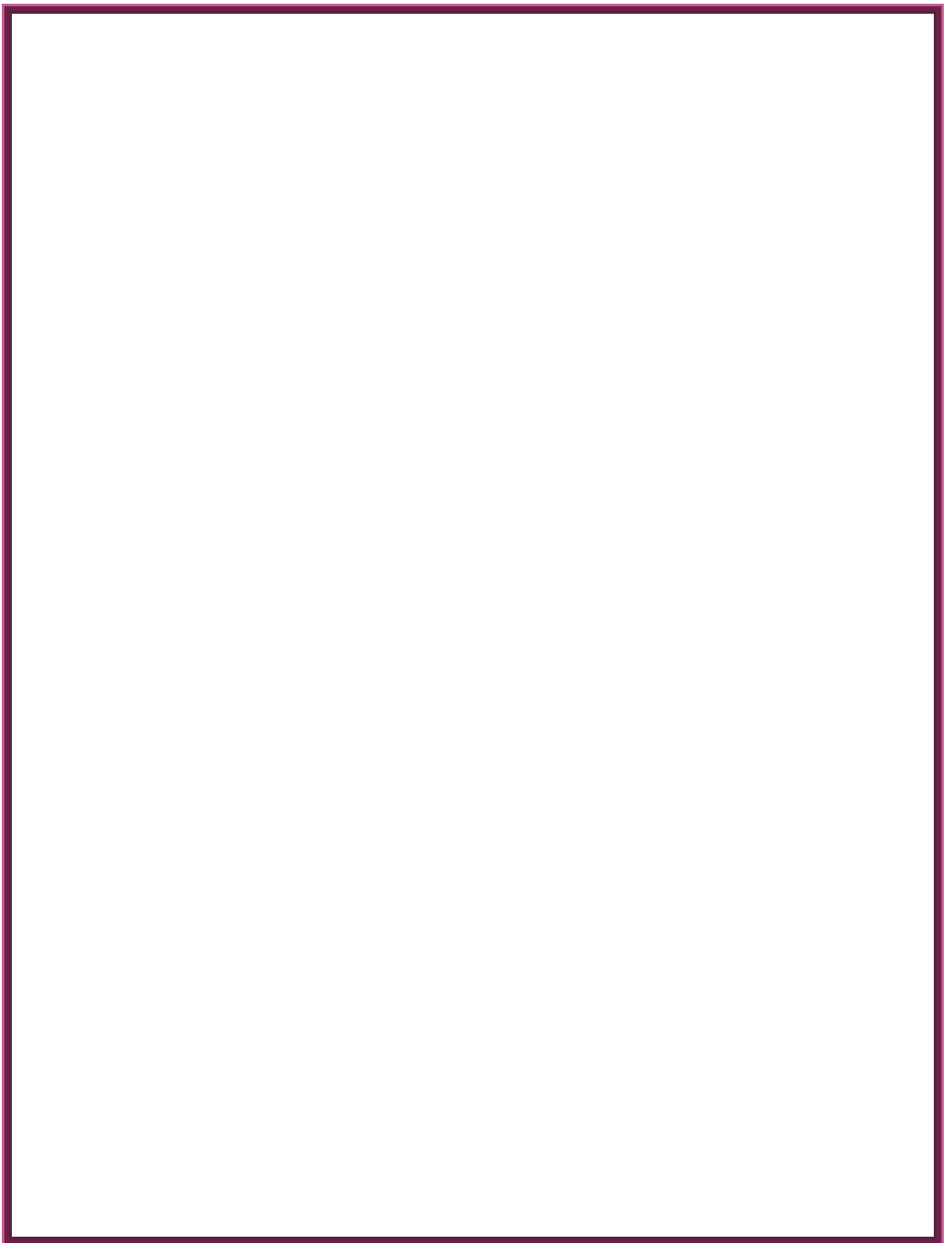


LEWIS & CLARK COUNTY



APPROVED
OPERATING AND CAPITAL BUDGET
FISCAL YEAR 2011-2012





Lewis & Clark County, Montana

**APPROVED
OPERATING AND CAPITAL BUDGET
Fiscal Year 2011 - 2012**

COUNTY COMMISSION



Andy Hunthausen [D], (Member)



Derek Brown [R], (Chair)



Mike A. Murray [D], (Member)

CHIEF ADMINISTRATIVE OFFICER

Eric Bryson

COUNTY TREASURER / CLERK & RECORDER

Paulette DeHart

FINANCE DIRECTOR

Nancy Everson



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EXECUTIVE SUMMARY





Lewis and Clark County

Administrative Services and Financial Department

Budget Message

September 28, 2011

Lewis & Clark County Commission & Residents of Lewis & Clark County:

This document is the Approved Operating and Capital Budget for Lewis & Clark County, Montana, for the fiscal year ending June 30, 2012 (FY 12). A summary of the Final Budget follows.

Overview of Budgeted Resources

The following table depicts the projected beginning cash balances, estimated revenues, budgeted expenditures, and projected ending cash balances for FY 12. All county funds are included in the foregoing budget. The table reflects estimated revenues of \$72.4 million, budgeted expenditures of \$79.9 million, resulting in projected ending cash balances of \$19.4 million, for all funds. An explanation of the significant changes in fund and cash balances (those greater than 10%) is provided on the following page.

SUMMARY OF MAJOR REVENUES, EXPENDITURES AND OTHER FINANCING SOURCES/USES July 1, 2011 through June 30, 2012 (FY 12)

	Governmental Fund Types			Proprietary Fund Types		Total All Funds	
	General	Special Revenue	Debt Service	Capital Project	Enterprise		Internal Service
Projected Beginning Cash Balances	\$ 2,505,510	\$ 11,653,600	\$ 664,175	\$ 6,131,364	\$ 2,382,516	\$ 3,605,872	\$ 26,943,037
Total Estimated Revenues	9,301,355	31,272,753	899,105	8,814,874	12,344,428	9,844,901	72,477,416
Budgeted Expenditures	9,655,076	37,087,295	872,897	9,198,212	12,572,455	10,538,395	79,924,330
Projected Ending Cash Balances	\$ 2,151,789	\$ 5,839,058	\$ 690,383	\$ 5,748,026	\$ 2,154,489	\$ 2,912,378	\$ 19,496,123

Listed below are explanations of the significant changes in fund balance/cash for each of the major fund groups.

General Fund

The financial summary on the preceding page reflects a beginning general fund cash balance of \$2.5 million, estimated revenues of \$9.3 million, budgeted expenditures of \$9.6 million, resulting in a projected ending general fund cash balance of \$2.1 million. Budgeted expenditures of \$.4 million more than estimated revenues is due to the County intentionally budgeting to spend excess cash reserves. The County has intentionally increased cash reserves over prior years due to the economic uncertainty. The County will continue to maintain a safe operating reserve.

Special Revenue Funds

Special revenue funds reflect a beginning cash balance of \$11.6 million, estimated revenues of \$31.2 million, budgeted expenditures of \$37.0 million, resulting in a projected ending cash balance in the special revenue funds of \$5.8 million. Budgeted expenditures exceed estimated revenues by \$6.0 million, due largely to the County intentionally budgeting to spend cash reserves that have been allocated to specific uses. The County will continue to maintain a safe operating reserve.

Debt Service Funds

Debt service funds show a beginning balance of \$664,000, estimated revenues of \$899,000, budgeted expenditures of \$873,000, and a projected ending cash balance in the debt service funds of \$690,000. Cash balances in the debt service funds are expected to increase slightly due to lower interest rates than projected.

Capital Project Funds

Capital project funds reflect beginning cash balances of \$6.1 million, estimated revenues of \$8.8 million, budgeted expenditures of \$9.1 million, resulting in projected ending cash balances of \$5.7 million. Budgeted expenditures exceed estimated revenues by \$.3 million due to the purchase of capital assets from reserves established for this purpose and also due to the construction of capital projects from reserves established in prior years for these purposes.

Enterprise Funds

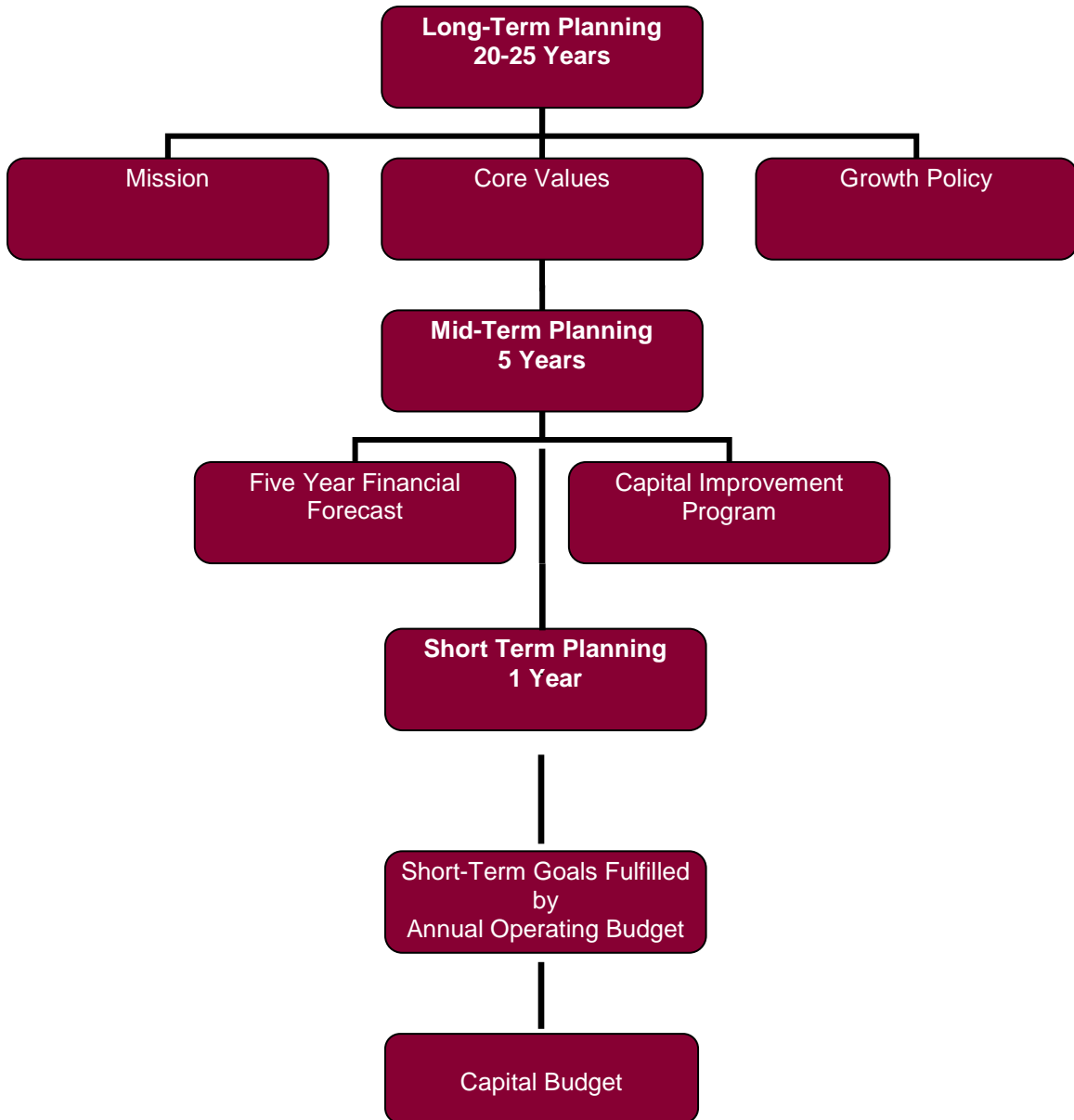
Enterprise funds reflect beginning cash balances of \$2.3 million, estimated revenues of \$12.3 million, budgeted expenditures of \$12.5 million, and projected ending cash balances of \$2.1 million in the enterprise funds. The decrease in cash balances is due to budgeted expenditures of capital reserves.

Planning Processes

Lewis & Clark County conducts various planning processes (long-term, mid-term and short-term), to help guide the government and to insure that decisions are made in the context of the organization as a whole and with a long-term perspective. Diligent efforts are made to insure each of these component planning processes are in concert with one another. This so called “Linkage” is paramount to insure short-term decisions are consistent with the overriding values embodied in the mid-term and long-term planning processes adopted by the County Commission.

Each element of the County’s planning process has a different purpose and timeframe. The County’s Mission, Core Values Statement and Growth Policy are the most far-reaching in nature—20 to 25 years. The Capital Improvement Program and the Five-Year Financial Forecast are mid-term in nature—5 years. The Annual Budget and the Capital Budget are short-term—covering a 1-year timeframe. The most important requisite is that they are coordinated efforts.

Shown on the following page is a hierarchy of the County’s layered planning processes, all which support one another and are designed with a common goal. The chart depicts how the Annual Operating Budget and the Capital Budget fit within the County’s planning process hierarchy.



Strategic Plan

Strategic planning suggests ways (strategies) to identify and to move toward desired future states. It consists of the process of developing and implementing plans to reach goals and objectives. Within government, strategic planning provides guidance for organizational management similar to that for business, but also provides guidance for the evolution or modification of public policy and laws. Areas of such public policy include: funding of infrastructure and rate-setting and functional plans such as the County's Growth Policy for land use, and the Lewis & Clark County Transportation Plan.

Lewis & Clark County Goals – Short-Term Initiatives – Principal Issues – Proposed Action

The County also created a set of short-term goals. The short-term goals are those that guide the development of the budget for the coming year.

Listed below are the County's goals that help guide the development of this budget.

- Create the FY2012 Budget as a “business plan,” including goals and objectives from each department/office, along with funding requests.
- Create a management system that will allow the Commissioners to measure performance in each department/office relating to the approved goals and objectives as documented as part of the annual budget process.
- Continue focus on managing and planning the growth in Lewis & Clark County, including regular updates of the growth policy and subdivision regulations.
- Continue to pursue efforts to establish zoning districts in the County.
- Pursue the development of water and sewer services into the Helena Valley to mitigate failing septic systems and water quality issues.
- Continue to fully fund the market based pay plan. The plan and related benefits allows the County to remain competitive in recruiting and retaining quality employees.
- The 5-year Capital Improvement Plan (CIP) is a top priority every year. Each department is required to fund a capital asset schedule. In addition, future asset needs and projects are identified and funded from department budgets to the extent possible.

Capital Improvement Plan

The County prepares a 5-year Capital Improvement Program (CIP) which is summarized within the Annual Operating Budget. The CIP is a multi-year capital improvement plan that forecasts, but does not obligate, future spending for all anticipated capital projects. The CIP is developed and updated annually. The proposed 5-year CIP uses conservative financial forecasts and reflects only those projects with the highest priority and most realistic expectation for completion during the next five years. This approach avoids raising expectations for projects that are not well defined or that the operating budget will not support.

The Annual Budget Process includes a re-evaluation of the capital projects included in the CIP for the coming year, as well as the anticipated funding sources for the projects. If approved in the Annual Budget Process, the capital items appear in the Annual Operating Budget, which constitutes the formal spending authority. The capital items included in the Annual Operating Budget represent the “Capital Budget.”

A summary of the significant capital projects included in the FY 12 Operating Budget is included in the budget on page K-5.

