



# JEFFERSON COUNTY COMMISSION

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To: Jefferson County Commission  
From: Michelle Gordon, Finance Director  
Date: December 5, 2019  
Subject: FY21 Budget Charge

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## Tax Levy Rate

The County realized an increase in tax revenue of approximately \$275,000 in FY19 over FY18 (\$13,827,216 and \$13,551,915 respectively) and is projected to remain flat for FY20 at \$13,785,695. The projected increase for FY21 preliminary budget is approximately \$335,000, or from \$14,610,640 for FY20's budget to \$14,945,769 for FY21's preliminary budget. Final assessment values are not available from the Assessor until late January or early February. Preliminary numbers indicate that real property assessed values have increased by 7.9% or \$115 million in FY21 over the total assessed values of \$3.78 billion in FY20 due to new construction and increases in market value. During fiscal years 2015-2020, the County realized an average annual growth in the total assessable base of 3.6% with 1.9% of that growth being attributable to new construction. For projection purposes, the percentage increase used for assessable base growth is 2.3% for FY21 tax revenue estimates.

The levy rate is driven by growth in the assessable value of existing properties. New construction does not impact that calculation; however, new construction impacts the final calculation of tax revenue generated. The County reached the maximum levy rate in FY19 and the class II levy rate was \$28.60 cents per \$100 of assessed value for FY19 and FY20. Based on preliminary calculations of the FY21 Levy Rate, this lower assessable base growth for existing properties will mean that tax rate will remain at the max levy rate of \$28.60 cents per \$100 of assessed value for class II property.

## FY21 and Future Year Budget Projections

Revenue & Expenditure projections reflect increases or decreases in FY21 and future years based on the historical trend for all accounts except:

- **Video Lottery Revenue-** A (2.3%) decrease from FY20's projected revenue (\$2,900,000) was used to estimate FY21's revenue (\$2,834,600). Future years after FY21 reflect continued declines of 2% yearly as the revenue stream has not shown that it has stabilized.
- **Table Game Revenue-** FY20's original budget is \$479,400 and this revenue will require a budget revision to bring it in line with the current revenue trend with a projected FY20 revenue of \$620,000. FY19's actual table game revenue was \$635,862 which was an increase of 0.3% over FY18's revenue of \$634,044. FY19 was the first year since FY12 that this revenue did not decline. Although FY20 is projected to end the fiscal year with

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

\$620,000 in revenue, additional decreases were included since this revenue stream has not shown that it has stabilized. As a result, a (9.0%) decrease from FY20's projected revenue (\$620,000) was used to project FY21's revenue (\$564,400). Future years after FY21 reflect continued declines of (5%) yearly.

- **Medical Insurance Expense-** Based on discussions with our insurance representative last fiscal year, we should plan on continued increases for FY21 and future years. For projection purposes, an increase of 5% annually was included. For FY21, that 5% increase amounts to \$115,000. Plan changes were made in FY20 to reduce that increase. The employee portion of insurance premiums have remained the same since FY18, and I recommend that the employee insurance premium be reviewed and considered for adjustment in FY21 to help offset the premium increases that the County has experienced.
- **Employee Salaries-**
  - **Merit Increase** - Full-time employees received an across the board increase in FY17, FY18 and FY20 of 3%, 1.2%, and 0.7% respectively. In FY19, the County realigned the grade scale and implemented a merit based system for employee annual increases that would become effective on employee hire dates. In the FY21 projections, the cost of a full year for employee merit increases was included at \$195,000. Future increases of 2% were included in FY22 through FY25.
  - **Cost of Living Adjustments** – Because employee salaries remained flat for many years as part of the County's cost cutting measures, the County's grade scale was not regularly realigned for cost of living adjustments (COLA's). To ensure that the County is maintaining competitive salaries with neighboring States and Counties, I continue to recommend regular COLA's for employees through adjustments to the County's grade scale. The projection includes \$75,000 in FY21 for a COLA. Future years also include 0.7% for COLA's. COLA's are normally determined based on the CPI (Consumer Price Index) for the previous year. The CPI index rate for 2019 is currently 1.8%.

