	-	-	-	-	125,000	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -



PARK DEVELOPMENT FUND

The Park Development Fund is a cumulative reserve fund for the purpose of accumulating and expending funds for capital improvements within the Benton County Parks system.



SIGNAGE

Horse Heaven Vista

Project Description

The project consists of three discreet elements... 1. Placement of several small "NO" signs on the light standards (2020). 2. Placement of a large entrance sign (2021) 3. Placement of two standard wayfinding signs (one each direction) along State Route 221 (2021).

Purpose & Need

There is no signage indicating the presence of or welcoming the public into the park; nor regarding do's and don'ts once visitors arrive.

Project Status

Planning and Implementation. Highway signs would be manufactured and installed by the Washington State Department of Transportation; the entrance sign and other internal signage would be developed by the Parks Department.

Operational Impact

Occasional maintenance of signs, as needed. No additional impacts to staff.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Park Development Fund	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	6,000	6,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -

CEMETERY SIGNAGE & MARKER

Horse Heaven Cemetery

Project Description

The project consists of two discreet elements... 1. Placement of an entrance sign. 2. Placement of marker recognizing all known burials in the cemetery.

Purpose & Need

There is no form of signage that indicates what the site is. The entrance sign would be done in a style to match other Parks signage. Within the cemetery, few headstones remain (many of the originals were wooden). There has been a desire to create some sort of sign or other marker that names all of the known interred.

Project Status

Concept stage. Working idea is for signage to be paid from Park Development Fund and for marker to be paid from Historic Preservation Fund.

Operational Impact

Occasional maintenance of sign and marker as needed. No additional impacts to staff.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Park Development Fund	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -
Historic Preservation Fund	3,000	-	3,000	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 6,000	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	6,000	3,000	3,000	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 6,000	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -

HEADQUARTERS DRIVEWAY PAVING

Horn Rapids Park

Project Description

Asphalt paving of the existing gravel driveway from road in the park up to the Shop and Office area, about 300 linear feet and including the turnaround area. Option 1a would be to include the driveway leading to the Horse Camp, but that is not included herein.

Purpose & Need

The existing gravel road, with its design and use, does incur erosion and mobilizes dust, in addition to becoming muddy in wet weather. Paving the driveway will alleviate these concerns in addition to being a general upgrade to the park.

Project Status

Planning. It might be possible to combine this project with the 1a option noted above, and/or also paving from SR 225 down to Higgins Field.

Operational Impact

The park caretaker would clean the driveway regularly. We would expect to perform crack seal type maintenance about every 5 years.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Park Development Fund	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -
Construction/Service Costs	35,000	-	-	-	-	35,000	-
Other (FFE, Land, Contingency, Etc.)	3,500	-	-	-	-	3,500	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -

MAINTENANCE SHOP EXPANSION

Horn Rapids Park

Project Description

Purpose & Need

The original Shop is undersized for all storage and work needs. The garage that was made available after the park caretaker left on-site residence has helped to address this issue, but added space is desired. The park has several pieces of larger rolling stock (truck, tractor, mower, 4-wheeler) that we prefer to store indoors, plus other tools, equipment, and supplies, in addition to the need for indoor work space.

Project Status

Concept.

Operational Impact

This addition will add life to expensive tools, equipment, and supplies by getting them out of the weather; and be both less attractive to potential thieves and more attractive to the eye by getting all of our materiel inside.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Park Development Fund	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 2,500	\$ -	\$ -	\$ -		\$ -	\$ 2,500
Construction/Service Costs	75,000	-	-	-		-	75,000
Other (FFE, Land, Contingency, Etc.)	7,500	-	-	-		-	7,500
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000

NATURE TRAIL BOARDWALK

Two Rivers Park

Project Description

Construction of a roughly 300-foot boardwalk across and through one of the wetland areas in the Natural Area of the park, providing a viewing platform and connecting the main Nature Trail with the more primitive shoreline path.

Purpose & Need

Since the demise of the old bird blind a decade ago there has been a desire to complete a new viewing location in the wetlands. Also, connecting the main trail with the shoreline path has been a department goal for many years.

Project Status

Preliminary design is complete and the project is permitted and ready to move to the design/bidding stage. The Parks Department would like to bid the project as a design-build.

Operational Impact

The park caretaker would be charged with safety inspections of the boardwalk and cleaning as a part of regular duties.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Park Development Fund	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	50,000	50,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	5,000	5,000	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -

MAIN RESTROOM REPLACEMENT

Two Rivers Park

Project Description

Full replacement of the original restroom at Two Rivers Park, constructed in 1969. The restroom would be replaced on the existing footprint and might be able to use the same drain field. The existing building was site-built, but would probably be replaced with a modular facility.

Purpose & Need

The facility is antiquated and some systems are beginning to fail. Because the facility is over 50 years old a historical review may be required. The Corps of Engineers (landlord) is aware of and supportive of the project.

Project Status

Conceptual.

Operational Impact

We hope that more modern plumbing, fixtures, doors, and hardware will save the park caretaker time.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Park Development Fund	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -
Construction/Service Costs	150,000	-	-	-	150,000	-	-
Other (FFE, Land, Contingency, Etc.)	22,500	-	-	-	22,500	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ -

PARKS PARKING LOTS IMPROVEMENT PLAN
Horn Rapids Park - Horse Heaven Vista - Two Rivers Park

Project Description

Seal parking lot cracks, reseal pavement, restripe, and paint curbing at Horn Rapids Park, Horse Heaven Vista, and Two Rivers Park.

Purpose & Need

The parking areas and driveways at Two Rivers and Horn Rapids in particular have many cracks in the pavement that need to be filled. It is an ongoing issue to fight the weeds and during the winter, those cracks collect water and further degrade through freeze/thaw cycles. By filling and sealing where applicable, it would increase the lifespan of the pavement and reduce maintenance costs. After a full surface seal, all striping would need to be repainted.

Project Status

In discovery phase

Operational Impact

Minimal impact if done in sections. Public would have limited access to those areas for up to 2 days post-fill and seal. Will extend the lifespan of the current pavement, reduce maintenance costs from weeding and spraying, and will improve overall appearance.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Park Development Fund	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	100,000	-	-	100,000	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -

HORN RAPIDS GARDEN RENOVATION PROJECT

Parks

Project Description

The project encompasses renovation of 3 separate garden areas... Meacham Hall: Clean-up, finish planting, and replace traffic barriers (\$10,000). Boomerrang: Assess existing and future trees, intensive clean-up, address knapweed infestation and other noxious weeds (\$25,000). Flag Garden: Creation of hard border, replacement of river rock with crushed basalt, plant replacement (\$15,000).

Purpose & Need

The 'boomerang' area of Horn Rapids has been a 'catch' for tumbleweeds and has some overgrowth. The area behind Meechum hall was installed by a local group and was previously maintained by said group however it has now become part of park maintenance and is overgrown. Aesthetically both areas, along with a few other items, could be reworked and thus reduce future maintenance.

Project Status

In discovery phase

Operational Impact

Minimal impact to the public. Aesthetically more pleasing and less future need for maintenance.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Park Development Fund	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Construction/Service Costs	-	-	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000

NEW PARKING AREA - HOVER PARK

Parks

Project Description

Creation of a large, gravel parking area near the end of Hover Road, and cordoning-off vehicular traffic into much of the rest of the property.

Purpose & Need

Hover has been the location of a lot of renegade activity for quite sometime. The presence of vehicles in the southern end of the park in particular has severely degraded the property and facilitates activities such as dumping, off-roading, illegal camping, and other activities. This project will provide a proper place to park vehicles of all kinds, and attempt to keep other activities at bay.

Project Status

Conceptual. The Corps of Engineers (landlord) is aware of and supportive of the action, and ready to permit it.

Operational Impact

The Department believes the project will save resources, ultimately. The Two Rivers Park caretaker spends about two days per month on Hover visits, often retrieving dumpsites. The hope is that this project will improve safety and help the Sheriff's Office with being more motivated when it comes to dealing with renegade activities.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Park Development Fund	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	40,000	40,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -



RURAL COUNTY CAPITAL FUND

The Rural County Capital Fund is a fund established to hold the 0.09% sales tax refund that the County receives from the State of Washington (per RCW 82.14.370) to be used for economic development purposes. The funds are to be disbursed between the County, Ports, and Cities within the County.

ADAIR ROAD EXTENSION

Adair Road from Christensen Road to 1 Mile North of Locust Grove Road

Project Description

Extend Adair Road from its current terminus 1 mile north of Locust Grove Road to connect with Christensen Road to the north. The road will be constructed to Benton County standards for a rural collector roadway.

Purpose & Need

With the continued development in the south ridge area of Kennewick there is a need to provide an alternative access to the highway for the trucks and farm traffic that currently use Christensen Road. Extending Adair Road to connect Locust Grove To Christensen will provide freeway access for these vehicles without them having to pass through the now developed area of the City of Kennewick which includes round-a-bouts and an at grade interchange with the highway.

Project Status

A preliminary alignment has been selected. Preliminary discussions have occurred with the land owners about acquiring right of way.

Operational Impact

Providing this connection provides a route for traffic that is more rural in nature (large trucks, farm equipment) to access the interstate system without passing through the now developed areas in the City of Kennewick. This improves travel times for that traffic and reduces congestion in the commercial areas within the City. There will be a slight increase to the maintenance costs in the road department in order to maintain the new segment of road.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Rural County Capital Fund	\$ 875,000	\$ 75,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 875,000	\$ 75,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	800,000	-	800,000	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	25,000	25,000	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
	\$ 875,000	\$ 75,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -

BELMONT ROAD EXTENSION

West Richland City Limits to Kennedy Road

Project Description

Extend the roadway from its current terminus at the West Richland City limits, south, to intersect Kennedy Road. Road will be built to Benton County rural collector standards. Project includes crossing of the Kennewick Irrigation District badger east canal.

Purpose & Need

This new segment will create a throughway for commercial and residential development between Keene Road and Kennedy Road. Development is consistent with local planning and zoning in the area and is anticipated to rapidly increase with the future construction of the interchange at red mountain.

Project Status

A preliminary alignment has been selected. Preliminary discussions have occurred with the land owners about acquiring right of way.

Operational Impact

There are only two north south connections between Kennedy Road and the City of West Richland. They are at Dallas Road and then again at SR225. Adding this connection will provide an alternative route for traffic reducing congestion at these two intersections. There will be a slight increase in road maintenance costs by adding this new segment.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Rural County Capital Fund	\$ 975,000	\$ 105,000	\$ 870,000	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 975,000	\$ 105,000	\$ 870,000	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	870,000	-	870,000	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	45,000	45,000	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
	\$ 975,000	\$ 105,000	\$ 870,000	\$ -	\$ -	\$ -	\$ -



SOLID WASTE FUND

The Solid Waste Fund is established to provide waste disposal information and assistance to the residents of Benton County.

MODERATE RISK WASTE FACILITY

S Ely Street, Kennewick

Project Description

This project is for the design and construction of a retrofit to an existing building in order to provide moderate risk waste (MRW) service for the residents of Benton County. The retrofitted area will be approximately one thousand nine hundred (1,900) square feet and will be used to store collected wastes currently dropped off by residents at household hazardous waste events.

Purpose & Need

Benton County has been without a MRW facility since the previous one at the Horn Rapids landfill site was lost to a fire in 2010. Currently, the County meets its MRW needs through household hazardous waste events. However, in order to provide more regular service, the County requires a facility to meet residents' needs. This is also a goal of the Benton County Solid Waste and Moderate Risk Waste Plan.

Project Status

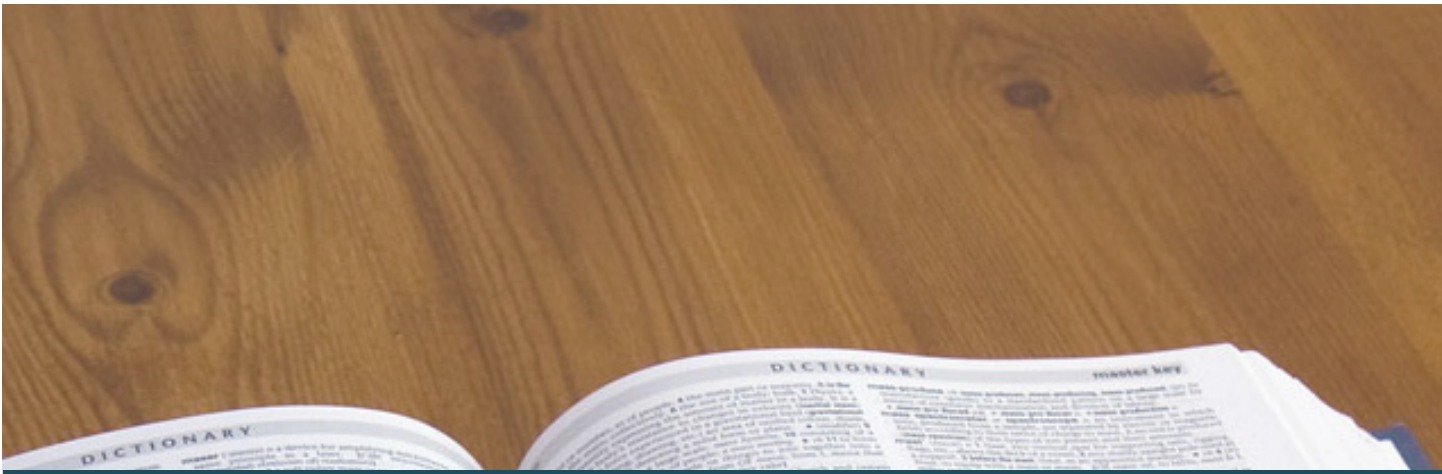
The original MRW facility at the Horn Rapids landfill was lost to fire in 2010. Benton County residents have been able to discard their MRW at household hazardous waste events. In 2015, the Benton County Road Department had a feasibility study completed exploring the viability of using an existing County maintenance shop building as a MRW facility. The design and operational plan was completed in 2018. The project is under construction.

Operational Impact

This facility will be operated and maintained through a combination of the Benton County solid waste fund and Washington State coordinated prevention grants. The fund draws revenue from existing solid waste taxes and waste handler fees.

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES					
		2021	2022	2023	2024	2025	2026
Solid Waste Fund	\$ 1,300,000	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL	\$ 1,300,000	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES					
		2021	2022	2023	2024	2025	2026
Consultant Fees	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Service Costs	1,250,000	1,250,000	-	-	-	-	-
Other (FFE, Land, Contingency, Etc.)	-	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-	-
TOTAL	\$ 1,300,000	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -



GLOSSARY

This glossary includes terms that will help you understand the technical language often used in the capital improvement plan. Glossary terms are listed alphabetically and include a brief description and acronym, as applicable.





GLOSSARY OF TERMS

This glossary includes terms that will help you understand the technical language often used in the capital improvement plan. Glossary terms are listed alphabetically under each alphabet letter and include a brief description and acronym, as applicable.

A

Acquisition

Acquiring land, existing buildings, or equipment and vehicles. The Public Works Department uses the following definition: Right-of-Way/Acquisitions consist of right-of-way cost for capital projects, including appraisal, survey services, and research, as well as purchase transactions and any associated assistance.

Americans with Disabilities Act (ADA) Compliance

A Federal law providing for a wide range of protection to individuals with disabilities ranging from prohibitions against discrimination in employment specific requirements for modifications of public facilities and transportation systems.

Adoption

A formal action taken by the Board of Benton County Commissioners which sets the spending limits for the fiscal year.

Architect/Engineering (A/E) Fees

Fees associated with the art/science and technology concerned with designing and building structures.

B

Balanced Budget

Consists of each fund's estimated beginning fund balance plus revenues to equal total funds available, minus total expenditures, which equals the ending fund balance. These ending fund balances must either equate to zero dollars or have a reserve balance remaining.

Beginning Balance

Comprised of residual funds brought forward from the previous year (ending balance).

Bond

A debt security, in which the authorized issuer owes the holders a debt and, depending on the terms of the bond, is obliged to pay interest (the coupon) to use and/or to repay the principal at a later date, termed maturity.

C

Capital Fund

Routine capital outlay purchases and projects by the county including but not limited to office furniture, major building maintenance, real property acquisition, building remodeling projects, road projects, and water projects. Said funds shall be invested by the Benton County Treasurer with interest accruing to the Current Expense fund.



Capital Improvement Project

Non-routine capital expenditures that generally cost more than \$5,000 resulting in the purchase of equipment, construction, renovation or acquisition of land, infrastructure and/or buildings with an expected useful life of at least five years.

Collector (Urban)

The collector street system provides both land access service and traffic circulation within residential and neighborhoods and commercial and industrial areas. It differs from the arterial system in that facilities on the collector system may penetrate residential neighborhoods, distributing trips from the arterials through the area to their ultimate destinations. Conversely, the collector street also collects traffic from local streets in residential neighborhoods and channels it into the arterial system. In the central business district, and in other areas of similar development and traffic density, the collector system may include the entire street grid. The collector street system may also carry local bus routes.

Corridor

A major transportation route which can consist of one or more highways, arterial streets, transit lines, rail lines and/or bikeways.

D

Debt Capacity

Ability to borrow money. The County's legal non-voted debt capacity is 1.5% of the assessed valuation, less outstanding limited tax general obligation bond debt, plus available assets. The County's legal voted debt capacity is 2.5% of the assessed valuation, less outstanding limited tax general obligation bond debt, plus available assets.

Demolition

The destruction and removal of some or all of an existing structure.

Depreciation

The periodic cost assigned for the reduction in usefulness and value of a long-term tangible asset.

E

Easement

A right to use the real property of another without possessing it.

Economic Development

Investment of resources to create financial self-sufficiency and prosperity in a community, including the industrial, commercial, and service sectors.

F

Fairgrounds Operations & Maintenance (O & M) Fund

A fund established for the purpose of operations and maintenance of the Benton County Fairgrounds; however, the project cost allocated in this report is for the capital projects located at the fairgrounds.

Furniture, Fixtures, & Equipment (FF&E)

Moveable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities.



FMSIB

Freight Mobility Strategic Investment Board (state indirect grant funds).

G

Goal

A general and timeless statement created with a purpose based on the needs of the community.

H

Heating, Ventilation, and Air Condition (HVAC)

Refers to technology of indoor environmental comfort.

I

Infrastructure

Facilities that support the continuance and growth of a community. Examples include roads, water lines, sewers, public buildings, & parks.

J

There are no items at this time.

K

There are no items at this time.

L

Legal Descriptions

A method of describing a parcel of land in such a way that it uniquely describes the particular parcel and no other.

M

Major Collector (Rural)

These routes have several definitions. 1) serve county seats not on arterials routes, larger towns not directly served by the higher systems, and other traffic generator of equivalent intra-county importance, such as consolidated schools, shipping points, county parks, and important agricultural areas; 2) link these places with nearby larger towns or cities, or with routes of higher classifications; and 3) serve the more important intra-county travel corridors.

Master Plan

A plan prepared to specify and coordinate the provision of one or more infrastructure systems and related services.

Milestone

A tangible point in time that tells how far along a project is in the process.

Minor Collector (Rural)

These routes should 1) be spaced at intervals consistent with population density to accumulate traffic from local roads and bring all developed areas within reasonable distances of collector roads; 2) provide



BENTON COUNTY 2021-2026 CAPITAL IMPROVEMENT PLAN

service to the remaining smaller communities; and 3) link the local important traffic generators with their rural vicinity.

N

There are no items at this time.

O

Other Expenditures

Expenditures not related to CIP projects for a specific fund. Examples include operating transfers, minimum fund balances, and etc.

P

Park Development

A cumulative reserve fund for the purpose of accumulating and expending said moneys for capital improvements within Benton County parks.

Q

There are no items at this time.

R

Real Estate Excise Tax (REET) Fund

A fund to account for the revenues generated by a special 1/4 of 1 percent (%) excise tax levied on the sale of real property within the County. All projects must be included in the annual Benton County Comprehensive Land Use Plan before any spending is approved.

Real Estate Excise Tax (REET) Technology Fund

A fund established per State of Washington Legislature SSB 1240, section 2 to increase excise fees on Real Estate Excise Tax to provide for the development and implementation of an automated system for the electronic processing of the real estate excise tax compatible with the system developed by the Washington State Department of Revenue.

Revenue

Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances. Financial resources are received from taxes, user charges and other levels of government.

Right-of-Way

The right given by one landowner to another to pass over the land actually transferring ownership. ROW is granted by deed or easement, for construction and maintenance according to a designated use.

Road Fund

A fund created in each County of the State per the RCW 36.82.010. County Road Funds may be used for the construction, alteration, repair, improvement, or maintenance of county roads and bridges, as well as acquiring, operating, and maintaining of machinery, equipment, quarries, and for the cost of establishing county roads, acquiring rights-of-way therefor, and expenses for the operation of the county engineering office.



S

STPR

Surface Transportation Program Rural (Competitive Federal indirect grant fund).

Sustainable Development

Development with the goal of preserving environmental quality, natural resources and livability for present and future generations.

T

TBD

To Be Determined are projects that are requested, however, the funding has not been determined.

TIB

Transportation Improvement Board (Competitive State indirect grant funds).

U

There are no items at this time.

V

There are no items at this time.

W

There are no items at this time.

X

There are no items at this time.

Y

There are no items at this time.

Z

There are no items at this time.

COVID-19

COVID-19

The COVID-19 pandemic has impacted Benton County and will continue to impact us into 2021. The duration and severity of the pandemic created unique challenges for Benton County. We have added this one-time special COVID section into the Budget Award Document as we feel our staff and our departments have been very dedicated during this time in assisting our staff, our citizens and community.

Within the General Fund Departments section, each Department included the impacts of COVID-19. To provide a few highlights:

- * Legislator, staff and the community adjusted to remote Board of Commissioner meeting and hearings, plus numerous virtual meeting to complete the day to day tasks.
- * Offices and the Courts were closed for a time and staff was working remotely.
- * Courts and offices needed to be remodeled to accommodate social distancing.
- * Courts were designed for in-person proceedings. The Courts had to develop a webpage to enable e-court business, convert court files to digital files, convert paper forms to fillable digital forms, upgrade equipment to allow live streaming of court proceedings,, and upgrade the imaging system to allow automated workflow for court documents.
- * Central Services/IT was very busy as our County was not prepared for a virtual workplace. Many computers need to be purchased and configured for remote access.
- * New policies a protocols were generated to keep the staff safe while at work and address remote working..