STAFFING CHANGES

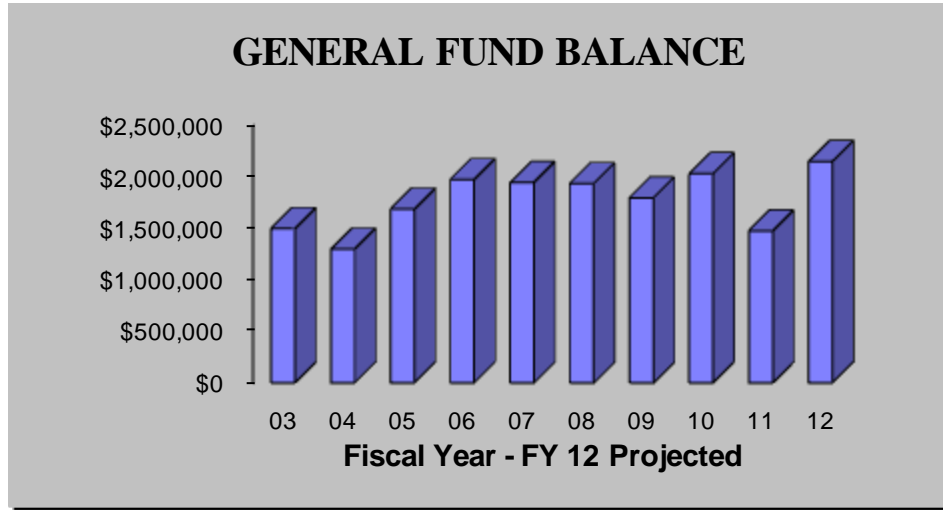
The final budget includes a net overall increase of 5.60 full-time equivalent employees (FTE). The increase is mainly due to increased grant funding for the Cooperative Health Center for additional medical staff. The chart below shows the change in FTE for the budget year for each department. Also included in the Appendix on page M-1 is a chart showing all of the County's FTE for all departments.

Staffing Changes (FTE)	
DEPARTMENT/DIVISION	Net Increase (Decrease)
District Court-small claims judge(combined with Justice Court)	(0.44)
Planning and Community Development	(1.00)
Public Works-Weed Department-seasonal employees	2.33
Cooperative Health Center/Health Department	4.71
TOTAL CHANGE	5.60

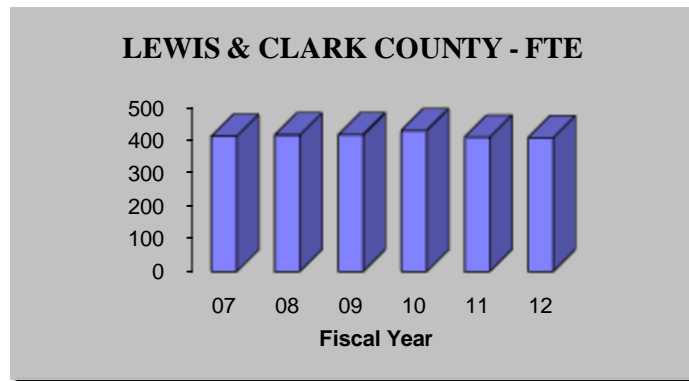
BUDGETARY TRENDS

Shown below are a series of key financial indicators and budgetary trends that affect the ability of the County to sustain current service levels, while maintaining financial stability.

Fund balance measures the net financial resources available to finance expenditures of future periods. Rating agencies examine fund balance when considering the credit quality of the County. The general fund

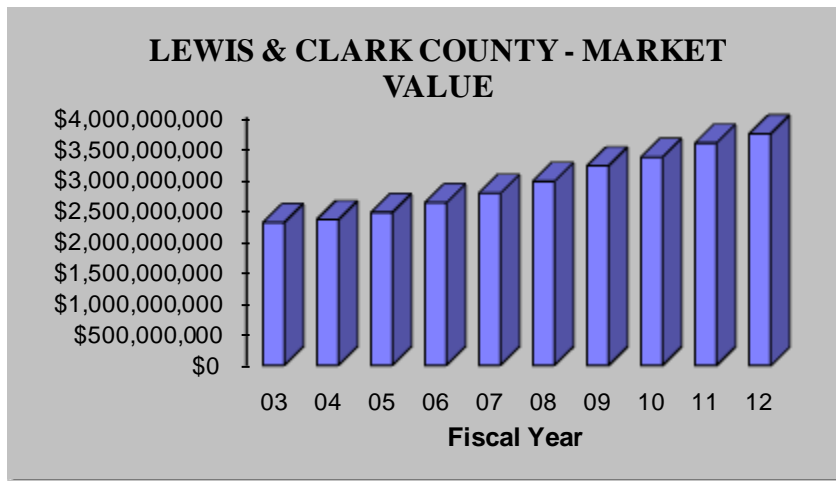


balance represents the best indicator of the County's overall financial health. Shown by the graph above is the County's actual general fund balance from FY 03 – FY 12. Fund balances for FY 12 are projected. The County's 2012 budget continues to be structurally balanced and the County will maintain a safe general fund reserve at the end of FY 12.

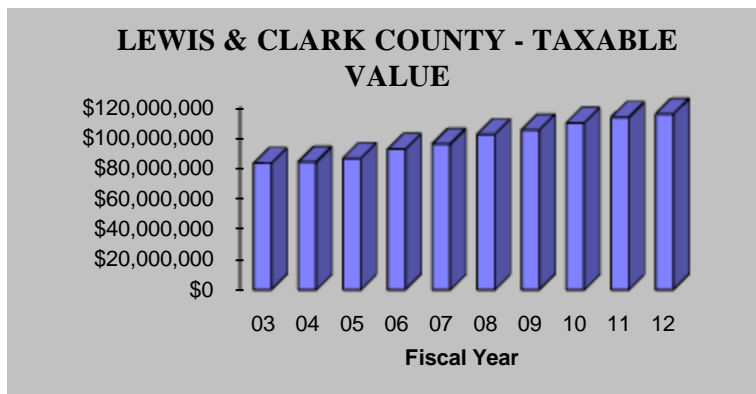


Full-time equivalent employees (FTE) is a key indicator mirroring the growth of the Lewis & Clark County. As shown by the graph above, total FTE decreased from 409.83 in fiscal year 2011 to 408.49 in 2012. A Small Claims Judge position was combined with Justice Court and a Planning Technician position was eliminated in the Planning department. The Cooperative Health Center is expanding services and the Public Works department increased seasonal employees.

As a general rule, all real and personal property in the State of Montana is subject to taxation by the State and its counties, municipalities and other political subdivisions. This rule is subject to exceptions in the case of specified classes of exempt property. Property is classified according to its use and character, and the different classes of property are taxed at different percentages of their market valuation.



Property valuations are based on comprehensive appraisals of all taxable property performed by the Department of Revenue each year. The Department of Revenue certifies market and taxable values to each county on or before the 1st Monday in August. The trend of the Lewis & Clark County market value is shown by the graph above. As shown by the graph, the County's market value has increased from \$2.30 billion in fiscal year 2003 to \$3.74 billion in fiscal year 2012, for a 60% increase over this period. The market value of property in the County reflects the rapid growth the County is experiencing. The graph of taxable values that follows reflects the County's ability to raise general tax revenue necessary to support the growing demand for government services.



The taxable value for property is determined by applying a statutorily established percentage ratio to the market value of the property, according to its property classification. The applicable ratio for most commercial and residential real properties is currently 2.82%. Shown above is a history of the County's

actual taxable value since 2003. The increase in taxable values does not coincide with the increase in market values because of adjustments to the percentage ratio by the Montana Legislature and by changes in tax policy implemented through property tax amendments. The adjustments by the Legislature were designed to prevent local taxes from increasing at the same rate as property values. The taxable values (as opposed to market values) more accurately reflect the ability of the County to increase tax revenues.

ECONOMIC FACTORS

The Bureau of Business and Economic Research (BBER) is the research and public service branch of the University of Montana's School of Business Administration. The Bureau is regularly involved in a wide variety of activities, including economic analysis and forecasting. Excerpts from the Bureau's forecasts contained in the Spring 2007 issue of the Montana Business Quarterly relating to Lewis & Clark County are restated below.

Helena is a government town, and state and federal governments combine for about two-thirds of the economic base in Lewis & Clark County. Between 2001 and 2004, both state and federal government contributed to growth. The increases in state government were mostly before and after the wage freeze enacted by the 2003 Legislature. The increases in the federal government occurred in both the civilian and military components (including Ft. Harrison and other reserve facilities), and both may be associated with homeland security activities.

The Bureau projects that Lewis & Clark County's population growth will average 1% per year through 2010, as shown by the graphic below.

**Table 3
 Population, Montana and Regions, 1990-2010**

	Thousands of Persons				Average Annual Percent Change		
	Actual		Projected		1990-2000	2000-2005	2005-2010
	1990	2000	2005	2010			
Montana	800	902	936	974	1.2%	0.7%	0.8%
West	335	400	416	445	1.8%	0.8%	1.4%
Missoula	79	95	100	106	1.9%	1.0%	1.2%
Flathead	60	75	83	90	2.3%	2.0%	1.6%
Silver Bow	34	35	33	37	0.3%	-1.2%	2.3%
Lewis and Clark	48	56	58	61	1.5%	0.7%	1.0%
Ravalli	25	36	40	43	3.7%	2.1%	1.5%
Rest of West	89	103	102	108	1.5%	-0.2%	1.1%
North-Central	181	183	183	184	0.1%	0.0%	0.1%
Cascade	78	80	80	82	0.3%	0.0%	0.5%
Hill	18	17	16	17	-0.6%	-1.2%	1.2%
Fergus	12	12	12	13	0.0%	0.0%	1.6%
Rest of North-Central	73	74	75	72	0.1%	0.3%	-0.8%
Southeast	284	319	337	345	1.2%	1.1%	0.5%
Yellowstone	114	128	137	145	1.2%	1.4%	1.1%
Gallatin	51	68	78	86	2.9%	2.8%	2.0%
Richland	11	10	9	11	-0.9%	-2.1%	4.1%
Custer	12	12	11	12	0.0%	-1.7%	1.8%
Rest of Southeast	96	101	102	91	0.5%	0.2%	-2.2%

Sources: Bureau of the Census, U.S. Department of Commerce; Bureau of Business and Economic Research, The University of Montana-Missoula.

Closing

We had many goals in mind when we created the performance budget in FY 08—the most important of which were improved financial planning and the improvement of county services through Performance Budgeting. It takes most governments several years to develop a true Performance Budget. Thanks to the efforts of our department managers, we have created a very good Performance Budget in the past three years. Department managers did an outstanding job of describing their programs, laying out goals and objectives for their departments, establishing quantifiable performance measures and identifying quantifying workload indicators. The focus of this budget is not the traditional approach of describing how the County intends to spend taxpayer dollars, but rather the more progressive approach using a Performance Budget which describes what the county departments intend to accomplish and what services will be provided to Lewis & Clark County citizens. Furthermore, our focus will be on continual improvement and efficiency in the provision of these public services. There are obvious improvements we can make in this document and we are challenging ourselves to do just that as it continues to develop in future years.

I would like to personally thank all of the department managers who provided the excellent information for this budget document and the finance department who worked to make this budget document a reality.

Respectfully

Eric Bryson, Chief Administrative Officer

The National Advisory Commission on State and Local Budgeting (NACSLB) promulgated a set of recommended practices for governments to follow. Lewis & Clark County is striving to incorporate these recommended practices into its budget process.

The NACSLB was created to provide tools for governments to improve their budgeting processes and to promote their use. The NACSLB focuses on long-term financial planning and encourages governments to consider the longer consequences of actions to ensure that impacts of budget decisions are understood over a multi-year planning horizon and to assess whether program and service levels can be sustained. Practices encourage the development of organizational goals, establishment of policies and plans to achieve these goals, and allocation of resources through the budget process that are consistent with goals, policies and plans. There is also a focus on measuring performance to determine what has been accomplished with scarce government resources.

Following are excerpts of the NACSLB's budget practice recommendations.

BUDGET DEFINITION

The budget process consists of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets.

A good budget process is characterized by several essential features.

- Incorporates a long-term perspective
- Establishes linkages to broad goals
- Focuses budgeting decisions on results and outcomes
- Involves and promotes effective communication with stakeholders
- Provides incentives to government management and employees

These key characteristics of good budgeting make clear that the budget process is not simply an exercise in balancing revenues and expenditures one year at a time, but is strategic

in nature, encompassing a multi-year financial and operating plan that allocates resources on the basis of identified goals. A good budget process moves beyond the traditional concept of line-item expenditure control, providing incentives and flexibility to managers that can lead to improved program efficiency and effectiveness.

MISSION OF THE BUDGET PROCESS

The mission of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process. Communication and involvement with citizens and other stakeholders is stressed. Communication and involvement are essential components of every aspect of the budget process.

PERFORMANCE BUDGETING

Lewis & Clark County is moving to a Performance Budgeting approach for the development of its annual operating budget. Performance budgets emphasize the accomplishment of program objectives as opposed to a description of what is going to be purchased by the government.

Performance budgeting involves a shift away from a debate by the County Commission of what is going to be purchased toward a debate regarding what is going to be accomplished.

Lewis & Clark County is in the early stages of its Performance Budgeting efforts. Each department is in the process of identifying performance objectives, identifying and tracking workload indicators, and establishing quantifiable performance measurers. It is anticipated that it will take 3 – 5 years to fully implement the performance budgeting system.

FINANCIAL TREND ANALYSIS

The budget process begins in the winter with a financial trend analysis for the County's funds.

Using the latest fiscal, operational, and legislative information, the Finance Director works collaboratively with county departments to update the county's most recent financial trend analysis.

The financial trend analysis assists the County Commission and the county administration in focusing on the "Big Picture" of the county's financial operations.

NEEDS ASSESSMENT PHASE

Late Winter – Early Spring

Departments have an opportunity to assess current conditions, programs, and needs. Examination of current departmental programs or positions for possible trade-offs, reduction, or elimination is strongly suggested. During this phase, departments are encouraged to thoroughly review all programs and services, assessing their value and priority to the citizens. At the same time, departments are asked to submit requests for new or expanded programs. These are called modified level budget requests.

From this process, they prepare their preliminary departmental budgets.

BUDGET DEVELOPMENT AND PRIORITIZATION PHASE

The Finance Department compiles and tabulates the budgetary information submitted by the individual departments and begins the preparation of the preliminary budget in cooperation with the Chief Administrative Officer. The needs of the county departments are weighed against projected funds available and a determination must be made as to which services will be included in the final budget. The operating budget includes proposed expenditures and the means of financing them.

Within the framework of the County's financial capacity, County Commission priorities and departmental needs assessments, budget requests are reviewed and a preliminary County operating budget takes shape. Modified budget

level requests are evaluated for possible funding.

The purpose of the preliminary budget is to enable the community, stakeholders and the County Commission to comment on a balanced budget well before it is adopted.

CAPITAL IMPROVEMENTS PROGRAM (CIP) AND ITS RELATIONSHIP TO THE OPERATING BUDGET

Lewis & Clark County prepares a Capital Improvement Plan (CIP) document separate and apart from the Annual Operating Budget. Unlike the Annual Operating Budget, the CIP is a multi-year capital improvements plan that forecasts, but does not obligate, future spending for all anticipated capital projects.

