

A topographic map of the San Juan Islands in Washington state, showing ferry routes and terminals. The map includes islands such as Orcas, San Juan, Blakely, Decatur, and Anacortes. Ferry routes are marked with orange lines and numbered circles (1-26). Ferry terminals are labeled, including Friday Harbor, Lopez Island, and Anacortes. A white vertical line is drawn on the map, separating the Orcas Island area from the rest of the islands.

# CHARTER REVIEW COMMISSION

February 24, 2021

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# OUTLINE

Discuss what is the role of the County

Discuss how the County functions under the current Charter

Discuss current Goals and Challenges

\* Did not include an overview of each dept and its functions - makes for a very long discussion, but happy to do so at any point

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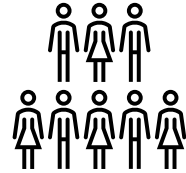
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# SJC OVERVIEW



San Juan County is the 8th smallest county by population; smallest by land area.

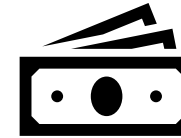
Logistical challenges to providing island-based services are many.



17,000+ residents and many visitors



250 FTE Employees



2021  
\$94m Operating Budget  
\$15m Capital Budget

Regardless of size counties provide state, regional, and local services

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# SJC COUNTY SERVICES

- *"COUNTIES ARE BUT THE ARMS OR AGENCIES OF THE STATE ORGANIZED TO CARRY OUT OR PERFORM SOME FUNCTIONS OF STATE GOVERNMENT." Supreme Court*

## County Government Washington State

STATE AGENT	COUNTYWIDE/REGION	LOCAL GOV'T
Prosecuting Attorney	Specialized Law Enforcement	Law Enforcement (Sheriff)
Public Defender	District Court	Roads & Bridges
Superior Court (Judges and Clerk)	Domestic Violence	Land Use Planning (GMA)
Juvenile Court	Medic 1 Ambulance	Zoning
Jail/Corrections	E-911 & Central Dispatch	Building Permits
Juvenile Detention and Probation	Transit Programs	Parks & Recreation
Medical Examiner/Death Investigation (Medical Examiner/Coroner)	County Airports	Garbage & Recycling
Behavioral Health	Public Health Services	Surface Water Management
Developmental Disabilities	Aging & Senior Services	Sewer Service
Public Health	Housing Programs	Water Service
Elections (Auditor)	Housing Repair Assistance	Noxious Weed Control
Treasurer Functions	Energy & Weatherization	Environmental Health
Document Recording (Auditor)	Veterans Assistance	Stormwater Management
Vital Statistics (Public Health)	Cooperative Extension	
Property Tax Administration (Treasurer and Assessor)	Emergency Management	General Government -
Vehicle & Marriage Licenses (Auditor)	Search and Rescue	Information Services
	Sewer Service & Treatment	Facilities
	Growth Management Policies	Human Resources
	Watershed/Flood Plans	Administration
	Solid Waste Management	
	Economic Development	
	Tourism & Facilities	
	Arts Commission	
	County Fair	

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### 3- TIERS OF SJC SERVICES

#### *EXAMPLES...*

1. AGENT FOR THE STATE -  
ELECTIONS  
COURTS  
PROPERTY TAX ADMIN. - ASSESSMENT/COLLECTION
  
  2. REGIONAL SERVICE PROVIDER  
PUBLIC HEALTH & BEHAVIORAL HEALTH  
PROVIDE A HOST OF FINANCIAL SERVICES TO JR. TAXING DISTRICTS –  
banking, payroll  
TOWN OF FRIDAY HARBOR – police, courts
  
  3. LOCAL SERVICES TO UNINCORPORATED AREAS, LOPEZ VILLAGE, EASTSOUND  
ROADS  
LAW ENFORCEMENT  
PLANNING  
PARKS
-

# Washington's Charter Counties

King (1969)

Clallam (1979)

Whatcom (1979)

Snohomish (1980)

Pierce (1981)

San Juan (2005)

Clark (2014)



