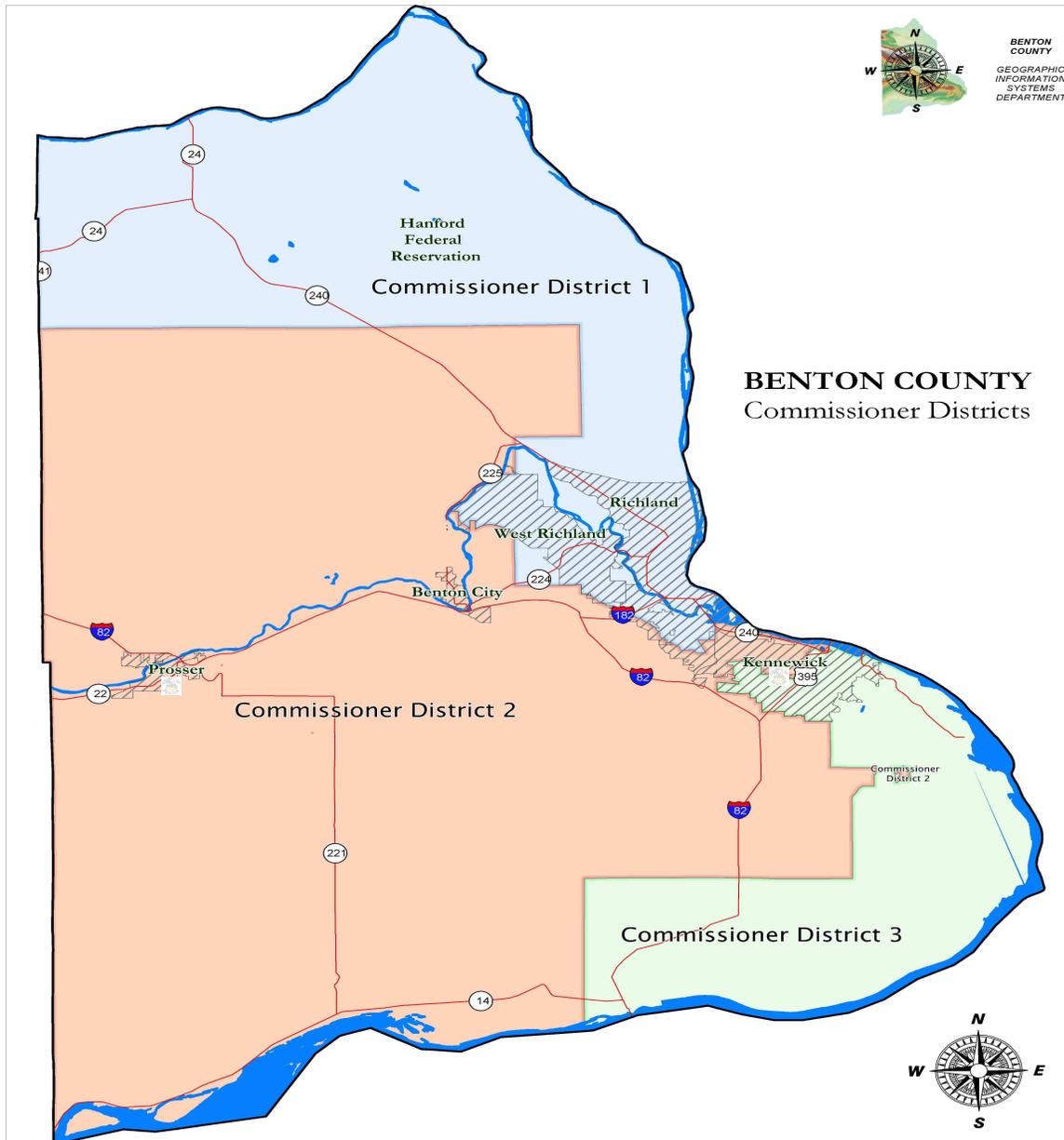


Benton County

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Benton County, Washington 2011 - 2012 Final Budget

General Information, Budget at a Glance,
Summaries, Long Term Debt,
Capital Planning and Budget Ordinance,
General Fund Departments

Benton County

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Benton County 2011 - 2012 Final Budget



Prepared by the

County Administrator
David A. Sparks

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Benton County

Washington

For the Fiscal Year Beginning

January 1, 2010

A handwritten signature in black ink, appearing to be 'H.R.' followed by a flourish.

President

A handwritten signature in black ink, appearing to be 'Jeffrey R. Emery'.

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Benton County, Washington for its annual budget for the fiscal year beginning January 1, 2010. 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 one year 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

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Benton County Officials

Elected Officials

Commissioners

District 1
District 2
District 3

Leo M. Bowman
Shon Small
James R. Beaver

Judges

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

Craig Matheson
Cameron Mitchell
Carrie Runge
Bruce Spanner
Robert Swisher
Vic VanderSchoor
Joseph M. Burrowes
Katharine A. Butler
Robert Ingvalson
Dan Kathren
Terry Tanner, Jr.

Assessor

Barbara Wagner

Auditor

Brenda Chilton

Clerk

Josie Delvin

Coroner

John Hansens

Prosecuting Attorney

Andy K. Miller

Sheriff

Steven Keane

Treasurer

Duane Davidson

Appointed Officials

County Administrator
Deputy County Administrator
Human Services Administrator

David A. Sparks
Loretta Smith Kelty
Ed Thornbrugh

Benton County

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Benton County

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Executive's Letter of Transmittal



**Benton County
Commissioners' Office**

Prosser County Courthouse
620 Market Street
Prosser, WA 99350



January 4, 2011

The Honorable Board of County Commissioners:

Enclosed is the 2011 - 2012 Benton County Budget Award Book for the beginning of January 1, 2011 and ending December 31, 2012. In accordance with the Benton County Budget Policy, I proposed a 2011 - 2012 budget to the County Board of Commissioners on November 2, 2010. On November 29, 2010 the County Board of Commissioners adopted the 2011 - 2012 budget in open session.

The resources in 2011 - 2012 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."

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 is the first biennial budget the County has prepared. The County moved to biennial budgeting as a means to become more efficient and forward thinking. This budget is intended to keep the County fiscally sound and maintain current service levels.

The 2011 – 2012 final budget is made possible because Benton County has financially sound practices; strong financial management; and has maintained a conservative budgeting approach during the past several years. However, there are several federal, state, and local economic factors impacting the County. In September 2010, the Governor issued Executive Order 10-04, which was a 6.3% across the board reduction. At this time, Benton County is unaware of the overall impact these reductions will have, but the County expects the Benton Franklin Human Services (Crisis Response and Detox) Department, along with other departments, to see a decrease in state funding. Interest rates remain at an all time low, which has had a huge financial impact to the 2011 – 2012 projected interest revenue. New housing and construction remain below average and the sales tax revenue outlook is uncertain with the economic stimulus money scheduled to run out by September 2011. With economic uncertainty at the federal and state levels, Benton County is tasked with matching the growth in demand for services with little to no increase in revenue.

THE BUDGET IN BRIEF

Total budgeted revenues for 2011 - 2012 totaled \$246 million. This is approximately \$2 million more than, or a 0.82% increase over two times the 2010 original budget. General Fund budgeted revenues for 2011 - 2012 totaled \$109 million. This is approximately \$5.4 million more than, or a 5.21% increase over two times the 2010 original budget. The major portion of the General Fund revenue increase is intergovernmental revenue and retail sales and use tax. In 2011, the County will receive approximately \$600k - \$700k for the Hanford Area Northwest Energy Plant refueling. However, the intergovernmental revenue may be overstated. Benton County was notified, after the budget was approved, that the City of Olympia will not be renewing their jail contract for 2011. If an additional jail contract cannot be secured, the General Fund intergovernmental revenue will decrease by \$1 million over the next two years. The property tax increase is due to prior year new construction. Due to the economic uncertainty, the Board of Commissioners decided that it is in the best interest of the Citizens of Benton County not to increase the 2011 regular property tax revenue from the previous year.

Total budgeted expenditures for 2011 - 2012 are \$269.3 million, approximately \$17.3 million less than, or a (6.04%) decrease over two times the 2010 original budget. The General Fund budgeted expenditures for 2011 - 2012 totaled \$109 million, approximately \$5.8 million more than, or a 5.62% increase over two times the 2010 original budget. General Fund increases included the following: increasing healthcare costs; escalating retirement costs; employee cost-of-living adjustments; and funding adult and juvenile drug court on a year-to-year basis. The Commissioners also maintained the budget policy of no increases in staffing without an associated revenue source.

The estimated beginning fund balance for all funds for 2011 - 2012 is \$69.5 million. The General Fund's estimated beginning balance is \$7.1 million that represents excess revenues and lapsed appropriations from previous years. A portion of the General Fund balance is 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, but the County maintains 13%.

The impacts of the economic recession on Benton County's 2011 - 2012 budget have been marginally diminished due to one of our continual goals, "*avoid creating future unsustainable obligations rather than cut when costs inevitably exceed revenues*". It has been our diligence to this goal in the past that has prevented large reductions in our current staffing and service levels in the 2011 - 2012 budget. The County is striving to find innovative ways to maintain service levels with minimal new hires. For example, Human Services will be relocating their office to the unused portion of the Health District building in 2011. The County, Human Services, and the Health District all save money with this relocation. The County will no longer have to pay rent for the unused portion of the Health District building; Human Service's rent will be reduced and remain stable for the next 15 years; and the Health District will see a reduction in their operating and maintenance cost.

MAJOR ISSUES

There are several major issues that affected the development of the 2011 - 2012 budget. These issues may influence how the County provides future services.

State Conditions and Decisions:

Some notable conditions and decisions in Washington State that may affect the future financial condition of Benton County government include but may not be limited to:

Referendum 47 - passed by Washington State 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.

Initiative 695 - passed by Washington State voters in 1999; repeals the state motor vehicle, travel trailer, and camper excise tax; instituted a base annual registration fee of \$30. Although this initiative was later ruled unconstitutional by the courts.

Initiative 747 - passed by Washington State voters in 2001; limits the increase in property tax growth to 1% per year plus new construction. On November 8, 2007, the State Supreme Court affirmed a lower court ruling that Initiative 747 was unconstitutional.

House Bill 2416 - On November 29, 2007 the legislature met in emergency session and amended RCW 84.55.005 and RCW 84.55.0101 to limit the increase in property tax growth to 1% plus new construction.

Substitute Senate Bill 2089 - Streamlined Sales Tax Bill - effective July 1, 2008; adopts destination-based sourcing. Sales tax is to be allocated on the basis of the destination of the sale rather than where the sale was made. States receive payments from firms that have volunteered to collect and remit sales taxes even though they are not required to do so by law.

State Budget Shortfall and Cuts - In September 2010, the Governor issued Executive Order 10-04, which was a 6.3% across the board reduction. At this time, Benton County is unaware of the overall impact these reductions will have, but the County expects the Benton Franklin Human Services (Crisis Response and Detox) Department, along with other departments, to see a decrease in state funding.

State Conditions and Decisions Continued:

Changes in legislation, court interpretations and State funding declines have significant financial and service delivery implications for Benton County's government. Benton County, as an agent of the State on the local level provides many services on behalf of the State, including the criminal justice system, elections, property tax assessment and collection. The State also controls the taxing authority of the County, and in a large part, the services the County is required to provide. All too often, new legislation mandates an increase in service delivery or a program, with either limited resources or a funding source that is unsustainable. Some of the State's mandated and funded Benton County services and programs such as Public Defense are no longer being funded by the State, therefore leaving the County little choice but to cut services and dismantle programs. For example, costs have increased for high profile cases for indigent public defense representation, such as aggravated murder. Benton County applies for cost reimbursement for these high profile cases from Washington State Office of Public Defense. However, at times this funding source has been depleted from other high profile cases. Since Benton County's Office of Public Defense is part of the General Fund budget, any cost increases cause service or program cuts in another department.

Finally, state and federal governments are reducing core services and programs for County citizens in the areas of public health, drug abuse and mental health disabilities. Public Health has seen a decline in State funding yet the need for services continue to grow. These reductions cause an increased demand for Benton County to provide services such as mental health court, inmate mental health treatment, and adult and juvenile drug court. Also, gang violence and drug abuse continues to impact citizen safety, law enforcement, justice system, and mental health and social services.

Property Tax

Property Tax is roughly 33% of the General Fund revenue and is the primary revenue source for Benton County. The County continues to contend with the impacts of voter-approved restrictions on revenue growth, such as the limitation in property tax revenue growth of 1% annually plus the increase from new construction (Initiative 747), even though required services continue to expand. In 2010, the County saw a slight increase in new housing and construction, yet revenue remains well below average. With the County taxpayers feeling the recession related impacts, the Board of Commissioners elected to not enact a 1% increase for the 2011 taxes.

Sales and Use Taxes

Sales and use taxes are roughly 13% of the General Fund revenue and is Benton County's second largest source of tax revenue. With the adoption of SSB 5089 Streamlined Sales Tax, Washington retailers delivering goods to customers in Washington can start collecting sales tax based on where the customer receives the merchandise or the "destination" of the sale. The full impact of Streamlined Sales Tax is yet to be realized due to the status of "volunteer compliance." The sales and use tax revenue outlook is uncertain with the economic stimulus money scheduled to run out by September 2011.

Sales and Use Tax Continued

Benton County's sales tax rate is 8.3% of which 6.5% goes to the State, and 1.8% remains with the County. In November 2008, Benton County Proposition 1- 2/10 of 1% local option sales tax (Criminal Justice Tax) was put on the ballot. This sales tax would have provided a funding source for additional criminal justice services. Voters denied the passing of the optional sales tax increase, and the opportunity to build a sustainable and dedicated funding source for increased criminal justice services.

Employment

Budget uncertainty with the U.S. Department of Energy (DOE) Hanford Site cleanup adds to the difficulty of projecting levels of Hanford economic activity and employment. Hanford employment, a mainstay of the regional economy increased in 2009 when the Hanford Site received \$1.96 billion in federal American Recovery & Reinvestment Act (ARRA) money. As the ARRA money is spent down, the future unemployment rate in the County may be negatively impacted. The growth of the health care industry, wine industry and agricultural processing, Pacific Northwest National Labs and private sector research in energy and biotechnology are expected to offset the impact of Hanford future reductions. Uncertainty continues to affect the DOE budget for construction of the Waste Treatment Plant vital to the planned Hanford cleanup activities.

Benton County is viewed as a desirable employer with strong, attractive benefit, health care and retirement plans. Prior and current constraints on hiring employees without an associated revenue stream have created increasing department demand for additional staff. The County is striving to find innovative ways to maintain service levels with minimal new hires.

Increase in Efficiencies

During the building of the 2011 - 2012 final budget, the goal was to avoid creating future unsustainable obligations rather than cut when costs inevitably exceed revenues. The focus was on reprioritizing existing services and on using current revenues to maximize benefits to our growing County. The Board of Commissioners again directed the departments to increase efficiencies as the most expensive obligation that the County routinely assumes is hiring new employees. We asked departments to investigate staffing internal controls, effectiveness of operations and reduction of waste. We asked they evaluate tasks to reduce duplication, improve workflow, and eliminate unnecessary tasks. We asked they review records maintenance procedures to ensure records are readily available, adequately protected, and only necessary records are retained.

Computer Hardware and Software

An annual challenge is the balancing of the need for computer capital versus additional staffing. We analyze how the implementation of advanced software may reduce the need for additional staffing. We strive to maintain efficiencies through updating our software systems and improve website access to the citizens of Benton County. In October of 2010, Benton County hired a

consulting firm to do an information technology strategic plan and infrastructure evaluation. We are currently awaiting the results of the analysis and therefore the 2011 - 2012 adopted budget has minimal new computer and hardware purchases.

LOOKING AHEAD - 2011 AND BEYOND

Economic Development

Benton County is active in community and economic development activities aimed at producing a stable, diversified, and sustainable local economy that is not overly-dependent on any one industry. The broad swath of "economic development" functions are primarily carried-out by the Board of Commissioners and their project management staff. While the scope is both urban and rural, and is generally county-wide and regional; particular attention is paid to unincorporated or smaller communities in the west and south of the county.

The economy of Benton County and the Tri-Cities area was generally a two-headed animal during the 20th Century -- agriculture and Hanford. Those two engines shaped the community. Both of these sectors are transitional and are changing over time. The County actively works with its partners to build on our agriculture and Hanford foundations, diversifying the investment and employment base of the community by building the tourism, transport, research, and retail sectors.

Benton County does not have a large, dedicated "economic development" budget or staff, and prefers to work with policymakers and through independent partners who specialize in the field. The County contracts with various economic development organizations throughout the Tri-Cities area, and is in active consultation with state legislators and the Congressional delegation.

Examples of projects in support of economic development in which Benton County is actively engaged include: infrastructure planning and development; land use planning; tax increment financing and other financial leveraging tools; and water supply, rights, and conveyance.

Capital Facilities & Improvements

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. While the Commissioners have identified funding for most of the projects in the CIP, there remains approximately \$36,350,440 of funding needed and the sources are unknown (see pages 130 - 134 for a complete list of either wholly or partially unfunded projects).

While there are many projects in the CIP, the Board of Commissioners' are aware of the economic condition of the state and country and have put non-essential projects on hold. However, major projects included in the CIP are a potential renovation to the Prosser Courthouse (dependant upon grant application being approved), Piert Road in Finley, upgrading the electronic HVAC system, and upgrading the card reader system in the Justice Center.

Uncertainties

A number of uncertainties surrounding these projections could alter the annual outcome during the forecast period.

Increasing Public Defense Costs:

Public defense representation for the indigent costs on high profile cases such as a death penalty case continues to increase.

Assessed Value:

If property value growth slows, or new building activity drastically declines again, tax revenue could be negatively affected. Additionally, the inability to obtain home financing and decreased consumer confidence could negatively impact assessed value.

Property Tax Collection:

The increase in delinquent tax payment or foreclosures may affect the timing of receipt of tax revenue. If real estate new construction continues to be below average, future increases in property tax revenue will be lower.

Sales Tax:

A prolonged economic recession and employment uncertainty may impact sales tax revenue beyond present predictions.

CPI - Consumer Price Index:

The CPI is pertinent to the County in several areas. The County pays for supplies and services that may increase due to a high CPI. The union contracts for Benton County are tied to the CPI index. An increase in the CPI may generate wage increases and thus budget increases.

State Budget:

The State budget crisis has an indirect and a direct effect, as felt in 2009 and 2010, on local government. The State has already announced 6.3% across the board reductions per Executive Order 10-04 and additional cuts may be coming. Future State funding, such as grants, may be decreased or eliminated.

Labor Contracts:

Benton County has eleven labor contracts, of which, nine have openers for wages and benefits being negotiated in 2011 that will affect the 2011 - 2012 budget and future budgets. The CPI approved in the contracts is an important variable as it alters the cost of living (COLA) increases. The 2011 - 2012 budget currently contains a 1.5% COLA (for 2011 and 2012) for labor contracts (except Public Works and Bi-County).

Federal Stimulus Money:

The Department of Energy Hanford Site received \$1.96 billion in federal ARRA money, which has generated a short-term demand on County services with a small increase to retail sales and use tax. However, there are several unknowns as the federal ARRA money is scheduled to run out by September 2011.

As the County continues to grow in population, it will face challenges in both its short and long term plan development especially in times of economic slowdown. These changes will increase demands on services, revenues, infrastructure, wages and employment. This will continue to challenge Benton County in relation to growth, services, and issues related to cost-of-living. This must be kept in balance with revenue rates, debt issuances, and cost of services provided to the citizens. However, I believe Benton County will meet those challenges in the future because of our financially sound practices; strong financial management; and conservative budgeting approach.

Respectfully,



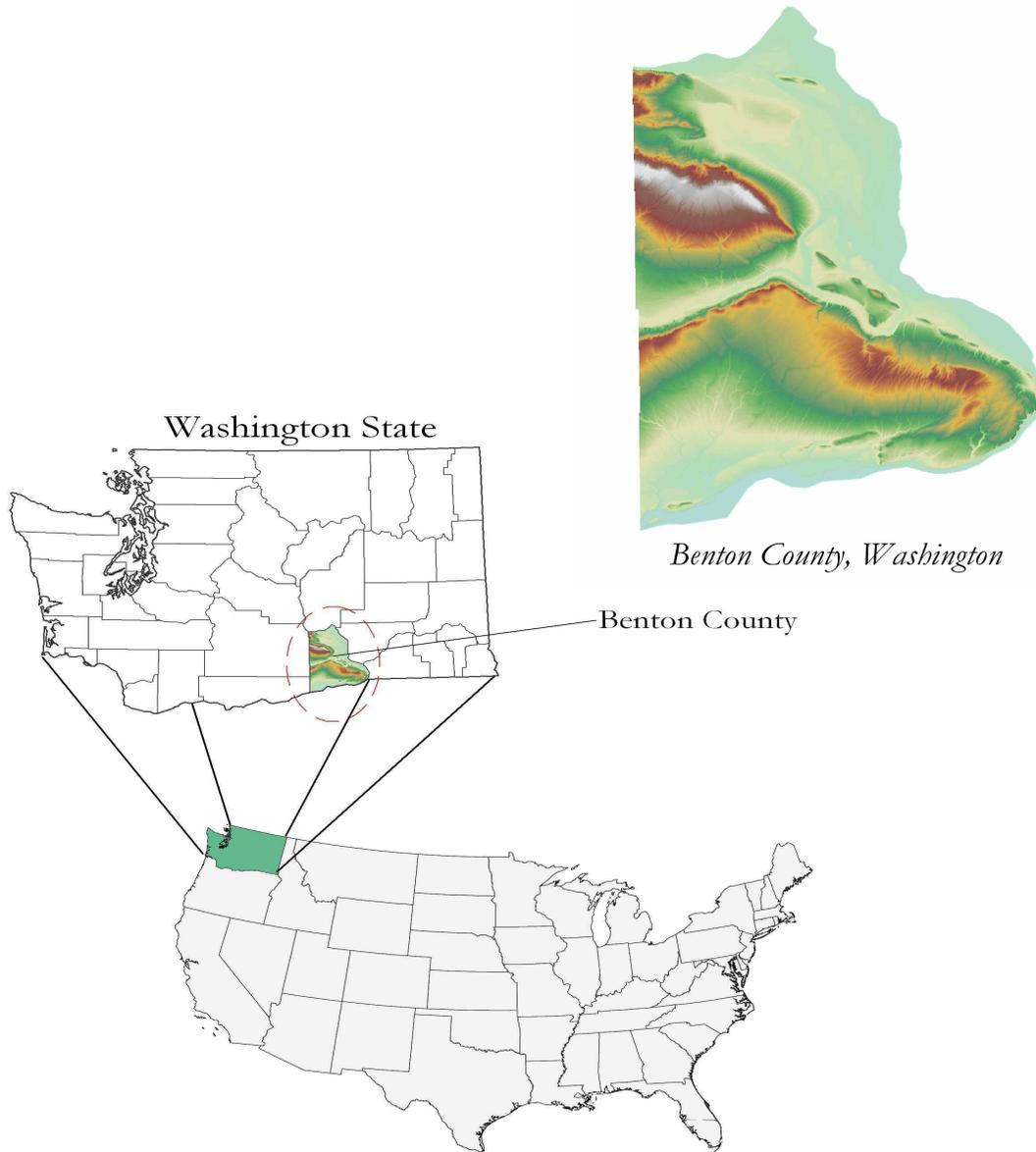
David A. Sparks
County Administrator

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.

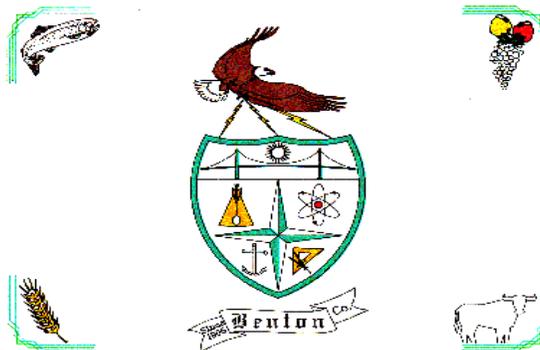
The nuclear industry, with its related service, manufacturing, and research activities, has been a cause of much growth and change since the Hanford Atomic Reservation was established 20 miles north of Richland. The 600-square-mile Hanford Site was selected by the federal government in 1943 because of 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.



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 2010 census, Benton County's population is 172,900.

Incorporated cities and towns in Benton County include Kennewick, 68,570; Richland, 48,580; Prosser, 5,140; West Richland, 12,130; and Benton City, 2,985. Population of the unincorporated area is 35,495. 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.



About the Area continued

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);

Population (2010) Census

Benton County Total	172,900	Population Density	101.52
Benton County	35,495	Average Resident Age	36.35
Benton City	2,985	Average Household Income	\$ 67,635
Kennewick	68,570	Average Housing Selling Price	\$195,710
Prosser	5,140		
Richland	48,580		
West Richland	12,130		

Health Care

Hospitals	3
Health Departments	2

Education, Art and Culture

Colleges	3
High Schools	13
Private Schools	3
Public Libraries	7
Museums & Galleries	23

Economy/Employment

Unemployment Rate	6.40%
-------------------	-------

Major Crime Rates (2010)

Arson	33
Robberies	54
Rapes	44
Homicides	2
Aggravated Assaults	277
Motor Vehicle Thefts	239
Burglary	741
Theft	3,235

Major Employers

Battelle/PNNL	4,485
URS	3,500
CH2M Hill Hanford Group	3,260
ConAgra/Lamb-Weston	3,057
Bechtel National, Inc.	2,850
Kadlec Medical Center	2,175
Washington River Protection	1,686
Mission Support Alliance	1,478
Washington Closure Hanford	1,370
Tyson Foods	1,300
Energy Northwest	1,222
Kennewick General Hospital	1,072
Broetje Orchards	1,000

Taxation

State Sales Tax	6.50%
Local Sales Tax	1.80%
Total Sales Tax	8.30%

Sources: Office of Financial Management, Forecasting Division
Tri-City Industrial Development Council (TRIDEC)

Benton County Government



Benton County Celebrating 100 Years



PHOTO COURTESY OF BENTON COUNTY

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 29 provides a bird's eye view of the county structure, including its elected officials, administrator, and department heads. 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.

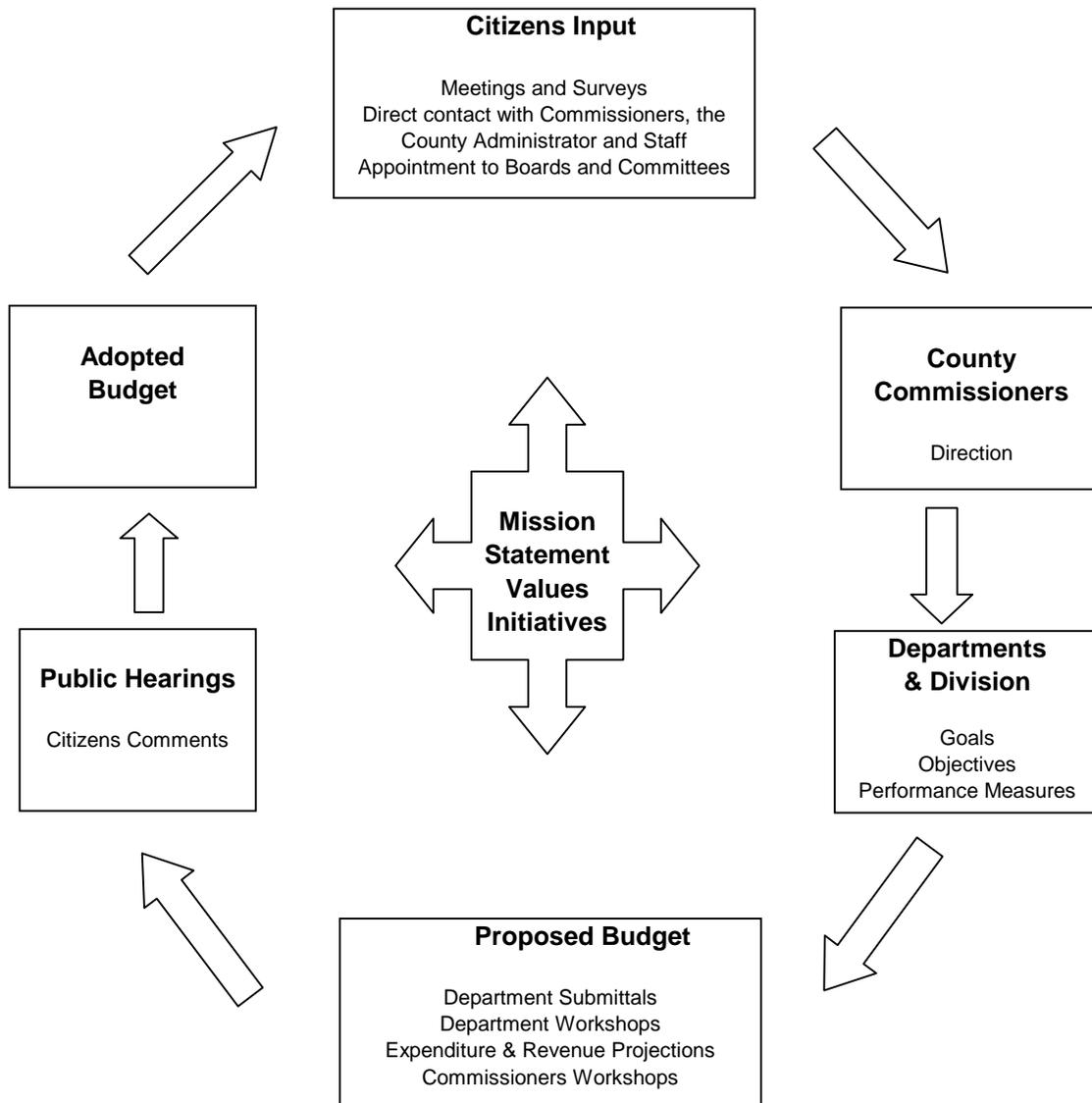
As the organizational chart depicts, the citizens of Benton County elect twenty-one officials, including three County Commissioners, six Superior Court Judges, five District Court Judges, an Assessor, a Treasurer, an Auditor, a Prosecuting Attorney, a Sheriff, a Coroner, and a County Clerk.

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 fifteen divisions:

- | | |
|---|------------------|
| Capital Projects | Central Services |
| Civil Services | Facilities |
| Fairgrounds Operations and Improvements | LEOFF |
| Geographical Information System | Parks |
| Personnel | Planning |
| Sustainable Development | Building |
| Office of Public Defense | Road |
| Animal Control | |

Performance Measures

Identifying the Goals of Benton County



Performance Measures

Benton County' Mission Statement

Benton County is committed to providing services that are efficient, of high quality, accessible to all, and delivered in a timely fashion.

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 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 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 2011 - 2012 Budget. Due to the instability in the economy, 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.

Maintain our service levels without additional staffing.

Expand website presentation and access for Benton County citizens.

Increase document scanning in departments to improve access by citizens and reduce storage needs.

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

Implement new computer software and hardware upgrades to maximize efficiencies and utilize present staffing resources.

Consideration of how present automation can be further integrated into an individuals work tasks to improve productivity.

Consideration of potential minor automation improvements, which may increase staff efficiencies, including the cost savings in staffing measured against the cost of the automation improvement.

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

Encourage department training by the Safety Coordinator. Utilize data gathered by the Safety Coordinator to identify future areas of training.

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

Encourage training to improve the knowledge and skills of the present staff.

Performance Measures

County Commissioner's General Guidance on Goals continued

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

Carefully review 2011 - 2012 Budget increase requests to ensure they are maintainable in the future.

Develop and implement community supported, Benton County specific future growth strategies that ensure, promote and maintain our quality of life.

The Red Mountain Viticultural Park (AVA) is a 4,400-acre federally designated grape growing and wine-producing region on the slope of Red Mountain in unincorporated Benton County. In 2005 - 2007 the county funded conceptual and master site plans and anticipates future involvement. In 2008 and 2009 the county progressed on zoning and ordinances to continue development. In 2010, an economic impact study was done on the proposed Red Mountain Interchange. The AVA will increase tourism and agricultural processing in the county.

The McNary-John Day Pools Water Rights Reserve Phases I, II and III studies were partially funded by Benton County in 2004 - 2007. This effort was part of evaluating the potential development of irrigated agriculture production lands on the Horse Heaven Hills in southern Benton County. Benton County is proceeding with grant applications to assist with funding options. The Phase IV scope of work for initial development and design for water storage and irrigation to be reviewed in the future, past the 2011 - 2012 budget pending available funding.

The City of Kennewick has created a local revitalization area called the Southridge Revitalization Area. They hope utilize tax increment financing (TIF) which provides a state contribution for public infrastructure projects in the revitalization area. The TIF is designed to encourage private investment and economic development. Benton County entered into an inter-local agreement with the City of Kennewick that channels new generated sales tax dollars to the City of Kennewick for a defined number of years.

Performance Measures

Fiscal Year 2010 Notable Results

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

The **Commissioners' Office**, in partnership with the **Auditor's Office**, converted Benton County from an annual budget process to a biennial budget process as a means to become more efficient and forward thinking.

The **Commissioners' Office** and **Central Service** developed and upgraded the County website in November 2009. In 2010, **Central Service** provided training so the departments can independently update their respective sites on a regular basis and provide timely information to the public.

The **Auditor's Office** implemented several online applications for voters such as a video of our ballot processing procedures and voters guide.

The **Auditor's Office** added two additional drop boxes (Benton City & Justice Center), one of which is an accessible drive up drop box.

The **Clerk**, with assistance from the **Auditor's Office** and through a contract with an outside entity, scanned roughly 1,000,000 documents.

District Court now accepts payments on-line through the County website. This allows the public to make credit/debit card payments from home.

The Benton-Franklin **Juvenile Justice Center** will continue a three-year grant to provide services to truant youth in the Kennewick School District to reduce truancy and to re-engage truant youth in school.

The **Treasurer's Office** made the petition for refund form available on-line via the County website.

The **Treasurer's Office** successfully transitioned all Benton County accounts from US Bank to KeyBank. This was an extremely large undertaking that took several months.

The **Park's Department** is in the final stages of constructing a new restroom and Hunters Education facility at the Rattlesnake Mountain Shooting Range. These projects were slowed by adverse weather conditions but are scheduled to reach completion in early 2011.

Performance Measures

Fiscal Year 2010 Notable Results

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

The **Facilities** Department provided oversight on construction of the Animal Control facility.

The Benton County **Sheriff's** Office **Patrol** and **Traffic** Divisions emphasized driving under the influence (DUI) patrols, which resulted in an all-time high of 200 DUI arrests.

The Benton County **Sheriff's** Office **Corrections** Division did not receive a single lost property claim for the year 2010. This is the result of processes that have been put in place to ensure accuracy of inventory and releasing of property.

Geographical Information System (GIS) Department created a series of custom Public Health Emergency Preparedness Response maps for regional emergency exercises.

Geographical Information System (GIS) Department created several new data features which included ESZ Boundaries, Medical Facility sites, Badger Mountain trails and facilities, railroad lease boundaries, the Richland Revitalization boundary, Two Rivers Park irrigation and water infrastructure.

The **Co-Operative Extension** successfully implemented the "Gardens Grow Children" program, which is a new educational program developed and piloted by WSU Extension Master Gardener volunteers, utilizing the Master Gardener Demonstration Garden as an outdoor classroom. Pre-school and elementary youth were taught plant biology, entomology, and gardening.

The **Co-Operative Extension** obtained federal funding which allowed expansion of the Food \$ense program to all schools meeting the eligibility criteria of 50% or more kids eligible for free and reduced lunches. Extension educators were able to go into schools and bring quality nutrition education to youth.

Superior Court, in collaboration with **Central Services**, created a webpage that enables the public to have access to information regarding the Court and Court's programs.

Performance Measures

Fiscal Year 2010 Notable Results

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

The **Assessor's** Office launched a new mapping system that enhanced the look and feel of their website by allowing parcel overlays over aerial photos, which greatly improved the usability of their mapping service at no additional cost to the taxpayers.

The **Assessor's** Office received perfect scores (100%) for being judged on how uniform assessments are throughout the County for the sixth straight year.

The **Prosecuting Attorney's** Office was able to secure \$140,000 in donations to assist in funding adult and juvenile drug court.

The **Prosecuting Attorney's** Office (Civil Division) was presented with the prestigious 2010 Silver Dragon Award by the Washington Counties Risk Pool. The award relates to having few county claims with low monetary loss.

The **Office of Public Defense** implemented an in-house training program, which provided free continuing legal education classes to public defenders and successfully hosted over seven hours of accredited classes.

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

The **Office of Public Defense** created a caseload tracking and verification program in conjunction with Benton County **District Court** to provide regularly updated, fully verified caseload numbers for all District Court defenders.

The **Office of Public Defense** successfully transitioned virtually all expenses for competency evaluations (RCW 10.77) to direct bill to State DSHS, resulting in reduced paperwork and substantially reduced fiscal impact of such evaluations expenses.

The **Prosecuting Attorney's** Office developed a Public Records policy and procedure.

The **Civil Service** module of the Benton County Human Resource Management System database was implemented in 2009 in order to discontinue duplication of work. In 2010, staff learned to use the system and streamline tasks through this automation.

Performance Measures

Fiscal Year 2010 Notable Results

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

The **Treasurer's** Office implemented check 21, which allows for electronic deposits to the bank instead of physically delivering checks to the bank.

District Court added a Pre-Warrant docket to help decrease jail costs and consolidated the probation dockets for all the jurisdictions.

District Court restructured their docket process to maximize efficiency for both Judges and staff.

The **Treasurer's** Office, in cooperation with the Finance Committee, updated the Benton County Investment Policy.

The **Auditor's** Office converted all election policies and procedures to digital format.

Geographical Information System (GIS) Department started a massive data conversion project at the end of 2010 which will convert the GIS Department's base data from Access data warehouses to SQL Server databases. This project will be completed early 2011.

Superior Court, in collaboration with **Central Services**, created a Case Management and Calendaring software system, which enhanced and streamlined management of court cases and daily calendaring resulting in cases being adjudicated in a timely and efficient manner.

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

The **Planning** Department adopted an updated subdivision code, conducted public hearings on an updated Short Plat code, and adopted a new Boundary Line Adjustment Code Section..

Performance Measures

Fiscal Year 2010 Notable Results

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

The **Personnel** Department, in conjunction with the **Central Service** Department, updated and improved the Benton County Intranet site. Now employees can view Collective Bargaining Agreements, Benefit Information, Safety Committee Meeting Minutes, Training Registration and more.

The **Personnel** Department developed and implemented an Employee Reporting Process Packet, and also updated the new hire orientation to include the initial safety orientation training.

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

The **Auditor's** Office produced the 2009 Comprehensive Annual Financial Report (CAFR) and received the Certificate of Achievement for Excellence in Financial Reporting.

The **Commissioners'** Office produced the Capital Improvement Plan (CIP) for 2011, which is scheduled to be adopted in January 2011. The main purpose of the CIP is to plan for adequate capital facilities to serve anticipated growth and development over the next six years.

The **Commissioners'** Office received the 2010 Distinguished Budget Presentation Award.

Performance Measures

Fiscal Year 2011 - 2012 Department Goal Highlights

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 plans on re-designing their Kennewick and Richland offices to promote efficiency and enhance the customer experience.

The **Auditor's** Office will transition to bilingual balloting and voter documentation.

The **Clerk's** Office wishes to expand acceptance of credit card payments to include filing fees, juvenile offender payments, passport fees and copy fees, as well as, installing a payment kiosk near the entrance of the building.

The **Clerk's** Office aims to expand the collection department to include those individuals that were convicted as juvenile offenders.

The **Clerk**, with assistance from the **Auditor's** Office and through contract with an outside entity, will continue the digital imaging of archival documents to provide quick access for the public.

The **Commissioners'** Office, with the assistance of **Central Services** Department, will develop an electronic public records request system for tracking and filing purposes.

District Court will be expanding access to the courts through their web site by allowing certain tickets and matters to be mitigated online.

The Benton-Franklin **Juvenile** Justice Center will continue a three-year grant to provide services to truant youth in the Kennewick School District to reduce truancy and to re-engage truant youth in school.

The **Treasurer's** Office wishes to provide taxpayers the option of paying property tax installments on a monthly basis instead of a semiannual basis.

Superior Court, in collaboration with **Central Services**, will continue to enhance their webpage to provide additional information and service to the public.

Performance Measures

Fiscal Year 2011 - 2012 Department Goal Highlights

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

The **Treasurer's** Office purchased optical code recognition (OCR) software and scanners for processing the tax payments we receive via the mail in 2009. In 2011 - 2012, the **Treasurer's** Office wants to continue to use the new system efficiently and accurately to not only process and post the tax payments, but create paperless (digitized) records for our archives.

The **Prosecuting Attorney's** Office will develop and implement a gang policy so gang-related crime cases will receive higher sentence recommendations whenever legally possible.

The **Prosecuting Attorney's** Office wishes to 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.

The **Personnel** Department plans on developing and implementing an online electronic Personnel Resources Department Customer Satisfaction Survey.

The **Geographical Information System** (GIS) Department aims to facilitate access to critical county information and GIS data for the public by creating and maintaining a public internet mapping system linked from the current County website.

The **Office of Public Defense** (OPD) will implement a system that will match attorney experience and abilities more closely with the complexity of cases assigned.

The **Office of Public Defense** will try and implement a pre-filing diversion program for certain misdemeanor crimes.

The **Sheriff's** Office **Corrections** Division will create detailed written procedures for commissary store tasks and restructure the commissary duties to increase efficiencies within the commissary store.

The **Sheriff's** Office **Patrol** Division strives to stay current on gang trends and identify and effectively respond to gang problems early.

The **Sheriff's** Office **Traffic** Division will seek the next level of collision investigation training for four additional deputies within the next two years.

Performance Measures

Fiscal Year 2011 - 2012 Department Goal Highlights

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

The **Prosecuting Attorney's** Office plans to replace their current database with one that will allow them 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.

Superior Court will obtain and implement case management and calendaring software to enhance and streamline management of court cases and daily calendaring in order to adjudicate cases in a timely and efficient manner.

Animal Control plans to maintain animal records electronically in a module of the HRMS system or some other system for easier access and accountability.

Facilities plans to implement a new electronic purchase order system to assist with the efficiency of approving and paying invoices.

The **Coroner's** Office wishes to implement a computerized record management system.

The **Assessor's** Office plans to maintain an accurate property ownership, parcel database and cartographic mapping for all property.

The **Auditor's** Office will strive to implement an electronic recording program for title companies and lending institutions.

The **Clerk's** Office wishes to 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.

District Court Judges will work with a committee consisting of members of the local Bar Association and Prosecutors to write Local Court Rules.

The **Prosecuting Attorney's** Office plans to implement improvements in technology for deputy prosecutors to provide corroboration in child abuse cases.

The **Treasurer's** Office will continue to strengthen the cash handling procedures and policies within their office and strive to achieve the cash handling certification from the Association of Public Treasurers.

Performance Measures

Fiscal Year 2011 - 2012 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 aims to prepare and adopt Development Standards to implement the GMA Plan; i.e., new Zoning, Short Plat and Subdivision Ordinances, etc.

The **Planning** Department plans to develop a Shoreline Management Plan, amend and integrate it with the 1998 Benton County Comprehensive Plan per new regulations adopted by the Washington State Department of Ecology.

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

The **Personnel** Department will deliver training to Elected Officials, Department Managers, and their designees on the new Employee Injury Packets and Process, the Supervisor's Report of Accident for Bodily Injury/Illness electronic form, investigation workers' compensation injuries, and etc.

The **Personnel** Department plans to conduct an analysis comparing Benton County's current property insurance carrier and the Washington Counties Risk Pool property program.

The **Personnel** Department aims to continue to administer and promote countywide training and track training through the training database that was implemented in 2009.

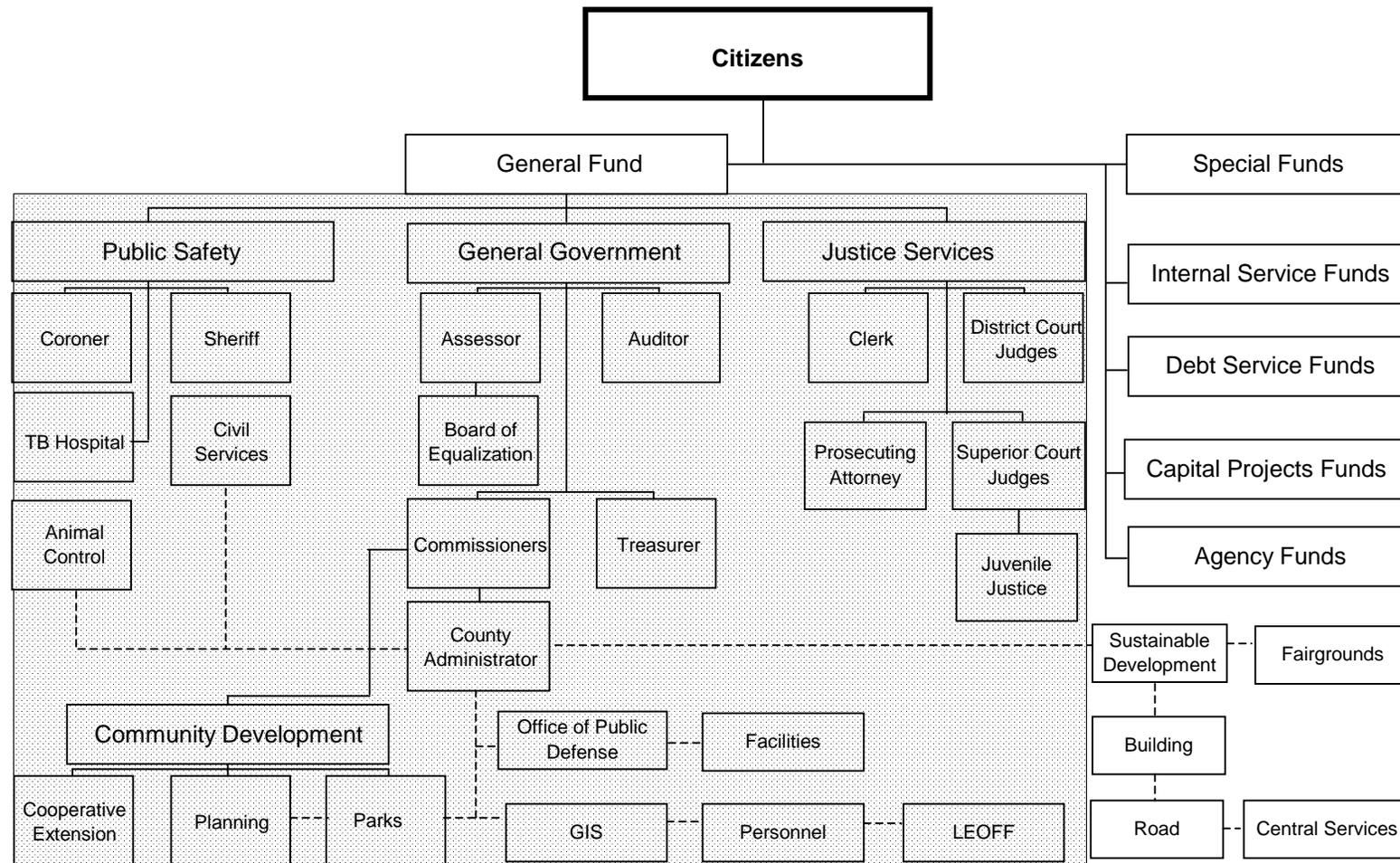
Initiative 5: Long-Term Financial Planning - Provide sound fiscal long-term planning.

The **Commissioners'** Office will strive to receive the 2011 - 2012 Distinguished Budget Presentation Award.

The **Commissioners'** Office will produce the Capital Improvement Plan (CIP) for 2012.

The **Auditor's** Office will produce the 2010 Comprehensive Annual Financial Report (CAFR) and aim to receive the Certificate of Achievement for Excellence in Financial Reporting.

Benton County Functional Organizational Chart





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Benton County General Fund Departments

County government provides an enormous variety of services to its citizens. There are 27 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 Commissioner's Department comprises three elected full-time members. The commissioners meet regularly every Monday in Prosser, and every 1st and 3rd Wednesday in Kennewick. They are responsible for the adoption of the annual 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 functions of the administrative service departments. Administrative Services is an internal service department 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 Capital Projects, Central Services, Civil Service, Facilities, Fairgrounds Operations and Improvements, Geomedia Information System (GIS), LEOFF, Parks, Personnel, Office of Public Defense, Planning and Building, Animal Control, Road, and Sustainable Development. The County Administrator is also responsible for managing all "non-departmental" services that the county provides.

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 and constituency described in RCW 41.26.110.

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, life 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, (2) jails and confinement facilities, and (3) 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 Controls and Records

A major function of this department is processing police reports, maintaining the 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

Sheriff Custody

The Benton County Sheriff's Office Bureau 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 56 commissioned officers. Of those, 52 commissioned officers fall under the direction of a bureau captain. The bureau consists of two divisions – the patrol division and support services division, both of which are under the direction of a division 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, 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

Personnel

The Personnel 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 is a being implemented in the first quarter of 2011. This department will consist of two employees to handle canine animal control issues within Benton County.

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 annually 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 department level and the budgets constitute the legal authority for expenditures at that level. Subsidiary revenue and expenditure ledgers are used to compare budgeted amounts with actual revenues and expenditures. As a management control device, the subsidiary ledgers monitor expenditures for individual functions and activities by object class.

Appropriations for general and special revenue funds lapse at the end of the fiscal year.

Appendix A includes the Benton County Budget Policies and Procedures adopted by resolution in January 2009. Benton County is currently reviewing and updating their Budget Policies and Procedures.

2 Procedures for Adopting the Original Budget

RCW 36.40 mandates the County's budget procedures. The steps in the budget process are as follows:

On or after the second Tuesday in July (of even years), the County Auditor's Office notifies in writing each county official, elective or appointed, in charge of an office, department, service or institution to file with them before the second Tuesday in August detailed and itemized estimates of both probable revenues and all expenditures required by each office, department, service or institution for the next two years.

On or prior to the first Tuesday in September (of even years), the County Auditor's Office submits a proposed budget to the County Commissioners. This budget is based on priorities established by the Commissioners and estimates provided by county departments, during the preceding months, and balanced with revenue estimates made by both the County Auditor's Office and county departments.

Creating the County Budget continued

The County Administrator meets with each elected official, department head, and fund manager during September to discuss the budget requests and revenue estimates. Based upon the budget review, departmental meetings, and goals and objectives, the County Administrator submits the budget to the County Commissioners.

The Commissioners conducts public hearings on the proposed budget with each elected official, department head, and fund manager in October and November (of even years).

The Commissioners make adjustments to the proposed budget and adopts, by resolution, a final balanced budget no later than December 31 (of even years).

Within 30 days of adoption, the final budget is available to the public.

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 appropriation for a particular fund or department, it may do so by resolution, approved by a simple majority, after holding a public hearing.

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

4 Capital Improvement Plan

The Commissioners also review and adopt a six-year capital improvement plan. This plan is developed biennially by the County Administrator personnel and is reviewed and adopted by the Commissioners.

Creating the County Budget continued

5 Reporting Financial Information

An important management tool, monthly financial reports and quarterly presentations are provided to the County Commissioners. These quarterly presentations are scheduled two weeks after the end of each quarter. These presentations provide comparative data, amended projections, and other vital financial information for all general fund activity. Monthly reports are available to the public at the County Auditor's Office and quarterly reports are available to the public at the Commissioners' Office.

Preliminary County Budget Calendar

Date	Activity
09/01/2011	Departments start mid-biennium review process;
11/01/2011	Departments submit requested mid-biennium modifications to the Finance Manager;
11/15/2011	Finance Manager prepares summary sheets of all mid-biennium modifications and submits it to the County Administrator for review;
11/27/2011	First publication of notice of county mid-biennium modification hearing;
12/04/2011	Second publication of notice of county mid-biennium modification hearing;
12/15/2011	Public hearing and adoption of mid-biennium modifications;
08/01/2012	Auditor's Office budget call letter to departments for estimates of revenues and expenditures, goals, objectives, milestones, and performance activity measures;
08/31/2012	Departments return final estimates of revenues and expenditures, goals, objectives, milestones, and performance activity measures to the Auditor's Office;
10/01/2012	Auditor's Office submits the preliminary budget to the County Commissioners;
10/09/2012	Start of Budget workshops;
10/16/2012	Budget workshops continued;
11/11/2012	First publication of notice of county budget hearings for final budgets;
11/18/2012	Second publication of notice of county budget hearings for final budgets;
11/26/2012	Public hearing and adoption of final budgets.

Revenue Source Analysis

The paragraph below describes 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 15.6 percent of all revenue (excluding beginning fund balances). 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 \$1.80 per \$1,000 of assessed value and the Road fund tax rate to no more than \$2.25 per \$1,000 of assessed value; and 3) Initiative 747, passed by the voters in 2001, limits the increase in property tax growth to 1.0 percent per year plus new construction.

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 under I-747) 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.

Sales tax is collected primarily in the unincorporated area, although Benton County also collects an administrative fee equal to 15.0 percent of the sales tax revenue generated inside the cities.

Benton County's locally imposed sales tax rate is 8.3 percent, or \$8.30 per \$100 purchase. The State receives 6.5 percent and the County 1.8 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.

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.

Health Department 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 \$1,615,400 for the next fiscal year.

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 increased significantly over the last couple of years due to new laws, proactive collection processes, and the hiring of new police officers in the cities.

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.

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 county's overall budget and the major objectives to be accomplished.

Budget Preparation and Management

A complete biannual budget will be prepared for all funds.

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 years' 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 within six weeks following the end of each quarterly period during the fiscal year.

Financial Management Policies continued

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 prior approval of 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.

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 \$200,000 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.

Financial Management Policies continued

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.
- 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.

Financial Management Policies continued

To support the priorities of the Capital Improvement Plan.

- Funding for the "space needs analysis" capital construction costs is a top priority.
- Adequate reserves for major maintenance of all facilities are sustained.
- Capital projects older than three years are re-evaluated before carrying them forward into the next fiscal 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 treatment, and prevention 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.

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

Additionally, Benton County reports the following fund types:

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

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 and expenses, and depreciation on capital assets.

When both restricted and unrestricted resources are available for use, it is Benton County's policy to use restricted resources first, and then unrestricted resources, as they are needed.

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 sixty funds with the largest being the "General Fund." Most county services are accounted for in this fund and it is where most revenues are received.

Each fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. The 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 42 individual special revenue funds. The descriptions of the funds are as follows:

County Road Public Works

A fund established to receive payment in lieu of taxes from the Department of Energy.

Benton County Fund Structure continued

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.

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 treatment and prevention 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.

Benton County Fund Structure continued

Juvenile Center

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

Inmate Benevolence

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

Juvenile Kitchen

A fund established to provide for the repair and replacement costs for the detention kitchen.

Crime Victim Compensation

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

Fairgrounds Improvement

A fund created to provide funding for the capital improvements of the Benton-Franklin Fairgrounds.

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.

Canine/Boat Patrol

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

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.

Benton County Fund Structure continued

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 the 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.

Noxious Weed Control

A fund established to control noxious weeds within the county.

Sustainable Development

Established to promote economic development and diversity within the county.

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.

Benton County Fund Structure continued

Jail Depreciation Reserve

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

Distressed County Tax Credit

A fund established to receive monies for the Department of Revenue for sales tax in distressed rural areas for the purpose of financing public facilities.

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.

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.

VIT Impact

A fund created to aid the county in accommodating the impact of labor changes during the construction of the radioactive waste vitrification plant.

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 six debt service funds. The descriptions of the funds are as follows:

96 Juvenile & Refunding Bond

A fund to accumulate monies for payment of principal and interest on the \$6,375,000 to expand the juvenile center and refunding of the health services debt. This bond is part of the new refunding bonds issued in November of 2003 and matured in 2007.

Benton County Fund Structure continued

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 on the \$816,000 (combined amount for CRIDS 15/15) to make county road improvements 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 on the \$899,598 (combined amount for CRIDS 15/16) to make county road improvements to which the residents assessed will receive the benefit. CRID #16 is scheduled to mature in 2025.

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:

Benton County Fund Structure continued

Detox Center Construction

A fund to account for the cost of constructing the Detoxification Center.

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.

Central Services

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.

Benton County Fund Structure continued

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.

Budget at a Glance

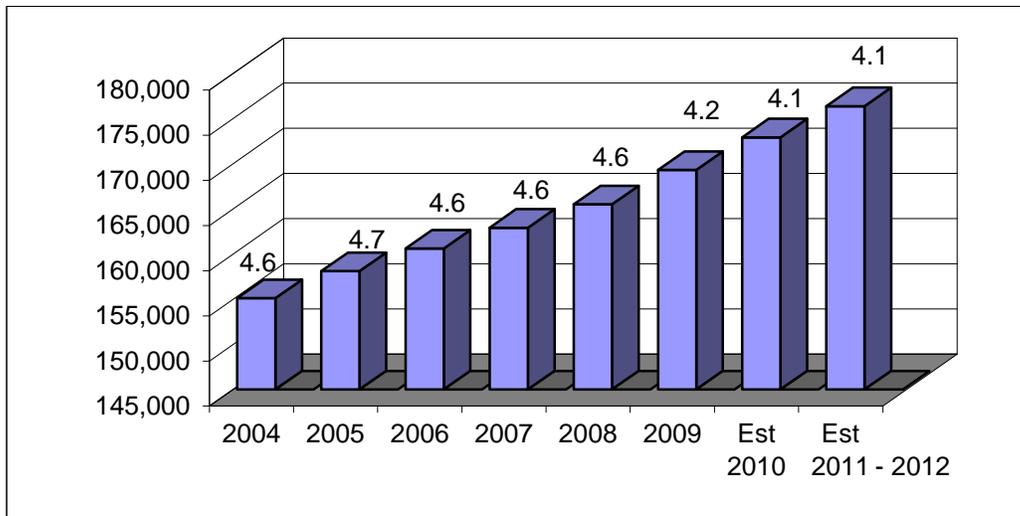


2011 - 2012 Budget at a Glance

According to the 2010 unofficial census, Benton County's population is 172,900. 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 |

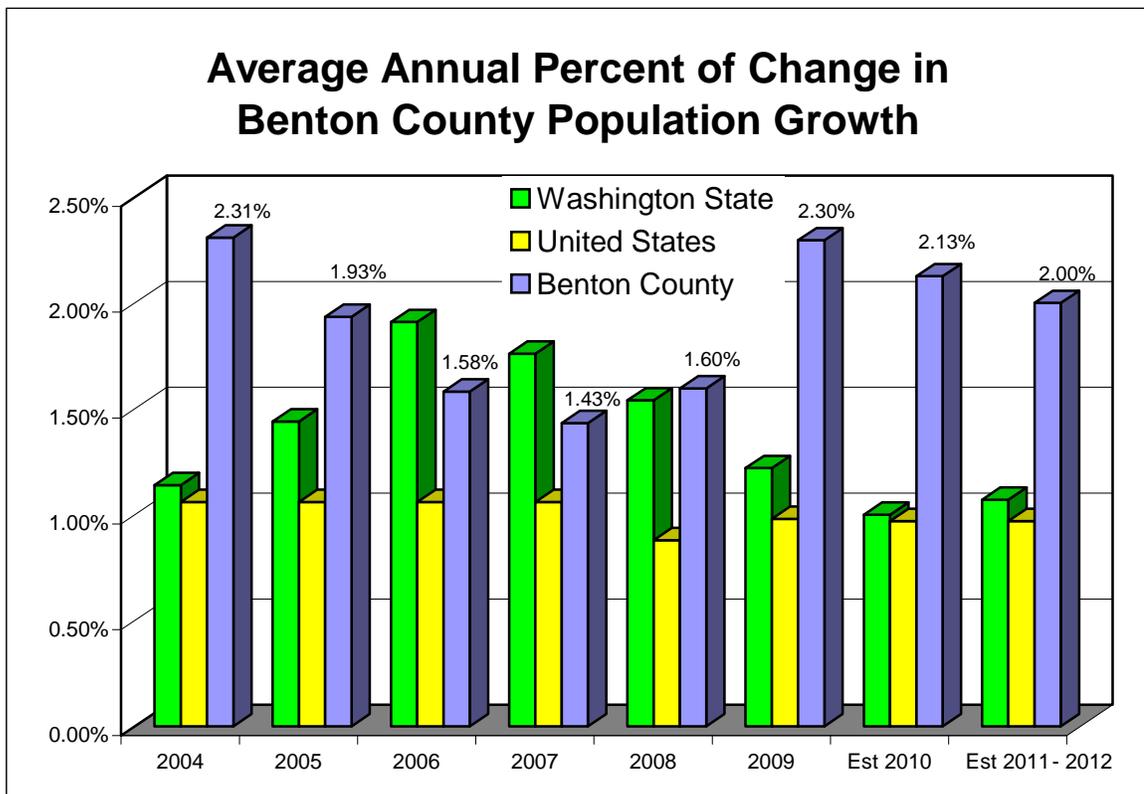
In addition to the above mandated service, Benton County also provides services considered essential by the citizenship, such as parks and recreation. For every 1,000 in Benton County population, the number of county government employees is 4.1 (see chart below).



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

2011 - 2012 Budget at a Glance continued

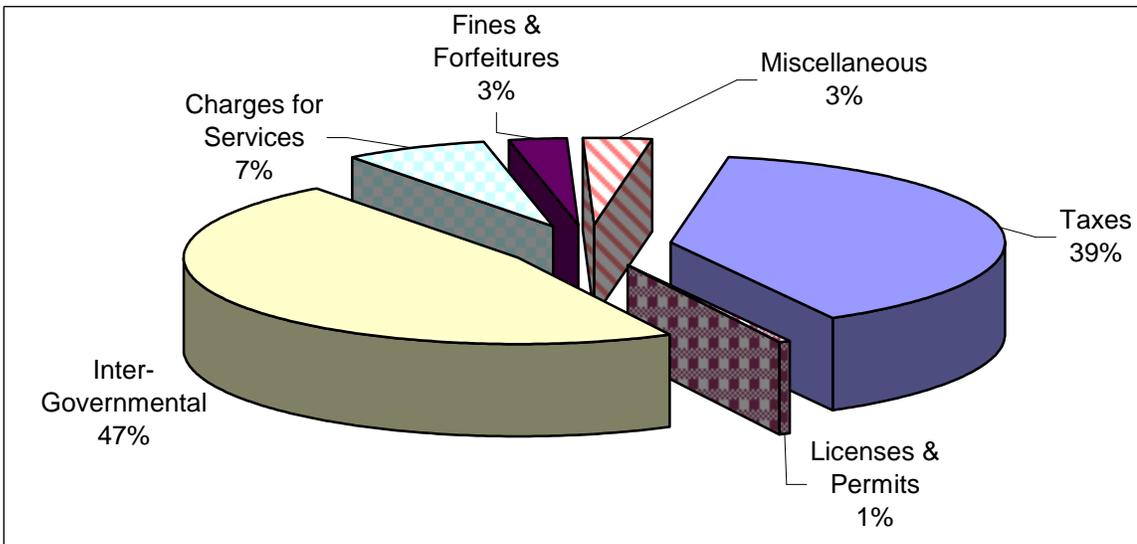
In 2004 and 2005, Benton County's overall average annual population growth rate exceeded both that of the State of Washington and the United States. In 2006 and 2007, Benton County's growth rate slowed and was below the State of Washington, yet above the United States. In 2009 and 2010, Benton County's overall average annual population growth rate again exceeded both that of the State of Washington and the United States and is estimated to exceed both the State of Washington and the United States in 2011.



Source: U.S. Census Bureau
Office of Financial Management, Forecasting Division
CIA World Factbook

Revenues at a Glance - Source of General, Special, Capital Project, and Debt Service in 2011 - 2012

This chart reflects Benton County's General, Special, 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 40 - 41 include a description of the method used in forecasting revenue and any major policy issue associated with the revenue source.