Whenever the County commits to a CIP plan, there is an associated long-range commitment of operating funds. For this reason, it is important to evaluate capital commitments in the context of their long-range operating impact. Most capital projects affect future operating budgets either positively or negatively due to an increase or decrease in maintenance costs or by providing capacity for new programs to be offered. Such impacts vary widely from project to project and, as such, are evaluated individually during the process of assessing project feasibility.

The multi-year, long-range fiscal analysis also provides an opportunity to review the operating impact of growth-related future capital projects.

ADOPTION/IMPLEMENTATION PHASE

Public hearings are conducted to enable citizens and other interested parties to comment on the proposed budget. Following the public hearings, the County Commission may modify the proposed budget or may adopt it without changes.

The budget and the corresponding property tax mill levy must be adopted by the 3rd Monday in August, or within 45 days of receipt of the Certified Taxable Valuations from the State of Montana, Department of Revenue (DOR).

Management control of the budget is maintained by quarterly revenue and expenditure reports, whereby departments are able to compare actual results to the budget throughout the fiscal year. In addition, the Finance Director prepares mid-year and third-quarter budget reviews on a county-wide basis, with presentations to the County Commission at a work session. These budget reviews are aimed at examining expenditure patterns, and recommending corrective action to be taken during the year.

AMENDING THE BUDGET

The county's budget may be amended during the course of the year as outlined in the Final Budget Resolution adopted by the County Commission each year at a duly noticed public meeting. The Final Budget Resolution authorizes the Chief Administrative Officer to approve budget amendments, after notifying the Commission at a work session of his intent to do so. The Resolution outlines the specific process that must be followed to amending the budget and the situations in which the budget may be amended.

The County Commission exercises budgetary control at the summary object of expenditure level (salaries, operations, and capital). Within those areas, departments can spend as needed for individual line items.

OPERATING BUDGET CALENDAR

January

Finance Department prepares mid year report with estimated year-end cash balances, estimates revenue for the coming year, and adjusts current year's budget to project next year's needs - information presented to County Commission.

February

Finance Department updates all estimates, adjusts expenses for known one time expenses and adjustments, presents updated estimates to County Commission, recommends reserve for wage adjustments, operational expense adjustment and changes to capital reserves.

March

Budget meeting held- Personnel numbers, budget estimates, budget timeline and forms are presented to Elected Officials and Department Heads.

April

Individual budget meeting with each department are held with the County Commission. Each department presents their budget with cash flows. All new budget requests are presented and discussed.

May

County Commission meets on requests and develops proposed budget. Finance Office prepares preliminary budget information for elected officials and department heads. Commission reviews, amends and approves preliminary budget and sets hearing dates for Public, Elected Officials and Departments to present requested changes to the Preliminary Budget. Public Hearings scheduled.

June

Commission holds public hearings on Preliminary Budget. Elected Officials and Department Heads prepare requested changes to budget. Requested changes presented at public meeting to provide information to the public as well as the County Commission. No decisions made by Commission until after final Public Hearing.

July

Final Budget Resolution is adopted by the County Commission. Per Resolution, approved budget carryovers are included in the budget after year end numbers are final.

August

Certified Taxable Values are received from the Department of Revenue and mill levies are calculated. Mill levy resolution is adopted by the County Commission. Estimates of new growth are reviewed and adjusted in the final budget if needed.

September

On-going review and monitoring of current year budget.

Preparations being made for the coming year.

October

On-going review and monitoring of current year budget.

Preparations being made for the coming year.

November

On-going review and monitoring of current year budget.

Preparations being made for the coming year.

December

On-going review and monitoring of current year budget.

Preparations being made for the coming year.

FINANCIAL POLICIES

The overall goal of the County's fiscal policy is to establish and maintain effective management of the County's 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.

Financial policies are guidelines for operational and strategic decision making related to financial matters. Financial policies identify acceptable and unacceptable courses of action, establish parameters in which the government can operate, and provide a standard against which the government's fiscal performance can be judged.

The following County financial policies, endorsed by the County Commission through this budget document, establish the framework for Lewis & Clark County's overall fiscal planning and management.

These financial policies:

1. Demonstrate to the citizens of Lewis & Clark County, the investment community, and the credit rating industry that the county is committed to a strong financial management and fiscal integrity;
2. Set forth guidelines against which current budgetary performance can be measured;
3. Provide precedents for future policy makers and financial managers for financial goals and strategies;
4. Improve the County's fiscal stability by helping County officials plan fiscal strategy with a consistent approach;
5. Encourage the fair presentation and full disclosure of the financial position and results of operations of the county in conformity with Generally Accepted Accounting Principles.

The following financial policies are reviewed by the Finance Department every two years for possible modifications. The County is in compliance with the comprehensive financial policies in this budget.

OPERATING BUDGET POLICIES

Links to Financial Plans.

1) Five-Year Plan. Lewis & Clark County's annual budget will be developed in accordance with the policies and priorities set forth in the five year strategic financial plan, Commission goals, the needs of the County, and state and federal laws. Program/project priorities and service levels will be established by the aforementioned plans.

Scope.

1) Comprehensive Budget. A comprehensive annual budget will be prepared for all funds expended by the County, with the exception of Trust & Agency funds &

Component Units. State law (7-6-4005, MCA), states that "Local government officials may not make a disbursement or an expenditure or incur an obligation in excess of the total appropriations for a fund." Since Trust & Agency funds and Component Units are not considered County funds, these have been excluded from the budget. Inclusion of all County funds in the budget enables the Commission, the administration, and the public to consider all financial aspects of County government when preparing, modifying, and monitoring the budget, rather than deal with the County's finances on a "piece meal" basis.

The County Commission has appropriation control over all departments, including other elected officials.

2) Competing Requests. The budget process is intended to weigh all competing requests for County resources, within expected fiscal constraints. Requests for new, ongoing programs made outside the budget process will be discouraged.

3) Understandable. The budget will be prepared in such a manner as to facilitate its understanding by citizens and elected officials. One of the stated purposes of the budget is to present a picture of the county government operations and intentions for the year to the citizens of Lewis & Clark County. Presenting a budget document that is understandable to the citizens furthers the goal of effectively communicating local government finance issues to both elected officials and the public.

4) Budgetary Emphasis. Budgetary emphasis will focus on providing those basic government 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. Adherence to this basic philosophy provides the citizens of Lewis & Clark County assurance that its government and elected officials are responsive to the basic needs of the citizens and that its government is operated in an economical and efficient manner.

Budgeting Control System.

1) Budgetary Control. The County will exercise budgetary control (maximum spending authority) through County Commission approval of appropriation authority for each program. The budgetary control system enables the Commission to monitor current year operations and acts as an early warning mechanism when departments deviate in any substantive way from the original budget.

2) Budget to Actual Reports. Reports comparing actual revenues and expenditures to budgeted amounts will be prepared quarterly. Quarterly reports comparing actual revenues and expenditures to budget amounts provide the mechanism for the Commission and the administration to regularly monitor compliance with the adopted budget.

Balanced Budget Definition and Requirement.

1) Balanced Budget. The County will maintain a balanced budget. This means that:

- Operating revenues must fully cover operating expenditures, including debt service.
- Ending cash balances must meet minimum policy levels.
- Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation, beginning cash balances can only be used to fund capital improvement plan projects, or other "one-time" non-recurring expenditures.

Performance Measurement Integration.

1) Program Objectives. The annual budget will establish measurable program objectives and allow reasonable time to accomplish those objectives.

REVENUE POLICIES

Diversification and Stabilization.

1) Diversification. The County will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one revenue source.

2) Aggressive Collection. The County will pursue an aggressive policy of collecting revenues. An aggressive policy of collecting revenues will help to insure the County's revenue estimates are met, all taxpayers are treated fairly and consistently, and delinquencies are kept to a minimum.

3) Grant Opportunities. The County will aggressively pursue opportunities for Federal or State grant funding. An aggressive policy of pursuing opportunities for Federal or State grant funding provides citizens assurance that the County is striving to obtain all state and federal funds to which it is entitled—thereby reducing dependence upon local taxpayers for the support of local public services.

4) Current Revenues for Current Uses. The County will make all current expenditures

with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

5) Enterprise Funds. The County will set fees and rates at levels which fully recover the total direct and indirect costs—including operations, capital outlay, and debt service.

6) Earmarking. The County recognizes that generally accepted accounting principles for state and local governments discourage the "earmarking" of General Fund revenues, and accordingly, the practice of designating General Fund revenues for specific programs should be minimized in the County's management of its fiscal affairs.

7) Realistic and Conservative. The County will estimate revenues in a realistic and conservative manner. Aggressive revenue estimates significantly increase the chances of budgetary shortfalls occurring during the year—resulting in either deficit spending or required spending reductions. Realistic and conservative revenue estimates, on the other hand, will serve to minimize the adverse impact of revenue shortfalls and will also reduce the need for mid-year spending reductions.

8) One-Time Revenues. The County will give highest priority in the use of one-time revenues to the funding of capital assets or other non-recurring expenditures. Utilizing one-time revenues to fund on-going expenditures may result in incurring annual expenditure obligations which may be unfunded in future years. Using one-time revenues to fund capital assets or other non-recurring expenditures better enables future administrations and Commissions to cope with the financial problems when these revenue sources are discontinued, since these types of expenditures can more easily be eliminated.

User Fees.

1) Cost-Effective. User fees will be collected only if it is cost-effective and administratively feasible to do so. User fees are often times costly to administer. Prior to establishing user fees, the costs to establish and administer the fees will be considered in order to provide assurance that the County's collection

mechanisms are being operated in an efficient manner.

2) Beneficiary Populations. User fees and charges will be used, as opposed to general taxes, when distinct beneficiary populations or interest groups can be identified. User fees and charges are preferable to general taxes because user charges can provide clear demand signals which assist in determining what services to offer, their quantity, and their quality. User charges are also more equitable, since only those who use the service must pay—thereby eliminating the subsidy provided by nonusers to users, which is inherent in general tax financing.

3) Community-Wide Versus Special Benefit. The level of user fee cost recovery should consider the community-wide versus special service nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees are appropriate for services that are of special benefit to identified individuals or groups.

The following general concepts will be used in developing and implementing service charges and user fees:

- Revenues should not exceed the reasonable cost of providing the service.
- Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs and organization-wide support costs such as accounting, personnel, information technology, legal services, fleet maintenance, and insurance.
- The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
- Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.
- A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

EXPENDITURE POLICIES

Maintenance of Capital Assets.

1) **Capital Assets.** The budget will provide for adequate maintenance of capital, plant, and equipment and for their orderly replacement. All governments experience prosperous times as well as periods of economic decline. In periods of economic decline, proper maintenance and replacement of capital, plant, and equipment is generally postponed or eliminated as a first means of balancing the budget. Recognition of the need for adequate maintenance and replacement of capital, plant, and equipment, regardless of the economic conditions, will assist in maintaining the government's equipment and infrastructure in good operating condition.

RESERVE POLICIES

Unreserved Fund Balance.

1) **General Fund.** An undesignated general fund reserve will be maintained by the County. The undesignated reserve will be used for: cash flow purposes, equipment acquisition and replacement, and to enable the county to meet unexpected expenditure demands or revenue shortfalls.

2) **Enterprise Funds.** Enterprise Fund Reserves will be maintained to meet three objectives: (1) ensure adequate funding for operations; (2) to ensure infrastructure repair and replacement; and, (3) to provide working capital to provide level rate change for customers.

3) **Insurance Funds.** Self-Insurance reserves will be maintained at a level, which, together with purchased insurance policies, will adequately indemnify the County's property, liability, and health benefit risk.

4) **Required Reserves.** Reserves will be established for funds which are not available for expenditure or are legally segregated for a specific use, in accordance with Governmental Accounting and Financial Reporting Standards (GAFR). The County's policy is to manage and account for its financial activity in accordance with Generally Accepted Accounting Principles

(GAAP), as set forth by the Governmental Accounting Standards Board (GASB). This policy is consistent with GASB requirements.

Utilizing Unreserved Fund Balances.

1) **Spending Reserves.** On-going expenditures will be limited to levels which can be supported by current revenues. Utilization of reserves to fund on-going expenditures will produce a balanced budget; however, this practice will eventually cause severe financial problems. Once reserve levels are depleted, the county would face elimination of on-going costs in order to balance the budget. Therefore, the funding of on-going expenditures will be limited to current revenues.

CAPITAL IMPROVEMENT POLICIES

CIP Formulation.

1) **CIP Purpose.** The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness, as well as conformance with established policies. The CIP is a five-year plan organized into the same functional groupings used for the operating programs. The CIP will reflect a balance between capital replacement projects that repair, replace or enhance existing facilities, equipment or infrastructure; and capital facility projects that significantly expand or add to the County's existing fixed assets.

2) **CIP Criteria.** Construction projects of \$15,000 or more and equipment of \$5,000 or more will be included in the Capital Improvement Plan (CIP); minor capital outlays will be included in the regular operating budget. The Capital Improvement Plan (CIP) differentiates the financing of high cost long-lived physical improvements from low cost "consumable" equipment items contained in the operating budget. CIP items may be funded through debt financing or current revenues while operating budget items are annual or routine in nature and should only be financed from current revenues.

3) **Deteriorating Infrastructure.** The Capital Improvement Plan will include, in addition to current operating maintenance expenditures, adequate funding to support repair and replacement of deteriorating infrastructure and avoidance of a significant unfunded liability.

Project Financing.

1) Minor Capital Projects. Minor capital projects or recurring capital projects, which primarily benefit current residents, will be financed from current revenues. Minor capital projects or recurring capital projects represent relatively small costs of an on-going nature, and therefore, should be financed with current revenues rather than utilizing debt financing. This policy also reflects the view that those who benefit from a capital project should pay for the project.

2) Major Capital Projects. Major capital projects, which benefit future residents, will be financed with other financing sources (e.g. debt financing). Major capital projects represent large expenditures of a non-recurring nature which primarily benefit future residents. Debt financing provides a means of generating sufficient funds to pay for the costs of major projects. Debt financing also enables the costs of the project to be supported by those who benefit from the project, since debt service payments will be funded through charges to future residents.

DEBT MANAGEMENT POLICIES

Restrictions on Debt Issuance.

1) Repayment of Borrowed Funds. The County will repay borrowed funds, used for capital projects, within a period not to exceed the expected useful life of the project. This policy reflects the view that those residents who benefit from a project should pay for the project. Adherence to this policy will also help prevent the government from over-extending itself with regard to the incurrence of future debt.

Limitations on Outstanding Debt.

1) Reliance on Long-Term Debt. The County will limit long-term debt to capital improvements which cannot be financed from current revenues. Incurring long-term debt serves to obligate future taxpayers. Excess reliance on long-term debt can cause debt levels to reach or exceed the government's ability to pay. Therefore, conscientious use of long-term debt will provide assurance that future residents

will be able service the debt obligations left by former residents.

2) Debt Not Used for Current Operations. The County will not use long-term debt for financing current operations. This policy reflects the view that those residents who benefit from a service should pay for the service. Utilization of long-term debt to support current operations would result in future residents supporting services provided to current residents.

Debt Refinancing.