Benton County received Coronavirus Aid, Relief, & Economic Stability (CARES) Act funds. Benton County utilized those funds internally and externally in the community. The County created a Grant program with our economic development partner, Tridec, to assist businesses, non-profits, and child cares providers. Included is a summary of the CARES Act spending plan for Benton County. Included is a summary of the CARES Act Community Support Grant Program.



BENTON COUNTY, WA

CORONAVIRUS AID, RELIEF, & ECONOMIC STABILITY (CARES) ACT SPENDING PLAN

BENTON COUNTY, WASHINGTON

CORONAVIRUS AID, RELIEF, & ECONOMIC STABILITY (CARES) ACT SPENDING PLAN

On May 8, 2020 the Washington State Department of Commerce announced that local governments would receive a proportional share of CARES Act funds that had been allocated to Washington State. Benton County was slated to receive \$11,099,000 to use for COVID-19 related expenditures for the period between March 1, 2020 and October 31, 2020. Additional funding of \$759,699 specifically targeted to small business grants and another \$4,036,000 in general CARES funds was received in September 2020. Other CARES funds are also being distributed by the state through various arms of state government and the County is applying for and receiving that assistance as well.

Benton County had already begun making expenditures related to its COVID-19 response beginning at the end of March which included personal protective equipment and paid leave for its employees. When news of the allocation came the Commissioners Office began to develop a plan for how those funds would be spent to benefit the citizens of Benton County. Early on several categories for expenditures were developed which included; Employee Safety, Employment Security, Community Outreach, Community Assistance and Resiliency. With the allocation of funds secured the Commissioners staff sorted the existing expenditures into these groups and developed a plan for expending the remaining funds.

EMPLOYEE SAFETY

As an essential function for the community the County must remain operable during the pandemic. In order to ensure continued operations, the safety of our employees, and by extension the citizens they interact with, is paramount. In order to fulfill our mission of employee safety the County has procured a sufficient stockpile of personal protective equipment (PPE) as well as made changes to County facilities to provide a safer interaction between employees and members of the public. PPE includes cleaning supplies, soap, hand sanitizer, face coverings and gloves. Plexi-glass screens were installed in any work area where social distancing requirements could not be easily met and at any location where employees interact with members of the public. The County also implemented mandatory temperature checks and health screenings for all employees entering County buildings. The program began with handheld, touchless, thermometers and evolved to utilize remote, automatic, kiosks that scan and record body temperature.

The employee safety response is constantly evolving as new and better information comes out. Included in this category are also costs associated with cleaning and disinfecting work areas after a confirmed or possible case of COVID-19 is discovered in an employee. Due to the ever-changing nature of the needs in this category the County has left a contingency of funds to be able to adequately respond to new developments.

EMPLOYMENT SECURITY

Early on in its pandemic response the State of Washington instituted a stay at home order. The County Commissioners recognized that the best way for our staff to comply was to ensure that employees knew their income would be protected. This decision was supported by other government programs such as the paycheck protection program and significant increase to unemployment insurance payments. The Commissioners authorized work from home opportunities for all staff who could perform their duties at home and paid administrative leave for all non-essential staff whose duties could only be carried out at a County facility. The paid administrative leave lasted for nearly six weeks until it was replaced by federally mandated leave banks. The work from home opportunities will continue until the County reaches phase 3 of the Washington State Safe Start Plan. CARES Act funding is slated to be used to pay for leave granted to employees.

Another aspect of employment security involves reassignment of duties during the pandemic response. No other department experienced this more than the County Corrections Department. Inside the County Jail the primary concern became preventing cases of COVID-19 from entering the facility. Early on the number of inmates taken in from outside the region was reduced. Normally reducing inmate population would automatically result in a reduction in corrections officers but due to the need for increase hygiene and social distancing the same staff level was required for the lower inmate population to be able to spread out inmates, quarantine incoming prisoners and isolate potential COVID-19 cases. Deputies whose duties were not inside the jail, such as work crew, along with those that would have normally been laid off were reassigned to assist with the new protocols in the jail. To date no cases of COVID-19 have entered the Benton County jail. CARES Act funds will be used to pay payroll costs for reassigned staff until they are no longer available.

Additional guidance was released from the Washington State Department of Commerce regarding the use of CARES funds to pay salaries of Public Safety Employees. The new guidance states that all public safety employees, which in the County's case includes sheriffs' deputies and corrections officers, are automatically substantially dedicated to responding to COVID-19 and therefore 100% of their salaries are CARES funding eligible. The County intends to use any unallocated CARES funds from other programs it has going to pay for salaries of these employees as we near the program end date in November.

COMMUNITY OUTREACH

Providing information and education to the community is key to managing the pandemic. While the County is not directly providing health information, that data comes through the Benton Franklin Health District, it is helping relay those stories through its own social media channels. Additionally, the County has taken a lead role in funding television and radio messaging. The most notable campaign so far was the drive to increase mask usage in the Tri-Cities. Working with a local group the County produced television and radio spots promoting the use of face coverings and procured portable message signs to be placed in key areas around the region. The campaign resulting in increasing mask usage from around 30% to almost 99% based on Health District surveys. This has directly resulted in a significant and long term drop in COVID-19 cases region wide. CARES act funds were utilized to pay for the costs of the masking campaign.

A second campaign was launched in September of 2020 which focused on the need for the community to continue to adhere to social distancing and masking recommendations. The

campaign is being managed by Visit Tri Cities and plans to run television, radio and social media advertising until the funding end date in November.

Community outreach continues to be a critical role the County can play. We are partnering with the Benton Franklin Health District to ensure a consistent and informative message going out to our citizens.

COMMUNITY ASSISTANCE

As soon as we received word of the funding coming to Benton County the Commissioners knew that a large portion of that money needed to be directly passed through to help business in the Community whether the pandemic storm. The Commissioners set aside over thirty percent of the available funds to be utilized as small business grants. Partnering with TRIDEC, our local economic and business development organization, the County was able to produce a grant program that would quickly, and easily distribute funds to business in need. TRIDEC has led the way in soliciting for grant applications, screening applicants to ensure they have legitimate operations and needs and helping arrange contract agreements to deliver funds once final selections have been made. The program is approximately one-third complete and expects to have completely distributed all funds by the end of October. The program is also designed such that any under utilized funds dedicated to other categories or additional funds that may come into the County can be added and distributed quickly to help as many businesses as possible.

Early on the County had planned to allocate some of its CARES funds to assist the Benton Franklin Health District with its costs in responding to COVID-19. However, with the second round of funding in September the Health District also received a direct allocation from the State which covered all its costs. The funding that the County had set aside for the Health District has been reallocated into a grant program to support childcare providers within Benton County. The County is administering this program with its own staff and plans to issue all grants by November 30th.

The other side of community assistance comes through our partnerships with other local governments. Local cities are struggling with reduced revenues and increased expenditures, one of the largest being their costs associated with housing City inmates in the County corrections facility. In order to combat this the County Commissioners allocated a portion of CARES act funds to be distributed to the Cities to help offset increase jail costs and other expenditures.

RESILIENCY

Like many others the County was not fully prepared for the reality of operating in the throws of the COVID-19 pandemic. Many areas were quickly identified that caused shutdown or delay in services that the community relies on. To prepare itself for long terms operational changes resulting from the pandemic, as well as be better prepared for future pandemics or other disasters that will impact operations the County is making strategic investments in technology that promotes remote operations. Those technology improvements include additional laptop computers to allow more staff to work remotely and new software that provides better online interaction with the public.

The largest technology investment the County is making is related to County Superior and District Courts. Courts are an essential function that requires direct person to person interaction. In the age of social distancing it is nearly impossible to safely have everyone in the same room to perform the necessary functions of the Court. To achieve the necessary interaction the County is investing in video conferencing system that will allow efficient, remote, operations of the Courts

greatly reducing the number of people needing to be physically present together. The County has allocated a significant portion of its own CARES funds towards this effort along with already planned funds from its capital projects budget.

OTHER CARES SPENDING

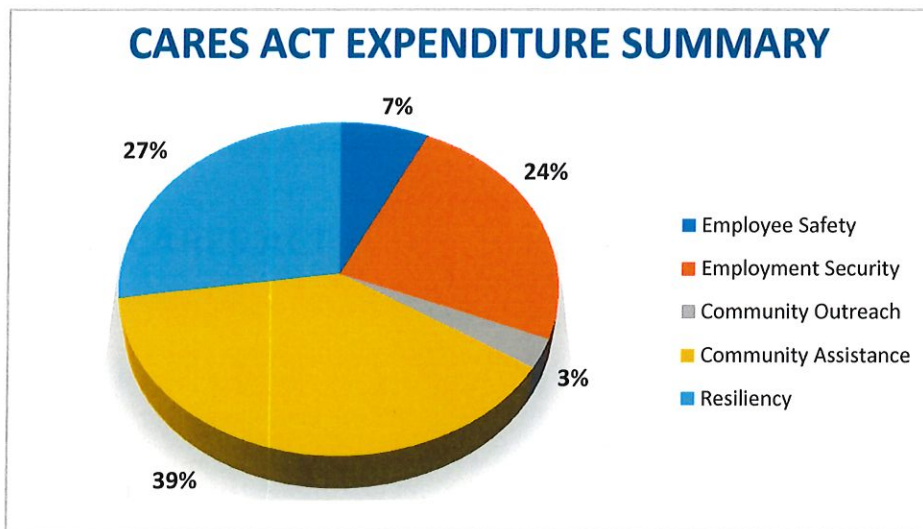
In addition to the allocation from Commerce for the above activities the County has received funding for other activities that are also related to the Federal CARES act. The Auditors office received two grants, one for elections safety in the COVID-19 environment and another for technology upgrades. Both grants have been used to improve the voter experience at Benton County and provide a safe, secure location for citizens to register and vote in person should they desire.

The Benton County Department of Human Services has also received CARES related funds which are being utilized for quarantine and isolation services for unhoused persons as well as rent payment assistance for those who are unable to pay.

Benton County also applied for and received over \$500,000 in additional funds through the Administrative Office of the Courts, via their CARES act distributions, to supplement the Courtroom technology project discussed above.

The table below summarizes how much of the CARES Act funds have been spent, or plan to be spent in the five categories. A detailed list of expenditures, commitments and placeholders is attached as exhibit A. In the event additional funds become available they will be distributed among the various categories as needs in each arise.

CATEGORY	EXPENDITURES	PERCENTAGE
Employee Safety	\$1,136,618.07	7%
Employment Security	\$3,852,168.82	24%
Community Outreach	\$460,891.91	3%
Community Assistance	\$6,174,699.00	39%
Resiliency	\$4,360,321.20	27%
Total	\$15,984,699.00	100%



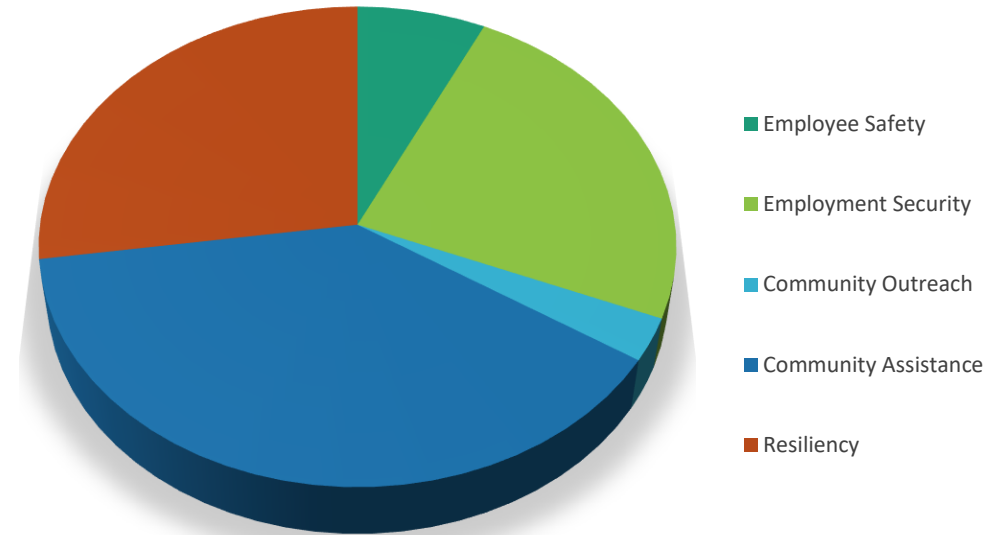


CARES ACT COMMUNITY SUPPORT GRANT PROGRAM

FINAL CARES ACT GRANT REPORT
DECEMBER 8, 2020



CATEGORY	EXPENDITURES	PERCENTAGE
Employee Safety	\$1,136,618.07	7%
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Community Assistance	\$6,174,699.00	39%
Resiliency	\$4,360,321.20	27%
Total	\$15,984,699.00	100%



EXPENDITURE SUMMARY



- May 18: Initial Program Discussions
- July 1: Grant Program Discussions
 - Grant Amounts
 - Up to \$15,000 – Businesses with less than 20 Employees
 - Up to \$50,000 – Businesses with 20 – 99 Employees
 - Up to \$100,000 – Businesses with more than 100 Employees
 - Grant Eligibility
 - Eligible Expenses
 - Grant Application
 - Grant Approval Process
 - Lottery System
 - Valid State Business License, City Endorsement, Current SOS Account, Current L&I Account, Nonprofit Verification
 - Marketing & Communications

THE PROCESS

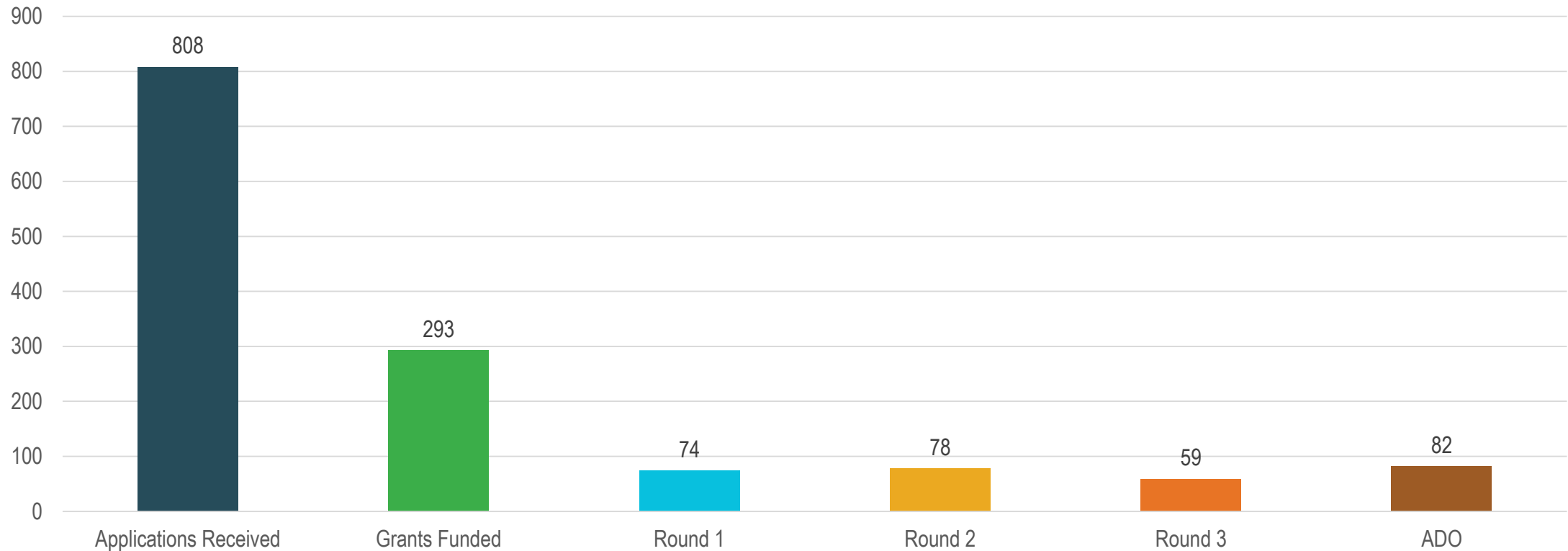


- July 15: BC CARES Launch with Press Conference
- Round 1: July 15-31
- Round 2: August 14-28
- Round 3: September 11-25
- November 18: BC Cares Program Completed
- BC CARES Grant Team
 - Tiffany Burke, Executive Office Administrator, TRIDEC
 - Traci Jao, Director of Business Recruitment, TRIDEC
 - Bobbi Romine, Fairgrounds Event Coordinator, Benton County