### **Budget Charge Items**

- Thorough review of Ambulance Fee to ensure that the fee being charged covers the cost of providing services. Review of the tiers to accommodate the completion of a plant in Ranson, WV.
- New Fee Consideration - Implementation of a fire fee in accordance with WV Code, §7-17, County Fire Boards. Establish a fire fee to cover the cost of contributions made to support local volunteer fire companies. Authorize Staff to begin the lengthy process:
  1. Contact legislators regarding Dual Fees.
  2. Begin the process established in §7-17-12. County fire service fees; petition; election; dedication; and increase
- Employee COLA

|    |           |
|----|-----------|
| 1% | \$110,000 |
| 2% | \$218,000 |
| 3% | \$327,000 |
- MARC Train Funding
- Review of County Administrative Office building needs assessment that may include debt issuance and the determination of a funding source for debt payments.
- Other

General Fund

Five Year Projection (FY2021 - FY2025)

|                                    | 2 Year Actuals    |                   | Projected         |                   |       | Projection        |                   |                   |                   |                   |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                    | Actual            | Actual            | FY20              |                   | Proj  | Budget            | TREND             | TREND             | TREND             | TREND             |
|                                    | FY18              | FY19              | Projection        | Budget            | Chg % | FY21              | FY22              | FY23              | FY24              | FY25              |
| <b>Revenue</b>                     |                   |                   |                   |                   |       |                   |                   |                   |                   |                   |
| Taxes                              | 13,551,915        | 13,827,216        | 13,785,695        | 14,610,640        |       | 14,945,769        | 15,374,460        | 15,811,260        | 16,266,360        | 16,735,160        |
| <i>Tax Revenue % Inc/(Dec)</i>     | 6.2%              | 2.0%              | -0.3%             | 5.7%              |       | 2.3%              | 2.9%              | 2.8%              | 2.9%              | 2.9%              |
| Tax Penalties                      | 287,868           | 308,187           | 308,000           | 313,100           | 1.0%  | 311,080           | 314,190           | 317,330           | 320,500           | 323,710           |
| Property Transfer                  | 970,973           | 759,477           | 950,000           | 1,084,070         | 6.0%  | 1,007,000         | 1,067,420         | 1,131,470         | 1,199,360         | 1,271,320         |
| Gas/oil                            | 62,174            | 85,562            | 100,552           | 88,130            | 3.0%  | 103,570           | 106,680           | 109,880           | 113,180           | 116,580           |
| Horse Racing                       | 10,098            | 9,681             | 10,296            | 10,440            | 2.0%  | 10,500            | 10,710            | 10,920            | 11,140            | 11,360            |
| Wine Liquor                        | 17,243            | 43,303            | 127,000           | 11,650            | 3.0%  | 130,810           | 134,730           | 138,770           | 142,930           | 147,220           |
| Hotel Occupancy                    | 738,360           | 768,425           | 804,000           | 807,450           | 5.0%  | 844,200           | 869,530           | 895,620           | 940,400           | 987,420           |
| <i>Hotel Occ % Inc/(Dec)</i>       | -4.8%             | 4.1%              | 4.6%              | 5.1%              |       | 5.0%              | 3.0%              | 3.0%              | 5.0%              | 5.0%              |
| Hotel Occupancy- Other Entity      | -                 | 3,067             | 3,100             | -                 |       | 3,100             | 3,100             | 3,100             | 3,100             | 3,100             |
| Waste Coal                         | -                 | 5,562             | 5,562             | -                 |       | -                 | -                 | -                 | -                 | -                 |
| Bldg Permits                       | 275,866           | 328,778           | 358,000           | 357,695           |       | 386,640           | 413,700           | 426,110           | 438,890           | 443,280           |
| <i>Building Permit % Inc/(Dec)</i> | 9.1%              | 19.2%             | 8.9%              | 8.8%              |       | 8.0%              | 7.0%              | 3.0%              | 3.0%              | 1.0%              |
| Grants                             | 644,424           | 506,093           | 195,000           | 270,000           |       | 270,000           | 220,000           | 220,000           | 220,000           | 220,000           |
| Payment in lieu of taxes           | 17,593            | 19,296            | 19,000            | 20,000            |       | 20,000            | 20,000            | 20,000            | 20,000            | 20,000            |
| Sheriff Service Process            | 20,016            | 17,051            | 19,100            | 19,100            |       | 18,900            | 19,000            | 19,000            | 19,000            | 19,000            |
| Sheriff Earnings                   | 195,596           | 190,623           | 192,600           | 192,600           | 1.0%  | 190,500           | 192,410           | 194,330           | 196,270           | 198,230           |
| Clerk Earnings                     | 223,629           | 173,781           | 201,990           | 207,000           | 0.5%  | 198,800           | 199,790           | 200,790           | 201,790           | 202,800           |