# SJC Elected & Appointed Officials

## Council

District 1

District 2

District 3

## Judges

Superior Court

District Court

Assessor

Auditor

Clerk

Prosecuting Attorney

Sheriff

Treasurer

County Manager

Community Development Director

District Court Administrator

Facilities Manager

Health & Community Services

Information Services Manager

Juvenile Court Administrator

Land Bank Director

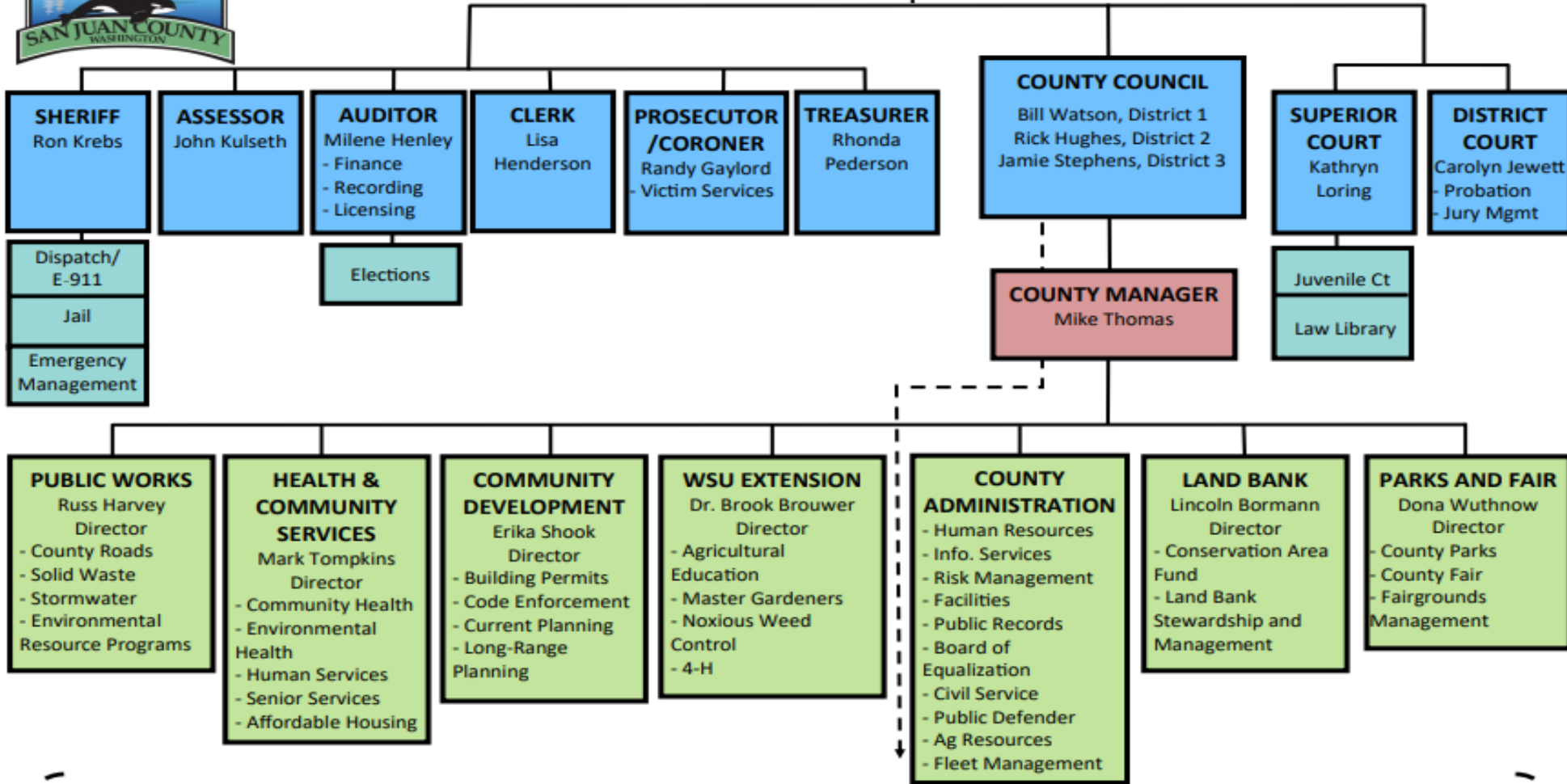
Parks, Recreation & Fair Director

Public Works Director

WSU Extension Director



# CITIZENS OF SAN JUAN COUNTY



- APPOINTED BOARDS, COMMITTEES AND COMMISSIONS**
- Agricultural Resources Committee \* Board of Equalization \* Board of Health \* Building Advisory Council \* Citizens Salary Commission \* Civil Service Commission \* Clean Water Advisory Committee \* Deer Harbor Plan Review Committee \* Eastsound Design Review Subcommittee \* Eastsound Planning Review Committee \* Fair Board \* Ferry Advisory Committee \* Housing Advisory Committee \* Human Services Advisory Board \* Land Bank Commission \* Lodging Tax Advisory Committee \* Lopez Village Planning Review Committee \* Marine Resource Committee \* Noxious Weed Control Board \* Open Space Advisory Team \* Parks & Recreation Board \* Planning Commission \* Solid Waste Advisory Board \* Veterans' Advisory Board