THE PROCESS

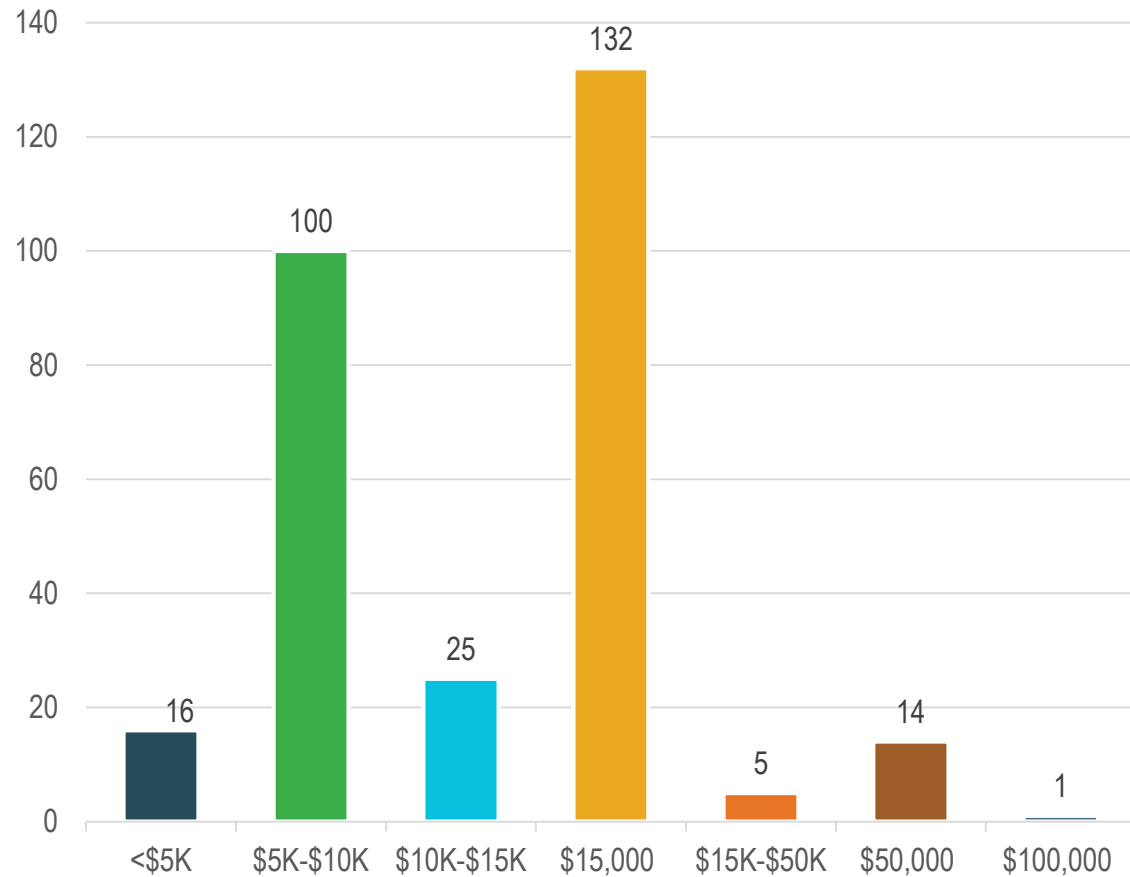


Applications & Grants



BY THE NUMBERS: APPLICATIONS

Number of Grants: 293



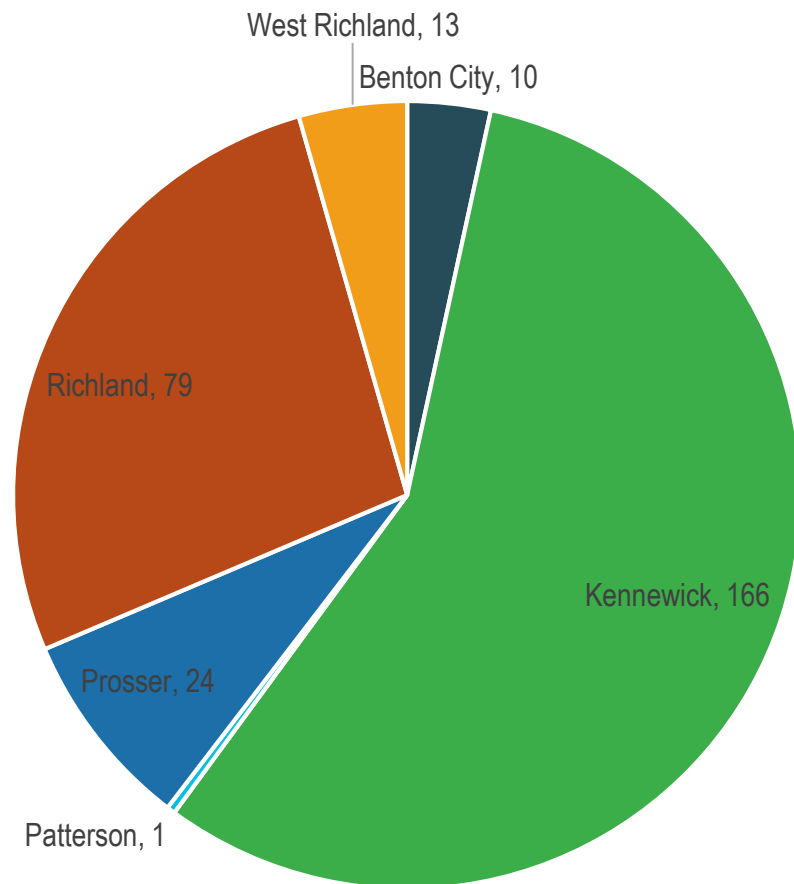
Amount of Grants: \$4,234,699.00



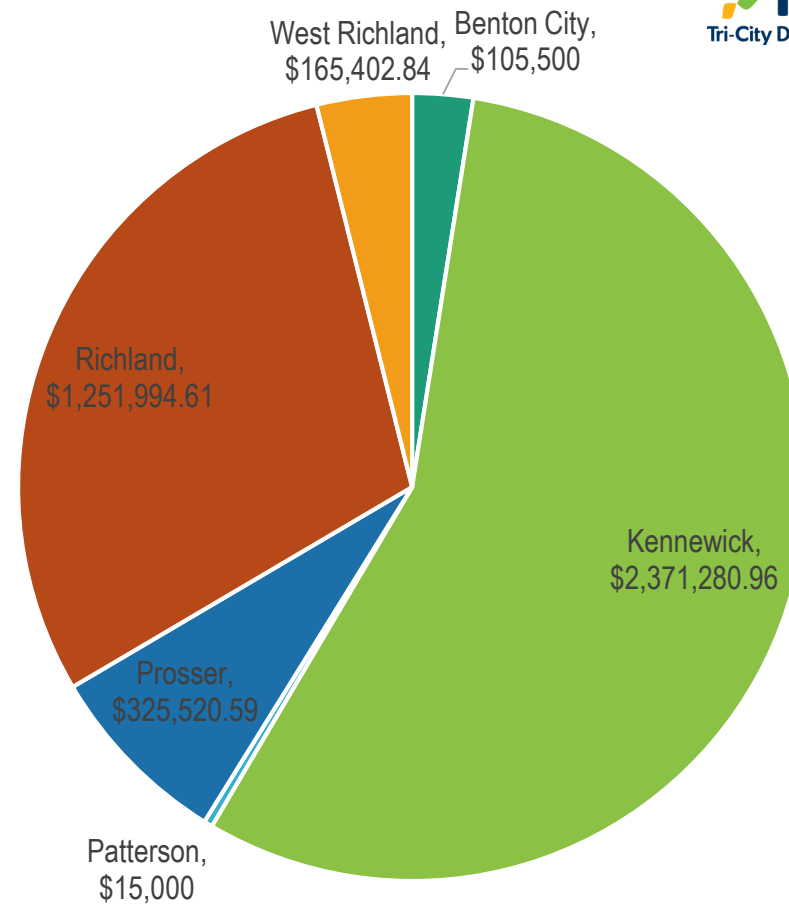
BY THE NUMBERS: GRANT AMOUNTS



Number of Grants: 293

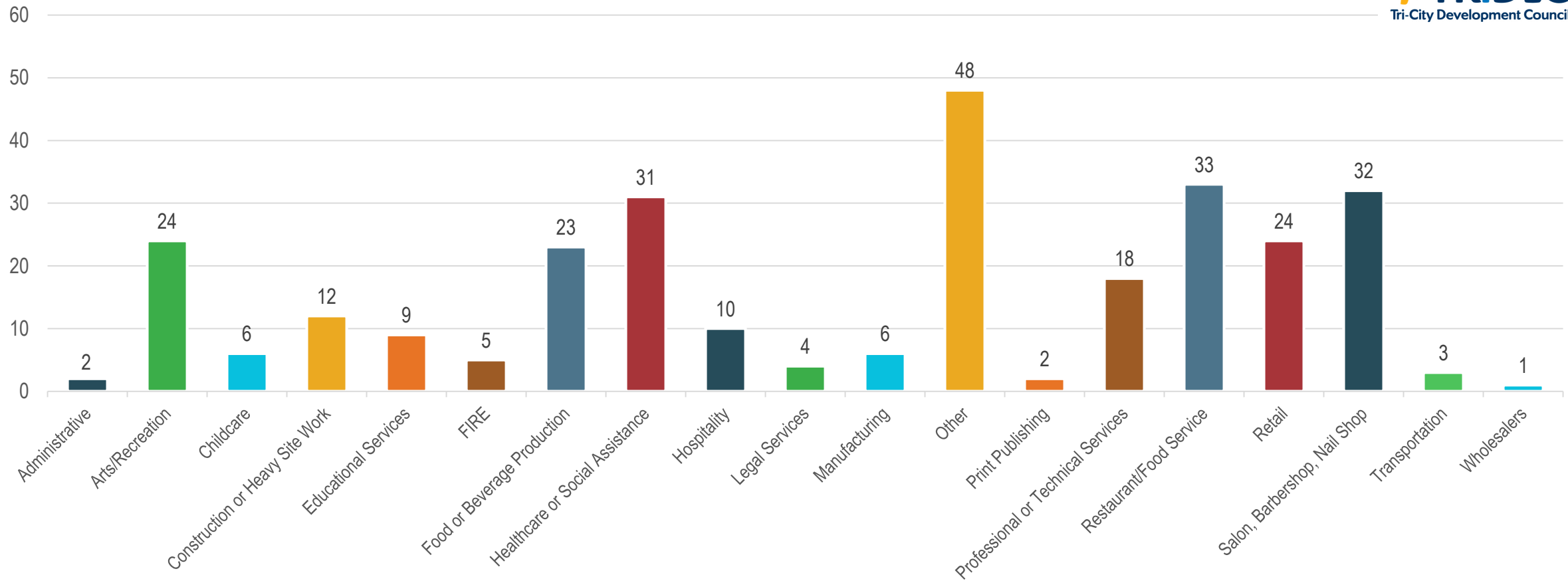


Amount of Grants: \$4,234,699.00



BY THE NUMBERS: CITIES

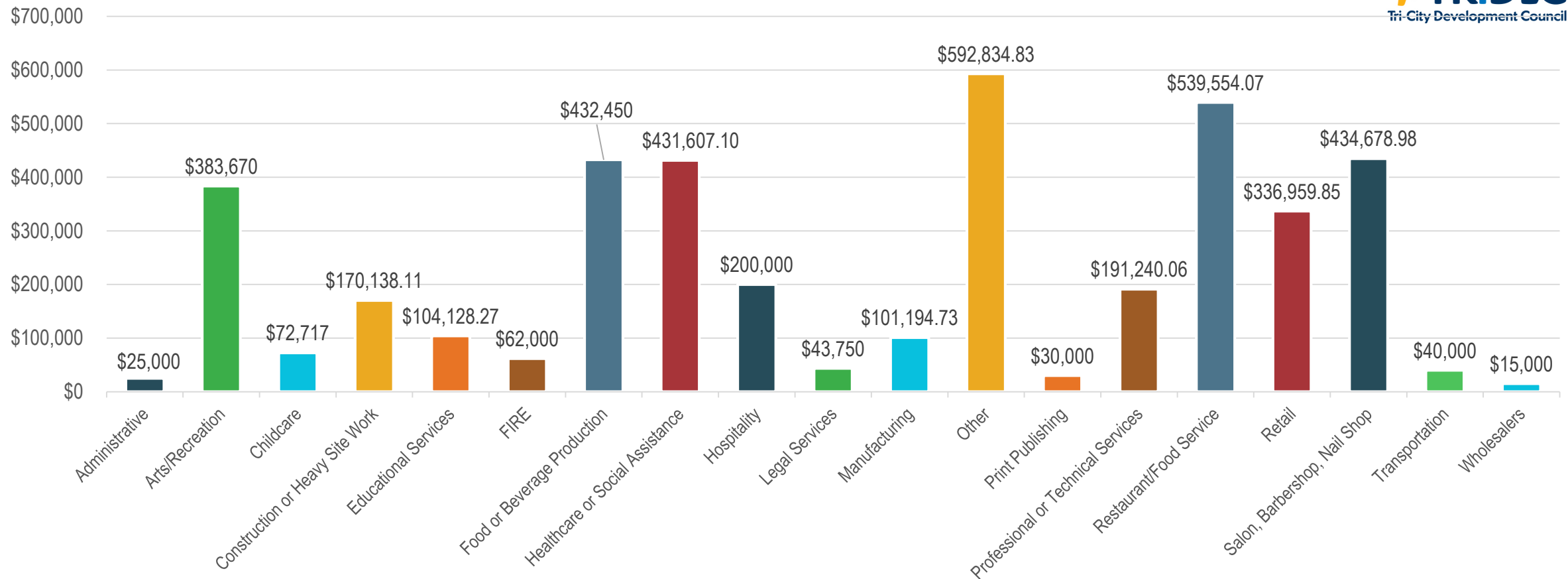
Number of Grants: 293



BY THE NUMBERS: INDUSTRIES



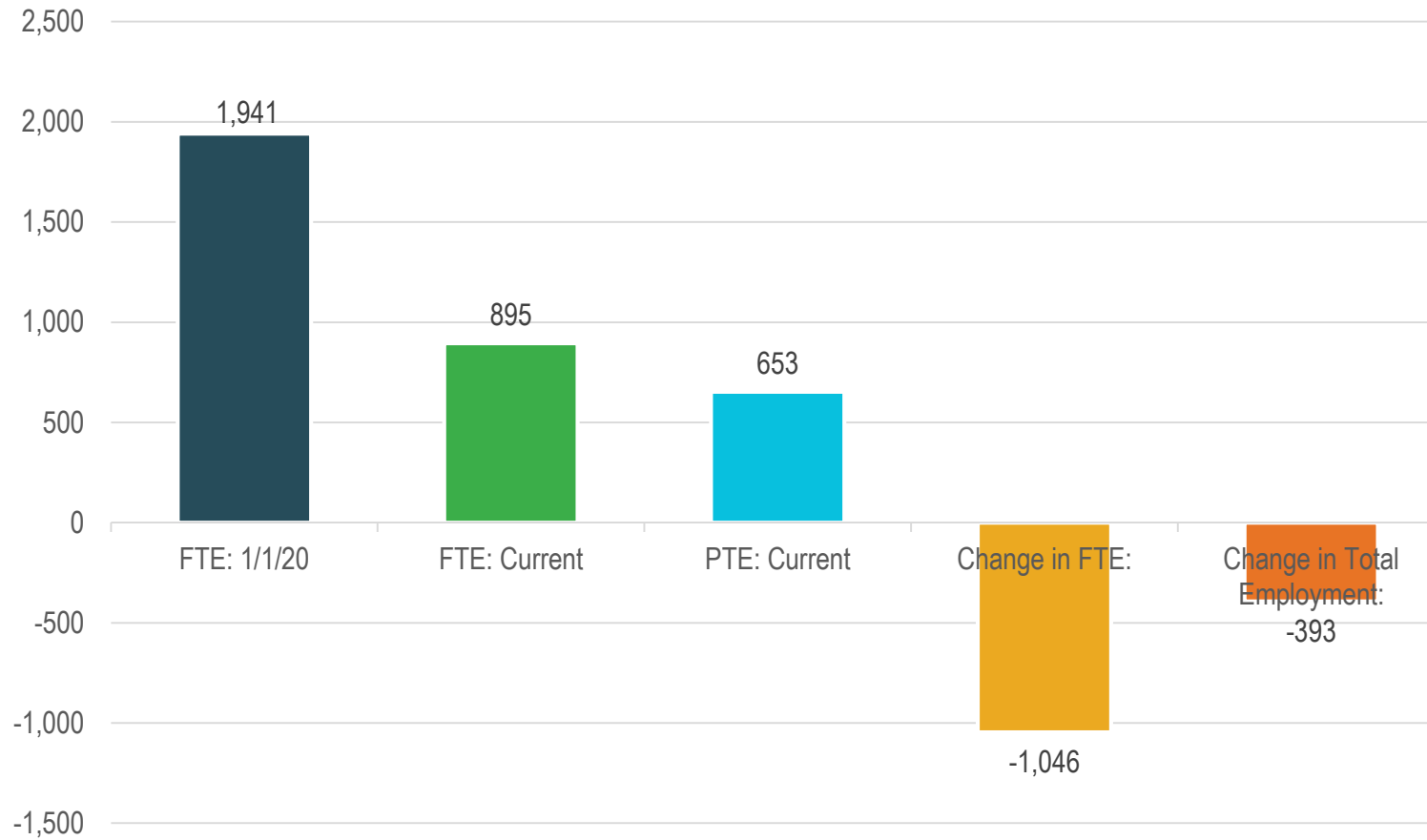
Amount of Grants: \$4,234,699.00



BY THE NUMBERS: INDUSTRIES



Number of Employees: 293 Businesses



IMPACT: EMPLOYMENT

ELIGIBLE EXPENSES:



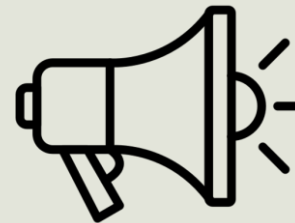
**BUSINESS
RENT OR
MORTGAGE**



**INSURANCE &
UTILITY BILLS**



**PPE
SUPPLIES**



**CONSULTING
& MARKETING
EXPENSES**



TRAINING



**OTHER
COVID 19
EXPENSES**

THE IMPACT



“

Christmas is our biggest holiday; the Benton County CARES Act grant has allowed us to survive the slow summer and fall months. **We are incredibly grateful for this grant, as a direct result we are now hiring many new employees to handle the Christmas rush and we have high hopes for a successful new year.**

”

CHUKAR CHERRIES



THE IMPACT



“

It has given us the financial ability to pivot our company in a better direction to meet the new demands of doing business in a post Covid time. This has allowed us to spend money into our local business community for our needs as well, via graphic design, printing, etc. **This has allowed us to move forward and continue to stay in business. We are extremely grateful for this grant. It has allowed dreams to not die, and life to go into our business.**

”

TRANSIENT COFFEE COMPANY



THE IMPACT



“

The grant has helped us make our store safer. A good portion of the money was spent on customer traffic during our busy season, which is the next 4 months.

”

SPORTHAUS NORTHWEST INC.



THE IMPACT



“

With the significant impacts covid-19 has had on business travel, we're struggling to remain in business. This gives us a little more lifeline to wait out the downturn and return to profitability.

”

PARAGON HOSPITALITY GROUP

paragon
CORPORATE HOUSING

THE IMPACT



“

We have been able to pay the lease, utilities and insurance while our business is closed. We are being able to continue to hold until re-opening. Without TRIDEC and Benton County support we wouldn't be able to continue with our business.

”

**WORLD EXPLORER INTERNATIONAL LLC,
DBA IPLAY EXPERIENCE**



THE IMPACT



“

The support from Benton County CARES grant funds has been hugely helpful to our bottom line. The money we received reimbursed us for some of the costs associated with having to modify our business structure to adhere to COVID-19 regulations. With the latest round of in-person dining restrictions, we are faced again with challenging circumstances. **Support from Benton County and the CARES Act has been a silver lining to us during the pandemic.**

”

ROUND TABLE PIZZA (CI-RT, LLC)



THE IMPACT

“

This grant has made a huge difference. Due to COVID many of our services have been suspended and reduced, which then reduces billing and income. I was have difficulty paying my basic operating expenses and looking at having to reduce my staff. **This grant has helped me catch up on my expenses and keep my staff at their current hours to help families.** Thank you so much!

”

RESPONDING TO AUTISM SERVICES



THE IMPACT



“

The Benton County CARES Act grant has become more beneficial than we originally thought, as we are closed for a second time, after only being open 2 months. This will help us keep up with rent, utilities, and the cost of doing business, and marketing efforts, even without revenue.

”

TRI-CITY BARBELL CLUB



THE IMPACT



“

Mid-Columbia Mastersingers is grateful that nonprofit organizations could participate in this grant funding program, and **we appreciate that Benton County recognizes the vital importance of arts and culture in our community. This funding is helping to provide the means to not only survive but also create and provide music and arts for the community during these extraordinary times.** It is our sincere hope that our upcoming free performances will help bring some cheer to families as they find ways to creatively celebrate the season in their homes. Thank you.

”

MID-COLUMBIA MASTERSINGERS



THE IMPACT



“ The amount of joy I have for being picked for this is beyond words. **I am so very grateful and thankful for the love that has been shared to help small businesses to thrive and carry-on through this difficult time we have all been faced with.** My only wish is that all businesses can recover from this and continue to serve our community. The impact this will have on my business will insure us to continue to serve the animals we have grown to love and their families as well. This is my life and it's all I have. **I'm so thankful that I no longer need to worry about how I will pay back past rent.** Thank you with all my heart and soul. You are truly Angels. ”

SPOTTED DOG GROOMING



THE IMPACT



“

I would just like to thank you all so much for investing in our local businesses and helping us out during this difficult time. The travel industry has been hit the hardest and we are determined to survive this AND not lose any of our outstanding employees. You are helping us make that happen.

”

**COLUMBIA BASIN TRAVEL, INC. DBA
TRAVEL LEADERS**

TRAVEL  LEADERS®

THE IMPACT



“

This has been a huge aspect. Due to this grant is covering some of my months of rent and other expenses, it has allowed me to bring on 2 part time employees which allows me to focus on the growth of my business and the things we want and plan on changing upon re-opening.

”

**MJNISSEN HOLDINGS LLC DBA TSP
BAKESHOP**



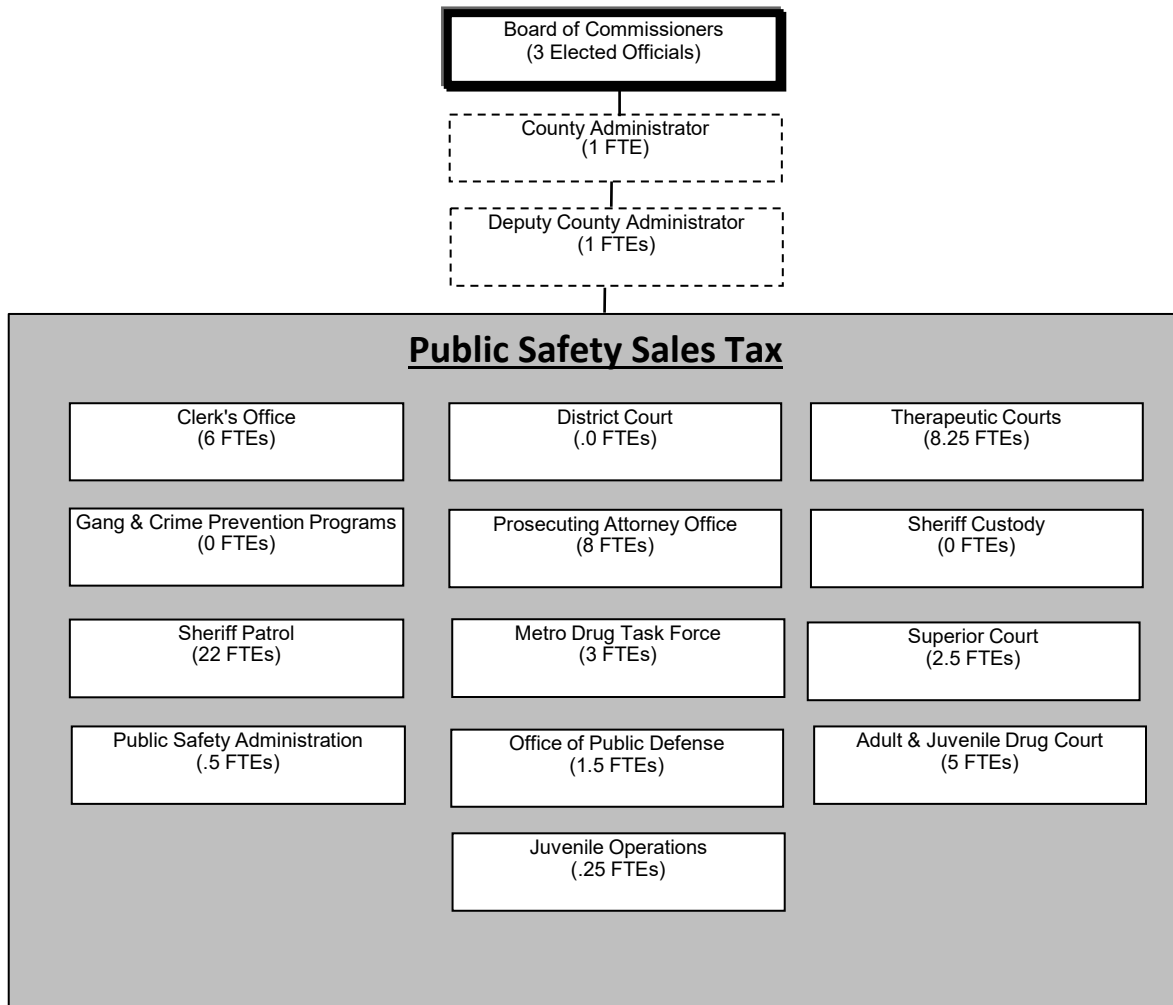
THE IMPACT

APPENDICES

Public Safety Sales Tax

In August 2014, the voters of Benton County approved Proposition 14-5, a three-tenths of one percent (0.3%) sales and use tax pursuant to RCW 82.14.450 to fund the hiring of additional police officers, corrections officers, and prosecutors; fund the Metro Drug Task Force and gang and crime prevention efforts; and fund court and clerk programs including a seventh Superior Court Judge, and drug and mental health courts. This sales and use tax will expire December 31, 2024.

The chart below shows the organization structure for 2021-2022 only.



Mission

The mission of the Public Safety Sales Tax is to improve quality of life for Benton County residents by funding additional public safety employees, court and clerk programs, and other crime prevention efforts.

Key Issues

In Benton County, criminal activity has increased in both sophistication and complexity in recent years, requiring substantially more investment of time and resources by the local criminal justice system. It has been found that a significant portion of crimes committed in Benton County are committed by persons with drug, alcohol, and/or mental problems or who are involved in criminal gang activity. The Public Safety Sales Tax has been able to address these key issues.

Public Safety Tax	2013 - 14	2015 - 2016	2017-2018	2019-2020	2021-2022		Percent
	Actual	Actual	Actual	Budget	Budget	Change	Change
Positions/FTE		28.50	41.50	54.00	58.00	4.00	7.4%
Taxes	\$ -	\$ 12,650,767	\$ 16,981,589	\$ 15,787,200	\$ 17,047,900	\$ 1,260,700	8.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Personnel & Benefits	\$ -	\$ 2,748,607	\$ 5,350,534	\$ 9,929,114	\$ 12,947,240	\$ 3,018,126	30.4%
Supplies & Services	-	1,550,176	1,921,218	10,810,522	11,499,983	689,461	6.4%
Intergovernmental (2)		38,107	208,092	-	-	-	0.0%
Interfund Charges (1)	-	-	353,726	529,667	1,272,320	742,653	140.2%
Capital	-	306,235	83,985	559,247	299,500	(259,747)	(46.4%)
TOTAL EXPENDITURE	\$ -	\$ 4,643,125	\$ 7,917,554	\$ 21,828,550	\$ 26,019,043	\$ 4,190,493	19.2%

1) Interfund Charges were moved to Supplies & Services in 2013 due to the BARS restructure.