| Circuit Clerk Earnings             | 45,786            | 59,453            | 60,000            | 58,770            | 1.0%  | 60,000            | 60,600            | 61,210            | 61,820            | 62,440            |
| Prosecuting Earnings               | 1,550             | 2,133             | 2,000             | 1,554             | 1.0%  | 1,841             | 1,860             | 1,880             | 1,900             | 1,920             |
| Charges for Services               | -                 | 40,860            |                   |                   |       |                   |                   |                   |                   |                   |
| Rent                               | 318,490           | 306,906           | 299,787           | 313,987           | 2.0%  | 303,618           | 309,690           | 315,880           | 322,200           | 328,640           |
| 911 Fees                           | 1,760,952         | 1,909,065         | 1,905,700         | 1,962,900         |       | 1,962,900         | 1,982,500         | 2,002,300         | 2,022,300         | 2,042,500         |
| <i>911 Fees % Inc/(Dec)</i>        | -5.3%             | 8.4%              | -0.2%             | 2.8%              |       | 3.0%              | 1.0%              | 1.0%              | 1.0%              | 1.0%              |
| Franchise Agreements               | 522,938           | 824,770           | 554,900           | 554,900           |       | 566,000           | 571,700           | 577,400           | 583,200           | 589,000           |
| <i>Franchise Fees % Inc/(Dec)</i>  | 11.1%             | 59.1%             | -32.7%            | -32.7%            |       | 2.0%              | 1.0%              | 1.0%              | 1.0%              | 1.0%              |
| IRP fees                           | 15,680            | 18,789            | 15,800            | 15,800            | 1.0%  | 17,200            | 17,370            | 17,540            | 17,720            | 17,900            |
| Jail fees                          | 112,557           | 97,087            | 98,000            | 98,000            | 0.5%  | 98,000            | 98,490            | 98,980            | 99,470            | 99,970            |
| Interest                           | 31,436            | 36,882            | 34,770            | 32,871            | 0.2%  | 33,413            | 33,480            | 33,550            | 33,620            | 33,690            |
| Misc revenue                       | 49,782            | 66,434            | 29,800            | 29,800            | 1.0%  | 45,400            | 45,850            | 46,310            | 46,770            | 47,240            |
| Sheriff Commission                 | 11,581            | 11,514            | 11,520            | 11,600            | 1.0%  | 11,600            | 11,720            | 11,840            | 11,960            | 12,080            |
| Table Games                        | 634,044           | <b>635,682</b>    | 620,000           | 479,400           |       | 564,400           | 536,200           | 509,400           | 499,200           | 489,200           |
| <i>Table Games % Inc/(Dec)</i>     | -13.9%            | <b>0.3%</b>       | -2.5%             | -24.6%            |       | -9.0%             | -5.0%             | -5.0%             | -2.0%             | -2.0%             |
| Filing Fees                        | -                 | 4,941             | -                 | -                 |       | -                 | -                 | -                 | -                 | -                 |
| Video Lottery                      | 3,038,420         | 2,999,873         | 2,900,000         | 2,868,000         |       | 2,834,600         | 2,777,900         | 2,722,300         | 2,667,900         | 2,614,500         |
| <i>Video Lottery % Inc/(Dec)</i>   | -4.6%             | -1.3%             | -3.3%             | -4.4%             |       | -2.3%             | -2.0%             | -2.0%             | -2.0%             | -2.0%             |
| Defeasance of Debt                 | 40,226            | -                 | -                 | -                 |       | -                 | -                 | -                 | -                 | -                 |
| Reimbursements                     | 230,065           | 241,284           | 170,000           | 178,500           | 1.0%  | 184,300           | 186,140           | 188,000           | 189,880           | 191,780           |
| Gain/Loss on Sale of Fixed Assets  | 10,726            | 10,922            | -                 | -                 |       | -                 | -                 | -                 | -                 | -                 |
| Charges to other entities          | 70,098            | -                 | 100,000           | -                 |       | -                 | -                 | -                 | -                 | -                 |
| Trans from other entities          | 36,430            | 220               | -                 | -                 |       | -                 | -                 | -                 | -                 | -                 |
| General School Reimbursements      | 266,698           | 307,276           | 264,000           | 264,000           | 1.0%  | 264,000           | 266,640           | 269,310           | 272,000           | 274,720           |
| Trns Assessor Val fund             | 485,329           | 510,200           | 529,664           | 529,664           | 2.0%  | 532,200           | 542,840           | 553,700           | 564,770           | 576,070           |
| <b>Total Revenue</b>               | <b>24,698,543</b> | <b>25,130,394</b> | <b>24,675,835</b> | <b>25,391,621</b> |       | <b>25,917,241</b> | <b>26,388,700</b> | <b>26,908,180</b> | <b>27,487,630</b> | <b>28,080,830</b> |