1) General Refinancing Guidelines. Periodic reviews of all outstanding debt will be undertaken to determine refinancing opportunities. Refinancings will be considered (within federal tax law constraints) under the following conditions:

- There is a net economic benefit.
- It is needed to modernize covenants that are adversely affecting the County's financial position or operations.
- The County wants to reduce the principal outstanding in order to achieve future working capital to do so from other sources.

2) Standards for Economic Savings. In general, refinancings for economic savings will be undertaken whenever net present value savings of at least five percent (5%) of the refunded debt can be achieved.

3) Net Present Value Savings. Refinancings that produce net present value savings of less than five percent will be considered on a case-by-case basis, provided that the present value savings are at least three percent (3%) of the refunded debt. Refinancings with savings of less than three percent (3%), or with negative savings, will not be considered unless there is a compelling public policy objective.

ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICIES

1) GAAP. The County will manage and account for its financial activity in accordance

with Generally Accepted Accounting Principles (GAAP), as set forth by the Governmental Accounting Standards Board (GASB). GASB is recognized as the authority with respect to governmental accounting. Managing the County's finances in accordance with GAAP and in accordance with the rules set forth by GASB, provides the citizens of Lewis & Clark County assurance that their public funds are being accounted for in a proper manner.

2) Basis of Accounting. The County will maintain its accounting records for general governmental operations on a modified accrual basis, with revenues recorded when available and measurable, and expenditures recorded when services or goods are received and liabilities incurred. Accounting records for proprietary fund types and similar trust funds will be maintained on an accrual basis, with all revenues recorded when earned and expenses recorded at the time liabilities are incurred, without regard to receipt or payment of cash. Adherence to this policy will enable the County to prepare its financial statements in accordance with Generally Accepted Accounting Principles as set forth by the Governmental Accounting Standards Board. The budget report is prepared on a cash basis, meaning that year end accrual adjustments made to the financial statements are not accounted for in the budget process. The County intends to work toward the establishment of the same basis of accounting for the budget and the financial statements.

3) Financial Report. Lewis & Clark County will prepare a Comprehensive Annual Financial Report (CAFR) in conformity with Generally Accepted Accounting Principles (GAAP). The report will be made available to the general public.

4) Audits. An annual audit will be performed by an independent public accounting firm, with an audit opinion to be included with the County's published Comprehensive Annual Financial Report (CAFR). Audits of the County's financial records provide the public assurance that its funds are being expended in accordance with Local, State, and Federal law and in accordance with Generally Accepted Accounting Principles. Audits also provide management and the Commission with suggestions for improvement in its financial operations from independent experts in the accounting field.

FUND ACCOUNTING

Lewis & Clark County maintains accounts in accordance to the principle of fund accounting to ensure that limitations and restrictions on the County's available resources are observed and adhered to. Fund accounting classifies resources into funds or account groups with respect to the intended activities or objectives specified by those resources for accounting controls and financial reporting purposes. Each fund is an independent fiscal and accounting entity, and its operations are accounted for in a separate set of self-balancing accounts that are comprised of assets, liabilities, fund equity, revenues, and expenditures or expenses. Account groups are reporting mechanisms used to compile certain assets and liabilities of the governmental funds that are not directly recorded in those funds.

A **FUND** is a fiscal and accounting entity with a self-balancing set of accounts 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.

The most common reason for establishing a fund is to separately account for a restricted-use revenue or to comply with state or federal law.

There is no limit to the number of funds that a government may establish and maintain for accounting and financial reporting. A generally practiced governmental accounting guideline is that a government should use the smallest number of individual funds as possible, consistent with its particular circumstances, and that individual funds are closed when its intended purpose no longer exists.

An **ACCOUNT** is an organizational or budgetary breakdown which is found within County funds. Each department serves a specific function as a distinct organizational unit of government within the given fund. Its primary purpose is organizational and budgetary accountability.

An **OBJECT OF EXPENDITURE** refers to specific, detailed expenditure classification. It relates to a specific type of item purchased or

service obtained. Examples of objects of expenditure include salaries, supplies, contracted services, travel, etc.

The County's financial operations and fund structure conform to generally accepted accounting principles. The funds are grouped under governmental funds, and proprietary funds. The County's fund structure is comprised of the following funds, all of which are budgeted.

GOVERNMENTAL FUND TYPES

Governmental Funds are those through which most governmental functions of the County are financed. The acquisition, use, and balances of expendable financial resources and the related liabilities are accounted for through governmental funds. The following are the County's governmental fund types:

General Fund — accounts for all financial resources except those required to be accounted for in another fund. The General Fund is the County's primary operating fund.

Special Revenue Funds — account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes (other than for major capital projects). Examples include: Road, District Court, Public Safety, County Planning, and County Health.

Capital Project Funds — account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds.) Examples include: Capital Development Fund, Grant Funded Capital Projects, Road/Bridge Infrastructure Projects, and Fairground Improvements.

Debt Service Funds — account for the accumulation of resources for, and the payment of, principal and interest on general long-term debt.

PROPRIETARY FUND TYPES

Proprietary Funds are used to account for ongoing organizations or activities which are similar to those often found in the private sector. The following proprietary funds are used by the County.

FINANCIAL STRUCTURE

Enterprise Funds — 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 (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Funds include: Cooney Convalescent, Fair Enterprise, Augusta Landfill District, Lincoln Landfill District, Scratch Gravel Landfill, and Lewis & Clark County Landfill.

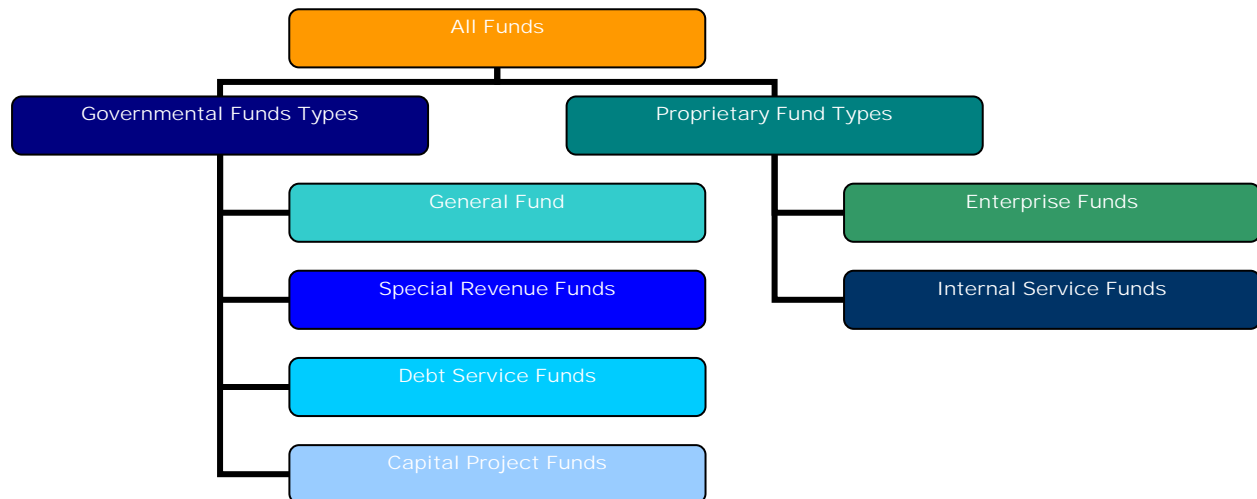
Internal Service Funds – account for the financing of goods or services provided by one department to other departments of the County,

or to other governmental units, on a cost-reimbursement basis. Examples include: Building Maintenance, Health Care Facilities, County Shop, Information Technology & Service, Liability Insurance, and County Health Insurance.

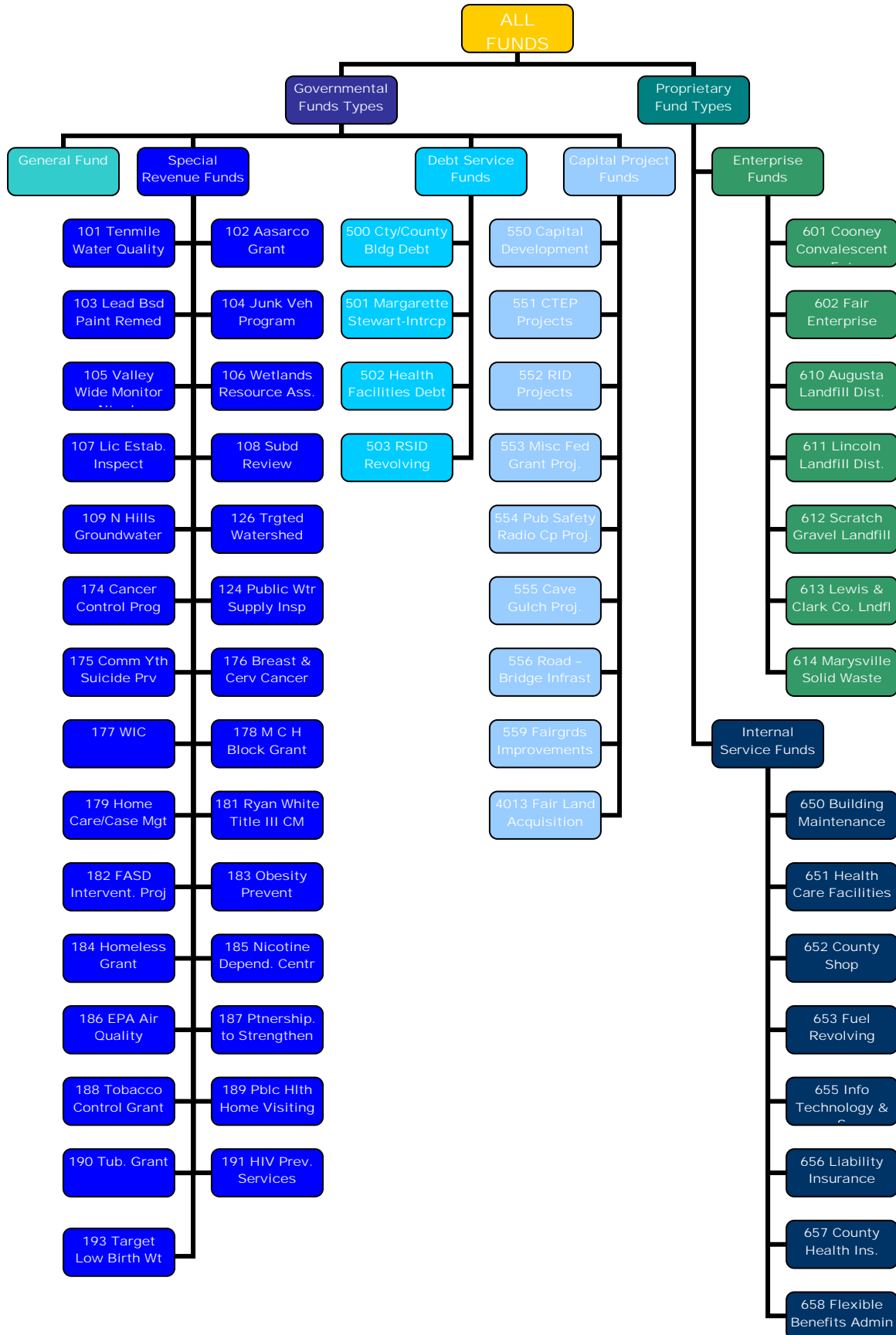
CONSISTENCY WITH AUDITED FINANCIAL STATEMENTS

Lewis & Clark County's budgeted funds are presented on a cash basis while the County's audited financial statements are presented in accordance with Generally Accepted Accounting Principles. (GAAP)

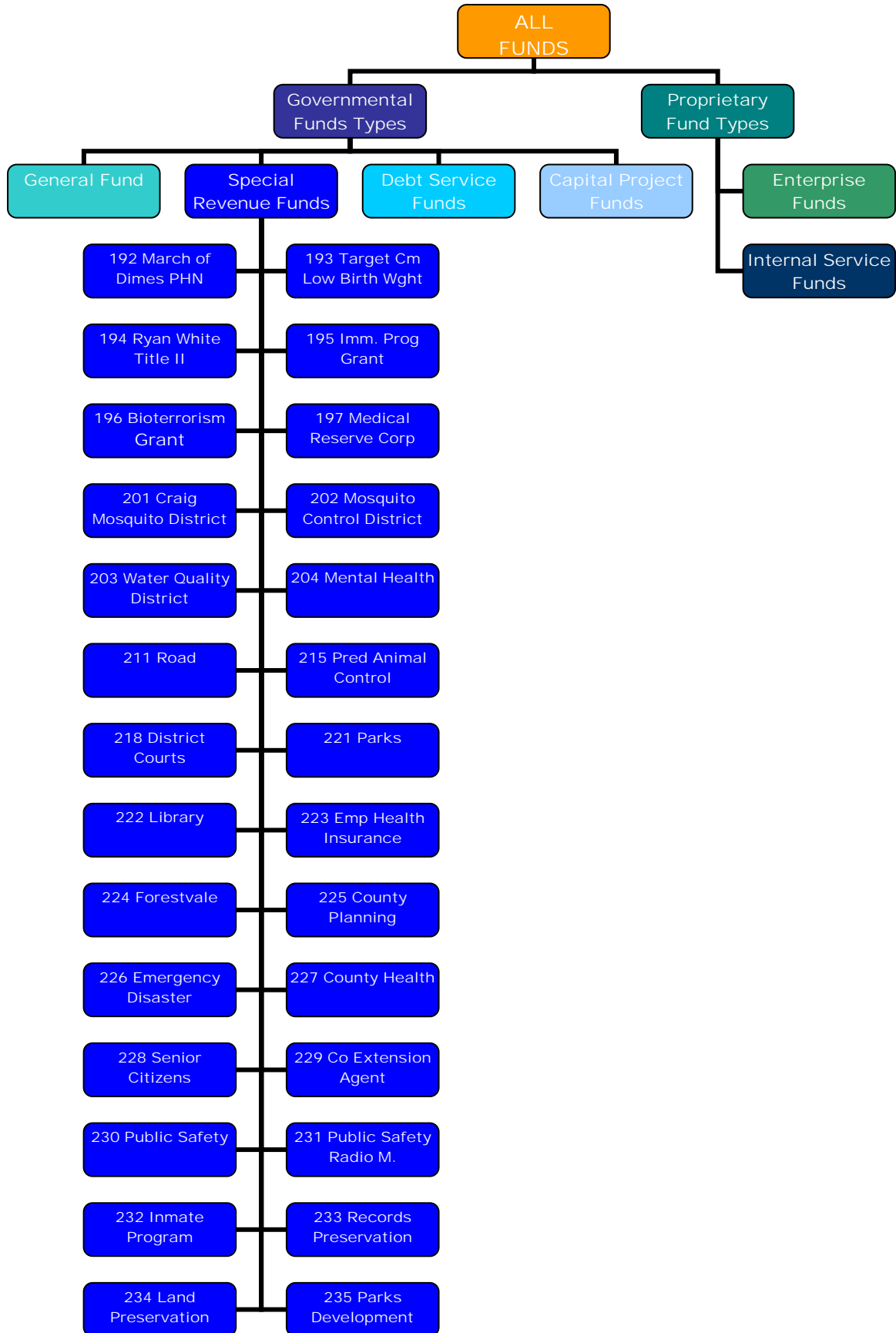
Shown below is a graphic summary of the County's Fund Structure. The following three pages provide a detailed organizational graphic presentation of each of the County's funds.