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# SAN JUAN COUNTY

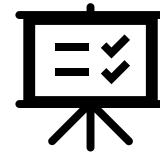
3 Branches of County Government – Legislative, Executive, and Judicial  
Charter folds Legislative and Executive functions into Council

## County Council



### Legislative:

- Compensation system
- Ordinances, Resolutions
- Levies
- Contracts, franchise agreements
- Plans



### Executive:

- Signing authority
- Technology Systems
- Management
- Budgets

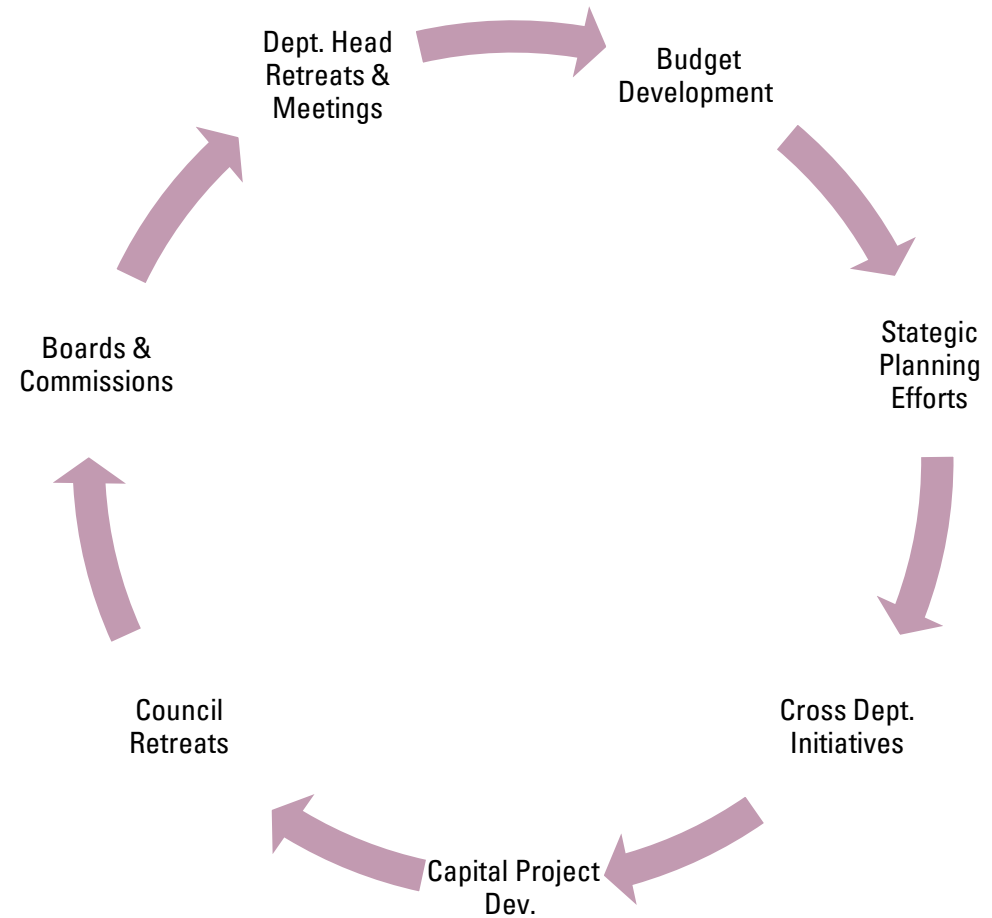
\*CM

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- Administrative infrastructure needed to make the County function as one.
  