Jefferson County Commission  
 General Fund  
 Five Year Projection (FY2021 - FY2025)

Date Prepared: 1/30/2019

|                                    | 2 Year Actuals    |                   | FY20              |                   |               | Projected<br>Budget<br>FY21 | Projection        |                   |                   |                   |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|-----------------------------|-------------------|-------------------|-------------------|-------------------|
|                                    | Actual            | Actual            | FY20              |                   | Proj<br>Chg % |                             | TREND             | TREND             | TREND             | TREND             |
|                                    | FY18              | FY19              | Projection        | Budget            |               |                             | FY22              | FY23              | FY24              | FY25              |
| <b>Expenditures</b>                |                   |                   |                   |                   |               |                             |                   |                   |                   |                   |
| Commission                         | 1,803,308         | 1,928,692         | 2,008,534         | 2,039,121         | 2.0%          | 2,048,700                   | 2,089,670         | 2,131,460         | 2,174,090         | 2,217,570         |
| Employee Increases (~2% Merit)     | -                 | -                 | -                 | -                 |               | 195,000                     | 198,900           | 202,878           | 206,936           | 211,074           |
| Employee Increases (COLA)          | -                 | -                 | -                 | -                 |               | 75,000                      | 80,300            | 85,900            | 91,900            | 98,300            |
| Health Increases (5%)              | -                 | -                 | -                 | -                 |               | 115,001                     | 115,000           | 120,750           | 126,788           | 133,127           |
| County Clerk                       | 689,210           | 677,164           | 704,475           | 715,203           | 2.0%          | 718,600                     | 732,970           | 747,630           | 762,580           | 777,830           |
| Circuit Clerk                      | 603,737           | 623,346           | 628,863           | 638,440           | 2.0%          | 641,400                     | 654,230           | 667,310           | 680,660           | 694,270           |
| Sheriff's Tax Office               | 534,898           | 506,881           | 535,391           | 543,544           | 2.0%          | 546,100                     | 557,020           | 568,160           | 579,520           | 591,110           |
| Prosecuting Attorney               | 1,802,123         | 1,806,652         | 1,788,836         | 1,816,077         | 2.0%          | 1,824,600                   | 1,861,090         | 1,898,310         | 1,936,280         | 1,975,010         |
| Assessor                           | 503,027           | 530,016           | 529,141           | 537,199           | 2.0%          | 539,700                     | 550,490           | 561,500           | 572,730           | 584,180           |
| Assesor Valuation Fund             | 489,362           | 508,508           | 521,719           | 529,664           | 2.0%          | 532,200                     | 542,840           | 553,700           | 564,770           | 576,070           |
| State Wide Computer Network        | 54,879            | 57,865            | 42,463            | 43,110            | 2.0%          | 43,300                      | 44,170            | 45,050            | 45,950            | 46,870            |
| Agricultural Agent                 | 104,774           | 122,803           | 134,725           | 136,777           | 2.0%          | 137,400                     | 140,150           | 142,950           | 145,810           | 148,730           |
| County Clerk Elections             | 314,493           | 311,982           | 298,980           | 303,533           | 2.0%          | 305,000                     | 311,100           | 317,320           | 323,670           | 330,140           |
| Magistrate Court                   | 2,365             | 2,298             | 2,955             | 3,000             | 2.0%          | 3,000                       | 3,060             | 3,120             | 3,180             | 3,240             |
| Maintenance Dept                   | 1,025,702         | 1,078,105         | 1,090,679         | 1,107,288         | 3.0%          | 1,123,400                   | 1,157,100         | 1,191,810         | 1,227,560         | 1,264,390         |
| Other Building                     | 666,808           | 710,177           | 614,378           | 623,734           | 2.0%          | 626,700                     | 639,230           | 652,010           | 665,050           | 678,350           |
| Data Processing (IT)               | 363,558           | 438,865           | 559,166           | 567,681           | 2.0%          | 570,300                     | 581,710           | 593,340           | 605,210           | 617,310           |
| RDA                                | 19,794            | 19,794            | 19,498            | 19,795            | 2.0%          | 19,900                      | 20,300            | 20,710            | 21,120            | 21,540            |