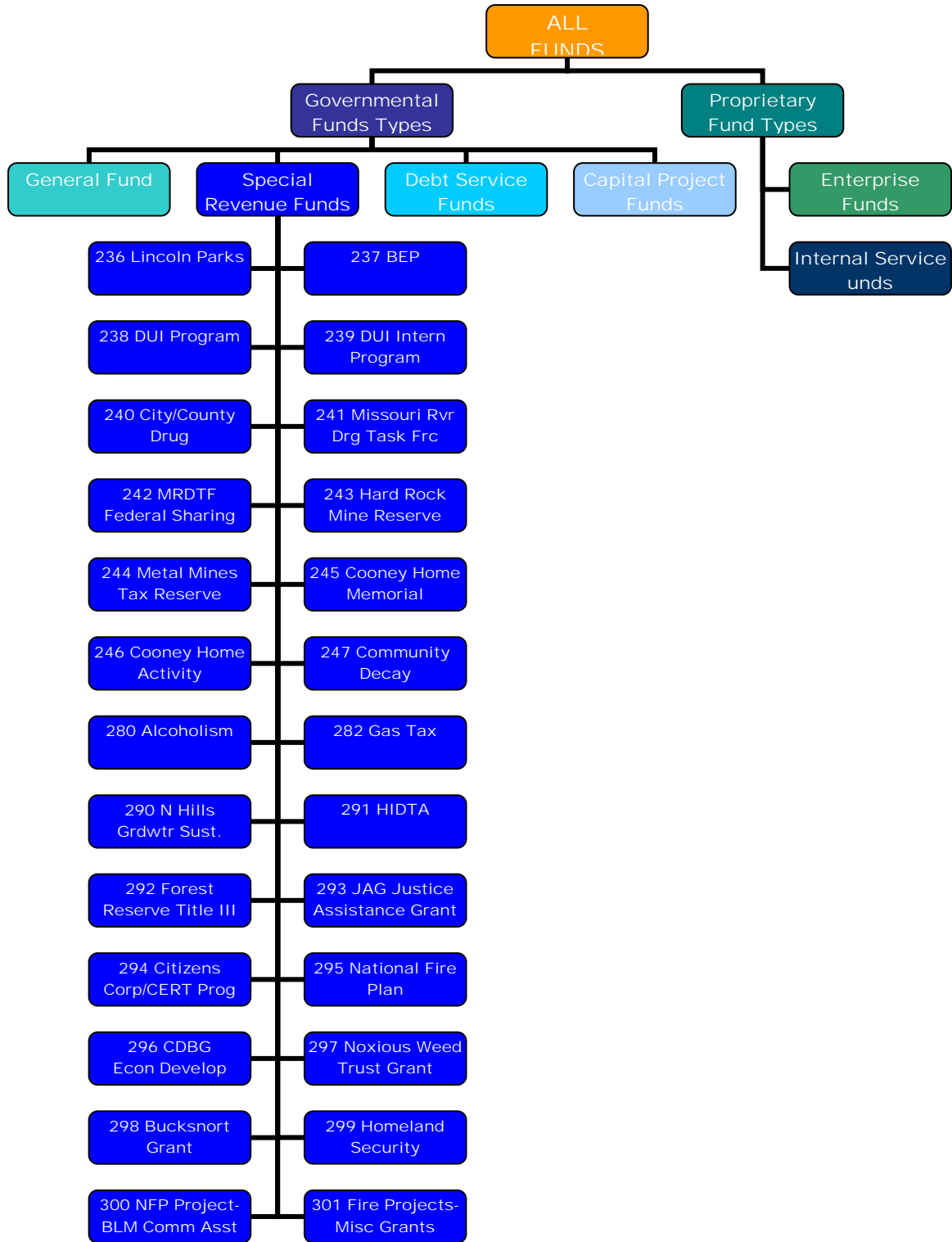
FINANCIAL STRUCTURE



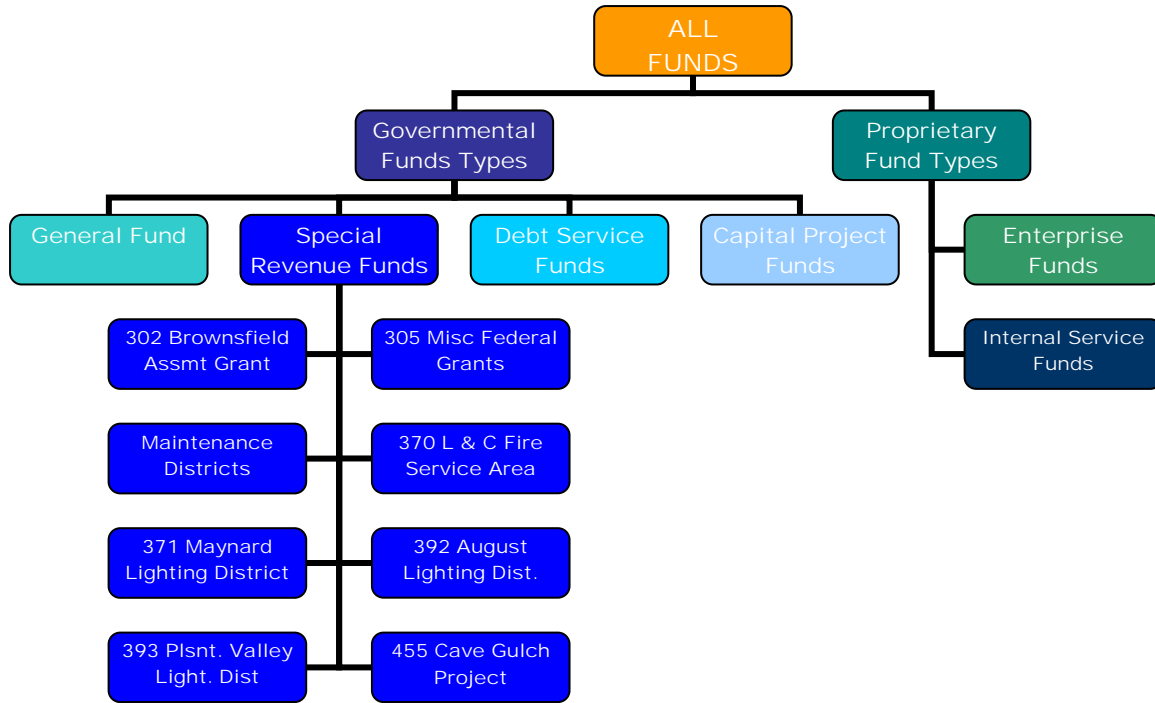
FINANCIAL STRUCTURE



FINANCIAL STRUCTURE



FINANCIAL STRUCTURE



ORGANIZATIONAL UNITS

FUNCTIONS, DEPARTMENTS, PROGRAMS/ACTIVITIES

PURPOSE

The organizational units set forth in this section of the Budget represent the county's system of delivery of services and allows the County to accomplish the following:

- Establish policies and goals that define the nature and level of services to be provided.
- Identify activities performed in delivering program services.
- Set objectives for improving delivery of services.
- Appropriate the resources required to perform activities and accomplish objectives.

ORGANIZATION

The County's operating expenditures are organized into the following hierarchical categories:

- Function
- Department
- Program/Activity

FUNCTION

Function represents the highest level of summarization used in the County's operating structure. Functions are a grouping of relating operations and programs that may cross organizational (departmental) boundaries. Functions are aimed at accomplishing a broad goal or delivering a major service. The nine functions in the County's operating structure are:

- General Government
- Public Safety
- Public Works
- Public Health

- Social and Economic Services
- Cultural and Recreation
- Economic Development
- Debt Service
- Internal Service

DEPARTMENTS

Departments represent a grouping of related programs within a functional area, such as Sheriff's Office within the broad function area of Public Safety.

PROGRAM/ACTIVITY

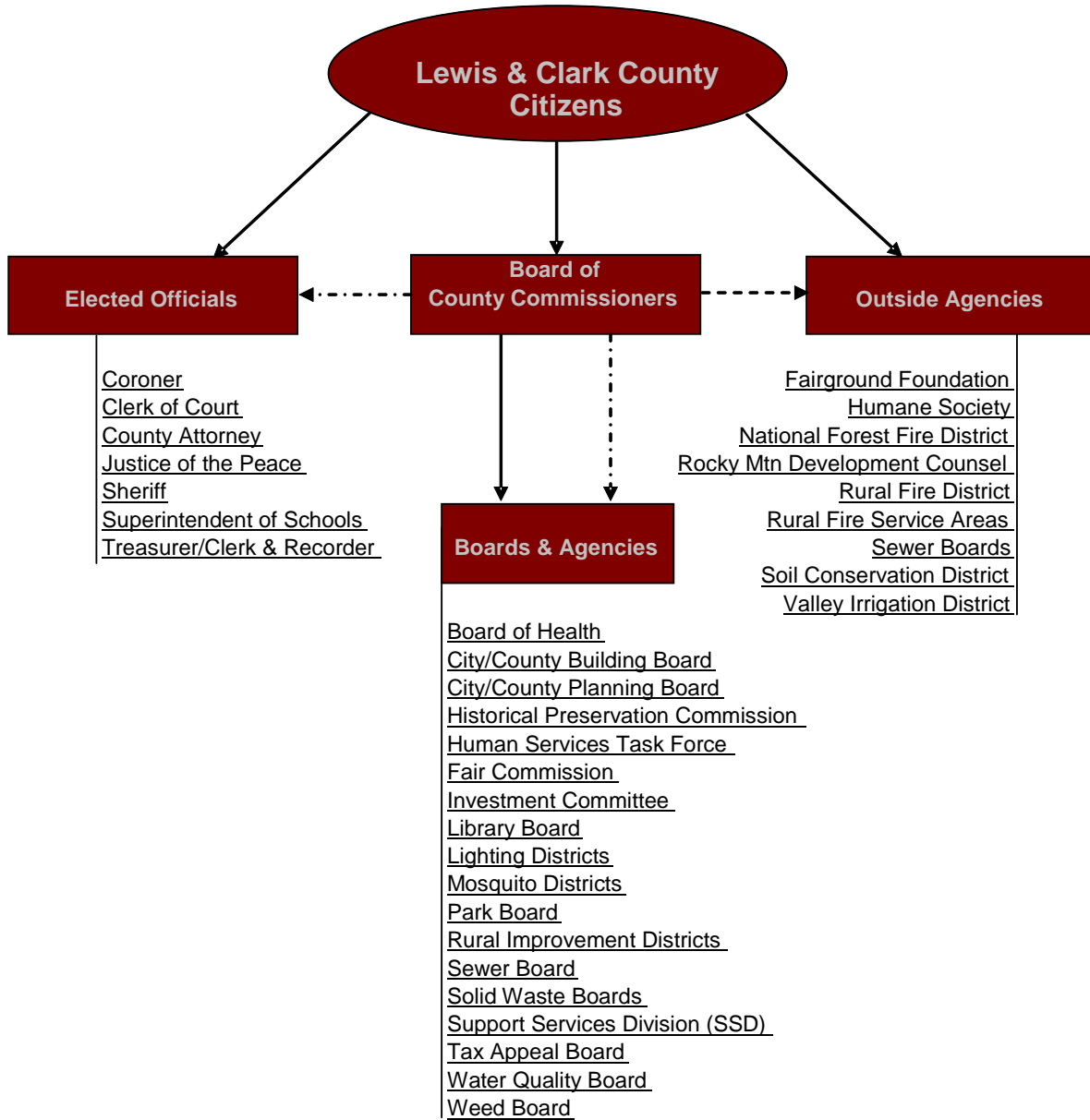
Programs/Activities of a Department are the specific services and tasks performed in the pursuit of its objectives and goals.

PROGRAM/ACTIVITY BUDGET DESCRIPTIONS

A separate section is included in this budget for each program/division. The following information is included for each program/activity:

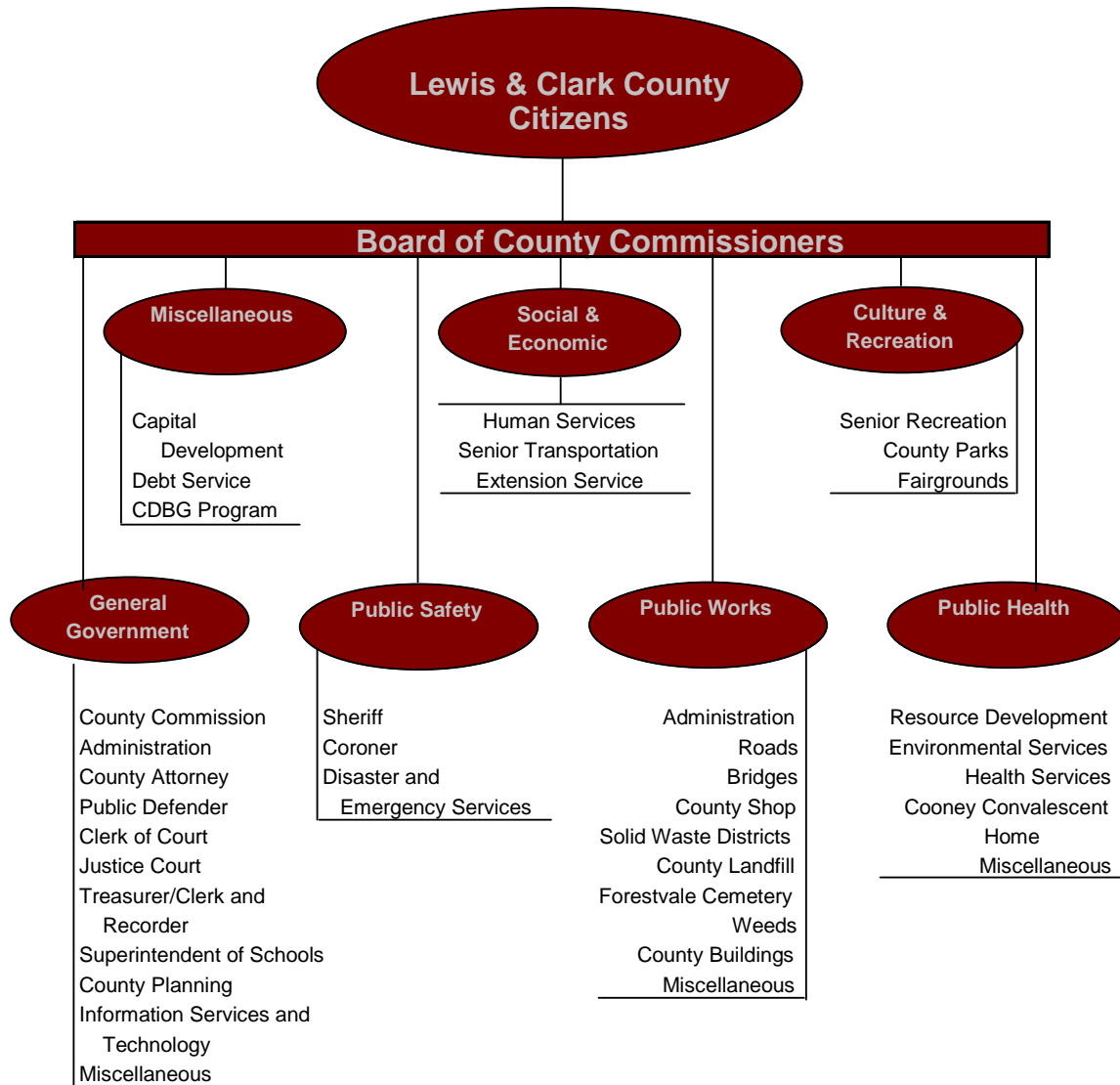
- Program Description
- Goals & Objectives
- Department Budget
- Department Personnel
- Performance Measures
- Workload Indicators