- HUMAN RESOURCES
  - Personnel policies, collective bargaining agreements, training
  - Risk Management
  
- CENTRALIZED SERVICES
  - IT/IS/GIS
  - FLEET (ERR)
  - FACILITIES & REAL ESTATE SERVICES
  - PUBLIC RECORDS
  
- PA/ADMIN
  - CONTRACTS & AGREEMENTS
  - LITIGATION, MEDIATION, ARBITRATION
  
- BUDGET DEVELOPMENT & IMPLEMENTATION

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# INPUTS TO DEVELOPING POLICIES AND PLANS THAT GUIDE THE COUNTY





# Key Goals

## ***The 2020-2021 Budget supports the following 5 Key Goals:***

1. Maintain Strong Fiscal Health
  - a. Maintain or improve the County's bond rating.
  - b. Adhere to the County's reserve policy.
  - c. Maintain the County's low level of debt.
2. Continue to Improve County operations
  - a. Further deployment of SmartGov permitting and tracking system.
  - b. Increase remote public access to council and other public meetings.
  - c. Establish a new approach to maintenance and capital projects on outer islands.
  - d. Assess the Parks system to identify operational changes that will lead to financial stability.
  - e. Create a motor pool accessible to all county departments.
  - f. Continue efforts toward a centralized record management system.
  - g. Identify and evaluate a new financial management system.
3. Make Strategic Investments in Capital Infrastructure
  - a. Continue the effort to construct the Beaverton Valley shop by 2021.
  - b. Reach 30% design of the Civic Campus Plan.
  - c. Assess the possibility of assuming full ownership of the Orcas Senior Center.
  - d. Preserve the life of existing buildings through strategic maintenance.
  - e. Implement funded road and clean water capital projects in Eastsound and Lopez Village.
4. Make Progress on Countywide Initiatives
  - a. Continue to support Affordable Housing through the Home Fund, HB 1406 (sales tax retention), development of surplus property, and support of existing housing non-profits.
  - b. Pursue energy self-sufficiency through new technologies.
  - c. Adopt the Comprehensive Plan.
  - d. Forward to the voters a sales tax proposal to fund a radio system for use by Sheriff and first responders.
5. Focus on Emerging Priorities
  - a. Pursue adopted 2020 legislative priorities.
  - b. Continue participation on Governor Inslee's Southern Resident Killer Whale Task Force and other forums to address the long-term health of the Salish Sea.
  - c. Advocate for WSF ferry funding.
  - d. Advocate for access to care including emergency flights and regional share of mental health and substance abuse funding.

# BUDGET DEVELOPMENT

- Budget is the responsibility of the Auditor\*
- Budget Team – Auditor, County Manager and 2 other staff develop the budget based on:
  - Outcome of Council budget retreat – provides policy and capital direction
  - Teams goes thru a Dept. By Dept. preliminary budget review
  - Forecasted revenues, rate of expenditures
  - Grants
  - Preliminary binennial budget gets delivered to Council
  - Council adopts budget

pstat.rpt  
24/2021 10:21AM  
Periods: 0 through 15

## Expenditure Status Report

San Juan County  
1/1/2021 through 12/31/2021

01 County Current - General

### General Administration

<u>count Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-c Encumbran</u>
.21.31.0000 Charter Review Comm Supplies	7,000.00	0.00	0.00	
.21.41.0000 Charter Review Comm Services	0.00	296.00	296.00	
.21.41.0044 Charter Review Comm Advertising	0.00	67.20	67.20	
.21.41.5021 CRC Info Tech Services	0.00	1,523.34	1,523.34	
.22.41.0000 Hearings Examiner	73,500.00	0.00	0.00	
.22.41.0044 Hrgs Examiner Advertising	350.00	0.00	0.00	
.10.49.0010 WA Assoc of Co Officials	4,123.00	3,996.00	3,996.00	
.20.41.0000 State Audit	155,000.00	0.00	0.00	
.21.20.0003 PERS Adjs & Corrections	0.00	260.00	260.00	
.62.35.0000 L&I Safety Budget - Small Tools & Equip	0.00	74.76	74.76	
.30.46.0001 Property Insurance - All CE Depts	51,048.00	0.00	0.00	
.70.31.0002 Copy Machine Supplies	13,500.00	1,632.99	1,632.99	
.70.31.0004 Postage Machine Supplies	500.00	0.00	0.00	
.70.41.0002 Prof Services - Paper Shredding	3,000.00	0.00	0.00	
.70.42.0020 Fax Machine Phone Lines	4,000.00	316.34	316.34	
.70.45.0000 UBM Copier Leases - All CE Depts	40,000.00	4,018.58	4,018.58	
.70.45.0019 Rent Auditor Postage Meter	5,000.00	860.82	860.82	
.70.45.0085 Rent Treas Postage Meter	5,000.00	0.00	0.00	
.70.48.0000 Copier Maintenance	32,000.00	2,569.41	2,569.41	
.91.46.0000 Liability Insurance - All CE Depts	287,532.00	0.00	0.00	
.10.46.0002 LEOFF 1 Medical Expense	0.00	3,474.80	3,474.80	
.72.41.0001 IOSA Contract	130,000.00	0.00	0.00	
.72.41.0002 IOSA Donations	500.00	0.00	0.00	
.71.49.0090 OMWBE fees (biennial - odd years)	150.00	0.00	0.00	
.90.00.6631 Interagency Loan to ESWD	200,000.00	0.00	0.00	
.14.00.0005 Transfer to Insur Reserve Fund	30,780.00	0.00	0.00	
.14.00.3061 Transfer to Capital Reserves	50,000.00	0.00	0.00	