Interfund Charges moved back from Supplies and Services in 2017

2) Intergovernmental charges were moved to Supplies & Services in 2019 due to BARS restructure.

Funding Adjustments for the 2021-2022 Budget

It was the County's goal, to do a slow rollout of the programs/departments as funds began to come in. The reasoning for that was to establish a cash reserve and to make sure that the Departments can be established/grown at a sustainable rate. The 2021-2022 Budget represents the a full two year budget cycle for programs started in 2017/2018. It is estimated that the fund is close to sustainable capacity and that new program funding for new future projects may not be as available as they have in previous budgets.

Taxes are increasing at a rate higher than estimated in 2019-2020.

Staff increased in the 2021-2022 budget. In addition, staff from the Sheriff's office were moved to the PST fund from the General Fund.

Supplies and Services expanded with the growth of Staff. Funding/Contracts with Local Community partners for gang and crime prevention programs were maintained.

Interfund Charges increase with the growth of staff. Interfund includes IT assessment, workers comp, Insurance management and new computer hardware and software.

Capital Outlay is for Sheriff forensic software, thermal imagers, a radar speed trailer, an interview recording system, and AFIS Mobile ID.

Summary

In August 2014, the voters of Benton County approved Proposition 14-5, a three-tenths of one percent (0.3%) sales and use tax pursuant to RCW 82.14.450 to fund the hiring of additional police officers, corrections officers, and prosecutors; fund the Metro Drug Task Force and gang and crime prevention efforts; and fund court and clerk programs including a seventh Superior Court Judge, and drug and mental health courts. This sales and use tax will expire December 31, 2024.

In Benton County, criminal activity has increased in both sophistication and complexity in recent years, requiring substantially more investment of time and resources by the local criminal justice system. It has been found that a significant portion of crimes committed in Benton County are committed by persons with drug, alcohol, and/or mental problems or who are involved in criminal gang activity. These findings prompted the placement of Proposition 14-5 on the ballot, which voters approved. Additional funding was needed for criminal justice and public safety, and the Public Safety Tax has been able to fill that gap.

Many criminal justice departments within Benton County have taken advantage of this additional funding, including: Superior Court, County Clerk; District Court; Prosecuting Attorney; Sheriff Custody, Patrol, and Metro Drug Task Force; and the Office of Public Defense. New departments, services, and programs have also been implemented as a result of this tax, including: increasing the number of individuals served in Adult Drug Court and Juvenile Drug Court; Mental Health Court; and the Benton County Gang and Crime Prevention Initiative, through which the County contracts with local non-profits to provide gang and crime prevention services to the community.

Benton County receives sixty percent (60%) of the revenue from this tax, with the remaining forty percent (40%) of the revenue distributed by the Washington State Treasurer to the cities in Benton County on a per capita basis.

2021-2022 Department Summaries

Clerk: Expenditures reflect the salary and benefits for six (6) full-time employees. Supplies and other services reflect charges for computer equipment, IT charges, and software related to these positions.

District Court: The budget and expenditures for District Court were moved to the General Fund in 2019.

Therapeutic Court (Mental Health and Veterans Courts): Mental Health Court began operating in April 2016. In 2019-2020 the programs for Mental Health Court were expanded and a Veterans Court was added. Staff is 8.5 employees.

Prosecuting Attorney: Expenditures are for 8 FTE. The 2019-2020 budget includes the addition of the Legal Secretary.

Sheriff – Custody: Expenditures reflect funding for a Mental Health Professional services contract in the Jail and supplies for the re-direction housing program.

2021-2022 Department Summaries- Continued

Sheriff – Patrol: Expenditures reflect the salary, benefits, and supplies for twenty two (22) employees, a mix of patrol deputies, detectives, sergeants, the gang team, and school resource officers. Other expenses incurred reflect operational expenses associated with expanding staff.

Metro: Expenditures are for 2 Detectives and 1 Prosecuting Attorney. Also included is funding to support the local Metro Drug Task Force.

Superior Court: Expenditures reflect 1/2 of the salary for one full time Superior Court Judge and salary and benefits for .50 FTE Court Commissioner. (This is a bi-county judicial district and therefore Franklin County shares in the county related costs. Additionally, the State funds 1/2 of the salary of the Superior Court Judge and all benefits for the judge.) A Bailiff position was added in 2021-2022.

PST - Administration: Expenditures reflect salaries, benefits and supplies for half the cost of a full-time Community Programs & Public Relations Coordinator.

Office of Public Defense: OPD uses its Public Safety Sales Tax funding for contract public defenders and 1.5 FTE support staff FTE to provide internal administrative and case support.

Adult Drug Court: Expenditures reflect the salary and benefits for 5 Adult Drug Court staff and supplies and services to operate the program. (This is a bi-county program under the bi-county judicial district and, therefore, Franklin County shares in the reflected costs.)

Provides an intensive 12-18 month program for eligible adult offenders whose drug use was a primary influence in their criminal conduct. Also provides case coordination and support by the Adult Drug Court Team including intensive case management, treatment, life skills training and monitoring of participants. The Adult Drug Court was created in 2003 with a pilot court and then progressed in size to a 45 person program with funding from a federal grant. In 2010 due to funding constraints and the expiration of the federal grant, the program was reduced to a 30 person program. Through the efforts of the Public Safety Tax the program will now be funded to its anticipated full need of up to a 70 person program by 2022.

Juvenile:

Education Employment Training Program (EET): The EET program supports youth under jurisdiction of the juvenile court in obtaining their General Equivalency Degree (GED) and creating a plan for their next step after completing the GED. The next step may involve work readiness and career inventory workshops, paid work experiences, apprenticeship programs and/or opportunities for youth to engage with higher education to include Columbia Basin College and WSU Tri-Cities. The program funds a partial Program Coordinator, a contracted Employment Specialist and support for GED testing. The program has capacity to serve approximately 50 youth per year.

Detention Mental Health Team: Funding for the Detention Mental Health Team supports a contract with Lutheran Community Services to include a full time Mental Health Therapist, Behavioral Interventionists, team Supervision and after-hours crisis support in the Benton-Franklin Counties Juvenile Detention Center. The detention center has an average daily population of 28 youth. The Detention Mental Health Team, will provide assessment, counseling, skill building and coordinate reentry for detained youth.

2021-2022 Department Summaries- Continued

Juvenile Functional Family Therapy & Selective Aggressive Probation: Funding for these programs was not approved until December 2015, resulting in a delayed start for each program. Functional Family therapy was able to enroll 25 families, with a total budget including programming costs for Benton and Franklin Counties. Selective Aggressive Probation saw an increase in caseloads beginning in February 2016, with an increased caseload of 15-24 youth per month. This program continues to grow and will eventually reach full capacity (30 youth).

Program Summaries

Benton County Gang & Crime Prevention Initiative: The mission of Benton County Gang & Crime Prevention Initiative is to improve the quality of life for the residents of Benton County by reducing the incidence of gang-related and other crime in Benton County. The BCGCP Initiative will achieve its mission by providing resources to support the program or project efforts of third-party Partners that have the reduction of gang-related and other criminal activity as a primary goal. Resources to be provided will primarily be in the form of financial support though opportunities for in-kind, data-sharing, expertise, technical assistance, or administrative support resources to be considered if appropriate and allowed by law.

Programs supported by the Initiative are:

Emergency Communications Tower: Commissioners approved the spending of up to \$5 million of Public Safety Sales Tax (PSST) funds on One Turnkey Simulcast Site on Red Mountain. This would provide the County with an additional emergency communications tower, thus improving first responder communications and response times in the Benton City area and the public safety of County residents and visitors to the area.

BFHD Nurse Family Partnership Program: The Nurse Family Partnership program introduces vulnerable first-time parents to public health nurses, who deliver the support to new parents to have a healthy pregnancy, become knowledgeable, responsible parents, and provide their children with the best possible start in life. Funds for this program include \$550,000 for 2021-2022 to continue to support resources for Public Health Nurses, Social Workers, supplies, travel, and training for the Benton County Nurse Family Partnership Program.

Boys & Girls Club Kennewick Clubhouse (Operations & Equipment): The new Boys & Girls Club Kennewick Clubhouse is in the middle of a neighborhood that is facing many challenges, serving low-income, at-risk students within walking distance of Park Middle School, Kennewick High School, and Amistad Elementary School. Funds for this program include \$500,000 for 2021-2022 operating costs, including staff, supplies, and training.

Boys & Girls Club Prosser Teen Program: Funding from Public Safety Sales Tax would continue to support the Prosser Teen Program, which has seen a 40% increase in teen attendance in the past four years, and provides support to low-income, at-risk teens throughout the Prosser community to increase youth graduation, academic performance, and attendance while reducing gang involvement or potential gang involvement. Funds for this program include \$200,000 for 2021-2022 operating costs, including staff, supplies, training, and youth educational opportunities.

Program Summaries continued

Chaplaincy Health Care Step Up Program: Funding from Public Safety Sales Tax continues to support the Step Up Program, which assesses at-risk youth at intake for anti-social and criminal behaviors and who are then enrolled in the 11-week session. Adolescents and their families graduate after successfully completing the program. This program works closely with Benton-Franklin Counties Juvenile Justice Center to get referrals, but also has a goal to reach youth and families before they enter the criminal justice system to prevent criminal behavior among at-risk youth. Funds for this program include \$79,340 for 2021-2022 operating costs, including staff, training, outreach, and supplies.

Communities in Schools of Benton-Franklin All in For Kids Program: Communities in Schools of Benton-Franklin (CISBF) seeks to reduce and eventually eliminate gang and other criminal activity for young people in Benton County by targeting at-risk students at six schools that have the highest needs, who will have a site coordinator to collaborate with the school team to address issues with chronically absent students, students with poor grades, behavior issues, or needs not being met. Funds for this program include \$236,157 for 2021-2022 operating costs, including staff, supplies, training, professional development, and events.

Kiona-Benton City School District Crime Prevention Program: Funding from the Public Safety Sales Tax continues to support the Kiona-Benton Crime Prevention Program, which seeks to reduce and eventually eliminate gang and other criminal activity for young people age 14-21 in the Benton City area of Benton County. Specifically, this project will target young people who have dropped out of public school or who are in danger of dropping out of school and connect them with an advocate to help them access necessary mental or medical health services, and educational and vocational resources. Funds for this program include \$76,000.00 for 2021-2022 resources for staff and a parenting class.

My Friends Place Homeless Teen Shelter: Benton County has continued its contract Safe Harbor Crisis Nursery for My Friends Place Homeless Teen Center in the total contract amount of \$400,000 for the 2019-2020 biennium. My Friends Place is Southeastern Washington's first safe overnight teen shelter and 24-hour drop in center for homeless teens. My Friends Place also provides food, showers, homework help, laundry facilities, clothing, school supplies, and access to services to any homeless youth in the community. Funds for this program include \$400,000.00 for 2021-2022 increased staffing

Partners for Early Learning Building Resilience Through Family Support Program: Funding from Public Safety Sales Tax would continue to support the Partners for Early Learning (PFEL) Building Resilience Through Family Support Program to provide home-visitor support to high-risk families with young children, ages birth to five, in high-poverty areas within the Richland School District. PFEL focuses on preventing gang and crime by using research-based principles to build resilience within the family, mitigate toxic stress, promote school readiness, and connect families to community resources. Funds for this program include \$294,544 for 2021-2022 operating costs, including staff,

SARC Engagement Specialist: Support, Advocacy, and Resource Center (SARC) has contracted through the Public Safety Sales Tax for an Engagement Specialist position, previously a position within Juvenile Justice, to be located at the Benton-Franklin Counties Juvenile Justice Center and serve youth that are survivors of sex trafficking, for a total of \$147,852 for 2021-2022 staff costs, training, supplies, travel, and supervision of the position.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

**IN THE MATTER OF BUDGET POLICIES – RESCINDING RESOLUTION 11-793
AND ADOPTING A NEW BUDGET POLICY**

WHEREAS, the Board of Benton County Commissioner desires to update the Budget Policy;
NOW THEREFORE,

BE IT RESOLVED, by the Board of Benton County Commissioners that the attached Benton County Budget Policies and Procedures is hereby adopted; and

BE IT FURTHER RESOLVED, Resolution 11-793 is hereby rescinded.


Dated this 15th day of October, 2019.



Chairman of the Board

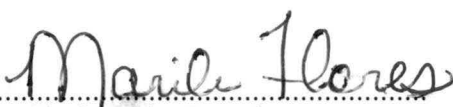


Member



Member

Constituting the Board of Commissioners
of Benton County, Washington.

Attest... 
Clerk of the Board

BENTON COUNTY
WASHINGTON

BUDGET POLICIES
AND PROCEDURES

Updated September 2019

Board of County Commissioners

Jerome Delvin – District 1

Shon Small – District 2

James Beaver – District 3

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V. ATTACHMENTS

1. Capitalization Policy
2. Technology Replacement Policy
3. Supplement Transmittal Form
4. Mid-Biennium Review Form
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I. BIENNIAL BUDGET CREATION AND ADOPTION

Under RCW Chapter 36.40 (Budget), specific guidelines detail each step of the budget process. This state law will be used to provide the structure to the biennial budget process from the preliminary budget estimate stage through final budget adoption.

RCW 36.40.071 allows the Board of County Commissioners (BOCC) the flexibility, through resolution, to establish alternate dates for each step of the budget process. The BOCC opts to implement this alternate date provision using the following general format:

A. Preliminary Budget

The BOCC will pass a resolution that details the alternate dates to be used for each step of the budget process. However, the BOCC reserves the right to amend the resolution establishing alternate dates.

The BOCC Chair may deliver a letter to the County Auditor that details the method of budgeting (Baseline, O-Base, etc.), and any other specific issues that relate to the upcoming budget process. The letter should go to the Auditor at least two weeks prior to the date the BOCC would like the “budget call” letter sent to the other elected officials and department managers. The “budget call” letter will outline any budget instruction changes from the previous biennial budget.

Each elected official and department manager will be responsible for the timely preparation of their own budget request(s) and those budgets that they may be accountable for.

Each elected official and department manager are requested to provide updated information for the Government Finance Officers Association (GFOA) Distinguished Award document, which shall include but not be limited to the offices’/department’s prior year(s) notable results, key issues, future goals, objectives, and statistical information (prior year actuals and estimated projections). The information will be included with each offices’/department’s completed budget request(s) and should be returned to both the County Auditor’s and Commissioners’ Office of Budget and Finance where the information will be compiled

into the preliminary budget and reviewed for input into the GFOA Distinguished Award document.

The County Auditor will then deliver the preliminary budget to the BOCC on or before the date specified by resolution.

B. Budget Hearings and Final Budget Adoption

The BOCC may allocate times for each elected official and department manager to address their budget requests. Those requests may include additional staff, new programs, capital, or information technology e.g. computer hardware or software.

Upon completion of these meetings, the BOCC will be charged with making any adjustments to the initial preliminary budget as presented. After deliberation and preliminary approval by the BOCC, the Office of Budget and Finance shall submit a final detailed and comparative preliminary budget which will be placed for open inspection by the public on the Benton County Internet/Intranet website and made available in hard copy if requested.

A notice of public hearing shall be published once each week for two consecutive weeks in the official newspaper of the county. The public will be allowed to express opinions for or against the preliminary budget at the public hearing.

Upon completion of the public hearing, the BOCC must then adopt the final budget by resolution, and a copy shall be forwarded to the State Auditor.

C. Tax Certification

The BOCC must certify taxes pursuant to RCW 84.52.070 by November 30th of each year.

II. MID-BIENNIAL BUDGET REVIEW AND ADOPTION

A. Preliminary Mid-Biennium Budget

Pursuant to RCW 36.40.250, there shall be a mid-biennium review of the budget. During this review, the BOCC may eliminate positions, establish new positions, and increase or decrease office/department budgets for the second year of the biennium. The below process for mid-biennium review should be followed:

Per the Budget Accounting and Reporting System (BARS) Manual Part 2, Chapter 1 (Budgeting Principles), the mid-biennium review shall be completed by December 31st.

The mid-biennium requests for supplements should be electronically submitted on an approved form (attachment 4) by October 15th to the Commissioners' Office of Budget and Finance. Requests will include all revenue and expenditure codes and a detailed explanation. This detailed explanation will include any communication between the office/department and the Commissioners' Office of Budget and Finance and the financial analysis listing the expenditure impact and/or potential revenue sources, if applicable.

B. Mid-Biennium Budget Hearings and Final Mid-Biennium Adoption

The BOCC shall allocate time for the Office of Budget and Finance to address the list of mid-biennium budget requests and present recommended revisions to the second year of the budget.

Upon completion of this meeting, the BOCC will preliminarily make any adjustments to the budget presented. Upon deliberation by the BOCC, the Office of Budget and Finance shall submit a preliminary mid-biennium budget which will be placed for open inspection by the public on the Benton County Internet/Intranet website and made available in hard copy if requested.

A notice of public hearing shall be published once each week for two consecutive weeks in the official newspaper of the county. The public

will be allowed to express opinions for or against the preliminary mid-biennium budget adjustments or requests at the public hearing.

Upon completion of the public hearing, the BOCC must then adopt the final mid-biennium budget by resolution and a copy of the final mid-biennium budget by resolution shall be forwarded to the State Auditor.

C. Tax Certification

The BOCC must certify taxes pursuant to RCW 84.52.070 by November 30th of each year.

III. BUDGET ADMINISTRATION AND MAINTENANCE

A. Supplements to Approved Budget Outside Mid-Biennium Review - Qualifying Event

With the implementation of a biennial budget and a mid-biennium review, supplements outside the mid-biennium review will only be done under extenuating circumstances, including but not limited to those listed below. The Commissioners' Office of Budget and Finance will work with each affected office/department on the best fiscal method if any, is required.

- An unforeseen situation occurs which puts the safety and welfare of the citizens of Benton County at risk.
- A non-insured legal settlement or other judgment that exceeds those amounts currently available within the department/offices current budget.
- An unforeseen revenue source that has associated expenditures e.g. a grant.
- Operating transfers regarding carry forwards (see Section III. B. under Current Expense (General Fund) 0000-101.)

It is the intention of the BOCC to limit the number of public hearings, maintain a fiscally stable budget and minimize impacts to services to County citizens.

B. Supplemental Appropriation - Processing Procedure

The Office of Budget and Finance will review and present budget supplemental requests outside the mid-biennium review.

The below process for all supplemental appropriation requests should be followed:

The supplemental appropriation requests should be electronically submitted on an approved form (attachment 3) by a date established through the Commissioners' Office of Budget and Finance via the current agenda submittal process. Supplemental appropriation requests shall include all revenue and expenditure codes and a detailed explanation. This detailed explanation shall include any communication between the office/department and the Commissioners' Office of Budget and Finance and the financial analysis listing the expenditure impact and or potential revenue sources, if applicable.

The BOCC shall allocate time for the Office of Budget and Finance to address and present the list of budget supplemental requests.

Upon completion of this meeting, the BOCC will be charged with making any adjustments to the supplemental requests presented. Upon deliberation by the BOCC, the Office of Budget and Finance shall submit a draft list of budget supplemental requests which will be placed for open inspection by the public on the Benton County Internet/Intranet website.

A notice of public hearing shall be published once each week for two consecutive weeks in the official newspaper of the county. The public will be allowed to express opinions for or against the draft list of budget supplemental requests at the public hearing.

Upon completion of the public hearing, the BOCC must then adopt the final list of budget supplemental requests by resolution.

C. Budget Maintenance

On a biennial basis, the BOCC will adopt the Final Benton County Budgets by resolution. The detail of the resolution is provided to the

BOCC by the Commissioners' Office of Budget and Finance. The resolution provides information such as the level the budgets are adopted at and line-item transfers needing BOCC approval. Offices/departments can review the resolution to obtain information on budget maintenance requirements.

New Funds: New funds can be created during the biennial budget adoption process. New funds can be created during the mid-biennium budget review only if required by local, State, or federal law.

Positions: Only one (1) FTE can be charged to a line item except for temporary, part-time, relief, judge pro-tem or Superior Court judge positions. (i.e. two (2) FTEs cannot be paid from the same line item for the same day of work).

Grade and Title: The grade and title of all non-bargaining positions are to be created by the Human Resources Department, approved by the BOCC and shall follow the non-bargaining policy. All union positions are to be created by the Human Resources Department, following the guidelines in the appropriate collective bargaining agreement.

Coding Corrections: Coding Corrections between two funds need BOCC approval if the coding correction occurs 60 days past the initial coding. For example, a coding correction between Current Expense and Park Development for an error which occurred 90 days/3 months prior, would require BOCC approval, then sent to the Auditor's Office for processing. However, a coding correction within the same fund will need to be sent to the Auditor's Office for processing. For example, a coding correction within Current Expense.

BARS Changes: Any BARS changes required, revenue or expenditure, shall be the Auditor's Office responsibility to create and provide to the Commissioners' Office of Budget and Finance. When possible the old revenue or expenditure line item/code will be inactivated if no longer used to limit any confusion or miscoding.

The creation of new revenue codes, or the use of unused revenue codes should be implemented during the biennial budget creation and adoption. After adoption of the biennial budget, any new, unused, or unbudgeted revenue codes must be approved by the Commissioners'

Office of Budget and Finance, Auditor's and Treasurer's Offices, prior to being activated. Unused or unbudgeted revenue codes will be locked or not activated until there is a need. In which case, requires approval from the Commissioners' Office of Budget and Finance, Auditor's and Treasurer's Offices, prior to reactivation of the code.

Line Item Transfers:

- A) Line item transfers from wages (1000's) and benefits (2000's) shall not be appropriated to other categories. For example, wages and benefits may be moved within the 1000's and 2000's. Wages and benefits shall not be line item transferred to any supplies (3000's) services (4000's) capital (6000's) or assessments (9000's).
- B) Line item transfers with a Board approved resolution will be required in most scenarios. Listed below are examples of some of the most widely used line item transfers (example in Attachment 5):
1. The transfer creates a new non-existing full-time or part-time position.
 2. The transfer is for an existing position and appropriates additional funds to a position.
 3. Any transfer that increases temporary help.
 4. The transfer increases or decreases the amount of the building or vehicle capital purchase line item, a 6000, currently budgeted or creates a new capital purchase line item such as a 6000 capital, plus refer to the Resolution adopting the final Benton County Budgets for additional information.
 5. The transfer increases or decreases the amount of the computer capital purchase line items such as 9305, 9401, or 9402 currently budgeted.
 6. Transfers between supplies, a 3000, and other services and charges, a 4000, do not need Board approval, unless the transfer corresponds with Section II A or is listed above, plus refer to the

Resolution adopting the final Benton County Budgets for additional information.