Taxes: Property, retail sales and use, and excise taxes and penalty and interest on delinquent taxes

Licenses & Permits: Business and non-business

Inter-governmental: Federal, state, and interlocal grants and entitlements, state shared revenues, intergovernmental revenues

Charges for Services: General government, security of persons and property, physical and economic environment, and interfund and interdepartmental services

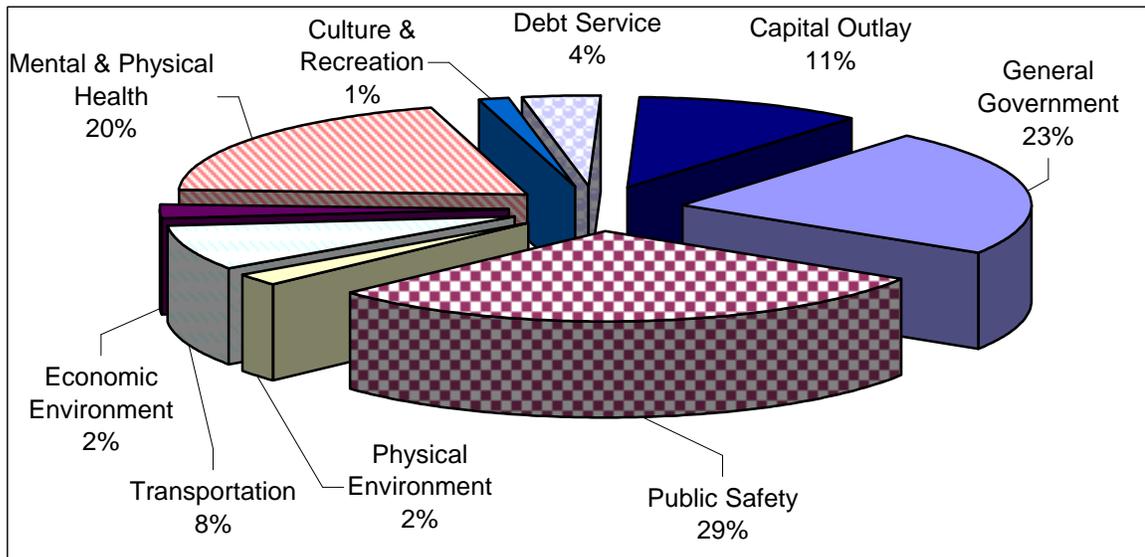
Fines & Forfeitures: Superior court felony and misdemeanor penalty, civil infraction, traffic misdemeanor, and non-traffic fines, and criminal traffic misdemeanor, non-traffic fines, and costs

Miscellaneous: Interest earnings, rents, leases, and concessions, contributions, donations and other miscellaneous revenues

Operating Transfers In: Not included

Expenditures at a Glance - Distribution of General, Special, Capital Project, and Debt Service in 2011 - 2012

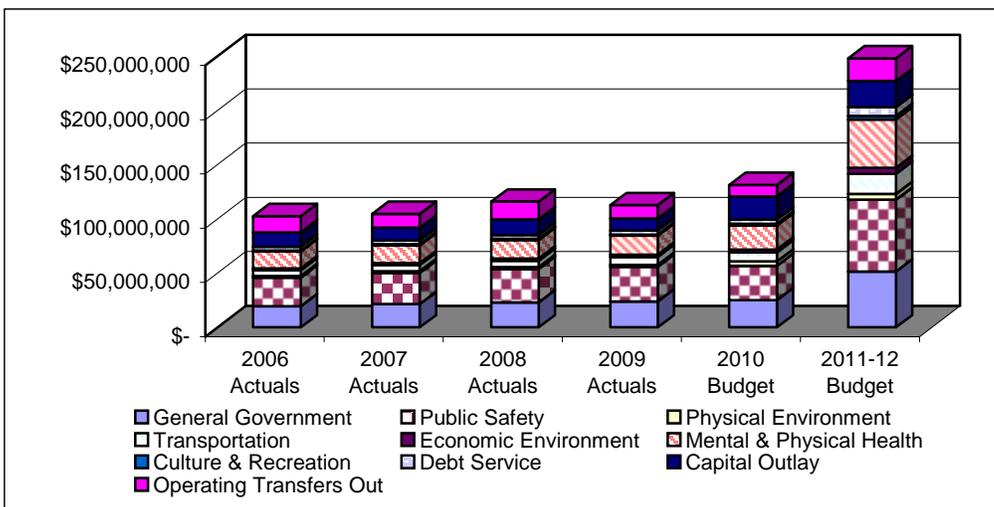
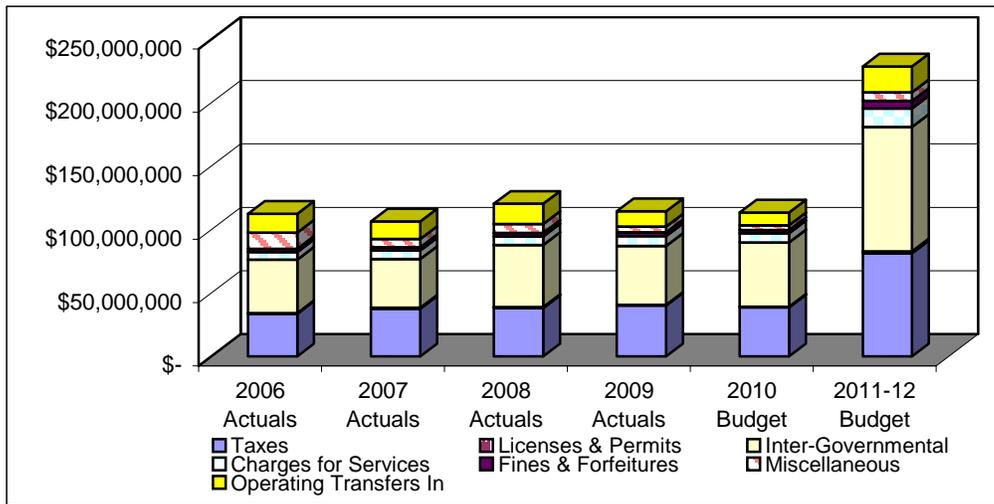
This chart reflects Benton County's General, Special, Capital Project, and Debt Service Funds.



- General Government Services: Commissioners and administrator, superior court, clerk, district court, auditor, treasurer, board of equalization, assessor, prosecuting attorney, office of public defense, personnel, GIS, and LEOFF.
- Public Safety: Sheriff administration, patrol, traffic safety, custody, clerk and records, contract housing, animal control and civil service.
- Physical Environment: Waste management and facilities.
- Transportation: Roads.
- Economic Environment: Planning.
- Mental & Physical: Coroner and TB hospital.
- Culture & Recreation: Co-op extension and parks.
- Debt Service: Interest and principal.
- Capital Outlay: Capital expenditures.
- Operating Transfers Out: Not included.

Total General, Special, Capital Project, and Debt Service Revenue and Expenditure History

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



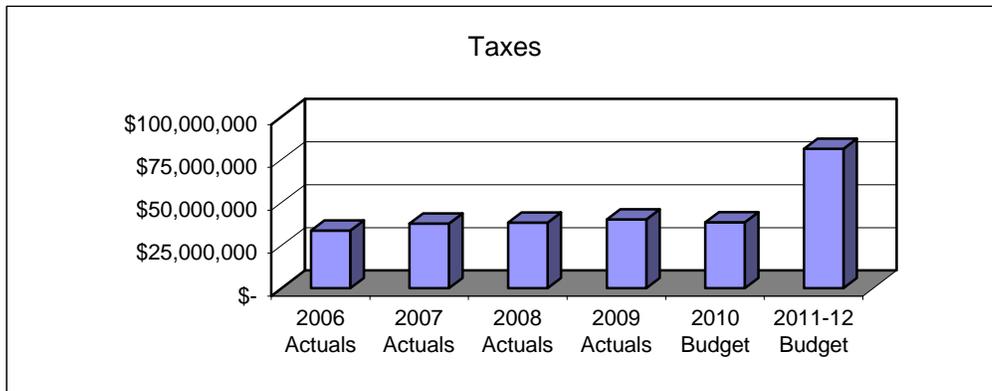
NOTE: Where revenues fall short of expenditures, Benton County uses available reserves (beginning fund balances)

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

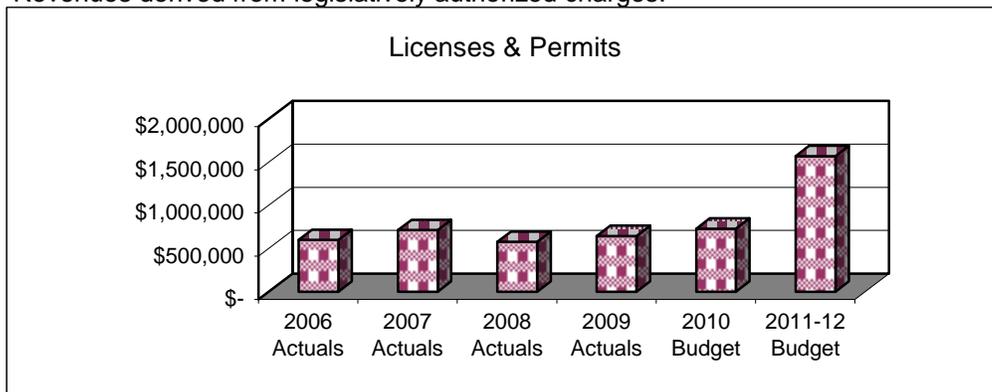
These figures are for Benton County's General, Special, Capital Project, and Debt Service Funds. Beginning fund balances are not included. The 2010 figures are the original budget and does not include supplements.

	2006 Actuals	2007 Actuals	2008 Actuals	2009 Actuals	2010 Budget	2011 - 2012 Budget
Revenues						
Taxes	\$ 33,649,165	\$ 37,682,216	\$ 38,275,083	\$ 40,096,542	\$ 38,554,578	\$ 81,381,950
Licenses & Permits	598,850	711,706	577,218	645,162	729,934	1,569,087
Inter-Governmental Charges for Services	41,959,915	38,521,702	49,090,114	46,484,608	50,504,124	98,085,012
Fines & Forfeitures	6,208,952	6,608,491	6,760,389	7,620,887	7,244,312	14,457,612
Miscellaneous Other Finance Sources	2,526,708	2,680,187	2,742,650	3,000,729	2,563,850	6,025,145
	12,726,351	6,336,479	7,093,900	4,604,885	3,873,799	6,905,002
	14,816,472	14,009,131	15,822,931	12,062,271	9,979,677	20,348,852
Total Revenues	\$ 112,486,413	\$ 106,549,912	\$ 120,362,285	\$ 114,515,084	\$ 113,450,274	\$ 228,772,660
Expenditures						
General Government	\$ 18,848,797	\$ 21,463,027	\$ 23,158,568	\$ 23,955,685	\$ 25,216,656	\$ 51,578,549
Public Safety	24,539,264	28,703,107	30,705,627	31,937,631	31,651,863	66,096,356
Physical Environment	1,682,255	1,582,296	1,719,845	1,808,406	3,903,654	5,387,632
Transportation	5,398,354	5,778,465	5,909,461	7,295,118	8,338,783	18,414,435
Economic Environment	1,728,510	1,798,525	2,025,279	2,171,970	2,665,559	5,671,296
Mental & Physical Health	15,325,570	16,340,498	17,034,595	17,323,317	22,125,793	44,598,008
Culture & Recreation	1,059,552	1,076,839	1,115,700	1,071,650	1,592,939	3,199,082
Debt Service	2,990,502	3,438,392	3,563,496	3,797,925	4,022,229	8,051,350
Capital Outlay	8,648,954	11,666,488	14,406,699	10,997,478	21,176,673	24,112,145
Other Finance Uses	12,597,490	12,774,322	16,252,850	12,301,723	10,523,277	20,929,052
Total Expenditures	\$ 80,221,758	\$ 104,621,959	\$ 115,892,120	\$ 112,660,903	\$ 131,217,426	\$ 248,037,905
Excess of Revenues Over (Under) Expenditures	\$ 32,264,655	\$ 1,927,953	\$ 4,470,165	\$ 1,854,181	\$ (17,767,152)	\$ (19,265,245)

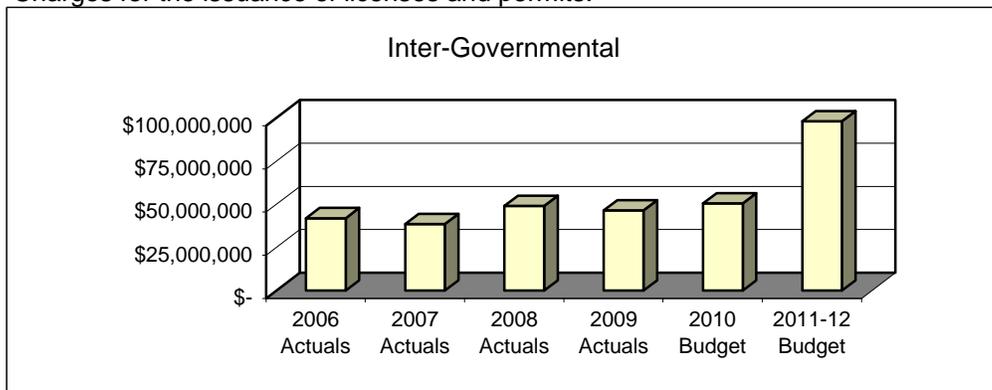
Source of General, Special, Capital Project, and Debt Service Revenue History by Type



Revenues derived from legislatively authorized charges.

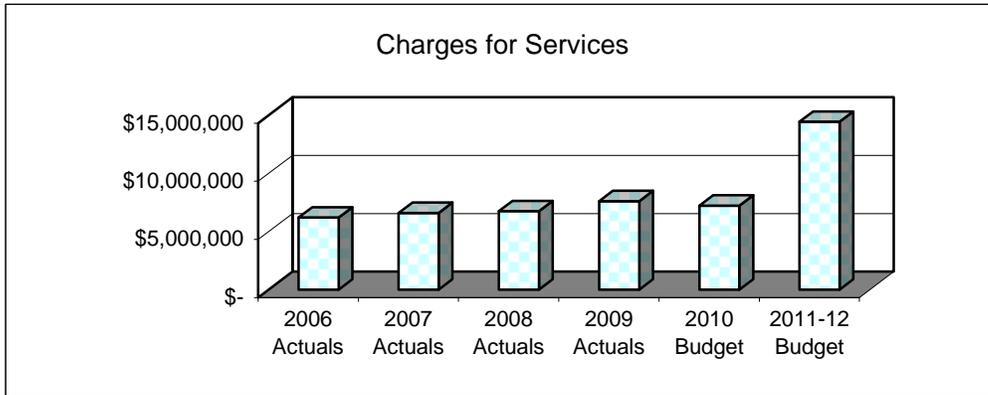


Charges for the issuance of licenses and permits.

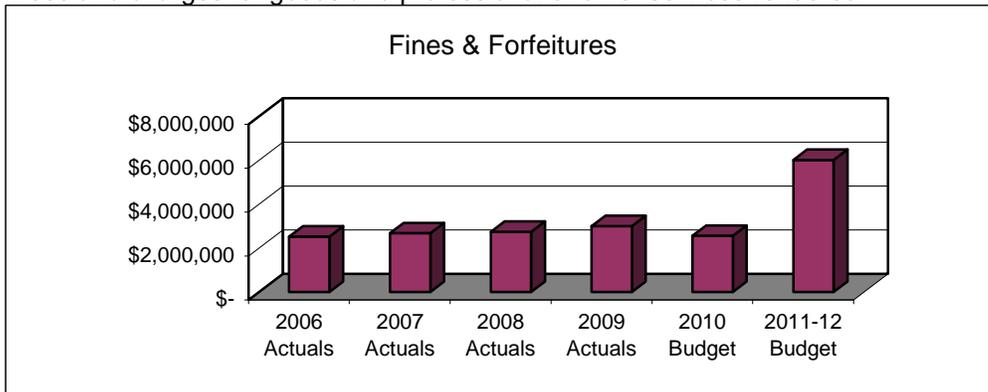


Grants, entitlements, shared revenues and payments for goods and services provided by one government to another.

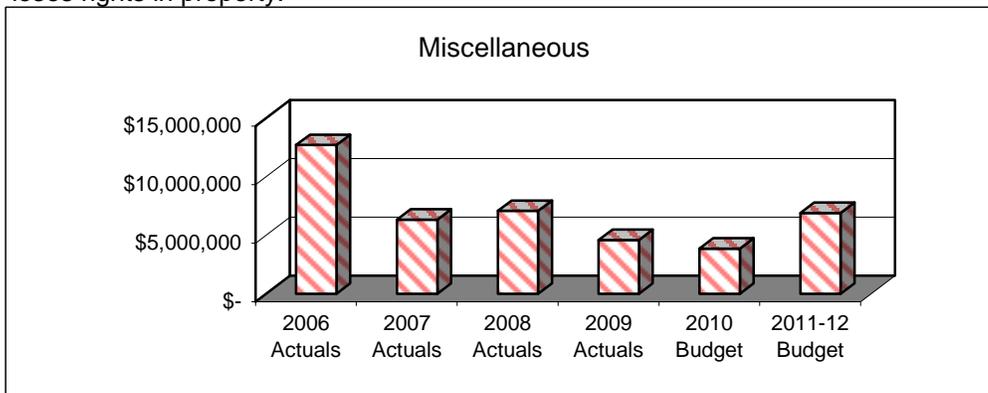
Source of General, Special, Capital Project, and Debt Service Revenue History by Type continued



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

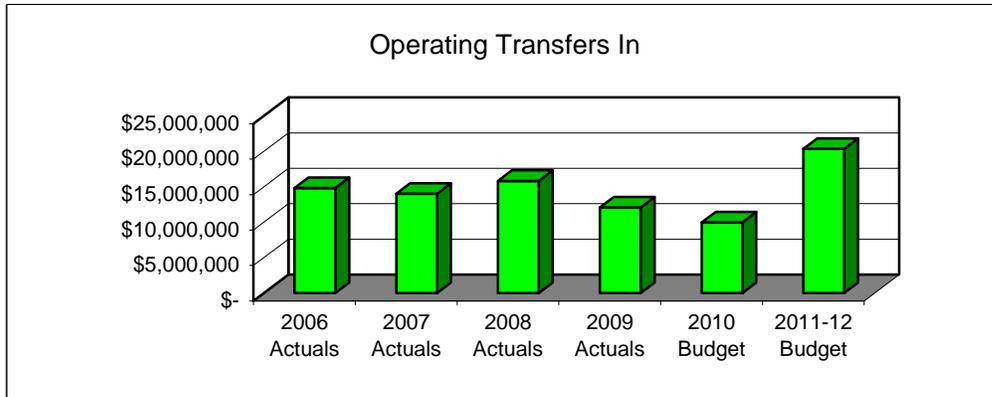


Revenues derived from monetary judgments imposed or a penalty by which ones loses rights in property.



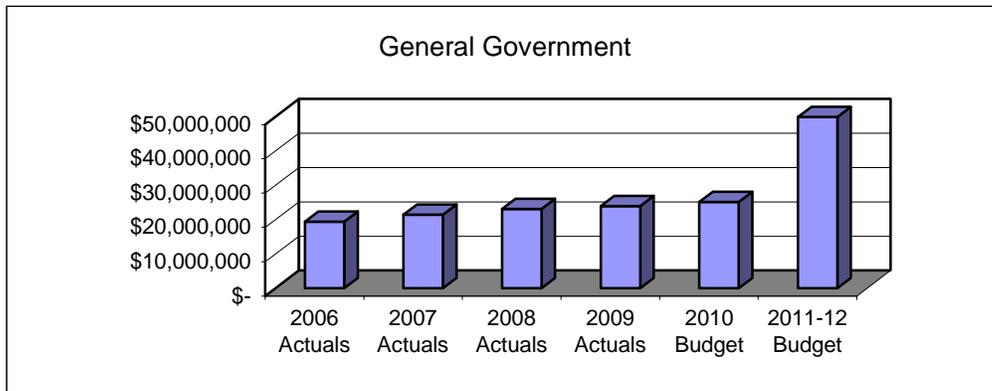
Revenues derived from sources not otherwise provided for in other revenue accounts: interest earnings, rents, and contributions.

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

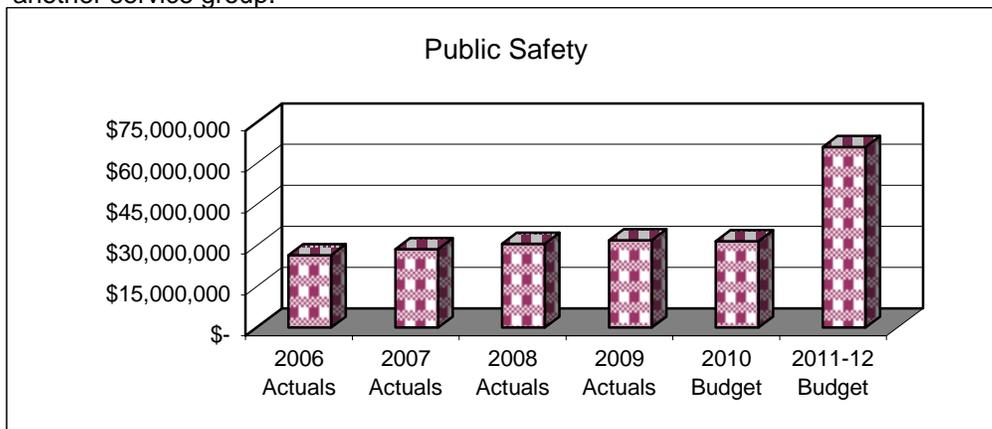


Revenue transfers from sources not otherwise provided for in other revenue accounts: other funds.

Distribution of General, Special, Capital Project, and Debt Service Expenditure History by Type

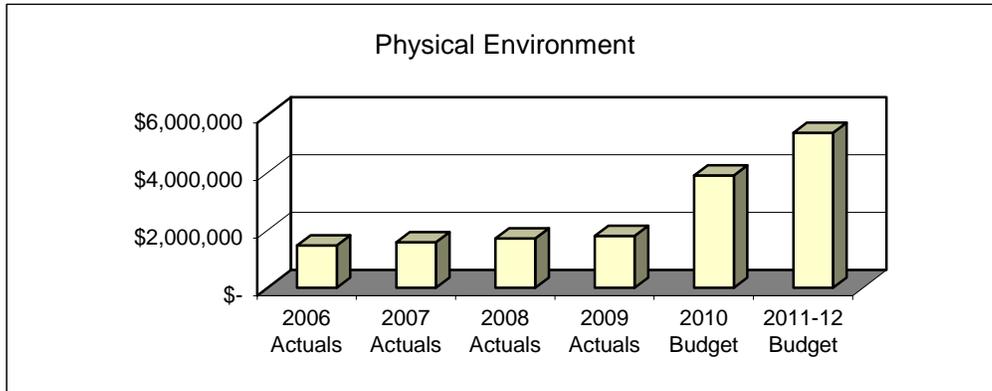


Services provided by the legislative and administrative branches for the benefit of the public or government body as a whole. This does not include administrative services provided by a specific department in support services properly includable in another service group.

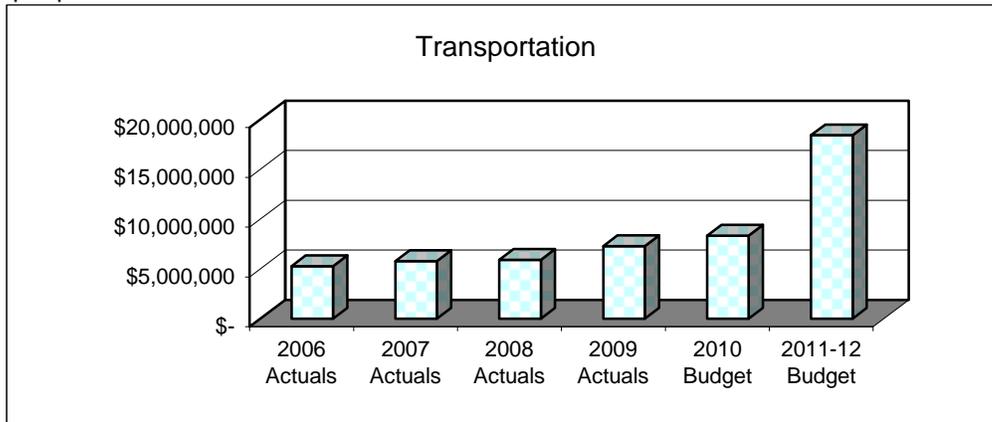


Service provided to protect people and property.

Distribution of General, Special, Capital Project, and Debt Service Expenditure History by Type continued

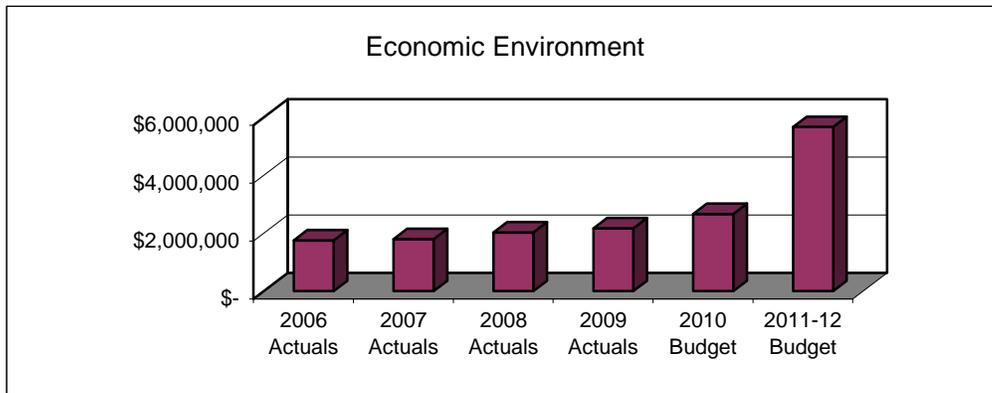


Services provided to achieve a satisfactory living environment for the community and people.

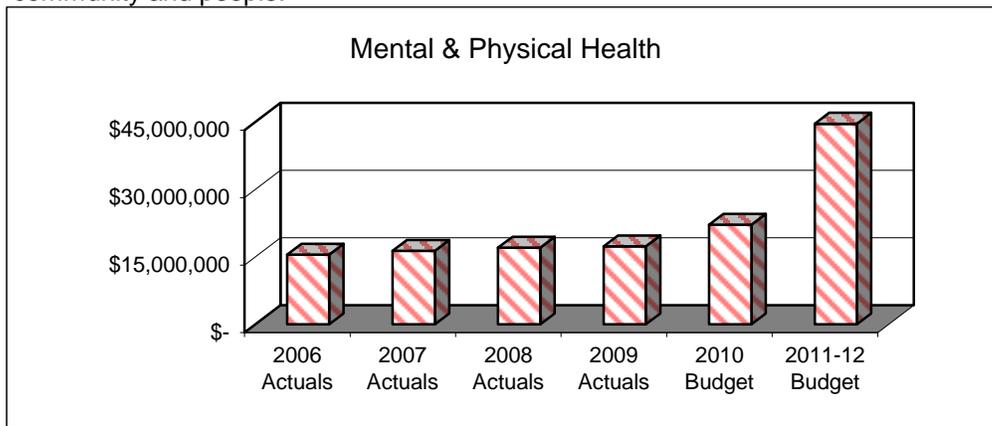


Services provided for the safe and adequate flow of vehicles and pedestrians.

Distribution of General, Special, Capital Project, and Debt Service Expenditure History by Type continued

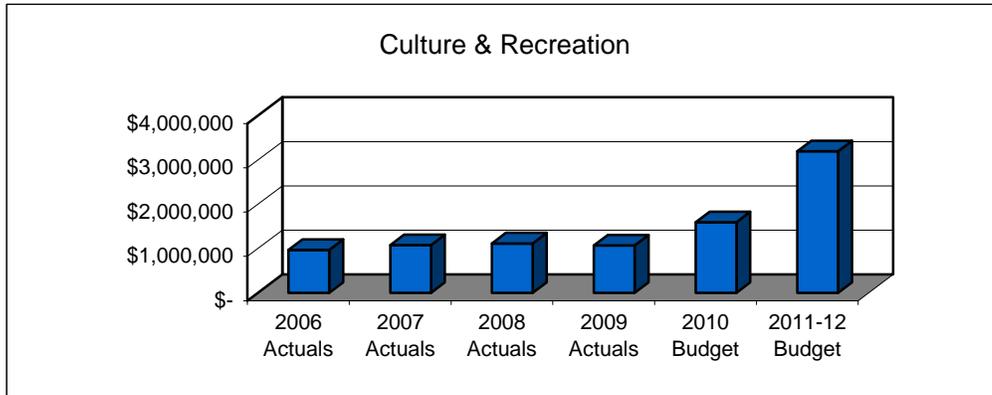


Services provided for the development and improvement in the welfare of the community and people.

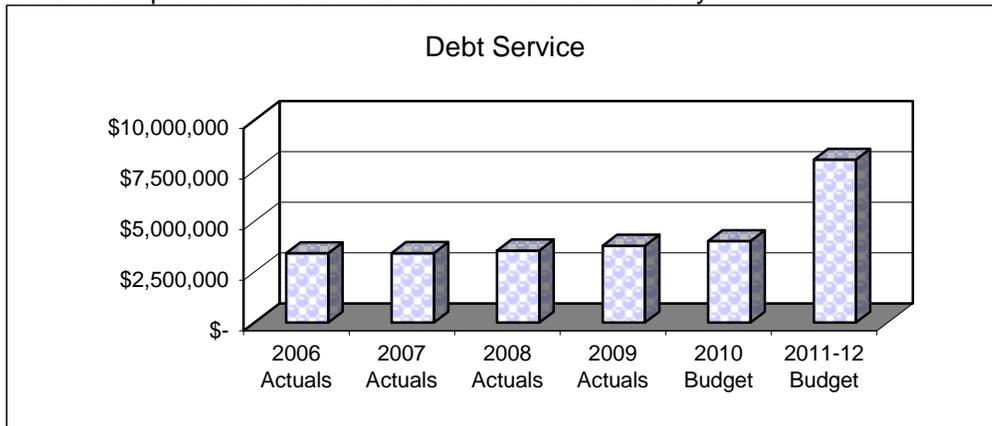


Services provided for the care, treatment, and control of mental and physical illness.

Distribution of General, Special, Capital Project, and Debt Service Expenditure History by Type continued

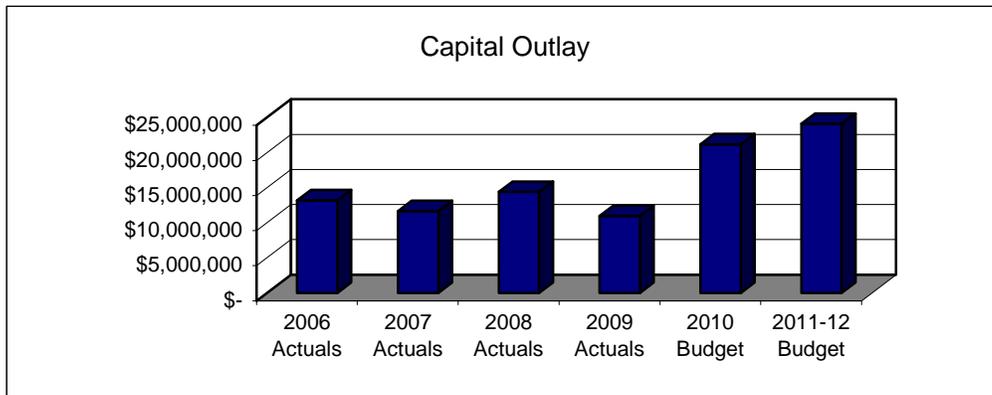


Services to provide culture and recreation to the community.

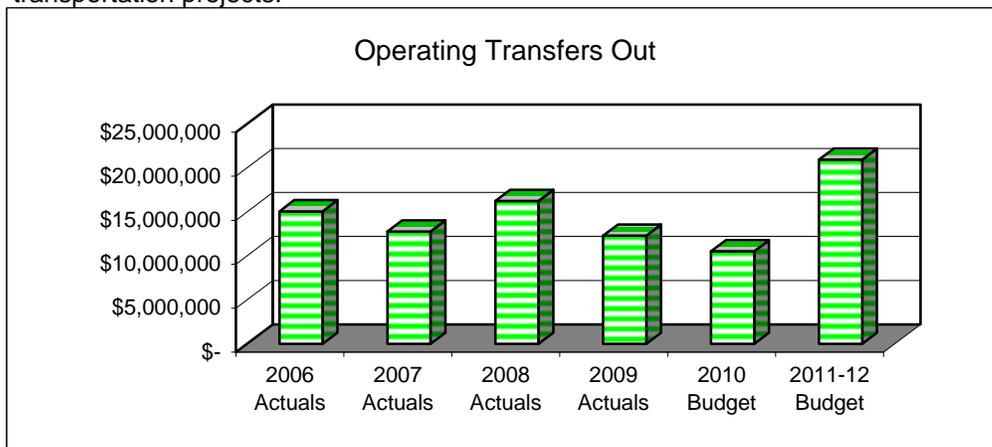


Class of expenditures used to account for principal and interest payment of debt.

Distribution of General, Special, Capital Project, and Debt Service Expenditure History by Type continued



An account that collects all expenditures that will be capitalized in a general fixed assets account group and to account for activities that involve improvement of some transportation projects.



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

Budget Summary



The 2011 - 2012 Budget in Summary

This section provides a summary of the 2011 - 2012 budget by fund. Included is information about revenue and expenditure budgets, together with comparative historical statistics and narrative explanations. Because of its size and diverse nature, the General Fund is the primary focus of this summary.

General Fund

The General Fund is the largest of Benton County funds. It 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, and geographical information system.

Road Fund

The County Road Fund finances designing, constructing, altering, repairing, improving, and maintaining county roads and bridges.

Human Services Fund

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 treatment and prevention programs.

Capital Projects Fund

The Capital Projects Fund accounts for programs involving the acquisition or construction of major capital projects.

Other Funds

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

Agency Funds

These funds are not included in this document, however actuals through 2006 are included in the Comprehensive Annual Financial Report.

Summary of Budgeted General, Special, Capital Project, and Debt Service Revenues and Expenditures by Fund

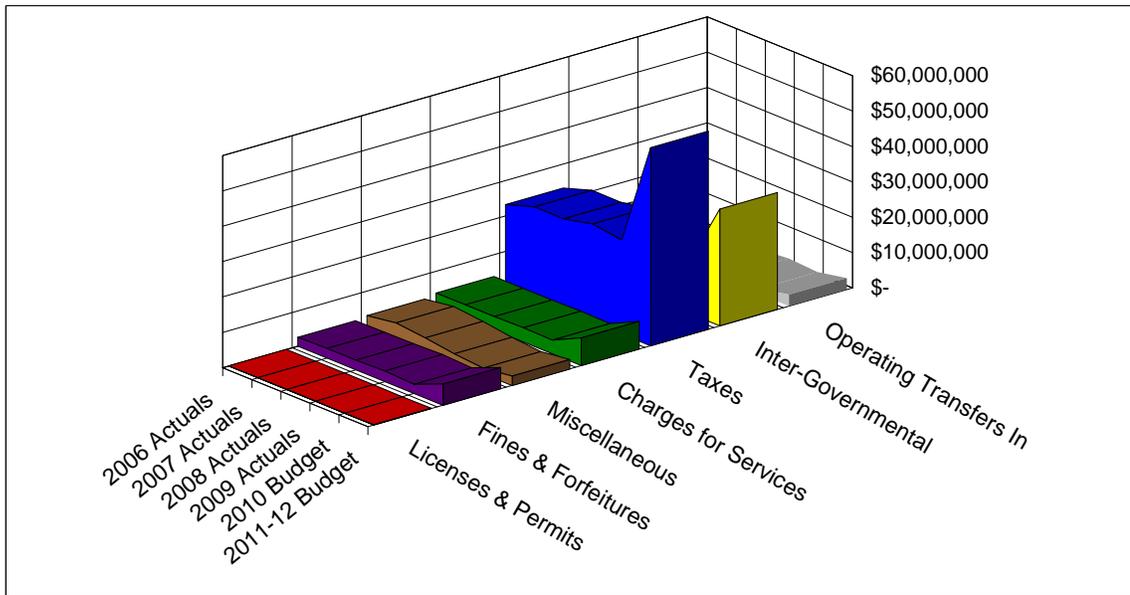
	<u>Budgeted Revenues</u>			<u>Budgeted Expenditures</u>		
	2009	2010	2011 - 2012	2009	2010	2011 - 2012
General Fund	\$ 53,139,534	\$ 51,854,063	\$ 109,009,370	\$ 53,491,521	\$ 51,666,816	\$ 109,099,900
Road Fund	16,925,421	17,159,281	26,947,839	18,080,183	19,839,283	31,030,108
Human Services	19,069,600	18,541,373	38,678,392	21,735,387	21,817,075	43,548,075
Capital Projects	871,960	888,000	2,500,000	12,643,247	10,275,000	10,400,000
Other Funds	25,307,994	25,007,557	51,637,059	28,909,889	27,619,252	53,959,822
Total Funds	\$ 115,314,509	\$ 113,450,274	\$ 228,772,660	\$ 134,860,227	\$ 131,217,426	\$ 248,037,905

Note: Estimated beginning fund balances are not included.

General Fund Balance Summary

	2009 Actuals	2010 Budget	2011 - 2012 Budget
<u>Revenues</u>			
Taxes	\$ 27,743,929	\$ 26,592,347	\$ 56,080,442
Licenses & Permits	47,521	47,800	96,000
Inter-governmental	16,351,558	15,578,229	33,065,307
Charges for Services	4,042,118	3,885,833	7,817,395
Fines & Forfeitures	2,994,385	2,559,850	6,014,051
Miscellaneous	2,293,289	1,568,754	2,662,038
Total Revenues	<u>\$ 53,472,800</u>	<u>\$ 50,232,813</u>	<u>\$ 105,735,233</u>
<u>Expenditures</u>			
General Government Services	\$ 21,096,440	\$ 20,783,924	\$ 43,706,640
Public Safety	23,038,802	23,308,902	49,632,513
Physical Environment	1,208,779	1,341,169	2,588,739
Transportation	-	-	-
Economic Environment	608,288	608,572	1,319,012
Mental & Physical Health	721,608	760,285	1,555,537
Culture & Recreation	492,277	486,613	1,023,248
Capital Outlay	527,407	237,410	886,328
Total Expenditures	<u>\$ 47,693,601</u>	<u>\$ 47,526,875</u>	<u>\$ 100,712,017</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ 5,779,199</u>	<u>\$ 2,705,938</u>	<u>\$ 5,023,216</u>
<u>Other Financing Sources (Uses)</u>			
Issuance of General Long-Term Debt			
Sale of Capital Assets	9,960	1,250	3,000
Transfers In	2,121,465	1,620,000	3,271,137
Transfers Out	(4,676,968)	(4,139,941)	(8,387,883)
Total Other Financing Sources (Uses)	<u>\$ (2,545,543)</u>	<u>\$ (2,518,691)</u>	<u>\$ (5,113,746)</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	<u>\$ 3,233,656</u>	<u>\$ 187,247</u>	<u>\$ (90,530)</u>
Fund Balance, January 1	<u>\$ 9,921,367</u>	<u>\$ 13,155,023</u>	<u>\$ 13,342,270</u>
Fund Balance, December 31	<u><u>\$ 13,155,023</u></u>	<u><u>\$ 13,342,270</u></u>	<u><u>\$ 13,251,740</u></u>

General Fund Revenue Sources



General Fund Revenue Source Notes

Taxes

In 2011, property tax revenues are projected to increase \$431,000 over the 2010 actual levy calculation. This increase is the result of taxes generated by an estimated \$321,000,000 in new construction. The current level of residential and commercial construction is slow and budgeted to remain flat throughout 2012. Benton County receives one percentage point of the retail sales tax collected in the unincorporated areas and a .15 percentage point of retail sales tax collected in the incorporated areas. The retail sales tax revenue outlook is uncertain with the economic stimulus money scheduled to run out by September 2011.

Miscellaneous

Investment interest remains well below average.

Fines and Forfeitures

Projected revenue increase is related to criminal costs and Superior Court penalties.

Inter-Governmental

Projected revenue increase is associated with prisoner housing revenue, both local and contracts. However, Benton County was notified, after the budget was approved, that the City of Olympia will not be renewing their jail contract for 2011. If an additional jail contract cannot be secured, the Inter-Governmental budgeted revenue will decrease by \$1 million over the next two years.

General Fund Revenue Sources Summary

	2006 Actuals	2007 Actuals	2008 Actuals	2009 Actuals	2010 Budget	2011 - 2012 Budget
Taxes						
General Property Taxes	\$ 15,065,634	\$ 16,093,358	\$ 16,736,545	\$ 17,412,470	\$ 17,944,401	\$ 36,543,742
Retail Sales & Use Taxes	6,458,947	8,063,181	7,471,737	8,751,484	6,962,000	15,908,000
Excise Taxes	341,940	424,789	653,822	325,799	329,796	728,400
Penalty & Interest On Delinquent Taxes	1,333,470	1,343,153	1,040,355	1,254,176	1,356,150	2,900,300
Taxes	\$ 23,199,991	\$ 25,924,481	\$ 25,902,459	\$ 27,743,929	\$ 26,592,347	\$ 56,080,442
Licenses & Permits						
Business Licenses & Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Business Licenses & Permits	26,176	33,070	41,801	47,521	47,800	96,000
Licenses & Permits	\$ 26,176	\$ 33,070	\$ 41,801	\$ 47,521	\$ 47,800	\$ 96,000
Intergovernmental Revenue						
Federal Grants - Direct	\$ 269,129	\$ 264,346	\$ 262,183	\$ 113,768	\$ 91,000	\$ 155,000
Federal Entitlements, Impact Payments, etc	63,202	62,564	99,687	101,894	95,400	203,600
Federal Grants - Indirect	685,627	737,494	900,148	840,042	792,779	1,639,324
State Grants	508,444	391,673	897,704	784,296	675,279	1,264,912
State Shared Revenues	1,040,892	1,038,701	1,035,759	1,051,103	1,070,707	2,356,663
State Entitlements, Impact Payments, etc	899,213	942,576	988,352	1,028,835	1,018,817	2,108,400
Interlocal Grants, Entitlements, etc.	-	-	-	-	-	-
Intergovernmental Service Revenues	10,168,757	11,246,567	11,671,743	12,431,620	11,834,247	25,337,408
Intergovernmental Revenue	\$ 13,635,264	\$ 14,683,921	\$ 15,855,576	\$ 16,351,558	\$ 15,578,229	\$ 33,065,307

General Fund Revenue Sources Summary continued

	2006 Actuals	2007 Actuals	2008 Actuals	2009 Budget	2010 Budget	2011 - 2012 Budget
Charges For Goods & Services						
General Government	\$ 2,383,419	\$ 2,483,057	\$ 2,509,016	\$ 2,534,804	\$ 2,512,335	\$ 5,135,973
Security of Persons & Property	877,128	731,509	754,389	862,565	702,400	1,467,920
Physical Environment	-	-	-	-	-	-
Economic Environment	28,230	74,665	23,770	25,480	25,350	52,800
Interfund/Interdepartmental-Sales & Services	490,331	544,894	583,132	619,268	645,748	1,160,702
Charges For Goods & Services	\$ 3,779,108	\$ 3,834,125	\$ 3,870,307	\$ 4,042,117	\$ 3,885,833	\$ 7,817,395
Fines And Forfeits						
Superior Court-Felony/Misdemeanor Penalties	\$ 392,883	\$ 370,674	\$ 423,682	\$ 504,546	\$ 507,850	\$ 998,100
Civil Penalties	15,081	17,951	14,217	18,243	15,000	37,000
Civil Infraction Penalties	-	-	-	-	-	-
Non-Parking Infractions	1,135,269	1,178,024	1,091,761	1,169,813	875,000	2,400,001
Criminal Traffic Misdemeanor Penalties	391,486	437,745	459,171	480,134	416,800	973,050
Criminal Non-Traffic Fines	218,049	200,647	210,734	191,472	176,400	392,800
Criminal Costs	363,940	475,146	538,710	630,178	568,800	1,213,100
Fines And Forfeits	\$ 2,516,708	\$ 2,680,187	\$ 2,738,275	\$ 2,994,386	\$ 2,559,850	\$ 6,014,051

General Fund Revenue Sources Summary continued

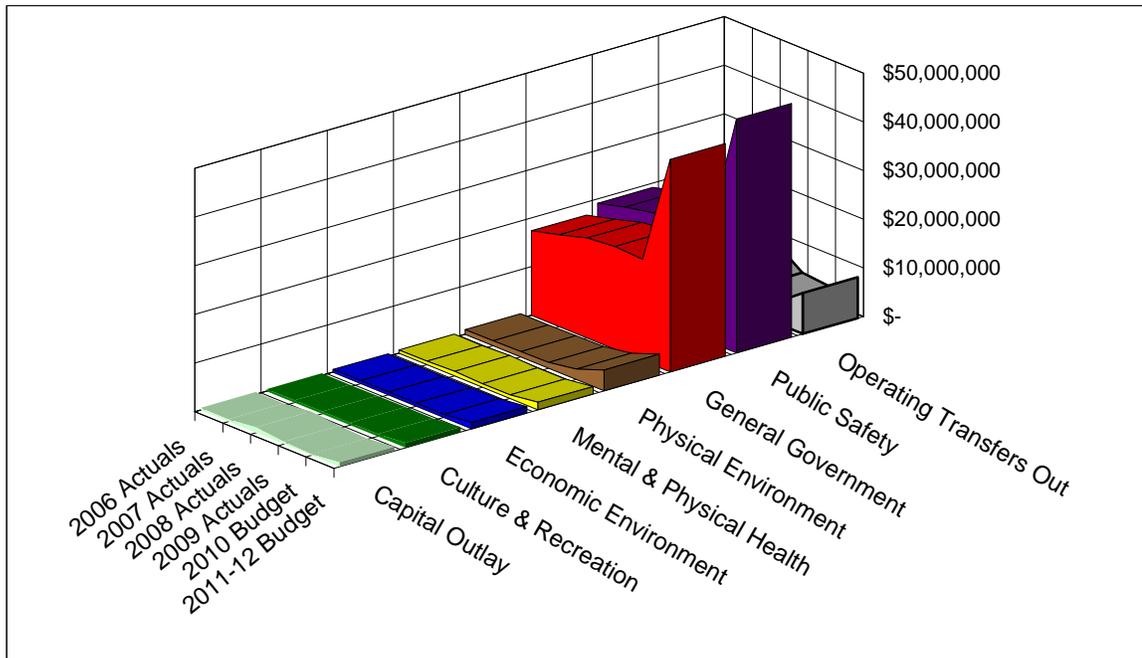
	2006 Actuals	2007 Actuals	2008 Actuals	2009 Budget	2010 Budget	2011 - 2012 Budget
Miscellaneous Revenues						
Interest Earnings	\$ 2,615,396	\$ 3,809,469	\$ 2,949,229	\$ 1,891,787	\$ 1,172,549	\$ 1,909,900
Rents, Leases & Concessions	10,122	6,124	211,148	214,611	239,623	485,136
Interfund/Interdepartmental-Miscellaneous	132,997	94,665	106,997	129,410	101,854	216,502
Contributions & Donations From Private Sources	6,950	5,700	3,200	14,958	5,700	20,500
Other Miscellaneous Revenue	36,259	421,177	62,795	42,523	49,028	30,000
Miscellaneous Revenues	\$ 2,801,724	\$ 4,337,135	\$ 3,333,369	\$ 2,293,289	\$ 1,568,754	\$ 2,662,038
Other Financing Sources						
Collections Of Accrued Revenue & Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Type Deposits	-	-	-	-	-	-
Residual Equity Transfers-In	-	-	-	-	-	-
Other Non-Revenues	-	-	-	-	-	-
Non-Revenues	-	-	-	-	-	-
Disposition Of Fixed Assets	261,778	35,485	75,399	9,960	1,250	3,000
Other Financing Sources	\$ 261,778	\$ 35,485	\$ 75,399	\$ 9,960	\$ 1,250	\$ 3,000
Operating Transfers-In	\$ 1,119,289	\$ 1,293,077	\$ 1,342,492	\$ 2,121,465	\$ 1,620,000	\$ 3,271,137
Other	-	-	-	-	-	-
Other Financing Sources	\$ 1,119,289	\$ 1,293,077	\$ 1,342,492	\$ 2,121,465	\$ 1,620,000	\$ 3,271,137
Total General Fund Revenues	\$ 47,340,038	\$ 52,821,481	\$ 53,159,678	\$ 55,604,225	\$ 51,854,063	\$ 109,009,370

General Fund Budget Highlights 2011 - 2012

The 2011 - 2012 budget is Benton County's fiscal plan for the next two years. The total General Fund expenditure budget is \$109,099,900, up 5.6% over two times the original 2010 budget of \$51,666,816. Due to the uncertainty of the economy, the 2011 - 2012 budget remains at the previous year's baseline budget and no enhancements were granted with the following exception: Adult and juvenile drug court will be funded on a year-to-year basis and a new department was created in order to keep track of the expenditures. The Adult and juvenile drug court's 2011 budget is \$198,857.

Additionally, the Commissioners budgeted a 1.5% employee cost of living adjustment (COLA) for both 2011 and 2012 except for Public Works and Bi-County employees. A 2.0% COLA was budgeted in 2011 and 2012 for Public Works employees per the collective bargaining agreement and a 0.0% COLA was budgeted in 2011 and 2012 for Bi-County employees. No new positions were approved for 2011 - 2012.

General Fund Expenditures



General Fund Expenditure Notes

Public Safety

Due to the uncertainty of the economy, the 2011 - 2012 budget remains at the previous years baseline budget and no enhancements were granted with the following exception: a 1.5% cost of living adjustment was budgeted for both 2011 and 2012. Also, the Department of Ecology's funding was cut which resulted in Benton County losing the Litter Patrol Grant. As a result, a work crew program was eliminated.

General Government, Physical Environment, Mental & Physical Health, Economic Environment & Culture & Recreation

Due to the uncertainty of the economy, the 2011 - 2012 budget remains at the previous years baseline budget and no enhancements were granted with the following exception: a 1.5% cost of living adjustment was budgeted for both 2011 and 2012.

Operating Transfer Outs

The 2011 - 2012 budget remained roughly the same as two times the 2010 budget. There was a slight increase to the Juvenile Justice Center transfer out.

General Fund Expenditures Summary

	2006 Actuals	2007 Actuals	2008 Actuals	2009 Actuals	2010 Budget	2011 - 2012 Budget
General Government						
Commissioners	\$ 841,121	\$ 990,060	\$ 1,083,817	\$ 1,164,930	\$ 1,152,846	\$ 2,448,610
Superior Court	2,645,209	2,625,175	2,596,533	2,788,321	2,459,162	4,823,945
Clerk	1,694,026	1,832,563	1,897,334	1,924,791	1,991,753	4,246,247
District Court	3,101,701	3,309,833	3,607,018	3,500,240	2,983,299	6,235,924
Auditor	1,123,020	1,205,902	1,269,138	1,367,589	1,377,869	3,011,694
Treasurer	1,034,229	1,074,911	1,155,863	1,117,263	1,176,078	2,507,604
Board of Equalization	29,708	30,741	29,534	36,673	38,201	79,458
Assessor	1,812,064	1,898,959	1,920,816	1,979,839	1,988,381	4,379,146
Prosecuting Attorney	3,339,402	3,627,187	3,821,609	3,946,403	4,000,046	8,518,689
Personnel	260,780	244,626	253,008	262,990	279,627	563,959
GIS	190,656	221,674	363,205	297,059	295,253	641,367
Indigent Defense	-	105,776	1,913,604	2,235,815	2,314,435	4,874,898
LEOFF	283,925	261,887	215,476	212,376	235,918	438,664
Adutl & Juvenile Drug Court *	-	-	-	-	-	198,857
Non-Departmental	1,002,161	1,398,106	373,583	262,150	491,056	737,578
Total	\$ 17,358,002	\$ 18,827,400	\$ 20,500,538	\$ 21,096,439	\$ 20,783,924	\$ 43,706,640
Security of Persons and Property						
Sheriff- Administration	\$ 761,294	\$ 788,058	\$ 833,267	\$ 868,482	\$ 866,083	\$ 1,804,591
Civil Service	16,093	38,807	45,686	63,664	91,361	168,617
Sheriff-Patrol	4,862,108	4,940,977	5,185,219	5,496,819	5,553,580	11,601,718
Sheriff-Traffic Safety	351,253	368,268	398,900	403,272	430,886	915,258
Sheriff-Custody	12,081,850	13,399,382	14,167,089	14,987,969	15,014,466	32,232,697
Sheriff-C & R	1,020,561	1,070,589	1,156,929	1,190,646	1,169,343	2,439,879
Animal Control	-	-	-	-	155,232	413,851
Sheriff-Contract Housing	-	-	-	-	-	-
Non-Departmental	23,404	35,107	34,467	27,951	27,951	55,902
Total	\$ 19,116,563	\$ 20,641,188	\$ 21,821,557	\$ 23,038,803	\$ 23,308,902	\$ 49,632,513

*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.

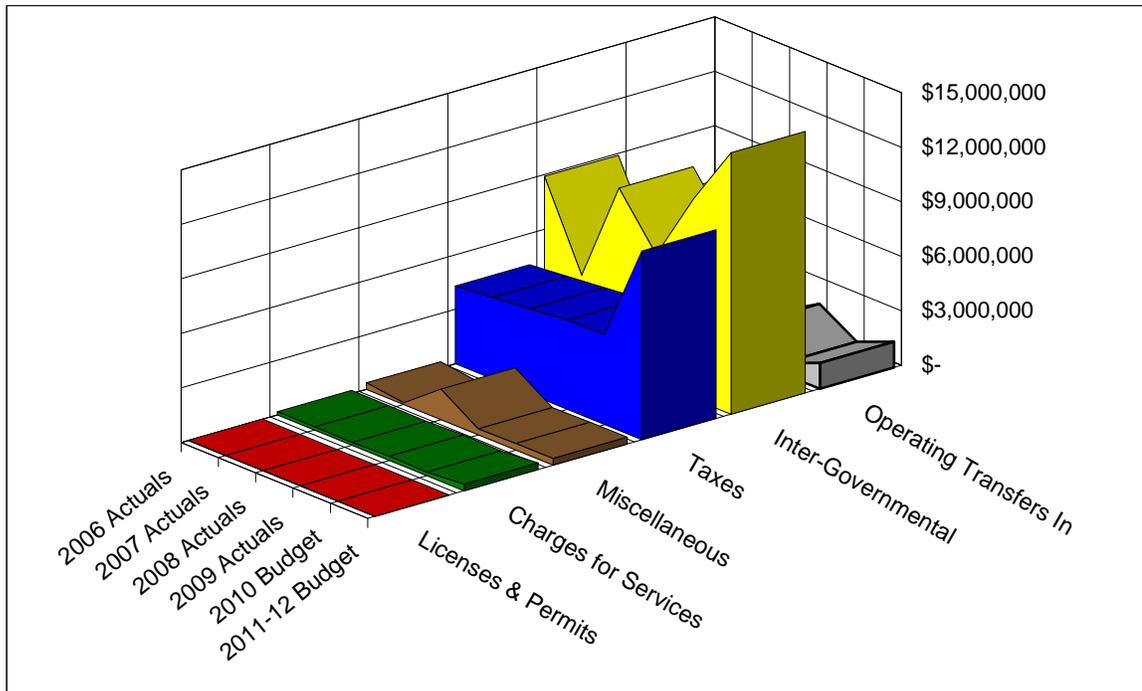
General Fund Expenditures Summary continued

	2006 Actuals	2007 Actuals	2008 Actuals	2009 Actuals	2010 Budget	2011 - 2012 Budget
Physical Environment						
Waste Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facilities	947,678	967,303	1,085,969	1,165,144	1,305,972	2,519,957
Non-Departmental	27,316	30,889	29,704	43,636	35,197	68,782
Total	\$ 974,994	\$ 998,192	\$ 1,115,673	\$ 1,208,780	\$ 1,341,169	\$ 2,588,739
Economic Environment						
Planning	\$ 561,988	\$ 597,664	\$ 576,237	\$ 608,288	\$ 608,572	\$ 1,319,012
Building	-	-	-	-	-	-
Total	\$ 561,988	\$ 597,664	\$ 576,237	\$ 608,288	\$ 608,572	\$ 1,319,012
Mental and Physical Health						
Coroner	\$ 289,099	\$ 309,626	\$ 324,216	\$ 334,357	\$ 321,113	\$ 677,217
TB Hospital	55,789	59,375	51,500	49,244	70,437	140,850
Non-Departmental	320,674	318,373	599,179	338,007	368,735	737,470
Total	\$ 665,562	\$ 687,374	\$ 974,895	\$ 721,608	\$ 760,285	\$ 1,555,537
Culture and Recreation						
Co-Op Extension	\$ 242,806	\$ 235,459	\$ 251,181	\$ 254,358	\$ 255,752	\$ 557,016
Horticulture Consultant	-	-	-	-	-	-
Parks	216,254	220,082	225,537	237,919	230,861	466,232
Non-Departmental	-	-	-	-	-	-
Total	\$ 459,060	\$ 455,541	\$ 476,718	\$ 492,277	\$ 486,613	\$ 1,023,248
Capital Outlay						
Capital Outlay	\$ 462,581	\$ 447,212	\$ 1,138,798	\$ 527,407	\$ 237,410	\$ 886,328
Total	\$ 462,581	\$ 447,212	\$ 1,138,798	\$ 527,407	\$ 237,410	\$ 886,328
Operating Transfers						
Operating Transfers	\$ 8,303,091	\$ 7,721,510	\$ 8,759,906	\$ 4,676,968	\$ 4,139,941	\$ 8,387,883
Total	\$ 8,303,091	\$ 7,721,510	\$ 8,759,906	\$ 4,676,968	\$ 4,139,941	\$ 8,387,883
Total Actual Expenditures	\$ 47,901,841	\$ 50,376,081	\$ 55,364,322	\$ 52,370,570	\$ 51,666,816	\$ 109,099,900

Road Fund Balance Summary

	2009 Actuals	2010 Budget	2011-2012 Budget
<u>Revenues</u>			
Taxes	\$ 4,852,656	\$ 4,868,471	\$ 10,262,408
Excise and Other Taxes	63,769	100,000	130,000
Total Taxes	<u>4,916,425</u>	<u>4,968,471</u>	<u>10,392,408</u>
Licenses & Permits	2,500	1,800	5,500
Inter-governmental	7,119,802	11,040,410	14,390,592
Charges for Services	230,598	195,900	362,700
Fines & Forfeitures	-	-	-
Miscellaneous	163,449	367,300	382,000
Total Revenues	<u>\$ 12,432,774</u>	<u>\$ 16,573,881</u>	<u>\$ 25,533,200</u>
<u>Expenditures</u>			
General Government Services	\$ 545,084	\$ 1,107,400	\$ 1,026,100
Public Safety	-	-	-
Transportation	7,295,118	8,338,783	18,414,435
Debt Service:	-	-	-
Principal	197,750	197,750	396,000
Interest	13,040	16,350	255,000
Capital Outlay	7,607,789	10,179,000	10,938,573
Total Expenditures	<u>\$ 15,658,781</u>	<u>\$ 19,839,283</u>	<u>\$ 31,030,108</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ (3,226,007)</u>	<u>\$ (3,265,402)</u>	<u>\$ (5,496,908)</u>
<u>Other Financing Sources (Uses)</u>			
Non-Expenditure Disbursement Agency Type			
Intergovernmental Agreement Transfer			
Issuance of Long-term Debt	162,500	-	-
Proceeds of Capital Assets	-	-	-
Transfers In	1,835,477	585,400	1,414,639
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	<u>\$ 1,997,977</u>	<u>\$ 585,400</u>	<u>\$ 1,414,639</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	<u>\$ (1,228,030)</u>	<u>\$ (2,680,002)</u>	<u>\$ (4,082,269)</u>
Fund Balance, January 1	<u>\$ 4,176,143</u>	<u>\$ 2,948,113</u>	<u>\$ 268,111</u>
Fund Balance, December 31	<u>\$ 2,948,113</u>	<u>\$ 268,111</u>	<u>\$ (3,814,158)</u>

Road Fund Revenue Sources



Road Fund Revenue Notes

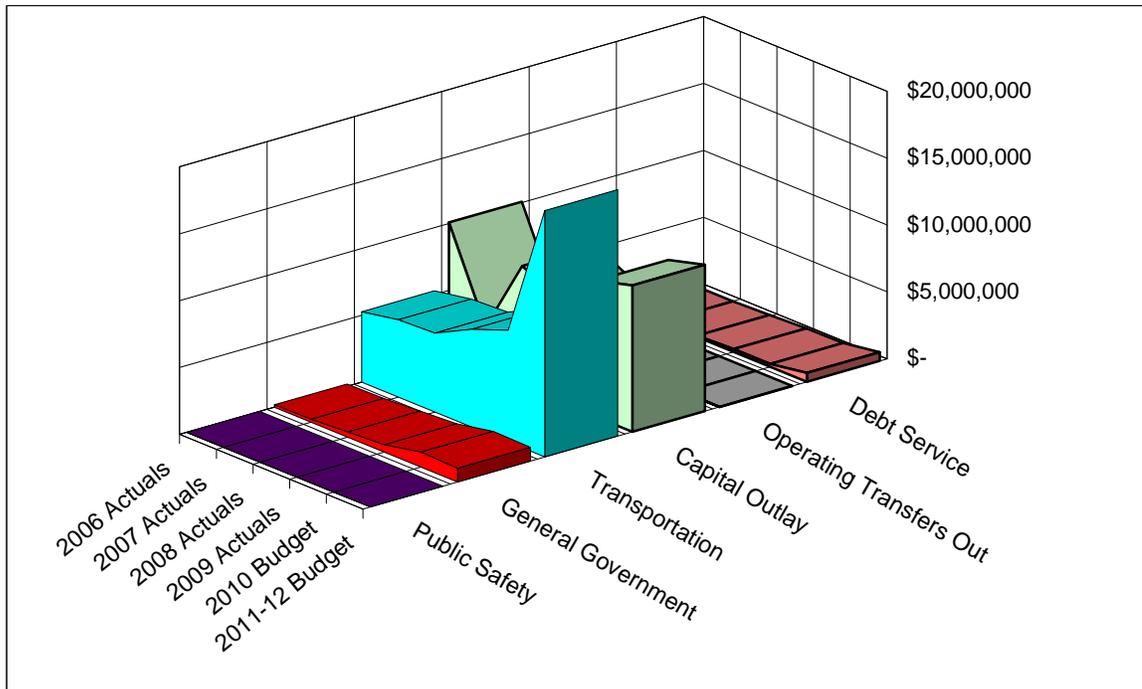
Intergovernmental

The 2011 - 2012 budget decreased (\$7,690,228) under two times the 2010 budget due to the completion of Webber Canyon and the CR397 Intertie. Also, grant funds are down due to the condition of the economy.

Operating Transfers In

The 2011 - 2012 budget includes a \$1,200,000 operating transfer from the County Road Improvement Matching (CRIM) Fund for the Piert Road project located in Finley.

Road Fund Expenditures



Road Fund Expenditure Notes

Capital Outlay

The 2011 - 2012 budget decreased by (\$9,419,427) under two times the 2010 budget. The decrease is primarily related to the completion of a portion of the Webber Canyon project, the Wisner Parkway project, and the CR397 Intertie.

Debt Service

Debt Service increased by \$222,800 over two times the 2010 budget.

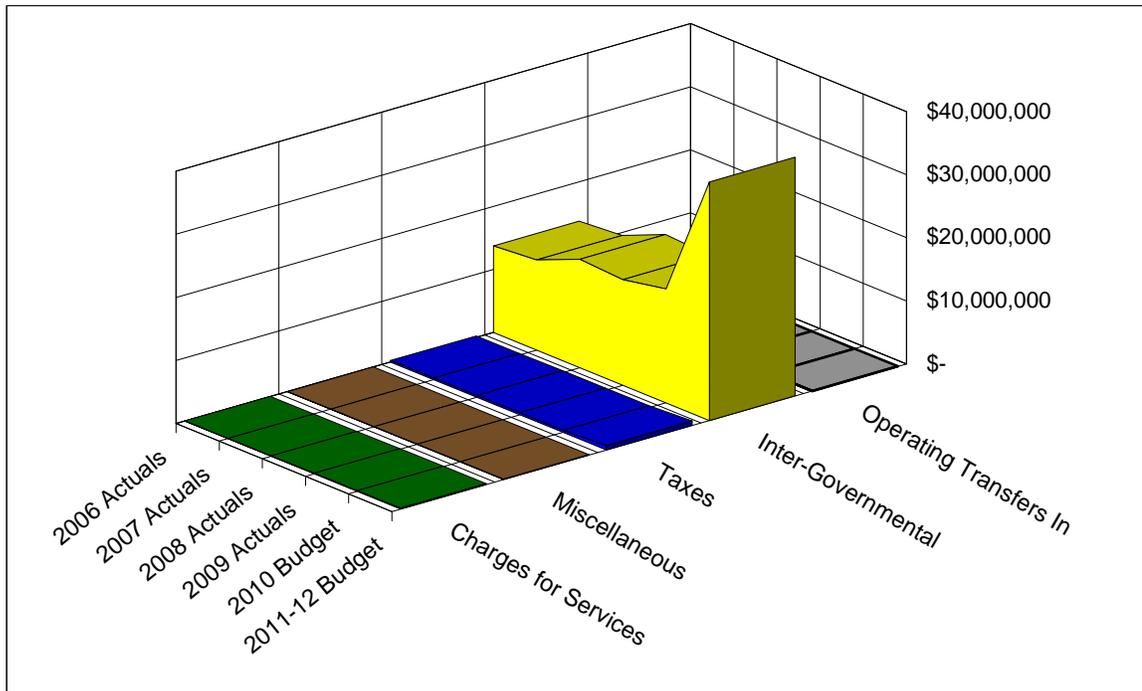
General Government & Transportation

The 2011 - 2012 budget for the General Government section decreased (\$1,188,700) under two times the 2010 budget and the Transportation section increased by \$1,736,869 over two times the 2010 budget. Expenditure increases are related to the increasing maintenance cost, while expenditure decreases are related to the completion of a portion of the Webber Canyon project and the CR397 Intertie.

Human Services Fund Balance Summary

	2009 Actuals	2010 Budget	2011-2012 Budget
<u>Revenues</u>			
Taxes	\$ 315,790	\$ 320,000	\$ 680,000
Excise and Other Taxes	884	400	800
Total Taxes	<u>316,674</u>	<u>320,400</u>	<u>680,800</u>
Licenses & Permits	-	-	-
Inter-governmental	16,760,025	18,091,400	37,823,192
Charges for Services	89,942	108,573	130,200
Fines & Forfeitures	-	-	-
Miscellaneous	20,539	17,000	37,000
Total Revenues	<u>\$ 17,187,180</u>	<u>\$ 18,537,373</u>	<u>\$ 38,671,192</u>
<u>Expenditures</u>			
General Government Services	\$ -	\$ -	\$ -
Public Safety	-	-	-
Transportation	-	-	-
Mental & Physical Health	16,601,709	21,361,408	43,034,271
Debt Service:	-	-	-
Principal	-	207,667	207,667
Interest	-	-	-
Capital Outlay	-	248,000	275,000
Total Expenditures	<u>\$ 16,601,709</u>	<u>\$ 21,817,075</u>	<u>\$ 43,516,938</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ 585,471</u>	<u>\$ (3,279,702)</u>	<u>\$ (4,845,746)</u>
<u>Other Financing Sources (Uses)</u>			
Redemption of Long-Term Debt	-	-	-
Proceeds of Capital Assets	-	-	-
Transfers In	4,281	4,000	7,200
Transfers Out	-	-	(31,137)
Total Other Financing Sources (Uses)	<u>\$ 4,281</u>	<u>\$ 4,000</u>	<u>\$ (23,937.00)</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	<u>\$ 589,752</u>	<u>\$ (3,275,702)</u>	<u>\$ (4,869,683)</u>
Fund Balance, January 1	<u>\$ 4,386,506</u>	<u>\$ 4,976,258</u>	<u>\$ 1,700,556</u>
Fund Balance, December 31	<u>\$ 4,976,258</u>	<u>\$ 1,700,556</u>	<u>\$ (3,169,127)</u>

Human Services Fund Revenue Sources

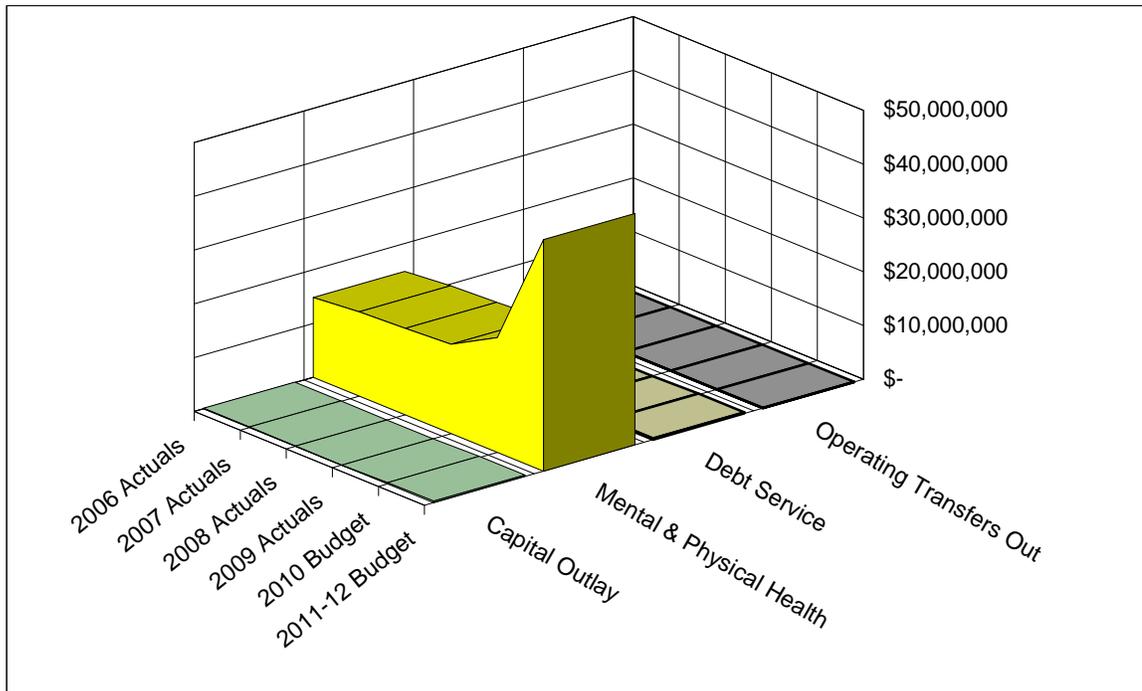


Human Services Fund Revenue Notes

Inter-governmental

The 2011 - 2012 budget increased \$1,640,392 over two times the 2010 budget due to an increase in funding for substance abuse and developmental disabilities. However, this funding increase might not come to fruition due to the economic condition of Washington State.