Lewis & Clark County, Montana
ORGANIZATIONAL CHART



- > Direct Authority
- - - - -> Coordination
-> Budget Management

**Lewis & Clark County, Montana
ORGANIZATIONAL CHART
By Function**



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FINANCIAL SUMMARY

OVERVIEW OF BUDGETED RESOURCES

**SUMMARY OF MAJOR REVENUES, EXPENDITURES
AND OTHER FINANCING SOURCES/USES
July 1, 2011 through June 30, 2012 (FY 12)**

	Governmental Fund Types				Proprietary Fund Types		Total All Funds
	General	Special Revenue	Debt Service	Capital Project	Enterprise	Internal Service	
Projected Beginning Cash Balances	\$ 2,505,510	\$ 11,653,600	\$ 664,175	\$ 6,131,364	\$ 2,382,516	\$ 3,605,872	\$ 26,943,037
Total Estimated Revenues	9,301,355	31,272,753	899,105	8,814,874	12,344,428	9,844,901	72,477,416
Budgeted Expenditures	9,655,076	37,087,295	872,897	9,198,212	12,572,455	10,538,395	79,924,330
Projected Ending Cash Balances	\$ 2,151,789	\$ 5,839,058	\$ 690,383	\$ 5,748,026	\$ 2,154,489	\$ 2,912,378	\$ 19,496,123

OVERVIEW OF BUDGETED RESOURCES

**SUMMARY OF MAJOR REVENUES, EXPENDITURES
AND OTHER FINANCING SOURCES/USES
July 1, 2011 through June 30, 2012 (FY 12)**

	Governmental Fund Types				Proprietary Fund Types		Total All Funds
	General	Special Revenue	Debt Service	Capital Project	Enterprise	Internal Service	
Projected Beginning							
Cash Balances	\$ 2,505,510	\$ 11,653,600	\$ 664,175	\$ 6,131,364	\$ 2,382,516	\$ 3,605,872	\$ 26,943,037
<u>Estimated Revenues</u>							
Taxes & Assessments	5,206,757	17,288,844	423,319	-	1,455,300		24,374,220
Licenses & Permits	227,745	1,600					229,345
Intergovernmental	2,303,887	8,435,172	29,924	6,113,801	-	-	16,882,784
Charges for Services	1,126,955	1,671,837	-		6,885,605	18,000	9,702,397
Fines & Forfeitures	68,500	474,200					542,700
Miscellaneous	10,000	1,913,137	441,203	-	2,266,842	319,773	4,950,955
Investment Earnings	46,000	38,540	4,159	90,000	9,580	16,050	204,329
Transfers/loan proceeds	311,511	1,449,423	500	2,611,073	1,727,101	69,990	6,169,598
Internal Service						9,421,088	9,421,088
Total Estimated Revenues	9,301,355	31,272,753	899,105	8,814,874	12,344,428	9,844,901	72,477,416
<u>Budgeted Expenditures</u>							
General Government	7,054,059	4,121,495	-	3,734,083	-	7,499,043	22,408,680
Public Safety	355,949	11,329,517	-	592,806	-	-	12,278,272
Public Works	1,640,791	7,271,699	-	7,771,406	4,247,880	3,039,352	23,971,128
Public Health	61,000	5,332,309	-	-	5,947,529	-	11,340,838
Social and Economic Services	543,277	475,359	-	-	-	-	1,018,636
Culture and Recreation	-	2,928,832	-	-	2,377,046	-	5,305,878
Economic Development	-	2,728,001	-	-	-	-	2,728,001
Debt Service	-	-	872,897	-	-	-	872,897
Internal Service	-	-	-	-	-	-	-
Miscellaneous Expenditures	-	-	-	-	-	-	-
Total Budgeted Expenditures	9,655,076	34,187,212	872,897	12,098,295	12,572,455	10,538,395	79,924,330
Projected Change in							
Cash Balances	(353,721)	(2,914,459)	26,208	(3,283,421)	(228,027)	(693,494)	(7,446,914)
Projected Ending							
Cash Balances	\$ 2,151,789	\$ 8,739,141	\$ 690,383	\$ 2,847,943	\$ 2,154,489	\$ 2,912,378	\$ 19,496,123

OVERVIEW OF BUDGETED RESOURCES

**SUMMARY OF MAJOR REVENUES, EXPENDITURES
AND OTHER FINANCING SOURCES/USES
July 1, 2010 through June 30, 2011 (FY 11)**

	Governmental Fund Types				Proprietary Fund Types		Total All Funds
	General	Special Revenue	Debt Service	Capital Project	Enterprise	Internal Service	
<u>Actual Revenues</u>							
Taxes & Assessments	5,106,054	16,581,736	190,456	-	1,430,239		23,308,485
Licenses & Permits	179,422	1,610					181,032
Intergovernmental	2,266,231	5,252,455	29,904	1,035,268	22,574	-	8,606,432
Charges for Services	1,087,469	1,580,002			6,277,161	18,259	8,962,891
Fines & Forfeitures	81,542	527,528					609,070
Miscellaneous	49,773	1,775,995	645,584	-	2,590,847	45,263	5,107,462
Investment Earnings	41,707	32,649	4,945	102,941	7,243	13,168	202,653
Transfers/loan proceeds	300,085	4,337,384	23,658	2,839,099	220,000	72,115	7,792,341
Internal Service						10,022,782	10,022,782
Total Revenues	9,112,283	30,089,359	894,547	3,977,308	10,548,064	10,171,587	64,793,148
<u>Expenditures</u>							
General Government	6,279,901	3,431,687	-	802,287	-	7,333,363	17,847,238
Public Safety	308,286	10,131,418	-	671,040	-	-	11,110,744
Public Works	1,448,381	4,689,146	-	2,503,549	2,870,734	2,437,787	13,949,597
Public Health	61,002	4,190,923	-	-	5,812,973	-	10,064,898
Social and Economic Services	544,215	428,752	-	-	-	-	972,967
Culture and Recreation	-	2,574,568	-	-	1,817,618	-	4,392,186
Economic Development	-	519,826	-	-	-	-	519,826
Debt Service	-	-	859,775	-	-	-	859,775
Internal Service	-	-	-	-	-	-	-
Miscellaneous Expenditures	-	-	-	-	-	-	-
Total Expenditures	8,641,785	25,966,320	859,775	3,976,876	10,501,325	9,771,150	59,717,231

OVERVIEW OF BUDGETED RESOURCES

SUMMARY OF MAJOR REVENUES, EXPENDITURES AND OTHER FINANCING SOURCES/USES July 1, 2009 through June 30, 2010 (FY 10)

	Governmental Fund Types				Proprietary Fund Types		Total All Funds
	General	Special Revenue	Debt Service	Capital Project	Enterprise	Internal Service	
<u>Revenues</u>							
Taxes & Assessments	4,391,155	14,425,149	149,851	-	1,249,732		20,215,887
Licenses & Permits	267,997	1,820					269,817
Intergovernmental	2,461,987	4,791,555	28,460	2,970,529	286,951	25,500	10,564,982
Charges for Services	1,131,156	1,436,289			6,777,487	18,243	9,363,175
Fines & Forfeitures	82,428	486,250					568,678
Miscellaneous	72,555	1,768,604	769,495	30,421	2,147,325	192	4,788,592
Investment Earnings	82,164	32,589	7,380	12,126	15,629	22,395	281,383
Transfers/loan proceeds	210,526	1,075,201	511,200	2,822,695	493,585	90,425	5,203,632
Internal Service						8,946,637	8,946,637
Total Revenues	8,699,968	24,017,457	1,466,386	5,944,871	10,970,709	9,103,392	60,202,783
<u>Expenditures</u>							
General Government	6,024,642	3,051,838	-	615,136	-	6,968,443	16,660,059
Public Safety	322,403	9,374,339	-	111,471	-	-	9,808,213
Public Works	1,433,932	4,366,410	-	3,817,776	2,367,611	2,328,520	14,314,249
Public Health	141,155	4,082,323	-	32,247	6,127,320	-	10,383,045
Social and Economic Services	540,001	679,888	-	-	-	-	1,219,889
Culture and Recreation	-	2,199,177	-	-	2,521,009	-	4,720,186
Economic Development	-	17,015	-	-	-	-	17,015
Debt Service	-	-	1,567,968	-	-	-	1,567,968
Internal Service	-	-	-	-	-	-	-
Miscellaneous Expenditures	-	-	-	-	-	-	-
Total Expenditures	8,462,133	23,770,990	1,567,968	4,576,630	11,015,940	9,296,963	58,690,624

OVERVIEW OF BUDGETED RESOURCES

PROJECTED CHANGES IN CASH BALANCES DETAIL OF ALL FUNDS Fiscal Year 2011-2012

Fund #	Fund Name	Projected Beginning Balances 7-1-11	FY - 12		Projected Ending Balances 6-30-12
			Estimated Revenues	Budgeted Expenditures	
001	General Fund	2,505,510	\$ 9,301,355	\$ 9,655,076	\$ 2,151,789
<u>SPECIAL REVENUE FUNDS</u>					
101	Tenmile Water Quality	(1)	-	-	(1)
102	Aasarco Grant	(120,392)	241,695	241,193	(119,890)
103	Lead Based Paint Remed	-	-	-	-
104	Junk Vehicle Program	-	104,279	103,795	484
105	Valley Wide Monitor Ntw rk	-	-	-	-
106	Wetlands Resource Assess	-	-	-	-
107	Lic Establishment Inspect	2,205	232,355	228,897	5,663
108	Subdivision Review	(12)	-	-	(12)
109	N HILLS GROUNDWTR SUSTAIN	-	-	-	-
122	Sourcewater Assessmnt Prg	(13,220)	39,587	23,416	2,951
123	Watershed Grants	-	54,141	70,459	(16,318)
124	Public Water Supply Insp	-	-	-	-
125	Lake Helena Water Project	(1)	-	-	(1)
126	Targeted Watershed Grant	(23,147)	235,479	346,178	(133,846)
150	Safe Schools	28,507	161,256	141,002	48,761
160	Asthma Home Visiting	5,362	26,807	26,692	5,477
174	Comp Cancer Control Program	27,976	133,300	132,172	29,104
175	Community Yth Suicide Prv	-	-	-	-
176	Breast & Cervical Cancer	1	-	-	1
177	WIC	(51,522)	242,298	228,172	(37,396)
178	M C H Block Grant	920	98,581	111,865	(12,364)
179	Home Care/Case Management	105,127	362,045	374,912	92,260
180	Lead Screening Grant	-	-	-	-
181	Ryan White Title III CM	(1,962)	11,000	12,418	(3,380)
182	FASD Interventions Proj	-	-	-	-
183	MT Napa Obesity Prevention	2,312	15,000	15,160	2,152
184	Homeless Grant	23,503	-	-	23,503
185	Nicotine Dependency Centr	-	-	-	-
186	EPA Air Quality	(4,364)	36,715	36,566	(4,215)
187	Partnership to Strengthen	-	-	-	-
188	Tobacco Control Grant	8,783	100,221	118,021	(9,017)
189	Pblc Hlth Home Visiting	(147)	52,375	51,856	372
190	Tuberculosis Grant	(1)	-	-	(1)
191	HIV Prevention Services	(149)	52,330	53,136	(955)
192	March of Dimes PHN	-	-	-	-
193	Target Cm Low Birth Wght	29,450	68,559	54,442	43,567
194	Ryan White Title II	8,209	7,000	8,427	6,782
195	Immunization Prog Grant	1,463	23,534	23,412	1,585
196	Bioterrorism Grant	8,804	101,043	100,566	9,281
197	Medical Reserve Corp	-	-	-	-
201	Craig Mosquito District	12,065	12,504	20,239	4,330
202	Mosquito Control District	132,874	174,204	257,589	49,489
203	Water Quality District	115,398	278,756	299,893	94,261
204	Mental Health	113,310	92,091	166,500	38,901
211	Road	966,804	3,485,716	3,505,103	947,417
215	Pred Animal Control	264	1,900	2,040	124
218	District Courts	408,188	1,295,300	1,300,272	403,216
221	Parks	26,518	30,198	45,883	10,833

OVERVIEW OF BUDGETED RESOURCES

PROJECTED CHANGES IN CASH BALANCES DETAIL OF ALL FUNDS Fiscal Year 2011-2012

Fund #	Fund Name	Projected	FY - 12		Projected
		Beginning Balances 7-1-11	Estimated Revenues	Budgeted Expenditures	Ending Balances 6-30-12
222	Library	-	2,767,637	2,767,637	-
223	Employer Health Insurance	(26,396)	1,220,500	1,220,670	(26,566)
224	Forestvale	151,970	335,946	408,357	79,559
225	County Planning	482,418	1,001,444	1,134,568	349,294
226	Emergency Disaster	(66,899)	-	-	(66,899)
227	County Health	658,456	1,540,663	1,724,413	474,706
228	Senior Citizens	34,151	141,125	147,045	28,231
229	Co Extension Agent	86,078	185,928	210,293	61,713
230	Public Safety	2,358,786	9,765,341	9,865,902	2,258,225
231	Public Sfty Radio Maint.	109,060	370,585	324,849	154,796
232	Inmate Programs	15,133	255,252	252,068	18,317
233	Records Preservation	92,176	115,000	120,495	86,681
234	Land Preservation	-	-	-	-
235	Parks Development	231,250	5,000	104,742	131,508
236	Lincoln Parks	11,302	10,246	10,570	10,978
237	BEP	16,412	30,160	30,801	15,771
238	DUI Program	41,080	83,490	80,106	44,464
239	DUI Intern Program	5,379	6,000	6,732	4,647
240	City/County Drug	50,757	10,000	-	60,757
241	Missouri Rvr Drg Task Frc	229,301	100,000	91,777	237,524
242	MRDTF Federal Sharing	1,351	7,500	8,800	51
243	Hard Rock Mine Reserve	20,289	-	3,733	16,556
244	Metal Mines Tax Reserve	10,557	-	4,268	6,289
245	Cooney Home Memorial	2,867	-	-	2,867
246	Cooney Home Activity	1,293	-	-	1,293
247	Community Decay	17,742	14,000	12,495	19,247
248	Craig Wastewater Fac Maintenance	14,259	-	-	14,259
249	Craig Training Center Maintenance	1,584	-	-	1,584
250	Septic Maintenance Revolving Loan	273	-	-	273
251	Septic Maintenance	-	79,325	87,445	(8,120)
252	Open Space Project	2,943,870	8,000	2,900,083	51,787
280	Alcoholism	2	90,000	90,000	2
282	Gas Tax	315,223	263,000	477,434	100,789
290	N Hills Groundwater Susta	-	-	-	-
291	HIDTA	(22,167)	141,266	140,445	(21,346)
292	Forest Reserve Title III	-	-	-	-
293	JAG-Justice Assist Grant	1,115	13,007	13,181	941
294	Citizens Corp/CERT Progr	499	-	-	499
295	National Fire Plan	(42,380)	275,000	263,042	(30,422)
296	CDBG-Economic Development	438	2,720,000	2,720,000	438
297	Noxious Weed Trust Grant	153	120,000	121,000	(847)
298	Bucksnot Grant	-	-	-	-
299	Homeland Security	(6,424)	-	-	(6,424)
300	NFP Project-BLM Comm Asst	(20,248)	70,000	68,069	(18,317)
301	Fire Projects-Misc Grants	-	-	-	-
302	Brown sfield Assmt Grant	(23,751)	398,000	373,353	896
304	Other Grants	(33,112)	70,000	67,810	(30,922)
305	Misc Federal Grants	(55,728)	495,000	309,366	129,906
0	Maintenance Districts	2,182,440	728,069	2,759,805	150,704
370	L&C Fire Service Area	49,916	66,000	65,665	50,251
Total Special Revenue Funds		11,653,600	31,272,753	37,087,295	5,839,058