IV. OTHER BUDGET POLICIES

A. Road Fund Levies

Per RCW 36.82.040, all funds accruing from the “general tax levy for road funds” shall be deposited into the County Road Fund, except that revenue diverted under RCW 36.33.220 shall be placed in a separate and identifiable account within the County Current Expense Fund.

Currently, the BOCC diverts road funds to the Sheriff’s Department for traffic enforcement on county roadways. These funds are deposited into the County Current Expense Fund and are accounted for in the Sheriff’s Traffic Control Department 125, a separate department.

The Road Department, at the end of each year, will submit a letter to the Commissioners’ Office of Budget and Finance summarizing the annual actual expenditures from the Sheriff’s Traffic Control Department 125 and revenues collected for the diverted road funds in the Currently Expense Fund. Over collection of revenues in the County Current Expense fund will be returned to the Road Department.

B. Minimum Fund Balances

It is essential to maintain adequate levels of budgetary fund balance to mitigate current and future risks (e.g. revenue shortfalls and unanticipated expenditures), therefore the BOCC may require the following county funds to maintain a minimum budgetary fund balance at the close of or during any given fiscal year:

Current Expense Fund (General Fund) 0000-101

To meet operational needs, the County shall maintain fund balance of 10% of the current year’s (in the case of a biennium budget only one year) General Fund appropriated expenditures. In addition to the 10%, the County may maintain up to an additional 3% for emergency use as determined by the BOCC. The BOCC considers a balance of less than 10% to be a cause for concern. In the event the minimum unassigned

fund balances drops below this threshold, the BOCC will pursue variations of increasing revenues and decreasing expenses, or a combination of both in subsequent years to restore the balance. If the restoration of the minimum unassigned fund balances cannot be accomplished within 2 years of the end of a biennium cycle, without causing severe hardship to Benton County, then the BOCC shall establish an extended timeline for attaining the minimum fund balances.

To maintain our minimum fund balance of at least 13% of annual appropriated expenditures, an operating transfer will be prepared by the Commissioners' Office of Budget and Finance for the Current Expense Fund (General Fund) 0000-101 at the end of each year.

Year End Adjustment: The funds in the operating transfer may be transferred to the following:

Park Development Fund 0110-102 beginning year balance may be brought up to \$500,000;

The remaining excess transferable amount may be split between

- 85% to the Capital Projects Fund 0305-101;
- 15% to the Fairgrounds Operating and Maintenance Fund 0124-101.

However, the Fairgrounds Operating and Maintenance Fund 0124-101 beginning year balance may be capped at \$600,000. If so, any remaining excess transferable amount may be split, at the discretion of the BOCC, between the Capital Projects Fund 0305-101 and/or the Sustainable Development Fund 0135-101.

Capital Projects Fund (0305-101)

At all times a fund balance of at least \$5,000,000 should be maintained as assigned in the event a major capital improvement should be required which has not been appropriated for during the current budget cycle.

- Payment In Lieu of Taxes (PILT) Department of Energy funds will be general receipted and dedicated for the purpose for which this fund (0305-101) was created per Resolution 02-668.
- Low-Level Waste Surcharge funds will be general receipted and dedicated for the purpose for which this fund (0305-101) was created per Resolution 02-668.

Central Services Fund (0502-101)

To meet operations needs a minimum fund balance of at least \$350,000 should be maintained. See Computer Policy for the following:

- Goals of internal servicing pricing;
- Allocation strategy development;
- Level of costing details; and
- Allocation basis decisions

Election Reserve Fund (0111-101)

To meet operations needs a minimum fund balance of at least \$500,000 should be maintained. If the fund balance should drop below \$500,000 at any given time during the year, an operating transfer to the fund, based on the Treasurer's Monthly Financial Report of cash position, may be approved or authorized by the BOCC.

C. Obligated Funds

The list below is not a complete list of all of Benton County's obligated funds, but rather is a short list of specific obligated funds about which the BOCC would like to clarify additional information.

¼% Real Estate Excise Tax Fund (0130-101)

Until 2031, each year up to \$250,000 may be allocated to repay outstanding bond obligations related to the construction of the Health Building. In addition, any reserves may be used to fund other capital projects that are listed in the Comprehensive Plan and Capital

Improvement Plan (CIP) and approved by the BOCC per Resolution 93-365.

1/10% CJ Jail Juvenile Fund (0133-101)

Revenues in this fund may be used to fund the operation and maintenance of Juvenile Detention Facilities and Jails per Resolution 95-459.

Rural County Capital Fund (0144-101)

These funds will be disbursed according to County policy to local government capital projects in the community.

Sheriff's Equipment Purchase and Replacement Fund (0142-101)

Per Resolution 2018-648, a listing for equipment and vehicles within the patrol and custody division within the Sheriff's Office will be administered jointly by the Commissioners' Office and Sheriff's Offices on a yearly basis as well as the County's budgeting cycle.

Debt Service Funds

At the discretion of the BOCC, any funds received from unanticipated revenue sources or opportunities may be used to accelerate outstanding bond obligations. These funds shall be one-time, and/or windfall revenue expectations that are not anticipated as steady revenue source.

D. Capital

1. Capitalization of General Fixed Assets

Benton County has established a policy regarding the capitalization of general fixed assets. (See Policy Attachment-1)

2. Computer Capital Replacement

Benton County currently has a policy for the purchase and replacement of computer capital. (See Policy Attachment-2)

E. Fund Balance Policy

Fund balance policy will comply with GASB #54

ATTACHMENTS

- Attachment - 1 Capitalization Policy
- Attachment – 2 Technology Replacement Policy
- Attachment - 3 Supplement Transmittal Form
- Attachment - 4 Mid-Biennium Review Form

:

ATTACHMENT 1

BENTON COUNTY
CAPITAL POLICIES AND PROCEDURES

Prepared by the Benton County Commissioners' Office
Updated September 2011

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SECTION I. PURPOSE

To prescribe a policy for the definition, appropriation, and accounting of capital outlays in order to comply with disclosure set by GAAP (Generally Accepted Accounting Principles).

SECTION II. DEFINITIONS

2.1 Revenue Expenditures/Supplies

The charge to an expense account is based on the assumption that the benefits from the expenditures will be used up in the current period. A purchase may benefit several periods, but have a relatively low cost. Such items are theoretically capital expenditures, but since their costs are immaterial, they are classified as revenue expenditures.

2.2 Capital Expenditures/Fixed Assets

Real and personal property intended to be held or used longer than one year. This includes land and land rights; improvements and infrastructure; buildings, their furnishings, fixtures, and furniture; equipment, machinery, vehicles, and tools.

2.3 Capital Versus Revenue Expenditures

Expenditures to improve the efficiency or extend the asset life should be capitalized and charged to future periods. Improvements in efficiency should be charged to the asset account, and improvements extending the asset life should be charged to the accumulated depreciation account. The rationale is that improvements extending the asset life will need to be depreciated over an extended period of time, requiring revision of the depreciation schedule.

2.4 Infrastructure

Infrastructure refers to roads, bridges, sidewalks, water lines, sewers, drainage systems, lighting systems, and similar assets that are immovable and of value only to the government unit.

2.5 Proprietary Funds

A proprietary fund is used to account for governmental activities that are similar to activities that may be performed by a commercial enterprise.

2.6 High-Risk

A description given to items which are relatively valuable, small, easily transportable and adaptable and have a higher susceptibility to theft and other loss.

2.7 Depreciation

The method by which the cost of an asset is allocated over the useful life of the asset therefore the cost is matched with the productive output over the asset's life.

2.8 Tangible Property

Any physical or substantive property, literally, anything which can be touched, which has an intrinsic value because of its substance, origin, license, copyright, patent, and etc.

2.9 Improvements

Property or equipment which is an integral part of a larger item of property or equipment, the addition of which either increases the cost or the useful life of the larger item.

2.10 Original Cost/Historical Cost

The total original amount paid to a vendor or supplier for the item purchased.

2.11 Inventory

Tangible property or goods held for sale or consumption concurrent with the normal activity of a business or enterprise.

SECTION III. POLICY

3.1 Applicability

Capital outlay under this policy applies to the appropriation and expenditure of funds for capital assets, high-risk items, and improvements subject to the limits prescribed below. Capital leases will also be addressed in the following policies.

To qualify under capital outlay, the item must provide a predictable and tangible future benefit over a specified period of time.

For the purposes of this policy, capital outlay does not include inventory or infrastructure.

3.2 Budget

Capital outlay disbursements must be specifically appropriated in item and amount by the BOCC in the biennial budget process, or in a regular public hearing as an amendment to the biennial budget.

Substitutions of capital outlays for previously approved appropriations must be approved by the BOCC. Appropriations for capital outlay lapse at the end of each budget cycle, and must be specifically approved in the following year budget process.

3.3 Control

All disbursements for capital outlay shall be accounted for in accordance with the provisions of the most current State of Washington Budgeting, Accounting, and Reporting Systems (BARS) as prescribed by the State Auditor.

A serial number or parcel number will record all capital outlay expenditures in a separate fixed asset ledger.

The fixed asset ledger will be maintained by the Auditor's Accounting Department. Departments must notify the Auditor's Accounting Department each time a capital asset is acquired, transferred, sold, or otherwise modified.

At the beginning of each year, a physical inventory will be performed of all capital assets, improvements, and high-risk assets. The inventory will verify identifying characteristics, location, and condition.

The information contained in the fixed asset system will be compared to the physical inventory. Additions, deletions, and adjustments will be to the fixed assets control records as necessary. A summary of said additions, deletions, and adjustments will be provided to the BOCC.

3.4 Capital Leases

A lease agreement is classified as a capital lease when substantially all of the risks and benefits of ownership are assumed by the lessee. A capital lease is, for the most part, viewed as an installment purchase of property rather than the rental of property.

FASB-13 requires that a lease be capitalized if any one of the following four criteria is a characteristic of the lease transaction:

- a. Transfer of ownership to the lessee by the end of the lease term.
- b. A bargain purchase option is included in the lease. This is an option that allows the lessee, upon termination of the lease, to purchase the leased asset at a price significantly lower than the expected fair market value of the asset.
- c. The lease term is equal to 75% or more of the estimated economic life of the leased asset.
- d. The present value at the beginning of the lease term of minimum lease payments equals or exceeds 90% of the excess of the fair value of the leased property at the inception of the lease.

3.5 Depreciation

Except for lands and infrastructure, all capital assets with an original cost (per item) equal to or greater than \$5,000 must be depreciated. Scrap value can be ignored in establishing the amount to depreciate, unless it is expected to exceed 10% of the cost.

Depreciation must be based on a reasonable estimate (see Section IV. Asset Tables on pages 7 and 8) of expected useful life; that is number of years, miles, service hours, etc., that each department expects to use that asset in operations. The straight-line method of depreciation will be used for all assets based on useful life.

Depreciation expense should be recorded in the financial statements using depreciation accounting and reporting standards applicable to commercial enterprises.

3.6 Grants

Title to equipment and real property acquired under a grant is subject to the obligations and conditions set forth in the original contract. In most cases, proceeds from sale of the asset will be returned to the agency, which supplied the grant.

In order to simplify the grant process, a copy of each grant should be sent to the accounting department. Each asset purchased with grant money should be clearly marked in order to notify personnel upon disposal of each particular asset.

3.7 Dollar Limits

This policy applies to the following categories:

- a. Capital assets and improvements to capital assets with an original cost (per item) equal to or greater than \$5,000.
- b. Capital assets and improvements to capital assets with an original cost (per item) equal to or greater than \$5,000 will be tracked separately and depreciated to meet GASB 34 reporting requirements.
- c. Major component parts, of an existing fully depreciated asset, with an original cost (per item) equal to or greater than \$5,000. These component parts must extend the useful life of an asset, which will not function or has no value other than scrap. Example: a complete remodel of an existing structure would be capital; a repair of a leak in the roof would not.
- d. High risk items with an original cost (per item) greater than \$500 and less than \$5,000. (See Section IV for a list of assets that may fall into this category).

- e. The Benton County system of roads is public infrastructure assumed to have an infinite life and a maintenance program to assure its permanent usefulness. All improvements to the road system are to be capitalized, and all maintenance costs are to be expensed. Each road project will be evaluated if it is an improvement or maintenance. All improvements to the road system, including contributions from private parties (roads built by developers, local improvement district assets, etc.) are to be capitalized, regardless of dollar amount.

SECTION IV. ASSET TABLES

<u>ASSET</u>	<u>USEFUL LIFE</u>	<u>SALVAGE %</u>
Computers (do not tag keyboards or standard monitors). Printers, Scanners, and File Servers	4 years	5%
Automobiles, Light Trucks, Telephone, Equipment, Fax Machines, and Radio Equipment	5 years	5%
Heavy Duty Trucks, Light Road Equipment, Firearms, Cleaning and Maintenance Equipment	7 years	5%
Office Furniture, Heavy Road Equipment	10 years	5%
Buildings, Parking Lots, Major Improvements to Buildings	20 years	5%

High Risk Assets: These items are to be coded under the object line #3501 on the voucher and are expenses in the year of the purchase. They are to be tagged and reported to the County Auditor at the time of payment. No payment will be made on these items until an inventory number has been attached to the asset and reported to the County Auditor. These items must have a purchase price (including tax) of at least \$500 and no more than \$5,000. They are listed as follows:

Camera, Television, Video Camera, VCR, Cellular Phone, Portable Radio, Typewriter, Tape Recorder, Firearms, Stereo Equipment, Chain Saw, Power Tools, and any other asset which may fit the criteria for High Risk Assets in Section 2.6.

ATTACHMENT 2

BENTON COUNTY
TECHNOLOGY REPLACEMENT POLICIES AND PROCEDURES

Prepared by the Benton County Commissioners' Office
And the Information Technology Department
Updated April 2017

BENTON COUNTY
TECHNOLOGY REPLACEMENT POLICY AND PROCEDURES

Prepared by the Benton County Commissioners' Office
And the Information Technology Department
Updated April 2017

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SECTION 1. PURPOSE

RCW 36.92.080 When a board of county commissioners creates a central services department pursuant to RCW 36.92.030, the ministerial services to be performed by such department in connection with **automatic data processing shall not thereafter be performed by any other officer or employee of said county.** The ministerial services include purchasing.

Keeping up with the advances in computer technology is a never-ending struggle. No matter how much money an institution spends on computer equipment, that equipment is eventually out of date. Benton County is not immune to these struggles.

The purpose of the Technology Replacement Policy is to prescribe a course of action for the definition, appropriation, and accounting in the Central Services Replacement Fund (0132-101). The procedures addressed are in response to concerns over the methods used in charging computer replacement fees and the expenditures driving those fees. Today's voter is more critical of government spending and demands accurate disclosure of how funds are being spent. This policy will establish the detailed procedures necessary to comply with complex disclosure requirements.

The Central Services Replacement Fund hereinafter "replacement fund", will be evaluated at a minimum annually and revised as necessary by the Information Technology Manager. The evaluation will be accomplished through information collected through administration of the program, feedback from program participants, external vendor and industry sources, and Benton County priorities.

SECTION II. GLOSSARY

- a. Computer or Electronic devices: Devices that include but are not limited to Personal Computers, laptops, tablets, printers, scanners, network servers, network routers, network switches, firewalls, security appliances, desk phones, smart devices, cellular phones, video conferencing equipment, security cameras, DVR's, projectors, TV's used as monitors or displays, wireless and USB peripherals, network components, desktop peripherals, storage area network equipment. Can also include initial purchase of specialized software.
- b. Leave-to-Die: Equipment enrolled in the replacement fund that has been replaced but left in service.
- c. Replacement eligible: Enrolled equipment that has all the required payments made to the replacement fund.
- d. Replacement fee: Original purchase cost divided by the Useful Life of the equipment (usually a certain number of years) and adjusted by the biennium cycle.

- e. Replacement fund: Central Services Replacements fund number 0132-101
- f. Useful Life: Number of years of service that the equipment will be used to conduct county business.

SECTION III. POLICY

3.1 Applicability

This policy applies to the appropriation and expenditure of funds for all Benton County owned computer or electronic device replacement, including but not limited to Personal Computers, laptops, tablets, printers, scanners, network servers, network routers, network switches, firewalls, security appliances, desk phones, smart devices, cellular phones, video conferencing equipment, security cameras, DVR's, TV's used a monitors or displays, wireless and USB peripherals, desktop peripherals, storage area network appliances, switches, routers, specialized software, and other key network devices or components. This policy will set guidelines from which all parties will be charged a replacement fee. It will also set guidelines for the parties responsible for the disbursement of such funds so that they will be consistent.

Equipment charged a replacement assessment is limited to the following:

- a. New equipment or specialized software budgeted in a fund and/or department's object code 9305 and purchased by Information Technology
- b. Replacement equipment purchased by Information Technology using Object Code 3508 using replacement funds collected.
- c. Replacement equipment purchased by Information Technology with expense being directly coded to Central Services Replacement Fund (0132-101).
- d. Equipment for which a residual equity transfer has been completed under the guidelines set forth in Section 3.5 of this policy.
- e. Equipment purchased outside the budget appropriation or adjustment processes will be coded to the requesting department's 3508

expenditure code and enrolled in the replacement fund. New equipment purchases over \$500 require Board of Benton County Commissioners authorization by resolution.

- f. Equipment specifically directed by County Administrator's office.

3.2 Budget

The budget appropriation for replacement of technology equipment should be based upon an analysis by Information Technology identifying the equipment that will qualify for replacement during the biennial budget.

3.3 Revenue Billing and Interest Revenue

Information Technology will maintain the inventory and billing for the Replacement Fund. Each department with replacement equipment will be assessed a replacement fee which will be equal to the original purchase cost of the equipment divided by the Replacement Life of the equipment. In some cases the original purchase cost may be adjusted by the Information Technology Manager per Section 1 to assure that sufficient funds are available in the future to replace the equipment in question with one of comparable functionality or in alignment with current market prices.

Replacement Life:

- 1). Workstation/Laptop - 4 years
- 2). Printers –5 years
- 3). Tablets - 3 years
- 4). Scanners - 4 years
- 5). Storage Area Network (SAN) storage devices - 5 years
- 6). Network devices (router, switches and firewalls) - 10 years
- 7). TV's used as monitors or display devices – 5 years
- 8). High Use/High Availability Devices - TBD

Due to biennial budget timelines, some years may have two replacement assessments assigned to prevent equipment from aging out before being eligible for replacement.

The expense for the replacement assessment will be budgeted in each fund and/or department's object code 9501.

3.4 Inventory Control

Computer and electronic equipment is to remain in service in the department for which it was purchased until it is replaced, suffers an irreparable hardware failure, or no longer necessary for the department. Information Technology will make every reasonable effort to keep equipment in service while it is paying into the replacement fund. When equipment (including monitor) is replaced, the replaced equipment will be surrendered to Information Technology and placed into surplus.

Beginning 1/01/2015 Leave-to-Die equipment will be systematically removed from service except where the equipment is required to support a static need. (i.e. HVAC, fuel stations, and other vendor supported hardware). At the discretion of the Elected Official or Department Head, Leave-to-Die equipment, such as a workstation from the department's inventory, may either remain or be utilized in a break room or lunch room for de minimis internet usage. In these situations, the Leave-to-Die equipment will still be assessed required user license fees. To limit potential network exposure the Leave-to-Die equipment will not be joined to the domain and only receive limited support from the Information Technology department.

Information Technology highly recommends that equipment fully funded in replacement, but not replaced, not be used in any mission critical environment. Only Elected Officials or the County Administrator can approve not replacing mission-critical equipment. If the Elected Official or County Administrator makes the choice to not replace mission-critical equipment at the time of eligibility for replacement, the equipment may be assessed an additional operating fee.

When equipment is removed from service, it may be used by Information Technology as a utility device, as a temporary substitute for comparable equipment that is being repaired, as a temporary loaner, or as a source for replacement parts.

When the equipment no longer has useful value for any county office or department, it is to be reported to the Benton County Auditor to be included as property declared surplus.

3.5 Residual Equity Transfer

The movement or transfer of hardware or software, equipment, or electronic devices not originally purchased by Information Technology, for the purposes of

establishing a new fund, increase working capital or subsidizing operations must be done by the Benton County Board of Commissioners and reviewed by the County Auditor's Office.

3.6 Replacement

Only equipment that has been part of the replacement fund is eligible for replacement using funds in 0132101. Any replacement funds in excess of what is required to replace the equipment will be applied as a reduction to the future replacement assessment paid by the office or department.

Equipment eligible for replacement will NOT be automatically replaced. Equipment should be replaced when the hardware becomes a prohibiting factor. Due to economic considerations, equipment replacement will be subject to need and functionality. At the end of each year, a detailed list of equipment eligible for replacement will be sent out to each office and department for review, planning and comments.

Replacement funds can only be used to purchase qualifying replacement fund equipment, like kind. The funds may not be used to purchase accessories, office supplies, disposable equipment (cameras, keyboards, mice, bags, stylus, laser pointers, etc. unless part of an equipment bundle).

3.7 Replacement Upgrade

A replacement upgrade may be done under one of the following conditions:

- a. The equipment has paid into the replacement fund for the period specified, however equipment required to meet the same functionality is more expensive.
- b. The equipment has not paid into the replacement fund for the prescribed period, but must be replaced because of failed hardware or with newer equipment to meet requirements of a new or upgraded application.

The replacement upgrade is the difference between the funds that have been paid into the replacement fund for the equipment and the amount required for the more

expensive or new equipment. Any replacement funds short of what is required to replace the equipment will be applied as an increase to the future replacement assessment paid by the office or department.

The Information Technology Manager, in some circumstances, may seek the approval from Benton County Board of Commissioners by resolution before a replacement upgrade is performed.

3.8 Capital versus Maintenance

Computer software license fees, annual maintenance fees, and training, will not be paid by the replacement fund. These costs are to be included in the IT Administration Assessment (9101).

The only exception to the above mentioned restriction is when computer equipment is purchased with relevant software already included, for example, operating system, database server, specialized software or hardware management utilities.