Human Services Fund Expenditures



Human Services Fund Expenditure Notes

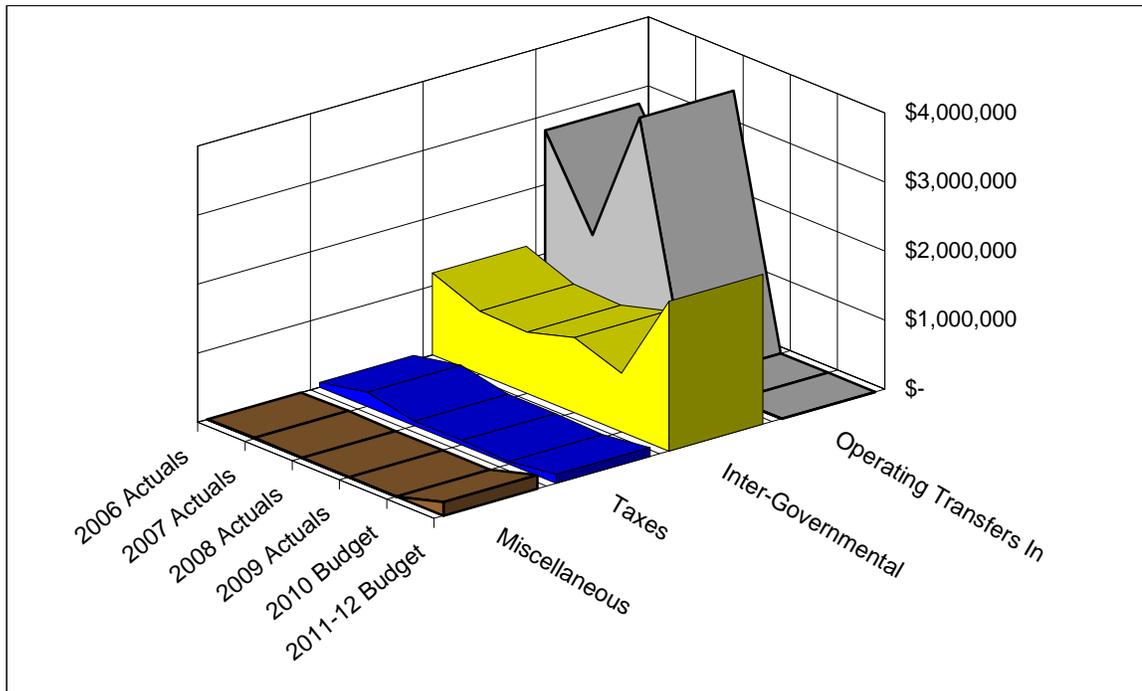
Mental & Physical Health

The 2011 - 2012 budget is virtually unchanged compared to two times the 2010 budget.

Capital Projects Fund Balance Summary

	2009 Actuals	2010 Budget	2011-2012 Budget
<u>Revenues</u>			
Taxes	\$ -	\$ -	\$ -
Excise and Other Taxes	64,623	38,000	130,000
Total Taxes	<u>64,623</u>	<u>38,000</u>	<u>130,000</u>
Licenses & Permits	-	-	-
Inter-governmental	1,084,867	850,000	2,170,000
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous	-	-	200,000
Total Revenues	<u>\$ 1,149,490</u>	<u>\$ 888,000</u>	<u>\$ 2,500,000</u>
<u>Expenditures</u>			
General Government Services	\$ -	\$ -	\$ -
Public Safety	-	-	-
Physical Environment	8,562	1,000,000	-
Economic Environment	50,000	-	-
Culture and Recreation	-	-	-
Debt Service:	-	-	-
Principal	-	-	-
Interest	-	-	-
Capital Outlay	2,438,267	9,275,000	10,400,000
Total Expenditures	<u>\$ 2,496,829</u>	<u>\$ 10,275,000</u>	<u>\$ 10,400,000</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ (1,347,339)</u>	<u>\$ (9,387,000)</u>	<u>\$ (7,900,000)</u>
<u>Other Financing Sources (Uses)</u>			
Intergovernmental Agreement Transfer	-	-	-
Transfers In	-	-	-
Transfers Out	(1,816,994)	-	-
Total Other Financing Sources (Uses)	<u>\$ (1,816,994)</u>	<u>\$ -</u>	<u>\$ -</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	<u>\$ (3,164,333)</u>	<u>\$ (9,387,000)</u>	<u>\$ (7,900,000)</u>
Fund Balance, January 1	<u>\$ 13,789,380</u>	<u>\$ 10,625,047</u>	<u>\$ 1,238,047</u>
Fund Balance, December 31	<u>\$ 10,625,047</u>	<u>\$ 1,238,047</u>	<u>\$ (6,661,953)</u>

Capital Projects Fund Revenue Sources

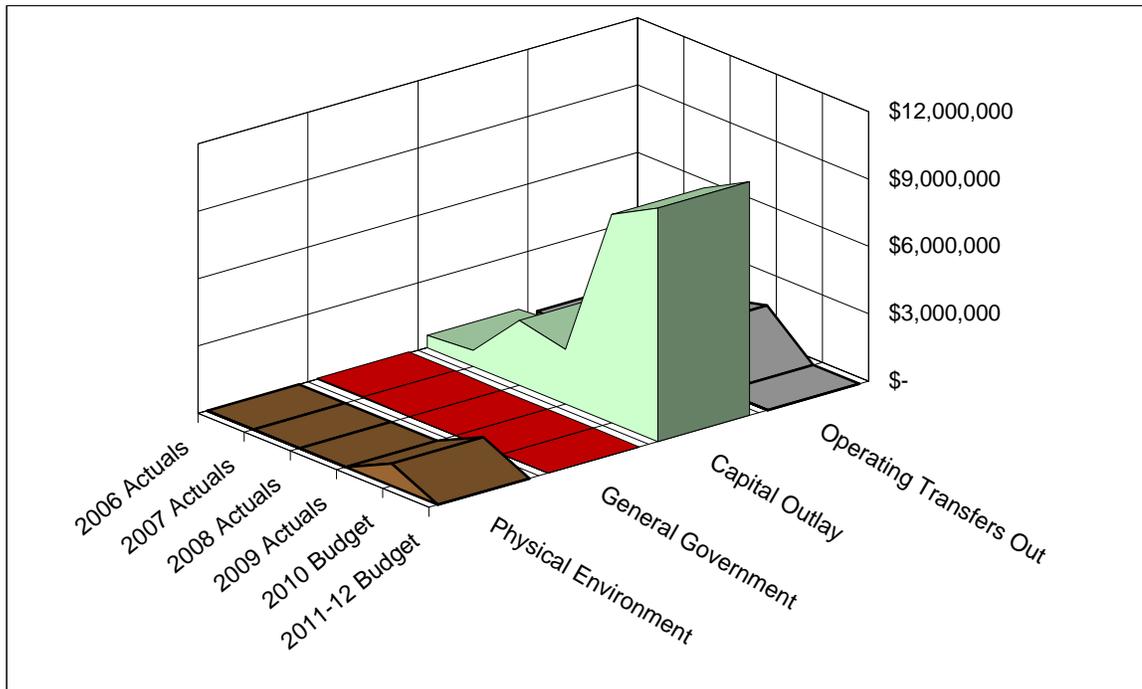


Capital Projects Fund Revenue Notes

Intergovernmental

The 2011 - 2012 budget increased \$470,000 over two times the 2010 budget due to an estimated increase in payment in lieu of taxes (PILT) money received from the Department of Energy.

Capital Projects Fund Expenditures



Capital Projects Fund Expenditure Notes

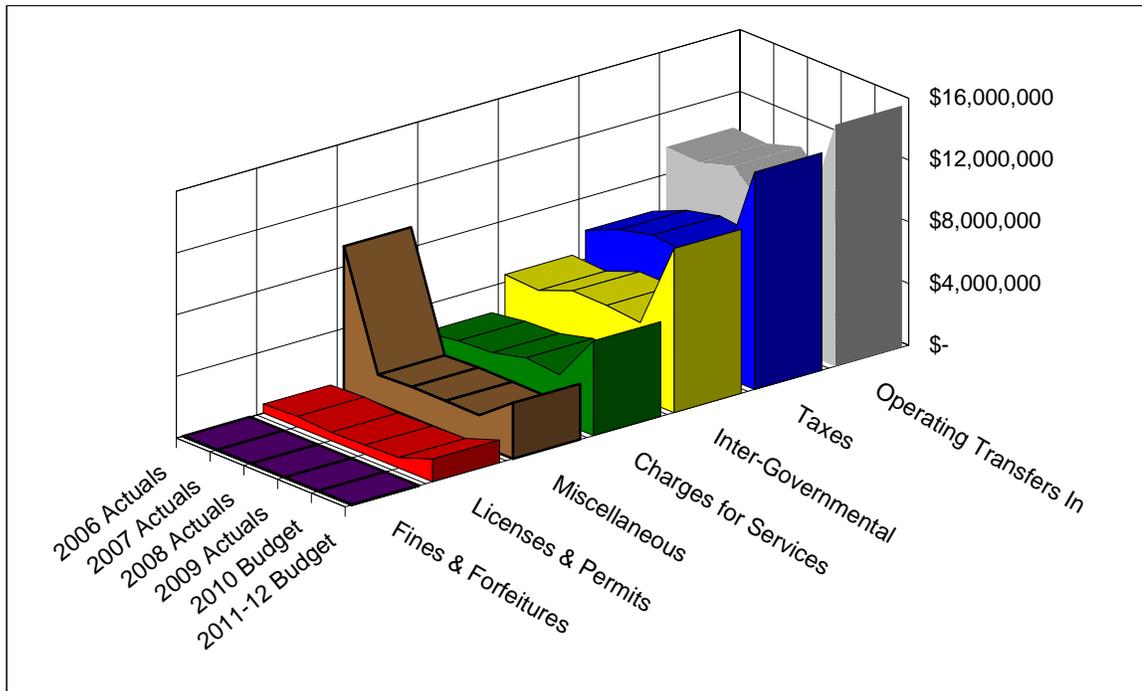
Capital Outlay

The 2011 - 2012 budget increased \$1,125,000 over the 2010 budget due to an increase in the funding available for Capital Projects. However, due to the economic condition of the state and county, all non-essential capital projects have been put on hold.

Other Funds Balance Summary

	2009 Actuals	2010 Budget	2011-2012 Budget
<u>Revenues</u>			
Taxes	\$ 6,552,044	\$ 6,200,000	\$ 12,900,000
Excise and Other Taxes	502,847	435,360	1,198,300
Total Taxes	<u>7,054,891</u>	<u>6,635,360</u>	<u>14,098,300</u>
Licenses & Permits	595,141	680,334	1,467,587
Inter-governmental	5,168,356	4,944,085	10,635,921
Charges for Services	3,258,229	3,054,006	6,147,317
Fines & Forfeitures	6,344	4,000	11,094
Miscellaneous	1,955,148	1,915,495	3,620,964
Total Revenues	<u>\$ 18,038,109</u>	<u>\$ 17,233,280</u>	<u>\$ 35,981,183</u>
<u>Expenditures</u>			
General Government Services	\$ 2,314,161	\$ 3,325,332	\$ 6,918,612
Public Safety	8,898,829	9,178,539	18,077,476
Transportation	-	-	-
Physical Environment	591,065	726,907	1,112,457
Economic Environment	1,513,682	2,056,987	4,352,284
Mental & Physical Health	-	4,100	8,200
Culture and Recreation	579,373	1,106,326	2,175,834
Debt Service:			
Principal	2,085,000	2,183,423	4,623,000
Interest	1,502,135	1,417,039	2,569,683
Capital Outlay	424,015	1,237,263	1,612,244
Total Expenditures	<u>\$ 17,908,260</u>	<u>\$ 21,235,916</u>	<u>\$ 41,449,790</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ 129,849</u>	<u>\$ (4,002,636)</u>	<u>\$ (5,468,607)</u>
<u>Other Financing Sources (Uses)</u>			
Sale of Fixed Assets	-	-	-
Proceeds of General Long-Term Debt	-	-	-
Transfers In	8,101,048	7,774,277	15,655,876
Transfers Out	(5,807,761)	(6,383,336)	(12,510,032)
Total Other Financing Sources (Uses)	<u>\$ 2,293,287</u>	<u>\$ 1,390,941</u>	<u>\$ 3,145,844</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	<u>\$ 2,423,136</u>	<u>\$ (2,611,695)</u>	<u>\$ (2,322,763)</u>
Fund Balance, January 1	<u>\$ 30,323,033</u>	<u>\$ 32,746,169</u>	<u>\$ 30,134,474</u>
Fund Balance, December 31	<u>\$ 32,746,169</u>	<u>\$ 30,134,474</u>	<u>\$ 27,811,711</u>

Other Governmental Fund Revenue Sources



Other Governmental Fund Revenue Notes

Miscellaneous

The 2006 spike was due to the anticipated proceeds from long-term debt incurred for the construction of the Health Building.

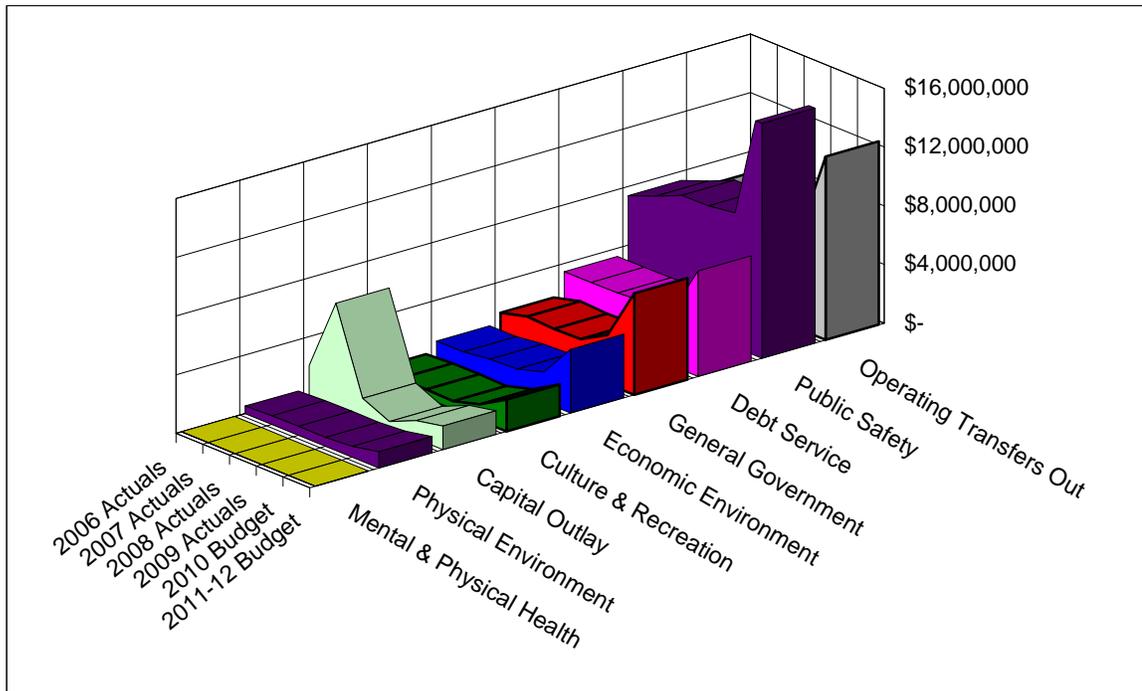
Taxes

The 2009 tax decrease of (\$200,000) relates to procurements from the Waste Vitrification Plant on the Hanford Site.

Operating Transfers In

The 2009 decrease of (\$2,600,000) is due to the completion of the Benton Franklin Health Building and the elimination of the operating transfer to the Health Building Fund. Operating transfers in have continued to decline due to budget constraints in the 2010, and 2011 - 2012 budgets.

Other Governmental Fund Expenditures



Other Governmental Fund Expenditure Notes

Public Safety

The 2009 increase of \$1,200,000 was due to salaries and benefits. In 2010 a cost of living adjustment (COLA) was not given. A 1.5% COLA was budgeted for 2011 and 2012.

Capital Outlay

The 2007 spike was due to the completion of the Health Building Construction project. Since then, capital outlay has decreased due to budget constraints.

General Government

The 2011 - 2012 budget increase of \$267,948 over two times the 2010 budget is due to salaries and benefits. A 1.5% (COLA) was budgeted for 2011 and 2012.

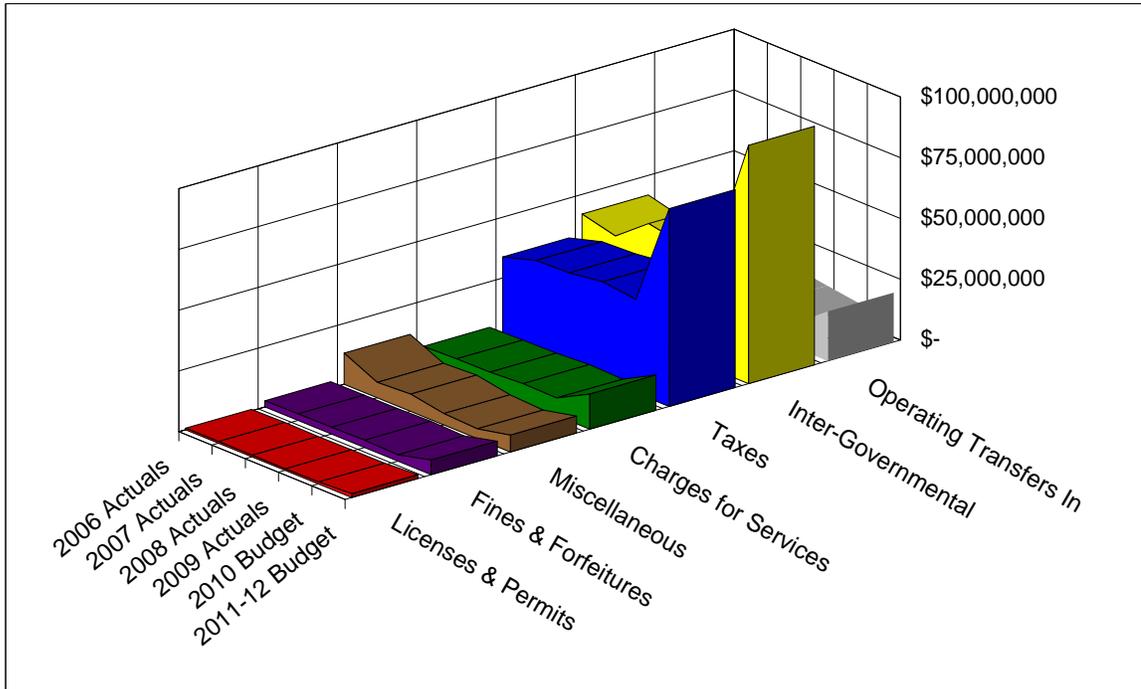
Culture & Recreation

The 2011 - 2012 budget remained virtually the same as two times the 2010 budget.

All Funds Balance Summary

	2009 Actuals	2010 Budget	2011-2012 Budget
<u>Revenues</u>			
Taxes	\$ 38,027,181	\$ 36,361,872	\$ 76,644,150
Excise and Other Taxes	2,069,361	2,192,706	4,737,800
Total Taxes	<u>40,096,542</u>	<u>38,554,578</u>	<u>81,381,950</u>
Licenses & Permits	645,162	729,934	1,569,087
Inter-governmental	46,484,608	50,504,124	98,085,012
Charges for Services	7,620,887	7,244,312	14,457,612
Fines & Forfeitures	3,000,729	2,563,850	6,025,145
Miscellaneous	4,432,425	3,870,449	6,898,002
Total Revenues	<u>\$ 102,280,353</u>	<u>\$ 103,467,247</u>	<u>\$ 208,416,808</u>
<u>Expenditures</u>			
General Government Services	\$ 23,955,685	\$ 25,216,656	\$ 51,578,549
Public Safety	31,937,631	31,651,863	66,096,356
Physical Environment	1,808,406	3,903,654	5,387,632
Transportation	7,295,118	8,338,783	18,414,435
Economic Environment	2,171,970	2,665,559	5,671,296
Mental and Physical Health	17,323,317	22,125,793	44,598,008
Culture and Recreation	1,071,650	1,592,939	3,199,082
Debt Service:			
Principal	2,282,750	2,590,340	5,454,667
Interest	1,515,175	1,431,889	2,596,683
Capital Outlay	10,997,478	21,176,673	24,112,145
Total Expenditures	<u>\$ 100,359,180</u>	<u>\$ 120,694,149</u>	<u>\$ 227,108,853</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ 1,921,173</u>	<u>\$ (17,226,902)</u>	<u>\$ (18,692,045)</u>
<u>Other Financing Sources (Uses)</u>			
Intergovernmental Agreement Transfer	-	-	-
Proceeds of General Long-Term Debt	162,500	-	-
Sale of Capital Assets/Proceeds of Capital Assets/S:	9,960	3,350	7,000
Transfers In	12,062,271	9,979,677	20,348,852
Transfers Out	(12,301,723)	(10,523,277)	(20,929,052)
Total Other Financing Sources (Uses)	<u>\$ (66,992)</u>	<u>\$ (540,250)</u>	<u>\$ (573,200)</u>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures & Other Uses	<u>\$ 1,854,181</u>	<u>\$ (17,767,152)</u>	<u>\$ (19,265,245)</u>
Fund Balance, January 1	<u>\$ 62,596,429</u>	<u>\$ 64,450,610</u>	<u>\$ 46,683,458</u>
Fund Balance, December 31	<u>\$ 64,450,610</u>	<u>\$ 46,683,458</u>	<u>\$ 27,418,213</u>

All Governmental Fund Revenue Sources



All Governmental Fund Revenue Notes

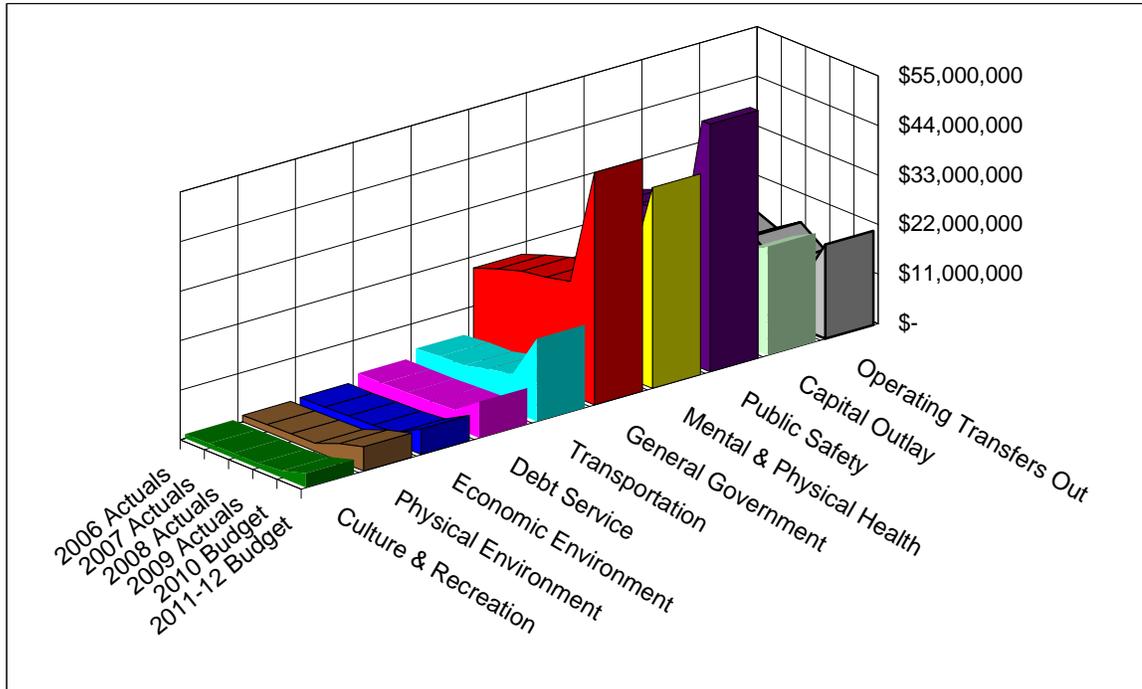
Taxes

The property tax increase of \$1,276,406 over two times the 2010 budget is a result of taxes generated by new construction. The retail sales and use tax increase of \$2,644,000 over two times the 2010 budget is a combination of the Hanford Area Northwest Energy Plant refueling revenue that will be received in 2011 and effects from the \$1.96 billion the Hanford site received from the federal American Recovery Reinvestment Act (ARRA).

Inter-Governmental

The decrease of (\$2,923,236) under two times the 2010 budget is due to the reduction of grant revenue associated with the major road projects that were completed in 2010.

All Governmental Fund Expenditures



All Governmental Fund Expenditure Notes

Capital Outlay

The decrease of (\$18,241,201) under two times the 2010 budget is due to expenditures associated with the major road projects that were completed in 2010 as well as the inaccurate comparison of the Capital Projects fund to two times the 2010 budget.

Consolidated Revenue Summary

Fund	Fund Number	Estimated Beginning Fund Balance 1/1/11	Taxes	Revenues	Transfer from Active Funds	Total Funds Available
Current Expense	0000-101	\$ 7,100,000	\$ 36,053,970	\$ 69,684,263	\$ 3,271,137	\$ 116,109,370
County Road	0101-101	4,082,269	10,392,408	15,140,792	1,414,639	31,030,108
County Road Improvement	0101-102	691,000	-	1,203,000	-	1,894,000
Flood Control	0103-101	111,450	-	2,300	-	113,750
Veterans' Assistance	0104-101	95,000	350,000	7,000	-	452,000
Auditor's O&M	0106-101	363,206	-	360,000	-	723,206
Human Services	0108-101	5,100,000	680,000	37,991,192	7,200	43,778,392
Treasurer's Investment Pool	0109-101	752	-	5,000	-	5,752
Park Development	0110-102	63,871	-	33,900	-	97,771
Election Reserve	0111-101	1,244,005	-	854,775	1,000,000	3,098,780
Treasurer's O&M	0112-101	343,005	-	230,300	-	573,305
Paths & Trails Reserve	0114-101	70,139	-	30,750	-	100,889
Juvenile Center	0115-101	979,685	-	7,408,976	7,422,247	15,810,908
Inmate Benevolence	0116-101	59,000	-	1,326,400	-	1,385,400
Juvenile Kitchen	0117-101	29,200	-	-	24,000	53,200
Crime Victim Comp	0120-101	190,272	-	473,452	-	663,724
Fairgrounds Improvements	0123-101	273,939	-	-	522,670	796,609
Fairgrounds Operating Budget	0124-101	375,000	-	538,656	-	913,656
Sheriff Investigative	0126-101	180,000	-	20,000	-	200,000
Canine/Boat Patrol	0127-101	102,000	-	377,626	-	479,626
REET Technology	0129-101	148,900	-	-	-	148,900
1/4% Real Estate Excise Tax	0130-101	1,809,579	700,000	-	-	2,509,579
Probation Assessment	0131-101	525,001	-	1,139,120	-	1,664,121
Central Services Cmptr Replace	0132-101	1,274,800	-	776,277	-	2,051,077
1/10% CJ Jail-Juvenile	0133-101	\$ 6,500,000	\$ 6,000,000	\$ -	\$ -	\$ 12,500,000

Consolidated Revenue Summary continued

Fund	Fund Number	Estimated Beginning Fund Balance 1/1/11	Taxes	Revenues	Transfer from Active Funds	Total Funds Available
Noxious Weed Control	0134-101	\$ 100,000	\$ -	\$ 602,886	\$ -	\$ 702,886
Sustainable Development Courthouse	0135-101	470,000	148,300	-	-	618,300
Facilitator	0136-101	55,925	-	147,500	-	203,425
Family Services	0138-101	29,667	-	57,420	-	87,087
Family Services Superior Court	0140-101	22,000	-	18,000	-	40,000
Jail Depreciation Reserve	0142-101	975,000	-	127,396	235,494	1,337,890
Distressed County Tax Credit	0143-101	111,752	-	-	-	111,752
Rural County Capital Fund	0144-101	6,700,000	5,500,000	-	-	12,200,000
Clerk's Collection	0146-101	950,000	-	1,550,000	-	2,500,000
Protective Inspection Services	0149-101	70,197	-	1,405,927	52,942	1,529,066
Pest Board	0150-101	81,000	-	186,966	-	267,966
Work Crew Replacement	0151-101	130,000	-	124,000	-	254,000
State Housing	0152-101	1,600,000	-	250,000	-	1,850,000
VIT Impact	0153-101	2,000,000	1,400,000	-	-	3,400,000
Homeless Housing & Assistance	0154-101	930,000	-	1,117,000	-	2,047,000
Solid Waste Collection	0155-101	600,000	-	300,000	-	900,000
Trial Court Improvement	0156-101	50,000	-	233,952	-	283,952
Historical Preservation	0157-101	123,000	-	84,000	-	207,000
Domestic Violence Assessment	0158-101	24,249	-	11,094	-	35,343
CRID #11 & 12	0270-201	8,000	-	59,906	-	67,906
CRID 15	0271-201	5,000	-	158,320	-	163,320
CRID 16	0272-201	\$ 5,000	\$ -	\$ 14,538	\$ -	\$ 19,538

Consolidated Revenue Summary continued

Fund	Fund Number	Estimated Beginning Fund Balance 1/1/11	Taxes	Revenues	Transfer from Active Funds	Total Funds Available
Health Building Bond Fund	0298-101	26,762	0	646,146	492,848	1,165,756
Justice Center Bond Fund	0299-101	4,562,586	0	0	5,905,675	10,468,261
Detox Center Construction	0303-401	17,200	0	300	0	17,500
Capital Projects	0305-101	8,900,000	130,000	2,370,000	0	11,400,000
Equipment Rental & Revolving	0501-101	4,239,622	0	4,852,500	0	9,092,122
Central Services	0502-101	399,300	0	5,268,095	580,200	6,247,595
Workmen's Compensation	0503-101	2,290,000	0	2,518,167	0	4,808,167
Insurance Management	0504-101	1,800,000	0	3,067,342	0	4,867,342
Accumulated Leave	0505-101	460,000	0	1,152,191	0	1,612,191
GRAND TOTALS		\$ 69,448,333	\$ 61,354,678	\$ 163,927,425	\$ 20,929,052	\$ 315,659,488

Consolidated Expenditure Summary

Fund	Fund Number	Expenditures (other than transfers)	Transfer to Active Funds (Dept. Request)	Total Expenditures	Estimated Ending Fund Balance 12/31/12
Current Expense	0000-101	\$ 100,712,017	\$ 8,387,883	\$ 109,099,900	\$ 7,009,470
County Road	0101-101	31,030,108	-	31,030,108	-
County Road Improvement	0101-102	-	1,200,000	1,200,000	694,000
Flood Control	0103-101	-	113,750	113,750	-
Veterans' Assistance	0104-101	313,027	-	313,027	138,973
Auditor's O&M	0106-101	722,865	-	722,865	341
Human Services	0108-101	43,516,938	31,137	43,548,075	230,317
Treasurer's Investment Pool	0109-101	-	-	-	5,752
Park Development	0110-102	97,771	-	97,771	-
Election Reserve	0111-101	1,882,016	-	1,882,016	1,216,764
Treasurer's O&M	0112-101	409,871	-	409,871	163,434
Paths & Trails Reserve	0114-101	-	100,889	100,889	-
Juvenile Center	0115-101	15,432,858	24,000	15,456,858	354,050
Inmate Benevolence	0116-101	1,383,946	-	1,383,946	1,454
Juvenile Kitchen	0117-101	53,200	-	53,200	-
Crime Victim Comp	0120-101	613,583	-	613,583	50,141
Fairgrounds Improvements	0123-101	718,638	-	718,638	77,971
Fairgrounds Operating Budget	0124-101	857,868	-	857,868	55,788
Sheriff Investigative	0126-101	147,010	-	147,010	52,990
Canine/Boat Patrol	0127-101	341,233	-	341,233	138,393
REET Technology	0129-101	148,900	-	148,900	-
1/4% Real Estate Excise Tax	0130-101	-	815,518	815,518	1,694,061
Probation Assessment	0131-101	1,199,950	-	1,199,950	464,171
Central Services Cmptr Replace	0132-101	-	580,200	580,200	1,470,877
1/10% CJ Jail-Juvenile	0133-101	\$ 200,000	\$ 5,359,555	\$ 5,559,555	\$ 6,940,445

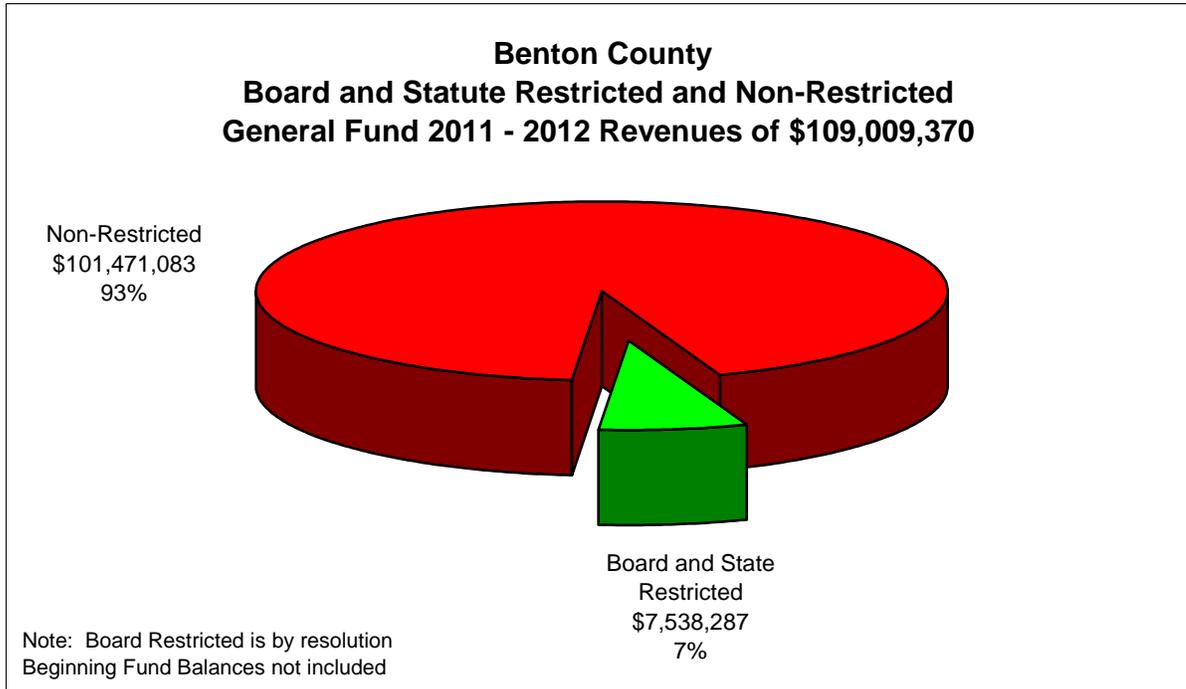
Consolidated Expenditure Summary continued

Fund	Fund Number	Expenditures (other than transfers)	Transfer to Active Funds (Dept. Request)	Total Expenditures	Estimated Ending Fund Balance 12/31/12
Noxious Weed Control	0134-101	\$ 670,104	\$ -	\$ 670,104	\$ 32,782
Sustainable Development	0135-101	437,442	-	437,442	180,858
Courthouse Facilitator	0136-101	161,845	-	161,845	41,580
Family Services	0138-101	87,087	-	87,087	-
Family Services Superior Court	0140-101	-	40,000	40,000	-
Jail Depreciation Reserve	0142-101	787,142	-	787,142	550,748
Distressed County Tax Credit	0143-101	111,752	-	111,752	-
Rural County Capital Fund	0144-101	400,000	4,076,120	4,476,120	7,723,880
Clerk's Collection	0146-101	1,025,102	-	1,025,102	1,474,898
Protective Inspection Services	0149-101	1,504,851	-	1,504,851	24,215
Pest Board	0150-101	267,966	-	267,966	-
Work Crew Replacement	0151-101	50,000	-	50,000	204,000
State Housing	0152-101	1,414,500	-	1,414,500	435,500
VIT Impact	0153-101	300,000	200,000	500,000	2,900,000
Homeless Housing & Assistance	0154-101	1,582,464	-	1,582,464	464,536
Solid Waste Collection	0155-101	462,353	-	462,353	437,647
Trial Court Improvement	0156-101	240,000	-	240,000	43,952
Historical Preservation	0157-101	207,000	-	207,000	-
Domestic Violence Assessment	0158-101	25,563	-	25,563	9,780
CRID #11 & 12	0270-201	62,817	-	62,817	5,089
CRID 15	0271-201	161,704	-	161,704	1,616
CRID 16	0272-201	\$ 19,239	\$ -	\$ 19,239	\$ 299

Consolidated Expenditure Summary continued

Fund	Fund Number	Expenditures (other than transfers)	Transfer to Active Funds (Dept. Request)	Total Expenditures	Estimated Ending Fund Balance 12/31/12
Health Building Bond	0298-201	\$ 1,025,248	\$ -	\$ 1,025,248	\$ 140,508
Justice Center Bond Fund	0299-101	5,905,675	-	5,905,675	4,562,586
Detox Center Construction	0303-401	17,200	-	17,200	300
Capital Projects	0305-101	10,400,000	-	10,400,000	1,000,000
Equipment Rental & Revolving	0501-101	9,092,122	-	9,092,122	-
Central Services	0502-101	5,628,295	-	5,628,295	619,300
Workmen's Compensation	0503-101	2,048,852	-	2,048,852	2,759,315
Insurance Management	0504-101	3,214,044	-	3,214,044	1,653,298
Accumulated Leave	0505-101	1,152,191	-	1,152,191	460,000
GRAND TOTALS		\$ 248,244,357	\$ 20,929,052	\$ 269,173,409	\$ 31,954,699

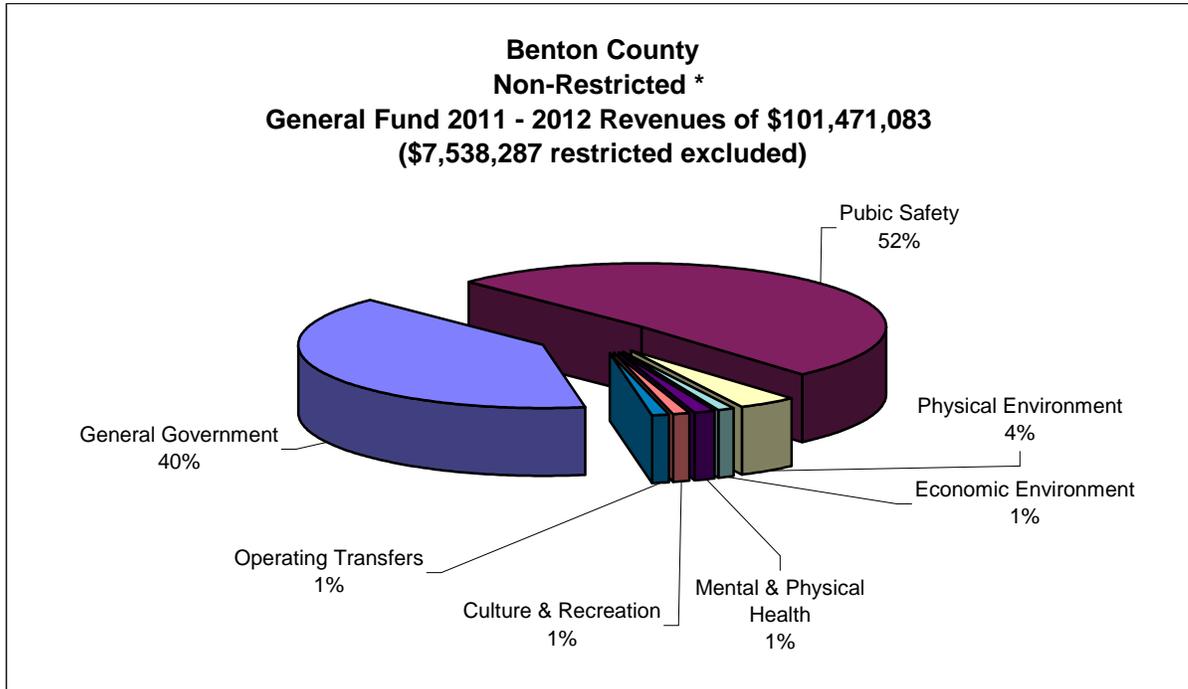
2011 - 2012 Restricted and Non-Restricted General Fund Revenues



General Fund Budgeted Revenues

The General Fund's 2011 - 2012 budgeted revenues total \$109,009,370. Of this, \$7,538,287 is dedicated in some manner to program areas such as federal and state grants and operating transfers. The remaining \$101,471,083 is not dedicated to any program area. The General Fund's undedicated \$101,471,083 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 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 of 10 percent or \$5,450,469 of one years' worth of General Fund appropriated expenditures. In addition to the 10 percent, the County may maintain up to an additional 3 percent or \$1,635,141 for emergency use as determined by the Board of Commissioners.

2011 - 2012 Non-Restricted General Fund Revenues



* 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, Personnel L.E.O.F.F, Indigent Defense and GIS.

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

Physical Environment: Facilities.

Economic Environment: Planning.

Mental and Physical Health: Coroner and TB Hospital.

Cultural and Recreation: Co-Operative Extension and Parks.

Operating transfers stand-alone.

Benton County Work Force History - 2007 to 2012

The table below shows the number of Benton County budgeted "positions" or headcount for the period of 2006 - 2012. Excluded from this count are positions that are considered temporary or part-time. The Benton County Commissioners' did not fund any new positions during the 2011 - 2012 budget process. Any changes from the previous year may be due to the change in the data collection process. The 2011 - 2012 figures were calculated using "position budgeting." Position budgeting was implemented during the 2011 - 2012 budget cycle and provides a more accurate count.

Departments	2007	2008	2009	2010	2011 - 2012	Change
Assessor	26.00	26.00	26.00	25.50	25.00	(0.50)
Auditor	16.50	16.75	16.75	16.75	16.00	(0.75)
Board of Equalization	0.25	0.25	0.25	0.25	0.00	(0.25)
Clerk	26.00	27.00	27.00	27.00	27.00	0.00
Commissioners	9.00	9.00	9.75	9.75	10.00	0.25
District Court	30.00	31.00	33.00	33.50	33.00	(0.50)
GIS	2.00	2.50	3.00	3.00	3.00	0.00
LEOFF	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	2.50	2.50	2.50	2.50	3.00	0.50
Prosecuting Attorney	43.00	43.00	43.00	44.00	45.00	1.00
Office Public Defense	0.00	2.00	2.00	4.00	4.00	0.00
Superior Court	27.00	27.00	27.25	28.25	25.00	(3.25)
Treasurer	13.00	13.00	13.25	13.25	13.00	(0.25)
Civil Service	0.50	0.50	0.50	0.50	1.00	0.50
Sheriff-Administration	8.00	8.00	8.00	8.00	8.00	0.00
Sheriff-C&R	6.00	6.00	7.00	7.00	7.00	0.00
Animal Control	0.00	0.00	0.00	2.00	2.00	0.00
Sheriff-Contract Housing	0.00	0.00	0.00	0.00	0.00	0.00
Sheriff-Custody	155.00	155.00	153.00	151.00	149.00	(2.00)
Sheriff-Patrol	48.00	49.00	47.00	47.00	49.00	2.00
Sheriff-Traffic Control	4.00	4.00	4.00	4.00	4.00	0.00
Coroner	2.00	2.00	2.00	2.00	2.00	0.00
TB	0.00	0.00	0.00	0.00	0.00	0.00
Cooperative Extension	2.00	2.50	2.00	2.00	1.00	(1.00)
Parks	3.00	3.00	2.50	2.50	3.00	0.50
Planning	7.00	7.00	7.00	7.00	7.00	0.00
Facilities	8.00	9.00	9.00	9.00	9.00	0.00
Adult & Juvenile Drug Court*	0.00	0.00	0.00	0.00	3.00	3.00
Waste Management	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Total FTE's	438.75	446.00	445.75	449.75	449.00	(0.75)
<i>Percentage Change from the Previous Year</i>	<i>0.63%</i>	<i>1.65%</i>	<i>-0.06%</i>	<i>0.90%</i>	<i>-0.17%</i>	

*The Adult & Juvenile Drug Court Department was created during the 2011 - 2012 budget. Positions were previously reported in Superior Court and Juvenile Center.

Benton County Work Force History - 2007 to 2012 continued

Departments	2007	2008	2009	2010	2011 - 2012	Change
Road	83.00	83.00	46.00	46.00	39.00	(7.00)
Auditor's O & M	1.00	1.25	1.25	1.25	1.00	(0.25)
Human Services	41.00	47.50	42.50	42.50	36.00	(6.50)
Election Reserve	13.00	13.50	11.75	11.75	8.00	(3.75)
Treasurer's O & M	1.00	1.00	2.00	2.00	2.00	0.00
Juvenile Center	98.00	98.00	98.00	90.50	74.00	(16.50)
Inmate Benevolence	5.00	5.00	5.00	5.00	3.00	(2.00)
Crime Victim	4.00	4.00	4.00	4.00	4.00	0.00
Fairgrounds Operating	5.00	5.00	4.00	3.00	3.00	0.00
Canine/Boat Patrol	1.00	1.00	1.00	1.00	1.00	0.00
Probation Assessment	10.00	10.00	10.50	10.50	10.00	(0.50)
Noxious Weed Control	3.00	4.00	4.00	4.00	4.00	0.00
Sustainable Development	2.00	1.00	0.50	0.50	2.00	1.50
Courthouse Facilitator	0.00	0.00	1.00	1.00	1.00	0.00
Family Services	2.00	2.00	1.00	1.00	0.00	(1.00)
Clerk's Collection	4.00	4.00	5.00	5.00	6.00	1.00
Protective Inspection Services	10.00	10.00	9.00	9.00	8.00	(1.00)
Pest	1.00	1.00	1.00	1.00	1.00	0.00
Work Crew Replacement	0.00	0.00	0.00	0.00	0.00	0.00
VIT Impact	0.00	0.00	0.00	0.00	0.00	0.00
Solid Waste Collection	1.00	1.00	1.00	1.00	1.00	0.00
Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Management	0.00	0.50	0.50	0.50	2.00	1.50
Central Services	12.00	12.00	12.00	12.00	12.00	0.00
Equipment Rental *	6.00	6.00	6.00	6.00	6.00	0.00
Workmen's Compensation	1.00	1.50	1.50	1.50	1.00	(0.50)
Total Other Benton County FTE's	304.00	312.25	268.50	260.00	225.00	(35.00)
General Fund Total FTE's	438.75	446.00	445.75	449.75	449.00	(0.75)
Grand Total FTE's	742.75	758.25	714.25	709.75	674.00	(35.75)
<i>Percentage Change from the Previous Year</i>	<i>0.64%</i>	<i>2.09%</i>	<i>-5.80%</i>	<i>-0.63%</i>	<i>-5.04%</i>	

*Equipment Rental positions were omitted in previous books.

WASHINGTON

Departments	Job Title	2007	2008	2009	2010	2011-2012	Change
Assessor	Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
	Appraisal Assistant	1.00	1.00	1.00	1.00	1.00	0.00
	Assessor	1.00	1.00	1.00	1.00	1.00	0.00
	Chief Appraiser	1.00	1.00	1.00	1.00	1.00	0.00
	Commercial Assistant	2.00	2.00	2.00	2.00	2.00	0.00
	Data Entry/Receptionist	1.00	1.00	1.00	1.00	1.00	0.00
	Farm Appraiser II	1.00	1.00	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	1.00	1.00	1.00	0.00
	Office Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Personal Property Assistant	1.00	1.00	1.00	0.50	1.00	0.50
	Personal Property Specialist	1.00	1.00	1.00	1.00	0.00	(1.00)
	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 II	4.00	4.00	4.00	4.00	4.00	0.00
	Sales Analyst	1.00	1.00	1.00	1.00	1.00	0.00
	Segregation Clerk	1.00	1.00	1.00	1.00	1.00	0.00
	Segregation Deputy	1.00	1.00	1.00	1.00	1.00	0.00
	Sr. Agriculture Appraiser III	1.00	1.00	1.00	1.00	1.00	0.00
Sr. Commercial Appraiser III	1.00	1.00	1.00	1.00	1.00	0.00	
Sr. Residential Appraiser III	1.00	1.00	1.00	1.00	1.00	0.00	
	Assessor Total	26.00	26.00	26.00	25.50	25.00	(0.50)
Auditor	Accounting Assistant II	1.00	1.00	1.00	1.00	1.00	0.00
	Accounting Services Officer	1.00	1.00	1.00	1.00	1.00	0.00
	Accounting Support Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
	Auditor	1.00	1.00	1.00	1.00	1.00	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	0.00	(0.50)
	Kennewick Office Manager	1.00	1.00	1.00	1.00	0.00	(1.00)
	License/Recording Supervisor	0.00	0.00	0.00	0.00	1.00	1.00
	Office Assistant III	8.00	8.25	8.25	8.25	7.00	(1.25)
	Office Assistant IV	0.00	0.00	0.00	0.00	1.00	1.00
	Payroll Specialist	1.00	1.00	1.00	1.00	1.00	0.00
	Prosser Office Manager	0.00	0.00	0.00	0.00	0.00	0.00
	Richland Office Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Auditor Total	16.50	16.75	16.75	16.75	16.00	(0.75)
Board of Equalization	Director	0.00	0.00	0.00	0.00	0.00	0.00
	Secretary	0.25	0.25	0.25	0.25	0.00	(0.25)
	Board of Equalization Total	0.25	0.25	0.25	0.25	0.00	(0.25)
Civil Service	Civil Service Secretary	0.50	0.50	0.50	0.50	1.00	0.50
	Civil Service Total	0.50	0.50	0.50	0.50	1.00	0.50
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
	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	1.00	1.00	1.00	1.00	0.00
	Legal Process Assistant III	18.00	19.00	19.00	19.00	19.00	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	26.00	27.00	27.00	27.00	27.00	0.00

Departments	Job Title	2007	2008	2009	2010	2011-2012	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	0.00	0.00	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	0.75	0.75	1.00	0.25
	Financial Analyst	1.00	1.00	1.00	1.00	1.00	0.00
	Operations Analyst	1.00	1.00	1.00	1.00	1.00	0.00
	Commissioners Total	9.00	9.00	9.75	9.75	10.00	0.25
Cooperative Extension	Secretary	2.00	2.50	2.00	2.00	1.00	(1.00)
	Cooperative Extension Total	2.00	2.50	2.00	2.00	1.00	(1.00)
Coroner	Coroner	1.00	1.00	1.00	1.00	1.00	0.00
	Deputy 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	Building Maint Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
	Custodian	1.00	1.00	1.00	1.00	2.00	1.00
	Custodian-Kennewick	1.00	1.00	1.00	1.00	1.00	0.00
	Deputy County Administrator	1.00	1.00	1.00	1.00	0.00	(1.00)
	Interim Maintenance Worker	0.00	0.00	0.00	0.00	0.00	0.00
	Maintenance Custodian	0.00	0.00	0.00	0.00	1.00	1.00
	Maintenance Worker	4.00	5.00	5.00	5.00	4.00	(1.00)
	Office Assistant IV	0.00	0.00	0.00	0.00	0.00	0.00
	Facilities Total	8.00	9.00	9.00	9.00	9.00	0.00
District Court	Administrator	1.00	1.00	1.00	1.00	1.00	0.00
	Agency Desk Clerk	4.00	4.00	4.00	4.00	4.00	0.00
	Assistant to presiding Judge	1.00	1.00	1.00	1.00	1.00	0.00
	Cashier Clerk	3.00	4.00	4.00	4.00	4.00	0.00
	Clerk	3.00	3.00	3.00	3.50	3.00	(0.50)
	Clerk Assistant	4.00	4.00	4.00	4.00	4.00	0.00
	Computer Coordinator/Assistant	1.00	1.00	1.00	1.00	1.00	0.00
	Court Recorder	2.00	2.00	2.00	2.00	2.00	0.00
	Court Recorder Clerk	2.00	2.00	2.00	2.00	2.00	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	1.00	1.00	1.00	0.00
	Judge	3.00	3.00	5.00	5.00	5.00	0.00
Small Claims/Civil Clerk	3.00	3.00	3.00	3.00	3.00	0.00	
	District Court Total	30.00	31.00	33.00	33.50	33.00	(0.50)
Planning	Administrative Secretary	1.00	1.00	1.00	1.00	1.00	0.00
	Associate Planner	2.00	2.00	2.00	2.00	2.00	0.00
	Office Assistant III	1.00	1.00	1.00	1.00	1.00	0.00
	Planning Director	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
	Planning Total	7.00	7.00	7.00	7.00	7.00	0.00
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
	Civil Legal Secretary	1.00	1.00	1.00	1.00	1.00	0.00
	Deputy Prosecuting Attorney II	0.00	0.00	0.00	0.00	1.00	1.00
	Deputy Prosecuting Attorney IV	0.00	0.00	0.00	0.00	1.00	1.00
	Deputy Prosecuting Atty	16.00	16.00	16.00	16.00	15.00	(1.00)
	Legal Secretary II	6.00	6.00	6.00	6.00	6.00	0.00

WASHINGTON

Departments	Job Title	2007	2008	2009	2010	2011-2012	Change
	Legal Secretary III	2.00	2.00	2.00	3.00	2.00	(1.00)
	Legal Secretary IV	3.00	3.00	3.00	3.00	4.00	1.00
	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	0.00	0.00	0.00	0.00	1.00	1.00
	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
	Paralegal	1.00	1.00	1.00	1.00	0.00	(1.00)
	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	43.00	43.00	43.00	44.00	45.00	1.00
Sheriff - Administrative	Administrative Captain	1.00	1.00	1.00	1.00	0.00	(1.00)
	Administrative Assistant	0.00	0.00	0.00	0.00	1.00	1.00
	Administrative Clerk	2.00	2.00	2.00	2.00	2.00	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
	Civil Lieutenant	1.00	1.00	1.00	1.00	1.00	0.00
	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	8.00	8.00	0.00
Sheriff - C & R	Administrative Clerk	5.00	5.00	6.00	6.00	1.00	(5.00)
	Evidence Clerk	0.00	0.00	0.00	0.00	1.00	1.00
	Records Clerk	0.00	0.00	0.00	0.00	4.00	4.00
	Records Sergeant	1.00	1.00	1.00	1.00	1.00	0.00
	Sheriff - C & R Total	6.00	6.00	7.00	7.00	7.00	0.00
Sheriff - Custody	Administration Clerk	5.00	5.00	5.00	5.00	1.00	(4.00)
	Administrative Clerk	1.00	1.00	1.00	1.00	0.00	(1.00)
	AFIS ID Tech	1.00	1.00	1.00	1.00	1.00	0.00
	Classification Clerk	0.00	0.00	0.00	0.00	1.00	1.00
	Correction Clerk	6.00	6.00	6.00	6.00	1.00	(5.00)
	Correction Officer	5.00	5.00	5.00	4.00	5.00	1.00
	Custody Captain	1.00	1.00	1.00	1.00	1.00	0.00
	Custody Corporal	4.00	4.00	4.00	4.00	10.00	6.00
	Custody Lieutenant	2.00	2.00	2.00	2.00	2.00	0.00
	Custody Officer	105.00	105.00	103.00	102.00	90.00	(12.00)
	Custody Sergeant	5.00	5.00	5.00	5.00	5.00	0.00
	Electronics Technician	2.00	2.00	2.00	2.00	2.00	0.00
	HM & WR Clerk	0.00	0.00	0.00	0.00	1.00	1.00
	Jail Records Clerk	0.00	0.00	0.00	0.00	5.00	5.00
	Lead Nurse	0.00	0.00	0.00	0.00	2.00	2.00
	Licensed Practical Nurse	2.00	2.00	2.00	2.00	2.00	0.00
	Maintenance Worker	1.00	1.00	1.00	1.00	1.00	0.00
	Medical Clerk	1.00	1.00	1.00	1.00	1.00	0.00
	Medical Nurse Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Records Sergeant	1.00	1.00	1.00	1.00	1.00	0.00
	Registered Nurse	6.00	6.00	6.00	6.00	7.00	1.00
	Security Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
	Trustee Officer	0.00	0.00	0.00	0.00	1.00	1.00
	Warrant Clerk	0.00	0.00	0.00	0.00	2.00	2.00
	Work Crew Officer	5.00	5.00	5.00	5.00	5.00	0.00
	Sheriff - Custody Total	155.00	155.00	153.00	151.00	149.00	(2.00)
Sheriff - Patrol	Administrative Clerk	2.00	2.00	0.00	0.00	0.00	0.00
	Captain	1.00	1.00	1.00	1.00	1.00	0.00
	Corporal	4.00	4.00	4.00	4.00	4.00	0.00
	CORPORAL (COPS G)	1.00	1.00	1.00	1.00	1.00	0.00

WASHINGTON

Departments	Job Title	2007	2008	2009	2010	2011-2012	Change
	Deputy	0.00	0.00	0.00	0.00	32.00	32.00
	Detective	4.00	4.00	4.00	4.00	5.00	1.00
	Detective Lieutenant	1.00	1.00	1.00	1.00	1.00	0.00
	Investigator	21.00	22.00	22.00	22.00	0.00	(22.00)
	Investigator (COPS G)	1.00	1.00	1.00	1.00	0.00	(1.00)
	Investigator (HP)	7.00	7.00	7.00	7.00	0.00	(7.00)
	Investigator-DARE Officer	1.00	1.00	1.00	1.00	0.00	(1.00)
	Patrol Lieutenant	1.00	1.00	1.00	1.00	1.00	0.00
	Sergeant	4.00	4.00	4.00	4.00	4.00	0.00
	Sheriff - Patrol Total	48.00	49.00	47.00	47.00	49.00	2.00
Sheriff - Contract Housing	Correction Clerk	0.00	0.00	0.00	0.00	0.00	0.00
	Custody Officer	0.00	0.00	0.00	0.00	0.00	0.00
	Records Sergeant	0.00	0.00	0.00	0.00	0.00	0.00
	Registered Nurse	0.00	0.00	0.00	0.00	0.00	0.00
	Sheriff - Contract Housing Total	0.00	0.00	0.00	0.00	0.00	0.00
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
	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	2.00	2.00	2.25	2.25	2.00	(0.25)
	Court Reporter	6.00	6.00	6.00	6.00	6.00	0.00
	Court Services Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
	Court Volunteer specialist	1.00	1.00	1.00	1.00	0.00	(1.00)
	Intervention Services Manager	1.00	1.00	1.00	1.00	0.00	(1.00)
	Judge Pro Tem	0.00	0.00	0.00	0.00	1.00	1.00
	Part-time Office Help	1.00	1.00	1.00	2.00	0.00	(2.00)
	Part-time Court Commissioner	0.00	0.00	0.00	0.00	0.00	0.00
	Superior Court Judges	6.00	6.00	6.00	6.00	6.00	0.00
	Superior Court Total	27.00	27.00	27.25	28.25	25.00	(3.25)
Treasurer	Accounting Assistant II	2.00	2.00	2.25	2.25	2.00	(0.25)
	Accounting Assistant III	3.00	3.00	3.00	3.00	3.00	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	3.00	3.00	3.00	3.00	3.00	0.00
	Revenue Systems Accountant	0.00	0.00	0.00	0.00	1.00	1.00
	Treasurer	1.00	1.00	1.00	1.00	1.00	0.00
	Tri-City Office Manager	1.00	1.00	1.00	1.00	0.00	(1.00)
	Treasurer Total	13.00	13.00	13.25	13.25	13.00	(0.25)
Sheriff - Traffic	Investigator	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
Animal Control	Animal Control Manager	0.00	0.00	0.00	0.00	1.00	1.00
	Animal Control Officer	0.00	0.00	0.00	2.00	1.00	(1.00)
	Sheriff-Animal Control Total	0.00	0.00	0.00	2.00	2.00	0.00
Parks	COMMUNITY DEVELOPMENT C	1.00	1.00	0.50	0.50	1.00	0.50
	Park Caretaker	2.00	2.00	2.00	2.00	2.00	0.00
	Parks Total	3.00	3.00	2.50	2.50	3.00	0.50
Personnel	Office Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Personnel Secretary	0.50	0.50	0.50	0.50	1.00	0.50
	Personnel/Risk Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Personnel Total	2.50	2.50	2.50	2.50	3.00	0.50
Waste Management	Solid Waste Specialist	0.00	0.00	0.00	0.00	0.00	0.00
	Waste Management Total	0.00	0.00	0.00	0.00	0.00	0.00
GIS	GIS Manager	1.00	1.00	1.00	1.00	1.00	0.00

WASHINGTON

Departments	Job Title	2007	2008	2009	2010	2011-2012	Change
	GIS Technician I	0.00	0.00	0.00	0.00	1.00	1.00
	GIS Technician II	1.00	1.50	2.00	2.00	1.00	(1.00)
		2.00	2.50	3.00	3.00	3.00	0.00
OPD	Indigent Defense Coordinator	0.00	1.00	1.00	1.00	1.00	0.00
	Deputy Defense Attorney II	0.00	0.00	0.00	2.00	0.00	(2.00)
	Office Manager	0.00	0.00	0.00	0.00	1.00	1.00
	Public Defense Attorney I	0.00	0.00	0.00	0.00	2.00	2.00
	Administrative Assistant	0.00	1.00	1.00	1.00	0.00	(1.00)
	Office of Public Defense Total	0.00	2.00	2.00	4.00	4.00	0.00
Adult & Juvenile Drug Court	Counselor II	0.00	0.00	0.00	0.00	1.00	1.00
	Drug Court Case Manager	0.00	0.00	0.00	0.00	1.00	1.00
	Receptionist/Secretary	0.00	0.00	0.00	0.00	1.00	1.00
	Adult & Juvenile Total	0.00	0.00	0.00	0.00	3.00	3.00
General Fund Total		438.75	446.00	445.75	449.75	449.00	(0.75)
Road	SALARIES & WAGES	83.00	83.00	46.00	46.00	0.00	(46.00)
	Admin Financial Accountant	0.00	0.00	0.00	0.00	1.00	1.00
	County Engineer	0.00	0.00	0.00	0.00	1.00	1.00
	Engineer I	0.00	0.00	0.00	0.00	1.00	1.00
	Engineer II	0.00	0.00	0.00	0.00	2.00	2.00
	Engineering Service Manager	0.00	0.00	0.00	0.00	1.00	1.00
	Engineering Technician I	0.00	0.00	0.00	0.00	1.00	1.00
	Engineering Technician II	0.00	0.00	0.00	0.00	2.00	2.00
	Engineering Technician III	0.00	0.00	0.00	0.00	3.00	3.00
	Maintenance Worker II	0.00	0.00	0.00	0.00	14.00	14.00
	Maintenance Worker III	0.00	0.00	0.00	0.00	2.00	2.00
	Office Assistant III	0.00	0.00	0.00	0.00	1.00	1.00
	Office Assistant IV	0.00	0.00	0.00	0.00	1.00	1.00
	Project Engineer	0.00	0.00	0.00	0.00	1.00	1.00
	Public Works Manager	0.00	0.00	0.00	0.00	1.00	1.00
	Road Maintenance Worker II	0.00	0.00	0.00	0.00	2.00	2.00
	Road Superintendent	0.00	0.00	0.00	0.00	2.00	2.00
	Roads-Financial Administrator	0.00	0.00	0.00	0.00	1.00	1.00
	Sign Technician II	0.00	0.00	0.00	0.00	1.00	1.00
	Sign Technician III	0.00	0.00	0.00	0.00	1.00	1.00
	Road Total	83.00	83.00	46.00	46.00	39.00	(7.00)
Auditor's O & M	Office Assistant III	1.00	1.25	1.25	1.25	1.00	(0.25)
	Archive Records Manager	0.00	0.00	0.00	0.00	0.00	0.00
	Auditor's O & M Total	1.00	1.25	1.25	1.25	1.00	(0.25)
Human Services	Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
	CDMHP	13.00	14.00	9.00	9.00	10.00	1.00
	Children's Resource Coord.	1.00	1.00	1.00	1.00	0.00	(1.00)
	Crisis Case Manager	1.00	1.00	1.00	1.00	0.00	(1.00)
	Crisis Counselor	1.00	3.00	3.00	3.00	4.00	1.00
	Crisis Nurse	1.00	1.00	1.00	1.00	0.00	(1.00)
	Crisis Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
	Integrated Service Manager	0.00	0.00	0.00	0.00	1.00	1.00
	ITA Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
	Office Assistant III	2.00	2.00	2.00	2.00	2.00	0.00
	Resource Coordinator	0.00	0.00	0.00	0.00	1.00	1.00
	Resource Manager	1.00	1.00	1.00	1.00	0.00	(1.00)
	Senior Secretary	0.00	0.00	0.00	0.00	1.00	1.00
	504 Subtotal	23.00	26.00	21.00	21.00	22.00	1.00
	Assessment Supervisor	2.00	2.00	2.00	2.00	1.00	(1.00)
	Chem Depend Counselor	2.00	2.00	2.00	2.00	0.00	(2.00)
	Chemical Dependency Counselor	5.00	6.00	6.00	6.00	2.00	(4.00)