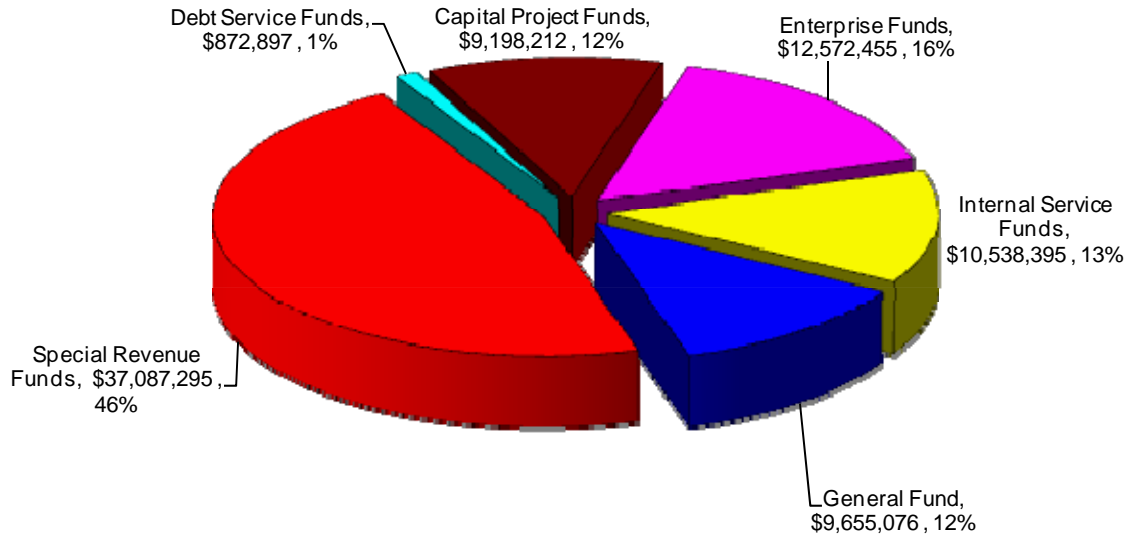
OVERVIEW OF BUDGETED RESOURCES

PROJECTED CHANGES IN CASH BALANCES DETAIL OF ALL FUNDS Fiscal Year 2011-2012

Fund #	Fund Name	Projected Beginning Balances 7-1-11	FY - 12		Projected Ending Balances 6-30-12
			Estimated Revenues	Budgeted Expenditures	
DEBT SERVICE FUNDS:					
500	City/County Bldg Debt	-	165,151	165,152	(1)
501	Open Space bonds	23,347	220,150	218,663	24,834
502	Health Facilities Debt	4,382	233,393	204,980	32,795
503	RSID Revolving	285,789	3,850	-	289,639
504-516	Debt Service Districts	350,657	276,561	284,102	343,116
Total Debt Service Funds		664,175	899,105	872,897	690,383
CAPITAL PROJECT FUNDS					
550	Capital Development	5,809,753	2,161,713	2,319,391	5,652,075
551	CTEP Projects	(5,653)	627,530	627,530	(5,653)
552	RID Projects	1	69,455	69,455	1
553	Misc Federal Grant Prjcts	(1)	-	-	(1)
554	Pub Safety-Radio Cap Prjt	-	-	-	-
555	Open Space Project	-	-	-	-
556	Road/Bridge Infrast Proj	327,264	5,956,176	6,181,836	101,604
559	Fairgrounds Improv	-	-	-	-
Total Capital Project Funds		6,131,364	8,814,874	9,198,212	5,748,026
ENTERPRISE FUNDS:					
601	Cooney Convalescent Ent	(838,181)	5,767,169	5,947,529	(1,018,541)
602	Fair Enterprise	814,795	2,274,750	2,377,046	712,499
610	Augusta Landfill Dist	60,550	73,280	80,242	53,588
611	Lincoln Landfill District	114,616	155,700	154,457	115,859
612	Scratch Gravel Landfill	710,853	1,276,011	1,295,699	691,165
613	Lewis & Clark Co Landfill	1,481,223	2,769,452	2,685,765	1,564,910
614	Marysville Solid Waste	38,660	28,066	31,717	35,009
Total Enterprise Funds		2,382,516	12,344,428	12,572,455	2,154,489
INTERNAL SERVICE FUNDS					
650	Building Maintenance	516,160	1,354,971	1,350,799	520,332
651	Health Care Facilities	261,402	627,839	624,434	264,807
652	County Shop	342,330	438,165	564,620	215,875
653	Fuel Revolving	35,980	508,415	499,499	44,896
655	Info Technology & Service	1,422,329	2,017,211	2,534,735	904,805
656	Liability Insurance	608,369	616,300	629,785	594,884
657	County Health Insurance	419,302	4,282,000	4,334,523	366,779
658	Flexible Benefits Admin	-	-	-	-
Total Internal Service Funds		3,605,872	9,844,901	10,538,395	2,912,378
Total All Funds		\$ 26,943,037	\$ 72,477,416	\$ 79,924,330	\$ 19,496,123

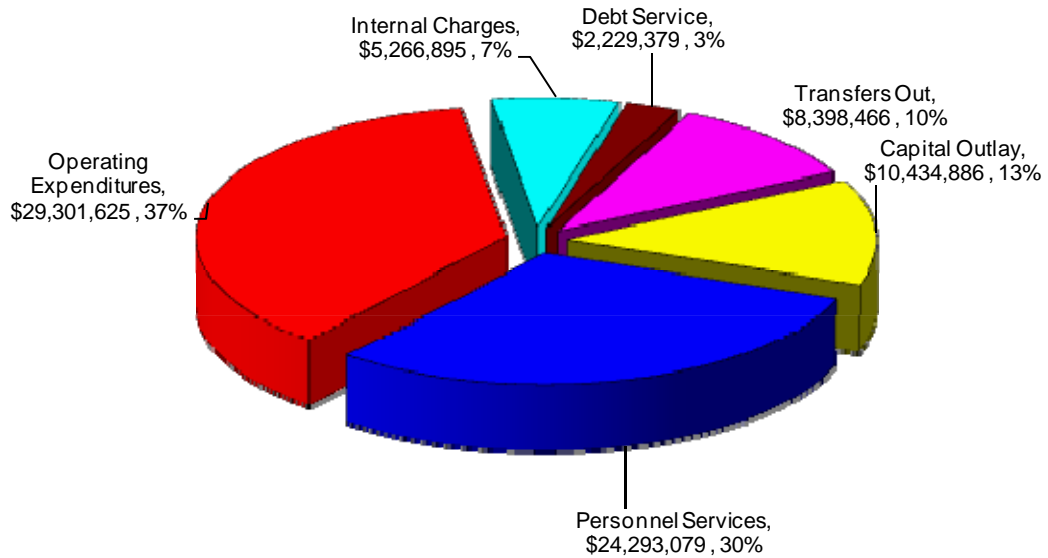
APPROPRIATED EXPENDITURES
BY MAJOR FUND GROUP

FY 12



APPROPRIATED EXPENDITURES
BY OBJECT CATEGORY

FY 12



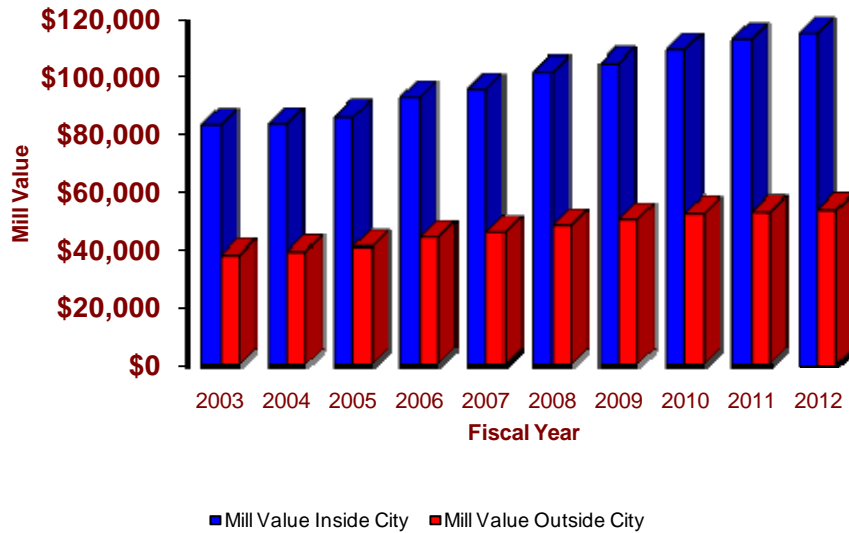
MILL VALUE & LEVY ANALYSIS

LEWIS & CLARK COUNTY ANALYSIS OF COUNTY MILL VALUES & LEVIES FISCAL YEARS 2003 TO 2012

MILL VALUES	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Mill Value Inside City	\$ 83,524	\$ 83,917	\$ 86,296	\$ 92,867	\$ 95,719	\$ 101,888	\$ 104,921	\$ 109,542	\$ 113,195	\$ 115,380
Mill Value Outside City	38,151	39,367	41,027	44,263	46,029	48,547	50,586	52,652	53,077	53,869
MILL LEVIES INSIDE INCORPORATED CITIES:										
ALL-PURPOSE	29.31	30.76	31.91	33.19	34.21	34.01	34.68	35.09	37.33	37.68
CITY COUNTY HEALTH	6.15	6.44	6.67	6.93	7.13	7.08	7.22	7.30	7.54	7.61
DISTRICT COURT	2.66	2.81	2.93	3.06	3.17	3.16	3.22	3.26	3.37	3.40
PARKS	0.08	0.09	0.09	0.10	0.10	0.10	0.10	0.10	0.10	0.10
LIBRARY	5.40	6.00	6.22	6.46	6.65	6.60	6.73	6.81	7.04	7.11
MENTAL HEALTH	0.56	0.59	0.61	0.63	0.65	0.65	0.66	0.67	0.69	0.70
SENIOR CITIZENS	0.87	0.91	0.94	0.98	1.01	1.00	1.02	1.03	1.06	1.07
COUNTY EXTENSION	1.09	1.14	1.18	1.23	1.27	1.26	1.28	1.29	1.33	1.34
PUBLIC SAFETY	24.69	25.82	26.70	27.69	28.46	28.22	28.77	29.11	30.78	31.07
HEALTH FACILITIES	3.00	2.07	1.80	1.75	1.55	1.15	1.10	1.13	1.35	1.25
PERMISSIVE MEDICAL LEVY	9.00	8.55	8.55	7.94	7.67	8.20	7.97	6.61	9.71	10.87
ENTITLEMENT LEVY	4.59	4.80	4.96	5.14	5.28	5.23	5.33	5.39	5.57	5.62
TOTAL LEVIES INSIDE CITIES NOT VOTED	87.40	89.98	92.56	95.10	97.15	96.66	98.08	97.79	105.87	107.82
VOTED MILL LEVIES:										
PUBLIC SAFETY	22.42	23.44	24.23	25.12	25.82	25.60	26.10	26.40	27.28	27.53
LIBRARY	14.82	15.50	16.02	16.61	17.07	16.92	13.52	13.52	14.14	14.27
FAIRGROUNDS	-	-	11.09	11.50	11.82	11.71	11.94	12.08	12.49	12.61
TOTAL VOTED LEVY	37.24	38.94	51.34	53.23	54.71	54.23	51.56	52.00	53.91	54.41
RECLASSIFICATION OF LEVY										
ENTITLEMENT LEVY(FROM STATE)	9.50	9.93	10.26	10.64	10.94	10.85	11.06	11.19	11.56	11.67
Total Inside Incorporated Cities	134.14	138.85	154.16	158.97	162.80	161.74	160.70	160.98	171.34	173.90
LEVIES OUTSIDE INCORPORATED CITIES										
ROAD	18.47	19.05	19.60	19.96	20.44	20.14	20.43	20.92	22.00	22.52
PLANNING	2.49	2.57	2.64	2.69	2.76	2.72	2.76	2.83	2.98	3.05
EMERGENCY DISASTER	-	2.00	-	-	-	-	-	-	-	2.00
TOTAL LEVIES OUTSIDE NOT VOTED	20.96	23.62	22.24	22.65	23.20	22.86	23.19	23.75	24.98	27.57
VOTED MILL LEVIES OUTSIDE CITY:										
ROAD	-	-	-	-	-	10.30	10.45	10.70	11.25	11.52
TOTAL MILL LEVIES OUTSIDE CITY	20.96	23.62	22.24	22.65	23.20	33.16	33.64	34.45	36.23	39.09
TOTAL COUNTY MILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COUNTY MILLS	155.10	162.47	176.40	181.62	186.00	194.90	194.34	195.43	207.57	212.99