ATTACHMENT 3

SUPPLEMENT TRANSMITTAL FORM

Commissioners' Date Stamp:

REQUEST FOR SUPPLEMENTAL BUDGET ADJUSTMENT

Fund Name:	Fund Number:
Dept Name:	Dept Number:

Request Summary

Expenditure		Additional	Revised
BARS Number	Item Name	Amount	Budget
Total Adjustment		\$ -	

Revenue		
BARS Number	Item Name	Amount
		-
Total Revenue		\$ -

Basis for Budget Adjustment (Attach Documentation as Appropriate):

|

Commissioners

Approved for Hearing

Denied

CHAIRMAN

Review Notes: _____

COMMISSIONER

COMMISSIONER

ATTACHMENT 4

MID-BIENNIUM REVIEW FORM

Benton County

Debt Policy



Benton County Finance Committee

Adopted

September 18, 2018

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Section I. Introduction

Purpose and Overview

The citizens of Benton County, hereafter referred to as the “County”, expect and deserve local government to be diligent stewards of the public’s finances. In addition, the state legislature has mandated by state statute (RCW 36.48.070) the County Finance Committee with the responsibility of developing a debt policy.

The debt policy documents the roles, responsibilities, and expectations of the multiple parties involved with managing the public debt. Adherence to this policy is essential to protect the financial position and credit ratings of the public’s institutions.

This policy shall be reviewed and updated, if needed, at least every four years and is open for inspection by means of either the department’s web site or as a hard copy to the public in the County Auditor’s, County Treasurer’s, and County Commissioners’ offices.

Section II. Legal Governing Principles

In the issuance and management of debt, the County shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable. The following section highlights the legal framework of the debt issuance and roles and responsibilities in debt issuance.

Governing Law

Federal Rules and Regulations - The County shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations, including Internal Revenue Code of 1986, as amended; the Treasury Department regulations thereunder; the Securities Act of 1933; and the Securities Exchange Act of 1934.

State Statutes- The County may contract indebtedness as provided for by Chapter 36.67.010 RCW and other applicable statutes. Indebtedness is subject to the limitations on indebtedness provided for in RCW 39.36.020(2) and Article VIII of the Washington State Constitution. Bonds evidencing such indebtedness shall be issued and sold in accordance with Chapters 39.46, 39.48, 39.50, and 39.53 RCW, as applicable. The County also may issue bonds and other obligations that are not “debt”, including revenue bonds and special assessment bonds under the various statutes authorizing the issuance of such obligations.

Local Rules and Regulations – The County shall issue and manage debt in accordance with the limitations and constraints imposed by local ordinances and resolutions.

Purpose, Type, and Use of Debt

The County may issue debt for any purpose authorized by state law. Long-term debt is used solely for financing the cost of design, acquisition and/or construction of capital projects defined in the capital projects plan, adopted by the Board of County Commissioners, or to refund outstanding

long-term debt. State statutes dictate what types of financing are available to the County depending on the type of project being financed. Bond Counsel shall be consulted during the course of any issuance of debt and consulted regarding the specific question of the debt types available to the County for financing the project under consideration.

● **Limited Tax General Obligation (LTGO) Debt**

LTGO debt is payable from regular tax levies and revenue and includes all types of obligations whether lease-purchase, financing contract, loans, bond or other payment obligations that are not limited to payment from a special enterprise fund. Rental leases are not considered debt, but financing leases are. LTGO debt is subject to statutory limitation of one and one-half percent of the County's assessed value.

LTGO debt will be used for general county purposes when a specified repayment source has been identified through new revenue sources, expenditure reductions, increased revenue base, or in the event of an emergency.

● **Unlimited Tax General Obligation (UTGO) Debt**

UTGO debt is payable from excess tax levies and is subject to voter approval. Any proposition for UTGO debt must be approved by sixty percent of the voters casting a vote at a qualifying election. Total UTGO debt (including limited and unlimited tax) is subject to a statutory limitation of two and one-half percent of the County's assessed value.

Unlimited tax debt will be used for county capital purposes when the project has broad approval by the County's residents, or the use of an excess tax levy is necessary for debt service payments.

● **General Obligation Debt- General Obligation Debt includes:**

- General obligation bonds (voted and non-voted), including bond anticipation notes which are to be paid off with the proceeds of the bonds.
- Warrants and registered warrants issued against the general (current expense) or other tax supported funds.
- Other obligations of the general or other tax supported funds, except for loan agreements (statutory limit only) with agencies of the state of Washington or the U.S.A. dated on or after April 3, 1987. (RCW 39.36.060 and 39.69.020).

● **Revenue Obligations**

Revenue obligations are used to finance construction or improvements to facilities of enterprise systems operated by the County in accordance with a system and plan of improvements. The enterprise systems must be an established system legally authorized for operation by the County.

There are no legal limits to the amount of revenue bonds the County can issue, but there are practical limits to the County's ability to repay obligations.

The County will not incur revenue obligations without first ensuring the ability of an enterprise system to consistently meet any pledges and covenants customarily required by investors in such obligations during the term of the obligation.

● **Assessment-backed Obligations**

Assessment-backed obligations are used to finance projects that will provide special benefit to properties in a localized area. The benefited properties are charged a special assessment based upon a formula developed to fairly reflect the benefit received by each property owner in the assessment district. There are detailed statutes for the formation of assessment districts and assessing property, which contain specific timeframes for notice and conducting public hearings.

The County may form County Road Improvement Districts (CRIDs), Local Improvement Districts (LIDs), or Utility Local Improvement Districts (ULIDs) upon petition of benefiting property owner(s), unless the County Commissioners determine to establish the districts by resolution.

The County Treasurer and the County Administrator will develop specific policies and procedures relating to financing assessment districts for recommendation to the Board of County Commissioners as mentioned in Section VI: Other Policies, subsection Improvement Districts.

● **Lease Purchase or Other Financing Contracts**

Lease purchase or financing contracts are payment obligations that represent principal and interest components for which the County receives the property after all payments are made. These represent general obligations of the County unless they have been structured as revenue obligations.

● **Local Option Capital Asset Lending (LOCAL) Program**

The LOCAL Program is available by the State Treasurer's Office. It is an expanded version of the state agency lease/purchase program that allows pooling funding needs into larger offerings of securities. This program allows local government agencies the ability to finance equipment needs and limited real estate projects through the State Treasurer's Office, subject to existing debt limitation and financial consideration. Equipment is defined as personal property with the general rule that the property is not permanently affixed to land or a building. Refer to Section VI: Other Policies, subsection Local Option Capital Asset Lending (LOCAL) Program for additional information.

● **Short-Term Obligations**

Short-term obligations will be used for the purpose of cash flow financing or to provide interim financing in conjunction with the development of a long-term financing plan. In no case will notes or other obligations be entered into for the purpose of funding deficits without prior development and review of a longer-term deficit-financing plan by the Finance Committee upon recommendation of the County Treasurer.

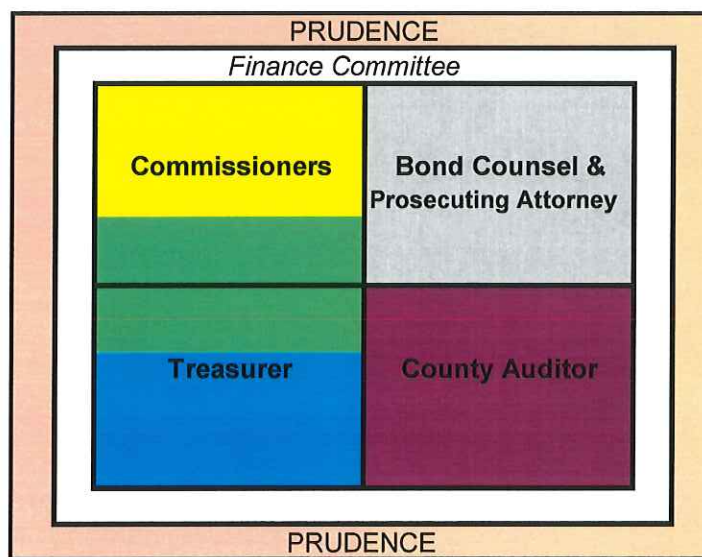
The use of short-term financing shall be evaluated by the County and compared with the cost of internal financing or interfund loans. All interfund loan resolutions will be reviewed by the County Treasurer to ensure that the appropriate reimbursable language is included, the correct fund numbers are used, and to develop the appropriate debt repayment schedule.

Limitation on Debt Issuance

Legal Debt Limits – For general obligation debt, constitutionally and statutorily, the County is limited to an indebtedness amount not exceeding a) 1 ½% of the value of the taxable property, without the assent of 3/5 of the voters voting at an election held for that purpose and b) 2 ½ % of the value of the taxable property, with the assent of 3/5 of the voters voting at an election held for that purpose (RCW 39.36.020). Debt limit compliance will be determined by the County’s chosen Bond Counsel before any issuance of debt. Bond Counsel shall provide a calculation reflecting the County’s compliance to the debt limitation and confer with the County Treasurer prior to debt issuance. The County Treasurer is responsible for supplying debt schedules (Schedules 9 & 10) for the County’s Financial Report.

Roles and Responsibilities

The Model serves as a quick reference key to the associated responsibilities of the multiple parties involved with the management of public debt. Each party is responsible for applying and promoting prudent fiscal practices in conjunction with all duties bestowed upon them.



Note: Color-Specific Quadrants Correspond to Applicable Bullets Listed Below

Board of Benton County Commissioners - The Board of Benton County Commissioners shall:

- Approve indebtedness;
- Approve appointment of independent financial advisor and bond counsel;
- Approve budgets sufficient to provide for the timely payment of principal and interest on all debt;
- Provide for the issuance of debt at the lowest possible cost and risk;

- Provide for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
- Approve the manner of sale of debt after advisement from the County Administrator and/or County Treasurer;
- In consultation with the County’s Prosecuting Attorney, financial advisor, and bond counsel, shall determine the most appropriate instrument for a proposed bond sale; and
- Monitor opportunities to refund debt and recommend such refunding as appropriate.

Board of Benton County Commissioners/County Treasurer - The Board of Benton County and County Treasurer shall:

- Provide for and participate in the preparation and review of offering documents; and
- Provide for the distribution of pertinent information to rating agencies.

County Treasurer – The County Treasurer shall:

- Comply with all Internal Revenue Service (IRS) and Securities and Exchange Commission (SEC) rules and regulations governing the issuance of debt;
- Provide for the timely payment of principal and interest on all debt; work in conjunction with the County Commissioners office and other departments for adequate cash flow to make bond payments; ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
- Distribute to appropriate repositories information regarding financial condition and affairs at such times and in the form required by law, regulation and general practice, including continuing disclosure undertakings made pursuant to SEC Rule 15c2-12;
- Maintain a current database with all outstanding debt; maintain debt service schedules; and provide the amounts needed for budgetary purposes to the commissioners’ office during the budget call;
- Prepare for the County Auditor’s office consideration of debt Schedules 9 & 10, Schedule of Long-Term Debt & Schedule of Debt Limitation, for reporting purposes;
- Make bond payments for all debt, county or district, and advise the district if there are not adequate funds to make bond payments; and

- Provide any necessary information required and requested by Bond Counsel; review and comment on draft versions of the County’s “official statement”; be provided with a copy of the closing documents and amortization schedules.

County Auditor – The County Auditor shall:

- Provide for the issuance of the County’s Comprehensive Annual Financial Report (CAFR); and
- Submit the County’s annual report to the State Auditor.

County Approved Bond Counsel/Prosecuting Attorney – The County’s chosen Bond Counsel shall:

- Determine the available debt capacity prior to debt issuance;
- Determine what legal types of financing are available;
- Develop the arbitrage certificate prior to each debt issuance that is intended to be tax-exempt.

Finance Committee – The Finance Committee shall:

- Approve the Debt Policy (RCW 36.48.070);
- Select the Underwriter to contract for the County’s bonds.

Ethical Standards Governing Conduct

The members of the County Finance Committee will adhere to standards of conduct set forth by local decree and state statute including:

- Public Disclosure Act (RCW 42.17A)
- Ethics in Public Service Act (RCW 42.52)
- The Finance Committee members will file a T1 report to the Public Disclosure Commission by April 15th every year pursuant to RCW 42.17A.570 (2)
- The Finance Committee members will file a F1 report to the Public Disclosure Commission by April 15th every year pursuant to RCW 42.17A.700

Section III. Professional Services

If it is determined to be in the best interest of the County, in the issuance of debt, the following professionals and other service providers may be used. The selection of financial and legal professionals to assist the County in order to carry out financing programs will be through contracts approved by the Board of County Commissioners.

Bond Counsel

All debt issued by the County shall include a written opinion by legal counsel affirming the County is authorized to issue the debt, and that all state constitutional and statutory requirements necessary for issuance have been met. The legal opinion and other documents relating to the issuance of debt will be prepared by nationally recognized private legal counsel with extensive experience in public finance and tax issues. Bond counsel will be appointed by the Prosecuting Attorney to serve as special prosecutor to the County. Bond counsel under contract with the County may not serve as underwriter's counsel on the same bond sale.

Financial Advisor

If determined by the County Finance Committee that it is in the best interest of the County to retain a financial advisor, the Finance Committee will select, with the Board of County Commissioners having the final approval, a financial advisor consistent with the County's general authority to contract. The financial advisor shall have comprehensive municipal debt experience, including debt structuring and pricing of municipal securities. The financial advisor shall not serve as underwriter for the County's bonds without first submitting written resignation as financial advisor, which clearly sets forth the firm's role relating to the bonds being issued. The financial advisor shall monitor the County's outstanding obligations and identify refunding opportunities.

Underwriter

For negotiated sales, an underwriter will be selected by the County Finance Committee, consistent with the County's general authority to contract, considering the type of issue, experience offered and other relevant criteria. The selection of underwriter may be for an individual bond issue, series of financings or a specified time period, as determined by the Finance Committee. The underwriter shall have sufficient capitalization and experience to serve as underwriter for the County's bonds.

Fiscal Agent

The County Treasurer shall use the State Fiscal Agent appointed by the State Treasurer for the County and its junior taxing districts for which the County Treasurer serves as treasurer. The County Treasurer may also serve as registrar for very small issues or those privately placed with investors at their sole discretion. Without prior written approval of the County Treasurer, the County or special purpose districts cannot obligate the County Treasurer to serve as registrar as provided in RCW 39.46.030.

Other Service Providers

Professional services such as verification agent, escrow agent, or arbitrage rebate analyst may be appointed by the County Treasurer and are considered incidental to the treasurer's role in the issuance of debt.

Section IV. Transaction-Specific Policies

Method of Sale

The County Treasurer shall determine the method of sale best suited for each issue of debt. When necessary to minimize the costs and risks of borrowing, the County will provide for the sale of debt by negotiating the terms and conditions of sale, including prices, interest rate, underwriting fees and other compensation. For any competitive sale of debt, the County will award the issue to the person or firm offering to buy the bonds at a price and interest rate that provides the lowest True Interest Cost.

Structure of Debt

Term of Financing - In no case will the term of any financing exceed the life of the asset being financed. In setting the term of debt, the County will attempt to balance the overall cost of financing with the annual payment burden. It is the goal of the County to establish a term of finance that ensures that the residents benefiting from the project are the ones who are paying over the life of the debt. The term will be structured consistent with a fair allocation of costs to current and future beneficiaries.

Refunding Obligations

The County Treasurer and/or County Administrator's office will monitor the County's outstanding debt and recommend issues for refunding as market opportunities arise. Debt shall be refinanced only for the purpose of achieving debt service savings, unless required to achieve specific debt management goals of the County. The County will not refinance debt for the purpose of deferring scheduled debt service, unless unique circumstances are present. The County is aware that refinancing for the purpose of deferring debt service may have an impact on its credit rating.

The County may purchase its bonds in the open market for the purpose of retiring the obligations, when cost effective. If an opportunity to refinance debt presents itself and timeliness is an important consideration, the County Treasurer, with the direction of the County Administrator, can seize the opportunity to refinance debt without going through the formal process of Board approval.

Per the Benton County Budget Policies and Procedures, Resolution 11-793 monies received from unanticipated revenue sources or opportunities may be used to accelerate debt repayment at the discretion of the Board of Benton County Commissioners. These monies shall be one-time and/or windfall revenue expectations that are not anticipated as steady revenue source for Benton County.

Section V. Communication & Compliance Policies

Reporting – State Auditor's Office

The Treasurer's office is responsible for preparing for the County Auditor's office consideration, the following debt related schedules for reporting purposes:

- (1) Schedule 9 Schedule of Liabilities; and
- (2) Schedule 10 Schedule of Limitation of Indebtedness

Reporting-Arbitrage Compliance

It will be the policy of the County to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the applicable laws. Because of the complexity of arbitrage laws, the County may contract for services to be done by a qualified firm, mainly for the purpose of performing the necessary calculations. The County Treasurer will budget for necessary funds to pay for these services and act as the liaison between the firm and the County.

Reporting-Municipal Securities Information Repositories

The County Treasurer will provide updated financial information and operating data and timely notice of specified material events to each nationally recognized municipal securities information repository, pursuant to its continuing disclosure undertakings with respect to SEC Rule 15c2-12.

Investment of Proceeds

The County shall comply with all applicable federal, state, and contractual restrictions regarding the investment of bond proceeds, including the County's Investment Policy. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of some invested funds as well as restrictions on the time period over which some bond proceeds may be invested.

Arbitrage Liability Management

Prior to any debt issuance, the County Treasurer shall be provided with a schedule that shows the expected timing and amount of expenditures to be made from the project fund. The County Treasurer will provide this schedule to Bond Counsel for use in developing an Arbitrage Certificate.

The County Treasurer will keep records of investment of bond proceeds and bond funds sufficient to develop calculations required for compliance with arbitrage and other tax law requirements. The County Treasurer may retain the services of a qualified professional firm to provide computations relating to potential rebate liability of the County.

The County Treasurer is not responsible for arbitrage and other tax law requirements for junior taxing or benefit assessment districts for which the County Treasurer serves as ex officio treasurer. No such district is authorized to obligate the County Treasurer in any way, relating to these requirements.

Disclosure Practices

Primary Market Disclosure - The County Treasurer will serve as the focal point for information requests relating to official statements to be used in the initial offering of the County's bonds or notes. The County Treasurer will request from relevant departments and offices, information required for disclosure to investors and rating agencies. Each department or office bears responsibility for the information provided for use in the County's official statements. The County Commissioners will be provided with a copy of the official statement for each issue of debt, and

the Chair of the Board will sign a statement attesting to the accuracy and completeness of the information therein.

Secondary Market Disclosure - The County Treasurer shall review any proposed undertaking to provide secondary market disclosure and advise the County Commissioners of any suggested changes in information or deadlines contained therein. The County Treasurer will provide secondary market disclosure annually if the County has contracted to provide any.

Bond Users Clearinghouse

The County shall ensure that the Bond Users Clearinghouse receives municipal bond information for all debt sold as provided by chapters 39.44.200 through 39.44.240 RCW and Chapter 365-130 WAC.

Legal Covenants

The County shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

Section VI. Other Policies

Accounting for Bond Proceeds

Each bond resolution will provide for establishment of funds and accounts, which will be designated in advance by the County Treasurer. Investment will be made only in accordance with the County's investment policy and procedures established by the County Treasurer.

Improvement Districts

The Treasurer's office is responsible for monitoring the County Road Improvement District's (CRID) *Guarantee Fund*, pursuant to RCW 36.88.220. The County Treasurer shall advise the Board of County Commissioners when the need to transfer funds may be necessary to establish and maintain a balance therein equal to at least five percent of the outstanding debt obligation. Such transfer should occur at least annually, or upon the issuance of new debt.

The Treasurer's office will monitor debt service funds and call CRID bonds when appropriate.

Financing of CRIDs require coordination between the County Administrator (representing both the Commissioners and Public Works) and the County Treasurer. Several Financing options are available for consideration:

- (1) Traditional CRID bond financed for 15 years, or less, with a 10% Guarantee Fund;
- (2) CRID bonds which are secured by a county funded "Contingent Liability Fund";
- (3) Private placement bonds with sophisticated investors (for higher default risk situations);
- (4) County issued limited tax obligation bonds; and
- (5) County issued CRID debt in the form of an interfund loan or registered warrants.

The County Administrator and County Treasurer (after consultation with the Bond Attorney) will make a recommendation to the Board of County Commissioners of financing options for the Board's consideration.

Local Option Capital Asset Lending (LOCAL) Program

The Local Program is available by the State Treasurer's office. It is an expanded version of the state agency lease/purchase program that allows pooling funding needs into larger offering of securities. This program allows local government agencies the ability to finance equipment needs through the State Treasurer's office, subject to existing debt limitations and financial consideration. Equipment is defined as personal property with the general rule that the property is not permanently affixed to land or a building.

The County Commissioners will provide the County Treasurer with each proposed resolution authorizing the acquisition of equipment and a financing contract prior to its consideration at a public meeting. The County Treasurer shall be provided with detail regarding the equipment, cost and financing term for any proposed contract. The County Treasurer will provide the State Treasurer with a notice of intent and application form and with a credit form for approval.

Debt and Capital Planning

The County develops a capital improvement plan that lists the capital projects and needs of the County for a multi-year period, generally six years, consistent with the period of the County's road plan. The plan includes a description of each project or need identified, projected cost and timing of capital expenditures over a multi-year period, and preliminary sources of funds identified for repayment. The plan is commonly updated with priorities reviewed biennially. Based upon the projects and/or priorities identified by the Board of Commissioners, the County Treasurer shall engage the Finance Committee to identify and develop a plan of finance and calendar of debt issuance. The County Treasurer shall make a recommendation to the Board of Commissioners for the financing needs identified.

Credit Objectives

Credit Ratings – The County's credit ratings are reflected in the CAFR on an annual basis. Current ratings can be obtained by the Treasurer's office.

In determining the County's credit rating for long term bonds, the County expects that the rating agency will consider:

- (1) The County's management, including qualifications and longevity of commissioners and other elected officials;
- (2) The financial condition of the County, including the amount of debt outstanding, payback period, direct and overlapping debt burdens, and debt management; and
- (3) Economic conditions in the County.

The County will seek to maintain the highest possible credit ratings for all categories of debt, without compromising delivery of basic County services and achievement of the County's policy objectives. It shall be the County's goal to maintain a long-term bond rating in the "A" category.

Consistent with maintenance of an "A" rating, the County shall maintain an undesignated balance in its general fund (or any related reserve fund that may be created for this purpose) reflected in the

County's budget policy. The County shall also dedicate resources to achieve or maintain certification awards including the Government Finance Officers Association Distinguished Budget Award and CAFR and Debt Policy Certification.