Departments	Job Title	2007	2008	2009	2010	2011-2012	Change
	Office Assistant III	1.00	1.50	1.50	1.50	0.00	(1.50)
	Deputy Director	0.00	1.00	1.00	1.00	0.00	(1.00)
	506 Subtotal	10.00	12.50	12.50	12.50	3.00	(9.50)
	Financial Administrator	1.00	1.00	1.00	1.00	0.00	(1.00)
	Deputy Administrator	0.00	0.00	0.00	0.00	1.00	1.00
	Financial Manager	0.00	0.00	0.00	0.00	1.00	1.00
	Housing Case Managaer	0.00	0.00	0.00	0.00	1.00	1.00
	Human Services Director	1.00	1.00	1.00	1.00	1.00	0.00
	IS Manager	0.00	0.00	0.00	0.00	1.00	1.00
	Prevention Specialist	1.00	1.00	1.00	1.00	1.00	0.00
	Program Monitor	1.00	1.00	1.00	1.00	0.00	(1.00)
	Program Specialist	2.00	2.00	2.00	2.00	3.00	1.00
	Program Specialist Housing	0.00	0.00	0.00	0.00	1.00	1.00
	Senior Secretary	1.00	1.00	1.00	1.00	1.00	0.00
	Systems Analyst II	0.00	0.00	0.00	0.00	0.00	0.00
	Systems Analyst III	1.00	2.00	2.00	2.00	0.00	(2.00)
	560 Subtotal	8.00	9.00	9.00	9.00	11.00	2.00
	Human Services Total	41.00	47.50	42.50	42.50	36.00	(6.50)
Election Reserve	Auditor	1.00	1.00	0.25	0.25	1.00	0.75
	Chief Deputy Auditor	1.00	1.00	0.50	0.50	0.00	(0.50)
	Election Board Workers	1.00	1.00	1.00	1.00	0.00	(1.00)
	Election Specialist	2.00	2.00	2.00	2.00	1.00	(1.00)
	Election Supervisor	2.00	2.00	2.00	2.00	1.00	(1.00)
	Prosser Office Manager	0.00	0.00	0.00	0.00	1.00	1.00
	Office Assistant III	6.00	6.50	6.00	6.00	4.00	(2.00)
	Election Reserve Total	13.00	13.50	11.75	11.75	8.00	(3.75)
Equipment Rental	Equipment Maintenance Mgr	1.00	1.00	1.00	1.00	1.00	0.00
	Mechanic II	3.00	3.00	3.00	3.00	3.00	0.00
	Mechanic III	2.00	2.00	2.00	2.00	2.00	0.00
	Equipment Rental Total	6.00	6.00	6.00	6.00	6.00	0.00
Treasure's O & M	Tax Collection Specialist	1.00	1.00	2.00	2.00	1.00	(1.00)
	Office Assistant III	0.00	0.00	0.00	0.00	1.00	1.00
	Treasurer's O & M Total	1.00	1.00	2.00	2.00	2.00	0.00
Juvenile Center	Accounting Assistant II	2.00	2.00	2.00	1.50	1.00	(0.50)
	Accounting Assistant III	0.00	0.00	0.00	0.00	1.00	1.00
	Administrative Services Mgr	1.00	1.00	1.00	1.00	1.00	0.00
	Cook	0.00	0.00	0.00	0.00	0.00	0.00
	Coordinator, GAL	1.00	1.00	1.00	1.00	0.00	(1.00)
	Counselor I	0.00	0.00	0.00	0.00	0.00	0.00
	Counselor II	11.00	11.00	11.00	11.00	9.00	(2.00)
	Counselor III	4.00	4.00	4.00	4.00	4.00	0.00
	Custodian	1.00	1.00	1.00	1.00	0.00	(1.00)
	Detention Shift Manager	0.00	0.00	0.00	0.00	0.00	0.00
	Detention Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
	Detention Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Detention Officer	21.00	21.00	21.00	18.00	18.00	0.00
	Detention Supervisor	3.00	3.00	3.00	3.00	3.00	0.00
	DIV Man. Prev. Specialist	0.00	0.00	0.00	0.00	1.00	1.00
	Facilities Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
	Intervention Services Manager	1.00	1.00	1.00	1.00	0.00	(1.00)
	Judge Pro Tem	0.00	0.00	0.00	0.00	0.00	0.00
	Juvenile Administrator	1.00	1.00	1.00	1.00	1.00	0.00
	Legal Process Assistant I	1.00	1.00	1.00	0.50	0.00	(0.50)
	Legal Process Assistant II	2.00	2.00	2.00	0.50	2.00	1.50
	Legal Process Assistant III	1.00	1.00	1.00	1.00	3.00	2.00

Departments	Job Title	2007	2008	2009	2010	2011-2012	Change
	Legal Process Assistant IV	1.00	1.00	1.00	1.00	0.00	(1.00)
	Legal Process Supervisor	1.00	1.00	1.00	1.00	0.00	(1.00)
	Legal Secretary II	1.00	1.00	1.00	0.00	1.00	1.00
	Legal Secretary III	1.00	1.00	1.00	1.00	1.00	0.00
	Legal Secretary IV	1.00	1.00	1.00	1.00	1.00	0.00
	Secretary IV	1.00	1.00	1.00	1.00	1.00	0.00
	Senior Secretary	1.00	1.00	1.00	1.00	1.00	0.00
	Shift Differential	1.00	1.00	1.00	1.00	0.00	(1.00)
	Specialized Services Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Unit Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
	171 Subtotal	62.00	62.00	62.00	55.50	53.00	(2.50)
	Accounting Assistant II	2.00	2.00	2.00	2.00	1.00	(1.00)
	Administrative Services Manager	1.00	1.00	1.00	1.00	0.00	(1.00)
	Community Supervision Manager	0.00	0.00	0.00	0.00	0.00	0.00
	Counselor I	0.00	0.00	0.00	0.00	0.00	0.00
	Counselor II	10.00	10.00	10.00	10.00	6.00	(4.00)
	Counselor III	1.00	1.00	1.00	1.00	0.00	(1.00)
	Detention Manager	0.00	0.00	0.00	0.00	0.00	0.00
	Detention Officer	1.00	1.00	1.00	1.00	1.00	0.00
	Detention Shift Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Legal Process Assistant III	2.00	2.00	2.00	2.00	2.00	0.00
	Unit Supervisor	1.00	1.00	1.00	1.00	0.00	(1.00)
	173 Subtotal	19.00	19.00	19.00	19.00	11.00	(8.00)
	Administrative Services Manager	0.00	0.00	0.00	0.00	0.00	0.00
	Counselor II	11.00	11.00	11.00	10.00	6.00	(4.00)
	Counselor III	3.00	3.00	3.00	3.00	2.00	(1.00)
	Detention Manager	0.00	0.00	0.00	0.00	0.00	0.00
	Legal Secretary IV	1.00	1.00	1.00	1.00	0.00	(1.00)
	Specialized Services Manager	1.00	1.00	1.00	1.00	0.00	(1.00)
	Unit Supervisor	1.00	1.00	1.00	1.00	2.00	1.00
	174 Subtotal	17.00	17.00	17.00	16.00	10.00	(6.00)
	Juvenile Center Total	98.00	98.00	98.00	90.50	74.00	(16.50)
Inmate Benevolence	Trustee Officer	2.00	2.00	2.00	2.00	1.00	(1.00)
	Visitation/Commissary Clerk	3.00	3.00	3.00	3.00	2.00	(1.00)
	Inmate Benevolence Total	5.00	5.00	5.00	5.00	3.00	(2.00)
Crime Victim Compensation	Legal Secretary II	2.00	2.00	2.00	2.00	2.00	0.00
	V/W Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
	Victim/Witness Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
	Crime Victim Total	4.00	4.00	4.00	4.00	4.00	0.00
Fairgrounds O&M	Confidential Secretary	1.00	1.00	1.00	1.00	0.00	(1.00)
	Groundskeeper	2.00	2.00	2.00	2.00	2.00	0.00
	Interim Maintenance Supervisor	1.00	1.00	0.00	0.00	0.00	0.00
	Maintenance Supervisor	1.00	1.00	1.00	0.00	0.00	0.00
	Office Manager	0.00	0.00	0.00	0.00	1.00	1.00
	Fairgrounds O&M Total	5.00	5.00	4.00	3.00	3.00	0.00
Canine/Boat Patrol	Marine Deputy	1.00	1.00	1.00	1.00	1.00	0.00
	Canine/Boat Patrol Total	1.00	1.00	1.00	1.00	1.00	0.00
Probation Assessment	Administrator	1.00	1.00	1.00	1.00	1.00	0.00
	Clerk Assistant	1.00	1.00	1.00	1.00	1.00	0.00
	Compliance Clerk	4.00	4.00	5.00	5.00	4.00	(1.00)
	Compliance Clerk I	1.00	1.00	1.00	1.00	1.00	0.00
	Computer Coordinator/Assistant	1.00	1.00	1.00	1.00	1.00	0.00
	Court Recorder	0.00	0.00	0.00	0.00	1.00	1.00
	P.T. Compliance Clerk	1.00	1.00	0.50	0.50	0.00	(0.50)
	Probation Officer	1.00	1.00	1.00	1.00	1.00	0.00
	Probation Assessment Total	10.00	10.00	10.50	10.50	10.00	(0.50)

Benton County

Budget Summary

WASHINGTON

Departments	Job Title	2007	2008	2009	2010	2011-2012	Change
Noxious Weed Control	Field Supervisor	1.00	1.00	1.00	1.00	1.00	0.00
	Weed Inspector I	1.00	1.00	1.00	1.00	2.00	1.00
	Weed Inspector II	1.00	2.00	2.00	2.00	1.00	(1.00)
	Noxious Weed Control Total	3.00	4.00	4.00	4.00	4.00	0.00
Sustainable Development	Community Development Coordin	1.00	1.00	0.50	0.50	1.00	0.50
	Deputy County Administrator	0.00	0.00	0.00	0.00	0.00	0.00
	Sustainable Development Mgr.	1.00	0.00	0.00	0.00	1.00	1.00
	Sustainable Development Total	2.00	1.00	0.50	0.50	2.00	1.50
Courthouse Facilitator	Courthouse Facilitator	0.00	0.00	1.00	1.00	1.00	0.00
	Courthouse Facilitator Total	0.00	0.00	1.00	1.00	1.00	0.00
Family Services	Counselor II	2.00	2.00	1.00	1.00	0.00	(1.00)
	Family Services Total	2.00	2.00	1.00	1.00	0.00	(1.00)
Clerk's Collection	Accounting Assistant I	1.00	1.00	1.00	1.00	1.00	0.00
	Archive Records Manager	0.00	0.00	0.00	0.00	0.00	0.00
	Collections Deputy	2.00	2.00	2.00	2.00	3.00	1.00
	Collections Supervisor	0.00	0.00	0.00	0.00	1.00	1.00
	LPA III/Collections Assistant	1.00	1.00	2.00	2.00	0.00	(2.00)
	Legal Process Assistant III	0.00	0.00	0.00	0.00	1.00	1.00
		4.00	4.00	5.00	5.00	6.00	1.00
Protective Inspections Services	Inspector	2.00	2.00	2.00	2.00	1.00	(1.00)
	Inspector/Code Enforcement	1.00	1.00	1.00	1.00	1.00	0.00
	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
	Part-time Fire Marshal	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
	Planning Director	1.00	1.00	0.00	0.00	0.00	0.00
	Plans Examiner	1.00	1.00	1.00	1.00	1.00	0.00
	Building Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Protective Ins Services Total	10.00	10.00	9.00	9.00	8.00	(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
VIT Impact	Construction Manager	0.00	0.00	0.00	0.00	0.00	0.00
	Residential Appraisal II	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Systems Accountant	0.00	0.00	0.00	0.00	0.00	0.00
	VIT Impact Total	0.00	0.00	0.00	0.00	0.00	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	Construction Manager	0.00	0.00	0.00	0.00	0.00	0.00
	Capital Projects Total	0.00	0.00	0.00	0.00	0.00	0.00
Central Services	Assistant Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Central Services Supervisor	2.00	2.00	2.00	2.00	2.00	0.00
	Information Systems Analyst III	6.00	6.00	6.00	6.00	6.00	0.00
	Manager	1.00	1.00	1.00	1.00	1.00	0.00
	Office Assistant I	1.00	1.00	1.00	1.00	1.00	0.00
	Secretary	1.00	1.00	1.00	1.00	1.00	0.00
	Central Services Total	12.00	12.00	12.00	12.00	12.00	0.00
Insurance Mgmt	Office Assistant II	0.00	0.50	0.50	0.50	0.00	(0.50)
	Personnel Secretary	0.00	0.00	0.00	0.00	1.00	1.00
	Safety and Training Coordinator	0.00	0.00	0.00	0.00	1.00	1.00
	Insurance Management Total	0.00	0.50	0.50	0.50	2.00	1.50
Workmen's Compensation	Office Assistant II	1.00	1.50	1.50	1.50	0.00	(1.50)
	Safety and Training Coordinator	0.00	0.00	0.00	0.00	1.00	1.00
	Workmen Compensation Total	1.00	1.50	1.50	1.50	1.00	(0.50)
Other Funds Total		304.00	312.25	268.50	260.00	225.00	(35.00)
Grand Total		742.75	758.25	714.25	709.75	674.00	(35.75)

Benton County

WASHINGTON



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Long Term Debt



County Road Improvement District (CRID) 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 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 #11 and #12. These bonds bear an interest rate of 2.05% to 5.55% and reach maturity in the year 2023. The principal outstanding on December 31, 2009 was \$190,000. There was \$8,402 in delinquent special assessment receivables on December 31, 2009. 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 #15 and #16. These bonds bear an interest rate of 3.80% to 5.25% and reach maturity in the year 2025. The principal outstanding on December 31, 2009 was \$545,000. There was \$95,890 in delinquent special assessment receivables on December 31, 2009. Debt service requirements for special assessment bonds will be met by the collection of assessment receivable that have been levied against property owners. The 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 31	Principal	Interest	Total
2010	\$ -	\$ 37,120	\$ 37,120
2011	-	37,120	37,120
2012	5,000	37,120	42,120
2013	60,000	36,893	96,893
2014	65,000	34,103	99,103
2015 - 2019	320,000	122,807	442,807
2020 - 2024	250,000	46,295	296,295
2025	35,000	1,837	36,837
Total	\$ 735,000	\$ 353,295	\$ 1,088,295

Description

\$451,632 CRID #11 Special Assessment Bonds due in 2023, interest at 2.05% to 5.55%, payable annually. These bonds are serviced by CRID #11 Debt Service Fund from special assessments levied.

\$26,448 CRID #12 Special Assessment Bonds due in 2023, interest at 2.05% to 5.55%, payable annually. These bonds are serviced by CRID #12 Debt Service Fund from special assessments levied.

\$1,331,416 CRID #15/16 Special Assessment Bonds due in 2025, interest at 3.80% to 5.25%, payable annually. These bonds are serviced by CRID #15/16 Debt Service Fund from special assessments levied.

Outstanding Debt

On July 15, 2006 Benton County issued \$7,245,000 in General Obligation bonds for the cost of constructing a new facility to accommodate the Benton Franklin Health District Center. These bonds bear an interest rate of 3.95% to 4.75% and reach maturity in the year 2031. The principal outstanding on December 31, 2009 was \$7,055,000.

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 numbers 15 and 16. These bonds bear an interest rate of 3.80% to 5.25% and reach maturity in the year 2025. The principal outstanding on December 31, 2009 was \$545,000.

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 numbers 11 and 12. These bonds bear an interest rate of 2.05% to 5.55% and reach maturity in the year 2023. The principal outstanding on December 31, 2009 was \$190,000.

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, 2009 was \$19,015,000.

On November 1, 2001 Benton County issued \$5,410,000 in General Obligation bonds for completion of the third floor of the Justice Center Jail. These bonds bear an interest rate of 3.00% to 4.95% and reach maturity in the year 2021. The principal outstanding on December 31, 2009 was \$3,745,000.

On July 1, 2000, Benton County issued \$23,615,000 in General Obligation bonds for the construction, expansion and renovations to the Justice Center jail, law enforcement, court and related facilities in Kennewick. A significant portion of these bonds was refinanced in the 2003 bond issue discussed above. The remainder of these bonds reaches maturity in the year 2010. The principal outstanding on December 31, 2009 was \$1,130,000.

On July 16, 2007 Benton County accepted one loan from the Washington State Department of Community Trade and Economic Development in the amount of \$1,462,500. On July 24, 2008, an additional draw of \$812,500 was accepted by Benton County and on December 29, 2008 one more draw of \$812,500 was accepted. This loan is for the development of the I-82 to SR397 Intertie Project. The loan is low-interest of 0.50% and the repayment is approximately 20 years from the completion of the project.

Outstanding Debt continued

General Obligation bonds currently outstanding are as follows:

Purpose	Interest Rate	Amount
Refinance portions of outstanding bonds for reduced rate	2.77%-5.00%	\$ 19,015,000
Juvenile Justice Center Jail	3.00%-4.95%	3,745,000
Construction, expansion, and renovations to the Justice Center	4.70%-5.10%	1,130,000
Health Building	3.95%-4.75%	7,055,000
Total		\$ 30,945,000

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

Years	Health Building	CRID Special Assessment Debt	G.O. Bonded Debt 2003	G.O. Bonded Debt 2001	G.O. Bonded Debt 2000* & 1996	Pubic Works Trust Fund Loan	Total Debt Payments
2010	514,673	37,119	1,354,800	414,432	1,187,630	212,579	3,721,233
2011	511,673	37,119	2,538,160	414,877	-	211,590	3,713,419
2012	513,575	42,119	2,537,960	414,678	-	210,602	3,718,934
2013	514,438	96,892	2,537,100	413,813	-	209,613	3,771,856
2014	515,212	99,103	2,538,300	412,124	-	208,624	3,773,363
2015-2031	8,733,795	775,941	13,148,500	2,906,143	-	2,031,863	27,596,242
Total	\$ 11,303,366	\$ 1,088,293	\$ 24,654,820	\$ 4,976,067	\$ 1,187,630	\$ 3,084,871	\$ 46,295,047

* Partially refunded with issuance of the 2003 General Obligation bonds.

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

Year Ending	Governmental Principal	Interest
2010	2,095,000	1,376,535
2011	2,180,000	1,284,710
2012	2,260,000	1,206,213
2013	2,345,000	1,120,351
2014	2,440,000	1,025,636
2015-2019	12,290,000	3,493,411
2020-2024	4,335,000	1,077,803
2025-2029	2,040,000	523,347
2030-2031	960,000	68,875
Total	\$ 30,945,000	\$ 11,176,881

Debt Capacity

The County's legal un-voted debt limit is approximately \$190,870,532 with \$159,190,532 still available. The legal voted debt limit (with 3/5 vote) is approximately \$318,117,544 with \$286,437,554 still available.

For Year Ending December 31, 2009

Total Assessed Property Valuation \$ 12,724,702,163

Limited Tax General Obligation Debt Capacity (non-voted)

Legal limit of 1.5% of the assessed valuation	\$ 190,870,532
Less: Outstanding Limited Tax General Obligation Bond Debt	(31,680,000)
Add: Available Assets	-
Remaining Debt Capacity (non-voted)	<u>\$ 159,190,532</u>

Limited Tax General Obligation Debt Capacity (voted and non-voted)

Legal limit of 2.5% of the assessed valuation	\$ 318,117,554
Less: Outstanding Limited Tax General Obligation Bond Debt	(31,680,000)
Add: Available Assets	-
Remaining Debt Capacity (voted and non-voted)	<u>\$ 286,437,554</u>

Capital Planning



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The Introduction of the Capital Improvement Plan

The Capital Improvement Plan (CIP) is the capital infrastructure component of the County's fiscal plan, an important part of the County's Five-Year Budget Forecast Plan, an implementation tool for Strategic Planning, and an integral part of the Comprehensive Plan. However, in 2010 during the preliminary review process of the FY 2011 - 2016 CIP the Board of Commissioners decided to forego final approval due to two significant factors. First, there was a proposition on the November 2nd ballot to relocate the county seat from Prosser, WA to Kennewick, WA, which would have had a significant financial impact to the county as well as other affected current and future capital projects. Lastly, the Commissioner for District #3 was up for election on the November 2nd ballot, which would affect certain projects within the CIP. The Board of Commissioners' decided it was in the County's best interest to utilize last year's 2010 - 2015 CIP due to the uncertainties with the November election. The following information is extracted from the 2010 - 2015 CIP as of November 2, 2009. Please contact the Benton County Commissioners' Office if you would like to obtain a full copy of this plan or the plan can be downloaded at the following link [http://www.co.benton.wa.us/UltimateEditorInclude/UserFiles/Common/Document/Capital Improvement Plan 2010-2015_11-19-2009_063637.pdf](http://www.co.benton.wa.us/UltimateEditorInclude/UserFiles/Common/Document/Capital%20Improvement%20Plan%202010-2015_11-19-2009_063637.pdf)

The CIP implements the Board of Commissioners' strategic guidance and, as such, is the tool used to "build the future." This CIP puts in place some of the physical infrastructure and the amenities necessary for quality of life. It helps advance "a premier community where citizens and business grow and succeed together."

This CIP has been developed in a way that will continue conversations in the community between the citizens, elected officials, and department managers, about their expectations for their premier community, the cost of those expectations and the funds necessary to meet those expectations.

In developing the CIP, staff followed the policy and fiscal direction provided by the Board of Commissioners. The guidance includes:

Implementation of the County's Strategic Goals

As part of the County's strategic planning process, the Board of Commissioners adopted a Mission Statement to guide the County towards the future. This 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 Introduction of the Capital Improvement Plan

With this in mind, in order to achieve this mission, the Board of Commissioners then developed the following Vision and Strategic Goals.

- Customer-focused, user-friendly
- Accountable and efficient
- Maintain essential services
- Develop partnerships

Implementation of the County's Comprehensive Plan

The CIP is compatible with the goals of the County's Comprehensive Plan where the projects are applicable to Plan chapters. The Comprehensive Plan is a general guide to the location, character and extent of or anticipated land use including supporting infrastructure and public facilities. The Growth Management Act requires that Benton County's Comprehensive Plan include a capital facilities plan element: (RCW 36.70A.070(3)). The Benton County Comprehensive Plan's Capital Facilities Element (Chapter 9) calls for the County to develop and update the Capital Improvement Plan.

Implementation of the County's Budget Guidelines

- Plan for and anticipate growth/reduction
- Better manage resources and coordinate schedules
- Conform to cash flow constraints
- Maximize investment yields through planned draw-downs
- Capital investments made in a logical and accountable manner

The capital program directly impacts current and future operating budgets. Benton County has identified costs required to operate and maintain completed capital projects. In some cases, the operating costs of a project are either insignificant or are offset by cost savings. The operating costs are calculated on each individual project. The Facilities Department estimates the increased costs for administration, building maintenance, utilities and security while the Risk Management Office calculates the increased insurance costs. Personnel costs are calculated based on current salaries and benefits. Total operating and maintenance costs of approximately \$2,520,000 are included in the County's 2011 - 2012 operating budget to support projects anticipated to be completed or in progress during 2011 - 2012. This is roughly a \$120,000 decrease from the 2009 - 2010 budget. The decrease is associated with the 2% budget cuts taken in 2010 as well as the Facilities Manager retiring in April 2011 and the Board of Commissioners' decided to leave the position vacant the remainder of the fiscal year.

The Introduction of the Capital Improvement Plan

Benton County defines a capital expenditure as a single item that costs \$5,000 or more and lasts longer than one year. Some capital expenditures are included within the operating budget since they are affordable on a pay-as-you-go basis such as the construction of new and the remodeling of old facilities, also noted in the Capital Improvement Plan. Other capital expenditures are predominately public safety vehicles and equipment and other departmental computer purchases. Following is a table summarizing capital expenditures in the 2011 - 2012 operating budget.

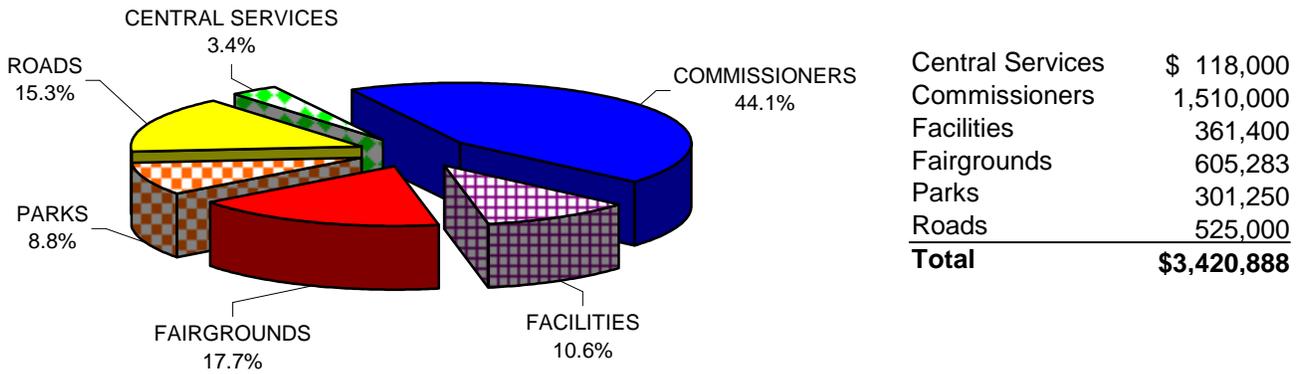
Budgeted Operating Capital Expenditures for 2011 - 2012

General Fund - <i>vehicles</i>	\$ 886,328
County Road Fund - <i>land</i>	500,000
Human Services Fund - <i>vehicles and computers</i>	275,000
Special Funds - <i>computers, parks and fairgrounds buildings, jail facilities, and vehicles</i>	1,612,244
Debt Service Funds	-
Capital Project Funds - <i>buildings</i>	10,300,000
Internal Funds - <i>land, equipment, and computers</i>	1,633,000
Grand Total	\$ 15,206,572

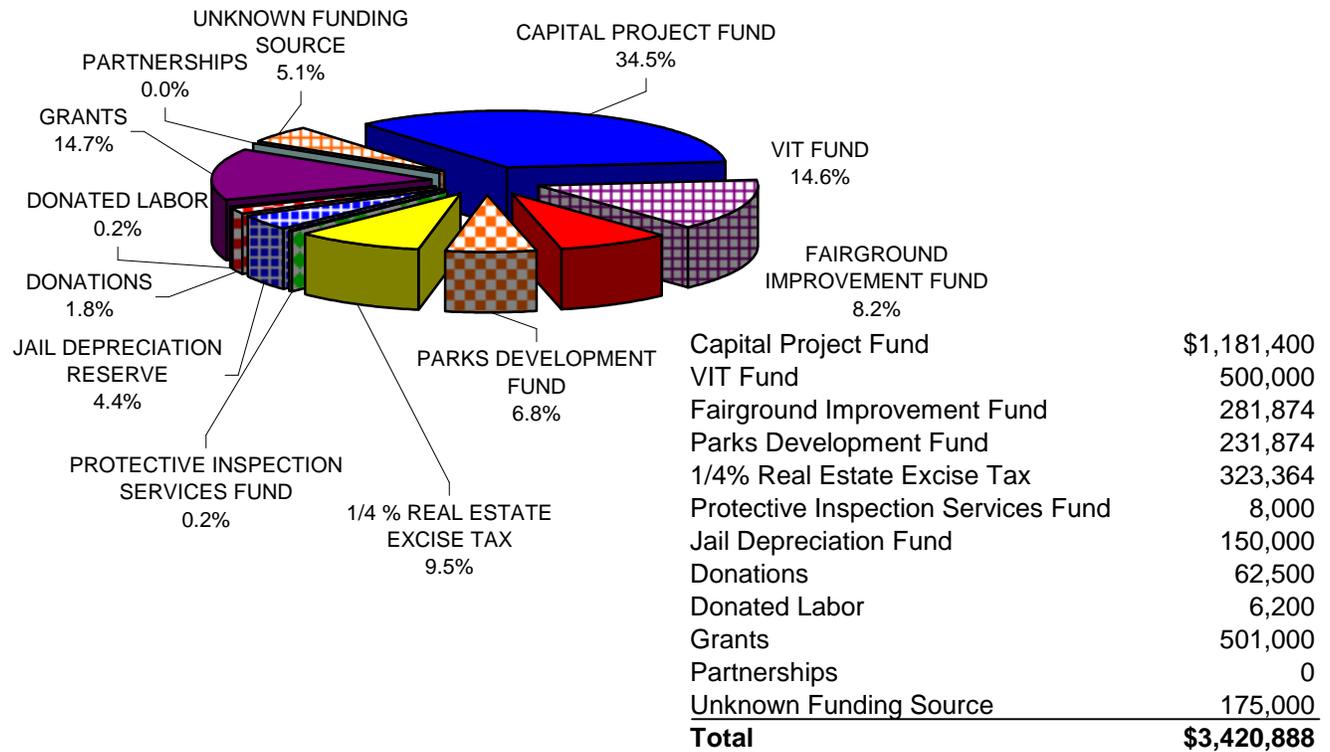
Capital expenditures that are not included in the operating budget are considered in the CIP. Benton County's CIP allocates existing funds and anticipated revenues to rehabilitate, restore, improve, and add to the County's capital facilities and infrastructure.

The Introduction of the Capital Improvement Plan

Where the Revenue Goes To (Uses) CY 2010



Where the Revenue Comes From (Sources) CY 2010



The Introduction of the Capital Improvement Plan

Implementation of Principles of Sound Financial Management

The County has a reputation for sound financial management practices. This is evidenced by the County's AA bond rating - making it one of the very small percentage of local governments in Washington State to achieve this designation. This much sought after bond rating affects the projects in this CIP and future CIP's as it will provide the County with the most favorable interest rates. This CIP continues to implement the County's financial policies including:

- Maintain the County's AA bond rating

Strategic Plan Prioritization

Since the last time we adopted the CIP, the Board of Commissioners' reiterated many times its prioritization of the community's Strategic Plan, and in doing so have made Information Technology, Facilities, and Transportation its top priorities. Although the CIP is constrained by a decline on revenues, it still advances infrastructure projects that enhance the quality of life in Benton County.

In the area of Information Technology, this CIP includes the development of:

- Public Disclosure Request Tracking System*
- Network Security Enhancements*

In the area of Facilities, this CIP includes the construction of:

- Animal Control Facility*

and the partnership support of:

- Port of Benton

In the area of Transportation, this CIP includes:

- Wiser Parkway*
- Piert Road

A further discussion of the timetables, costs and funding sources for each CIP project are shown on the project pages.

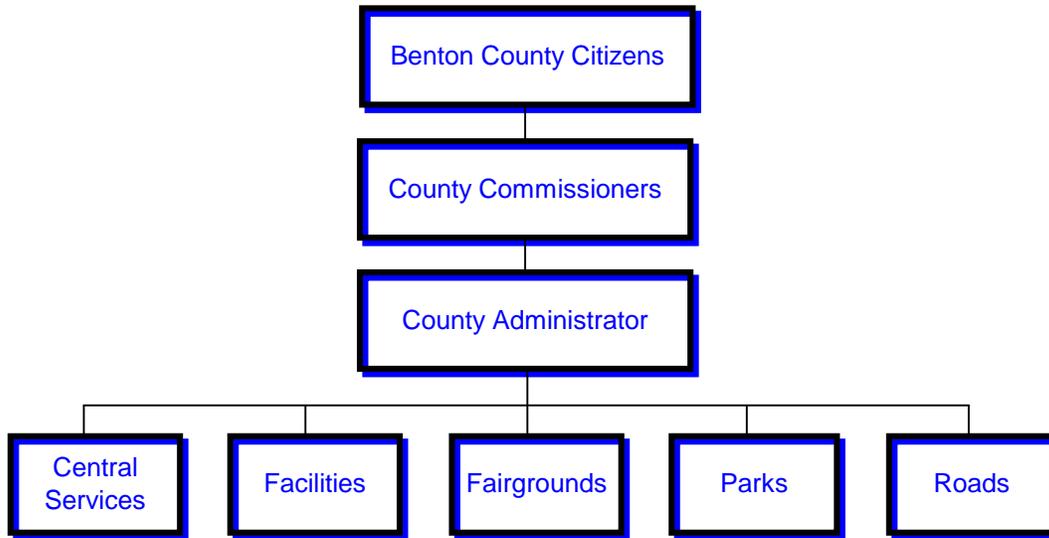
In closing, we are currently working on the FY 2011 - 2016 CIP and recognize it's importance to Benton County's forecasting and planning practices. We are confident that the updated CIP will continue to be in line with the Board's and the community's policies and directions.

Sincerely,

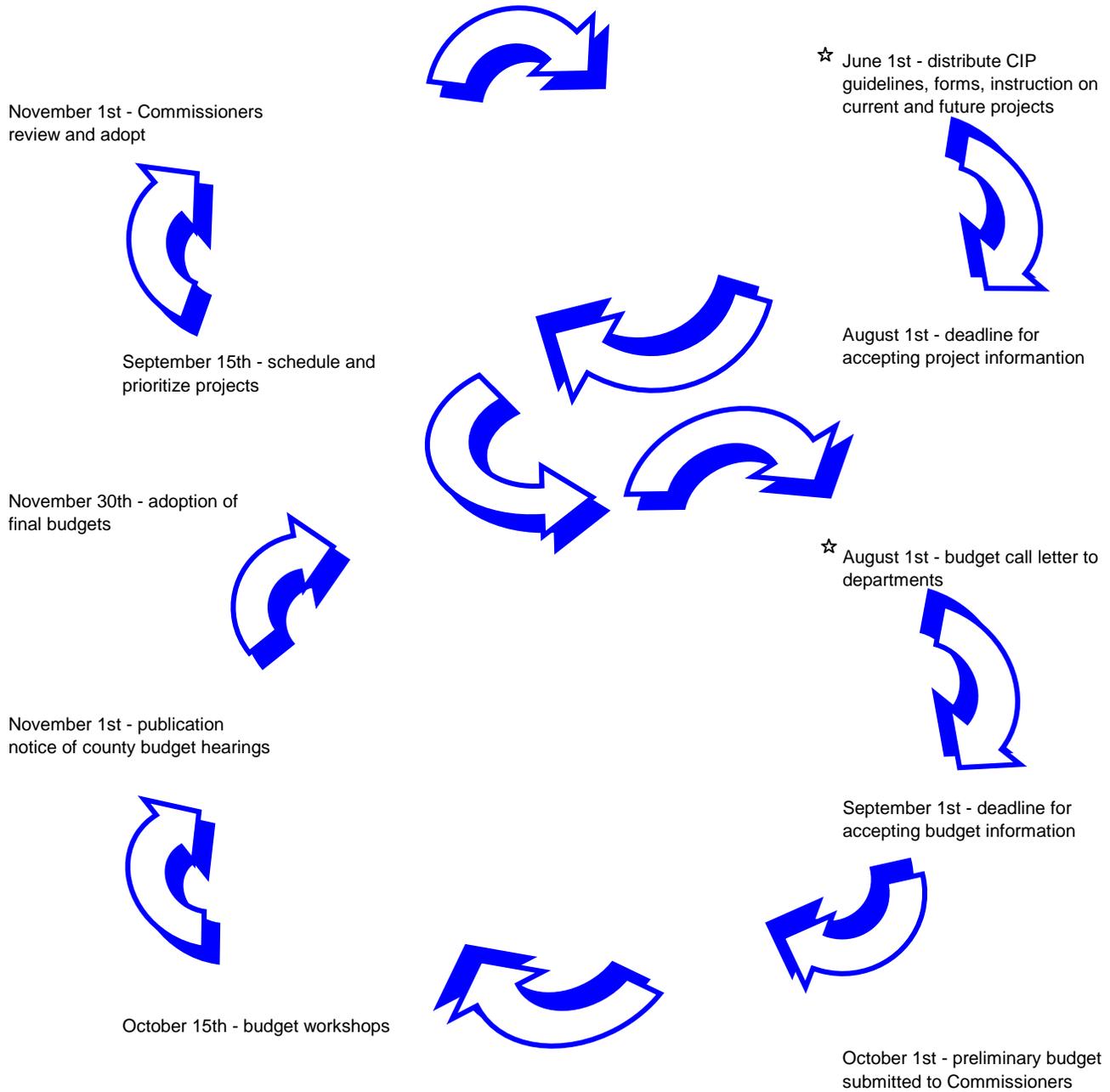


David Sparks
Benton County Administrator

The Organizational Structure for the Capital Improvement Plan



The Capital Improvement Plan and Budget Relationship



☆ Preparation of the Capital Improvement Plan begins in June of each even number year with the distribution of the CIP guidelines, forms, and instructions. Preparation of the County Budget for the upcoming calendar year begins in August of each year with the Auditor's Office budget call letter.

Benton County Capital Improvement Plan Funds

The following funds are used to account for Capital Projects:

Budgeted Capital Improvement Plan Revenues for 2010 - 2015

	<u>2010</u>	<u>2011- 2015</u>
Capital Projects Fund	\$ 1,181,400	\$ 5,050,000
Vit Fund	500,000	-
Fairgrounds Improvement fund	281,874	-
Parks Development Fund	231,050	764,450
1/4% Real Estate Excise Tax Fund	323,364	592,650
Protective Inspection Services Fund	8,000	200,000
Jail Depreciation Fund	150,000	154,500
Donations	62,500	12,500
Donated Labor	6,200	-
Grants	501,500	15,000
Partnerships	-	20,000
Unknown Funding Source	175,000	36,175,440
Grand Total	\$ 3,420,888	\$ 42,984,540

Capital Projects Fund - for routine capital outlay purchases and projects by the County including by not limited to office furniture and fixtures, major building maintenance, real property acquisition, building remodeling projects, road projects, and water projects.

VIT Fund - to aid the county in accounting the impact of labor force changes during the construction of the radioactive waste vitrification plant.

Fairgrounds Improvement Fund - for capital improvements, but not limited to maintenance of the fairgrounds.

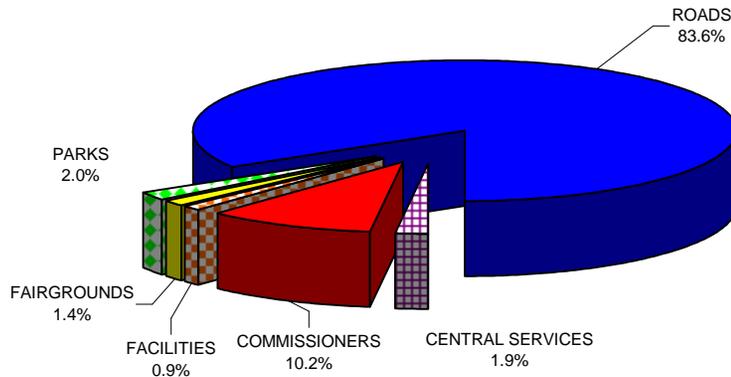
Parks Development Fund - for accumulating and expending revenue for capital improvements within county parks.

1/4 Percent Real Estate Excise Tax Fund - accounts for the revenues generated; projects must be included in the annual Benton County Comprehensive Land Use Plan before approved spending.

Protective Inspection Services Fund - for the operations and maintenance of the County Building Department.

Jail Depreciation Reserve Fund - for holding the revenue charged for depreciation on the County jail.

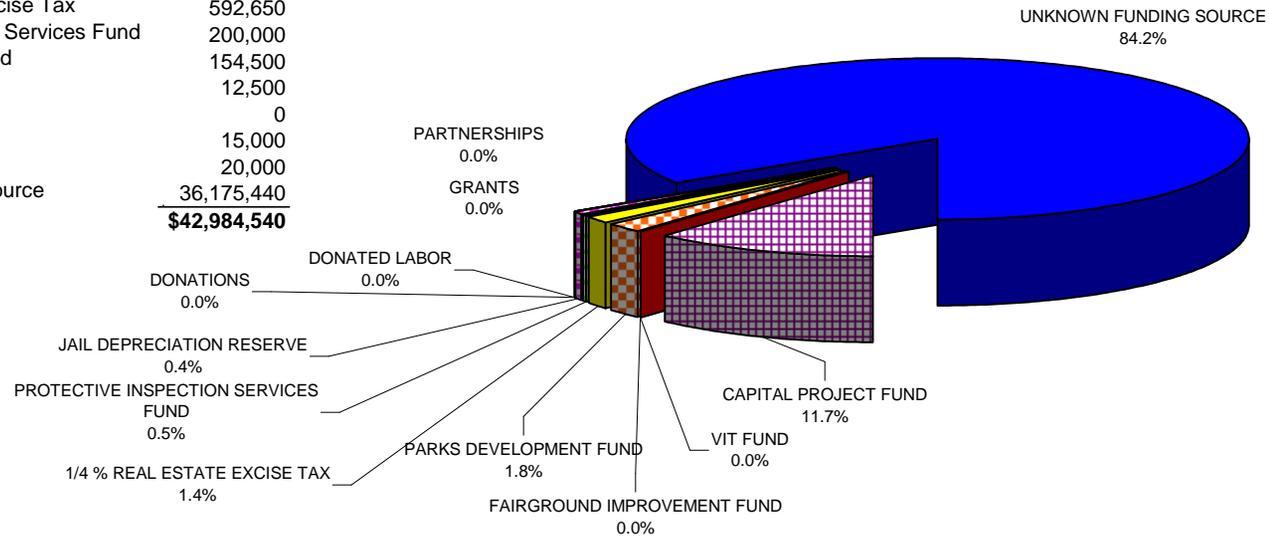
Where the Revenue Goes To (Uses) CY 2011 - 2015



Central Services	\$ 800,000
Commissioners	4,386,765
Facilities	404,500
Fairgrounds	592,650
Parks	850,625
Roads	<u>35,950,000</u>
	\$42,984,540

Capital Project Fund	\$5,050,000
VIT Fund	0
Fairground Improvement Fund	0
Parks Development Fund	764,450
1/4% Real Estate Excise Tax	592,650
Protective Inspection Services Fund	200,000
Jail Depreciation Fund	154,500
Donations	12,500
Donated Labor	0
Grants	15,000
Partnerships	20,000
Unknown Funding Source	<u>36,175,440</u>
	\$42,984,540

Where the Revenue Comes From (Sources) CY 2011 - 2015



**CAPITAL PROJECT BUDGET SHEET
SUMMARY OF COMPLETED PROJECTS
2004 - 2009**

PROJECT	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2004	2005	2006	2007	2008	2009
FAIRGROUNDS EQUIPMENT UPGRADES	\$ 58,408	\$ 58,408	\$ -	\$ -	\$ -	\$ -	\$ -
PORT OF BENTON - WALTER CLORE	100,000	94,230	5,770	-	-	-	-
FAIRGROUNDS HORSE BARNs	305,554	305,554	-	-	-	-	-
BLACK ROCK (STUDY EXPENDITURES)	1,071,150	1,071,150	-	-	-	-	-
JUSTICE CENTER JAIL EXPANSION (TAIL END OF PROJ.)	1,156,282	1,156,282	-	-	-	-	-
BADGER MOUNTAIN AMENITIES - <i>Integrated into Badger Mt section</i>	7,000	-	1,400	1,400	1,400	1,400	1,400
BNRR OVERPASS	5,000	-	5,000	-	-	-	-
EQUIPMENT PURCHASE - FORKLIFT FOR JC	21,000	-	21,000	-	-	-	-
PURCHASE OF BADGER MOUNTAIN	25,000	-	25,000	-	-	-	-
STEVENS DRIVE	40,000	-	40,000	-	-	-	-
CAFETERIA AT JUSTICE CENTER	274,152	-	40,979	233,173	-	-	-
CITY OF RICHLAND - FERGUSON PIPE	100,000	-	100,000	-	-	-	-
PARKING LOT - JUSTICE CENTER	141,675	-	141,675	-	-	-	-
SPACE NEEDS STUDY (ANALYSIS) COUNTYWIDE/BCHD	154,601	-	146,601	-	-	8,000	-
NEW VOTING SYSTEM	327,542	-	327,542	-	-	-	-
CHILLER	905,308	-	721,499	183,810	-	-	-
PARKS SIGNAGE PROGRAM	1,980	-	-	660	660	660	-
SECURITY WALL ART PROJECT	758	-	-	758	-	-	-
HVAC NOISE ABATEMENT - COURT RM D	848	-	-	848	-	-	-
PARKS TREE PROGRAM	4,000	-	-	1,000	1,000	1,000	1,000
HRP HORSE CAMP IMPROVEMENTS - <i>Integrated into HRP Small Projects</i>	4,000	-	-	1,000	1,000	1,000	1,000
HRP- HIGGINS FIELD IMPROVEMENTS-PHASE II	96,436	-	-	1,061	90,172	5,203	-
PARKS HABITAT RESTORATION PROGRAM - <i>Integrated into "Restoration"</i>	25,000	-	-	6,250	6,250	6,250	6,250
ADD'L OFFICE IN PA CRIMINAL	7,385	-	-	7,385	-	-	-
CENTENNIAL FLAG PROJECTS	18,425	-	-	11,600	6,825	-	-
TRP - BOAT LAUNCH UPGRADE	96,558	-	-	14,280	6,517	75,761	-
JAIL STEAMER AND KETTLE	19,993	-	-	19,993	-	-	-
FAIRGROUND REET PROJECTS	21,000	-	-	21,000	-	-	-
SHOWER REPLACEMENT AT JAIL	21,920	-	-	21,920	-	-	-
SOUND SYSTEM & DIGITAL RECORDER	43,341	-	-	43,341	-	-	-
GRANDSTAND STEPS	64,896	-	-	64,896	-	-	-
JAIL PROJECTS	78,000	-	-	78,000	-	-	-
HRP HORSE CAMP MULTI-PURPOSE BLDG (CONCESSION BLDG)	137,052	-	-	137,052	-	-	-
FAIRGROUNDS MAINTENANCE SHOP	608,065	-	-	146,860	461,205	-	-
PNNL RESEARCH CAMPUS/NORTH RICHLAND	150,000	-	-	150,000	-	-	-
VIA ANTINORI	935,593	-	-	935,593	-	-	-



**CAPITAL PROJECT BUDGET SHEET
SUMMARY OF COMPLETED PROJECTS
2004 - 2009**

PROJECT	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2004	2005	2006	2007	2008	2009
SELF-REGISTRATION STATION/INFO KIOSK -	500	-	-	-	500	-	-
BADGER MOUNTAIN TRAIL	3,200				3,200	-	-
OFFICE OF INDIGENT DEFENSE EXPANSION	6,706				6,706	-	-
TRP - COMPOUND IMPROVEMENTS PHASE II	26,862				26,862	-	-
PORT OF BENTON - CROW BUTTE	150,000				50,000	50,000	50,000
BMP - DALLAS GATEWAY	50,000				50,000	-	-
ENVIRONMENTAL CLEAN-UP - HICKS PIT	50,316				50,316	-	-
LOBBY EXPANSION - CLERK'S OFFICE	52,923				52,923	-	-
HRP - HORSE CAMP REGRADE	61,000				61,000	-	-
AUDITOR/PUBLIC WORKS REMODEL	62,304				62,304	-	-
FAIRGROUND BUILDING 2 NEW ROOF	107,790				107,790	-	-
JUSTICE CENTER CONFERENCE ROOM	128,828				128,828	-	-
RED MOUNTAIN MASTER PLAN	255,000				250,000	-	5,000
RED MOUNTAIN VITICULTURAL PARK	250,000				250,000	-	-
JUSTICE CENTER DISTRICT COURT REMODEL	3,291,201				361,745	2,718,240	211,216
WEBBER CANYON	6,724,938				4,779,116	1,709,092	236,730
BENTON HEALTH DEPARTMENT	8,502,218				7,710,507	791,711	-
NEW ACCESS AREA - BADGER MOUNTAIN	2,000				-	2,000	-
CAFETERIA REMODEL FOR ASSESSOR OFFICE	7,323				-	7,323	-
JAIL OFFICE CONSTRUCTION	7,400				-	7,400	-
DOMESTIC HOT WATER TANK	8,847				-	8,847	-
REPLACEMENT OF UPS BATTERIES	17,103				-	17,103	-
JAIL LOCKS AND SLIDERS	73,557				-	73,557	-
HRP WATER TRANSMISSION RETROFIT	5,000				-	5,000	-
KEY WATCHER UPGRADE	4,395				-	-	4,395
NETWORK DEVICE UPGRADE	16,273				-	-	16,273
NEW MAIN IRRIGATION LINE	18,498				-	-	18,498
ANIMAL CONTROL STUDY - BWA	20,000				-	-	20,000
WORK RELEASE DORMITORY STUDY - BWA	24,000				-	-	24,000
COURTHOUSE REMODEL STUDY - BWA	46,000				-	-	46,000
ADMINISTRATION OFFICE BUILDING STUDY - BWA	30,000				-	-	30,000
TREASURER'S OFFICE REMODEL - ANNEX	29,960				-	-	29,960
PROSECUTING ATTORNEY EXPANSION	24,658				-	-	24,658
HRP - RESTROOM ADDITION	32,343				-	-	32,343
FAIRGROUNDS PUMP STATION	41,000				-	-	41,000
FAIRGROUNDS EQUIPMENT - NEW WATER TRUCK	67,140				-	-	67,140



**CAPITAL PROJECT BUDGET SHEET
SUMMARY OF COMPLETED PROJECTS
2004 - 2009**

PROJECT	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2004	2005	2006	2007	2008	2009
800 MHZ - CITY OF RICHLAND	2,000,000						2,000,000
CR 397	22,305,322						22,305,322
NORTEL COMPANION WIRELESS PHONE SYSTEM	244,000						244,000
60 GALLON VULCAN KETTLE FOR JAIL FACILITY	6,200						6,200
DOUBLE DECK VULCAN CONVECTION GAS OVEN - JAIL FACILITY	12,000						12,000
HRP & TRP COVERED AREA - <i>Eliminated</i>	-						-
HRP WANAWISH ORCHARD - <i>Eliminated</i>	-						-
KIOSK REVISIONS - <i>Eliminated</i>	-						-
NEW CARETAKER'S RESIDENCE - <i>Eliminated</i>	-						-
SHOWER VENTING - JAIL - <i>Eliminated</i>	-						-
TRP WATER RIGHTS RESOLUTION - <i>Eliminated</i>	-						-
TWO RIVERS - KENNEWICK TRAIL INTERLOCK - <i>Eliminated</i>	-						-
TOTALS	\$ 51,794,727	\$ 2,685,624	\$ 1,576,466	\$ 2,081,879	\$ 14,526,826	\$ 5,489,547	\$ 25,434,385



**CAPITAL PROJECT BUDGET SHEET
SUMMARY OF PROJECTS BY DEPARTMENT
2010- 2015**

PROJECT ELEMENT/PRIORITY	PAGE #	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
			2010	2011	2012	2013	2014	2015
CENTRAL SERVICES DEPARTMENT								
DIGITAL PHONES* SYSTEM*	143 144	\$ 8,000 35,000	\$ 8,000 35,000	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -
NETWORK SECURITY ENHANCEMENTS*	145	75,000	75,000	-	-	-	-	-
PERMIT TRACKING SYSTEM*	146	200,000	-	-	200,000	-	-	-
PROPERTY TAX AND ASSESSMENTS SYSTEM*	147	600,000	-	-	-	600,000	-	-
Subtotal		\$ 918,000	\$ 118,000	\$ -	\$ 200,000	\$ 600,000	\$ -	\$ -
COMMISSIONERS DEPARTMENT								
BENTON COUNTY COURTHOUSE RENOVATION	149	\$ 3,000,000	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -
ANIMAL CONTROL FACILITY*	150	350,000	350,000	-	-	-	-	-
PORT OF BENTON ANNEX PARKING LOT	151 152	150,000 186,765	50,000 -	50,000 186,765	50,000 -	- -	- -	- -
WORK RELEASE DORMITORY ADDITION*	153	2,100,000	-	2,100,000	-	-	-	-
COLUMBIA RIVER CROSSING STUDY*	154	10,000	10,000	-	-	-	-	-
WALTER CLORE WINE & CULINARY CENTER*	155	100,000	100,000	-	-	-	-	-
Subtotal		\$ 5,896,765	\$ 1,510,000	\$ 4,336,765	\$ 50,000	\$ -	\$ -	\$ -
FACILITIES DEPARTMENT								
PROJECT CONTINGENCY	157	\$ 300,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
METASYS SYSTEM	158	111,400	111,400	-	-	-	-	-
KITCHEN EQUIPMENT UPGRADE	159	150,000	150,000	-	-	-	-	-
WATER LINE REPLACEMENT	160	50,000	50,000	-	-	-	-	-
UPGRADE OPTO22 CONTROL SYSTEM	161	154,500	-	154,500	-	-	-	-
Subtotal		\$ 765,900	\$ 361,400	\$ 204,500	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

**CAPITAL PROJECT BUDGET SHEET
SUMMARY OF PROJECTS BY DEPARTMENT
2010- 2015**

PROJECT ELEMENT/PRIORITY	PAGE #	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
			2010	2011	2012	2013	2014	2015
FAIRGROUNDS DEPARTMENT								
EQUIPMENT UPGRADE	163	\$ 106,874	\$ 106,874	\$ -	\$ -	\$ -	\$ -	\$ -
FAIRGROUNDS LEASEHOLD IMPROVEMENTS	164	75,000	75,000	-	-	-	-	-
PA SOUND SYSTEM	165	60,000	60,000	-	-	-	-	-
FAIRGROUNDS MASTER SITE PLAN	166	40,000	40,000	-	-	-	-	-
MAINLINE REPLACEMENT*	167	240,000	80,000	80,000	80,000	-	-	-
REET PROJECTS	168	676,014	243,364	166,650	266,000	-	-	-
Subtotal		\$ 1,197,888	\$ 605,238	\$ 246,650	\$ 346,000	\$ -	\$ -	\$ -

PARKS DEPARTMENT								
HRP - HORN RAPIDS PARK	170	\$ 148,375	\$ 59,250	\$ 72,125	\$ 16,000	\$ 750	\$ 250	\$ -
HRP-HORN RAPIDS PARK - MAJOR CONST.	171	127,500	-	67,500	30,000	30,000	-	-
RMX-RATTLESNAKE MOUNTAIN SHOOTING FAC.	172	47,500	47,500	-	-	-	-	-
HHV - HORSE HEAVEN VISTA	173	55,000	50,000	5,000	-	-	-	-
TRP - TWO RIVERS PARK	174	390,000	-	200,000	115,000	75,000	-	-
BMP - BADGER MOUNTAIN PRESERVE	175	90,000	65,000	5,000	5,000	5,000	5,000	5,000
PARKS PROGRAMS	176	180,000	30,000	30,000	30,000	30,000	30,000	30,000
PARKS MASTER PLANS	177	38,500	13,500	25,000	-	-	-	-
HPX - HOVER PARK	178	35,000	35,000	-	-	-	-	-
VPX - VISTA PARK*	179	40,000	1,000	39,000	-	-	-	-
Subtotal		\$ 1,151,875	\$ 301,250	\$ 443,625	\$ 196,000	\$ 140,750	\$ 35,250	\$ 35,000

ROADS DEPARTMENT								
WISER PARKWAY*	181	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
STEPTOE ROAD	182	25,000	25,000	-	-	-	-	-
PIERT ROAD	183	1,500,000	-	1,500,000	-	-	-	-
BERT JAMES ROAD CE 1774	184	4,150,000	-	-	2,075,000	2,075,000	-	-
COUNTY WELL ROAD	185	5,600,000	-	-	-	-	5,600,000	-
I-82/ RED MOUNTAIN OVERPASS*	186	10,000,000	-	-	-	-	10,000,000	-
I-82/ RED MOUNTAIN INTERCHANGE	187	14,700,000	-	-	-	-	-	14,700,000
Subtotal		\$ 36,475,000	\$ 525,000	\$ 1,500,000	\$ 2,075,000	\$ 2,075,000	\$ 15,600,000	\$ 14,700,000

Grand Total		\$ 46,405,428	\$ 3,420,888	\$ 6,731,540	\$ 2,917,000	\$ 2,865,750	\$ 15,685,250	\$ 14,785,000
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Note: * denotes new projects

PROJECT NAME: Digital Phones

Project
Priority

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Courthouse, Justice Center, Kennewick Annex and Juvenile Justice Center.

PROJECT SCOPE & DESCRIPTION: Replace aging digital phones with newer models.

ANALYSIS OF NEED: About 70 digital phones currently in service in Prosser were purchased up to fifteen years ago and are in serious need of replacement.

ALTERNATIVES: Continue replacing the old digital phones as they quit working.

ONGOING OPERATING COSTS: None.

PREVIOUS ACTION: None.

PROJECT STATUS: Researching options.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	8,000	8,000	-	-	-	-	-
TOTAL	\$ 8,000	\$ 8,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECTS FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROTECTIVE INSPECTION SERVICES FUN	8,000	8,000	-	-	-	-	-
TOTAL	\$ 8,000	\$ 8,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Public Disclosure Request Tracking System

Project
Priority

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: For all department locations.

PROJECT SCOPE & DESCRIPTION: Develop a system for centrally tracking all public disclosure requests submitted to Benton County.

ANALYSIS OF NEED: Currently, Public Disclosure Requests are received by multiple departments. A centralized tracking system is needed to make sure they are processed in a timely manner and to help manage their impact on county personnel.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: Minimal, if developed in-house.

PREVIOUS ACTION: None.

PROJECT STATUS: Researching options.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	35,000	35,000	-	-	-	-	-
TOTAL	\$ 35,000	\$ 35,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECTS FUND	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 35,000	\$ 35,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Network Security Enhancements

Project
Priority

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: System wide.

PROJECT SCOPE & DESCRIPTION: Add intrusion detection, prevention, and event reporting to the network infrastructure.

ANALYSIS OF NEED: This is the next step to securing the county network environment. The capabilities included may become requirements for access to state systems and security of law enforcement data.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: Option available for monthly subscription to a service that monitors the network logs. Cost is \$1,500 per month, otherwise only annual maintenance on the equipment. The \$60,000 in 2010 is expenditures for acquiring the equipment. Then the annual \$12,000 is expenditures for ongoing maintenance.

PREVIOUS ACTION: None.

PROJECT STATUS: Researching options.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	75,000	75,000	-	-	-	-	-
TOTAL	\$ 75,000	\$ 75,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECTS FUND	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 75,000	\$ 75,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)	60,000	12,000	12,000	12,000	12,000	12,000
TOTAL	\$ 60,000	\$ 12,000				

PROJECT NAME: Permit Tracking System

Project
Priority

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Prosser and Kennewick Planning and Building Departments.

PROJECT SCOPE & DESCRIPTION: Replace existing MUNIS permit tracking system.

ANALYSIS OF NEED: The MUNIS system currently in use has proven less functional than it appeared when considered as part of the original selection process. Benton County will contact other county entities and have a committee from the Planning, Building & Central Services Departments recommend a new system.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: Annual maintenance.

PREVIOUS ACTION: Originally purchased the MUNIS system per Resolution 05-600 dated September 26, 2005 in the amount of \$209,265.

PROJECT STATUS: Researching options.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	200,000	-	-	200,000	-	-	-
TOTAL	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECTS FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROTECTIVE INSPECTION SERVICES FUN	200,000	-	-	200,000	-	-	-
TOTAL	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)	-	-	30,000	30,000	30,000	30,000
TOTAL	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

PROJECT NAME: Property Tax and Assessment System

Project
Priority

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: All locations of both the Assessor's and Treasurer's Office.

PROJECT SCOPE & DESCRIPTION: Replace the current property tax and assessment system with a system employing newer technology and having lower annual maintenance costs.

ANALYSIS OF NEED: The current system, Ascend, as been in place for over ten years and is based on older client/server technology. It also has a very high annual maintenance cost (over \$165,000 for 2010).

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: Annual maintenance.

PREVIOUS ACTION: Benton County originally purchased the Ascend system as per resolution 98-186 dated April 13, 1998 in the amount of \$642,070.

PROJECT STATUS: Researching options.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	600,000	-	-	-	600,000	-	-
TOTAL	\$ 600,000	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECTS FUND	\$ 600,000	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -
TOTAL	\$ 600,000	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)	-	-	-	-	115,500	115,500
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 115,500	\$ 115,500

PROJECT NAME: Benton County Courthouse Renovation (Prosser)

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Benton County Courthouse, 620 Market Street, Prosser, WA 99350.

PROJECT SCOPE & DESCRIPTION: Benton County has applied for the Washington State Rehabilitation Grant Program. This first phase of a planned multi-phased restoration project of the Courthouse will address the restoration of the building's exterior including entry steps, exterior doors and windows, removal of an exterior fire escape, exterior lighting, and masonry cleaning and repair. Phase I is estimated to cost \$1,000,000 and Benton County is required to match 50% or more of the grant amount. Phase II will address the interior of the building, which the County will apply for additional funding from the State of Washington in 2011.

ANALYSIS OF NEED: The current building conditions do not efficiently accommodate ADA requirements and life and safety systems need to be addressed.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: Operational cost associated with the courthouse remodel are budgeted at \$195,000 for related equipment operating and maintenance. However, it is believed that once the restoration of this building is complete, the maintenance cost would decrease as the areas that require so much maintenance would be refurbished.

PREVIOUS ACTION: Was originally approved in the 2006 - 2010 Capital Facility Plan.

PROJECT STATUS: Preliminary design.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES	86,000	86,000	-	-	-	-	-
CONSTRUCTION	2,914,000	914,000	2,000,000	-	-	-	-
CONTINGENCY							
FFE							
OTHER							
TOTAL	\$ 3,000,000	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECTS FUND	\$ 2,500,000	\$ 500,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -
GRANT	500,000	500,000	-	-	-	-	-
TOTAL	\$ 3,000,000	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)	-	(12,218)	(12,218)	(12,218)	(12,218)	(12,218)
TOTAL	\$ -	\$ (12,218)				

PROJECT NAME: Animal Control Facility

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Benton County Fairgrounds, 1500 S Oak Street, Kennewick, WA - West Gate End.

PROJECT SCOPE & DESCRIPTION: Construct an 80' x 40' building with parking, office space, storage, cages and outside area for animal control.

ANALYSIS OF NEED: There is a significant need throughout Benton County for animal control. Benton County is working on implementing an Animal Control Ordinance.

ALTERNATIVES: Contract out this service.

ONGOING OPERATING COSTS: Approximately \$250,000 per year.

PREVIOUS ACTION: Contracted with Benardo Wills Architects to provide a feasible study for an animal control facility; however, the study was more than what the County wanted to invest in an animal facility.

PROJECT STATUS: The Benton County Sheriff proposed and was given direction to operate a animal control department, however work with the County Administrator to develop a cost for a facility.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION	350,000	350,000	-	-	-	-	-
CONTINGENCY							
FFE							
OTHER							
TOTAL	\$ 350,000	\$ 350,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECTS FUND	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 350,000	\$ 350,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)	159,232	250,000	250,000	250,000	250,000	250,000
TOTAL	\$ 159,232	\$ 250,000				

PROJECT NAME: Port of Benton

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Crow Butte Park, SR 14, Paterson, WA.

PROJECT SCOPE & DESCRIPTION: Interlocal agreement between Benton County and the Port of Benton to operate and maintain Crow Butte Park, which is under lease to the Port of Benton by the CORPS.

ANALYSIS OF NEED: When the Port of Benton took over Crow Butte park, there was a number of areas that needed improvements. The parking lot, security lighting, concession area, electrical upgrades, and dock area are a few to mention. The Port needs the financial support from the County to help with the necessary improvements to keep this park open.

ALTERNATIVES: Operate and maintain the park.

ONGOING OPERATING COSTS: In accordance with the interlocal agreement, \$50,000 per year.

PREVIOUS ACTION: Benton County previously approved the interlocal agreement to pay \$50,000 per year for 2007, 2008 and 2009.

PROJECT STATUS: Signed a resolution and interlocal agreement on September 21, 2009 to extend the contract to 2012.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FIFE							
OTHER	150,000	50,000	50,000	50,000	-	-	-
TOTAL	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECTS FUND	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -
TOTAL	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Annex Parking Lot

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Benton County Annex, 5600 W Canal Drive, Kennewick, WA 99336.

PROJECT SCOPE & DESCRIPTION: The south parking lot at the Kennewick Annex, a primary parking lot, is not looped. There is only one entrance and exit, so turnaround space is limited. The parking lot requires resurfacing and construction to make a loop (projected 5% increase each year).

ANALYSIS OF NEED: Increase size of parking lot.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: None.

PREVIOUS ACTION: Approved as new project in 2005-2009 Capital Facility Plan.

PROJECT STATUS: On hold.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ 12,128	\$ -	\$ 12,128	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES	12,128	-	12,128	-	-	-	-
CONSTRUCTION	145,530	-	145,530	-	-	-	-
CONTINGENCY	16,979	-	16,979	-	-	-	-
FFE							
OTHER							
TOTAL	\$ 186,765	\$ -	\$ 186,765	\$ -	\$ -	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
UNKNOWN FUNDING SOURCE	\$ 186,765	\$ -	\$ 186,765	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 186,765	\$ -	\$ 186,765	\$ -	\$ -	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Work Release Dormitory Addition

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Justice Center Campus - 7122 W. Okanogan Place, Kennewick, WA 99336.

PROJECT SCOPE & DESCRIPTION: Construct a 100 bed Work Release Facility located over the existing salle port of the "new" jail structure built in 2003.

ANALYSIS OF NEED: Apparent need for the benefits of a larger facility.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: The ongoing estimated work release budget is \$990,491 with an estimated revenue of \$993,384 (based on inmate usage and rate schedule).

PREVIOUS ACTION: Benton County Commissioners approved moving forward with an Architect for the feasible study and one line drawings for an amount not to exceed \$24,000.

PROJECT STATUS: Currently under review by County Sheriff Taylor.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION	2,100,000	-	2,100,000	-	-	-	-
CONTINGENCY							
FIFE							
OTHER							
TOTAL	\$ 2,100,000	\$ -	\$ 2,100,000	\$ -	\$ -	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECTS FUND	\$ 2,100,000	\$ -	\$ 2,100,000	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,100,000	\$ -	\$ 2,100,000	\$ -	\$ -	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Columbia River Crossing Study

PROJECT ADMINISTRATION: Benton-Franklin Council of Governments

PROJECT LOCATION: Crossing the Columbia River.