RES 40-2020

**SAN JUAN COUNTY - CAPITAL COMMITTEE**  
**2021 CAPITAL IMPROVEMENT PLAN (CIP)**

New Capital Projects in 2021    Clean Water Added in 2021    Marine Program Added in 2021  
 Carried Forward from 2020    Solid Waste Added in 2021    Transportation Added in 2021

EXHIBIT A

Capital Improvement Projects List By Department				FOR 2021 BUDGETS							TOTAL	OTHER FUNDING DETAILS	
				CAPITAL IMPROVEMENT FUNDING				OTHER FUNDING					
				2021	2021	2021	2021	2021	2021	2021			
Department	CIP Code	Eden Project	Project	REET I	REET II	CAPITAL-RESERVES	TCIA	LTAC	PFFAP	PUBLIC WORKS	OTHER	TOTAL	OTHER FUNDING DETAILS
Audior	AUD-02		Enterprise Resouce Planning - Financial Management System			\$500,000						\$500,000	
Env Res	ST-21	CW08190	Garrison Creek Corridor Restoration							\$10,000		\$10,000	
Env Res	ST-22		Madrona Street Bioswale								\$68,500	\$68,500	CW Utility & State Grants
Env Res	ST-23	CW03190	Prune Alley Stormwater Project								\$220,000	\$220,000	CW Utility, State & Local Grants
Env Res	ST-24	CW04190	Fern Street Bioretention								\$171,550	\$171,550	CW Utility, State & Local Grants
Env Res	ST-25	CW05190	Market Street Bioretention Planters								\$105,000	\$105,000	CW Utility & State Grants
Env Res	ST-26	CW07190	False Bay Creek Corridor Restoration								\$141,000	\$141,000	CW Utility & State Grants
Env Res	ST-27	CW01180	Lopez Village Farmers Market								\$370,400	\$370,400	CW Utility, State & Local Grants
Env Res	ST-28	ST17020	Lopez Village Ditch Retrofit to Bioswale								\$4,000	\$4,000	CW Utility & Federal Grants
Env Res	ST-29	CW01190	Small Works Countywide (Annual Allocation)							\$50,000		\$50,000	
Env Res	CW-35	CW06190	West Sound Creek Corridor Restoration							\$34,080		\$34,080	
Env Res	CW-36	CW02190	Weeks Wetland Bioswale								\$150,000	\$150,000	CW Utility & State Grants
Env Res	CW-37	CW09190	Lopez Tide Gates							\$30,000		\$30,000	
Env Res	CW-38		Tower Rd Stormwater BMPs								\$40,000	\$40,000	Federal Grants
Env Res	CW-39	cw-0039	Fishtrap Creek Culvert Replacement							\$129,000		\$129,000	
Env Res	CW-40	cw-0040	Bayhead Creek Culvert Replacement							\$129,000		\$129,000	
Env Res	CW-41		Cascade Creek Flow Restoration								\$60,000	\$60,000	CW Utility & State Grants
Env Res	MP-04	mp01190 mp03200	MacKaye Harbor Beach Restoration								\$5,000	\$5,000	SRFB / PSAR Grant, Other-Private, and County Match
Env Res	MP-05	absr19 mp01200	Agate Beach Restoration								\$12,500	\$12,500	SRFB / PSAR Grant and County Match
Env Res	MP-07	mp-0007	Jackson Beach Restoration								\$114,500	\$114,500	SRFB / PSAR Grant and County Match
Env Res	MP-09	mp02200	Crescent Beach Estuary Restoration								\$59,038	\$59,038	CW Utility, SRFB / PSAR Grant and County Match