Additional polices intended to support the maintenance of the County's current ratings are contained throughout this debt policy and include:

- (1) Length of debt and payback goals;
- (2) Purpose, type and use of debt; and
- (3) Capital planning.

Credit Enhancement - For all bond issues, the County will evaluate whether it can achieve a debt service savings by obtaining municipal bond. Credit enhancement will only be used when the projected present value benefit is greater than the cost of insurance. The projected present value benefit will be determined by comparing the expected interest cost for the financing both with and without insurance, when discounted by the expected interest rate on the bonds. The County may purchase more than one bond rating for insured debt.

For negotiated sales of bonds, the County will pay the bond insurance premium from bond proceeds when a benefit is demonstrated following analysis.

For competitive sales of bonds, the County will make insurance available at the option and expense of bidders. Bidders may choose to purchase additional bond ratings at their own expense.

Restrictions on Private Business Use and Private Loans

The County Treasurer shall adopt procedures to inform the principal operating officials of those departments, including utility departments, of the County for which land, buildings, facilities and equipment are financed with proceeds of tax-exempt bonds about the restrictions on private business use that apply to that property after the bonds have been issued, and of the restriction on the use of proceeds of tax-exempt bonds to make or finance any loan to any person other than a state or local government unit.

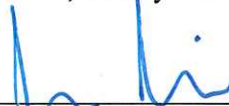
Records to be Maintained for Tax-Exempt Bonds

Written records (which may be in electronic form) will be maintained with respect to each County bond issue for as long as those bonds remain outstanding, plus six years after, unless otherwise permitted by future IRS regulations or other guidance. For this purpose, the bonds include refunding bonds that refund the original bonds and thereby refinance the property that was financed by the original bonds.

Approved and adopted this 18th day of September 2018, by the Benton County Finance Committee.



Kenneth H Spencer Jr
County Treasurer
Chairman, County Finance Committee

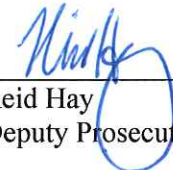


Jerome Delvin
County Commissioner
Member, County Finance Committee



Brenda Chilton
County Auditor
Secretary, County Finance Committee

Approved as to form:



Reid Hay
Deputy Prosecuting Attorney

Glossary of Terms

Arbitrage – The gain which may be obtained by borrowing funds at a lower (often tax exempt) rate and investing the proceeds at higher (often taxable) rates.

Arbitrage Certificate – A document executed by the issuer of tax exempt municipal securities at the time of initial issuance certifying as to various matters relating to arbitrage rules under federal income tax laws.

Bond Counsel - An attorney (or firm of attorneys) retained by the issuer to give legal opinion concerning the validity of the securities. The bond counsel's opinion usually addresses the subject of tax exemption. Bond counsel may prepare, or review and advise the issuer regarding authorizing resolutions or ordinances, trust indentures, official statements, validation proceedings and litigation.

Debt – Obligations payable from taxes.

Finance Committee – The County Treasurer, Chair of the County Legislative Authority, and County Auditor authorized to approve the County investment and debt policies and responsible for making appropriate rules and regulations for carrying out the provisions of RCW 36.48.010 through 36.48.070.

Financial Advisor – A consultant who advises an issuer on matters pertinent to a debt issue, such as structure, sizing, timing, marketing, pricing, terms, and bond ratings.

Fiscal Agent – Those banks or trust companies appointed by the state for the payment of bonds and any coupons issued as designated in RCW 43.80.110 and 43.80.120.

General Obligation Bond – type of municipal bond that is secured by a state or local government's pledge to use legally available resources, including tax revenues, to repay bond holders.

Limited Tax General Obligation (LTGO) Bond – A type of General Obligation debt issue, which requires a local government to levy a property tax sufficient to meet its debt service obligations but only up to a statutory limit. Generally, local governments already levy a property tax and can choose to use a portion of the property tax it already levies, use some other revenue stream, or increase its property tax by an amount equal to its debt service payments.

Local Option Capital Asset Lending (LOCAL) Program Debt – A lease/purchase program contracted with the office of the State Treasurer. This program allows local government agencies the ability to finance equipment needs through the State Treasurer's office, subject to existing debt limitations and financial consideration.

Qualifying Election – An election that has the number of voters equal to 40 percent of the number of voters who voted in the last general election.

Refunding - When an entity that has issued callable bonds calls those debt securities from the debt holders with the express purpose of reissuing new debt at a lower interest rate. In essence, the issue of new, lower-interest debt allows the company to prematurely refund the older, higher-interest debt.

Revenue Bond – A bond which is payable from a specific source of revenue and to which the full faith credit of an issuer with taxing power is not pledged. Revenue bonds are payable from identified sources of revenue, and do not permit the bondholders to compel a jurisdiction to pay debt service from any other source. Pledged revenues often are derived from the operation of an enterprise. Generally, no voter approval is required prior to issuance of such obligations.

Short Term Debt - Warrants, notes, capital leases, or other evidences of indebtedness, except bonds authorized by RCW 39.50.030.

Special Assessment Bond – Debt issue that finances a special public improvement that specially benefits property in a localized area and is repaid by special assessments charged to the benefited property.

True Interest Cost- An expression of the average interest cost in present value terms. The true interest cost is a more accurate measurement of the bond issue's effective interest cost and should be used to ascertain the best bid in a competitive sale.

Underwriter – The firm that purchases a securities' offering from a governmental issuer.

Unlimited Tax General Obligation (UTGO) Bond – A type of general obligation debt issue for which the local government is required to levy a property tax at whatever level is necessary (theoretically up to 100%) to recover a shortfall from taxpayer delinquencies. Often an unlimited-tax pledge must follow a voter authorization in which local residents agree to raise property taxes by an amount equal to debt service requirements over the life of the bonds. This feature provides the political advantage of voter affirmation of the use of the bonds and allows the local government to raise its property tax directly or find room in its budget to pay for debt service.

Benton County
Investment Policy



Benton County Finance Committee

Adopted July 16, 2013
Revised June 2, 2020

Benton County Investment Policy

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Benton County Investment Policy

I. Policy

It is the policy of the Benton County Treasurer (Treasurer) to invest public funds in accordance with all federal, state, and local governing statutes. The Treasurer will invest public funds in a manner that preserves capital and ensures the protection of investment principal, allows adequate liquidity, and achieves the highest investment return consistent with the primary objectives of safety and liquidity.

II. Scope

This investment policy applies to all financial assets held or controlled by the Treasurer other than trust fund assets held by third parties. These assets are accounted for in Benton County's Comprehensive Annual Financial Report (CAFR) and include, but are not limited to, General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Internal Service Funds, and Agency Funds. In addition, the Treasurer provides investment services for all County Governmental Agencies, except Cities, including School Districts, Fire Districts, Port Districts, Water Districts, Irrigation Districts, and other municipal corporations by inter-local agreement, hereafter referred to as Entities. This policy shall apply to any new fund created, unless specifically exempted.

III. Prudence

The Treasurer and authorized investment officers will perform their duties in a manner consistent with the standard of a "Prudent Person" as defined by RCW 43.250.040:

"In investing and reinvesting moneys in the public funds investment account and in acquiring, retaining, managing, and disposing of investments,..., there shall be exercised the judgment and care under the circumstances then prevailing which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not in regard to speculation but in regard to the permanent disposition of the funds considering the probable income as well as the probable safety of the capital."

Authorized investment officers acting in accordance with this policy and exercising due diligence shall be relieved of personal responsibility for credit and market risks encountered in the performance their investment duties. Due diligence requires timely reporting of material information from expectations and such other action to control adverse developments as may be possible in consideration of the particular circumstances and within other provisions of this policy.

IV. Objective

The primary objectives, in priority order, of investment activities shall be:

1. Safety

Safety of principal is the foremost objective of the investment program. Every investment shall be undertaken in a prudent manner, which seeks to ensure the preservation of capital in the overall portfolio (RCW 36.29.020). This objective seeks assurance that capital losses are minimized, whether from securities default, broker/dealer default, or erosion of market value. The County shall seek to preserve principal by mitigating the two types of risk, “credit risk” and “market risk”, in attaining this objective.

Credit Risk - Credit Risk will be mitigated by:

- Only purchasing securities that meet rating standards specified in this policy and state law
- Pre-qualifying the financial institutions, brokers/dealers and intermediaries with which the County will do business
- Diversification of the investment portfolio so that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- Conducting reviews as needed of credit exposure in the investment portfolios
- Reviewing the possible sale of a security whose credit quality is declining to minimize loss of principal

Market Risk - Market Risk will be minimized by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in short-term and intermediate securities.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to enable the County and Entities to meet all operating requirements, which might be reasonably anticipated.

3. Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and the cash flow characteristics of the portfolio.

The investment portfolio shall also consider investment constraints and liquidity needs. Return on investment is secondary to the safety and liquidity objectives described above.

V. Delegation of Authority

Authority to manage the Benton County Investment Program is derived from RCW 36.29.020, which delegates, in part, as follows:

- The Treasurer may invest funds in qualifying investments when authorized by the governing bodies of the relevant municipal corporations or by the Benton County Finance Committee
- Authorization of the Treasurer to invest any remaining funds in accordance with this Investment Policy

The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls and procedures to regulate the activities of all staff in investment matters to ensure compliance with this policy. The Treasurer shall recommend policy changes, as appropriate, to the Finance Committee and shall be responsible for implementing such policy and subsequent policy changes in a timely, prudent, and effective manner. No person may engage in an investment transaction, except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer gives authorization for the Investment officer to purchase investments with the approval of the Investment Advisor in the event that the Treasurer and Deputy Treasurer are not available for consent; also mentioned in section XVI. Internal Controls.

The Treasurer hereby delegates to the Investment Officer the responsibility for recommending any changes, deletions, additions to policy direction, enhancement of this policy, and internal control mechanisms or modifications of procedures. This individual's responsibilities will also include performing analytical assumptions for developing investment strategies consistent with economic, market, and liquidity factors to assist in guiding the investment activities, managing the portfolio, and ensuring that necessary tasks are performed to account for and safeguard all investments.

VI. Ethics and Conflicts of Interest

The Treasurer and Treasurer's Deputies involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Treasurer's Deputies shall disclose to the Treasurer any material financial interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. The Treasurer and Treasurer's Deputies shall refrain from undertaking personal investment transactions with the same individuals with whom business is conducted on behalf of the County.

The Finance Committee shall disclose annually to the Public Disclosure Committee any financial interests in institutions which funds were invested (RCW 42.17A.570).

VII. Authorized Financial Dealers and Institutions

Financial Brokers/Dealers:

Investment transactions will be conducted with those brokers/dealers recognized by the Federal Reserve, or registered with Financial Industry Regulatory Authority, Inc. (FINRA). The Investment Officer will recommend a list of financial brokers/dealers to the Finance Committee to approve, annually. The Treasurer shall maintain a list of financial brokers/institutions authorized to provide investment services.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the following, as appropriate, determined by the Treasurer:

- Audited financial statements
- Proof of FINRA certification
- Proof of registration with the State of Washington
- Certification of having read the County's Investment Policy
- Letter of Qualifications

Audited financial statements will be kept on file for each broker/dealer with which the County invests.

Financial Institutions:

Those financial banks that are qualified by the Washington Public Deposit Commission (RCW 36.29.020) may provide investment products to the County. These include Certificates of Deposits and Bank Deposits.

Investment Advisor:

The County may utilize a Registered Investment Advisor to effectuate trades on behalf of the County, after receiving approval. In these circumstances, the Investment Advisor may conduct business with their approved Broker/Dealers; so long as procedures are in place to review institutions at least annually. (Please see Investment Advisor, page 14.)

VIII. Authorized and Suitable Investments

RCW 36.29.020 provides authorization for the Treasurer to purchase various types of security instruments for the County and Entities. Listed below are authorized investments:

- US Treasury Bills, Notes or Bonds
- Washington State Local Government Investment Pool (LGIP)
- US Government Securities, including but not limited to:

- Federal Home Loan Bank (FHLB)
- Federal Home Loan Mortgage Corp (FHLMC)
- Federal National Mortgage Association (FNMA)
- Federal Farm Credit Banks (FFCB)
- Federal Agricultural Mortgage Corporation (FAMCA)
- Tennessee Valley Authority (TVA)
- Bankers' Acceptance, purchased on the secondary market with an A1/P1 rating
- Non-negotiable Certificates of Deposit (CD's) purchased with qualified depositories of the PDPC as defined by RCW 39.58.010(2)
- Commercial Paper purchased on the secondary market with a maximum maturity of 270 days and limited to no more than 3% of the portfolio per issuer. Commercial Paper must be rated with the highest short-term credit rating category of any two major NRSRO's (Nationally Recognized Statistical Ratings Organizations). If rated by more than two NRSRO's, it must have the highest rating from all of them. Securities with maturities longer than 100 days must also have an underlying long-term senior unsecured rating at time of purchase in one of the three highest ratings categories of a NRSRO
- Corporate Notes must be purchased on the secondary market and adhere to the following:
 - Maximum maturity of 5.5 years per issuer, and maximum duration of 3 years for the overall corporate note portfolio
 - Single issuers rated AA or better by all major rating agencies that rate the note shall not exceed 3 percent of the portfolio
 - Single issuers rated A or better by all the major rating agencies that rate the note shall not exceed 2 percent of the portfolio
 - Corporate Notes must be rated at least weak single-A or better by all the major rating agencies that rate the note at time of purchase
 - Issuers that are rated in the broad single-A category must not have a negative outlook at the time of purchase
- Supranational Securities with the United States being the largest shareholder at time of investment, including but not limited to:
 - International Bank of Reconstruction and Development (IBRD); also known as World Bank
 - Inter-American Development Bank (IADB)
 - International Finance Corp (IFC)
- General Obligation Bonds of the State of Washington or General Obligation Bonds of local governments within the State of Washington, which have one of the three highest credit rating categories from a nationally recognized rating agency.

Additional Allowable Alternatives:

1. In lieu of Registered Warrants, the Treasurer is authorized to make an investment that constitutes short-term loans to entities with a negative fund position. These loans will have an interest rate determined by the Treasurer using the County's current interest earning rate of the State Pool or the rate of the earliest maturing investment sufficient to cover the registered warrant amount, whichever rate is

highest. Also, the County will recoup any additional cost incurred (i.e. bank fees). The interest rates charged must be authorized by the entity.

2. In lieu of investing monies received from unanticipated revenue sources, other opportunities may be used to accelerate debt repayment at the discretion of the Board of Benton County Commissioners. Fees and other associated costs with early debt repayment will be analyzed before any action is taken. These monies shall be one-time and/or windfall revenue expectations that are not anticipated as steady revenues for the County.
3. Other investments as authorized by law, with the exception of Mortgage Backed Securities.

IX. Competitive Bidding Process

It will be the policy of the County to transact all security purchases/sales only through a formal and competitive process requiring solicitation of at least three bids and evaluation of offers. The County will accept the offer which 1) provides the highest rate of return within the maturity required and/or 2) optimizes the investment objectives of the overall portfolio. When selling a security, the County will select the qualified bid which generates the highest sale price.

It will be the responsibility of the personnel involved with each purchase/sale to produce and retain written records of each transaction. The records shall include the name of the financial institution solicited, the rate quoted, a description of the security, the investment selected, and any special considerations that had an impact on the decision. If the lowest priced security (highest yield) was not selected for purchase, an explanation describing the rationale shall be documented.

If the exact same security is not offered by all three dealers, it is acceptable to document the comparable offerings and rates at the time of purchase. An explanation describing the rationale for purchasing the security shall be documented.

X. Treasurer's Investment Pool

Pursuant to Benton County Resolution Number 09-222, 09-332 and RCW 36.29.022, the TIP is an investment option available to all entities who invest, by law, through the Treasurer and those public entities who sign Investment Services Agreements with the Treasurer. To participate in the TIP, a Participant must enact an ordinance or adopt a resolution and sign the Investment Services Agreement. Prior to investing any funds in the TIP, the Investment Services Agreement must be completed and submitted to the Treasurer.

Participants, where the Treasurer serves as Treasurer or ex-officio Treasurer, will have funds invested in the TIP on a next-day basis upon deposit by the Participant to the Treasurer's checking account.

Other Participants, for whom the Treasurer does not serve as Treasurer or ex-officio Treasurer, may either send funds via ACH or wire transfer to the Treasurer for investment.

Fees charged for investment activities related to the Investment Pool will be deposited into the Investment Pool (Fund Number 0109-101).

The TIP shall operate under the following guidelines:

- Purchase of Pool Shares (Also known as investments): Participants will invest monies in the TIP by purchasing shares by giving notice to the Treasurer. There are no minimum or maximum shares that must be purchased. The purchase price shall be one-dollar (\$1.00).
- Earnings: Interest earnings will be calculated on the accrual method, including amortization and realized gains and losses. Interest will be distributed to participants based on the pro-rata share of average daily balance of each participant. Interest for the current month will be credited on the first day of the following calendar month and will automatically be reinvested into principal investments.
- Should the dollar amount of the realized losses exceed the amount of realized gains and interest earned in a given month, the net negative earnings will be distributed to participants resulting in a pro-rata reduction in the fund balances for participants.
- Redemption of Shares- to provide for normal expenditures: Participants who redeem Pool shares for normal expenditures will receive one-dollar (\$1.00) per share. Withdrawals will be available one (1) day after the request is submitted.
- Redemption of Shares- to reinvest outside the TIP: Participants withdrawing one or more funds completely from the TIP to reinvest outside of the TIP shall receive one-dollar (\$1.00) per share, less costs associated with the transaction. Costs associated with the transaction include, but are not limited to wire fees, management fees and possible realized losses if they are created to meet the unforeseen liquidation of closing the funds.
- Participants withdrawing one or more funds completely from the TIP, wherein the value being redeemed equals or exceeds \$10 million, must provide ten (10) business days' notice prior to withdrawal.
- Investment Fee-TIP: The Treasurer charges participants an investment fee based on RCW 36.29.024. The investment fee is determined by the actual costs of managing the TIP and is set by the Treasurer. The Treasurer will establish an estimated fee annually that is calculated in basis points (e.g. 5 basis points equals .05%). The fee will be applied monthly to each participant on a pro-rata basis of total investments. The actual fee will be calculated based on the annual average balances and may fluctuate year to year due to changing balances and cost associated with managing the TIP. If at the end of the year, the Treasurer determines the estimated fees retained were higher than actual costs, the participants' funds will be credited with the difference.

- Investment Fee-Investments by Participants outside the TIP: The Treasurer charges entities an investment fee based on RCW 36.29.020. The investment fee charged for investments placed outside the TIP shall equate to five percent (5%) of earnings on the security with an annual maximum of fifty dollars on each investment transaction.

XI. Bond Proceeds

The County shall comply with all applicable sections of the Internal Revenue Code of 1986 Arbitrage Rebate Regulations and bond covenants with regard to investment of bond proceeds.

XII. Collateralization

Certain public fund investments of the County's Investment Portfolio shall be collateralized. In order to anticipate market changes and provide a level of security for these funds, the collateralization level on repurchase agreements will be 102% of market value of the principal plus accrued interest. Collateral shall be held in the safekeeping or trust department of a bank acting as a third-party custodian.

All investments requiring collateralization must either 1) be guaranteed by the Public Deposit Protection Commission of the State of Washington, or 2) have pledged collateral.

XIII. Safekeeping and Custody

All investment transactions shall be conducted on a delivery versus payment basis, which ensures that securities are deposited with the third-party custodian. Securities will be held in a custodial account by a third-party custodian designated by the Finance Committee and evidenced by safekeeping receipts. Non-negotiable CD's and investments in the LGIP are not handled on delivery versus payment basis and are exempt from this process. Some investments are monitored and settled through the Federal Reserve System in a book entry format, thus they are not specifically delivered. These book entry transactions are also monitored by safekeeping with corresponding safekeeping receipts.

XIV. Diversification

The purpose of diversification is to reduce the overall risk within the portfolio while attaining market average rates of return. Diversification is required to guard against over concentration of funds in a specific maturity or credit sector, as well as restrain the reliance on specific instruments and issuers.

The Treasurer is committed to ensuring that “safety of principal” is maintained as the foremost objective of the investment program. This commitment demands that preservation of principal mitigate two critical risks - credit and market.

The Treasurer will also diversify the investment portfolio so that the failure of any one issuer would not unduly harm the County's cash flow. See chart for reference:

Issuer	Total Fund	Issuer Constraint
Treasury	100%	
LGIP	100%	
U.S Agency Securities	100%	50%
Bankers Acceptances	10%	
CD's	50%	
Commercial Paper	20% (combined with corporates)	3%
Corporate Obligations	20% (combined with CP)	3% AA; 2% A
Supranational Obligations	20%	5%
Repurchase Agreements	20%	
Municipal Bonds (GO's)	10%	
Registered Warrants	10%	

XV. Maximum Maturities

Maturity Constraints	Minimum % of Portfolio
Under 30 days	20%
Under 1 year	30%
Under 5 years	100%
Weighted Average Maturity	3.0 years

Investments should be placed to meet the cash requirements of each fund or the TIP portfolio for which they are invested. Maturity of securities purchased should not exceed 5 years at the time of purchase, except when compatible with a specific fund's investment needs or portfolio needs, and then only with the approval of the Treasurer or Chief Deputy Treasurer. Market value fluctuations occur as changes in the general level of interest rates occur based on economic, social, and political trends of the times. It is recognized in this policy that a diversified portfolio may experience unrealized gains and unrealized losses, which must be considered by the County in its overall investment return.

XVI. Internal Controls

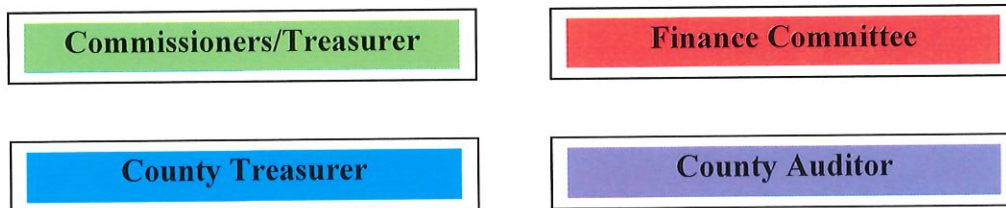
Internal Control is a management tool to ensure that a system of checks and balances exist for periodic review and compliance with existing policies and procedures.