PROJECT SCOPE & DESCRIPTION: The Benton-Franklin COG serves as the Regional Transportation Planning Organization for Benton, Franklin, & Walla Walla Counties. BFCOG has been working with local agencies to coordinate a study of potential crossing locations of the Columbia River and has received partial funding through the past legislative session. The adoption of the Columbia River Crossing Study had a short fall of \$25,000 of full funding. Each participating jurisdiction has been asked to increase their participation by twenty-five percent.

ANALYSIS OF NEED: Preliminary modeling in 2005 showed twenty-year traffic volumes will increase to levels sufficient to warrant an additional crossing of the Columbia, or the need for additional capacity at existing locations.

ALTERNATIVES: Unknown.

ONGOING OPERATING COSTS: None.

PREVIOUS ACTION: The Board of Commissioners has committed to funding \$10,000.

PROJECT STATUS: BFCOG is currently working with representatives from local agencies in determining the scope and extent of this study.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FIFE							
OTHER	10,000	10,000	-	-	-	-	-
TOTAL	\$ 10,000	\$ 10,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECTS FUND	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 10,000	\$ 10,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Walter Clore Wine and Culinary Center

PROJECT ADMINISTRATION: Port of Benton.

PROJECT LOCATION: Wine Country Road & Chapman Lane / Exit 82 off I-82, Prosser, WA

PROJECT SCOPE & DESCRIPTION: This project consist of three different Phases. Phase I is for the infrastructure and improvements for the Walter Clore Wine and Culinary Center; Phase II will consist of an outdoor event facility, which is scheduled to be completed by summer of 2010; and Phase III will be the construction of the main building.

ANALYSIS OF NEED: The Walter Clore Wine & Culinary Center will educate and promote the areas of viticulture, enology and culinary practices. Its vision and goals are to showcase the quality of Washington's wine.

ALTERNATIVES: Unknown.

ONGOING OPERATING COSTS: None.

PREVIOUS ACTION: N/A

PROJECT STATUS: Phase I of the three Phase project is complete. Phase II currently has State funds available to move forward; and applications are currently being processed for grant funding for Phase III.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FIFE							
OTHER	100,000	100,000	-	-	-	-	-
TOTAL	\$ 100,000	\$ 100,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECTS FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UNKNOWN FUNDING	100,000	100,000	-	-	-	-	-
TOTAL	\$ 100,000	\$ 100,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Project Contingency

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Various Benton County locations.

PROJECT SCOPE & DESCRIPTION: Each year a capital project comes up that is outside the scope of the facilities budget, and has an immediate need requiring a supplement. A contingency line item within the Capital Projects fund should be created. Projects funded out of this line item would require Board approval, but not a supplement. It is recommended this contingency line be used to meet immediate or emergency needs.

ANALYSIS OF NEED: Various.

ALTERNATIVES: Unknown.

ONGOING OPERATING COSTS: Unknown.

PREVIOUS ACTION: N/A.

PROJECT STATUS: N/A.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	300,000	50,000	50,000	50,000	50,000	50,000	50,000
TOTAL	\$ 300,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECTS FUND	\$ 300,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL	\$ 300,000	\$ 50,000					

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: METASYS System

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Benton County Justice Center 7122 W. Okanogan Place, Kennewick, WA 99336.

PROJECT SCOPE & DESCRIPTION: Automated upgrade program to electronic HVAC system. This project has increased from \$108,150 in 2009 to \$111,400.

ANALYSIS OF NEED: The current system is 10 years old. The upgrade would allow maintenance to access the HVAC system from any computer for better troubleshooting and maintenance. This would also keep up with current technology. Parts may soon be obsolete.

ALTERNATIVES: Leaving as is as long as parts are available.

ONGOING OPERATING COSTS: None.

PREVIOUS ACTION: Was originally approved on the 2007-2012 Capital Facility Plan.

PROJECT STATUS: Received a quote.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DESIGN							
CONSTRUCTION	111,400	111,400	-	-	-	-	-
CONSTRUCTION MANAGEMENT							
CONTINGENCY							
OTHER							
TOTAL	\$ 111,400	\$ 111,400	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECT FUND	\$ 111,400	\$ 111,400	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 111,400	\$ 111,400	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Kitchen Equipment Upgrade

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Benton County Jail, 7122 W. Okanogan Place, Kennewick, WA 99336.

PROJECT SCOPE & DESCRIPTION: Dishwasher and other equipment as needed.

ANALYSIS OF NEED: Replace this equipment due to poor condition and possible failure.

ALTERNATIVES: None.

ONGOING OPERATING COSTS: None.

PREVIOUS ACTION: Was originally approved on the 2008-2013 Capital Facility Plan.

PROJECT STATUS: Proposal process.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	150,000	150,000	-	-	-	-	-
TOTAL	\$ 150,000	\$ 150,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
JAIL DEPRECIATION FUND	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 150,000	\$ 150,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Water Line Replacement

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Old Courts Building at the Justice Center, 7122 W Okanogan Place, Kennewick, WA 99336.

PROJECT SCOPE & DESCRIPTION: Replace deteriorating water line located under the original section of the Justice Center Building. This estimate is for replacement only and it is the Facilities Manager's recommendation that this project become a top priority, because if the water line should break the cost would double.

ANALYSIS OF NEED: Pipe is old and being destroyed by age and electrolysis. When the pipe fails it will be extremely costly from damages it will cause.

ALTERNATIVES: None.

ONGOING OPERATING COSTS: None.

PREVIOUS ACTION: Was originally approved in the 2009-2014 Capital Facility Plan.

PROJECT STATUS: Currently waiting for funds to be available, possibly will do in 2010.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DESIGN							
CONSTRUCTION							
CONSTRUCTION MANAGEMENT							
CONTINGENCY							
OTHER	50,000	50,000	-	-	-	-	-
TOTAL	\$ 50,000	\$ 50,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
UNKNOWN FUNDING SOURCE	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 50,000	\$ 50,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Upgrade OPTO22 Control System and Maxxess System

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Benton County Jail, 7122 W. Okanogan Place, Kennewick, WA 99336.

PROJECT SCOPE & DESCRIPTION: Major upgrade to the OPTO22 control system - replacing the controllers for the entire system in the Jail and the Courts building. Upgrade the Maxxess Systems card reader system - including the controllers plus software and firmware for the RAMM and BLP units. Ten computers in B-Control (2), C-Control (2), Data Collection servers in Master Control (2), Wireless Translation servers in Master Control (2), the Key Watcher Key Control computer in M/C (1), and one of the Master Control primary work stations (1) need to be purchased. This project has increased from \$150,000 in 2009 to \$154,000.

ANALYSIS OF NEED: The equipment we are using is falling behind the technology curve and this would improve communication between the OPTO22 system and the Maxxess system.

ALTERNATIVES: Keep the system as is; however, this could be more expensive in the future.

ONGOING OPERATING COSTS: None.

PREVIOUS ACTION: Was originally approved on the 2008-2013 Capital Facility Plan.

PROJECT STATUS: On hold.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	154,500	-	154,500	-	-	-	-
TOTAL	\$ 154,500	\$ -	\$ 154,500	\$ -	\$ -	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
JAIL DEPRECIATION FUND	\$ 154,500	\$ -	\$ 154,500	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 154,500	\$ -	\$ 154,500	\$ -	\$ -	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Equipment Upgrade

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Benton County Fairgrounds, 1500 S. Oak Street, Kennewick, WA 99337.

PROJECT DESCRIPTION: Purchase of Forklift - \$32,460; Bobcat attachments - \$15,414; 45 foot boom - \$59,000.

ANALYSIS OF NEED: Replace the current vehicles which have reached their useful life cycle, acquire trenching equipment for ongoing and new irrigation infrastructure, and safe roof top access to maintain structural integrity and mechanical equipment.

ALTERNATIVES: Use the current telehandler for heavy jobs, and implementing service contracts for trenching projects and structural and mechanical issues.

ONGOING OPERATING COSTS: None after the initial purchases.

PREVIOUS ACTION: None.

PROJECT STATUS: Researching costs and/or getting quotes.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	106,874	106,874	-	-	-	-	-
TOTAL	\$ 106,874	\$ 106,874	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
FAIRGROUNDS IMPROVEMENT FUND	\$ 106,874	\$ 106,874	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 106,874	\$ 106,874	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Fairgrounds Leasehold Improvements

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Benton County Fairgrounds, 1500 S. Oak Street, Kennewick, WA 99337.

PROJECT DESCRIPTION: Arena sound system improvement, electrical pedestal replacement, and campground enhancements.

ANALYSIS OF NEED: Installing four (4) galvanized speaker/light poles will enhance sound and safety, replacing electrical pedestals which are hit by vehicles with underground vaults, and expand the current campground area to include electricity and domestic water.

ALTERNATIVES: Use the current lighting system on top of the Sundown's building, keep repairing damaged above ground electrical pedestals, and not enhance the expanded area for camping.

ONGOING OPERATING COSTS: Each electrical pedestal repair costs \$300 and there have been on the average four (4) to six (6) damaged each year.

PREVIOUS ACTION: None as these are new requests.

PROJECT STATUS: Researching costs and/or getting quotes.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION	75,000	75,000	-	-	-	-	-
CONTINGENCY							
FFE							
OTHER							
TOTAL	\$ 75,000	\$ 75,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
FAIRGROUNDS IMPROVEMENT FUND	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 75,000	\$ 75,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)	(1,800)	(1,800)	(1,800)	(1,800)	(1,800)	(1,800)
TOTAL	\$ (1,800)					

PROJECT NAME: PA Sound System

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Benton County Fairgrounds, 1500 S. Oak Street, Kennewick, WA 99337.

PROJECT DESCRIPTION: Installation of a sound system at the Fairgrounds for emergency purposes.

ANALYSIS OF NEED: For crisis response to missing adult/child during large events, emergency crowd control.

ALTERNATIVES: Currently no system in place.

ONGOING OPERATING COSTS: Service contract to maintain system.

PREVIOUS ACTION: Bid process in previous years, possible grant funding, Fair Assoc Assist.

PROJECT STATUS: Received a bid from Sound Solutions. We would like the Fair Association to split the cost, but they believe they can apply for a grant (Emergency Management) to fund the project or at least their portion.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	60,000	60,000	-	-	-	-	-
TOTAL	\$ 60,000	\$ 60,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
FAIRGROUNDS IMPROVEMENT FUND	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 60,000	\$ 60,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Fairgrounds Master Site Plan

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Benton County Fairgrounds, 1500 S. Oak Street, Kennewick, WA 99337.

PROJECT DESCRIPTION: There is an desire to expand upon the infrastructure project that was completed in mid 2008.

ANALYSIS OF NEED: To have accurate locations of sewer, electric lines, gas lines, and irrigation for future work or expansion.

ALTERNATIVES: Currently utilizing map created in 2008. Needs yearly updates.

ONGOING OPERATING COSTS: This is cost effective reference for doing underground/boundary locates. Service contract for updating.

PREVIOUS ACTION: Initial proposal completed.

PROJECT STATUS: Planning.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	40,000	40,000	-	-	-	-	-
TOTAL	\$ 40,000	\$ 40,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
FAIRGROUNDS IMPROVEMENT FUND	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 40,000	\$ 40,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

WASHINGTON

PROJECT NAME: Mainline Replacement

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Benton County Fairgrounds, 1500 S. Oak Street, Kennewick, WA 99337.

PROJECT DESCRIPTION: Phase II will replace the mainline from the new pump station at the South Gate.

ANALYSIS OF NEED: The current system unable to withstand water pressure of new pump.

ALTERNATIVES: Currently monitoring the water pressure and repairing any blown out sections of the line.

ONGOING OPERATING COSTS: Regular maintenance.

PREVIOUS ACTION: Received quotes for Phase II early in 2009.

PROJECT STATUS: Researching additional quotes.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	240,000	80,000	80,000	80,000	-	-	-
TOTAL	\$ 240,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
1/4% REAL ESTATE EXCISE TAX	\$ 240,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -
TOTAL	\$ 240,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

WASHINGTON

PROJECT NAME: REET Projects

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Benton County Fairgrounds, 1500 S. Oak Street, Kennewick, WA 99337.

PROJECT DESCRIPTION: Please see page 174 for a list of the projects.

ANALYSIS OF NEED: Each item assist in marketing the Fairgrounds for current and new events and minimize ongoing and outstanding maintenance issues.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: Creating service contracts.

PREVIOUS ACTION: Researching options.

PROJECT STATUS: Various.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	676,014	243,364	166,650	266,000	-	-	-
TOTAL	\$ 676,014	\$ 243,364	\$ 166,650	\$ 266,000	\$ -	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
1/4% REAL ESTATE EXCISE TAX	\$ 676,014	\$ 243,364	\$ 166,650	\$ 266,000	\$ -	\$ -	\$ -
TOTAL	\$ 676,014	\$ 243,364	\$ 166,650	\$ 266,000	\$ -	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

BENTON COUNTY FAIRGROUNDS

Priority	Project	Location	Description	Begin/End Date	Cost Estimate	Funding
A	Replace Heating	Fairgrounds	Buildings 1, 2, 3, 4, 16		30,000	REET
A	Replace Garage Doors/Back Side	Fairgrounds	Buildings 1, 2, 3, 4		23,000	REET
A	Rehabilitate Electrical Service	Fairgrounds	Ground Pedestals		18,000	REET
A	Remodel Main Restrooms	Fairgrounds	Mens/Womens Restroom		12,000	REET
A	Pole Lighting	Fairgrounds	Grounds		24,000	REET
A	Panels for Animals	Fairgrounds	Barns, Main Area		30,000	REET
A	Replace Coolers	Fairgrounds	Poultry Barn Grandstand		106,364	REET
	SUBTOTAL				243,364	
B	Grandstand Roofing	Fairgrounds	Roofing Replacement		30,000	REET
B	Replace Lighting	Fairgrounds	Buildings		28,000	REET
B	Utility Upgrades	Fairgrounds	Grounds N/S/E/W		12,400	REET
B	Resurface Asphalt and New Areas	Fairgrounds	Grounds		68,250	REET
B	Barns	Fairgrounds	Slab, Trailer Basin		28,000	REET
	SUBTOTAL				166,650	
C	Front Façade	Fairgrounds	Buildings 1, 2, 3, 4		20,000	REET
C	RV	Fairgrounds	Dump Station Vault		32,000	REET
C	Metal Structure	Fairgrounds	Entertainment Area		47,000	REET
C	Behind Building #1	Fairgrounds	Concrete, Asphalt Egress		12,000	REET
C	Entrance Fencing	Fairgrounds	Black Standing Seam Steel		34,000	REET
C	RV Hookups	Fairgrounds	Holding Tank, Sewer Hookups		48,000	REET
C	Oak Street Stage Replacement	Fairgrounds	Previous Stage Area		53,000	REET
C	Grandstand Seating	Fairgrounds	Rhino Line Concrete		20,000	REET
	SUBTOTAL				266,000	

GRAND TOTAL 676,014



PROJECT NAME: HRP - Horn Rapids Park

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Horn Rapids Park, 115803 N. SR 225, Benton City, WA

PROJECT SCOPE & DESCRIPTION: A. Small Projects - Small capital improvements including park benches, access control boulders/bollards, trash receptacle sites, etc.; B. Main Road Surface/Access Control Upgrades - Regrading and resurfacing of the main road, and upgrading for access control; C. Wetland Project - Converting the existing useless arroyo (weed patch) located in the middle of the HRP into a functional internal wetland; D. Horse Camp Improvements - Small projects include garden, manure pit, mounting assist, entrance sign, access control, irrigation upgrade; E. Centennial Row - Planting of the undeveloped area adjacent to the day-use parking area into an xeric garden; and F. Horse Camp Regrade - Phase 2 - Level, gravel and pack the south part of the lot for parking space.

ANALYSIS OF NEED: Most of these projects are smaller amenities that are not critical to park functions or safety.

ALTERNATIVES: None.

ONGOING OPERATING COSTS: The wetland will require some minor additional staff time maintenance.

PREVIOUS ACTION: Similar projects have been ongoing over the past several years.

PROJECT STATUS: Ongoing.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
ACQUISITION	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
DESIGN	17,250	17,250	-	-	-	-	-
CONSTRUCTION	72,720	32,000	38,720	1,000	750	250	-
CREATION	15,000	-	-	15,000	-	-	-
CONSTRUCTION MANAGEMENT							
CONTINGENCY	33,405	-	33,405	-	-	-	-
TOTAL	\$ 148,375	\$ 59,250	\$ 72,125	\$ 16,000	\$ 750	\$ 250	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
PARK DEVELOPMENT FUND	\$ 88,500	\$ 53,050	\$ 33,450	\$ 1,000	\$ 750	\$ 250	\$ -
GRANTS	15,000	-	-	15,000	-	-	-
DONATED MATERIAL							
DONATED LABOR	6,200	6,200	-	-	-	-	-
UNKNOWN FUNDING SOURCE	38,675	-	38,675	-	-	-	-
TOTAL	\$ 148,375	\$ 59,250	\$ 72,125	\$ 16,000	\$ 750	\$ 250	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: HRP - Horn Rapids Park - Major Construction

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Horn Rapids Park, 115803 N. SR 225, Benton City, WA

PROJECT DESCRIPTION: Compound Improvement: A. (Phase II - Doubling the existing shop, converting a portion to an office and adjoining portion to storage-(2011); B. Phase III - expansion and resurfacing of the security outdoor lay-down yard (2012); and C. Phase IV - asphaltting the driveway (2013).

ANALYSIS OF NEED: Space for work and for secured storage is badly lacking at the park.

ALTERNATIVES: None.

ONGOING OPERATING COSTS: Negligible.

PREVIOUS ACTION: Phase I, the garage building, will be completed 2009.

PROJECT STATUS: Phase I near completion, other phases contingent upon future funding.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DESIGN	2,500	-	2,500	-	-	-	-
CONSTRUCTION	105,000	-	50,000	25,000	30,000	-	-
CONSTRUCTION MANAGEMENT	5,000	-	5,000	-	-	-	-
CONTINGENCY	15,000	-	10,000	5,000	-	-	-
OTHER							
TOTAL	\$ 127,500	\$ -	\$ 67,500	\$ 30,000	\$ 30,000	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
PARK DEVELOPMENT FUND	\$ 127,500	\$ -	\$ 67,500	\$ 30,000	\$ 30,000	\$ -	\$ -
DONATION							
GRANTS							
TOTAL	\$ 127,500	\$ -	\$ 67,500	\$ 30,000	\$ 30,000	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: RMX - Rattlesnake Mountain Shooting Facility

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Rattlesnake Mountain Shooting Facility, N. SR 225, Benton City, WA

PROJECT DESCRIPTION: Rose Iris Range Restroom - Prefabricated, two-sided restroom on the south side of the facility.

ANALYSIS OF NEED: As TCSA membership soars above 2000 and the range see continuous use and improvements, a "real" restroom is needed.

ALTERNATIVES: Stay with the portable toilet.

ONGOING OPERATING COSTS: Any stocking, cleaning, and other maintenance will be the responsibility of the TCSA.

PREVIOUS ACTION: Septic approval has been previously obtained.

PROJECT STATUS: Waiting for approval from WDFW to proceed.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CREATION							
CONSTRUCTION	40,000	40,000	-	-	-	-	-
CONSTRUCTION MANAGEMENT	2,500	2,500	-	-	-	-	-
CONTINGENCY	5,000	5,000	-	-	-	-	-
OTHER							
TOTAL	\$ 47,500	\$ 47,500	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
PARK DEVELOPMENT FUND	\$ 47,500	\$ 47,500	\$ -	\$ -	\$ -	\$ -	\$ -
UNKNOWN FUNDING SOURCE							
TOTAL	\$ 47,500	\$ 47,500	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: HHV - Horse Heaven Vista

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Horse Heaven Vista, Hwy 221, Prosser, WA

PROJECT DESCRIPTION: Acquisition of two parcels from WSDOT totaling 16 acres for multiple uses, mainly extension of the existing park area, creation of a possible trailhead, and possibly even relocation of the telescope that was evicted from the summit of Rattlesnake Mountain.

ANALYSIS OF NEED: Acquisition of the properties would greatly facilitate the actions mentioned above. Not having additional lands makes those more difficult.

ALTERNATIVES: None.

ONGOING OPERATING COSTS: Negligible.

PREVIOUS ACTION: Improvements at the existing HHV site occurred in 2009.

PROJECT STATUS: Awaiting WSDOT appraisal and formal offer of sale of the two parcels.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ACQUISITION	55,000	50,000	5,000	-	-	-	-
CONSTRUCTION							
CONSTRUCTION MANAGEMENT							
CONTINGENCY							
CREATION							
OTHER							
TOTAL	\$ 55,000	\$ 50,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PARK DEVELOPMENT FUND	55,000	50,000	5,000	-	-	-	-
UNKNOWN FUNDING							
TOTAL	\$ 55,000	\$ 50,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: TRP - Two Rivers Park

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Two Rivers Park, 213316 E. Finley Road, Finley, WA

PROJECT DESCRIPTION:

A. Main Restroom - Replacement of main restroom.

B. Boat Launch Parking Area - Phase 2 of parking lot upgrade consisting of paving existing driveway/parking area and then replacement of the existing portable toilet. Grant funding may be available.

C. Playground Upgrades - A playground design consultant will be hired to make recommendations on upgraded play toys and new features for the playground.

ANALYSIS OF NEED: The 40-year old restroom is in functional need of replacement, the playground is unfunctional and outdated, and the boat launch upgrades will allow us to service more traffic more safely and more efficiently.

ALTERNATIVES: N/A.

ONGOING OPERATING COSTS: None.

PREVIOUS ACTION: Phase I of the boat launch upgrades was completed in 2008.

PROJECT STATUS: **Main Restroom** - Project planned for 2012; **Boat Launch Parking Area** - Project planned for 2011, design complete; **Playground Upgrade** - Design in 2010, with trees planted in 2010; major construction 2013.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
DESIGN AND PERMITTING CREATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONSTRUCTION	335,000	-	175,000	100,000	60,000	-	-
CONSTRUCTION MANAGEMENT	20,000	-	10,000	5,000	5,000	-	-
CONTINGENCY	35,000	-	15,000	10,000	10,000	-	-
OTHER							
TOTAL	\$ 390,000	\$ -	\$ 200,000	\$ 115,000	\$ 75,000	\$ -	\$ -

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PARK DEVELOPMENT FUND	\$ 390,000	\$ -	\$ 200,000	\$ 115,000	\$ 75,000	\$ -	\$ -
TOTAL	\$ 390,000	\$ -	\$ 200,000	\$ 115,000	\$ 75,000	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: BMP - Badger Mountain Preserve

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Badger Mountain Centennial Preserve, Dallas Road, Richland, WA

PROJECT DESCRIPTION:

A. Small Projects - Small capital improvements including park benches, interpretive signage, informational kiosk, etc. Many of these projects are split with Friends of Badger Mountain and other partnering entities.

B. Trail Development - Extension of the Skyline Trail is estimate to be complete in 2009 and the new Baseline Trail in 2011. All development & maintenance is funded by the Friends of Badger Mountain with grants and fundraising.

ANALYSIS OF NEED: Use continues at very high volumes. Expanded trail capacities in particular are needed.

ALTERNATIVES: N/A.

ONGOING OPERATING COSTS: Maintenance will be funded by the Friends of Badger Mountain with grants and fundraising.

PREVIOUS ACTION: N/A.

PROJECT STATUS: Ongoing.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PLANNING AND DESIGN							
CREATION / ACQUISITION	60,000	60,000	-	-	-	-	-
CONSTRUCTION	30,000	5,000	5,000	5,000	5,000	5,000	5,000
CONSTRUCTION MANAGEMENT							
CONTINGENCY							
TOTAL	\$ 90,000	\$ 65,000	\$ 5,000				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
PARK DEVELOPMENT FUND	\$ 15,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
DONATIONS	75,000	62,500	2,500	2,500	2,500	2,500	2,500
UNKNOWN FUNDING SOURCE							
TOTAL	\$ 90,000	\$ 65,000	\$ 5,000				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Parks Programs

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: All County Parklands.

PROJECT DESCRIPTION: **A. Signage Program** - Project includes entrance, interpretive and informational signs; **B. Habitat Restoration Program** - Ongoing reclamation projects to mainly combat weed infestation and restore native habitat. The majority of the work is done by the County Work Crew or the Washington State Coyote Ridge Work Crew; **C. Tree Program** - Includes new mature, signature, ornamental, or collection tree plantings; **D. Publicity and Promotion Equipment** - Project supports promotional purchases including website, equipment for County sponsored events, printing of brochures and maps, etc.

ANALYSIS OF NEED: N/A.

ALTERNATIVES: N/A.

ONGOING OPERATING COSTS: N/A.

PREVIOUS ACTION: Originally approved in the 2009-2014 Capital Facility Plan.

PROJECT STATUS: All programs are ongoing.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DESIGN	120,000	20,000	20,000	20,000	20,000	20,000	20,000
CONSTRUCTION / CREATION							
CONSTRUCTION MANAGEMENT							
CONTINGENCY							
EQUIPMENT PURCHASE	60,000	10,000	10,000	10,000	10,000	10,000	10,000
TOTAL	\$ 180,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
PARK DEVELOPMENT FUND	\$ 180,000	\$ 30,000	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
TOTAL	\$ 180,000	\$ 30,000					

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Parks Master Plan

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: All County Parks.

PROJECT DESCRIPTION: Completion of master plans for each of the four parks in the system. The smaller projects will be completed in-house, while more substantial projects will be contracted out.

ANALYSIS OF NEED: The CPP calls for master plans for all of the parks to guide and prioritize improvements and management.

ALTERNATIVES: N/A.

ONGOING OPERATING COSTS: N/A.

PREVIOUS ACTION: Master plans for Hover Park and the Rattlesnake Mountain Shooting Facility previously completed (2009).

PROJECT STATUS: Vista Park: Scheduled for 2010 (in-house - partner with City of Kennewick); Two Rivers Park: Scheduled for 2010 (contracted); Horn Rapids Park: Scheduled for 2011 (contracted); and Wallula Gap Preserve: Scheduled for 2011.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
ACQUISITION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DESIGN	-						
CREATION	38,500	13,500	25,000	-	-	-	-
CONSTRUCTION MANAGEMENT							
PLANNING AND DESIGN							
CONTINGENCY							
TOTAL	\$ 38,500	\$ 13,500	\$ 25,000	\$ -	\$ -	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
PARK DEVELOPMENT FUND	\$ 37,000	\$ 12,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
GRANTS	1,500	1,500	-	-	-	-	-
TOTAL	\$ 38,500	\$ 13,500	\$ 25,000	\$ -	\$ -	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: HRX - Hover Park

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Hover Park, 249299 E. Hover Road, Kennewick, WA

PROJECT DESCRIPTION: A. Parking Area and Access Control Improvement - Project includes access control with use of Jersey barriers at the Toothaker (2011) and Hover Road (2010) entrances. New signage would also be installed.

PROJECT STATUS: Hover Park: Completed 2009 (In-house); Vista Park: Scheduled for 2010 (in-house - partner with City of Kennewick); Two Rivers Park: Scheduled for 2010 (contracted); Horn Rapids Park: Scheduled for 2011 (contracted); and Wallula Gap Preserve: Scheduled for 2011.

ANALYSIS OF NEED: Unauthorized uses are in ongoing problem at this location that we would like to begin addressing.

ALTERNATIVES: N/A.

ONGOING OPERATING COSTS: N/A.

PREVIOUS ACTION: Originally approved in the 2009-2014 Capital Facility Plan.

PROJECT STATUS: Planning and design.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CREATION							
CONSTRUCTION	30,000	30,000	-	-	-	-	-
CONSTRUCTION MANAGEMENT							
PLANNING AND DESIGN							
CONTINGENCY	5,000	5,000	-	-	-	-	-
TOTAL	\$ 35,000	\$ 35,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
PARK DEVELOPMENT FUND	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS							
TOTAL	\$ 35,000	\$ 35,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: VPX - Vista Park

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Vista Park, 5512 W. Umatilla Ave., Kennewick, WA

PROJECT DESCRIPTION: Based on planning with the City of Kennewick and budget, the playground will be redesigned and modestly rebuilt.

ANALYSIS OF NEED: The playground at Vista is seriously outdated and needs to be overhauled.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: Negligible.

PREVIOUS ACTION: Originally approved in the 2009-2014 Capital Facility Plan.

PROJECT STATUS: Master plan to be completed in partnership with City of Kennewick in 2010. After that, decisions will be made regarding changes and improvements.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
DESIGN	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -
CREATION	30,000	-	30,000	-	-	-	-
CONSTRUCTION	4,000	-	4,000	-	-	-	-
CONSTRUCTION MANAGEMENT PLANNING AND DESIGN							
CONTINGENCY	5,000	-	5,000	-	-	-	-
TOTAL	\$ 40,000	\$ 1,000	\$ 39,000	\$ -	\$ -	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
PARK DEVELOPMENT FUND	\$ 20,000	\$ 1,000	\$ 19,000	\$ -	\$ -	\$ -	\$ -
PARTNERSHIP W/ CITY OF KENNEWICK	20,000	-	20,000	-	-	-	-
TOTAL	\$ 40,000	\$ 1,000	\$ 39,000	\$ -	\$ -	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Wiser Parkway

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Railroad crossing off Badger Road near I-82/Badger Interchange.

PROJECT SCOPE & DESCRIPTION: Crossing has been approved by WUTC. PE underway. Construction proposed for late 2009 and 2010.

ANALYSIS OF NEED: To serve new school, open industrial area for economic development, and residential.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: Routine road maintenance .

PREVIOUS ACTION: Proposed CRID 20 denied by Board of County Commissioners.

PROJECT STATUS: In design phase.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION	500,000	500,000	-	-	-	-	-
CONTINGENCY							
FFE							
OTHER							
TOTAL	\$ 500,000	\$ 500,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
VIT	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
UNKNOWN FUNDING SOURCE							
TOTAL	\$ 500,000	\$ 500,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

WASHINGTON

PROJECT NAME: Steptoe Road

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Between Clearwater Ave. and Gage Boulevard, Kennewick, WA 99336.

PROJECT SCOPE & DESCRIPTION: Construction of a new urban arterial.

ANALYSIS OF NEED: City of Richland project.

ALTERNATIVES: Unknown.

ONGOING OPERATING COSTS: None.

PREVIOUS ACTION: Approved to be placed on the 2005 - 2010 Capital Facility Plan.

PROJECT STATUS: Waiting.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	25,000	25,000	-	-	-	-	-
TOTAL	\$ 25,000	\$ 25,000	\$ -				

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
UNKNOWN FUNDING SOURCE	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 25,000	\$ 25,000	\$ -				

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

WASHINGTON

PROJECT NAME: Piert Road

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Between SR 397 and Bowles Road.

PROJECT SCOPE & DESCRIPTION: Construct new urban collector.

ANALYSIS OF NEED: Open up industrial area; remove truck traffic from local roads; connects to SR-397.

ALTERNATIVES: Reconstruct another local road for truck traffic.

ONGOING OPERATING COSTS: Routine road maintenance.

PREVIOUS ACTION: Re-selected original alignment; developed truck route sign plan.

PROJECT STATUS: Original Budget 2005 \$100,000; PE Phase - actual preliminary engineering costs of \$38,976.51 for 2005; PE Phase - actual preliminary engineering costs of \$11,468 in 2006; PE Phase - actual preliminary engineering costs of \$13,533.82 in 2007; PE Phase - actuals as of the end of 2008 \$6,595 and \$29,400 for 2009. A contribution of \$342,000 will be contributed from property owners for this project.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER							
TOTAL	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
CAPITAL PROJECT FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UNKNOWN FUNDING SOURCE	1,500,000	-	1,500,000	-	-	-	-
TOTAL	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: Bert James Road CE 1774

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: Sellards to SR 221.

PROJECT SCOPE & DESCRIPTION: Sellards to SR 221. 4 miles long. Improve sight distance, by widening this narrow road, from 26 feet wide to 34 feet wide. Improve vertical and horizontal alignment to meet current safety standards. This road will be reconstructed to an all weather road and is also a major farm to market route.

ANALYSIS OF NEED: Narrow, hilly, farm to market road needing upgrade to current standards.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: Routine road maintenance.

PREVIOUS ACTION: Surveyed, designed, and purchased majority of the required R/W.

PROJECT STATUS: On hold awaiting funding.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	4,150,000	-	-	2,075,000	2,075,000	-	-
TOTAL	\$ 4,150,000	\$ -	\$ -	\$ 2,075,000	\$ 2,075,000	\$ -	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
UNKNOWN FUNDING SOURCE	\$ 4,150,000	\$ -	\$ -	\$ 2,075,000	\$ 2,075,000	\$ -	\$ -
TOTAL	\$ 4,150,000	\$ -	\$ -	\$ 2,075,000	\$ 2,075,000	\$ -	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: County Well Road

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: SR 221 to Webber Canyon Road.

PROJECT SCOPE & DESCRIPTION: SR 221 to Webber Canyon Road. 6 miles long. Improve vertical and horizontal alignment to meet current safety standards. Improve sight distance, enables the speed limit to be set at 50 MPH instead of 35 MPH. This road will be reconstructed to an all weather road and is also a major farm to market route.

ANALYSIS OF NEED: Narrow, hilly, farm to market roadway needing upgrade to current standards.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: Routine road maintenance.

PREVIOUS ACTION: Approved on the Six-Year Road Plan.

PROJECT STATUS: On hold awaiting funding.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	5,600,000	-	-	-	-	5,600,000	-
TOTAL	\$ 5,600,000	\$ -	\$ -	\$ -	\$ -	\$ 5,600,000	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
UNKNOWN FUNDING SOURCE	\$ 5,600,000	\$ -	\$ -	\$ -	\$ -	\$ 5,600,000	\$ -
TOTAL	\$ 5,600,000	\$ -	\$ -	\$ -	\$ -	\$ 5,600,000	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: I-82 Red Mountain Overpass

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: I-82 Station 930100.

PROJECT SCOPE & DESCRIPTION: Construct the I-82 Red Mountain Overpass and other ancillary projects associated with servicing the Red Mountain AVA, City of West Richland and Benton County.

ANALYSIS OF NEED: This projects is to develop a "front door" to West Richland, faster response for emergency responders, road for tourism for Red Mountain and overall general economic development.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: None. Routine road maintenance will be done by the State.

PREVIOUS ACTION: N/A.

PROJECT STATUS: \$5.0 million of HPP Federal money has been applied for. Project cost \$10 million. Phase-actual preliminary engineering (PE) costs of \$9,862 for 2007; Phase-actual PE costs (through 7/31/2008) of \$0 for 2008; and costs of 18,413 for 2009.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	10,000,000	-	-	-	-	10,000,000	-
TOTAL	\$ 10,000,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ -

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
UNKNOWN FUNDING SOURCE	\$ 10,000,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ -
TOTAL	\$ 10,000,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ -

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

PROJECT NAME: I-82 Red Mountain Interchange

PROJECT ADMINISTRATION: County Administrator

PROJECT LOCATION: I-82 Station 930100.

PROJECT SCOPE & DESCRIPTION: Construct the I-82 Red Mountain Interchange and other ancillary projects associated with servicing the Red Mountain AVA, City of West Richland and Benton County.

ANALYSIS OF NEED: This project is the second phase to the Red Mountain Overpass. Again it is to establish and develop access to West Richland and Red Mountain for economic development in this area.

ALTERNATIVES: Status quo.

ONGOING OPERATING COSTS: None. Routine road maintenance will be done by the State.

PREVIOUS ACTION: N/A.

PROJECT STATUS: A total of \$24 million of Federal money has been applied for; which includes both phases of the Red Mountain Overpass and the Interchanges. Project cost for the Interchange is \$14.7 million.

PROJECT BUDGET	TOTAL ESTIMATED PROJECT COSTS	EXPENDITURES BY YEAR					
		2010	2011	2012	2013	2014	2015
PRELIMINARY DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECT FEES							
CONSTRUCTION							
CONTINGENCY							
FFE							
OTHER	14,700,000	-	-	-	-	-	14,700,000
TOTAL	\$ 14,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,700,000

PARTICIPATING FUNDS	TOTAL ESTIMATED PROJECT REVENUE	REVENUES BY YEAR					
		2010	2011	2012	2013	2014	2015
UNKNOWN FUNDING SOURCE	\$ 14,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,700,000
TOTAL	\$ 14,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,700,000

IMPACT ON OPERATING FUNDS	2010	2011	2012	2013	2014	2015
REVENUE INCREASE (DECREASE)						
EXPENDITURE INCREASE (DECREASE)						
TOTAL	\$ -					

**CAPITAL PROJECT BUDGET SHEET
SUMMARY OF UNKNOWN FUNDING
2010 - 2015**

PROJECTS	PAGE #
ANNEX PARKING LOT	152
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STEPTOE ROAD	182
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EXPENDITURES BY YEAR					
2010	2011	2012	2013	2014	2015
\$ -	\$ 186,765	\$ -	\$ -	\$ -	\$ -
100,000	-	-	-	-	-
50,000	-	-	-	-	-
-	38,675	-	-	-	-
25,000	-	-	-	-	-
-	1,500,000	-	-	-	-
-	-	2,075,000	2,075,000	-	-
-	-	-	-	5,600,000	-
-	-	-	-	10,000,000	-
-	-	-	-	-	14,700,000
\$ 175,000	\$ 1,725,440	\$ 2,075,000	\$ 2,075,000	\$ 15,600,000	\$ 14,700,000

Budget Ordinance



RESOLUTION 10 751

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 2011 COLLECTION

WHEREAS, the Board of Benton County Commissioners has properly given notice of the public hearing held November 22, 2010, and continued on November 29, 2010, to consider Benton County's 2011 - 2012 budget and 2011 property tax levy and possible increases thereto 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 2011 - 2012 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 2011 - 2012; 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 2010 *Survey of Current Business* is 1.539%; 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 general maintenance and operation expenses in years 2011 and thereafter, there is a substantial need for the establishment of a limit factor of 101% for 2011 to ensure adequate funding in future years and to levy necessary property taxes for 2011; and,

WHEREAS, the previous year Current Expense highest lawful levy was \$17,930,192.49; and,

WHEREAS, the previous year Current Expense levy base was \$17,757,171.68, which is the previous years actual levy of \$17,963,598.68 less administrative refund of \$206,427.00; **NOW THEREFORE**,

BE IT RESOLVED, the Board of Benton County Commissioners has determined that the property tax levy shall not be decreased and that an increase in the 2011 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 hereby necessary and authorized for the 2011 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 determined there is a substantial need for the establishment of a limit factor of 101% for 2011 and decided to bank the one percent (1.00%) to ensure adequate funding 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 2011; and,

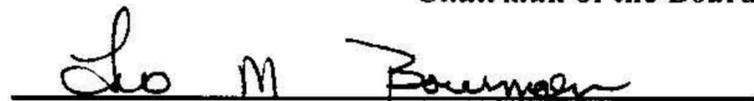
BE IT FURTHER RESOLVED, that the above described increase is exclusive of additional revenues resulting from new construction, improvements to property, newly constructed wind turbines, and any increase in the value of state assessed property, and any annexations that have occurred and refunds made; 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 29th day of Nov, 2010



Chairman of the Board



Chairman Pro Tem

MAY E. BENNETT, JR. PROPOSAL

Member

Attest: 
Clerk of the Board

Constituting the Board of County
Commissioners of Benton County,
Washington

RESOLUTION 10 752

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 2011 COLLECTION

WHEREAS, the Board of Benton County Commissioners has properly given notice of the public hearing held November 22, 2010, and continued on November 29, 2010, to consider Benton County's 2011 - 2012 budget and 2011 property tax levy and possible increases thereto 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 2011 - 2012 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 2011 - 2012; 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 2010 *Survey of Current Business* is 1.539%; 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 2011 and thereafter, there is a substantial need for the establishment of a limit factor of 101% for 2011 to ensure adequate funding in future years and to levy necessary property taxes for 2011; and,

WHEREAS, the previous year County Road highest lawful levy was \$5,737,162.44; and,

WHEREAS, the previous year County Road levy base of \$5,432,788.52, which is the previous years actual levy of \$5,467,788.52 less administrative refund of \$35,000.00; **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 2011 road property tax levy in the amount of \$0.00, is hereby necessary and authorized for the 2011 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 determined there is a substantial need for the establishment of a limit factor of 101% for 2011 and decided to bank the one percent (1.00%) to ensure adequate funding 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 2011; 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

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 29th day of Nov, 2010


Chairman of the Board


Chairman Pro Tem
MAX E. BENITZ, JR. - OPPOSED
Member

Attest: 
Clerk of the Board

Constituting the Board of County
Commissioners of Benton County,
Washington

RESOLUTION 10 753

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF CERTIFYING BUDGETED TAXES FOR COLLECTION IN THE YEAR 2011 FOR BENTON COUNTY

WHEREAS, the Board of Benton County Commissioners has properly given notice of the public hearing held November 22, 2010, and continued on November 29, 2010, to consider Benton County's 2011 - 2012 budget and 2011 property tax levy and possible increases thereto 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 2011 collection:

Current Expense*	\$18,238,029.00
Including: Mental Health	\$ 348,669.00
Veteran's Assistance	\$ 157,598.00
County Road	\$ 5,561,199.00
Including: Diverted Road	\$ 494,757.00
Administrative Refunds:	
Current Expense	\$ 248,118.39
County Road	\$ 38,639.26
Veterans' Assistance	\$ 2,042.19
Mental Health	\$ 4,517.62

BE IT FURTHER RESOLVED, the actual levy amounts should be as requested and allowed by Resolutions 10-751 and 10-752.

*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 30 day of Nov, 2010



Chairman of the Board



Chairman Pro Tem

MAX E. BENITZ, JR. - OPPOSED

Member

Attest: 
Clerk of the Board

Constituting the Board of County
Commissioners of Benton County,
Washington

RESOLUTION 10 754

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF ADOPTION OF FINAL 2011 - 2012 BENTON COUNTY BUDGETS

WHEREAS, after notice given pursuant to RCW 36.40 et. seq. the first public hearing on the 2011 - 2012 budgets was held on November 22, 2010, and continued on November 29, 2010, for the purpose of fixing the final budgets and making tax levies; **NOW THEREFORE,**

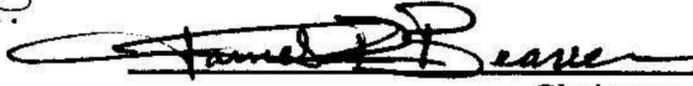
BE IT RESOLVED, the 2011 - 2012 budgets are herein adopted by the Board of County Commissioners at the bottom line level in regards to supplies and other services and charges and category level in regards to salaries, benefits, interfund payments and capital; and,

BE IT FURTHER RESOLVED, each department is required to account for expenditures and revenues within the BARS-assigned account numbers including the prime and base sub-field, element and sub-element field, and unit and sub-unit field as detailed by each departmental budget; and,

BE IT FURTHER RESOLVED per the detailed attachments to this resolution, the Benton County budgets for 2011 - 2012 are hereby adopted:

Total Current Expense Revenues	\$109,009,370
Total Current Expense Expenditures	\$109,099,900
To Balance	\$ 90,530
Total Road Fund Revenues	\$ 26,947,839
Total Road Fund Expenditures	\$ 31,030,108
To Balance	\$ 4,082,269
Total Other Funds Revenues	\$110,338,446
Total Other Funds Expenditures	\$129,195,401
To Balance	\$ 18,856,955
Total Revenues	\$246,295,655
Total Expenditures	\$269,325,409
To Balance	\$ 23,029,754

Dated this 29 day of Nov, 2010


Chairman of the Board


Chairman Pro Tem
MAX E. BENITZ, JR. OPPOSED

Member

Attest: 
Clerk of the Board

Constituting the Board of County
Commissioners of Benton County,
Washington

General Fund Departments



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 2011-2012 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 |
| Board of Equalization | County Treasurer |
| County Clerk | Personnel Resources |
| County Commissioners | Geographical Information System (GIS) |
| District Court | Office of Public Defense (OPD) |
| Law Enforcement Officer Fire Fighters 1 (LEOFF 1) | Non-Departmental General Government |
| Prosecuting Attorney | |

Public Safety

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

Physical Environment

- | | |
|------------|---------------------------------------|
| Facilities | Non-Departmental Physical Environment |
|------------|---------------------------------------|

Economic Environment

- Planning

Mental and Physical Health

- | | |
|---|-------------|
| County Coroner | TB Hospital |
| Non-Departmental Mental and Physical Health | |

Culture and Recreation

- | | |
|---|-----------------|
| WSU Extension | Park Department |
| Non-Departmental Culture and Recreation | |



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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.



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General Government

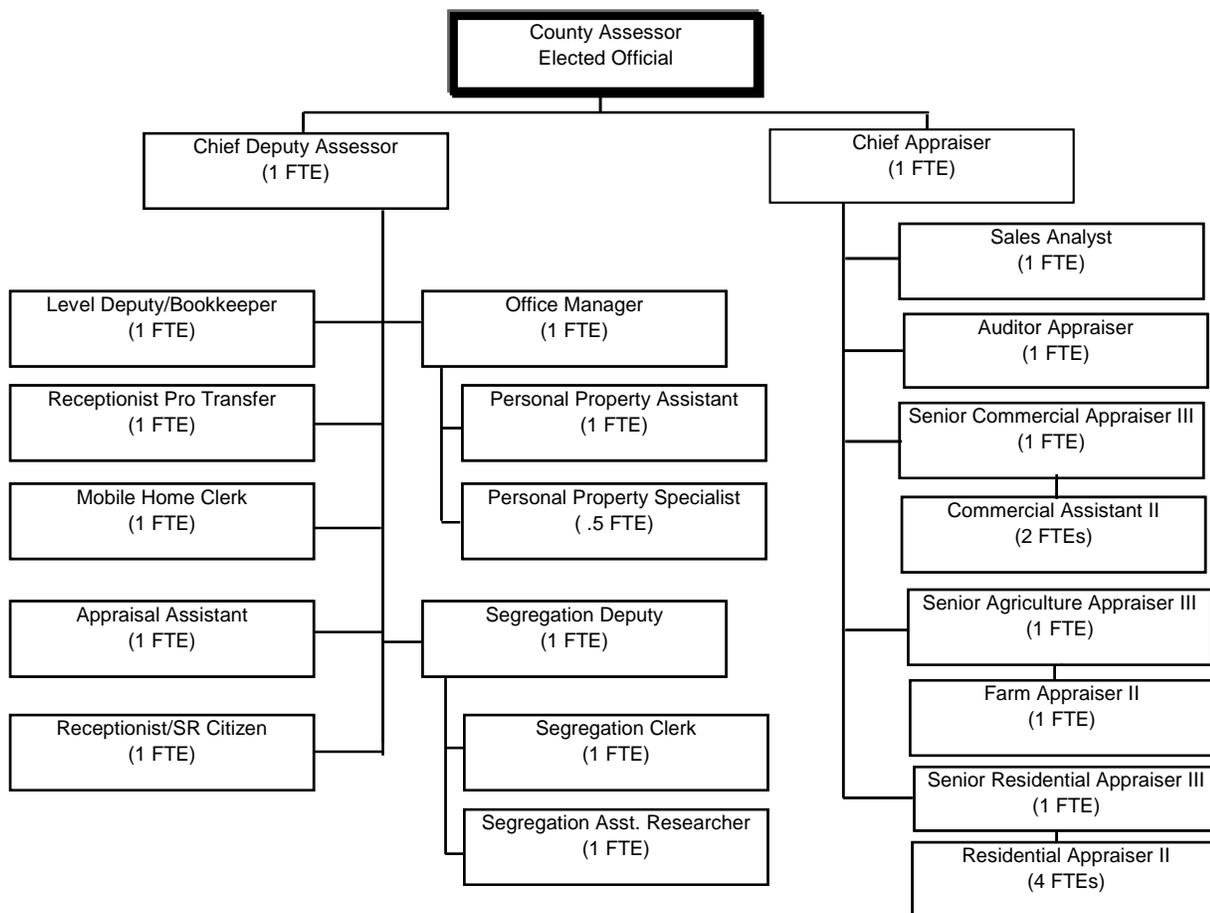


County Assessor

The primary responsibility of the County Assessor is to determine the value of all taxable real and personal property in both the incorporated and unincorporated areas of the County for the purpose of determining the tax liabilities of the taxpayers in the various taxing districts in an equitable manner. The County Assessor is responsible for the calculation of property tax levies necessary to raise revenues for government services and administers a variety of tax exemptions, including the exemption and deferral programs for low income senior citizens and disabled persons.

The chart below shows the organization structure for 2011-2012 only.

* Dashed boxes represent positions funded by other sources.



Mission

Our mission is to administer a property assessment system that meets constitutional and statutory requirements, in an efficient and professional manner, while striving to provide courteous and excellent service to our customers.

Key Issues

We are challenged to accommodate the continued growth of Benton County with our present staff levels. The County has added over 5,800 new residential homes since 2005. This includes manufactured homes as well as stick homes. In addition, we statistically review the remaining five-sixth of the County for market change and field all residential new construction annually.

Assessor	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	26.00	26.00	26.00	25.50	25.50	0.00	0.0%
Charges & Fees	\$ 3,407	\$ 3,319	\$ 2,162	\$ 2,700	\$ 4,750	\$ (650)	-12.0%
TOTAL REVENUES	\$ 3,407	\$ 3,319	\$ 2,162	\$ 2,700	\$ 4,750	\$ (650)	0.0%
Personnel & Benefits	\$ 1,494,025	\$ 1,529,832	\$ 1,592,346	\$ 1,598,153	\$ 3,522,385	\$ 326,079	10.2%
Supplies & Services	75,479	51,822	43,794	60,195	112,390	(8,000)	-6.6%
Interfund Charges	329,455	339,163	343,700	330,033	744,371	84,305	12.8%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 1,898,959	\$ 1,920,817	\$ 1,979,840	\$ 1,988,381	\$ 4,379,146	\$ 410,925	10.3%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Revenue decrease is due to a reduction in the budgeted open space processing fee and photocopy fee revenues.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

The decrease in Supplies & Services is due to a decline in professional services.

Interfund Charges increase relates to an increase in data processing and computer equipment leases in addition to workers compensation.

Performance Measures

Initiative 1: Service Delivery

- Department Goal 1:** Maintain proficiency 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.

MEASURES:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected
Input/Activity:				
County parcel count	1a	68,797	69,347	69,671
Staff level (FTE)	1a	26.0	25.5	25.5
Appraisers	1a	10	10	10
Output:				
Parcels per appraiser	1a	6,880	6,935	6,967
Efficiency:				
Assessed value against market value ratio	1b	91.40%	90.00%	90.00%
Level of Assessment				
Overall County ratio 0.90 to 1.10	1b	yes	yes	yes
Residential ratio 0.90 to 1.10	1c	yes	yes	yes
Non residential ratio 0.90 to 1.10	1c	yes	yes	yes
Increase in parcels per appraiser	1a	1.63%	0.80%	0.47%
Outcome Target/Trends				
Uniformity of Assessment				
Property within 5% of county median				
Residential	1d	yes	yes	yes
Nonresidential	1d	yes	yes	yes

2011 - 2012 ACTION STEPS

Department Goal 1

- > An annual County parcel count of 69,288 real property parcels. Approximately 11,548 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 2011-2012.
- > A revaluation of all personal property to establish the tax base.
- > Discover, list, and appraise all real and personal property new constructions to add valuations to the tax base.
- > Maintain an accurate property ownership, parcel database and cartographic mapping for all property.

Services

Assessor's Database Management

Maintains an 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 inspects and statistically revalues real property parcels on an annual basis, to re-establish a 100% assessed value to market value relationship.

Taxroll Processing

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

Valuation Defense

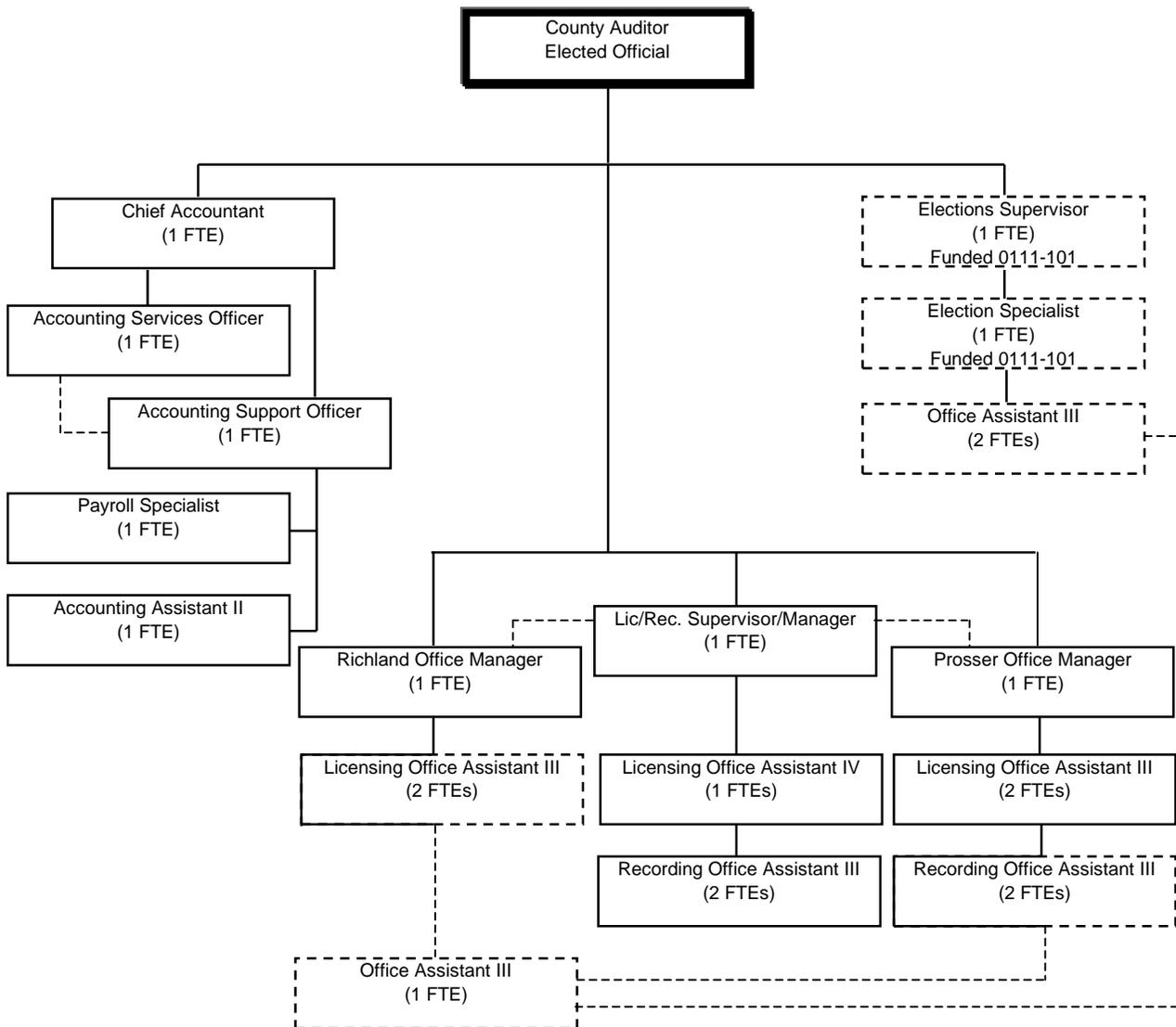
Answers to valuation and procedures before a distinct and separate administrative appeals mechanism.

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, the integrated financial management of all activities for Benton County, 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 5 full time employees.

The chart below shows the organization structure for 2011-2012 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 is continually pro-active while promoting efficiencies within all four of our departments. We strive to provide good customer service with an increase in demand driven by a growing population and limited county funds.

Auditor	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	16.50	16.50	16.50	16.50	16.00	-0.50	-3.0%
Licenses & Permits	\$ 9,598	\$ 9,648	\$ 9,312	\$ 8,800	\$ 15,000	\$ (2,600)	-14.8%
Charges & Fees	1,312,768	1,201,906	1,300,148	1,317,250	2,520,000	(114,500)	-4.3%
Fines & Forfeitures	19	-	-	200	-	(400)	-100.0%
Miscellaneous Revenue	371,877	20,127	11,171	32,850	1,000	(64,700)	-98.5%
Other Financing Source	34,971	31,131	11,006	1,000	2,000	-	0.0%
TOTAL REVENUES	\$ 1,729,233	\$ 1,262,812	\$ 1,331,637	\$ 1,360,100	\$ 2,538,000	\$(182,200)	-6.7%
Personnel & Benefits	\$ 952,373	\$ 992,322	\$ 1,054,799	\$ 1,058,027	\$ 2,316,474	\$ 200,420	9.5%
Supplies & Services	48,289	50,271	58,542	56,716	114,257	825	0.7%
Interfund Charges	205,240	226,542	254,247	263,126	580,963	54,711	10.4%
Capital	-	-	10,000	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 1,205,902	\$ 1,269,135	\$ 1,377,589	\$ 1,377,869	\$ 3,011,694	\$ 255,956	9.3%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Revenue decrease is due to the downturn in the economy. There has been a decrease in both real property sales and refinances. This affects the number of document recordings and thus decreases recording revenue. In addition, new car sales have shown a decrease due to the economic climate and, therefore, the number of vehicle title transfers has also decreased.

Miscellaneous revenue decrease is due to the sale of fixed assets-equipment. Revenues in this category are generated by the sale of surplus county vehicles, equipment and supplies.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Interfund charge increases reflect an increase in data processing administration that includes network maintenance, software application support, mail and phone.

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 all 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:

Objective	2009 Actual	2010 Projected	2011 - Projected*
Input/Activity:			
Registered Voters - Active	86,220	87,000	90,000
Output:			
CAFR prepared in 180 days	1, 3	yes	yes
County & District accounts payable vouchers	2b	32,026	32,400
Vendors (accounts payable) paid annually	2b	8,000	6,500
County & District payroll checks/direct deposits	2a	13,100	12,800
Employees maintained and paid annually	2a	891	881
Document recordings	2c	43,431	43,000
License transactions	2d	247,608	250,000
Efficiency:			
Increase/decrease account payable vouchers	2b	-4.16%	1.17%
Increase/decrease payroll checks	2a	-1.92%	-2.29%
Outcome Target/Trends			
Vendor checks per disbursement staff	2b	6,405	6,480
Payroll checks per payroll staff	2a	2,620	2,560
Record and scan documents day received	2c	yes	yes
Licensing mail processed day received	2d	yes	yes
Receive the Certificate of Excellence of Financial Reporting (CAFR)	1, 3	yes	yes
Receive the Award of Financial Reporting and Achievement	3	yes	yes

*Biennial budget implemented in 2011 - 2012. 2011 - 2012 projected column compares 2011 - 2012 to two times 2010 projected.

Performance Measures continued

2011 - 2012 ACTION STEPS

Department Goal 1

- > Produce award winning Comprehensive Annual Financial Report (CAFR).

Department Goal 2

- > Continued implementation of a "Go Green" policy to promote cost-savings and efficiencies.
- > Launch social network plan for distributing information to the public.
- > Work with Commissioner's office to implement the biennial budget process.
- > Enhance online voters' guide to include candidate statements, photos, and video voter guide.
- > Addition of two ballot drop boxes, including one drive-up drop box to ease accessibility for disabled voters.
- > Complete military and overseas voter project.
- > Develop the ability for candidates for office to file from home and pay filing fee through the use of a credit or debit card.
- > Provide credit and debit card payment services within all departments.
- > Implementation of electronic recording for title companies and lending institutions.
- > Launch online marriage applications.
- > Installation of scanning stations and Liberty software in Kennewick and Richland offices.
- > Re-design Kennewick and Richland offices to enhance customer experience.
- > Evaluation of existing voter and election services.
- > Increase voter participation through enhanced outreach programs.
- > Complete national certification for Auditor and Election Supervisor.
- > Transition to bilingual balloting and voter documentation.
- > Provide licensing kiosk in each office location.
- > Provide assistance to landowners with the growing land fraud problem.
- > Establish a set of policies for expenditure of Auditor's O&M funds.
- > Preservation of road plans.
- > Addition of marriage licensing services to the Richland office.

Department Goal 4

- > Develop comprehensive training guides/programs for budget call, voucher, and payroll.
- > Partner with Personnel Department to implement a document management system for maintenance of employee payroll and benefit documentation.

Department Goal 5

- > Phase I - Image Upload Project - images back to 1985 uploaded into current recording system and married to existing index.
- > Phase II - Image Upload Project - upload and fully index documents back to 1905.

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

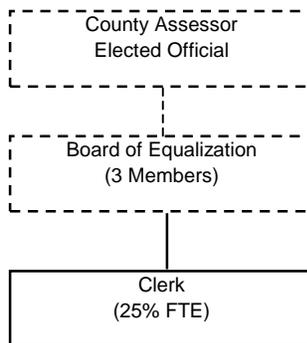
Responsible for handling the County's financial reporting, including the preparation of the Comprehensive Annual Financial Report (CAFR) and the preliminary budget. Also administers payroll and accounts payable for the County's various departments and agencies, and acts as the disbursing office for smaller 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 2011-2012 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 2011 - 2012 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 for 2011 - 2012.

Board of Equalization	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011-2012 Budget	Change*	Percent Change
Positions/FTE	0.25	0.25	0.25	0.25	0.25	0.00	0.0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	0.0%				
Personnel & Benefits	\$ 21,367	\$ 21,512	\$ 26,269	\$ 28,715	\$ 61,809	\$ 4,379	7.6%
Supplies & Services	4,723	3,838	6,498	5,164	9,728	(600)	-5.8%
Interfund Charges	4,651	4,183	3,906	4,322	7,921	(723)	-8.4%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 30,741	\$ 29,533	\$ 36,673	\$ 38,201	\$ 79,458	\$ 3,056	4.0%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011-2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

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

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

The Director's salary did not increase in 2011 - 2012.

Supplies & Services decrease reflects a reduction in office supplies.

Interfund Charges decrease is due to a decline in insurance management as well as data processing.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: 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	2009 Actual	2010 * Projected	2011-2012 * Projected
Input/Activity:				
Number of Cases Filed	1	233	287	520
Output:				
Number Stipulated	1	89	108	197
Number Withdrawn	1	77	36	113
Number Heard	1	67	143	210
Pending	1	-	-	-
Efficiency:				
Cost per case filed	1	\$ 157	\$ 133	\$ 153
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.

* 2010 & 2011-2012 projected numbers based on past 2 years.

2011 - 2012 ACTION STEPS

Department Goal 1

> Maintain a uniform and equalizing of the taxation process.

Services

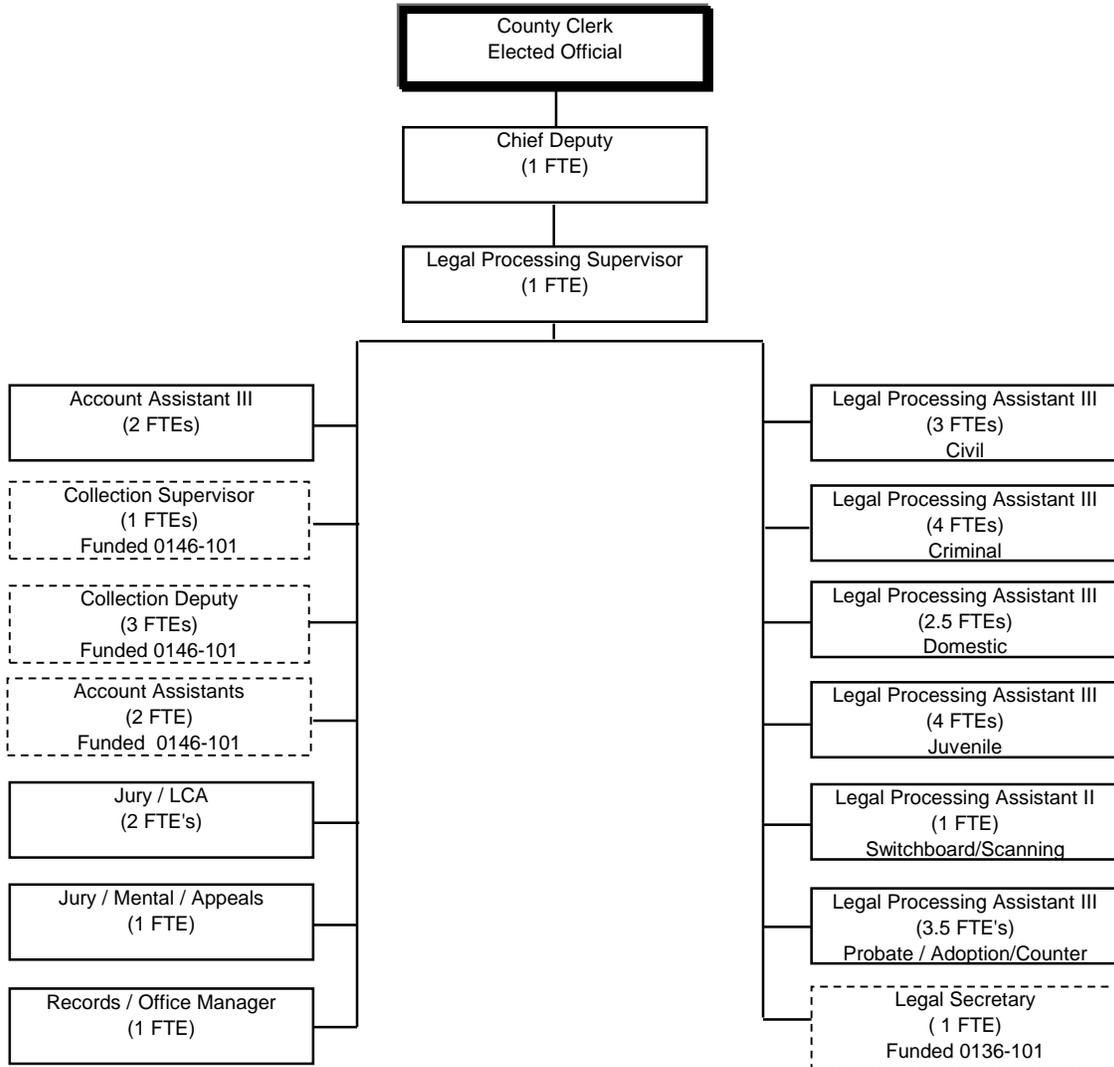
The Board of Equalization provides property owners an opportunity and the right to appeal their property taxes, and to maintain the equalization of the taxation process.

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 2011-2012 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

In 2007 there were approximately 5,000,000 historical documents that were in paper format only. We are working to scan these documents so that they will be accessible to the public via the web. We are also in the process of auditing all documents that have been scanned since 2000 to assure accuracy of the documents. Once the audit is complete, we will send a secure hard drive to the State Archivist for disaster recovery. We hope to eventually destroy the paper documents. This would ease the burden of storing millions of documents in County facilities.