| EC Development                     | 505,337           | 553,549           | 642,715           | 652,503           | 2.0%          | 655,600                     | 668,710           | 682,080           | 695,720           | 709,630           |
| Engineering, Planning, Zoning, GIS | 1,342,956         | 1,379,995         | 1,446,473         | 1,468,501         | 2.0%          | 1,475,400                   | 1,504,910         | 1,535,010         | 1,565,710         | 1,597,020         |
| Hotel Occupancy Other Entities     | -                 | 3,067             | 3,100             | -                 |               | 3,100                       | 3,100             | 3,100             | 3,100             | 3,100             |
| Contingency for Emergencies        | -                 | -                 | 192,451           | 195,382           |               | 200,000                     | 200,000           | 200,000           | 200,000           | 200,000           |
| Law Enforcement                    | 4,191,733         | 4,313,311         | 4,213,829         | 4,277,999         | 2.0%          | 4,298,100                   | 4,384,060         | 4,471,740         | 4,561,170         | 4,652,390         |
| Service of Process                 | 23,122            | 18,700            | 18,814            | 19,100            |               | 18,900                      | 19,000            | 19,000            | 19,000            | 19,000            |
| Regional Jail                      | 1,582,600         | 1,204,513         | 1,477,500         | 1,500,000         | 2.0%          | 1,507,100                   | 1,537,240         | 1,567,980         | 1,599,340         | 1,631,330         |
| Regional Jail % Inc/(Dec)          | 5.0%              | -23.9%            | 22.7%             | 24.5%             |               | 2.0%                        | 2.0%              | 2.0%              | 2.0%              | 2.0%              |
| Homeland Security                  | 222,794           | 238,496           | 266,379           | 270,436           | 2.0%          | 271,700                     | 277,130           | 282,670           | 288,320           | 294,090           |
| Communication Center (911)         | 1,791,156         | 1,807,990         | 2,104,010         | 2,136,051         | 2.0%          | 2,146,100                   | 2,189,020         | 2,232,800         | 2,277,460         | 2,323,010         |
| JCESA - Ambulance                  | 2,024,472         | 2,102,376         | 2,197,877         | 2,231,347         | 2.0%          | 2,241,800                   | 2,286,640         | 2,332,370         | 2,379,020         | 2,426,600         |
| JCESA - Fire                       | 665,000           | 665,000           | 568,838           | 577,500           | 0.0%          | 568,800                     | 568,800           | 568,800           | 568,800           | 568,800           |
| Animal Control                     | 221,007           | 283,849           | 257,961           | 261,889           | 2.0%          | 263,100                     | 268,360           | 273,730           | 279,200           | 284,780           |
| Central Garage                     | 317,514           | 301,626           | 340,101           | 345,280           | 6.0%          | 360,500                     | 382,130           | 405,060           | 429,360           | 455,120           |
| Health Department                  | 79,550            | 79,980            | 79,174            | 80,380            | 2.0%          | 80,782                      | 82,400            | 84,050            | 85,730            | 87,440            |
| Parks and Recreation               | 728,587           | 742,886           | 759,711           | 771,280           | 3.9%          | 760,000                     | 859,673           | 872,967           | 894,694           | 917,445           |
| Arts and Humanities                | 14,767            | 15,369            | 15,907            | 16,149            | 5.0%          | 16,884                      | 17,391            | 17,912            | 18,808            | 19,748            |
| Historical Commission              | 21,867            | 25,257            | 23,554            | 23,913            | 5.0%          | 25,001                      | 25,751            | 26,524            | 27,850            | 29,242            |
| Visitors Bureau                    | 383,280           | 384,213           | 405,057           | 411,225           | 5.0%          | 422,100                     | 434,765           | 447,810           | 470,200           | 493,710           |
| Library                            | 330,000           | 330,000           | 325,050           | 330,000           | 0.0%          | 330,000                     | 330,000           | 330,000           | 330,000           | 330,000           |
| Public Transit                     | 20,000            | 20,000            | 19,700            | 20,000            |               | 20,000                      | 20,000            | 20,000            | 20,000            | 20,000            |
| <b>Total Expenditures</b>          | <b>23,443,780</b> | <b>23,793,325</b> | <b>24,838,004</b> | <b>25,213,101</b> |               | <b>25,730,268</b>           | <b>26,338,410</b> | <b>26,877,511</b> | <b>27,447,285</b> | <b>28,031,566</b> |
| <b>Net Surplus / (Deficit)</b>     | <b>1,254,763</b>  | <b>1,337,069</b>  | <b>(162,169)</b>  | <b>178,519</b>    |               | <b>186,973</b>              | <b>50,289</b>     | <b>30,669</b>     | <b>40,345</b>     | <b>49,263</b>     |
| <b>Net Surplus / (Deficit)</b>     | <b>1,254,763</b>  | <b>1,337,069</b>  | <b>(162,169)</b>  | <b>178,519</b>    |               | <b>186,973</b>              | <b>50,289</b>     | <b>30,669</b>     | <b>40,345</b>     | <b>49,263</b>     |