Env Res	SW-09		Lopez Baler Shed Expansion								\$31,600	\$31,600	SW Utility and Local Grants
Env Res	SW-10		Z-Wall Safety Railing Improvement							\$6,000		\$6,000	
Env Res	SW-11		San Juan Station Road Overlay							\$24,200		\$24,200	
Env Res	SW-14		Orcas Transfer Station Glass Crushing Facility						\$44,492		\$11,500	\$55,992	SW Utility and Local Grants
Env Res	SW-15		Orcas Transfer Station Baling Facility Building		\$250,000							\$250,000	
ER&R	ERR-01		Fleet Replacement - Roads Vehicles & Equipment								\$650,000	\$650,000	ER&R
ER&R	ERR-05		Fleet Replacement - ER&R Vehicles & Equipment								\$5,000	\$5,000	ER&R
ER&R	ERR-06		Fleet Replacement - Sheriff's Office Vehicles & Equipment								\$165,000	\$165,000	Criminal Justice Fund & ER&R
ER&R	ERR-07		Fleet Replacement - Other Vehicles & Equipment								\$30,000	\$30,000	ER&R
ER&R	ERR-08		Beaverton Valley Operations Center								\$8,000,000	\$8,000,000	GO/Public Works Bond
Facilities	FAC-12		Facilities Annual Capital - Building Projects	\$25,000								\$25,000	
Facilities	FAC-13		Facilities Annual Capital - HVAC Projects	\$25,000								\$25,000	
Facilities	FAC-45		Juvenile Holding Room Renovation	\$175,000								\$175,000	
Admin	CGN-05		County Facilities Optimization Plan	\$65,000								\$65,000	
Facilities	FAC-46		Single-Point Central Public Access Counter	\$189,525								\$189,525	
Facilities	FAC-47		Legislative Building Siding Replacement	\$380,000								\$380,000	
Facilities	FAC-49		Solar Installations - Operations Center	\$250,000								\$250,000	
Fair	CFA-28	fgf020	Main Building Floor & Padding		\$21,708						\$65,124	\$86,832	WSDA: Fairs Health & Safety Grant
Parks			Capital Repair and Maintenance		\$77,400							\$77,400	
Parks	CPK-09		San Juan County Day Parks Improvements		\$20,000							\$20,000	
Parks	CPK-45		Lopez Village Park Septic Upgrades		\$70,000						\$3,664	\$73,664	Lopez Village Park Reserve Cash Carry Forward
Parks	CPK-46	ovgre20	Eastsound Village Green Restroom Expansion Design		\$204,177			\$145,423				\$349,600	
Parks	CPK-50		Agate Beach Access		\$15,000							\$15,000	
Parks	CPK-51		Shaw Park Beach Access Stairs		\$17,500							\$17,500	

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# BOARDS AND COMMISSIONS

Ferry Advisory Committee

Housing Advisory Committee

Human Services Advisory Board

Land Bank Commission

Lopez Village Planning Review Committee

Marine Resources Committee

Noxious Weed Control Board

Open Space Advisory Team

Lodging Tax Advisory Committee

Parks & Recreation Commission

Planning Commission

Solid Waste Advisory Committee

Veterans Advisory Board

\*each of the committees has a set responsibility, work plan, and provide  
recommendations to the Council