Clerk	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011-2012 Budget	Change*	Percent Change
Positions/FTE	26.00	27.00	27.00	27.00	27.00	0.00	0.0%
Intergovernmental	\$ 212,597	\$ 309,238	\$ 266,011	\$ 369,209	\$ 753,000	\$ 14,582	2.0%
Charges & Fees	582,996	602,158	696,517	611,914	1,515,205	291,377	23.8%
Fines & Forfeitures	731,732	836,163	992,663	954,750	1,915,450	5,950	0.3%
Miscellaneous Revenue	55,908	64,230	56,948	60,000	131,400	11,400	9.5%
TOTAL REVENUES	\$ 1,583,233	\$ 1,811,789	\$ 2,012,140	\$ 1,995,873	\$ 4,315,055	\$ 323,309	8.1%
Personnel & Benefits	\$ 1,350,749	\$ 1,441,273	\$ 1,495,121	\$ 1,523,512	\$ 3,290,254	\$ 243,230	8.0%
Supplies & Services	239,849	219,827	206,110	245,053	470,878	(19,228)	-3.9%
Interfund Charges	241,965	236,235	223,559	223,188	485,115	38,739	8.7%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 1,832,563	\$ 1,897,335	\$ 1,924,791	\$ 1,991,753	\$ 4,246,247	\$ 262,741	6.6%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Intergovernmental revenues increase relates to reimbursements associated with State and Federal Child Support pleadings as well as the addition of ITA Judicial Cost recovery revenue.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Interfund Charges increase is due to salary increases by other county departments.

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:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected*
Input/Activity:				
Civil cases pending	2a	358	320	580
Domestic relation cases pending	2b	829	800	1,580
Lower Court Appeal cases pending	2c	37	30	50
Number of archival documents to be scanned	1b	4,745,000	4,400,000	4,000,000
Output:				
Credit card payments processed	1a	2,564	3,500	9,000
Number of Civil cases cleared	2a	3,479	3,500	7,200
Number of Domestic Relation cases cleared	2b	1,090	1,100	2,400
Number of archival documents scanned (cumulative)	1b	655,000	1,000,000	1,400,000
Training hours	3	453	500	1,000
Efficiency:				
Reduction of Civil cases cleared	2a	-139%	11%	9%
Reduction of Domestic relation cases cleared	2b	-107%	3%	1%
Percentage of available files scanned	1b	14%	23%	35%
Outcome Target/Trends:				
Increase in credit card payments	1a	60%	37%	29%

*Biennial budget implemented in 2011 - 2012. 2011 - 2012 projected column compares 2011 - 2012 to two times 2010 projected.

2011 - 2012 ACTION STEPS

Department Goal 1

- > Expand acceptance of credit card payments to include filing fees, juvenile offender payments, passport fees and copy fees. Installation of a payment kiosk near the entrance of the building.
- > There remains approximately 4,000,000 archival documents that need to be scanned into our Liberty System. Our goal is to continue with the scanning project that began in 2009 and to have our old microfilmed documents scanned digitally.
- > Our goal is to make documents publicly accessible via the internet in a secure, central location by placing "Liberty" on the public access terminal.
- > Expand the collection department to include individuals that were convicted as juvenile offenders.

Performance Measures continued

2011 - 2012 ACTION STEPS continued

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.

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.

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.

Time-Pay, Criminal Legal Financial Obligations

Negotiate, draft and monitor contractual "Promise to Pay Agreements" for criminal defendants ordered to pay financial obligations.

Services continued

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.

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.

Services continued

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.

Restitution and Probation Accounting

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

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

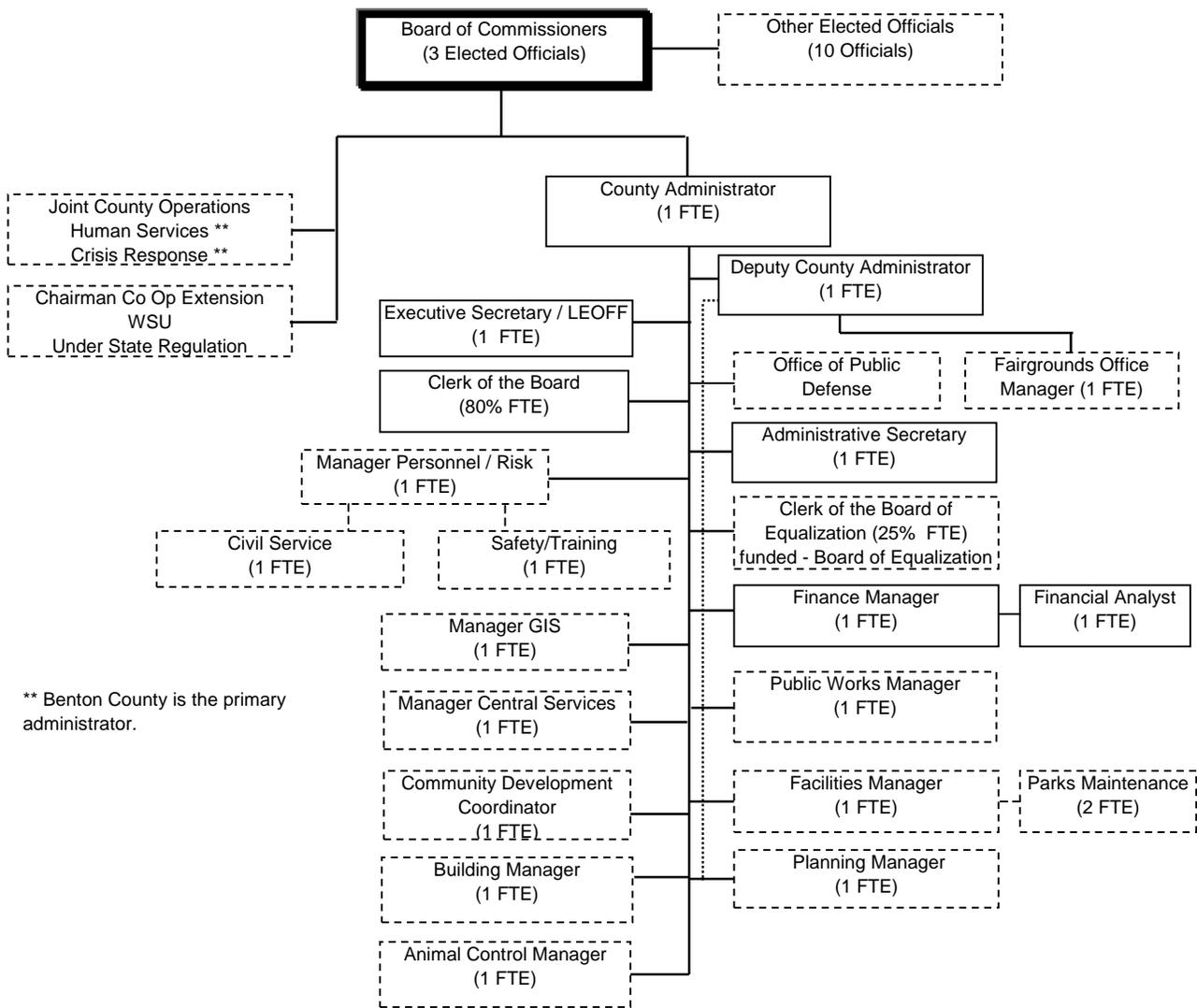
Provide and fund a Court Facilitator and a Clerk's Facilitator to assist pro se litigants in family law disputes.

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 2011-2012 only.

* Dashed boxes represent positions funded by other sources.



** Benton County is the primary administrator.

Mission

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

Key Issues

The economic recession has created a significant challenge for budgeting for 2011 - 2012. The decline in interest income revenue, volatile sales tax revenue, and the below average housing market are impacting our projected revenues.

Commissioners	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	9.00	9.00	9.00	9.00	9.00	0.00	0.0%
Intergovernmental	\$ 31,133	\$ 21,105	\$ 12,497	\$ -	\$ -	\$ -	0.0%
Charges & Fees	52,813	63,633	67,653	70,607	145,657	4,443	3.1%
Other	-	42,000	-	-	-	-	0.0%
TOTAL REVENUES	\$ 83,946	\$ 126,738	\$ 80,150	\$ 70,607	\$ 145,657	\$ 4,443	3.1%
Personnel & Benefits	\$ 852,527	\$ 927,236	\$ 972,236	\$ 980,610	\$ 2,130,303	\$ 169,083	8.6%
Supplies & Services	44,722	50,154	49,921	37,047	72,494	(1,600)	-2.2%
Interfund Charges	92,811	106,428	142,773	135,189	245,813	(24,565)	-9.1%
Capital	-	17,472	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 990,060	\$ 1,101,290	\$ 1,164,930	\$ 1,152,846	\$ 2,448,610	\$ 142,918	6.2%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Revenue for Charges & Fees corresponds to financial services provided to the Sheriff Custody

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Supplies & Services decrease is due to a reduction in telephone.

Interfund charge decrease is due to changes in insurance management and workers' compensation rates in addition to a decline in data processing.

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

Initiative 5: 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 an biennial basis.

MEASURES:

	Objective	2009 Actual	2010 Projected	2011 - 2012 Projected*
Input/Activity:				
Population of Benton County	1a, 1b	169,300	172,900	176,358
Number of Labor Union organizations	1b	11	11	11
Output:				
Number of Board meetings	1a, 1b	51	50	100
Resolutions passed	1a, 1b	915	930	1,845
Levy Rate	1b, 2a	1.38	1.33	1.34
Budgeted General Fund revenues	2a	\$ 53,139,534	\$ 52,101,349	\$ 109,009,370
Actual/Projected revenues	2a	\$ 55,604,228	\$ 52,732,430	\$ 109,009,370
Budgeted expenditures	2a	\$ 53,491,521	\$ 57,981,750	\$ 109,099,900
Actual/Projected expenditures	2a	\$ 52,302,506	\$ 57,114,512	\$ 109,099,900
Capital Improvement Plan approved	3	yes	yes	yes
Efficiency:				
Cost per Benton County citizen	1b	\$ 308.93	\$ 330.33	\$ 618.63
Annual increase per citizen	1b	\$ (25.60)	\$ 21.40	\$ (20.64)
Outcome Target/Trends				
Percent increase (decrease) in levy rate	2b	-6.76%	-3.62%	0.75%
Revenue variance actual vs. budgeted	2a	4.64%	1.21%	0.00%
Expenditure variance actual vs. budgeted	2a	-2.22%	-1.50%	0.00%
Receive the annual Government Finance Officers Association Budget Award	1b	yes	yes	yes

*Biennial budget implemented in 2011 - 2012. 2011 - 2012 projected column compares 2011 - 2012 to two times 2010 projected.

Performance Measures continued

2011 - 2012 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.
- > Maintain the new contract management system and continue to enhance it.

Department Goal 2

- > Maintain a stabilized levy rate.
- > Continue the development of the Benton County 2011-2012 Final Budget 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).

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 calendar year. The Commissioners fix the budget amount for each department of the County, but variances and increases can be permitted during the 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.

Services continued

Judicial

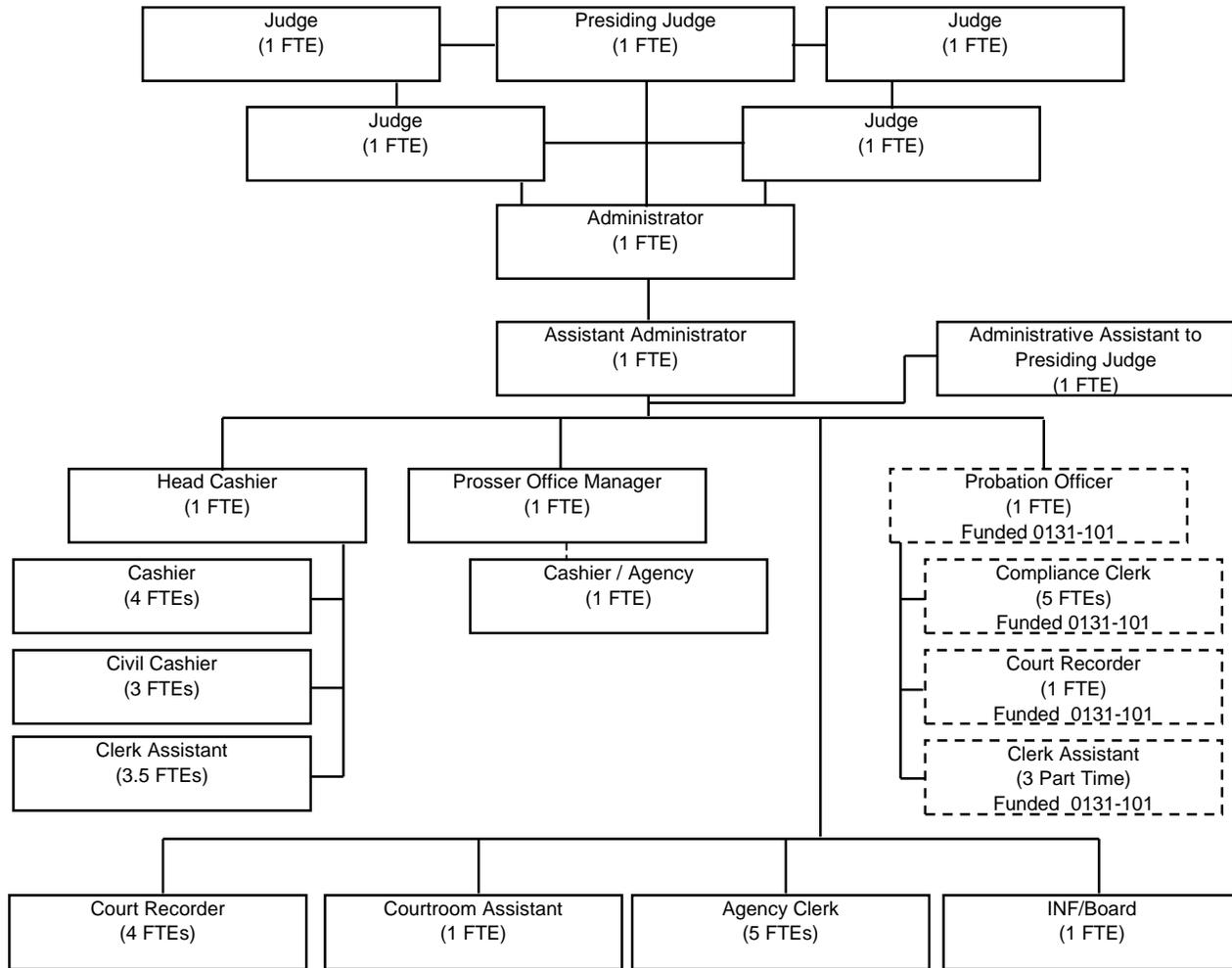
In their judicial capacity, the Commissioners are often called upon as the first level of appeal to sit in judgment of decisions made by other County officials. Rezoning recommendations from the planning commission, for instance, are appealed to the Commissioners for review. The Commissioners can sit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

District Court

Benton County'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. District Court also handles traffic citations, name changes and protection orders.

The chart below shows the organization structure for 2011-2012 only.

* Dashed boxes represent positions funded by other sources.



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.

Key Issues

District Court added two elected judicial positions and eliminated two Court Commissioner positions in 2009. This change was driven by legislation effective in 2010 that limits the commissioners authority to preside over trials in criminal matters, or jury trials in civil matters, unless agreed to on the record by all parties.

District Court	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011-2012 Budget	Change*	Percent Change
Positions/FTE	33.00	34.00	34.00	32.50	32.50	0.00	0.0%
Intergovernmental	\$ 1,569,654	\$ 1,758,183	\$ 1,712,989	\$ 1,462,291	\$ 2,723,597	\$ (200,985)	-6.9%
Charges & Fees	314,659	322,819	299,059	321,525	799,715	156,665	24.4%
Fines & Forfeitures	1,948,435	1,904,905	2,001,721	1,603,950	4,098,601	890,701	27.8%
Miscellaneous Revenue	3,264	4,072	17,590	18,700	39,500	2,100	5.6%
TOTAL REVENUES	\$ 3,836,012	\$ 3,989,979	\$ 4,031,359	\$ 3,406,466	\$ 7,661,413	\$ 848,481	12.5%
Personnel & Benefits	\$ 2,089,586	\$ 2,260,864	\$ 2,324,448	\$ 2,334,265	\$ 4,973,841	\$ 305,311	6.5%
Supplies & Services	985,186	1,107,686	927,392	392,881	777,829	(7,933)	-1.0%
Interfund Charges	235,061	238,468	248,401	256,153	484,254	(28,052)	-5.5%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 3,309,833	\$ 3,607,018	\$ 3,500,240	\$ 2,983,299	\$ 6,235,924	\$ 269,326	4.5%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Intergovernmental revenue decrease reflects the revenue paid to Benton County from the City of Kennewick, Richland, West Richland, and Prosser for their usage of District Court.

Fines & Forfeitures revenue increase is due to expected increases in traffic penalties, and public defense costs.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Charges & Fees are higher due to increases in civil filings, records service, and warrant costs.

Performance Measures

Initiative 1: Service Delivery

- Department Goal 1:** Improve and expand access to the court.
 Objective 1a Reduce the number of days in the average case length by increasing the number of disposed cases.
- Department Goal 2:** Establish Local Court Rules.
 Objective 2a Work with local Bar Association and Prosecutors to write local court rules.

Initiative 2: Procedure Management - Workflow Analysis

- Department Goal 3:** Improve case flow with docket management.
 Objective 3a Add and expand technology to improve efficiency.
 Objective 3b Improve the judicial abilities for our Court.
 Objective 3c Improve caseload distribution and case flow by rearranging our daily dockets.

MEASURES:

	Objective	2009 Actual	2010 Projected	2011 - 2012 Projected*
Input/Activity:				
Cases referred (traffic, civil and criminal)	1a	59,594	56,347	100,520
Output:				
Hearings Held	1a, 3b, 3c	69,498	74,202	172,904
Cases Disposed (traffic, civil and criminal)	1a	55,499	53,903	113,723
Cases per Judge & Court Commissioner	1a, 3b, 3c	11,919	11,269	20,104
Cases processed per clerical staff	1a, 3b, 3c	3,973	3,756	6,701
Efficiency:				
Percent increase in hearings held	1a, 3b, 3c	6%	7%	17%
Outcome Target/Trends				
Change in cases per Clerical staff	1a, 3b, 3c	396	-216	-812

*Biennial budget implemented in 2011 - 2012. 2011 - 2012 projected column compares 2011 - 2012 to two times 2010 projected.

2011 - 2012 ACTION STEPS

Department Goal 1

- > Expanding our office area in Prosser office and increasing hours open to the public.
- > Expanding access to our court through our web site.
- > Improving existing information boards in our lobby to enhance access to the court.

Department Goal 2

- > Judges will work with a committee consisting of members of the local Bar Association and Prosecutors to write Local Court Rules.

Department Goal 3

- > Reorganization of our dockets to increase case flow effectiveness and efficiency.
- > Cross train courtroom recorders for all jurisdictions.

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.

Adult 72 hour investigation holds on felony defendants

Includes preliminary appearances, in-custody preliminary appearance hearings, and bail hearings. Cases that are amended to a misdemeanor or gross misdemeanor remain under the jurisdiction of District Court.

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 \$50,000, name changes, anti-harassment petitions, dangerous dog hearings and vehicle impound hearings. Small claims cases have a jurisdiction up to \$5,000.

Collection

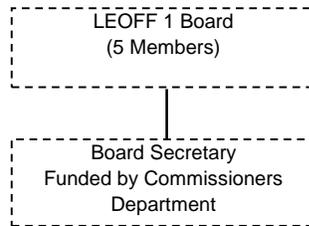
District Court is responsible for collection of all fines, fees, forfeitures and penalties for all cases disposed of in District Court.

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 2011-2012 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 challenge of monitoring the claims for LEOFF members involves increasing paperwork and staff time. The benefit to the member is the ease of claim submittals and knowledgeable staff support.

LEOFF	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 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	\$ 210,908	\$ 159,456	\$ 172,890	\$ 186,267	\$ 341,362	\$ (31,172)	-8.4%
Supplies & Services	50,979	56,020	39,487	49,651	97,302	(2,000)	-2.0%
Interfund Charges	-	-	-	-	-	-	0.0%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 261,887	\$ 215,476	\$ 212,376	\$ 235,918	\$ 438,664	\$ (33,172)	-7.0%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

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

The funding decrease in benefits reflects the decrease in medical insurance and catastrophic insurance. No personnel are expensed to this fund.

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:

	Objective	2009 Actual	2010 Projected	2011 - 2012 Projected*
Input/Activity:				
Number of Participants	2	20	18	18
Output:				
Medical Cost	2	\$35,312	\$47,000	\$92,000
Insurance Cost	2	\$172,890	\$205,418	\$341,362
Efficiency:				
Annual increase in medical	2	-34.34%	33.10%	-2.13%
Annual increase in insurance	2	98.73%	18.81%	-16.91%
Outcome Target/Trends				
Cost per member medical	2	\$1,766	\$2,611	\$5,111
Cost per member insurance	2	\$8,644	\$11,412	\$18,965

*Biennial budget implemented in 2011 - 2012. 2011 -2012 projected column compares 2011 - 2012 to two times 2010 projected.

2011 - 2012 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.

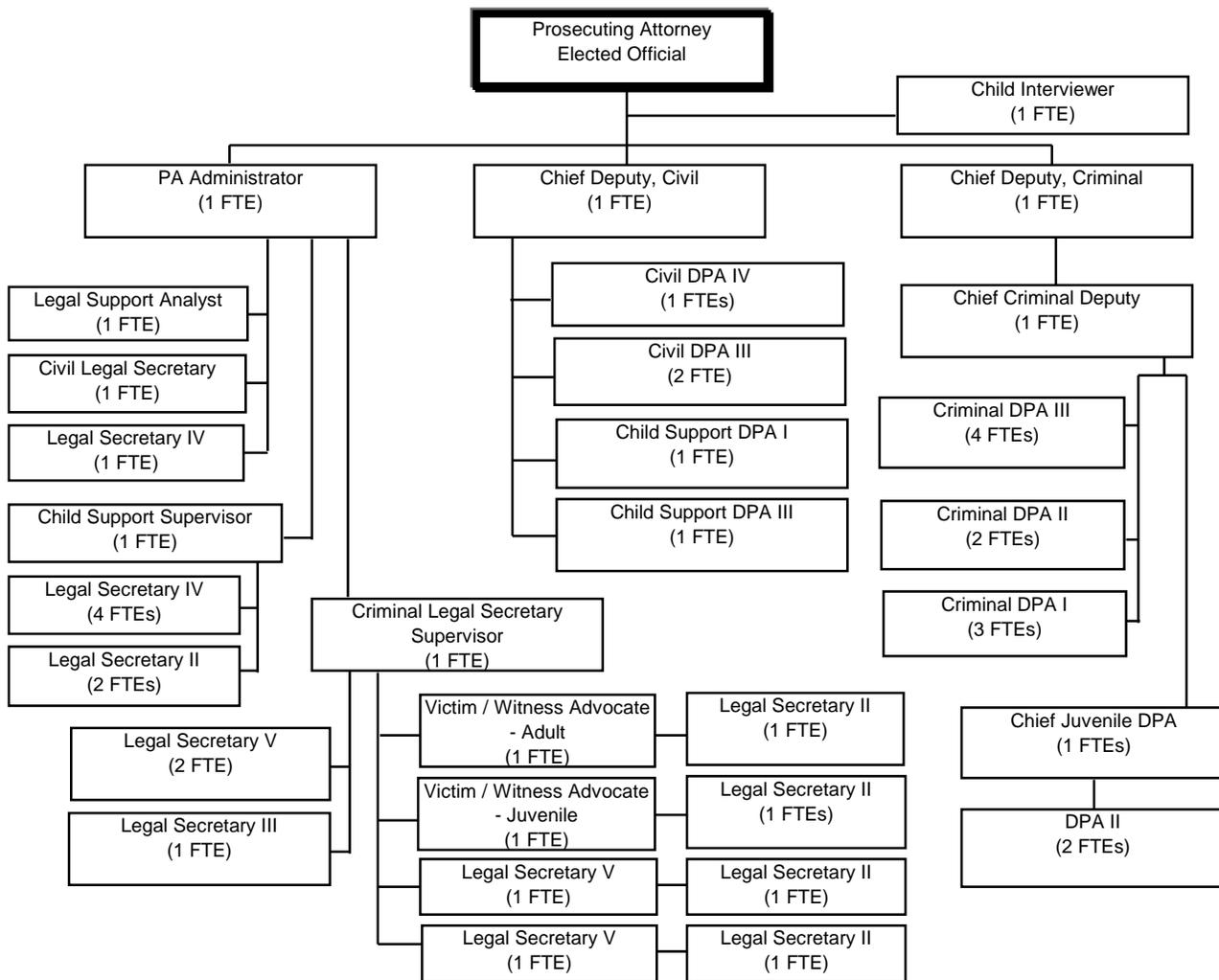
Investigate denials for medical coverage.

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 2011-2012 only.



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 recognized a significant increase in gang-related crime in Benton County within the past year. The Prosecutor's Office believes that to address this issue we must act quickly, prosecute gang-related cases to the fullest extent of the law, and work closely with all local law enforcement agencies to present a strong unified front in combating this serious issue.

The current economic state of our county and state governments has created a significant loss of funding for drug court programs. The funding was essential to drug court's operation and creates a significant challenge to ensure the sustained ability of our juvenile and adult programs.

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.

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.

Our office handles approximately 4,330 referrals between the Juvenile and Felony Division per year. The reports are retrieved from the police departments through a manual process. In order to keep up with the current crime rate, our office needs to have a better computerized case management information system.

We are seeing a spike in civil litigation against the County, which is adding to the workload of the already busy civil division.

The District Court Division continues to expand due to the addition of three new courtrooms, E-ticket filing, and printing DCH's and ADRs for daily dockets, and will continue to grow.

At the present time, our office has outgrown our archive area and is no longer allowed to use storage space in the back room due to weight restrictions. Washington State requires us to retain any record that is or may be required in an active or pending court case.

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 staff turnover.

Key Issues continued

Job stress, workload issues, and wages make it hard to keep "veteran" prosecutors because contract positions have less stress and case caps unlike our office. Job vacancies put extra pressure on existing staff that have to pick up the additional caseload.

Because the laws and evidentiary rules continue to change, it is important that our Deputy Prosecuting Attorneys and support staff attend training. This way, they will develop their skills for investigating and prosecuting cases. It is also important to network with other law enforcement investigators and prosecutors in the field.

Prosecuting Attorney	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	43.00	43.00	43.00	45.00	45.00	0.00	0.0%
Intergovernmental	\$ 858,441	\$ 855,368	\$ 943,629	\$ 923,115	\$ 1,929,035	\$ 82,805	4.5%
Charges & Fees	231,316	210,551	155,298	167,155	236,866	(97,444)	-29.1%
TOTAL REVENUES	\$ 1,089,757	\$ 1,065,919	\$ 1,098,927	\$ 1,090,270	\$ 2,165,901	\$ (14,639)	-0.7%
Personnel & Benefits	\$ 3,169,058	\$ 3,316,898	\$ 3,466,637	\$ 3,549,549	\$ 7,606,212	\$ 507,114	7.1%
Supplies & Services	219,440	261,168	249,026	233,295	460,703	(5,887)	-1.3%
Interfund Charges	238,690	243,544	230,740	217,202	451,774	17,370	4.0%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 3,627,188	\$ 3,821,610	\$ 3,946,403	\$ 4,000,046	\$ 8,518,689	\$ 518,597	6.5%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Intergovernmental revenue increases reflect an increase in State and Federal funding primarily in Child Support.

Charges & Fees decrease relates to a decrease in Benton County's State and Federal grants for Drug Court, STOP Grant, Metro Drug Task Force and Meth Initiative funding.

The City of West Richland decided not to renew their contract with Benton County, which handled their gross misdemeanors, misdemeanors and traffic offenses.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

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.

Initiative 2: Procedure Management - Workflow Analysis

- Department Goal 4:** Improve the quality and quantity of work.
- Objective 4a Utilizing technology to improve effectiveness and efficiencies within the department.
- Objective 4b Reduce paper usage.
- Objective 4c Increased staff educational training opportunities.

Initiative 5: Long-Term Financial Planning

- Department Goal 5:** Work to assure that both Adult and Juvenile Drug Courts are financially sustainable.
- Objective 5a Increase State and local funding opportunities.
- Objective 5b Increase community fund-raising and grant writing opportunities.
- Objective 5c Return the drug court programs to their optimal operating levels.
- Department Goal 6:** Seek additional funding sources.
- Objective 6a Support funding with the Metro Drug Task Force and the Meth Grant.
- Objective 6b Pursue sex offender grant money.
- Objective 6c Utilize the LFO grant money.
- Objective 6d Ensuring sound fiscal management and continuously looking for ways to operate more efficiently.

Performance Measures continued

MEASURES:

	Objective	2009 Actual	2010 Projected	2011 - 2012 Projected*
Input/Activity:				
Lawsuits filed	4a, 4b, 4c	12	10	25
ITA Hearings (involuntary treatment assessment)	4a, 4b, 4c	410	512	1,100
Child Support-Paternity (incl. UIFSAS)	3a, 3b, 3c	475	624	1,300
Child Support-Contempts referred	3a, 3b, 3c	511	335	750
Adult criminal referrals	4a, 4b, 4c	2,350	2,088	4,300
Juvenile referrals	4a, 4b, 4c	2,250	1,806	3,800
Output:				
Civil Lawsuits concluded	4a, 4b, 4c	8	8	16
ITA hearings concluded	4a, 4b, 4c	410	512	1,100
Child Support-Paternity cases concluded	3a, 3b, 3c	600	681	1,400
Child Support-Contempt cases concluded	3a, 3b, 3c	240	293	700
Adult criminal filings	4a, 4b, 4c	1,320	1,284	2,700
Adult cases resolved	4a, 4b, 4c	1,200	1,287	2,600
Juvenile filings	4a, 4b, 4c	900	830	1,800
Juvenile cases resolved	4a, 4b, 4c	800	885	1,750
Efficiency:				
% increase in Civil Lawsuits concluded	4a, 4b, 4c	14%	0%	0%
% increase in ITA hearing concluded	4a, 4b, 4c	-19%	25%	7%

*Biennial budget implemented in 2011 - 2012. 2011 - 2012 projected column compares 2011 - 2012 to two times 2010 projected.

2011 - 2012 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 can 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:

- > Implement the new "Adjustment" procedure on modification cases that qualify.
- > Consolidate cases when the non-custodial parent has more than one contempt case by filing them under one cause number.
- > Rather than having two staff handle paternity and contempt cases, have one staff person dedicated to paternity cases and the other person dedicated to contempt cases.

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.

Performance Measures continued

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.

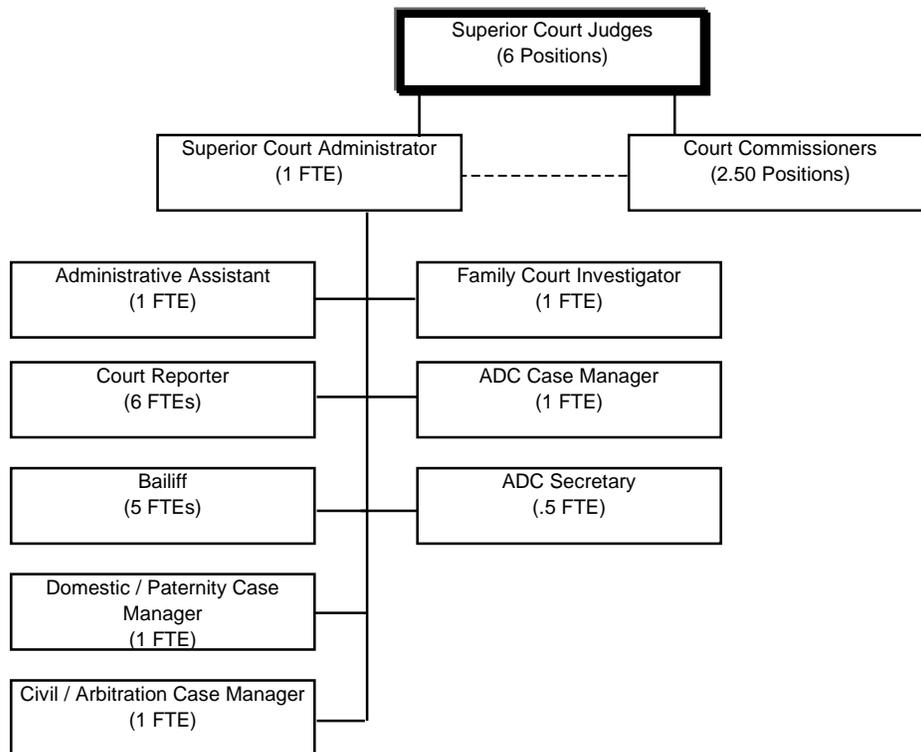
Paternity and Child Support Division

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' six fulltime Superior Court judges hear all cases involving: adult felonies, all juvenile terminations, divorce, child custody, support matters, probate, guardianships, adoptions, civil disputes in excess of \$50,000, paternity actions, mental competency, and abused and/or neglected children.

The chart below shows the organization structure for 2011-2012 only.



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

As caseloads and legislative requirements increase, funds are growing scarce to operate the court and serve the public. A primary area of concern due to budgetary reductions is the Adult Drug Court Program. A request for State funding for the Adult Drug Court Program was denied by the legislature during their 2009 session, as well as a request for full funding by the counties in both Benton County and Franklin County for 2010. The Court continues its quest to secure sustainability funding for the program to enable current participants to graduate from the program, as well as offering a sustainable Adult Drug Court for future years.

Guardianship Monitoring Programs are becoming an essential element as the population ages in order to guard against financial and physical abuse of this population. The Court has begun to implement a volunteer Guardianship Monitoring Program and will continue to strive to meet the needs of the community with a volunteer based program due to lack of available funding.

After several months of research and evaluation, the court has elected to restructure the CASA Guardian ad Litem Program. The new structure will provide a 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.

Increased automation needs are a cause for concern. The Court is currently developing an automated case management and calendaring system that meets the requirements set by the State Office of Court Administration. A Court webpage, seated on the Benton County website, has been constructed and will continue to be enhanced. This will offer better access to the court by the general public.

Superior Court	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change*
Positions/FTE	26.00	26.00	26.00	26.00	26.00	0.00	0.0%
Intergovernmental	\$ 472,279	\$ 659,154	\$ 764,805	\$ 568,181	\$ 1,154,276	\$ 17,914	1.6%
Charges & Fees	107,163	391,958	86,213	85,000	172,000	2,000	1.2%
Miscellaneous Revenue	5,000	2,500	-	-	-	-	0.0%
TOTAL REVENUES	\$ 584,442	\$ 1,053,612	\$ 851,018	\$ 653,181	\$ 1,326,276	\$ 19,914	1.5%
Personnel & Benefits	\$ 1,821,287	\$ 1,988,414	\$ 1,663,102	\$ 1,968,408	\$ 4,007,863	\$ 71,047	1.8%
Supplies & Services	564,892	331,898	159,228	264,249	368,498	(160,000)	-30.3%
Intergovernmental	-	9,352	806	400	800	-	0.0%
Interfund Charges	238,996	266,868	234,337	226,105	446,784	(5,426)	-1.2%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 2,625,175	\$ 2,596,532	\$ 2,057,474	\$ 2,459,162	\$ 4,823,945	\$ (94,379)	-1.9%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Intergovernmental revenue increases reflect the following:

Adult Drug Court - No state funding available other than the Criminal Justice Treatment Account funds.

Superior Court Costs - A percentage of Superior Court Salary and Benefit Costs, Civil commitment, qualified interpreter, and Judge Pro Tem cost reimbursement are for Franklin County.

Charges & Fees revenue relates to those costs allowed by law and imposed at the judgment and sentence.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Staff increased by approximately one quarter-time/part-time Court Commissioner for the addition of a legal financial obligation (LFO) docket and to assist with the non-criminal/non-jury trial caseload in 2009 to improve the efficiency and time standards of case processing. A request has been submitted to increase this part-time position to a full-time position in order to increase the LFO dockets from twice a month to weekly.

Supplies & Services decrease is due to a transfer of funds from Superior Court to the Office of Public Defense for expenditures related to civil commitment/sexually violent predator cases which are now under the supervision of the Office of Public Defense.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: To provide the general public access to court related information.

Objective 1a Create a court website

Objective 1b Improve the legal financial obligation (LFO) court process through a team approach.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Create and 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 Finalize creation and implementation of a Guardianship Monitoring Program (GMP).

Objective 2c Restructure the CASA guardian ad litem program.

Initiative 5: Long-Term Financial Planning

Department Goal 3: Continue to search for state and federal grant funding.

Objective 3a Secure stable funding for the Adult Drug Court Program.

Objective 3b Acquire additional judicial resources to better serve the court user.

Performance Measures continued

MEASURES:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected*
Input/Activity:				
Benton County Case Filings	n/a	8,607	8,762	17,790
Output:				
Criminal Trials	2a	60	70	120
Civil Trials	2a	30	15	40
Domestic Trials	2a	14	40	50
Probate/Guardianship Trials	2a	2	1	2
Adoption/Paternity Trials	2a	3	2	4
Mental illness Trials	2a	1	1	2
Juvenile Offender Trials	2a	205	200	400
Total Benton County Trials	2a	315	329	618
Efficiency:				
% of increase/decrease of trials	2a	-12.5%	4.4%	-6.1%
% of increase/decrease of case filings	n/a	1.4%	1.8%	1.5%
% of increase/decrease of cases completed	2a	16.3%	3.2%	-1.0%
Outcome Target/Trends				
Total Benton County Cases Completed	2a	8,419	8,688	17,200

*Biennial budget implemented in 2011 - 2012. 2011 - 2012 projected column compares 2011 - 2012 to two times 2010 projected.

2011 - 2012 ACTION STEPS

Department Goal 1:

- > Collaborate with Benton County Central Services and website vendor to enhance court webpage within the county website.
- > Continue to collaborate with criminal justice court partners to improve the legal financial obligation court process to ensure access to justice.

Department Goal 2:

- > Implement case management and calendaring software to enhance and streamline management of court cases and daily calendaring in order to adjudicate cases in a timely and
- > Implementation a Guardianship Monitoring Program to monitor guardianships.
- > Implementation of the restructured guardian ad litem CASA program to meet the current needs of the court and better serve the community in a more timely and efficient manner.

Department Goal 3:

- > State funding for the Adult Drug Court program was not allocated under the 2009-2011 State budget. The court will continue to search for funding sources to support the Adult Drug Court.
- > Acquire additional facility and judicial resources to meet the needs of the court's trial and docket schedules through increased courtroom space and by increasing the part-time court commissioner to a one-half time position. Increased judicial resources will also assist with case management time standards for timely and efficient completion of cases.

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
- Domestic Relations
- Juvenile
- Paternity

The 6 Superior Court Judges and 2.50 Court Commissioners rotate between the counties to hear matters related to the above case types:

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 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 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 Civil, Domestic and Mandatory Arbitration case management to resolve matters in a timely manner.

Services continued

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.

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

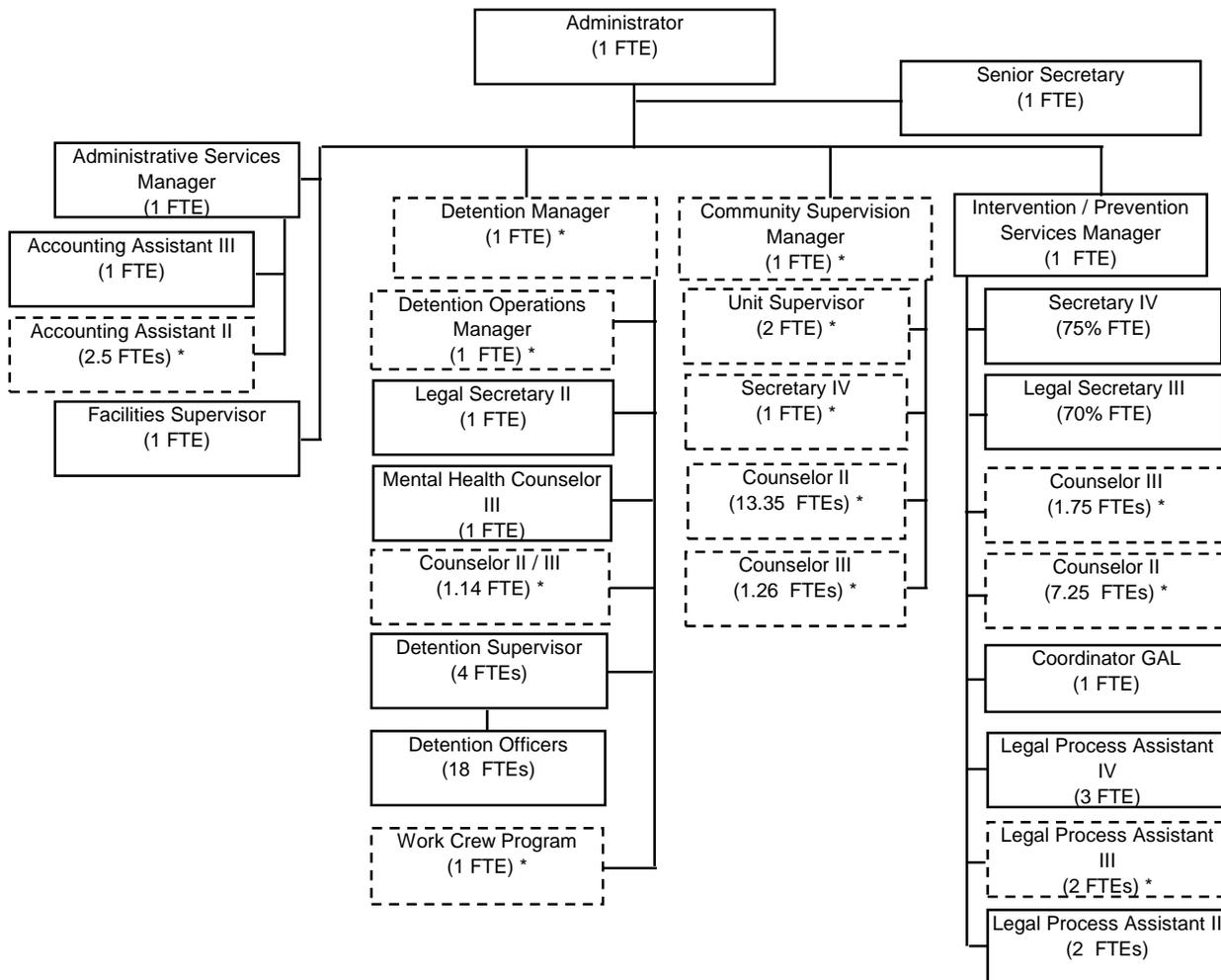
Mandatory referral of all civil actions up to \$50,000 to arbitration reducing cost to the parties and the Court in a timely manner.

Juvenile Justice

The Benton/Franklin Juvenile Justice Center (BFJJC) adjudicates all legal matters concerning children 0-18 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 2011-2012 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

During 2011 - 2012, there are several primary areas of concern for the Juvenile Justice Center. These include: The impacts from Benton & Franklin County reduced funding on programs, the impacts from State budget deficit that are currently targeted to reduce funding for Functional Family Therapy, Aggression Replacement Training, all evidence-based programs; and realize increased facility capacity to meet the needs of the juvenile justice center for an adequate and secure second courtroom, as well as for office space, secure storage, and meeting/training space.

Juvenile Justice	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	59.00	54.00	54.00	48.00	48.00	0.00	0.0%
Intergovernmental	\$ 101,259	\$ 41,459	\$ 71,759	\$ 37,600	\$ 102,178	\$ 26,978	35.9%
Charges & Fees	8,800	8,671	7,368	7,666	8,000	(7,332)	-47.8%
Miscellaneous Revenue	4,023	2,115	1,455	1,200	2,800	400	16.7%
TOTAL REVENUES	\$ 114,082	\$ 52,245	\$ 80,582	\$ 46,466	\$ 112,978	\$ 20,046	21.6%
Personnel & Benefits	\$ 2,273,148	\$ 2,328,926	\$ 3,541,981	\$ 3,151,753	\$ 6,548,632	\$ 245,126	3.9%
Supplies & Services	1,037,337	1,071,394	1,516,410	1,494,076	3,059,315	71,163	2.4%
Interfund Charges	291,285	289,828	316,381	297,844	637,652	41,964	7.0%
Capital	-	-	-	12,000	-	(12,000)	-100.0%
TOTAL EXPENDITURES	\$ 3,601,770	\$ 3,690,148	\$ 5,374,772	\$ 4,955,673	\$10,245,599	\$ 346,253	3.5%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Charges & Fees decreased due to a reduction of the USDA Food Program.

Supplies & Services increased due to increases related to professional service contracts.

Personnel expenditures reflect the actual grades and steps of the incumbents. The 2011 - 2012 budget does not include a provision for a Cost of Living Adjustment (COLA).

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 Achieve 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 by the addition of one probation counselor per year to the budget (at a minimum).

Objective 1b Provide adequate staffing for detention such that no youth is released from detention before having served court ordered time.

Objective 1c Increase program capacity for providing Functional Family Therapy, an evidence-based program proven to reduce recidivism, by maximizing contracted services and program staff caseload capacity.

Objective 1d Provide Aggression Replacement Training, evidence-based programs 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 starting with truancy contempt

Performance Measures continued

MEASURES:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected
Input				
Youth secure detention days served	1e	15,000	10,992	22,000
Youth referred to FFT program	1c	85	60	120
Therapist providing FFT	1c	3	1	1
Youth served in Juvenile Drug Court	1e	37	24	60
Youth truancy petitions filed	1c	791	886	1,600
Failure to appear (FTA) warrants	2	690	684	1,300
Output:				
Early releases due to overcrowding	1b	7	100	200
Juvenile Probation Counselors trained as co-facilitators	1d	7	17	17
Number of contempt filings	1c	339	353	500
Detention Alternative				
Work crew days served	1d	1,550	1,585	3,100
Day reporting days served	1d	84	769	1,400
Total detention alternative days	1d	1,634	2,354	4,500
Efficiency:				
Probation Counselor/Youth Ratio				
Moderate/high risk youth	1a	1/45	1/47	1/45
Low risk youth	1a	1/100	1/130	1/100
FFT program % increase in program completion	1a	0%	-50%	-65%
% increase/decrease in contempt/truancy petitions	1c	-40%	-3%	-9%
% increase in detention alternative days	1d	8%	44%	-4%
Decrease in secure detention days served	1e	-2%	-27%	-10%
Decrease in FTA (failure to appear) warrants	2	-10%	-1%	-5%
Outcome Target/Trends				
Number of youth completing FFT program	1d	80	40	28
Number of youth completing ART program	1d	77	80	160
% of contempt/truancy petitions	1c	43%	40%	31%
Increase in youth in Work Crew program	1d	42	35	-70

2011 - 2012 ACTION STEPS

Department Goal 1

- > The Benton-Franklin Juvenile Justice Center is working with the Kennewick School District to develop a day reporting program as an alternative to secure detention for youth who do not present a public safety risk and who are not currently attending school.
- > The Benton-Franklin Juvenile Justice Center has secured a three-year grant, which will end 6/1/2011, to provide services to truant youth in the Kennewick School District to reduce truancy and to re-engage truant youth in school.

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, ie: runaway, truancy.

The Presiding Juvenile Court Judge assigned on a rotation basis to Juvenile Court, 1.8 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 (Including Parent Pay Notification and Collection).

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

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.

Assigned Counsel

Provide indigence screening for parents in dependencies, BECCA petition contempt and detention costs. Manage civil and criminal panel contracts.

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 and dependency files for use by judicial officers and court personnel 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.

Services continued

Governor's Juvenile Justice Advisory Committee, Community Juvenile Justice Coalition

Provide local coordination and educational services per contract for local juvenile justice related programs funded through the GJJAC.

Family Support

Crisis counseling and referrals for families in conflict. Case management services for youth and families involved in At-Risk Youth Petitions.

Functional Family Therapy

A researched evidence-based program proven to reduce recidivism based on model adherence.

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.

4. Court Services/Community Supervision:

Intake Services

Provides investigation and assessment services for Court on youth for the purpose of providing the Court with information for decisions related to detention, release conditions and disposition decision.

Diagnostic Service

Provides complete diagnostic investigations and reports on all youth who are charged with an offense for which they are committable to a state institution under a standard range sentence.

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 High School that are on Court-ordered probation. Also provides Aggression Replacement Training and case management services to a study group of youth that have significant school discipline history for aggressive behaviors

Special Sexual Offender

Provides evaluation, treatment, monitoring of young sexual offenders who qualify for this 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.

Services continued

Functional Family Therapy

Provide research based Functional Family Therapy according to the prescribed model to eligible youth based on contract provisions.

Domestic Violence /Family Violence Intervention

Provides early assessment, intervention, and case management for youth and families referred to the Benton-Franklin Counties Juvenile Justice Center for incidents of domestic violence.

5. Detention Services: 108 bed, 24 hour / 7 day per week secure detention facility.

Provides current staffed capacity of 35 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.

Short Term Transition Program

This 30 day program provides evaluation and transition services for up to 5 youth who are sentenced to state institutions but who are eligible to serve their sentences in a state group home.

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 the Kennewick School District provided to out of school youth.

Special Projects

MacArthur Foundation: Models for Change

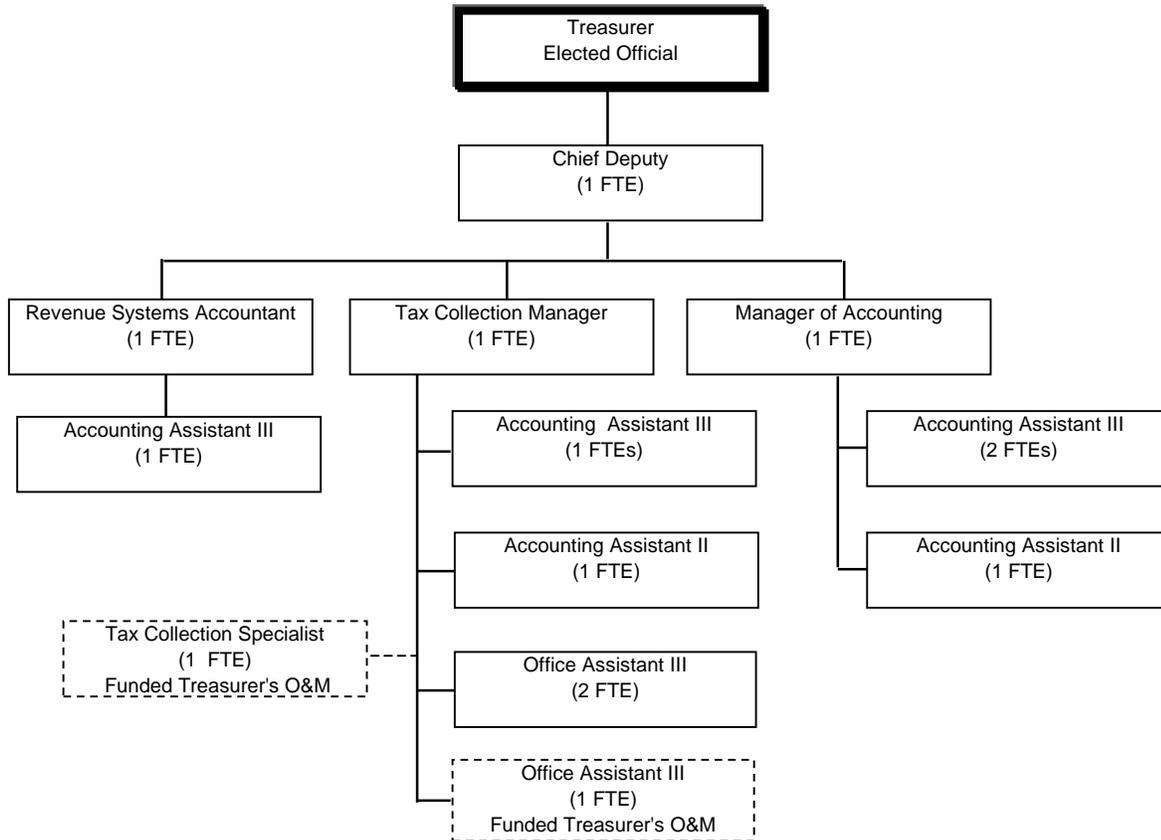
Annie E. Casey Foundation: Juvenile Detention Alternatives Initiative

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 2011-2012 only.

* Dashed boxes represent positions funded by other sources.



Mission

Provide efficient and cost-effective service to the taxpayers and public entities of Benton County, WA.

Key Issues

Interest earnings on County investments are still uncertain because of fluctuating interest rates amidst a recovering national economy. It is always the first priority of the Treasurer's Office to ensure the safety of our investments, while secondly earning the greatest amount of return in accordance with the County's investment policy. These investments are dependent upon market interest rates that are a factor out of our control. Because of a merger, our current property tax management software provider has expressed interest in migrating customers to a new product. This transition may be required depending on the vendors commitment to our current system.

Treasurer	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	13.00	13.00	13.00	13.00	13.00	0.00	0.0%
Taxes	\$ 25,924,481	\$ 25,902,460	\$ 27,743,929	\$ 26,592,347	\$ 56,080,442	\$2,895,748	5.4%
Intergovernmental	2,020,305	2,068,812	2,146,369	2,139,424	4,577,663	298,815	7.0%
Charges & Fees	16,108	18,275	18,584	17,900	33,300	(2,500)	-7.0%
Miscellaneous	2,917,169	2,699,012	1,847,723	1,107,527	1,756,500	(458,554)	-20.7%
TOTAL REVENUES	\$ 30,878,063	\$ 30,688,559	\$ 31,756,604	\$ 29,857,198	\$ 62,447,905	\$2,733,509	4.6%
Personnel & Benefits	\$ 747,663	\$ 793,617	\$ 813,026	\$ 842,972	\$ 1,815,171	\$ 129,227	7.7%
Supplies & Services	105,697	130,470	98,504	94,137	188,274	-	0.0%
Interfund Charges	221,551	231,776	205,733	238,969	504,159	26,221	5.5%
Capital	-	-	3,849	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 1,074,911	\$ 1,155,863	\$ 1,121,112	\$ 1,176,078	\$ 2,507,604	\$ 155,448	6.6%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Taxes revenue increase reflects an increase in real and personal property taxes.

Charges & Fees saw a reduction in the amount of taxing service processing fees.

Miscellaneous revenue decrease is related to a decrease in investment interest.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Interfund charge increases reflect an increase in data processing administration that includes network maintenance, software application support, mail and phone.

Performance Measures

Initiative 1: Service Delivery

- Department Goal 1:** Provide high quality of service to the public.
- Objective 1a: Improve public accessibility to property tax information.
- Objective 1b: Expand methods of payments beyond cash and check payment.
- Objective 1c: Improve website enhancements to the public.
- Objective 1d: Continue to improve communications between the Treasurer's office, taxpayers and other county departments.
- Objective 1e: Provide taxpayers the option of paying property tax installments on a monthly

Initiative 2: Procedure Management - Workflow Analysis

- Department Goal 2:** Analyze internal controls and process efficiencies and effectiveness.
- Objective 2a: Improve efficiencies of office processes.
- Objective 2b: Improve internal controls.
- Objective 2c: Increase tax notices in a cost effective manner.

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:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected
Input/Activity:				
Number of property parcels	1a, 1b, 2a	74,629	75,800	77,000
Output:				
ACH (automatic clearing house) customers	1b, 1c	4,565	3,788	8,000
ACH direct monthly payment plan customers	1e	n/a	n/a	150
On-line credit card customers	1b, 1c	500	550	1,200
On-line debit card customers	1b, 1c	450	550	1,200
Excise Processed	2a, 2b, 2c	6,512	7,974	13,800
Foreclosures initiated	2a, 2b, 2c	434	395	850
Foreclosure - Certificate of Delinquency	2a, 2b, 2c	43	45	90
Efficiency:				
% of Delinquent accounts	2a, 2b, 2c	0.06%	0.06%	0.06%
Average monthly interest rate	2d	4.06%	3.91%	4.00%
Outcome Target/Trends				
Increase of internet payments (debit and credit)	1b, 1c, 2a	1.0%	1.5%	3.0%
Collection rate of real and other taxes	2a	97.63%	99.00%	99.08%

2011 - 2012 ACTION STEPS

Department Goal 1

- > Due to the expansion of payment methods offered through ACH, increase participation in monthly payment plan option for paying property taxes.
- > Continued emphasis on the migration to a paperless and digital office for greater efficiencies and cost savings through the application of desktop scanners.

Performance Measures continued

2011 - 2012 ACTION STEPS continued

Department Goal 1 continued

- > Increase website traffic and use of the E-office in order to make payments or obtain information and forms related to the operations of our office.

Department Goal 2

- > Maintenance of County policies (debt, investment, cash handling) and citizen-centric report to ensure continued certification from organizations and to support County initiatives. Re-certification of these policies will depend upon the recommended time periods by certification boards, or a significant change of Benton County's goals that would justify a change.
- > Implement new investment module that will efficiently account, report, and provide cash flow tools for the County's investment pool and allow our office to invest other district's funds in the County's investment pool.
- > Design and implementation of new budgeting software which allows for more precise forecasts of revenues and expenditures through the use of trend analysis, statistical methods, and economic indicators.

Department Goal 3

- > Automation of the REET (Real Estate Excise Tax) process. Work with local title and escrow companies, the Auditor's Office, and our service provider in designing a "paperless" system for collection of REET affidavits and the electronic recording of deeds.

Services

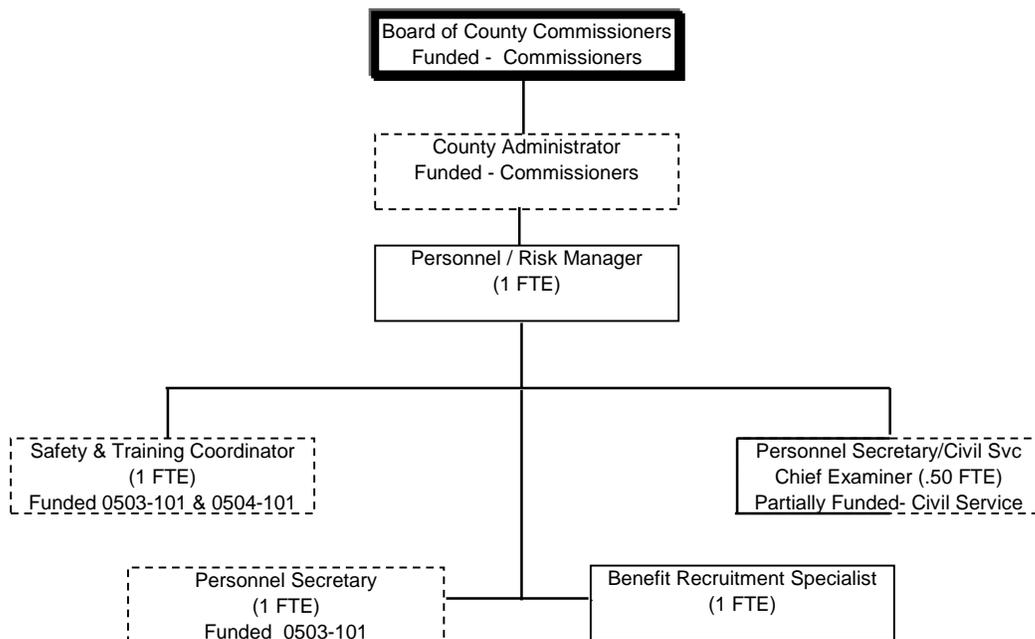
The County Treasurer acts as the "bank" for the County, school districts, fire districts, water districts and other units of local government. The Treasurer's office receipts, disburses, invests and accounts for the funds of each of these entities. The Treasurer is also charged with the collection of various taxes that benefit 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.

Personnel Resources

The Personnel Resources department is responsible for employment and recruitment, maintaining personnel records, employee and labor relations, and compensation and benefits, training, civil service, and risk management. The Safety and Training Coordinator position services county departments/offices in the areas of workers compensation, safety/risk management training, safety policies and procedures and health and wellness.

The chart below shows the organization structure for 2011-2012 only.

* Dashed boxes represent positions funded by other sources.



Mission

The mission of the Personnel Resources Department is to serve the needs of our customers through a variety of personnel resource services. The Personnel Resources Department has dedicated employees that provide benefits administration, safety and risk management services, recruitment and selection services, classification and compensation services, employee and labor relations, training and development services, and support to the Civil Services Commission.

Key Issues

Due to the recent state of the economy, the Personnel Resources Department is experiencing a rise in the number of applicants for open positions within Benton County, however in 2011 - 2012 we anticipate a decrease in open positions. As a result, there has been an increase in the number of phone inquiries, walk ins, mailing of applications and application processing which includes application tracking, pre employment testing, applicant spreadsheet for management, thank you letters, and offer letters.

Our department is also continuing to explore options to contain labor and health insurance costs in the wake of the passing of the federal healthcare reform act.

Personnel Resources	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	2.50	2.50	2.50	2.50	2.50	0.00	0.0%
Interfund	\$ 207,000	\$ 207,003	\$ 222,000	\$ 220,000	\$ 417,000	\$ (23,000)	-5.2%
Miscellaneous	390	509	455	-	-	-	0.0%
TOTAL REVENUES	\$ 207,390	\$ 207,512	\$ 222,455	\$ 220,000	\$ 417,000	\$ (23,000)	-5.2%
Personnel & Benefits	\$ 195,027	\$ 202,560	\$ 211,275	\$ 210,233	\$ 446,299	\$ 25,833	6.1%
Supplies & Services	25,693	28,179	24,484	25,426	50,852	-	0.0%
Interfund Charges	23,906	22,268	27,231	43,968	66,808	(21,128)	-24.0%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 244,626	\$ 253,007	\$ 262,990	\$ 279,627	\$ 563,959	\$ 4,705	0.8%

*Biennial budget implemented in 2011 -2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Interfund Charges decreased due to the experience rating received from actuary regarding insurance management, which resulted in reducing Benton County's assessment charges.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: Improve Customer Service.

Objective 1 Ensuring that Elected Officials, Department Managers, employees, and the public experience excellent customer service while their needs are met.

Performance Measures continued

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Control Workers' Compensation Costs.

Objective 2 Reduce workers' compensation costs through training supervisors on how to report workers' compensation claims more expeditiously and how to properly investigate claims.

Department Goal 3: Contain Labor and Health Insurance Costs.

Objective 3 Continue to explore viable health insurance options that contain cost and provide the best overall coverage for employees and their dependents.

Department Goal 4: Develop Benton County Risk Management Guidelines.

Objective 4 Conserve the human and financial resources of Benton County and protect Benton County assets by controlling loss exposure.

Initiative 4: Personnel Resource Management

Department Goal 5: Promote and Deliver Safety and Risk Management Training Programs.

Objective 5 Assess safety / liability issues and implement training and loss control programs, which target those risks to protect people, property, and finances of Benton County.

Department Goal 6: Update the Benton County Civil Policies and Practices.

Objective 6 Administer personnel policies and practices in the areas of recruitment, examinations, and selection processes for the Benton County Sheriff's Office.

MEASURES:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected
Input/Activity:				
Claims Filed	4	25	20	40
FMLA Filings	1, 5	79	48	110
Confidential Filings	1, 5	60	21	80
Incident Filings	5	44	19	80
Fatality Filings	1, 4	8	2	8
Benefited FTE County Employees	3	659	643	646
Applicants for Job Openings	1, 3	1078	1,205	2,800
Workers' Comp Claims	2	46	28	90
Employee Accident Reports	2	81	45	80
Training Hours	2		1,064	1,800
Output:				
Ergonomic Assessments	2	12	13	24
Regular Employee Terminations	1, 5	122	68	120
New Hires that Received Orientation	5	52	34	126
Number of employees training participants	5	766	929	1,200
Collective Bargaining Agreements	3	11	11	22
Efficiency:				
Percent of claims closed within year	1	68%	75%	75%
Benefit premium percent increase	3	9%	6%	18%
Percent increase in applications	1	-24%	12%	16%
Outcome Target/Trends				
Turnaround of application in business days	1	1 day	1 day	1 day
Workers Comp forms filed in Personnel Office	2	5 days	5 days	5 days
Claims settled	1	9	7	14
Claims denied or dismissed	1	8	8	16
Claims pending	1	8	5	10

Performance Measures continued

2011 - 2012 ACTION STEPS

Department Goal 1

- > Advertise via email and on the County's intranet/internet, the personnel/risk management services provided and the designated Personnel staff assigned to provide those services.
- > Develop an online electronic Personnel Resources Department Customer Satisfaction Survey.
- > Establish and enhance partnerships with offices/departments through visibility, communication, and exceptional service.

Department Goal 2

- > Develop a new Employee Injury Reporting Process and Packet.
- > Develop an online electronic Supervisor's Report of Accident for Bodily Injury/Illness form.
- > Deliver training to Elected Officials, Department Managers, and their designees on the new Employee Injury Packets and Process, the Supervisor's Report of Accident for Bodily Injury/Illness electronic form, investigation workers' compensation injuries, etc.

Department Goal 3

- > Reestablish the Health Insurance Committee and continue to explore competitive and cost effective benefit structures.
- > Meet monthly with the Benton County Auditor's Office to develop ways to efficiently coordinate benefit administration.
- > Implement online registration for core benefit programs.
- > Update the Personnel Resources intranet page to include information and forms on new hire orientation, benefits, retirement, safety, health and wellness.
- > Develop an online electronic employee benefit survey.
- > Reestablish the Wellness Committee to explore new wellness program.

Department Goal 4

- > Develop Risk Management Guidelines for Benton County.
- > Implement a Risk Management Team to assess risk management issues and develop plans of action.
- > Create a third party incident/accident reporting form.
- > Investigate incidents/accidents immediately to determine liability, including accidents involving County personnel, equipment and facilities.
- > Establish a risk transfer/contract review process.
- > Evaluate and maintain Benton County's insurance policies and bonds.
- > Conduct an analysis comparing Benton County's current property insurance carrier and the Washington Counties Risk Pool property program.

Department Goal 5

- > Conduct hazard assessments for departments to determine applicable training and policies.
- > Analyze claims data to identify high frequency, high severity claims to deliver applicable training.
- > Implement an online training registration and database to track employee training.
- > Update and implement an initial safety orientation as part of new hire orientation.
- > Promote and provide cost effective training opportunities for employees.
- > Explore new ways of delivering training such as online training.
- > Conduct a countrywide training needs assessment through an online survey.
- > Reestablish Benton County's Central Safety Committee.