The Treasurer shall establish and monitor a set of written internal controls designed to protect the County and Entities. Internal control procedures will include but not be limited to:

- The use of third-party custody safekeeping
- Details of delivery vs. payment procedures
- Authorization to purchase via Investment Advisor' approval in the event that the Treasurer and Deputy Treasurer are not available to consent
- The clear delegation of investment authority
- The separation of transaction authority from record keeping
- The use of objective criteria in selecting financial institutions/dealers authorized to provide investment services to the County
- The use of criteria in awarding investment sales and purchases

XVII. Roles and Responsibilities

The management of investing public funds requires the involvement of multiple parties of the County who are responsible for applying and promoting prudent fiscal practices. The following model serves as a quick reference key to the associated responsibilities that are necessary from various departments in the County.



Note: Color-Specific Quadrants Correspond to Applicable Bullets Listed Below

Board of Benton County Commissioners/Treasurer shall:

- Communicate and provide anticipated cash flow needs of the County, including acceleration of debt payments, to facilitate funds available for investment
- Establish the revenue budget for investment interest earnings.

The County Treasurer shall:

- Invest public funds in accordance with all federal, state, and local governing statutes
- Comply with IRC of 1986 Arbitrage Rebate Regulations and bond covenants with regard to investment of bond proceeds
- Establish and monitor a system of internal controls and procedures to regulate activities of all staff in investment matters and ensure compliance with existing policies and procedures
- Implement approved investment policy and subsequent policy changes
- Ensure proper accounting and reporting of investment transactions
- Present quarterly investment reports to the Finance Committee
- Prepare Schedules for the County's CAFR

- Be subject to an independent annual review by the Washington State Auditor
- Review and recommend policy changes as necessary

The County Auditor shall:

- Maintain the minutes of the Finance Committee meetings
- Disclose Schedules for the County's CAFR in accordance with Governmental Accounting Standards Board (GASB) requirements

The Finance Committee shall:

- Approve the Investment Policy (RCW 36.48.070)
- Designate third-party custodian for safekeeping custody account
- Annually disclose to the Public Disclosure Committee (PDC) any financial interests in institutions in which funds were invested (RCW 42.17A.570)
- Conduct quarterly meetings to discuss investment actions, activity, compliance, trends, issues, and proposed solutions
- Review/revise this policy at least annually. The Finance Committee will formally approve any changes to this policy

XVIII. External Controls

The Treasurer is subject to an annual independent review of its internal controls by the Washington State Auditor.

The market value of the portfolio will be calculated monthly by the custodian and/or authorized financial institutions.

XIX. Investment Advisor

The Treasurer may use an Investment Advisor to provide services that directly relate to the oversight of the investment program. The role of the Investment Advisor is to provide technical advice to the Treasurer and staff in managing the portfolio. Items the Treasurer may request the Investment Advisor to review include:

- Make specific recommendations to the investment strategy and investments.
- Provide a periodic review of internal controls, market analysis, portfolio analysis and reporting practices to make sure they are adequate and meeting best practice standards.
- Evaluate the Investment Policy and Procedures Manual for any updates or recommended changes.
- Provide a strategic quarterly report of the investment program.
- Buy and sell investment securities on behalf of the County. The County will provide approval on all transactions prior to the execution of the Investment Advisor.

XX. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a market average rate of return throughout budgetary and economic cycles; which will commensurate with investment risk constraints and cash flow needs.

The County's investment strategy is expected to respond to market conditions and financial forecasting.

For purposes of evaluating the County's investment performance, a benchmark comparison with the Washington State Pool has been established. Additionally, a market benchmark may be utilized to compare risk and return parameters of the investment program.

XXI. Reporting

The Treasurer shall require that the staff of the Treasurer's Office involved in the direct investing of public funds create and deliver a written report to the Treasurer on a monthly basis. The report shall document all actions of the investment portfolio. This report will show any trends, changes, or forecasts regarding activity of the portfolio.

The Treasurer will receive a written report on a quarterly basis reflecting the complete portfolio listings and the market value of each holding showing unrealized gains and losses.

Quarterly, a fully documented report indicating all actions and activity shall be provided to the Finance Committee. The report shall document compliance with all aspects of the investment policy and shall describe any trends, issues, and proposed solutions. In addition, the quarterly report will disclose the following:

- A complete portfolio listing at the end of each quarter
- The market value of each portfolio holding compared to book value
- Interest earnings
- A summary of portfolio by issuer
- Economic analysis Distribution of the portfolio by maturity sectors
- Performance report on a total return basis and compared to the benchmark
Calculation of NAV of the TIP

Minutes of all quarterly meetings will be maintained for historical auditing purposes by the Auditor's Office.

XXII. Finance Committee Membership and Purpose

Pursuant to state statute, the Finance Committee consists of the Treasurer as Chair, the Auditor as Secretary, and the Chair of the Board of County Commissioners. The Finance Committee shall approve the investment policy and shall make all appropriate rules and regulations to carry out the provisions of RCW 36.48.010 through 36.48.060. The Finance Committee meetings will be open to the public. Members of the Finance

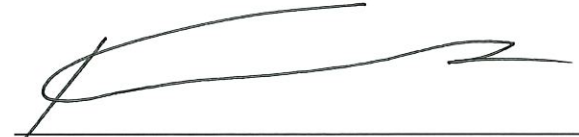
Committee shall adhere to RCW 42.17A.570 by disclosing the required information annually to the Public Disclosure Committee.

XXIII. Training and Continuing Education

The County strives for professionalism and accountability in the investment of its funds. In order to ensure the highest possible professional standards, as well as following WSACT (Washington State Association of County Treasurers) Best Practices recommendations, the County Investment Officer shall attend and complete 36 hours of continuing education programs for each 3-year reporting period.

XXIV. Investment Policy Adoption

Revised and adopted this 2nd day of June 2020 by the Benton County Finance Committee.



Kenneth Spencer
Benton County Treasurer
Chairman, Benton County Finance Committee



Brenda Chilton
Benton County Auditor
Secretary, Benton County Finance Committee



James Beaver
Benton County Commissioner
Member, Benton County Finance Committee

XXV. GLOSSARY

Agency	A debt security issued by a general or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally Sponsored Agencies (FSA's) are backed by each particular agency with a market security.
Agency Funds	A Fund used to account for assets held by a government as an agent for individuals, private organizations, other governments, and/or other funds; for example, taxes collected and held by a county for a fire district. The funds may be used for suspense, clearing or custodial purposes.
Arbitrage	The practice of taking advantage of a small price discrepancy in different markets by buying and selling securities simultaneously.
Bankers' Acceptance (BA's)	Bankers Acceptances generally are created based on a letter of credit issued in a foreign trade transaction. They are used to finance the shipment of commodities between countries as well as the shipment of some specific goods within the United States. BA's are short-term, non-interest-bearing notes sold at a discount and redeemed by the accepting bank at maturity for full face value.
Bond	A debt instrument issued by an entity for the purpose of raising capital.
Broker	An agent who handles the public's orders to buy and sell stocks, commodities or other property. Full-service brokers are those that provide a wide range of investment services, research, and advice.
Capital Gain	Capital gains are increases in the value of an investment or assets. There are two types of capital gains, realized and unrealized. A realized capital gain is an investment that has been bought and sold at a profit. An unrealized capital gain is an investment that has been bought, risen in value on paper, but has not been sold.
Capital Project Funds	Fund type used to account for financial resources to be used for acquisition or construction of major capital facilities (other than financed by proprietary funds and trust funds).
Cash Flow	The difference between income and expenses.
Certificate of Deposit (CD)	Usually offered by banks, CD's are short-term debt securities with maturity from a few weeks to several years. CD interest rates are generally considered conservative and the investment is considered low-risk. Market demand and competition establish interest rates.
Collateral	Anything of value (assets) pledged by a borrower to secure a loan from a lender.
Commercial Paper	Notes with Maturities ranging from 2 to 270 days issued by corporations and other borrowers to short-term investors.
Competitive Bid Process	A process by which three or more institutions are contacted via telephone or email to obtain interest rates for specific securities.
Comprehensive Annual Financial Report (CAFR)	The official annual report for a County. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

Corporate Notes	Debt securities that are issued by corporations; purchased on the secondary market. Corporate Notes are 10 years and in.
Credit Risk	The loss due to failure of the issue of a security.
Custodian	An organization or individual that holds in safekeeping the securities and other assets of an investor or investment company.
Dealer	A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.
Debt Service Funds	A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Formerly called a sinking fund.
Delivery vs. Payment (DVP)	There are two methods of delivery of securities: Delivery vs. Payment and Delivery vs. Receipt (also called free). Delivery vs. Payment is delivery of securities with an exchange of money for the securities. Delivery vs. Receipt is delivery of securities with an exchange of a signed receipt for the securities.
Diversification	The practice of spreading investment dollars over a variety of different investment types, issuers, or maturities to reduce the amount of risk in an investment portfolio.
Federal Agricultural Mortgage Corp (FAMCA)	Also known as Farmer Mac, is a stockholder-owned, publicly traded company that was chartered by the United States federal government in 1988 to serve as a secondary market in agricultural loans such as mortgages for agriculture and rural housing. The company purchases loans from agricultural lenders, and sells instruments backed by those loans.
Fannie Mae (FNMA)	Fannie Mae stands for Federal National Mortgage Association. This is a corporation that purchases mortgage backed securities and offers a variety of investments to the public, including its own stock, mortgage backed securities, debentures, and notes.
Federal Farm Credit Banks (FFCB)	The Farm Credit System is a federally chartered network of cooperatives and related service organizations that lends to agricultural producers, rural homeowners, farm-related businesses, and agricultural, aquatic, and public utility cooperatives in the United States. Federal oversight by the Farm Credit Administration is designed to provide for the safety and soundness of FCS institutions.
Federal Funds Rate	The rate of interest at which Fed Funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.
Federal Home Loan Banks (FHLB)	The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-à-vis member commercial banks.
Federal Home Loan Mortgage Corporation (FHLMC)	The FHLMC is a stockholder-owned corporation established by Congress in 1970 to provide a continuous flow of funds to mortgage lenders.
Financial Industry Regulatory Authority, Inc. (FINRA)	In the United States, the Financial Industry Regulatory Authority, Inc., or FINRA, is a private corporation that acts as a self-regulatory organization (SRO). FINRA is the successor to the National Association of Securities Dealers, Inc. (NASD). Though sometimes mistaken for a government agency, it is a private corporation that performs market regulation under contract with brokerage firms and trading markets. In 2007, the NASD merged with the New York Stock Exchange's regulation committee to form the Financial Industry Regulatory Authority, or FINRA. The NASD was a self-regulatory organization of the securities industry

responsible for the operation and regulation of the NASDAQ stock market and over-the-counter markets.

Generally Accepted Accounting Principles (GAAP)	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.
General Fund	The Fund used to account for all financial resources except those required to be accounted for in another fund.
Governmental Accounting Standards Board (GASB)	The authoritative accounting and financial reporting standard-setting body for government entities.
Government Finance Officers Association (GFOA)	The purpose of the Government Finance Officers Association is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and practices and promoting them through education, training and leadership. http://www.gfoa.org/
Interest Rate Risk	The risk of reinvesting returned principal at a lower interest rate. This risk is relevant to investments in fixed obligations such as bonds.
Internal Service Funds	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.
Liquidity	The ability to convert an investment back into cash. Active trading and trading by a large number of buyers and sellers make a security relatively liquid.
Local Government Investment Pool (LGIP)	The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.
Market Value	The value at which a security can be bought or sold at a given time.
Market Risk	The risk that investments will lose money based on the daily fluctuations of the market.
Maturity	The time when a security becomes due and at which time the principal and interest or final coupon payment is paid to the investor.
Net Asset Value (NAV)	Calculation determined by Market Value divided by Investment Value. Rising Interest rates will cause market values to decrease; therefore decreasing NAV.
Nationally Recognized Statistical Rating Organization (NRSRO)	A credit rating agency that issues credit ratings that the US Securities and Exchange Commission permits other financial firms to use for certain regulatory purposes.
Par Value	The face or stated value of a bond or stock.
Portfolio	Collection of securities held by an investor.

Premium	The amount by which a bond sells above its par value.
Primary Dealers	A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statement to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC), registered securities brokers-dealers, banks, and a few unregulated firms.
Public Deposit Protection Commission (PDPC)	The PDPC consists of the State Treasurer, as Chairman, the Governor, and the Lieutenant Governor. The Commission is empowered to request a qualified public depository to furnish information on its public deposits and the exact status of its net worth. The Commission is further empowered to take any action deemed advisable for the protection of public funds and to establish procedures for collection or settlement of claims arising from loss.
Qualified Public Depository	A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which is segregated, for the benefit of the commission, eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.
Rating	A grade assigned to a security or company (usually a bond) that is meant to indicate the issuer's ability to make interest and principal payments.
Rating Agencies	A company that rates the debt and preferred stock of issuers as to their likelihood of making timely interest and principal payments.
Registered Warrants	Allowable investment (RCW 39.59.020) of registered warrants issued by the County or entities within the County. These registered warrants may only be purchased with County funds and only when a district needs a short-term loan.
Revised Code of Washington (RCW)	The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force. It is a collection of Session Laws (enacted by the Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts. The official version of the RCW is published by the Statute Law Committee and the Code Reviser. http://apps.leg.wa.gov/rcw
Risk	The possibility of losing or not gaining value in investments. There are many kinds of risk, including Credit Risk, Economic Risk, Financial Risk, Inflation Risk and Market Risk.
Securities	Often used synonymously with the word stock, securities are investment instruments issued by corporations or government bodies or other entities that offer investors shares of ownership or a creditor relationship.
Securities Industry and Financial Markets Association (SIFMA)	An association that represents firms of all sizes in all financial markets in the U.S. and worldwide. SIFMA is committed to enhancing the public's trust and confidence in the markets, delivering an efficient, enhanced member network of access and forward-looking services, as well as premiere educational resources for industry professionals and the investors they serve. SIFMA was formed through a merger of the Bond Market Association and Securities Industry Association in 2006.

Special Revenue Funds	A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes.
Supranational Securities	International Development Institutions that provide financing advisory services, and/or other financial services to their member countries to achieve overall goal of improving living standards through sustainable economic growth. (AAA Rated)
Tennessee Valley Authority (TVA)	A government-owned corporation established in 1933 to develop the Tennessee River area. The company provides power to large industries and power distributors that serve consumers in seven southeastern states.
Treasury Obligations	Government backed securities with maturities of one to seven years, with interest paid every six months.

GLOSSARY

ACCOUNTING PERIOD – A period of time at the end of which, and for which financial statements are prepared.

ACCESS – Washington Central Computerized Enforcement Services System

ACCRUAL BASIS – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash receipts or disbursements.

ALLOCATION – A component of an appropriation earmarking expenditures for a specific purpose and/or level of organization.

ANNUAL BUDGET – A budget applicable to a single fiscal year.

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 expended.

APPROPRIATION RESOLUTION – The means by which appropriations are given legal effect.

ASSESSED VALUATION – A valuation set upon real estate 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 purposes of taxation.

ASSETS – Resources owned or held by a government, which have monetary value.

BARS – The system of budgetary accounting and reporting including a chart of accounts and accounting procedures prescribed by the Washington State Auditor for local governments.

BASIS OF ACCOUNTING – Refers to when the revenue and expenditures or expenses are recognized in the accounts and reported in the financial statements. The modified accrual basis is followed in the General, Special Revenue, Debt Service, Capital Project and Agency funds. Under this method revenue is recorded when susceptible to accrual, i.e. both measurable and available. Expenses are recorded when incurred. The accrual basis is followed in Enterprise and Internal Service funds. Under this method revenue is recognized when earned and expenses are recorded when incurred.

BOCC – The Board of County Commissioners. The three elected officials who comprise the legislative branch of County government.

BOND – A written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity dates(s)) together with periodic interest at a specified rate.

BUDGET – A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET BASIS – The budget basis is substantially the same as the basis of accounting. However, depreciation is not recognized as a budget expense. Salaries and wages are budgeted as if incurred for the full year and accrued leave is not budgeted for.

BUDGET DOCUMENT – The instrument used by the budget-making authority to present a comprehensive financial program to the appropriate body.

BUDGET MESSAGE – A general discussion of the proposed budget, as presented in writing, by the budget-making authority to the legislative body.

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 in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenues.

CAPITAL BUDGET – A plan of proposed capital outlays and the means of financing them.

CAPITAL OUTLAY – Fixed assets which have a value of \$5,000 or more and have a useful economic lifetime of more than one year.

CAPITAL PROJECTS FUND – A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

CAFR – Comprehensive Annual Financial Report. The annual financial report of the County that encompasses all funds and component units of the County.

CALEA - Commission on Accreditation of Law Enforcement Agencies. A Commission that developed a set of law enforcement standards; and established and administered an accreditation process through which law enforcement agencies demonstrate voluntarily that they meet professionally-recognized criteria for excellence in management and service delivery.

CASA – Court Appointed Special Advocates. An Association that supports and promotes court-appointed volunteer advocacy for abused and neglected children so that they can thrive in safe, permanent homes.

CASH BASIS – A basis of accounting under which transactions are recognized only when cash is received or disbursed.

CPL – Concealed Pistol License

DEBT LIMIT – The maximum amount of gross or net debt, which is legally permitted.

DEBT SERVICE FUND – A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DEFICIT – The excess of liabilities of a fund over its assets.

DEPARTMENT – Basic organizational unit of government which is functionally unique in its delivery of services.

DEPRECIATION – Expiration in the service life of fixed assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence.

DIVISION – The organizational component of a department. It may be further subdivided into programs and program elements.

DOL – Department of Licensing

ENCUMBRANCE – Commitments related to unperformed contracts for goods or services.

ENDING FUND BALANCE – The fund equity of a governmental fund or trust fund at the end of the accounting period.

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 financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service and capital outlays.

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

FASB – Financial Accounting Standards Board. An authoritative independent organization in the private sectors whose mission is to establish and improve standards of financial accounting and reporting.

FISCAL YEAR – A twelve-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FIXED ASSETS – Assets that are intended to be held or used for a long term, such as land, buildings, improvements, machinery and equipment.

FUND – A fiscal and accounting entity with a self-balancing set of accounts for 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 fund equity of governmental funds and trust funds.

GAAP – Generally Accepted Accounting Principles. Uniform minimum standards of, and guidelines to, financial accounting and reporting. They govern the form and content of the basic financial statements of an entity.

GAL – Guardian ad Litem. An individual appointed by the court to represent the best interests of a child or incapacitated person involved in a case in superior court.

GASB – Governmental Accounting Standards Board – The authoritative accounting and financial reporting standard-setting body for governmental entities.

GENERAL FUND – The fund used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS – Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GIS - Geographical Information System. A computer system capable of capturing, storing, analyzing, and displaying geographically referenced information; that is, data identified according to location. Practitioners also define a GIS as including the procedures, operating personnel, and spatial data that go into the system.

GOVERNMENT FINANCE OFFICERS ASSOCIATION – GFOA is a professional association of state/provincial and local finance officers in the United States and Canada.

GOVERNMENTAL FUND TYPES – Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities, excepting those accounted for in proprietary funds and fiduciary funds.

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

INTERFUND TRANSACTIONS – Transactions between funds of the same government.

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.

LEOFF – Law Enforcement Officers and Fire Fighters. Retirement program designed for law enforcement officers and fire fighters.

LEVY – The total amount of taxes, special assessments or service charges imposed by a government.

LIMITED TAX GENERAL OBLIGATION BONDS (LTGO) – The Board of County Commissioners may, by resolution, authorize the issuance of limited tax general obligation bonds in an amount up to 1.5 percent of the assessed valuation of all taxable property within the County without a vote of the people.

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. 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) inventories of materials and supplies which may be considered expenditures either when purchased or when used, (2) prepaid insurance and similar items which need not be reported, (3) 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.

NCIC – National Crime Information Center

OPERATING TRANSFER – All interfund transfers other than residual equity transfers.

OPERATIONAL AUDIT – Examinations intended to assess (1) the economy and efficiency of the audited entity’s operations and (2) program effectiveness to the extent that program objectives are being obtained.

ORDINANCE – A formal legislative enactment by the governing board of a municipality.

ORIGINAL ADOPTED BUDGET – The budget as originally enacted by the Board of County Commissioners in the preceding December.

PROGRAM – A group of activities related to a single policy concern, goal or dimension which overrides organizational lines.

PROPRIETARY FUND TYPES – Funds used to account for a government’s ongoing organizations and activities that are similar to those often found in the private sector.

RCW – Revised Code of Washington. The codification of the laws of the State of Washington.

REAL ESTATE EXCISE TAX – A tax levied on all real estate sales, measured by the full selling price including the amount of any liens, mortgages and other debts given to secure the purchase.

REFUNDING BONDS – Bonds issued to retire outstanding bonds.

RESERVE – An account used to segregate a portion of the fund balance to indicate that it is not available for expenditure; an account used to segregate a portion of fund equity as legally set aside for a specific future use.

RESOLUTION – A special or temporary order of a legislative body which is less formal legally than an ordinance.

REVENUE FORECAST – A projection into future periods of the amount of revenue to be received.

REVENUES – The increase in governmental fund types net current assets. Also, the increase in proprietary fund types net total assets from other than expense refunds, capital contributions or residual equity transfers.

RMS – Records Management System. The system used to maintain records related to law enforcement cases.

SCOMIS – Superior Court Management Information System. The system used to manage and report Washington’s Superior Court cases.

SMMS – Spatial Metadata Management System. Computer system capable of creating, editing, and querying the metadata which describes spatial data, and manage common metadata content via a relational database.

SPATIAL DATA - Information about the location and shape of, and relationships among, geographic features, usually stored as coordinates and topology.

SPECIAL REVENUE FUNDS – Funds used to account for resources, which are designated to be used for specified purposes.

TABULAR DATA – Data that consists of attribute tables that define the parameters of the map features.

UCR – Uniform Crime Reporting. Used to receive reliable, uniformed crime statistics for the nation.

UNFUNDED MANDATES – Requirements placed on local governments by state or federal governments to do some action for which no funding source is provided to meet the new required expense.

WACIC – Washington Crime Information Center. A center that provides current information on wanted/missing persons; stolen/impounded/abandoned vehicles and vehicle parts; stolen/pawned/recovered articles; stolen/missing and recovered guns; restraining orders (both domestic violence and anti-harassment); and license investigations in Washington State.

WSP – Washington State Patrol