**Transfers from/ (to) Other Funds**

|  |                  |                  |                  |                  |  |                  |                  |                  |                    |                    |
|--|------------------|------------------|------------------|------------------|--|------------------|------------------|------------------|--------------------|--------------------|
| <b>Transfers to Capital Outlay Fund</b>    |                  |                  |                  |                  |  |                  |                  |                  |                    |                    |
| Trns to Capital Fund (5% Gambling)         | -                | (562,000)        | (350,000)        | (555,000)        |  | (545,000)        | (710,700)        | (872,300)        | (1,030,700)        | (1,185,900)        |
| Trns to Capital Fund                       | (971,200)        | (38,755)         | -                | (370,866)        |  | -                | -                | -                | -                  | -                  |
| Subtotal Trns to Capital Outlay Fund       | (971,200)        | (600,755)        | (350,000)        | (925,866)        |  | (545,000)        | (710,700)        | (872,300)        | (1,030,700)        | (1,185,900)        |
| Trns from Coal Severance Fund              | 70,000           | 70,000           | -                | -                |  | -                | -                | -                | -                  | -                  |
| Trns from (to) Other Funds                 | 163,213          | 146,169          | -                | -                |  | -                | -                | -                | -                  | -                  |
| <b>Total Transfers Out of General Fund</b> | <b>(737,987)</b> | <b>(384,586)</b> | <b>(350,000)</b> | <b>(925,866)</b> |  | <b>(545,000)</b> | <b>(710,700)</b> | <b>(872,300)</b> | <b>(1,030,700)</b> | <b>(1,185,900)</b> |