Performance Measures continued

Department Goal 6

- > Finalize the revisions to the Civil Service Rules.
- > Implement assessment centers to develop and administer objective promotional exams for the Benton County Sheriff's Office.
- > Network with other civil service examiners in the community.
- > Continue positive partnerships with the Benton County Sheriff's Office and Civil Service Commission through frequent communication.
- > Implement and utilize the Civil Service Module of the Benton County Sheriff's Office Human Resource Management System Database to streamline selection and test administration procedures.
- > Enhance the Civil Service Internet webpage in coordination with the Benton County Sheriff's Office, Civil Service Commission and Central Services.

Services

Administration

Manage the personnel, workers compensation, insurance management, and civil service budget. Maintain employee records.

Employee Compensation and Benefits

Develop and maintain cost-effective employee benefit programs; provides information regarding benefits to employees. Coordinate the open enrollment benefit fair annually. Conduct wage studies.

Employee & Labor Relations

Administer personnel policies, investigate personnel complaints, assist in resolving grievances, and assure good employee relations.

Employee Services

Conduct new employee orientations, employment verification, investigate employee complaints, and interpret union contracts.

Employment and Recruitment

Coordinate recruitment, advertising, testing, prescreening and interviewing of applicants.

Management Services

Provide assistance regarding labor, employment, performance, discipline, benefits, leaves and other personnel related issues through individual and group consultation and training.

Risk Management

Coordinate the Workers Compensation and Insurance Management Programs. Manage risk through loss control and safety/liability training for management and employees.

Training

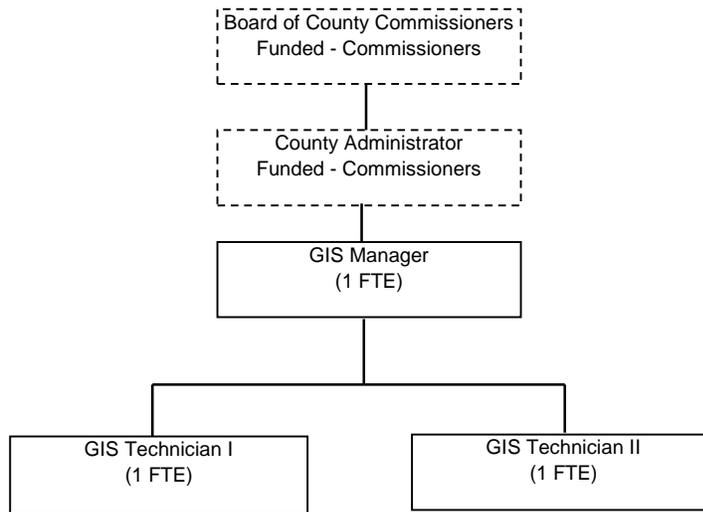
Administer and promote a Countywide employee and management training and development programs.

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 GeoMedia Professional software. Additional GIS software employed by the GIS department includes GeoMedia GRID, GeoMedia WebMap Professional, IntelliWhere OnDemand, AutoCAD Map and SMMS (Spatial Metadata Management System). Tabular and spatial data are stored in Microsoft Access databases.

The chart below shows the organization structure for 2011-2012 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 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. As essential component in providing the public with improved access to GIS is the creation and maintenance of a GIS mapping website. In addition, the GIS provide services to county personnel and to the public in the form of products (such as maps and digital data) and services (such as analysis and training).

Key Issues

Making the GIS Data more conveniently available to the public will be a big priority this coming year. We will be putting quite a bit of time and effort into fine-tuning the GIS Web Mapping site and will be working with other county employees to get their feedback on a test version of the site before releasing the public site. In addition, in order to make our data more accessible, the GIS Department will create a new data download page on the department's website that will allow users to directly download data to use in their own GIS.

A major project for 2011 will be the completion of the data conversion originally started in late 2010. The GIS Department's data has been stored in Access databases for years, and are now in the process of being converted to an SQL server. This will simplify and standardize our data. This conversion will impact a majority of the functions and processes currently employed within the GIS Department and, once complete, should greatly improve performance and efficiency within the GIS.

The Coordination of local agencies in preparation for a 2012 Orthophoto Project. This project will require a considerable amount of planning if it is to succeed.

GIS	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	2.00	3.00	3.00	3.00	3.00	0.00	0.0%
Charges & Fees	\$ 15,368	\$ 98,089	\$ 26,747	\$ 15,000	\$ 80,000	\$ 50,000	166.7%
TOTAL REVENUES	\$ 15,368	\$ 98,089	\$ 26,747	\$ 15,000	\$ 80,000	\$ 50,000	166.7%
Personnel & Benefits	\$ 162,181	\$ 206,247	\$ 219,057	\$ 223,649	\$ 487,092	\$ 39,794	8.9%
Supplies & Services	9,278	96,774	11,536	7,093	14,186	-	0.0%
Interfund Charges	50,214	60,185	66,467	64,511	140,089	11,067	8.6%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 221,673	\$ 363,206	\$ 297,059	\$ 295,253	\$ 641,367	\$ 50,861	8.6%

*Biennial budget implemented in 2011 -2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

The increase in Charges & Fees reflect the anticipated contributions from our funding partners on the 2012 orthophoto project. The funding for this project was removed from our budget and if it does not get approved for a Capital Project, we will not receive the anticipated revenue.

The increase in Interfund Charges represent an increase in the Data Processing Administration fees and the Computer Equipment Lease fees.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

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: Increase the availability of mapping online, thus decreasing the need for printing custom maps and providing data via CD's, DVD's, or data uploads.

Objective 1b: Improve the GIS training options available for county employees utilizing the GIS Department's data and applications.

MEASURES:	Objective	2009	2010	2011-2012***
		Actual	Projected	Projected
Output:				
Maps printed for public non/county agencies *	1a	658	500	1000
Maps printed for County departments	1a	232	350	500
County Atlases printed	1a	66	250	120
Atlas update pages printed	1a	8,273	3,500	12,000
Data stored on CD's/DVD's **	1a	291	150	300
Number of County desktop users	1a, 1b	95	100	110
Data files uploaded to remote device	1a	15,350	1,500	6,000
Data files emailed	1a	1,162	1,000	2,000
Outcome Target/Trends				
Change in custom printed maps	1a	260	-40	-200
Change in printing County Atlases	1a	-19	184	-580
Change in DVD distribution of maps	1a	147	-141	4,620
Change in data files uploaded and emailed	1a	13,867	-14,012	5,000

* The availability of the Benton County Atlas has replaced the need for a portion of the custom mapping previously provided by both non-county and in-county customers, thus the decrease after the Atlas was made available.

** The increase in the use of DVD's, which hold the equivalent of 6.7 CD's, as the GIS Department's primary digital media has reduced the overall number of CD/DVD's that are used to serve up the GIS data that is provided to customers.

***Biennial budget implemented in 2011 - 2012. 2011 - 2012 projected column compares 2011 - 2012 to two times 2010 projected.

Performance Measures continued

2011 - 2012 ACTION STEPS

Department Goal 1

- > To develop metadata, in order to improve source documentation and facilitate data exchange.
- > To facilitate access to critical county information and GIS data for the public by creating and maintaining a public internet mapping system linked from the current County website. This will decrease demands for paper mapping as well as telephone and in-person inquiries.
- > Add the ability to track the number of hits/visits on the GIS website.
- > To develop and maintain relationships with other jurisdictions that promote GIS data sharing and exchange of information.
- > To create a new page on the GIS Department's portion of the county website which will allow users to download the department's data directly. An update schedule will be established to ensure that the online data remains current.

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.

Hardcopy maps

Plotted with unlimited combinations of data layers, or as a result of a specific analysis, at any scale.

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.

Countywide Road Atlas

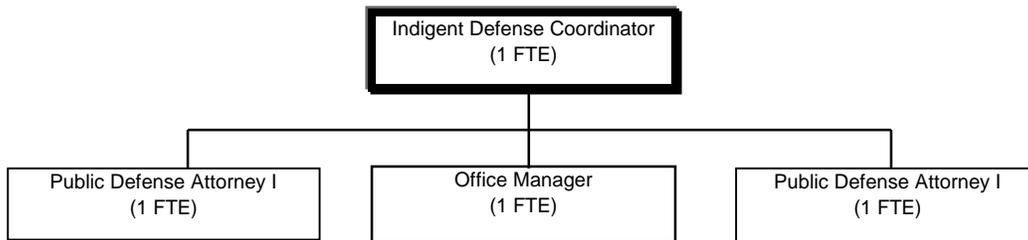
Bound, indexed, atlas showing all roads within the county, as well as various facilities and landmarks. Atlas includes several countywide reference maps as well.

Office of Public Defense

The mission of the Office of Public Defense (“OPD”) is to champion justice for those indigent members of Benton County who are accused of crimes or are otherwise facing the possibility incarceration by the Court system. In doing so, OPD strives to maintain full accountability to those defendants that utilize its services, and the taxpayers that fund the services.

OPD is responsible for ensuring that the indigent defense delivery system in Benton County meets, or is progressing toward, standards established by statute, the State Office of Public Defense, and the Washington State Bar Association (WSBA). To those ends, it retains and monitors the services of more than 35 contract attorneys who provide indigent 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 2011-2012 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 Benton County 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, of systems which it manages, and of systems of which it is a part, so as to always be a good steward of such resources.

Key Issues

The last few years have seen a leveling out of caseloads across all dockets and jurisdictions. This has facilitated proper staffing projections and has made keeping caseloads within State mandated guidelines an easier task. Moving into 2011-2012, the following are the key issues for this department: caseload tracking; homicide case budgeting; indigent screening; training; and the continued success of the in-custody representation program ("ICRP"). Caseload tracking and thus caseload management continues to be an issue because the entities responsible for assigning cases (the Clerk's Office for Superior Court and District Court Administration for District Court) are not integrated well enough with this office to make up-to-date, accurate, information about caseload levels readily available for management level forecasting and decision making. One primary goal of this office in 2011-2012 is to work closely with these entities to better manage the information flow for caseloads so that assignments can be properly managed. Homicide case budgets, as always, are very unpredictable. Another 2011-2012 goal of this office is to review the manner in which indigency screening is conducted in the various Benton and Franklin County courts with an eye toward bringing this process in line with statutory requirements, and implementing any measures that will ensure better reliability in ensuring that only those people who truly are in need, are appointed counsel and other services at public expense. The use of third party tools and solutions to assist this process, as well as more involvement by this office in that process are both possibilities in 2011-2012. Finally, particular emphasis will be placed in 2011-2012 on providing the necessary resources and framework by which to ensure the continued success of the Benton County District Court ICRP. This program, that provides provisional attorney representation to all incarcerated District Court defendants at their initial appearances, has resulted in very large cost reductions in 2009 and 2010. The continued success of this program is critical in 2011-2012 for cost effectiveness in District Court indigent representation.

WASHINGTON

OPD	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	2.00	2.00	2.00	4.00	4.00	0.00	0.0%
Intergovernmental	\$ 28,426	\$ 355,733	\$ 412,508	\$ 729,975	\$ 1,695,795	\$ 235,845	16.2%
TOTAL REVENUES	\$ 28,426	\$ 355,733	\$ 412,508	\$ 729,975	\$ 1,695,795	\$ 235,845	16.2%
Personnel & Benefits	\$ 92,540	\$ 189,306	\$ 251,503	\$ 322,495	\$ 714,112	\$ 69,122	10.7%
Supplies & Services	7,506	1,716,215	1,968,639	1,970,436	4,100,872	160,000	4.1%
Interfund Charges	5,729	8,084	15,673	21,504	59,914	16,906	39.3%
Capital	8,483	1,292	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 114,258	\$ 1,914,897	\$ 2,235,815	\$ 2,314,435	\$ 4,874,898	\$ 246,028	5.3%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Intergovernmental revenue increased due to increases in OPD cost related to Kennewick and Richland in addition to implementation of the First Appearance Representation Program.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Supplies & Services increase is for expenditures related to civil commitment/sexually violent predator cases which were appropriated in Superior Court, but are now under the supervision of the Office of Public Defense.

Interfund Charges increase is due to the addition of office rent expenses coupled with increases in data processing.

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 Require and enforce contract attorney compliance with contractual requirements related to quality monitoring, so as to ensure proper and adequate indigent defense representation.

Objective 1c Provide local or in-house training to increase the overall level of experience of contract attorneys so as to ensure proper and adequate indigent defense representation.

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.

Performance Measures continued

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 of other persons.

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 used.

MEASURES:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected
Input/Activity:				
Cases assigned Defenders				
Superior Court	1a, 1b	1,260	1,270	2,565
District Court	1a, 1b	4,952	4,930	9,959
Juvenile	1a, 1b	725	720	1,440
Number of Contract Attorneys				
Superior Court	1a, 1b	10	10	10
District Court	1a, 1b	13	13	13
Juvenile	1a, 1b	3	3	3
Percentage of informal complaints resolved	2	90%	90%	100%
Percentage of formal complaints resolved	2	90%	80%	100%
Output:				
Number of Attorneys in Compliance				
Superior Court	1b	10	10	10
District Court	1b	13	13	13
Juvenile	1b	2	3	3
Hours of local training available	1c	7	7	8
Efficiency:				
(Compliance with WSBA Standards)				
Average case per Attorney				
Superior Court	1a, 1b	126	128	132
District Court	1a, 1b	381	380	395
Juvenile	1a, 1b	241	240	240
Criminal Justice Cost Savings	4	\$ 456,213	\$656,813	\$ 1,371,865
Outcome Target/Trends:				
Number of Client complaints				
Superior Court	2	5	6	10
District Court	2	11	8	14
Juvenile	2	n/a	n/a	n/a

2011 - 2012 ACTION STEPS**Department Goal 1**

- > Continue to maintain accurate, up-to-date records of caseload appointments 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 a system of matching attorney experience and abilities more closely with the complexity of cases assigned.
- > Enforce contractual provisions relating to attorney training, attorney qualifications and caseload reporting.
- > Continue providing free, local, high-quality training opportunities for public defense attorneys, including possible cooperation with Walla Walla County and Yakima County for mutual access to local training opportunities.

Department Goal 2

- > Upon receipt of an informal complaint from a client about an attorney's performance, attempt to resolve it within the same day by facilitating immediate communication between the attorney and client.
- > Upon receipt of a formal (written) complaint from a client about an attorney's performance, obtain written response from attorney within five business days and immediately forward to client along with indication of internal resolution to complaint.

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.
- > Work with stakeholders to implement an early resolution program whereby cases that are readily subject to resolution can be "fast-tracked" to a resolution so as to minimize the time expenditure by all parties.

Department Goal 4

- > Work on implementation of a pre-filing diversion program for certain misdemeanor crimes. Planned diversion program is completely defendant-funded and will obviate the need to appoint counsel to diverted cases.

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 that sufficient numbers of defense attorney's are available 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 functions:

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. Provide mentoring and training opportunities for indigent defense attorneys.
6. Complaint and dispute resolution for attorney service related issues.

Non-Departmental General Government

Non-Departmental	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Operating Transfers	\$ -	\$ 1,342,492	\$ 2,121,465	\$ 1,620,000	\$ 3,240,000	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ 1,342,492	\$ 2,121,465	\$ 1,620,000	\$ 3,240,000	\$ 1,620,000	0.0%
Personnel & Benefits	\$ 55,500	\$ 80,183	\$ 81,272	\$ 75,400	\$ 150,800	\$ -	0.0%
Supplies & Services	1,394,848	289,128	178,960	415,156	577,982	(252,330)	-30.4%
Intergovernmental	1,500	4,097	1,920	500	8,796	7,796	779.6%
Interfund Charges	1,000	8,759,909	4,676,989	4,139,941	8,387,883	108,001	1.3%
TOTAL EXPENDITURES	\$ 1,452,848	\$ 9,133,317	\$ 4,939,141	\$ 4,630,997	\$ 9,125,461	\$ (136,533)	-1.5%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Supplies & Services decreased due to a reduction in Fenced Item Contingency line item.

Intergovernmental expenses increase is related to an expected increase in External and Interfund Property Taxes.

Public Safety

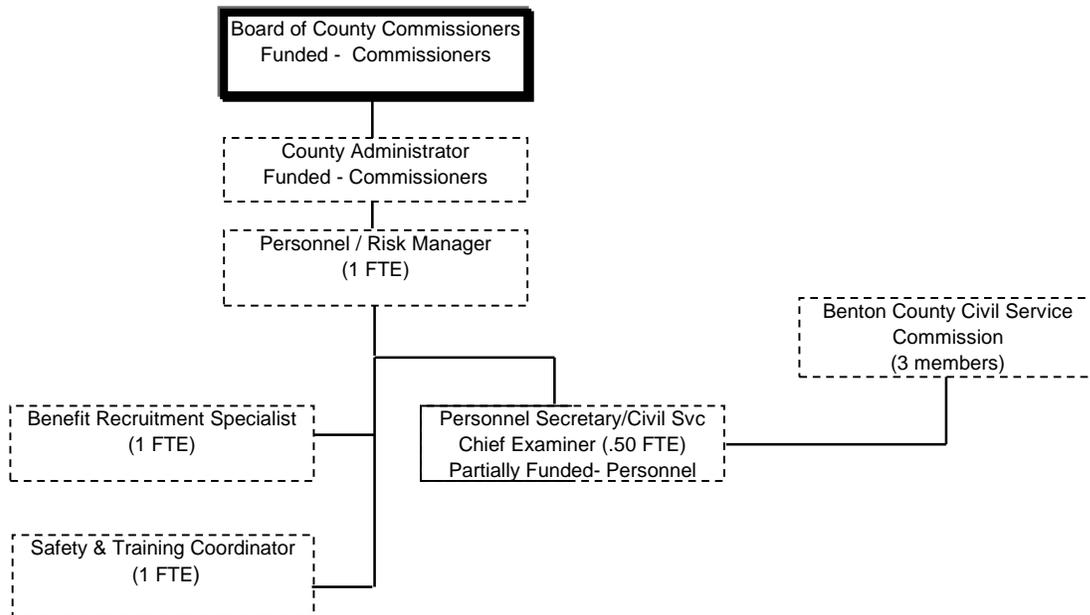


Civil Service

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 divisions.

The chart below shows the organization structure for 2011-2012 only.

* Dashed boxes represent positions funded by other sources.



Mission

To assist the Sheriff Administration in adequately staffing clerical, custody and patrol positions according to the Sheriff's Civil Service Act.

Key Issues

The Civil Service Department was reorganized in 2007, at which time the need to automate the information for easy access became apparent. The Civil Service department has implemented a module of the Sheriff's Office Human Resource Management System database. This will reduce and or eliminate the duplication of work and streamline tasks.

Administer objective promotional testing for the Benton County Sheriff's Office in order to provide the most qualified individuals.

Civil Service	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	0.50	0.50	0.50	0.50	0.50	0.00	0.0%
Charges & Fees	\$ -	\$ 52,072	\$ 53,465	\$ 67,108	\$ 121,403	\$ (12,813)	-9.5%
TOTAL REVENUES	\$ -	\$ 52,072	\$ 53,465	\$ 67,108	\$ 121,403	\$ (12,813)	-9.5%
Personnel & Benefits	\$ -	\$ 31,925	\$ 32,939	\$ 32,131	\$ 68,510	\$ 4,248	6.6%
Supplies & Services	16,093	11,979	22,696	37,055	74,110	-	0.0%
Interfund Charges	-	1,783	8,029	22,175	25,997	(18,353)	-41.4%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 16,093	\$ 45,687	\$ 63,664	\$ 91,361	\$ 168,617	\$ (14,105)	-7.7%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Charges & Fees revenue reflect the Interfund revenue for Civil Service Administration. It is a portion of the Civil Service staff's time associated with the Sheriff's Custody division.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Interfund Charges decreased due to the experience rating received from actuary regarding insurance management, which resulted in reducing Benton County's assessment charges.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: To provide friendly, effective and efficient service to applicants and members of civil service.

Objective 1a Provide instructions and directions on how to apply for civil service.

Objective 1b Schedule oral boards and administer exams throughout the year to allow applicants access to the Sheriff's eligibility list.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Improve efficiencies and streamline tasks.

Objective 2 Forward certified civil service eligible names to the Benton County Sheriff's Office with a turnaround of 95% of eligible names forwarded within 3 business days of certification process and 75% of the eligible names forwarded within 2 business days of the certification process.

MEASURES:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected*
Input/Activity:				
Applications received	1a	271	200	580
Budget	2	\$ 63,664	\$ 91,361	\$ 168,617
Output:				
Applications processed	1a,1b	271	200	580
Applications rejected	1a,1b	12	10	24
Applicants hired	1a,1b	14	5	12
Applicants no longer interested	1a,1b	54	33	100
Applicants expired from list	1a,1b	65	75	15
Oral Boards (days)	1b	36	5	40
Promotionals/ Exams	1b	2	0	4
Commission/Personnel Board Hearings	1b	10	7	28
Eligible Names Certified to BCSO	1b	24	31	56
Efficiency:				
Cost per applicant	2	\$ 235	\$ 457	\$ 291
Outcome Target/Trends				
Increase/decrease in applications received	1a	58%	-26%	45%
Eligible names provided in 3 business days.	2	100%	100%	100%

*Biennial budget implemented in 2011 - 2012. 2011 - 2012 projected column compares 2011 - 2012 to two times 2010 projected.

2011 - 2012 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 Central Services.

Department Goal 2

- > The Civil Service module of the Benton County Human Resource Management System database was implemented in 2009 in order to discontinue duplication of work. In 2011 - 2012 we will learn to use the system and streamline tasks through this automation.

Performance Measures continued

2011 - 2012 ACTION STEPS continued

Department Goal 2 continued

- > Research costs associated with contracting an outside agency assessment center to administer promotional testing for the Benton County Sheriff's Office. Advantages of utilizing an outside agency assessment center are as follows: objectivity, subject expertise, pre-center training sessions, individual candidate critiques, compliance with "Guidelines and Ethical Considerations for Assessment Center Operations", and compliance with the International Association of Chiefs of Police assessment center guidelines.

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 written applications of positions available.

Determination of Qualifications

The Commission 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

Written 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

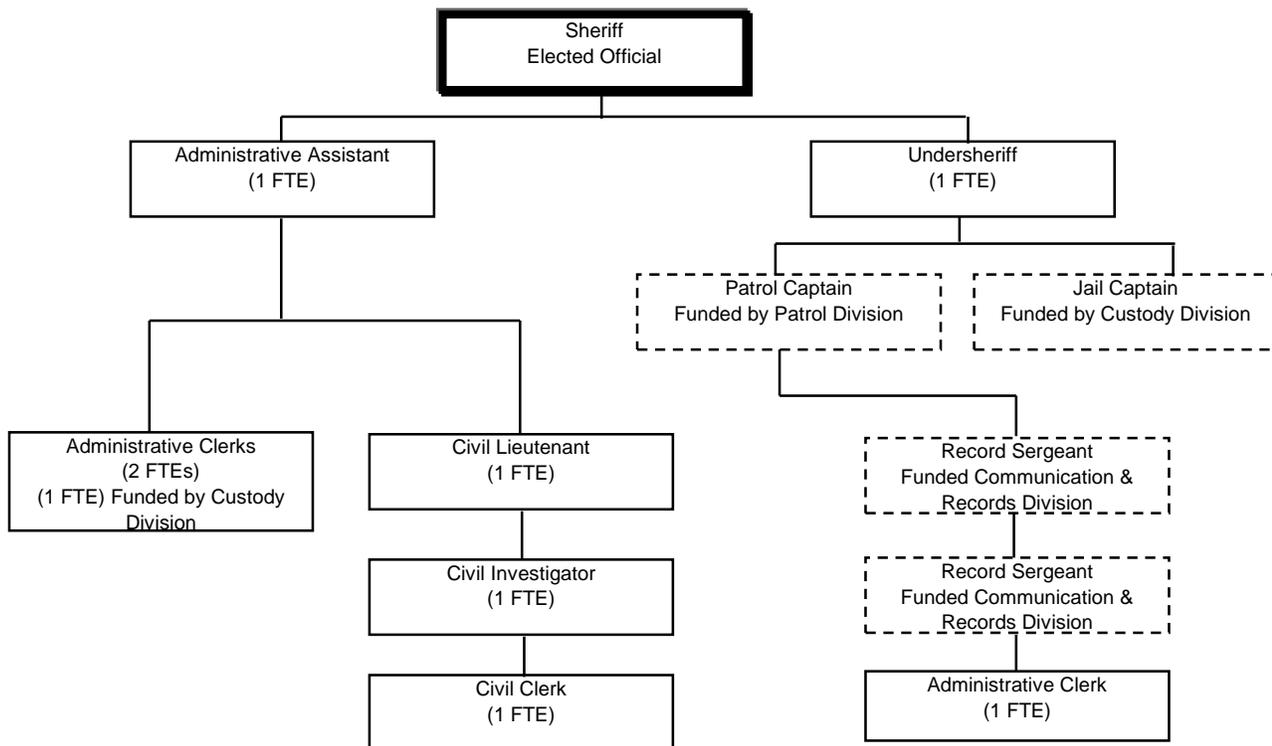
Making investigations concerning, and report upon all matters touching the enforcement and effect of the provisions of the Sheriff's Civil Service Act.

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 2011-2012 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.

Ability to track orders and outstanding invoices for all Sheriff's Office departments in order to manage budgets more efficiently.

Sheriff - Administration	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	8.00	8.00	8.00	8.00	8.00	0.00	0.0%
Charges & Fees	\$ 1,351	\$ 155	\$ 185	\$ 500	\$ 1,000	\$ -	0.0%
Miscellaneous Revenue	1,351	556	5,514	1,000	1,400	(600)	-30.0%
TOTAL REVENUES	\$ 2,702	\$ 711	\$ 5,699	\$ 1,500	\$ 2,400	\$ (600)	-20.0%
Personnel & Benefits	\$ 646,341	\$ 675,904	\$ 691,935	\$ 715,489	\$ 1,530,388	\$ 99,410	6.9%
Supplies & Services	39,956	36,234	40,044	39,875	80,892	1,142	1.4%
Intergovernmental	813	716	724	724	1,061	(387)	-26.7%
Interfund Charges	100,948	120,413	135,779	109,995	192,250	(27,740)	-12.6%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 788,058	\$ 833,267	\$ 868,482	\$ 866,083	\$ 1,804,591	\$ 72,425	4.2%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Miscellaneous Revenue decrease is due to the creation of the new Animal Control department and the shifting of donation revenue to that department.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Intergovernmental expenses decreased due to a reduction of Access Terminal fees.

Interfund charges decrease primarily reflects reduction in data processing administration for network maintenance, software application support, and phone support.

Performance Measures

ADMINISTRATIVE DIVISION

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.

Initiative 2: Procedure Management - Workflow Analysis

- Department Goal 2:** Promote efficiency and timeliness.
- Objective 2a Maintain accurate payroll, general receipts, accounts payable and personnel
- Objective 2b Scan older files.

Initiative 4: Personnel Resources Management

- Department Goal 3:** Maintain a knowledgeable, productive and committed organization.
- Objective 3 Provide employees training to continue to grow.

MEASURES:

		2009	2010	2011-2012
	Objective	Actual	Projected	Projected
Input/Activity:				
Number of invoices received	1b	3,067	3,335	6,589
Number of New Hires	2a	9	15	25
Number of Retirements	2a	1	3	10
Number of Promotions	2a	2	5	10
Number of Position Changes	2a	0	3	8
Number of Resignation/Terminations	2a	9	4	13
Output:				
Number of vouchers processed	1b	2,921	3,176	6,275
Number of personnel records maintained	2a	222	222	440
Number of general receipts processed	2a	254	215	480
Number of files scanned	2b	100	400	800
Number of New Hire Orientations	2a	9	15	25
Number of training hours	3a	300	300	600
Efficiency:				
% of vouchers returned for re-entry	1b	1%	1%	1%
% of vouchers needing clarification- no changes	1b	9%	8%	8%
% of vouchers needing changes- not returned	1b	2%	1%	1%
Total % of vouchers needing reviewed	1b	12%	10%	10%
Outcome Target/Trends				
Percentage of vouchers processed within 7 days	1b	98%	100%	100%
Number of vouchers returned for re-entry	1b	30	20	40
Number of vouchers needing clarification - no changes	1b	250	260	520
Number of vouchers needing changes - not returned	1b	60	40	80
Total number of vouchers needing reviewed	1b	340	320	640

Performance Measures continued

2011 - 2012 ACTION STEPS

Department Goal 1

- > Improve the home page of the Human Resource Management System to provide useful links to County policies such as personnel policies and capital purchase policies.

Department Goal 2

- > Continue the development of the contract management, grant management, and inventor systems within the Human Resource Management System to ensure that the numerous contracts and grants are sufficiently monitored.
- > Finalize the policy and procedures for scanning and purging files.

Department Goal 3

- > A portion of the staff will attend the Washington Association of Sheriff's and Police Chiefs annual conference and participate in classes.
- > A portion of the staff will attend the Government Finance Officers Association (GFOA) annual conference or the Washington Finance Officers Association (WFOA) annual conference.

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:

	Objective	2009 Actual	2010 Projected	2011 - 2012 Projected
Input/Activity:				
Misc. Orders	1a	2,115	2,054	5,374
Protective / Restraining Orders	1a	247	207	628
Writ of Restitution	1a	261	291	663
Writ of Execution	1a	8	9	21
Habeas Corpus	1a	3	5	8
Replevin	1a	3	3	8
Order of Sale	1a	6	4	15
Order - Other	1a	33	48	84
Output:				
Court papers served	1a	1,862	2,211	4,731
Outcome Target/Trends:				
Additional attempts of court papers served	1a	1,544	1,850	3,923

2011 - 2012 ACTION STEPS

Department Goal 1

- > In 2010 the Civil Department experienced an increase in writs that are processed by both the clerical officer as well as the Lieutenant which effects their workload. Efforts will continue to expand the knowledge base as well as the comfort level in handling the different writs.
- > 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. The Administrative Division is responsible for the presentation of the annual budget request.

Contract Management

The Administrative division maintains all records associated with contracts for services the Sheriff's office performs such as jail usage, work crew and law enforcement as well as the numerous contracts needed to keep the office fully functional, and ensures that County policies are followed in obtaining contracts.

Personnel

In coordination with the Central Services 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. The system allows for electronic completion of numerous forms pulling information directly from the system eliminating the task of writing the information. The automation of these forms has allowed a reduction in clerical staff time and has proven to be more cost effective over the pre-printed version. The automation has allowed the Sheriff's Office to improve efficiency as well as increase the accessibility of personnel information.

Accounts Payable and Payroll

The Administrative division is responsible for processing all accounts payable payments and payroll for the Sheriff's Office.

Cash Receipting

The Administrative division receives and deposits a high volume of deposits which include revenues such as contract housing, work crew and law enforcement contracts, special program fees, commissary sales to inmates, restitution, animal permits, impounds, grants, DARE contributions as well as recoverable cost such as medical and 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 Department - Process Documents for Service

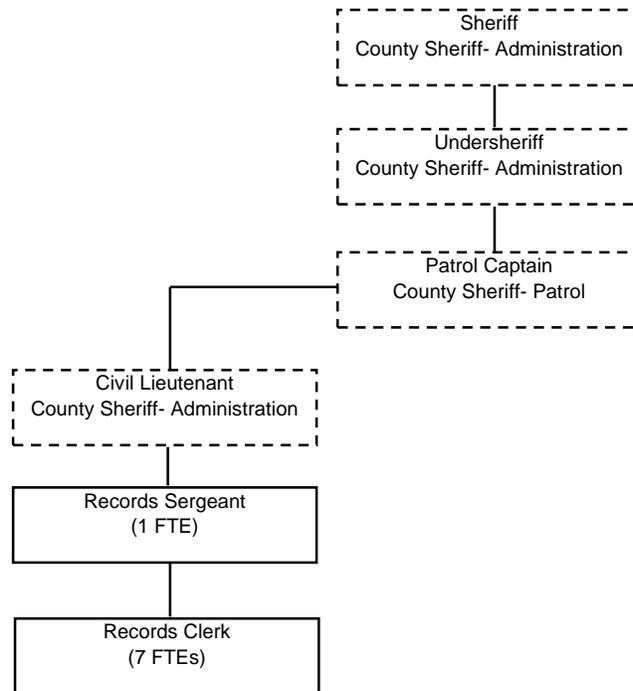
The three-person Civil division is comprised of a lieutenant, a detective and clerk. The primary function of the Civil unit is to process and serve court papers, including small claims, child custody, parentage, summons, subpoenas, domestic violence protection orders, court orders for evictions and Sheriff sales of real or personal property. The Civil detective also serves as a polygraph examiner.

County Sheriff-Communications and Records

A major function of the Communications and Records department is processing police reports, maintaining the case files and case entry into BIPIN. The records sergeant uses data from Uniform Crime Reporting (UCR) statistics, Benton City statistics and Hanford Site statistics to provide the administrative staff with Benton County crime rates. The raw data is composed into reports identifying percentage changes and clearance rates, which are then forwarded to the command staff. UCR data is submitted monthly to WASPC. Washington State UCR stats are submitted by WASPC to the FBI, who then produces the yearly *Crime in the United States* publication.

The chart below shows the organization structure for 2011-2012 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

Reporting crime statistics will be moving from Uniform Crime Reporting (UCR) format to the National Incident-Based Reporting System (NIBRS) format. The Criminal Records division will start the six to twelve month NIBRS certification process in the first quarter of 2011.

Sheriff - C&R	2007	2008	2009	2010	2011 - 2012		Percent
	Actual	Actual	Actual	Budget	Budget	Change*	Change
Positions/FTE	6.00	8.00	8.00	8.00	8.00	0.00	0.0%
Licenses & Permits	\$ 23,473	\$ 32,154	\$ 38,209	\$ 39,000	\$ 81,000	\$ 3,000	3.8%
TOTAL REVENUES	\$ 23,473	\$ 32,154	\$ 38,209	\$ 39,000	\$ 81,000	\$ 3,000	3.8%
Personnel & Benefits	\$ 280,376	\$ 381,079	\$ 399,385	\$ 408,568	\$ 899,864	\$ 82,728	10.1%
Supplies & Services	35,637	27,144	22,578	25,119	50,279	41	0.1%
Intergovernmental	717,961	716,844	705,738	691,065	1,365,455	(16,675)	-1.2%
Interfund Charges	36,616	31,862	62,945	44,591	124,281	35,099	39.4%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 1,070,590	\$ 1,156,929	\$ 1,190,646	\$ 1,169,343	\$ 2,439,879	\$ 101,193	4.3%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

License and permit revenue reflects a continued increase in applications for gun permits.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Intergovernmental service decrease reflects the EDC/Dispatch increase charged to the County for emergency dispatch services.

Interfund Charges increase is due to increases in insurance management and workers compensation expenses.

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 mail CPL to applicant or mail denial letter in a timely manner.

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 Maintain that the storage and maintenance of case file follow-up data is processed quickly and efficiently filed.

MEASURES:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected
Input/Activity:				
Public Records requests	1a	1,542	1,800	3,273
Output:				
Concealed Pistol License	1b	1,204	855	1,748
Police reports processed	2a	3,459	3,343	7,024
Property Released	2b	2,852	1,742	3,883
Efficiency:				
% Public records request complete in 3 days	1a	78%	79%	75%
% Public records request complete 5 days/more	1a	22%	21%	25%
Outcome Target/Trends				
Public records requests completed	1a	1,542	1,800	3,273

2011 - 2012 ACTION STEPS

Department Goal 1

- > Obtain approval for two additional scanners to increase productivity.
- > Obtain approval for a phone tree to be used by the clerical staff at the main window.

Department Goal 2

- > Continue purging unnecessary evidence in the property room.
- > Continue defining property and evidence procedures.
- > Begin destruction of records past retention.

Services

Various Reports

The Benton County Sheriff's office participates in the Uniform Crime Reporting program. Each month statistics are compiled from the incidents entered into RMS and electronically transmitted to the State. These statistics are also posted on a shared network drive so personnel can access them for various purposes. 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 UCR report and distributed to the Patrol Captain, Undersheriff and Sheriff.

Customer Service

Customer service is a primary responsibility of the records staff. We 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 make a determination whether or not records can assist the citizen or if we need to refer him/her elsewhere.

Liaison

Being the responsible staff for processing and storage of incident reports, the records staff has become a liaison between department staff, Prosecutor's office, Superior and District Courts, and various law enforcement agencies. We make sure that messages are provided and follow-up is performed so that the department operates smoothly.

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.

Services continued

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. If unable to validate information in this manner, a memo is sent to the corresponding court for follow-up.

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 and CALEA 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 run which lists all of the case files processed by the Criminal Records division and then each case is accounted for in the storage area.

Case entry into the Records Management System (RMS)

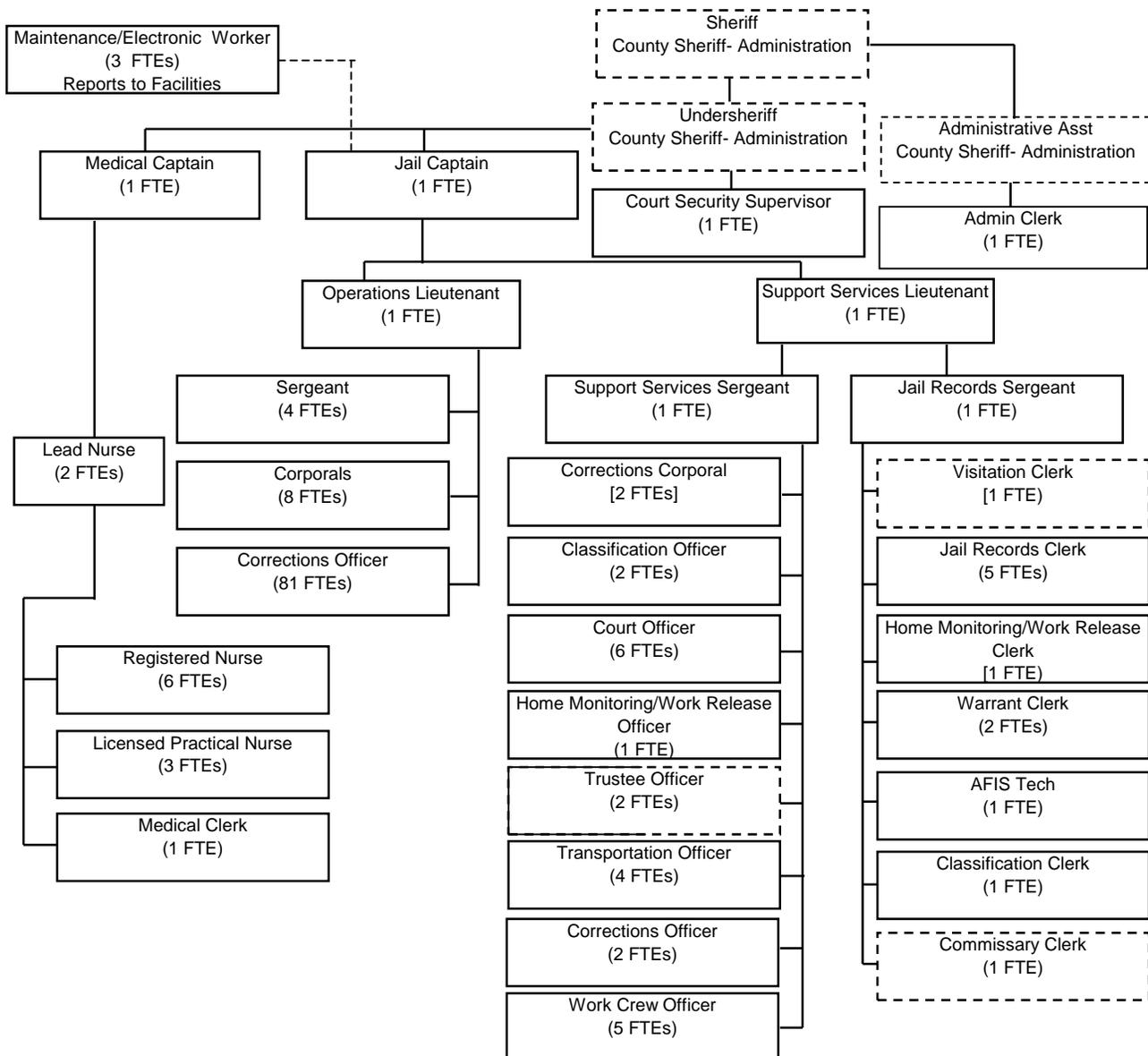
Every incident must be entered in the records management system. Most reports are being submitted electronically via the deputy's laptop and flowing through to the records management system. Records staff verifies that all incidents have been received in the system and then process the reports. Offenses are entered based upon the submitted report and Uniform Crime Reporting (UCR) 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 participants name, address, date of birth and physicals. Clerical staff uses all means available to make sure the name records hold the most current information.

County Sheriff - Corrections

The Benton County Sheriff's Office Bureau 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 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 2011-2012 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 in 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

Employee turnover rates – recruiting highly motivated individuals that demonstrate the qualities and characteristics needed to be a professional corrections officer with the Benton County Sheriff's

The loss of the Olympia contract in late 2010 has had an impact on overall inmate population. We will pursue additional contract inmates to fill available beds.

Increases in medical costs for inmates is causing additional strain on jail expenditures.

Sheriff - Custody	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	153.00	153.00	153.00	151.00	149.00	-2.00	-1.3%
Intergovernmental	\$ 8,252,702	\$ 8,318,478	\$ 8,443,135	\$ 8,889,194	\$16,997,904	\$ (780,484)	-4.4%
Charges & Fees	780,116	807,902	951,302	798,164	1,629,938	33,610	2.1%
Miscellaneous	2,094	2,949	1,363	4,500	8,600	(400)	-4.4%
Other Financing	512	2,269	-	250	-	(500)	-100.0%
TOTAL REVENUES	\$ 9,035,424	\$ 9,131,598	\$ 9,395,801	\$ 9,692,108	\$18,636,442	\$ (747,774)	-3.9%
Personnel & Benefits	\$10,121,356	\$10,775,451	\$11,238,218	\$11,146,508	\$24,164,473	\$1,871,457	8.4%
Supplies & Service	2,052,071	2,115,278	2,232,789	2,283,330	4,572,980	6,320	0.1%
Intergovernmental	146,146	161,646	165,928	174,783	308,202	(41,364)	-11.8%
Interfund Charges	1,079,810	1,114,714	1,351,034	1,409,845	3,187,042	367,352	13.0%
Capital	31,109	159,062	10,488	-	-	-	0.0%
TOTAL EXPENDITURES	\$13,430,492	\$14,326,151	\$14,998,456	\$15,014,466	\$32,232,697	\$2,203,765	7.3%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Intergovernmental revenue reflects a reimbursement from the City of Kennewick, City of Richland, City of West Richland, and City of Prosser for their portion of usage of the Jail. Additionally, the revenue reflects revenue related to contracts for Jail usage with the United States Marshals and the Department of Corrections.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Intergovernmental expenditures reflect the Bi-County Police Information System (BI-Pin) fees/service charges.

Interfund expenditures reflect charges by other departments for services provided to the Custody department for Civil Service Administration, financial services, and prosecuting attorney staff. Additionally, data processing administration increase includes network maintenance, software application support and phone maintenance.

Interfund Charges increase is due to increases in insurance management and workers compensation expenses.

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.

Benton County has an annual contract with non-local entities to provide bed space for a daily rate. These are Contract inmates. Benton County presently has contracts with the Department of Corrections (DOC) and the United States Marshals.

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.

Performance Measures continued

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 30% of operating expenditures.

Objective 1b Monitor and evaluate the effectiveness of Work Release programs.

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:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected*
Input/Activity:				
Average Daily population	1a	667	680	678
Average Daily Population of Contract inmates	1a	179	170	176
Average Daily Population of Local inmates	1a	488	510	502
Work Release beds available daily	1b	30	30	30
Output:				
Average Daily number of unfilled beds	1a	73	60	62
Average daily Work Release participants	1b	22	27	23
Number of training hours per corrections officer	2	48	48	48
Efficiency:				
% of Contract Inmate revenue to expenditures	1a	32%	35%	35%
% increase in work release bed days saved	1b	-29%	23%	-15%
Outcome Target/Trends				
Increase in filled beds	1a	-8	13	-2
Beds filled with Contract inmates	1a	24%	23%	24%
Beds filled with Local inmates	1a	66%	69%	68%
Bed days saved by Work Release program	1b	8,030	9,855	16,790
Training hours above minimum required per officer	2	0	0	0

*Biennial budget implemented in 2011 - 2012. 2011 - 2012 projected column compares 2011 - 2012 to two times 2010 projected.

2011 - 2012 ACTION STEPS

Department Goal 1

- > Maintain a 74/26% split between the local/contract populations. The Contract population provides revenue that helps sustain a lower bed day rate for the local participants.
- > Maintain an average daily work release population at 27 inmates per day. By keeping the number of work release beds full, we free up bed space for additional contract population usage.
- > Create detailed written procedures for commissary store tasks. Restructure the commissary duties to increase efficiencies within the commissary store.
- > Continue to review and research new technology to assist us in the performance of our day-to-day duties.

Performance Measures continued

2011 - 2012 ACTION STEPS continued

Department Goal 2

- > Maintain the minimum amount of training per officer per year without any increase to the training or travel budgets.
- > Continue to 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 the operations lieutenant. The Support Services division is responsible for all support clerical, court appearances, transports and warrants. The Support Services division is under the direction of the support services lieutenant. The Administrative Lieutenant is responsible for all inmate programs such as MRT, AA and NA. This Lieutenant is also responsible for policy review, training of Corrections and Clerical staff and volunteers.

Alternative programs

The Benton County jail provides local user agencies several alternative programs to meet community needs.

Electronic Home Monitoring and Work Release

The work release and electronically home monitoring programs allow low-risk inmates to maintain employment while holding them accountable for their misconduct.

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.

Automated Fingerprint Identification System (AFIS)

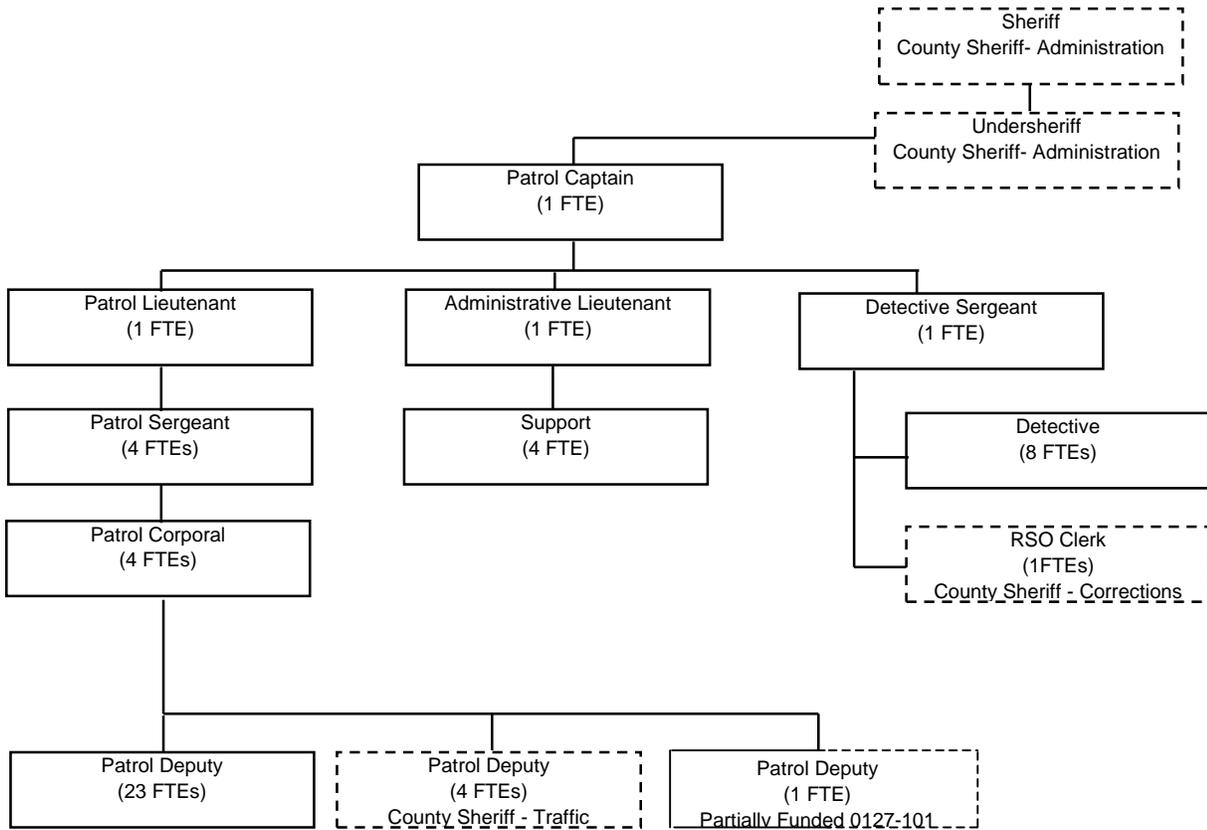
The bureau uses an electronic fingerprint system called Live-Scan under contract with Washington State Patrol, which provides electronic transmission of arrest demographics and fingerprints to the Washington State Identification and Criminal History Section (WASIS). The transmitted data is updated in 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 48 commissioned officers. The Law Enforcement bureau consists of two divisions – the Patrol and Support Services divisions, of which are under the direction of lieutenants.

The chart below shows the organization structure for 2011-2012 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; steadily improving interagency cooperation; and exhibiting the highest degree of personal and professional integrity.

Key Issues

Benton County has experienced a growing gang presence over the past several months. The gang problem is becoming a countywide epidemic; not even our smallest rural communities are immune. 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 have deployed and directed patrol units to identify and suppress the most harmful gang members. Our strategies, efforts and progress is tracked through our regular PARSTAT meetings.

But we also know it's not possible to arrest our way out of the gang problem. It requires community participation to rid our county of gangs. Gangs thrive in disorganized communities. A successful gang prevention, intervention and suppression response requires collaboration between all who are affected: citizens, businesses, schools, and government agencies. The Sheriff's Office is working hard to organize a Gang Response Team to fight the gangs and educate our community.

Sheriff- Patrol	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	48.00	48.00	48.00	48.00	48.00	0.00	0.0%
Intergovernmental	\$ 1,105,898	\$ 1,377,271	\$ 1,544,282	\$ 1,404,905	\$ 2,841,785	\$ 31,975	1.1%
Charges & Fees	120,366	114,442	125,843	121,127	227,851	(14,403)	-5.9%
Miscellaneous Revenue	65	315	8,503	5,700	12,000	600	5.3%
TOTAL REVENUES	\$ 1,226,329	\$ 1,492,028	\$ 1,678,627	\$ 1,531,732	\$ 3,081,636	\$ 18,172	0.6%
Personnel & Benefits	\$ 3,934,505	\$ 4,098,393	\$ 4,358,642	\$ 4,530,695	\$ 9,367,616	\$ 306,226	3.4%
Supplies & Services	447,937	491,702	477,361	368,006	704,161	(31,851)	-4.3%
Intergovernmental	51,607	54,481	66,020	69,329	197,335	58,677	42.3%
Interfund Charges	506,928	540,643	594,796	585,550	1,332,606	161,506	13.8%
Capital	340,304	926,110	462,785	191,650	797,272	413,972	108.0%
TOTAL EXPENDITURES	\$ 5,281,281	\$ 6,111,329	\$ 5,959,604	\$ 5,745,230	\$12,398,990	\$ 908,530	7.9%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Intergovernmental revenue increase relates to the Department of Energy - Hanford Patrol revenue. This is revenue for services provided in the Hanford area.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Intergovernmental expenditure increase relates to rises in EDC 800 MHZ user fees and EDC Dispatch fees (Emergency Dispatch Center).

Interfund Charges increase is due to increases in insurance management and workers compensation expenses.

Performance Measures

Initiative 1: Service Delivery

- Department Goal 1:** To provide manpower to staff a full time gang task force.
- Objective 1a Backfill at least five FTE positions to staff the gang task force.
- Objective 1b Increase efficiency by focusing on criminal street gangs

Initiative 2: Procedure Management - Workflow Analysis

- Department Goal 2:** To provide the highest efficiency of law enforcement services in the areas of criminal investigation, fugitive apprehension, collision investigation, and traffic education and enforcement.
- Objective 2 Increase deputy efficiency by implementing the SECTOR program.

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.

Performance Measures continued

MEASURES:

	Objective	2009 Actual	2010 Projected	2011 - 2012 Projected*
Input/Activity:				
Calls for Service	2	39,448	38,735	60,440
Mandatory in-service training hours per officer	3	24	24	24
Output:				
Number of SECTOR (on-line) tickets	2	2,820	9,080	18,160
In-Service training hours per officer	3	30	30	30
Developmental training hours per officer	3	30	30	30
Efficiency:				
Combined clearance rate of crimes	2	29%	19%	21%
Clearance rate on violent crimes	2	64%	63%	63%
Clearance rate on property crimes	2	16%	16%	16%
Outcome Target/Trends				
Total training hours above State minimum	3	36	36	36
Increase in SECTOR (on-line) tickets	2	4847%	222%	0%

*Biennial budget implemented in 2011 - 2012. 2011 - 2012 projected column compares 2011 - 2012 to two times 2010 projected.

The FBI tracks major crimes and clearance rates nationwide through their Uniform Crime Reporting (UCR) program. The FBI reports two clearance rates per year, the rate for violent crimes and the rate for property crimes. In 2009, the nationwide average for clearance of violent crimes was 47.1% and the nationwide average for clearance of property crimes was 18.6%. For 2009, the Benton County Sheriff's Office reports a combined clearance rate of 29% for all major crimes. That number is broken down to 62% for violent crimes and 16% for property crimes (on average). Information for 2010 rates is not available at this time.

2011 - 2012 ACTION STEPS

Department Goal 1

- > In 2011, the Benton County Sheriff's Office seeks to hire and train five deputies to enable the selection of five full time gang unit positions. The Benton County Sheriff's Office is participating in the COPS Hiring Grant to augment this increase in manpower. This focused approach is necessary to meet the increase in criminal gang activity in Benton County. Gang activity is responsible for the majority of the violent crimes nation-wide. Gangs are also responsible property crimes, malicious mischief and other issues that create fear in our community. This Gang Task Force will reduce the amount of violent gang activity that surrounding counties are currently experiencing.

Department Goal 2

- > Further develop the role of Public Information Officer to provide necessary information to the clients through the use of public media outlets.

Department Goal 3

- > Have a permanent, knowledgeable and trained team in place to maintain the gang intelligence file, stay current on gang trends and identify and effectively respond to gang problems early.
- > Investigate utilizing the Human Resources Management System (HRMS) to monitor training hours and courses attended for deputies, plus the tracking of training/travel expenses.

Services

Patrol Division

The patrol lieutenant, assisted by an administrative sergeant, oversees the Patrol division, which consists of 36 deputies. The officers 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.

Aircraft

The Benton County Sheriff's office owns and operates a Cessna 182 fixed-wing aircraft. Two deputies, in addition to their patrol duties, are trained commercial pilots. They are available to deploy the aircraft for search and rescue missions, aerial narcotics detection, crime scene surveillance and other emergency uses.

Support Services Division

The support services lieutenant, and four detectives assigned to the division, handle all major crime investigations, internal investigations, sex offender registration violations and oversee the evidence unit. One additional detective is assigned full-time to the Tri-City Metro Drug Task Force, which is comprised of officers from all of the local law enforcement agencies. In addition, the support services lieutenant oversees the following services:

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 throughout Benton County.

School Resource Officers

Specially trained deputies are assigned as school resource officers (SRO's) at Kiona-Benton and Riverview High Schools. They serve as both law enforcement and security resources to the schools and communities.

Clandestine Drug Lab Response

Benton County has one of the highest occurrences of methamphetamine labs in Washington State, which has resulted in the necessity to create a mitigation team. The team consists of five members of the Patrol division, all of whom are specially trained in the detection and clean up of clandestine methamphetamine labs. In addition, the deputies team with like-trained officers of local police departments to form a larger regional team.

Drug Abuse Resistance Education (DARE)

The Benton County Sheriff's office has offered and presented the DARE anti-drug and violence curriculum to area schools since 1988. Two patrol deputies, who are specially trained part-time DARE deputies under the newly revised DARE curriculum, present a 10-week program to third, fifth and seventh graders. Locally, this program serves over 1,000 children each year. Participating school districts are: Finley, Kennewick, Kiona-Benton, Paterson, Prosser and Whitstran.

Services continued

K-9 Patrol

The Sheriff's office currently has two canine units deployed by the patrol division, one assigned to each of the two squads, which enables 12-hour coverage, with call-out coverage available during off times. The canines are Washington State Certified in narcotics detection, tracking and officer protection.

SWAT Team

The Sheriff's office has six members specially trained in the use of special weapons and tactics (SWAT). Two additional officers are trained in hostage negotiations. Together they join other specially trained officers from Kennewick, Richland, Prosser and West Richland police departments to staff a regional SWAT team of over 20 officers.

Marine Patrol

The marine patrol, which consists of several deputies who are specially trained in boat operations, serves Benton County by patrolling the navigable waterways within the Sheriff's office jurisdiction. The marine units, assisted by reserve deputies, provide regular patrols during the summer months and on an as-needed basis throughout the remainder of the year. The unit has three 23-foot aluminum inboard jet boats, which are normally stationed throughout Benton County (Kennewick, Paterson and the Hanford site) in order to provide quick response time. In 2008, we also obtained a 25-foot safe boat with dual 200 hp outboard motors. It is a state-of-the-art, virtually unsinkable boat.

Reserve Deputies

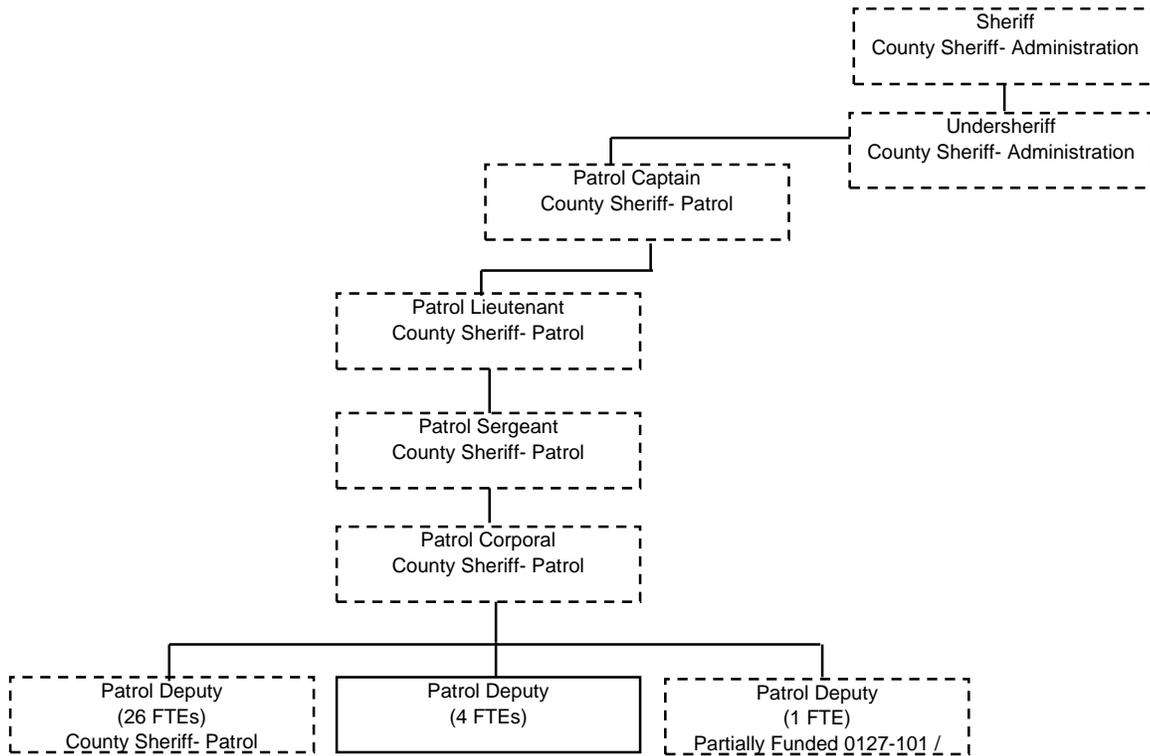
The Sheriff's office is staffed with specially trained members of the community as unpaid reserve deputies. Members of the community who are interested in volunteering their time may submit an application to the department and attend a reserve officer-training academy, which is held in Pasco, Washington. 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.

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 2011-2012 only.

* Dashed boxes represent positions funded by other sources.



Mission

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Key Issues

Two key issues impacting our traffic control responsibilities are the increasing costs of vehicles and fuel. Traffic Units are currently equipped with Sport Utility Vehicles. These vehicles are necessary to carry the extra equipment necessary to weigh commercial vehicles, as well as investigate major collisions in remote areas. The cost of these vehicles is considerably higher than regular patrol cars and they are not as fuel efficient. Another key issue is the off-shift availability of a trained and certified accident investigator. This usually results in the supervisor having to call in an accident investigator from home, which causes delays.

Sheriff - Traffic	2007	2008	2009	2010	2011 - 2012		Percent
	Actual	Actual	Actual	Budget	Budget	Change*	Change
Positions/FTE	4.00	4.00	4.00	4.00	4.00	0.00	0.0%
No revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	0.0%				
Personnel & Benefits	\$ 319,818	\$ 342,610	\$ 349,102	\$ 371,848	\$ 784,841	\$ 41,145	5.5%
Supplies & Services	27,509	33,800	27,087	30,862	61,724	-	0.0%
Intergovernmental	-	576	576	576	2,426	1,274	110.6%
Interfund Charges	20,941	21,913	26,507	27,600	66,267	11,067	20.0%
Capital	33,670	34,862	40,285	45,760	89,056	(2,464)	-2.7%
TOTAL EXPENDITURES	\$ 401,938	\$ 433,761	\$ 443,556	\$ 476,646	\$ 1,004,314	\$ 51,022	5.4%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Capital expenditures are for replacement vehicles.

Intergovernmental increase is due to an increase in overall access fees.

Interfund charges increase is due to increases in insurance management and workers compensation expenses.

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 Decrease the cost of vehicles and fuel by replacing the SUV's currently in service with sedans.

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 Technicians".

MEASURES:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected
Input/Activity:				
Number of Infraction	1a	1,303	1,475	2,088
Mandatory in-service training hours per officer	2	24	24	48
Output:				
Investigation of Traffic Accidents	1a	48	50	80
In-Service training hours per officer	2	30	30	60
Developmental training hours per officer	2	30	30	60
Number of SECTOR (on-line) tickets	1b	877	900	1,970
Efficiency:				
Percent of infractions investigated	1a	3.68%	3.39%	3.83%
Outcome Target/Trends				
In-Service training hours above State minimum	2	6	6	12
Total training hours above State minimum	2	36	36	72
Increase in SECTOR (on-line) tickets	1b	706	23	170

2011 - 2012 ACTION STEPS

Department Goal 1

- > In 2011 the Benton County Sheriff's Office will be replacing two currently issued traffic unit SUV's with Ford Crown Victoria sedans. In 2012 two more SUV's will be replaced with sedans. This will reduce the cost of vehicles and fuel. The commitment for truck weighs and investigations in remote areas will be accomplished through maintaining several "spare" SUV's.

Department Goal 2

- > In 2011 the Benton County Sheriff's Office will seek the next level of collision investigation training for two additional deputies to provide an additional Traffic Specialist for each Patrol Squad. In 2012 two more deputies will be trained in the next level of collision investigation.

Services

Traffic Specialists

The traffic control budget provides funding for four uniformed deputies. Of those four, two are selected as traffic specialists. They are assigned to unmarked vehicles for greater effectiveness. They are trained to the highest level of accident investigations and hold the title of Traffic Collision Reconstructionist. The deputies must attend four different levels of training for a total of 400 hours to achieve this level.

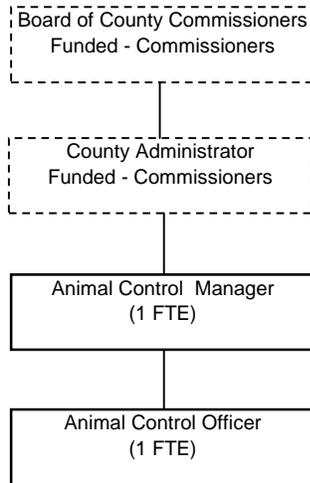
All four of the individuals funded under this area drive four wheel drive SUV's that are equipped with portable vehicle scales and are tasked with providing commercial vehicle enforcement on the County roadways. This activity helps to limit damage to roadways from overweight vehicles.

Animal Control

The Benton County Animal Control department provides quality customer service in all phases of animal control operations and quality care for all animals in Benton County.

The chart below shows the organization structure for 2011-2012 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 animals within Benton County. We achieve our mission by protecting citizens from dangers and hazards of uncontrollable animals and promoting responsible pet ownership.

Key Issues

Creating policies and procedures is always a daunting task with the creation of a new department. The focus for 2011 - 2012 will be to gain an understanding of animal control operations, how to effectively manage and run the department, and develop systems that will be able to track necessary records.

Animal Control	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	0.00	0.00	0.00	2.00	2.00	0.00	0.0%
Charges & Fees	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%
Personnel & Benefits	\$ -	\$ -	\$ -	\$ 101,079	\$ 351,369	\$ 149,211	73.8%
Supplies & Services	-	-	-	53,025	49,650	(56,400)	-53.2%
Interfund Charges	-	-	-	1,128	12,832	10,576	468.8%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 155,232	\$ 413,851	\$ 103,387	33.3%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Animal Control is a new department within the Current Expense Fund. The anticipated time frame for the completion of the facility is Spring of 2011.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: To provide high quality animal control services to the citizens and animals 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 Build an animal shelter that will house lost or unwanted animals in a humane manner.

Objective 1c Euthanize unwanted, sick or injured animals in a way that is respectful and humane.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Create procedures and processes for all aspects of Animal Control.

Objective 2a Utilize the Pet Point system to track impounded animals as well as fees collected.

Objective 2b Develop and implement an adoption/rescue program policy.