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# FISCAL CHALLENGES PERSIST

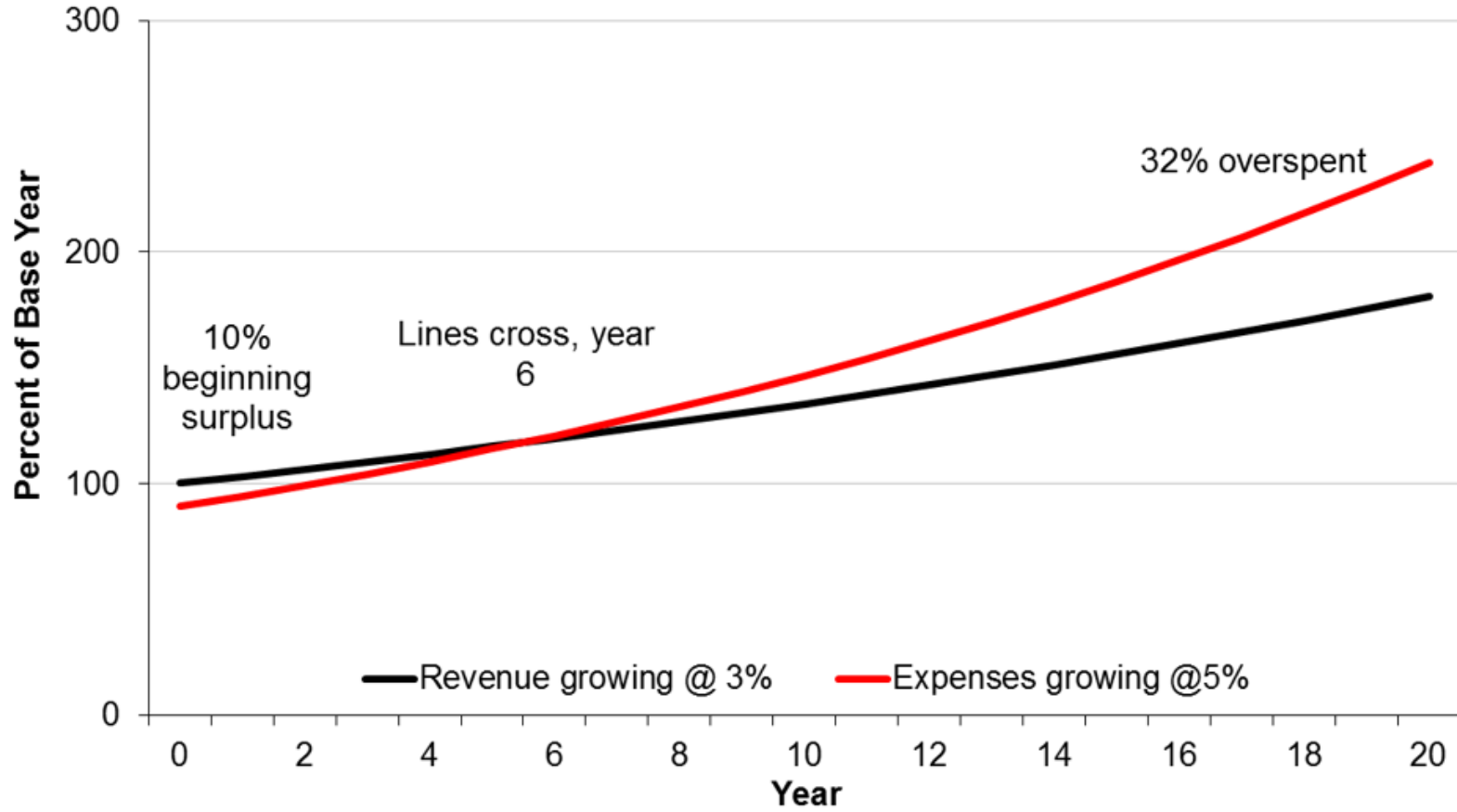
COUNTY GOVERNMENTS FACE A STRUCTURAL DEFICIT DUE TO MANY FACTORS – INCLUDING THE REQUIREMENT TO PROVIDE STATE SERVICES AND THE LACK OF REVENUE TOOLS AND FLEXIBILITY

IN THE PAST YEAR SJC HAS...

- EFFECTED A VOLUNTARY EARLY RETIREMENT PROGRAM
- RE-ORG'D MANY OF THE COUNTY DEPARTMENTS
- REDUCED EXPENDITURES "BUDGET CUTS"
- 0% COST OF LIVING INCREASE FOR 2021
- CHANGED EMPLOYEE WAGE SCALES
- IMPOSED REDUCTION IN HOURS AND FURLOUGH DAYS
- PUT A HOLD ON NEW HIRES



# Structural Deficit



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## NEW CHARTER CONCEPTS -

Please bounce ideas and concepts off the County –

Example: Climate Change

Figure out – staffing, cost implications

Proposed positions – Ecology, is that duplicative of staff in Environmental Resources Division

Collapsing depts.

Need to affirm the underlying work is getting done with a new structure

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QUESTIONS ?

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