|   |                |                |                  |                  |  |                  |                  |                  |                  |                    |
|---|----------------|----------------|------------------|------------------|--|------------------|------------------|------------------|------------------|--------------------|
| <b>Net Uses of Funds -Surplus/(Deficit)</b> | <b>516,776</b> | <b>952,483</b> | <b>(512,169)</b> | <b>(747,347)</b> |  | <b>(358,027)</b> | <b>(660,411)</b> | <b>(841,631)</b> | <b>(990,355)</b> | <b>(1,136,637)</b> |
|---|----------------|----------------|------------------|------------------|--|------------------|------------------|------------------|------------------|--------------------|

**Fund Balance**

|   |                  |                  |                  |                  |  |                  |                  |                  |                  |                |
|---|------------------|------------------|------------------|------------------|--|------------------|------------------|------------------|------------------|----------------|
| Beginning Fund Balance                      | 4,669,371        | 5,186,147        | 6,138,630        | 5,396,899        |  | 4,649,552        | 4,291,525        | 3,631,115        | 2,789,483        | 1,799,128      |
| Net Change in Fund Balance                  | 516,776          | 952,483          | (512,169)        | (747,347)        |  | (358,027)        | (660,411)        | (841,631)        | (990,355)        | (1,136,637)    |
| <b>Ending Fund Balance</b>                  | <b>5,186,147</b> | <b>6,138,630</b> | <b>5,626,461</b> | <b>4,649,552</b> |  | <b>4,291,525</b> | <b>3,631,115</b> | <b>2,789,483</b> | <b>1,799,128</b> | <b>662,491</b> |
| <b>Fund Balance as a % of Operating Exp</b> | <b>22.12%</b>    | <b>25.80%</b>    | <b>22.65%</b>    | <b>18.44%</b>    |  | <b>16.68%</b>    | <b>13.79%</b>    | <b>10.38%</b>    | <b>6.55%</b>     | <b>2.4%</b>    |

## Jefferson County Commission FY21 Budget Process Calendar

- **November:** Finance Director to compile estimate of revenues
- **December 1, 2019:** More accurate property valuations are available. Finance Director to adjust projected revenues
- **December 5, 2019:** Budget Charge from Commissioners
- **Mid December 2019:** Preliminary health insurance renewal rates available
- **Mid December 2019:** Budget reports distributed to departments (per auditor's office should be done no later than the 1<sup>st</sup> week of February)
- **January 15, 2020:** Department Heads to return budgets to Finance Director (per regulation must be done by March 2<sup>nd</sup>)
- **January 21, 2020:** Elected Officials to return budgets to Finance Director (per regulation must be done by March 2<sup>nd</sup>)
- **January 31, 2020:** Budget Binders distributed to Commissioners
- **February 4, 2020:** Tuesday evening Budget 101 (7PM)
- **February 10 – 14:** Need to schedule two to three full days of individual department budget presentations to the Commissioners
- **March 2, 2020:** Assessor to certify value of real and personal property (per regulation must be done by March 3<sup>rd</sup>)
- **March 9 – 13:** Schedule community forum for public hearing of budget (per regulation must be done between March 7<sup>th</sup> and March 28<sup>th</sup>)
- **Mid March 2020:** Final health insurance renewal rates obtained
- **March 19, 2020:** Currently, this is an evening regular session. Commissioners adopt budget (per regulation must be done by March 29<sup>th</sup>) or **Special Session on Tuesday, March 26, 2020.**
- **March 28, 2020:** Budget must be published by March 28<sup>th</sup> each year in the local paper of record.
- **April 2020:** Health insurance renewal rates/options presented to Commissioners
- **April 21, 2020:** Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 21<sup>st</sup>, the 3<sup>rd</sup> Tuesday of April) – Normally a 9:30 meeting.
- **April 24, 2020:** Finance Director to forward the levy order to the State Auditor's Office (per regulation must be done within 3 days of the 3<sup>rd</sup> Tuesday in April)