Performance Measures continued

MEASURES:

	Objective	2009 Actual	2010 Projected	2011 - 2012 Projected
Input/Activity:				
Calls for Service	1a	N/A	N/A	800
Output:				
Number of Animals Impounded	1a	N/A	N/A	700
Number of Animals Euthanized	1a,1b	N/A	N/A	120
Number of Animals Adopted	1a,2b	N/A	N/A	300
Number of Animals Returned to Their Owners	1a	N/A	N/A	250
Efficiency:				
Adoption Percentage	1a,2b	N/A	N/A	43%
Euthanization Percentage	1a,1b	N/A	N/A	17%
Returned to Owner Percentage	1a	N/A	N/A	36%
Outcome Target/Trends				
Increase/decrease in Animals Impounded	1a	N/A	N/A	N/A
Increase/decrease in Animals Euthanized	1b	N/A	N/A	N/A
Increase/decrease in Animals Adopted	2b	N/A	N/A	N/A
Increase/decrease in Animals Returned	1a	N/A	N/A	N/A

2011 - 2012 ACTION STEPS

Department Goal 1

- > Research other animal control facilities and implement strategies and techniques for catching/trapping stray animals in a safe manner.

Department Goal 2

- > Maintain animal records electronically in Pet Point for easier access and accountability.

Services

Provide daily care for shelter animals by cleaning/disinfecting kennel runs, cages and other areas of the shelter and providing food and water to the animals. Medicate sick or injured animals as prescribed by veterinary staff, screen and counsel potential pet adopters to ensure adopted animals receive healthy, appropriate, and humane long-term care.

Transport animals to other shelters, medical facilities, and adoption events.

Assist the public when bringing in or redeeming dogs, participate in animal welfare educational activities, process off-site adoptions, perform data entry functions, write investigatory and incident reports, educate the public on dog care and laws and regulations covering pet ownership.

Services continued

Respond to complaints of animal nuisance and vicious or abused dogs; determine course of action, write reports and issue written warnings or citations. Pick up owned or stray animals, enforce dog control ordinances, prepare court cases and testify in court, write investigatory and incident reports and maintain logs, mediate and resolve conflicts.

Non-Departmental Public Safety

Non-Departmental	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 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	-	-	-	-	-	-	0.0%
Intergovernmental	36,210	34,467	27,951	27,951	55,902	-	0.0%
Interfund Charges	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 36,210	\$ 34,467	\$ 27,951	\$ 27,951	\$ 55,902	\$ -	0.0%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Nothing to report at this time.

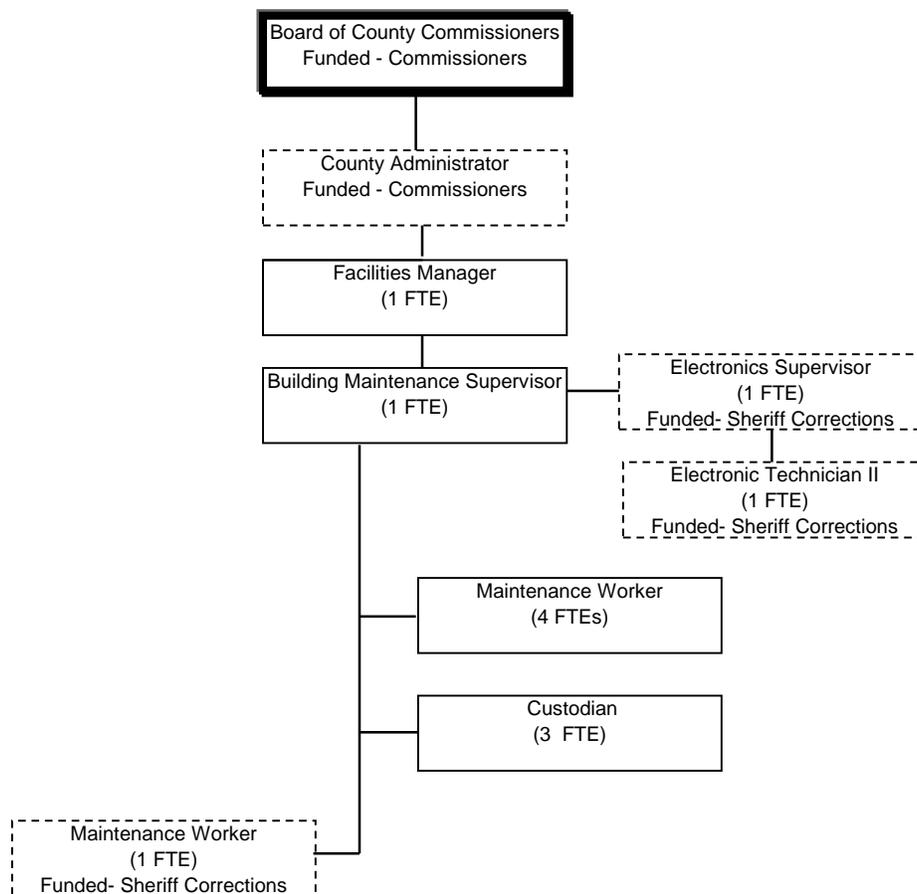
Physical Environment



Facilities

The Facilities department is responsible for the physical environment of all County facilities. Facilities include a 700 bed Jail (Kennewick), the Courthouse (Prosser), the Justice Center (Kennewick), the Benton-Franklin Health District Building (Kennewick), the Animal Control Facility (Kennewick), and the Kennewick Annex along with several other smaller satellite offices. This department also acts as the construction contracting office for the administrative division (non-road) of Benton County.

The chart below shows the organization structure for 2011-2012 only.



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 continues to be challenged by the route we use to obtain services from providers outside of the County staff which is mandated by RCW's. This can involve the utilization of the small works roster, the vendor list, and annual service contracts. The procedures necessitate an increase in record keeping and staff hours to maintain compliance.

Facilities	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	8.00	9.00	9.00	9.00	9.00	0.00	0.0%
Miscellaneous Revenue	\$ -	\$ 316,030	\$ 342,566	\$ 340,277	\$ 698,838	\$ 18,284	2.7%
TOTAL REVENUES	\$ -	\$ 316,030	\$ 342,566	\$ 340,277	\$ 698,838	\$ 18,284	2.7%
Personnel & Benefits	\$ 467,251	\$ 540,050	\$ 567,317	\$ 568,454	\$ 1,044,387	\$ (92,521)	-8.1%
Supplies & Services	394,622	460,077	503,519	646,245	1,276,940	(15,550)	-1.2%
Interfund Charges	105,430	85,842	94,308	91,273	198,630	16,084	8.8%
Capital	33,647	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$1,000,950	\$1,085,969	\$1,165,144	\$1,305,972	\$ 2,519,957	\$ (91,987)	-3.5%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Interfund charge increase is due to changes in automobile rental and workers' compensation rates in addition to a increase in data processing.

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 required programmed maintenance.

Objective 1c Maintain a stable average maintenance cost per square foot.

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:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected*
Input/Activity:				
Budgeted Amount	1c	\$1,165,144	\$1,305,972	\$ 2,519,957
Output:				
Work orders issued	1a	2,612	3,000	6,100
Facilities square foot maintained	1c	208,553	208,553	208,533
Training hours	2	58	60	120
Efficiency:				
Percent of Work orders completed	1a	99.9%	99.0%	99.0%
Percent of increase in maintenance cost sq/ft	1c	7.2%	12.1%	-3.5%
Percent of increase in training hours	2	9.4%	3.4%	0.0%
Outcome Target/Trends				
Work orders completed	1a	2,609	2,970	6,039
Average cost per square foot per year	1c	\$ 5.59	\$ 6.26	\$ 6.04
Completion rate of required maintenance	1b	100%	100%	100%

*Biennial budget implemented in 2011 - 2012. 2011 - 2012 projected column compares 2011 - 2012 to two times 2010 projected.

2011 - 2012 ACTION STEPS

Department Goal 1

- > Continue the Maintenance Service/Scheduling Plan for Benton County
- > With the automated work order system, develop baselines for number of work orders submitted versus completed by year end and work orders by department and/or structure.
- > Ongoing safety/security reviews of all county facilities on a daily basis and the implementation of necessary corrections, repairs and/or modifications.
- > Continue development of the preventative maintenance repair program for county building mechanical equipment.
- > Continue the Metasys system upgrade at the Justice Center Complex and provide training on the new features of the system.
- > Implementation of a new electronic Purchase Order (PO) system to assist with the efficiency of approving and paying bills.

Department Goal 2

- > Continue staff education/training/service levels by providing more training opportunities.
- > Continue the development of the safety program for the maintenance staff.

Services

Preventative Maintenance

Provide preventative maintenance on all equipment to extend the life of the equipment and provide continuous service. Down time must be kept to a minimum.

General Maintenance

Fix items/equipment that break, whether found on routine inspection or reported by customer, or by the Metasys electronic monitoring system.

Maintain Security/Life Safety System

While security is the responsibility of the Sheriff's office, Facilities is responsible for providing the hardware and software for the security system.

Maintain and inspect fire suppression system.

Custodial

Provide custodial services for all facilities utilizing a mix of contractor staff and employees.

Contracting

Provide contracting and procurement services for administrative division (non-road). Act as contracting officer for capital improvements.

Non-Departmental Physical Environment

Non-Departmental	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 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	-	-	-	-	-	-	0.0%
Intergovernmental	28,499	29,704	43,636	35,197	68,782	(1,612)	-2.3%
Interfund charges	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 28,499	\$ 29,704	\$ 43,636	\$ 35,197	\$ 68,782	\$ (1,612)	-2.3%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Intergovernmental expenditure decrease reflects the Clean Air yearly assessment.



Economic Environment

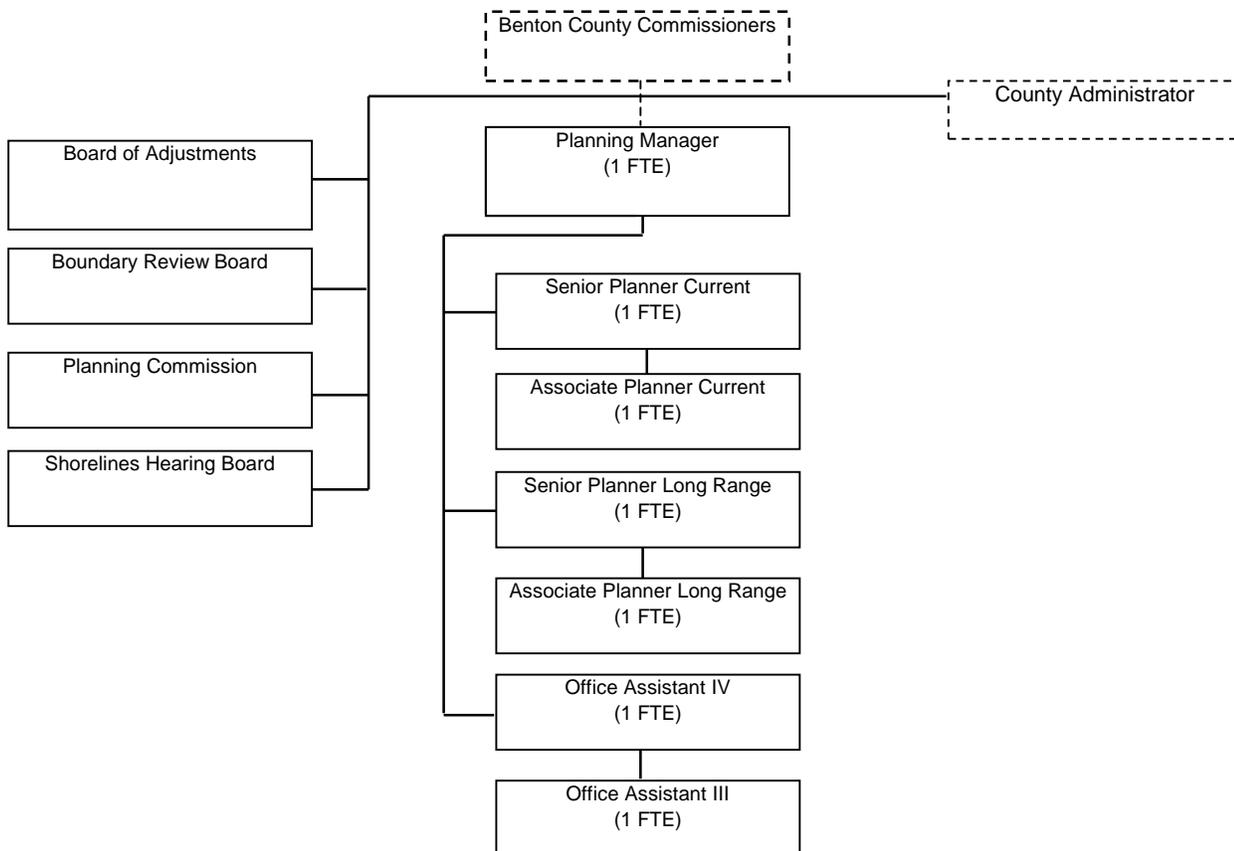


Planning

The Benton County Planning department administers a variety of county land use and environmental regulations related to the Benton County Code, Comprehensive Plan and other resource management tools governing land use/development within the County, including zoning and land use, SEPA, critical areas; i.e., wetlands, floodplains, riparian areas, wildlife habitat areas, etc., shorelines, subdivisions, short plats and boundary line adjustments. The department reviews development proposals, conducts on-site inspections and prepares land use applications for public hearings before the Planning Commission, Board of Adjustment, Boundary Review Board, Shorelines Hearing Board and Board of County Commissioners.

The chart below shows the organization structure for 2011-2012 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

The Planning Department's priority will be to complete the update of the County's zoning ordinances and development regulations to ensure consistency with the goals, maps and policies of its Comprehensive Plan. The new County code will further support existing and proposed developments and provide certainty for future developments, while maintaining the quality of life that the citizens of Benton County have come to enjoy.

The Planning Department must continue to enhance it's public participation process to provide for new and innovative ways that assure maximum involvement and allow the citizens of Benton County the opportunity to participate effectively in all county planning programs.

Planning	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	7.00	7.00	7.00	7.00	7.00	0.00	0.0%
Intergovernmental	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Charges and Fees	75,150	24,084	26,215	25,950	54,200	2,300	4.4%
TOTAL REVENUES	\$ 84,150	\$ 24,084	\$ 26,215	\$ 25,950	\$ 54,200	\$ 2,300	4.4%
Personnel & Benefits	\$ 491,576	\$ 448,755	\$ 497,827	\$ 507,087	\$ 1,115,506	\$ 101,332	10.0%
Supplies & Services	38,185	60,909	28,347	35,890	71,780	-	0.0%
Interfund Charges	67,903	66,572	82,113	65,595	131,726	536	0.4%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 597,664	\$ 576,236	\$ 608,288	\$ 608,572	\$ 1,319,012	\$ 101,868	8.4%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: Provide a high level of service to the customers of the Benton County Planning Department.

Objective 1a Provide necessary meeting materials and documentation to the various planning boards at least ten days prior to the specific hearing dates in order to allow the members adequate time for review of the various documents.

Objective 1b Review project permit applications for completeness within five days of receiving them in the Benton County Planning Department's office.

Objective 1c Staff will continue to promote and improve public participation in the County's comprehensive planning process by sharing available information on current proposals, projects and programs through the County's website.

Initiative 2: Procedure Management - Workflow Analysis

Department Goal 2: Make department procedures "user friendly". With the needs of the public being the uppermost priority; streamline and simplify the application, review, and permitting processes.

Objective 2a Applicants should be notified within five days of the application being received, the project reviewer's name and contact information.

Objective 2b Revise the Planning Department's applications to allow for them to be filled out online by the applicant. Our goal is conversion of three application forms per month.

MEASURES:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected
Input				
Permits	1b	689	726	1,027
Output:				
On-Line applications available to public	2b	1%	60%	100%
Applicants notified within five (5) days of receipt	2a	90%	90%	100%
Permits reviewed for completeness in five (5) days	1b	90%	100%	100%
Efficiency:				
Percent of materials provided in timely manner	1a	95%	95%	98%
Percent of applicants notified within five (5) days	2a	95%	90%	98%
Outcome Target/Trends				
Meeting materials provided in time frame	1a	yes	yes	yes

2011 - 2012 ACTION STEPS

Department Goal 1

- > Preparation and adoption of Development Standards to implement the GMA Plan; I.e., new Zoning, Short Plat and Subdivision Ordinances, etc. Complete SEPA review.
- > In cooperation with the Cities in Benton County complete the development and implementation of the Joint Development Standards to be used within the respective City's UGA.
- > Develop a Shoreline Management Plan, amend and integrate it with the 1998 Benton County Comprehensive Plan per new regulations adopted by the Washington State Dept. of Ecology.
- > Update the Critical Areas Ordinance

Performance Measures continued

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.
- > Continued implementation of the permit tracking software to provide current permit information.

Services

Addressing

Provide E 911 addressing for new and temporary structures within unincorporated Benton County. Coordination of addresses with cities on development within UGA's.

Comprehensive Plan Revisions

Processes applications, Board of County Commissioners and Planning Commission requests for changes to the Comprehensive Plan, map and text.

Critical Area Review

Review and approval of development activity within or near critical resource areas. Review and approval of regulated surface mines.

Permit Coordination

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 determination on all projects, public and private subject to Benton County jurisdiction and which do not qualify for a SEPA exemption. Provides supervision of writing 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 recommendation 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.

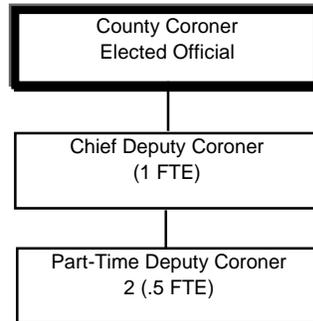
Mental & Physical Health



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 no 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 2011-2012 only.



Mission

The mission of the Benton County Coroner’s Office is to represent and speak for those who can no longer speak for themselves; to respectfully provide professional, accurate and timely death investigation services to all residents of Benton County by conducting an objective, thorough, efficient and independent investigation in to the cause, manner and time of death; to insure the decedents and their survivors are treated with the highest levels of respect and dignity within the resources entrusted to us.

Key Issues

Our department is in need of computer software & hardware automation, such as a case tracking system. The increase in deaths and staffing restrictions is impacting personnel. Our staff is available 24 hours a day.

Coroner	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	2.00	2.00	2.00	2.00	2.00	0.00	0.0%
Intergovernmental	\$ 22,227	\$ 49,196	\$ 33,553	\$ 44,000	\$ 89,513	\$ 1,513	1.7%
TOTAL REVENUES	\$ 22,227	\$ 49,196	\$ 33,553	\$ 44,000	\$ 89,513	\$ 1,513	1.7%
Personnel & Benefits	\$ 180,915	\$ 173,660	\$ 195,783	\$ 193,464	\$ 419,616	\$ 32,688	8.4%
Supplies & Services	93,928	114,922	107,009	99,939	199,878	-	0.0%
Interfund Charges	34,784	35,634	31,566	27,710	57,723	2,303	4.2%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 309,627	\$ 324,216	\$ 334,357	\$ 321,113	\$ 677,217	\$ 34,991	5.4%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

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:

	Objective	2009 Actual	2010 Projected	2011 - 2012 Projected*
Input/Activity:				
Total Coroner's Deaths	1a	1,328	1,100	2,000
Output:				
Deaths investigated	1a, 1b, 1c	438	460	920
Autopsies	1c	55	60	120
Training hours completed	2	88	100	200
Child fatality reviews	1a, 1b, 1c	5	4	8
Efficiency:				
Percent of deaths investigated	1a	33.0%	41.8%	46.0%
Percent increase in deaths investigated	1a	31.1%	5.0%	0.0%
Outcome Target/Trends				
Increase in number of deaths investigated	1a, 1b, 1c	104	22	0
Increase in number of autopsies	1a, 1b, 1c	8	5	0

*Biennial budget implemented in 2011 - 2012. 2011 - 2012 projected column compares 2011 - 2012 to two times 2010 projected.

2011 - 2012 ACTION STEPS

Department Goal 1

- > To provide Benton County with a thorough, professional staff that maintains the highest standard of ethics and conduct in investigation and service.
- > Implementation of a computerized record management system.
- > Continuing to minimize the response time to the death scene and thereby reduce the time law enforcement is out of service for a non criminal death.
- > Implement an environmentally friendly and economical method of prescription drug disposal.
- > Implement equipment replacement program and thereby maintain up-to-date equipment while minimizing the overall impact to the yearly budget.
- > Establish a Benton County Coroner web site.

Department Goal 2

- > Attend training classes at the WACME - Washington Association of Coroners and Medical Examiners convention.
- > Participate in emergency response and disaster preparedness efforts and training.

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	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 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	8,593	4,625	6,276	23,562	47,100	(24)	-0.1%
Interfund Charges	50,781	46,875	42,969	46,875	93,750	-	0.0%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 59,374	\$ 51,500	\$ 49,244	\$ 70,437	\$ 140,850	\$ (24)	0.0%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

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

The decline in Supplies & Services is due to a decrease in medical supplies.

Non-Departmental Mental and Physical Health

Non-Departmental	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 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	-	-	-	-	-	-	0.0%
Intergovernmental	321,395	599,179	338,007	368,735	737,470	-	0.0%
Interfund Charges	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 321,395	\$ 599,179	\$ 338,007	\$ 368,735	\$ 737,470	\$ -	0.0%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Nothing to report at this time.

Culture & Recreation

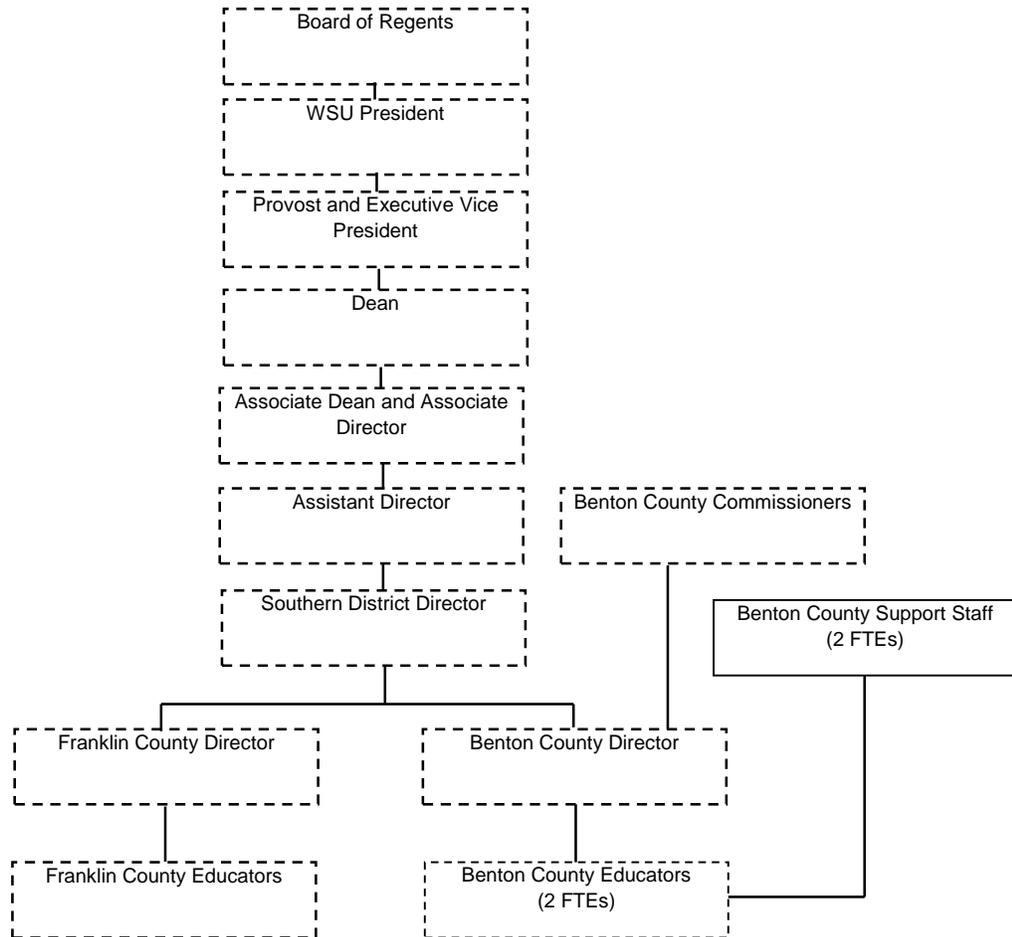


WSU Extension

Washington State University 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 2011-2012 only.

*Dashed Boxes represent positions funded by other sources.



Mission

Washington State University 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.

Washington State University Extension of Benton County creates, interprets, and delivers knowledge that improves the health and well-being of individuals and the environment, fuels the local and state economy, and enhances and enriches the lives of county residents and our communities.

Washington State University Extension is a unique partnership of federal, state and county governments.

Key Issues

The faltering economy has resulted in declining State funding for statewide extension programs. At this time, the WSU Extension has been minimally impacted. If we have continued cuts in State funding in 2011 and 2012, our programs may be negatively impacted.

Co-Operative Extension	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	2.00	2.00	2.00	2.00	2.00	0.00	0.0%
Intergovernmental	\$ -	\$ -	\$ -	\$ 1,700	\$ -	\$ (3,400)	-100.0%
Charges & Fees	5,716	4,243	3,368	10,200	8,500	(11,900)	-58.3%
TOTAL REVENUES	\$ 5,716	\$ 4,243	\$ 3,368	\$ 11,900	\$ 8,500	\$ (15,300)	-64.3%
Personnel & Benefits	\$ 87,020	\$ 95,661	\$ 101,364	\$ 107,953	\$ 255,945	\$ 40,039	18.5%
Supplies & Services	113,780	118,835	113,584	108,596	217,192	-	0.0%
Interfund Charges	34,659	36,685	39,410	39,203	83,879	5,473	7.0%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 235,459	\$ 251,181	\$ 254,358	\$ 255,752	\$ 557,016	\$ 45,512	8.9%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Our revenue source is the sale of publications from Washington State University Extension publishing. Sale of these publications have decreased due to their availability directly via the internet at no charge. In addition, some of the publications are out-of-date and are no longer in print.

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Interfund Charges are determined by other departments and not the Extension.

Performance Measures

Initiative 1: Service Delivery

- Department Goal 1:** Provide informal and formal education opportunities to Benton County citizens.
- Objective 1a: Environmental Education to assist people in making wise decisions related to lawn, landscape and garden management, with an emphasis on sustainable environmentally sound practices.
- Objective 1b: Food and Nutrition Education to help families and individuals acquire the knowledge and skills needed to further their health and well-being, with an emphasis on good nutrition and safe food handling and preservation.
- Objective 1c: 4-H Youth Education to teach youth life skills, with an emphasis on leadership and citizenship skills.
- Department Goal 2:** Bring the State resources of Washington State University and the Washington Agricultural Research Centers to agricultural producers of tree fruit, wine grapes, and other high value fruit crops in Benton County.
- Objective 2: Assist tree fruit producers in finding ways to cut their production costs and increase their profitability.

MEASURES:

		2009	2010	2011 - 2012
	Objective	Actual	Projected	Projected
Input/Activity:				
4-H Clubs	1c	155	155	240
Master Gardener Program volunteers	1a	165	157	275
Master Food Preserver Program volunteers	1b	15	18	40
Output:				
4-H Training seminars	1c	2	2	4
Master Gardener training hours	1a	50	50	120
Master Food Preserver training hours	1b	40	40	80
Efficiency:				
Gardner trainees increase in knowledge	1a	100%	100%	100%
Food Preserver trainees increase in knowledge	1b	100%	100%	100%
4H Youth who passed training standards	1c	100%	100%	100%
Outcome Target/Trends				
4-H Youth educated in Quality Assurance	1c	442	177	300
Master Gardner community service hours	1a	8,658	10,607	19,000
Master Food Preserver community service hours	1b	763	925	1,500
Food \$ense participants	1b	545	500	4,000

2011 - 2012 ACTION STEPS

Department Goal 1

- > Serve the public by having WSU staff and faculty highly accessible, addressing critical issues, and focusing on prevention.
- > Enhance the ability of individuals and groups in making decisions for sound use and management of the community's natural resources.
- > Provide knowledge and skills to agricultural producers that will help them strengthen agriculture in Benton County through improved marketing, distribution and production, assuring an abundant and safe supply of food and fiber for American consumers.

Performance Measures continued

Department Goal 1 continued

- > Ensure the quality and safety of the meat animal products produced in Benton County through quality assurance education.
- > Provide knowledge and skills to individuals and decision makers that will help them to improve the livability and economic viability of Benton County communities through urban forest and green space enhancement and preservation.
- > Partner with schools and community agencies to teach Benton County youth and adults with limited incomes the skills and behaviors needed to eat healthfully and safely and to maximize the value of their available food dollars and food assistance benefits.
- > Make information available to all individuals in Benton County on safe food handling and food processing to prevent illness and economic loss related to food-borne illness.

Services

Consumer Horticulture

We provide individuals and communities in Benton County with education and technical assistance for successful management of sustainable landscapes, lawns, and gardens. This assistance includes environmentally sound insect, plant disease, and cultural management recommendations, problem diagnosis, and waste management. Special programs include urban and community forestry, the volunteer Washington State University Master Gardener Program, Fall Garden Fest, Spring Garden Day, and the Master Gardener Demonstration Garden.

Food and Nutrition Education

We help individuals and families in Benton County acquire knowledge and learn life skills to further their health and economic well-being. Special programs include nutrition education, Food \$ense, the volunteer WSU Extension Master Food Preserver/Food Safety Advisor program, and the Southeast Washington Health Weight Project for youth and adults.

4-H Youth Development

Our 4H/Youth Development programs help young people to become productive citizens by providing formal and non-formal experiential learning and developing skills that benefit youth throughout their life and strengthen both families and communities. Special programs include traditional 4-H clubs, County Fair, 4-H After-School programs, and specialty interest 4-H programs.

Agricultural

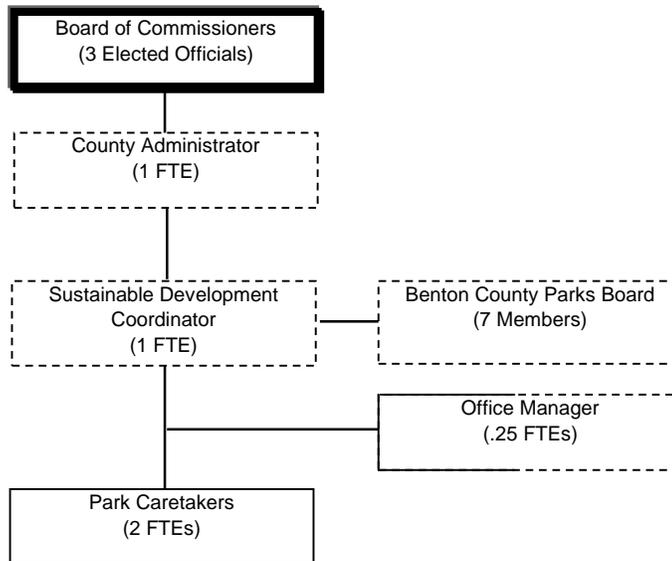
We provide education and technical assistance to those involved in the commercial production of agricultural commodities and livestock. This assistance includes environmentally sound pest, disease, and cultural management recommendations, problem diagnosis, and waste management. Special livestock programs include performance testing of livestock, carcass evaluation, and quality and safety of meat animal product education. Commercial horticulture programs focus on tree fruit, wine grape, and high value specialty crop production. Programs include on-farm research, summer tours for local, national, and international stakeholders in each commodity, monthly Grape Fieldman's breakfasts, and fruit schools.

Park 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.

The chart below shows the organization structure for 2011-2012 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

Overlapping Bureaucracies. Particularly as it applies for federal ownership of lands that Benton County leases for parkland; the restrictions and limitations beset upon the county by the ownership entities can be onerous. The federal government owns two of the County's eight parks, and it is difficult, time-consuming, and at times expensive to move projects through to completion due to the layers of approvals, paperwork, and restrictions.

Funding Constraints. Finding supplemental funding for maintenance and operations remains a struggle.. Grants are often available for capital improvements, and the Parks Department's capital funds can be invested as well; but additional funds to augment operations costs are always the most difficult to find.

Volunteerism and Partnerships. Benton County Parks has built great relationships with its seven "Partners in Parks" and has developed a dedicated volunteer corps. These groups help to raise funds and awareness for the parks, and undertake smaller projects that make our parks a better place to visit.

Park Development	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 Budget	Change*	Percent Change
Positions/FTE	3.00	3.00	3.00	2.00	2.00	0.00	0.0%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL REVENUES	\$ -	\$ -	0.0%				
Personnel & Benefits	\$ 158,514	\$ 167,902	\$ 173,747	\$ 168,556	\$ 344,966	\$ 7,854	2.3%
Supplies & Services	44,575	48,614	50,107	46,846	93,692	-	0.0%
Interfund Charges	16,993	15,295	14,065	15,459	27,574	(3,344)	-10.8%
Capital	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 220,082	\$ 231,811	\$ 237,919	\$ 230,861	\$ 466,232	\$ 4,510	1.0%

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

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

Personnel expenditures reflect the actual grades and steps of the incumbents in addition to Cost of Living Adjustment's (COLA's), insurance, and retirement costs.

Performance Measures

Initiative 1: Service Delivery

Department Goal 1: To 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 high standards of maintenance and presentation presently established, including our manicured acreage, developed facilities and natural areas.

Objective 1b To provide safe places for the public's relaxation and enjoyment.

Objective 1c To offer a balance of recreation, education, and conservation on our public lands.

Objective 1d To build partnerships with governments, businesses, stewardship groups, and the public to help our facilities better meet the needs of our citizens and assist with funding, maintenance, policy, and security.

Initiative 3: 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 facilities to meet current standards of safety, efficacy, and performance.

Initiative 4: Personnel Resources Management

Department Goal 3: Provide opportunities for growth and skill development for employees.

Objective 3 Identify training that expands and supplements employees' skill sets, including participation in workshops, classes, and seminars that keep employees' essential skills updated and that provide for "continuing education" credits, and similar, that are necessary for keeping licenses current and in compliance.

MEASURES:

	<u>Objective</u>	<u>2009 Actual</u>	<u>2010 Projected</u>	<u>2011 - 2012 Projected</u>
Input/Activity:				
Number of County Parks	1a, 2	8	8	8
Output:				
Acres maintained	1a, 2	2,925	2,925	2,973
Training hours per year	3	40	40	40
Efficiency:				
Average training hours per employee per year	3	13	20	20
Outcome Target/Trends				
Improvement projects	1a, 2	5	6	6
Acres maintained per employee	2	975	1,463	1,487

2011 - 2012 ACTION STEPS

Department Goal 1

- > Publish a Parks website.
- > Publish a Parks brochure.

Department Goal 2

- > Vista Park: Create and adopt a Vista Park master plan, plus additional potential improvements.
- > Two Rivers Park: Initiate replacement of the restroom. This is a multi-year project.
- > Rattlesnake Mountain Shooting Range:
 - Installation of a new restroom.
 - Construction of a Hunters Education facility.

Performance Measures continued

2011 - 2012 ACTION STEPS continued

Department Goal 2 continued

- > Horn Rapids Park: Construction of the Taptal Greenway Trail through Horn Rapids Park.
- > Badger Mountain Preserve: Complete 1 new trails through the preserve.

Department Goal 3:

- > To provide 40 hours of training for each of the staff members. The anticipated training for the Parks Department based on the 2009 assessments are: respiratory protection, hearing conservation, blood-borne pathogens, personal protective equipment, heat related illness, defensive driving, CPR/AED/First Aid, hazard communication, and fire extinguisher.
- > Utilize on-line training opportunities to increase training programs available to the staff.

Services

Facilities

The Parks Department does not provide specific "services" 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.

Badger Mountain Centennial Preserve

647 acres of open space acquired in 2005 with hiking, biking, and equestrian trails, south of 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, model airplane facility, and various trails. There are over 5 miles of Yakima River frontage with access points.

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 along the Columbia River, south of Finley.

Rattlesnake Mountain Shooting Facility

A large shooting facility on state and county-owned land adjacent to Horn Rapids Park with several different ranges to serve multiple shooting disciplines. The range is sub-let 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.

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.

Non-Departmental Culture and Recreation

Non-Departmental	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 - 2012 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	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Interfund charges	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ -	\$ -	0.0%				

*Biennial budget implemented in 2011 - 2012. Change column compares 2011 - 2012 budget to two times the 2010 budget.

Funding Adjustments for the 2011-2012 Budget

Nothing to report at this time.



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Appendices



BENTON COUNTY WASHINGTON

BUDGET POLICIES AND PROCEDURES

Updated January, 2009

Board of County Commissioners

Shon Small
Leo Bowman
James Beaver

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I. YEARLY BUDGET ADOPTION

Under RCW Chapter 36.40 (Budget), specific guidelines detail each step of the budget process. This Chapter will be used primarily as a guide to the yearly budget process from the preliminary estimate stage through final adoption.

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

A. Preliminary Budget

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

The Board chairman will 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 Board would like the “budget call” letter sent to the other elected officials and department heads, if the budget instructions change from the prior year.

The County Auditor will deliver to each elected official and department head a “budget call” letter that will entail the method of budgeting to be used during the budget process.

Each elected official and department head will be responsible for the timely preparation of their own budget request and those budgets that they may be accountable to.

Each elected official and department head will be responsible for the timely preparation of the department’s goals, objectives and statistical information for the GFOA Distinguished Budget Award document. The goals and objectives are to be returned to the County Auditor with their completed budget request.

Once each elected official and department head has returned their completed budget request, goals, objectives and statistical information to the County Auditor, the information will be compiled into the preliminary budget. The County Auditor will then deliver this document to the Board of County Commissioners on or before the date specified by resolution.

B. Budget Hearings

The Board of County Commissioners will allocate times for each elected official and department head to address their budget needs for the following year. Those needs may include additional staff, new programs, or new computers.

Upon completion of these meetings, the Board will be charged with making any changes to the budget requests presented. Upon deliberation by the Board, 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/Intranet website.

C. Final Budget Adoption

Once the public has had two weeks to inspect the budget, a hearing will be held, at which time the public will be allowed to express opinions for or against the final budget. Upon completion of the public hearing, the Board must then adopt the final budget by resolution and forward a copy to the State Auditor. By November 30, the Board of Benton County Commissioners must adopt the budget, and pursuant to RCW 84.52.070, certify the taxes.

II. BUDGET ADMINISTRATION

A. Supplements to Approved Budget

In recent years, the number of supplement requests has increased dramatically. Typically, the Board reviews these supplements individually, requiring costly resources.

The Board of County Commissioners adopted a new policy for the review and adoption of supplemental requests. The Board will accept supplemental requests at any time during the budget year. However, these requests will only be heard once during the budget year. New staffing positions will not be considered unless associated with a Board approved revenue source (example grants).

1. Requests delivered between January 1 and August 31 will be presented to the Board for review during the month of September and subsequently held for public hearing. Supplemental appropriations delivered after August 31 will be addressed during the budget process for the following year.

In the event that an elected official or department head feels that a supplement to his or her budget needs to be addressed at a time different from those listed above, only the following exceptions will be considered:

- a. An unforeseen situation occurs which puts the safety and welfare of the citizens of Benton County at risk.
- b. An unforeseen situation occurs which hinders the ability of a department to fulfill a statutory obligation imposed upon a department head or elected official.
- c. A labor contract settlement, legal settlement, or other judgment that exceeds those amounts currently available within their current budget.

- d. An unforeseen revenue source that has associated expenditures (example-grants).
- e. Operating transfers regarding prior year cash carry forwards (see Section III. B. 1).

B. Supplemental Appropriation -- Processing Procedure

All supplemental appropriation requests will require that the following steps be taken prior to placement on a scheduled public hearing:

- 1. Six copies of the supplemental request (1 original on bond paper and 5 copies hole-punched) must be delivered to the Commissioner's Executive Secretary on the date scheduled per the Submission of Supplemental Appropriation Request(s) bi-annual memo.
- 2. The supplemental request must be completed in full before the Board will consider it (i.e. revenue codes, expenditure codes, etc.). Incomplete supplemental requests will be returned.
- 3. On or before September 1, a copy of the supplement request will be delivered to the finance manager for review. A financial analysis will be done detailing the expenditure impact and potential revenue sources if applicable. This review will include detailed communications between both the department making the supplemental request and the finance manager.
- 4. The finance manager will deliver, prior to the Board review, a summary of the supplemental requests and financial analysis to the County Administrator.

C. Budget Maintenance

Line item transfers with Board approval (Resolution) will be required in the following instances:

- 1. The line item transfer creates a new non-existing full-time or part-time position:
 - Resolution: create job description and establish salary grade in coordination with the Personnel Department.
 - New line item created- request from Auditor.
 - Resolution authorizing line item transfer, along with line item transfer paperwork.
- 2. The line item transfer is for an existing position:
 - New line item is created- request from Auditor
 - Resolution authorizing line item transfer, along with line item transfer paperwork.

3. Any transfer to increase temporary help.
Temporary help does not have established salary grades. The personnel action form (PAF) determines the rate of pay submitted to the Auditors office.
4. The transfer is used to increase or decrease the amount of capital currently budgeted or to create a new capital purchase line item (6000's, 3501 or small equipment);
5. The transfer is used to increase or decrease the amount of computer capital currently budgeted (9305, 9401, 9402).
6. Transfer between the 3000 and 4000 object classifications do not need Board approval, unless listed above.
7. All other transfers, not listed above, need Board approval.

III. 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.

At this time, the Board of Commissioners diverts road funds to the Sheriff’s Department for the purpose of traffic enforcement on county roadways. These funds are deposited into Current Expense and are accounted for in a separate department. (Sheriff Traffic Control - Dept. 125).

B. Minimum Fund Balances

In order to assure sufficient reserves are available to meet respective operational needs during the low revenue periods within a budget cycle (calendar year), the Board of County Commissioners requires the following county funds to retain a minimum fund balance at the close of any given fiscal year:

1. Current Expense (General Fund) 0000-101

In order to meet operational needs within the general fund, the County shall maintain a fund balance of 10% of the current year’s operating budget. In addition to the 10%, the County may maintain up to an additional 3% for emergency use as determined by the Board.

Any cash carry forward that would bring the general fund in excess of the 13% of the current year's operating budget may be transferred to the following funds:

The Board may maintain the park development fund (0110-102) beginning balance for the year at \$500,000, which may decrease the excess transferable funds available; of the remaining transferable amount, 87.5% to the capital projects fund (0305-101) and 12.5% to the fairgrounds operating and maintenance fund (0124-101). The fairgrounds operating and maintenance fund (0124-101) balance may be capped at \$500,000. Any excess available funds remaining may be transferable to the capital projects fund (0305-101) or the sustainable development fund (0135-101) at the discretion of the Board of County Commissioners.

2. Capital Acquisition (0305-101)

A fund balance of at least \$500,000 should be maintained as unreserved in the event that a major capital improvement should be required which has not been appropriated during the current budget cycle.

PILT funds will be deposited and dedicated for the purpose for which this fund (0305-101) was created.

Low-level waste surcharge funds will be deposited and dedicated for the purpose for which this fund (0305-101) was created.

C. Obligated Funds

1. ¼% Real Estate Excise Tax (0130-101)

The current revenues from this fund will be allocated as follows: \$250,000 to repay bonds on the Health Building until the bonds are repaid in the year 2031. Additional reserve may be used to fund other capital projects that are Board approved in the Capital Facilities plan.

2. 1/10% CJ Jail Juvenile (0133-101)

The current revenues from this fund will be used to pay off bond principal and interest incurred to finance the construction of the adult and juvenile jails, through the year 2021. Additionally, the Board of County Commissioners authorized the operating and maintenance (O & M) for these facilities.

3. Rural County Capital Fund (0144-101)

The current revenues from this fund have been pledged to pay off bond principal and interest incurred for the purpose of financing public facilities (i.e. the Jail and Kennewick Justice remodel) through the year 2021.

4. Debt Service Fund (299-101)

Net income from out of county contracts for the Benton County Jail will be deposited into the debt service fund (299-101). These monies may be used to pay bonds off early.

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.

D. Capital

1. Capitalization of General Fixed Assets

Benton County has established a policy with regard to 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)

ATTACHMENTS

Attachment - 1	Benton County Capital Policy
Attachment - 2	Computer Replacement Policy
Attachment - 3	Supplement Transmittal
Attachment - 4	Supplement (Example)

**BENTON COUNTY
CAPITAL POLICIES
AND PROCEDURES**

(DEFINITIONS, GUIDELINES, AND
CAPITAL PURCHASE PROCEDURES)

Prepared by Benton County
Commissioners' Office
Updated August, 2003

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BENTON COUNTY CAPITAL
POLICIES AND PROCEDURES

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SECTION IV. ASSET TABLE

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, and easily transportable and adaptable. Such items 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. The cost is therefore matched with the productive output over the asset's life.

2.8 Tangible Property

Physical, substantive property which has an intrinsic value because of its substance, origin, license, copyright, patent, 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 Board of County Commissioners in the annual budget process, or in a regular public hearing as an amendment to the annual budget.

Substitutions of capital outlays for previously approved appropriations must be approved by the Board. Appropriations for capital outlay lapse at the end of each budget year, 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.

All capital outlay expenditures will be recorded in a separate fixed asset ledger by serial number or parcel number.

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 Board of County Commissioners.

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.
- 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 \$300 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, Typewriters, 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 \$300 and no more than \$999. They are listed as follows:

Camera, Television, Video Camera, VCR, Cellular Phone, Portable Radio, Typewriter, Tape Recorder, Microwave Oven, Firearms, Stereo Equipment, Chain Saw, Power Tools, and any other asset which may fit the criteria for High Risk Assets in Section 2.6.

BENTON COUNTY

CENTRAL SERVICES
COMPUTER REPLACEMENT FUND

POLICIES AND PROCEDURES
MANUAL

Prepared by the Commissioners' Office
Updated January 2009

**Benton County
Central Services Computer Replacement
Policies and Procedures**

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SECTION 1. PURPOSE

To prescribe a policy for the definition, appropriation, and accounting in the Computer Replacement Fund following generally accepted accounting principles (GAAP). 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.

SECTION II. DEFINITIONS

- 2.1 Accountability: The concept that governmental management must be held "publicly accountable" to user groups, providing sufficient information so that user groups can evaluate whether or not a unit is operating within the confines created by the law.
- 2.2 Accountant: One who keeps, audits, and inspects financial records and prepares financial reports.
- 2.3 Annuity, Amount of: The total amount of money accumulated during an annuity period.
- 2.4 Annuity Period: The designated period of time during which the amount of an annuity is accumulated.
- 2.5 Appropriation: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes within a designated time frame.
- 2.6 Book Value: The purchase cost of an asset as shown by the books of the account decreased by accumulated depreciation.
- 2.7 Budgetary Control: The control or management of a government fund, in accordance with an approved budget, for the purpose of keeping expenditures within the limitations of available revenue.
- 2.8 Capital Outlay: Expenditures which result in the acquisition of or addition to fixed assets as defined in the Benton County Capitalization Policy.
- 2.9 Capital Program: A plan, for capital expenditures to be incurred over a fixed period of years, to meet capital needs arising from long-term work programs. It sets forth that each project or major expenditure have a detailed estimate of its funding source. Programs which extend into more than one budget period should be evaluated to ensure accurate cost estimates are being followed.
- 2.10 Depreciation: The portion of the cost of a fixed asset which is charged as an expense during a particular period based upon estimated useful life.

- 2.11 Financial Burden: An obligation to finance or provide financial support to a fund or organization.
- 2.12 Fixed Assets: Assets which are acquired for use over an extended period of time, such as land and buildings.
- 2.13 Function: Related activities aimed at accomplishing a major service for which a fund is responsible.
- 2.14 Fund: A fiscal and accounting entity, which a self-balancing set of accounts for recording cash and other financial resources, established to carry out specific activities or attain certain objectives within its limitations.
- 2.15 Improvements: Additions to or acquisition of equipment that makes another asset more effective or efficient. These actions must add to the useful life of the asset and are bound by the Benton County Capitalization Policy.
- 2.16 Interfund Transactions: There are four kinds of transactions between funds. All exchanges that involve more than one fund will fall into one of the following categories.
- a. Loans: These include borrowing of cash or assets.
 - b. Reimbursements: These are repayments of expenditures which belonged to another fund.
 - c. Residual Equity Transfers: The movement of capital for the purpose of establishing a new fund, increasing working capital or subsidizing operations.
 - d. Operating Transfers: This transaction is the equivalent of an operating subsidy. Their purpose is to support the normal level of operations in the recipient fund.
- 2.17 Internal Control: The plan of organization and the procedures and records used in approving transactions, safeguarding assets, and providing reliable financial records.
- 2.18 Inventory: A detailed list of quantities and descriptions of property, units of measure, and unit prices.
- 2.19 Maintenance: The routine upkeep of physical property that is done to ensure reliability.
- 2.20 Modified Accrual Basis of Accounting: The basis of accounting where revenues are recognized when they become measurable and available, and expenditures are recognized when the related liability is incurred.
- 2.21 Operating Expenses: Those expenses directly related to a fund's primary activities.

- 2.22 Operating Revenues: Those direct revenues, primarily user fees, related to a fund's primary activities.
- 2.23 Pay As You Go Basis: A financial policy where all capital outlays are financed through current revenues rather than by borrowing.
- 2.24 Perpetual Inventory: A system where inventory levels may be obtained directly from records without resorting to an actual physical count.
- 2.25 Pooled Assets: The grouping together of like assets for the purpose of setting a rate to charge users of the assets.
- 2.26 Unit Cost: A term used to denote the cost of producing a unit of product or rendering a unit of service.

SECTION III. POLICY

3.1 Applicability

This policy applies to the appropriation and expenditure of funds for all computer replacement. 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 and fall within the guidelines set by GAAP.

Equipment that may be charged a replacement fee is limited to the following:

- a. Equipment budgeted in a department's object code 9305 or 9401 and purchased by Central Services through object code 594.180.6401 or 518.400.3507.
- b. Equipment purchased by Central Services for Central Services under object code 594.180.6409 or 518.400.3507.
- c. Equipment budgeted in object code 9305 or 9401 of the Replacement Fund and purchased by Central Services through object code 594.180.6408 or 518.400.3508.
- d. Equipment for which a residual equity transfer has been completed under the guidelines set forth in Section 3.5 of this policy.

3.2 Budget

The budget appropriation, for replacement of computer equipment, shall be based upon an analysis by Central Services identifying the equipment that will qualify for replacement during the budget year.

3.3 Revenue Billing and Interest Revenue

Central Services will maintain the inventory and billing for the Computer Replacement fund. Each department with replacement equipment will be annually assessed a replacement fee equal to the original purchase cost of each item divided by the Useful Life (Section IV, Benton County Capital Policies and Procedures). In some cases the original purchase cost may be adjusted by the Central Services Manager to assure that sufficient funds are available in the future to replace the item in question with one of comparable functionality. The expense for this fee will be budgeted in each department's object code 9501. All computer and printer purchasing activity, done by purchase by Central Services will be routinely reported to the County Auditor as part of the purchasing process.

3.4 Inventory Control

A computer or printer is to remain in service in the department for which it was purchased until it is replaced or suffers an irreparable hardware failure. Central Services will make every reasonable effort to keep equipment in service while it is paying into the Replacement Fund. When an item is replaced, it may be left in service at the discretion of the department head with the approval of the Central Services Manager. If the item is not left in service, it may be used by Central Services as a utility device, as a temporary substitute for a comparable item that is being repaired, as a temporary loaner, or as a source for replacement parts. Items that have been replaced and are still in service in some capacity will not be repaired if they cease to operate. When an item no longer has useful value for any county department, it is to be reported to the Benton County Auditor to be included as property declared surplus.

3.5 Residual Equity Transfer

All residual equity transfers must be done by the Benton County Board of Commissioners and reviewed by the County Auditor's Office.

3.6 Replacement

Only assets that have been part of the replacement billing program will be allowed to be replaced. Any replacement funds in excess of what is required to replace the item will be applied as a credit to the future replacement fee paid by the department. Any expenditures above the budgeted appropriation must be approved by the Benton County Board of Commissioners on a case by case basis.

3.7 Replacement Upgrade

A replacement upgrade may be done under one of the following conditions:

- An item has paid into the fund for the period specified as its Useful Life (Section IV, Benton County Capital Policies and Procedures), however a more expensive item is required to meet the same functionality.

- An item has not paid into the fund for the prescribed period, but must be replaced with a newer item in order 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 item and the amount required for the more expensive or new item. A replacement upgrade must be approved by the Benton County Board of Commissioners during the budget preparation or supplemental process.

3.8 Capital Versus Maintenance

Computer software, maintenance, and training, will not be paid by the replacement fund. These costs have been added to the billing charge associated with fund 0502-0101 (Maintenance Fund).

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, or hardware management utility.

SECTION IV. BASIS FOR POLICY

4.1 Generally Accepted Accounting Principles

The rules for accounting, created by the American Institute of Certified Public Accountants (AICPA) provide a basis for assessing the financial condition and results of operations of a governmental unit. They are sovereign of the governments issuing the financial statements, and they form the generally accepted accounting principles (GAAP). GAAP is a technical accounting term that includes the rules, conventions, procedures, and practices necessary to define accepted accounting principles. These rules, conventions, procedures, and practices provide a standard by which to judge financial presentations.

4.2 Budgetary, Accounting, Reporting System

This system of accounting is consistent with the standard set forth by the governmental accounting standards board. The chart of accounts and the procedures must be used by all counties and cities and other local governmental units as prescribed by the State Auditor's Office, Division of Municipal Corporations (RCW 43.09.200).

4.3 Source Index

Budgetary Accounting, Reporting Systems, State of Washington Auditor's Office, 1985.
Governmental Accounting and Auditing Disclosure Manual. Afterman and Jones, 1993.
Governmental GAAP Guide, Larry Bailey, 1994.
Applying Governmental Accounting Principles, Mortimer Dittenhofer, 1993
Revised Code of Washington, 1993

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.

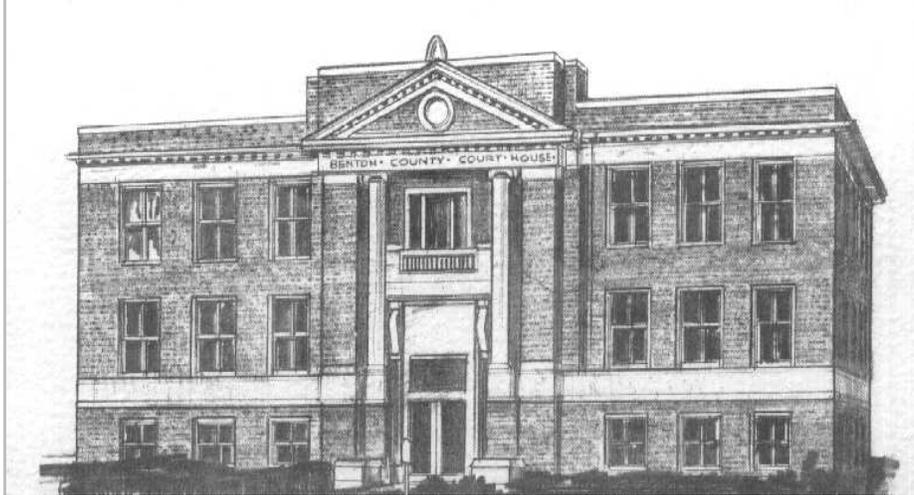
UCR – Uniform Crime Reporting. Used to receive reliable, uniformed crime statistics for the nation.

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

BENTON COUNTY



DEBT POLICY

Adopted July 27, 2009

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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 revenues, 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.

● **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.

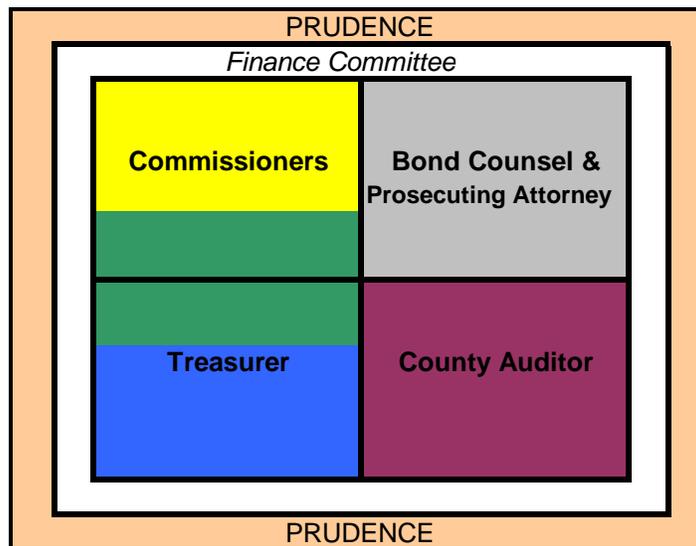
Limitation on Debt Issuance

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. General obligations include:

- ✓ 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).

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 42.17)
- ✓ Ethics in Public Service Act (RCW 42.52)
- ✓ The Finance Committee will file a T1 report to the Public Disclosure Commission by April 15th every year pursuant to RCW 42.17.245.
- ✓ The Finance Committee will file a F1 report to the Public Disclosure Commission by April 15th every year pursuant to RCW 42.17.240.

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, taking into account 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.

Net income from out-of-county contracts for the Benton County Jail is being deposited in the debt service fund (0299-101). Per the Benton County Budget Policies and Procedures, Resolution 09-102, these monies may be used to pay bonds off early.

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 Long-Term Debt; and
- (2) Schedule 10 Schedule of Debt Limitation

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 will 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 annually. 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.

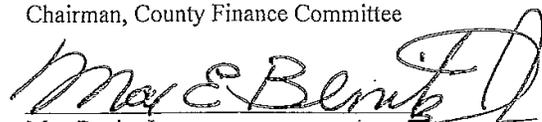
Records to be Maintained for Tax-Exempt Bonds

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 three years, 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.

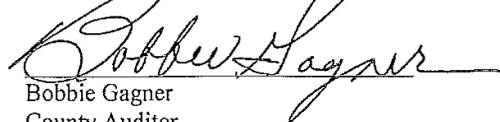
Approved and adopted this 27th day of July 2009, by the Benton County Finance Committee.



Duane A. Davidson, CPA
County Treasurer
Chairman, County Finance Committee

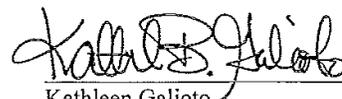


Max Benitz Jr.,
County Commissioner
Member, County Finance Committee



Bobbie Gagner
County Auditor
Secretary, County Finance Committee

Approved as to form:



Kathleen Galioto
Deputy Prosecuting Attorney

SECTION VII. 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.

Backloading – Deferring or postponing all or greater part of a financial obligation until the end of a contract, budget, etc.

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.

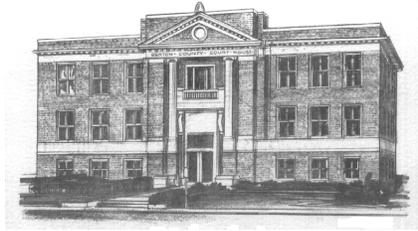
True Interest Cost – An expression of the average interest cost in present value terms. The true interest cost is a more accurate measurement of the bond issue's effective interest cost and should be used to ascertain the best bid in a competitive sale.

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 May 24, 2010

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

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 a one-time and/or windfall revenue expectations that are not anticipated as steady revenues for Benton County (County).

Investments shall be made with judgment and care, considering the probable safety of capital as well as the probable income to be derived in the Revised Code of Washington (RCW) 36.29.020.

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:

- Limiting investments to the safest types of securities;
- Pre-qualifying the financial institutions, brokers/dealers and intermediaries with which the County will do business, and
- Diversifying the investment portfolio so that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

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, and
- Investing operating funds primarily in short-term 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. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

The investment portfolio shall also take into account 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, and
- Authorizes 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 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 individual 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 42.17.245).

VII. Authorized Financial Dealers and Institutions

Investment transactions will be conducted with those brokers/dealers recognized by the Federal Reserve, or registered with Financial Industry Regulatory Authority, Inc. (FINRA), and those financial institutions that are qualified by the Washington Public Deposit Commission (RCW 36.29.020). The Treasurer shall maintain a list of financial 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.
- Brokers/Dealers 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.

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.

1. U.S. Treasury Obligations.
2. Washington State Local Government Investment Pool (LGIP) which can be invested up to 100% when necessary due to market environments.

3. U.S. Government Agency Obligations and U.S. Government Instrument Obligations which may include, but are not limited to the following:

- Federal Farm Credit Banks –FFCB.
- Federal Home Loan Banks – FHLB.
- Federal Home Loan Mortgage Corporations – FHLMC.
- Federal National Mortgage Association – FNMA.
- Student Loan Marketing Corporation.
- Tennessee Valley Authority.
- Agency for International Development.

4. Purchases of Bills of Exchange or time drafts drawn on and accepted by a Commercial Bank, otherwise know as Domestic Banker’s Acceptances, may not exceed 360 days to maturity.

An “A1/P1” or equivalent short-term rating is required on all Banker’s Acceptances by at least two rating agencies, regardless of maturity.

5. Non-Negotiable Certificates of Deposits (CD’s) can be purchased with qualified public depositories within statutory limits as promulgated by the Public Deposit Protection Commission within the State of Washington.

6. Repurchase Agreements with primary dealers who have at the time of investment, one of the two highest credit ratings of a nationally recognized rating agency. The third-party custodian must also maintain one of the two highest credit ratings of a nationally recognized rating agency. The County must enter into a Bond Market Association (BMA) Master Repurchase Agreement and third party Custodial Contract that specifies terms and conditions of the Repurchase Agreement including:

- The maturity of repurchase agreements shall not exceed 60 days;
- The market value of collateral pledged must be maintained at 102% of the value of the repurchase agreement plus accrued interest;
- The only eligible collateral for repurchase agreements will be direct obligations of the U.S. Treasury and/or U.S. Government Agency obligations and/or U.S. Government Instruments obligations, and
- The market value of the securities used as collateral for repurchase agreements shall be monitored daily by the Treasurer’s Staff and by a third-party custodian. If any deficiencies are discovered, they shall be corrected within two days.

7. Registered Warrants – The Treasurer may invest in 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 (RCW 39.59.020).
8. 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.
9. The Treasurer may invest in bonds of the State of Washington and any local government in the State of Washington which have, at the time of investment, one of the three highest credit ratings of a nationally recognized rating agency, or other notes or bonds issued by other states as defined in RCW 36.59.020.
10. Other investments as authorized by law.

Commercial Paper **is not** an authorized or suitable investment for the County.

An investment fee will be charged by the Treasurer to all Participants on a per transaction basis per RCW 36.29.020.

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.

It is the intent of the Treasurer to utilize the Government Finance Officers Association (GFOA) Yield Advantage Bidding Program to ensure that the County is receiving the highest possible rate at any given time on CD’s. The use of the

Yield Advantage Bidding Program allows the Treasurer the ability to encompass more financial institutions for the bidding process, thus increasing the opportunity to secure the highest interest rate available.

X. Investment Pools

Pursuant to Benton County Resolution Number 09-222, 09-332 and RCW 36.29.022, the County Investment Pool (Pool) 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 Pool, a Participant must enact an ordinance or adopt a resolution, and sign the Investment Services Agreement. Prior to investing any funds in the Pool, 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 Pool 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 of funds 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).

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.

XV. Maximum Maturities

Investments should be placed to meet the cash requirements of each fund or the "pooled" portfolio for which they are invested. Maturity of securities purchased should not exceed 5.5 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. The benchmark for the average maturity of the County's portfolio is established at an effective duration of eighteen to twenty-four months. 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 in a diversified portfolio, occasional measured losses can occur and must be considered by the County in its overall investment return.

XVI. Internal Controls

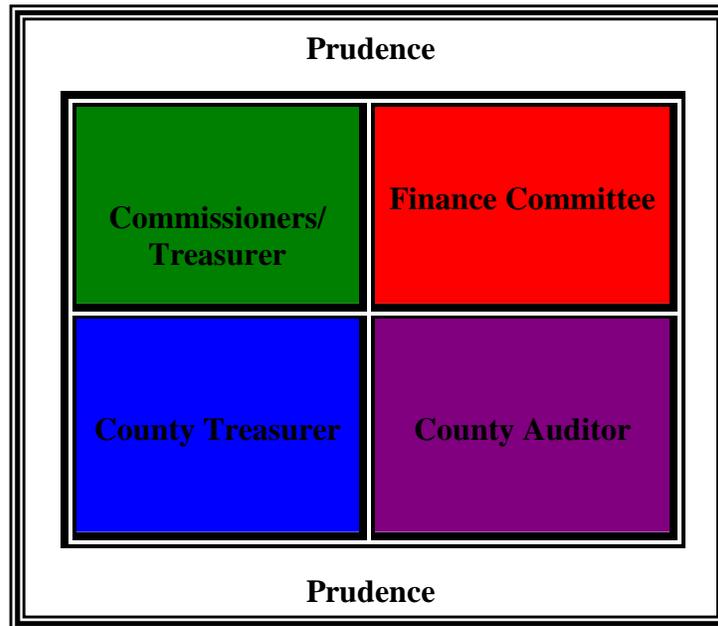
Internal Control is a management tool to ensure that a system of checks and balances exist for periodic review and compliance with existing policies and procedures.

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 versus payment procedures;
- The clear delegation of investment authority;
- The separation of transaction authority from record keeping;
- The use of objective criteria in selecting financial institutions and dealers authorized to provide investments services to the County, and
- The use of objective 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

Commissioners/Treasurer – The 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.

County Treasurer – 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.

County Auditor – 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.

Finance Committee – 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 42.17.245).
- 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 quarterly by the custodian and/or authorized financial institutions.

XIX. 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 commensurates 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.

XX. 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:

- Complete portfolio listings as of end of 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, and
- Performance report on a total return basis and compared to the benchmark.

Minutes of all quarterly meetings will be maintained for historical auditing purposes by the Auditor's Office.

XXI. 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 42.17.245 by disclosing the required information annually to the Public Disclosure Committee.

XXII. Investment Policy Adoption

Approved and adopted this 24th day of May 2010, by the Benton County Finance Committee.



Duane Davidson, CPA
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

XXIII.

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.
Bond Market Association (BMA)	A trade organization of dealers, brokers, and bankers who underwrite and trade securities offerings. In 2006 this organization was renamed as the Bond Market Association, and later that year it merged with the Securities Industry Association to form the Securities Industry and Financial Markets Association.
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	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

Report (CAFR)	supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.
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.
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)	<p>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.</p> <p>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.</p>
Generally Accepted Accounting Principles	Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the

(GAAP)	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.
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	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

Commission (PDPC)	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.
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.
Sallie Mae	Investment pools of student loans for investors backed by the Student Loan Marketing Association, a government agency.
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.
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.
Treasury Obligations	Government backed securities with maturities of one to seven years, with interest paid every six months.