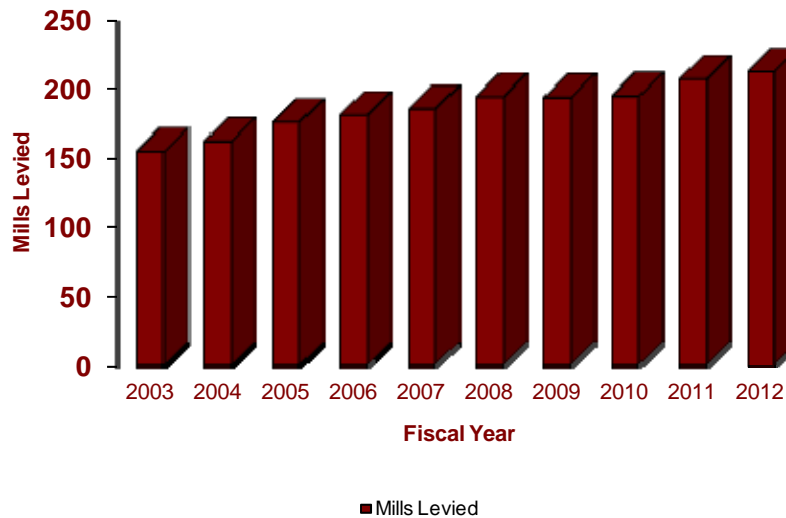
MILL VALUE TRENDS

Fiscal Year 2012 (FY 12) _____



MILL LEVY TRENDS

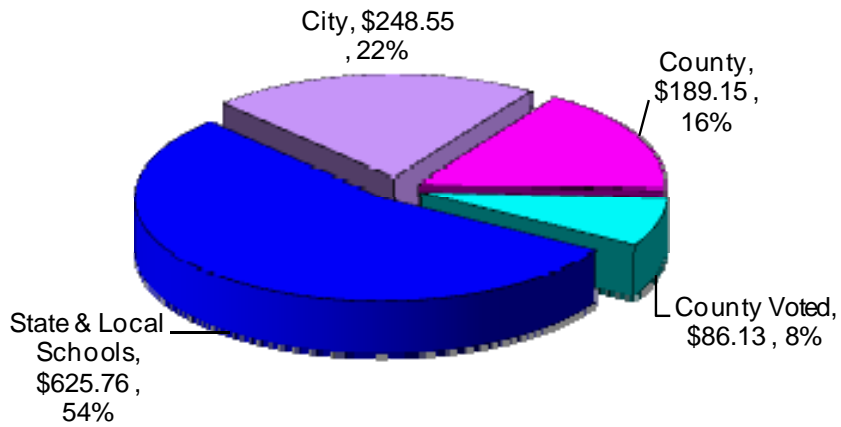
Fiscal Year 2012 (FY 12) _____



PROPERTY TAXES BY JURISDICTION

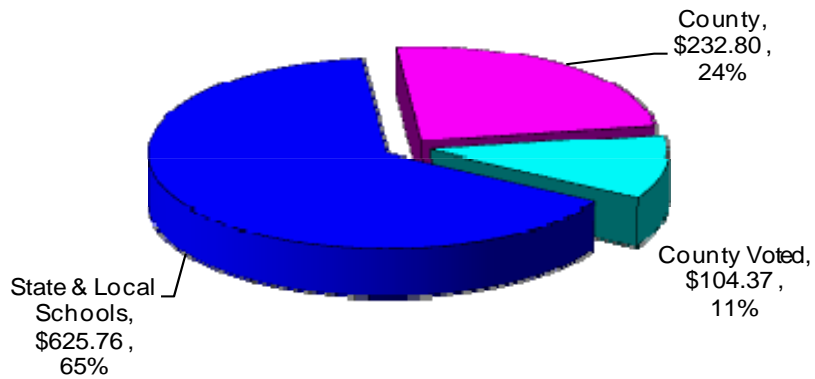
PROPERTY TAXES BY JURISDICTION – INSIDE CITY

Tax Year 2011 (FY 12) _____
(Example based on a residential property with a market value of \$100,000)



PROPERTY TAXES BY JURISDICTION – OUTSIDE CITY

Tax Year 2011 (FY 12) _____
(Example based on a residential property with a market value of \$100,000)



Overview

Funding for services provided to Lewis & Clark County residents come from a variety of sources. The County strives to maintain a diversified and stable revenue system that will provide shelter from short-term fluctuations in any one revenue source and ensure the ability to provide ongoing services, within the confines of Montana Law. Lewis & Clark County is heavily reliant upon property tax levy for its general fund, public safety fund (Sheriff), health fund, and road & bridge funds, which is explained in greater detail on the following pages. The County will continue its policy of seeking alternative revenue sources to lower the tax burden for County services, charging users for specific services where feasible, and aggressively collecting all revenues due the county. An example is the County's enterprise fund, in which revenues are generated through direct fees for service.

County revenues are divided into eight basic categories: Taxes and Assessments; Licenses and Permits; Intergovernmental Revenue; Charges for Services; Fines and Forfeitures; Miscellaneous Revenue; Investment Earnings; and Inter-fund Transfers.

Taxes and Assessments: This revenue is derived from the levy of taxes on real property and personal tangible property. Examples of taxes are real property taxes, personal property taxes, and motor vehicle taxes.

Licenses and Permits: Revenues derived from the issuance of local licenses and permits. Licenses & permits include video gaming fees, business licenses, and liquor licenses.

Intergovernmental Revenue: Revenues received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes. State entitlement, grants, and PILT are examples of Intergovernmental Revenue.

Charges for Services: All revenues stemming from charges for current services—primarily revenues of Enterprise Funds. Examples of charges for services are refuse disposal and refuse collection fees.

Fines and Forfeitures: Revenues received from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations, and for neglect of official duty. Examples include: court fines, wedding fees, victim witness fines and forfeited bonds.

Miscellaneous Revenue: Revenue from sources not otherwise provided in other categories. Rents are examples of miscellaneous revenues.

Investment Earnings: Revenue derived from the investment of available cash balances. Interest income is allocated proportionately, based on each fund's respective cash balances.

Interfund Transfers: Transfers between individual funds of a governmental unit that are not repayable and are not considered charges for goods or services. An example is money transferred from a Governmental Fund to a Capital Project Funds to support the County's Capital Improvement Plan.

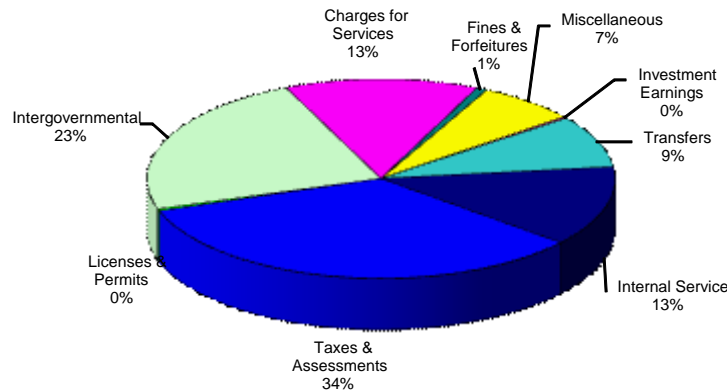
Shown on the following page are two pie charts which give a graphic overview of total county revenues—one by type described above and the other by major fund group.

MAJOR REVENUE SOURCES

Assumptions, Estimates, & Trends

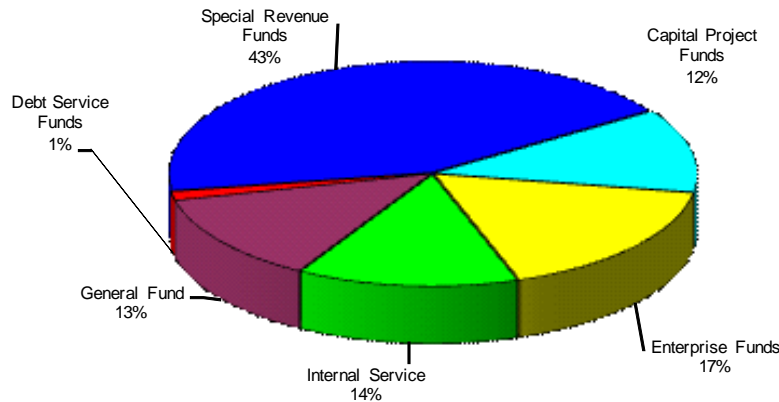
Estimated Revenues by Type – All Funds – Fiscal year 2011-12

As depicted by the graph of revenues by type below, taxes and assessments make up the largest category of county revenues for FY 12 (34%). Intergovernmental makes up the next largest category (23%). Finally, internal charges, intergovernmental and charges for services account for 43% of the total.



Estimated Revenues by Fund – All Funds – Fiscal year 2011-12

Revenues by fund also help give the reader an understanding of the source of Lewis & Clark County revenues. As shown by the graph below, the general fund (13%), Enterprise (17%), Special Revenue Funds (43%), and Capital Projects (12%), make up 85% of the county's revenues.



Revenue Forecasts Assumptions & Methodology

Forecasting as used in the budget refers to estimating the future changes in revenues. It provides an estimate of how much revenue will be available and the resources required to meet service levels and programs over the forecast period. The value of forecasts is in estimating whether, given assumptions about local financial policies and economic trends, the County will have sufficient resources to meet the resource requirements of ongoing, planned, or mandated programs. Forecast models have the added value of providing a planning tool for capital projects and/or whether bonded indebtedness will be required for capital funding. In short, forecasting provides an estimate of the financial flexibility of the County, as well as insight into tax, revenue, and service options the Commission must address. Our forecasting methodology reflects a combination of internal analysis and locally generated consensus forecasts covering such factors as population growth, revenue trends, and inflation. Specifically, for the revenue forecasts, we begin with models that include prior year actual collections and project the balance of the current fiscal year based on prior year patterns. In general, we seek to match revenue sources with the economic and/ or demographic variables that most directly affect year-to-year changes in those revenues.

Methods to project the revenues suggested in the budget vary depending upon the type of revenue examined. However, the most common method used is Trend Analysis and especially a year-to date approach. Examination of a variety of revenue sources on a monthly basis, have revealed consistent patterns in the monthly collections. Trends are identified, along with an analysis of whether or not the trend is likely to continue. These have been good indicators of revenue collections during the course of a year and help to set a basis for future projections. Forecasting variances are analyzed and used to improve forecasting in future periods. Expert Judgment is a projection methodology that relies upon individual department directors and financial managers to make projections for the revenues that affect their operations.

Revenue Estimates

The National Advisory Council on State and Local Budgeting prepared a set of recommended practices relating to governmental revenue estimates. Stated below are some excerpts from their recommended practices, along with Lewis & Clark County's revenue estimate practices.

Projection of revenues and other resources is critical in order to understand the level of funding available for services and capital acquisition. Projections for future budget periods help determine the likelihood that services can be sustained and highlight future financial issues to be addressed. Preparing revenue projections also enhances our understanding of revenue sensitivity to changes in assumptions and to controllable factors such as changes to tax rates or fees.

One of the key analytical tools, to assist in the development of revenue estimates, is the five-year financial forecast. This forecast considered key revenue and expenditure projection factors such as population, increases in the consumer price index (CPI) and other growth factors. The trending of these key factors and their affect on revenues and expenditures for the past ten years provided a historical basis for the five year financial forecast. The forecast is updated annually during the mid-year budget review process.

MAJOR REVENUE SOURCES

Assumptions, Estimates, & Trends

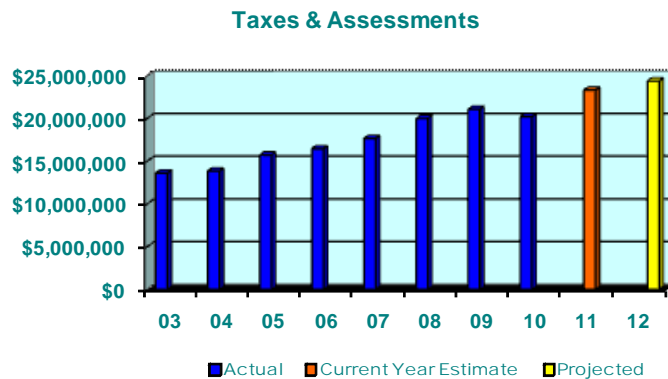
Overall, the County's practice is to budget revenues conservatively and to use as much information as possible in order to enhance the accuracy of revenue estimates. By identifying and utilizing as many revenue-related variables as possible in forecasting, we hope to minimize the risks of overstating or understating revenues that could arise from using only a few variables. Our approach to forecasting, in general, is to apply a conservative philosophy that will produce our long-term goal of not overstating revenues. Most estimates involve two projections: an estimate for the amount to be collected in current year based on year-to-date activity; and an estimate for the increase or decrease in receipts anticipated for a future budget year. As part of the mid-year budget review process, the revenue assumptions included in the forecast are comprehensively reexamined based on actual results as well as for emerging trends at the mid-point of the year.

Individual revenue categories, their trends, and estimates follow.

Key Revenue Estimates & Trends

This section provides a 10-year trend analysis of each of the eight revenue categories described previously. The 10-year trend analysis includes 8 years of actual revenue history, the current year budgeted revenues, and next year's projected revenues—together making up the 10-year analysis. Following this presentation of the 8 major revenue categories is a similar graphic presentation of selected individual revenue sources.

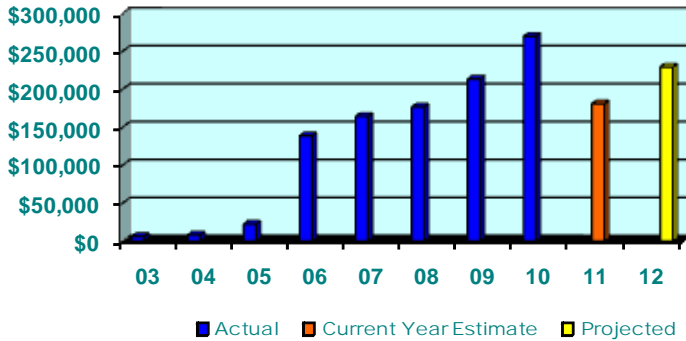
Shown by the graph on the right, are the County's Tax & Assessment revenues. This revenue is derived from the levy of taxes on real property and personal tangible property. Examples of taxes are real property taxes, personal property taxes, and motor vehicle taxes. The taxes have increased each year due to voted mill levies and also as a result of growth in the County.



MAJOR REVENUE SOURCES

Assumptions, Estimates, & Trends

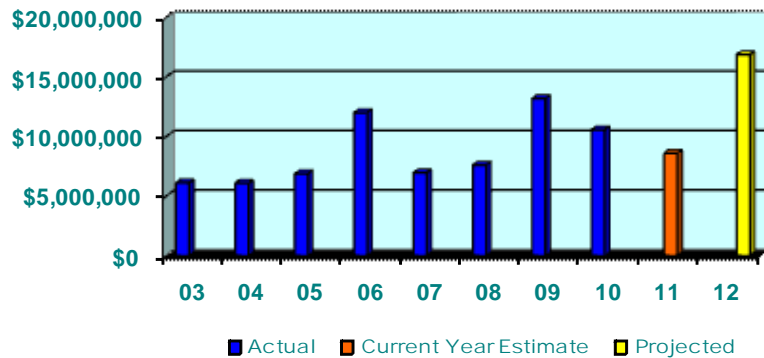
Licenses & Permits



Shown by the graph on the left are the County's License & Permit revenues. Licenses & permits include Franchise fees, business licenses, and liquor licenses. Beginning in 2003 the motor vehicle license revenue no longer stayed in the County, rather it was remitted to the State and is returned in the form of Entitlement Share revenue. This accounts for the half million dollar decrease. Franchise fees started in FY05.

Shown by the graph on the right are the County's Intergovernmental Revenues. Intergovernmental revenues include entitlement money received from the state, Payment in Lieu of Tax revenue from the Federal government. Grants comprise the largest share of this revenue. The increase in FY06 was due to a very large grant for a county wide radio project. In FY09 federal monies for the reconstruction of the Marysville Road were received. In FY12, several large grants are anticipated.

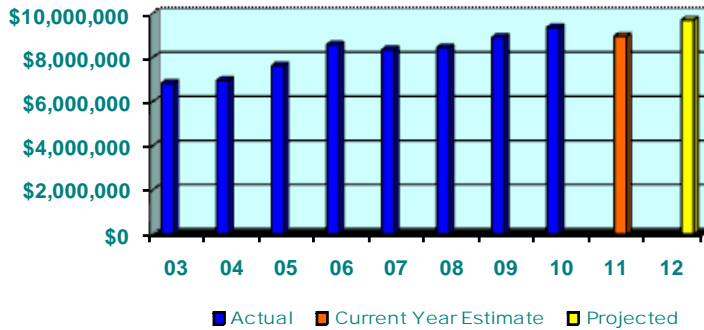
Intergovernmental Revenue



MAJOR REVENUE SOURCES

Assumptions, Estimates, & Trends

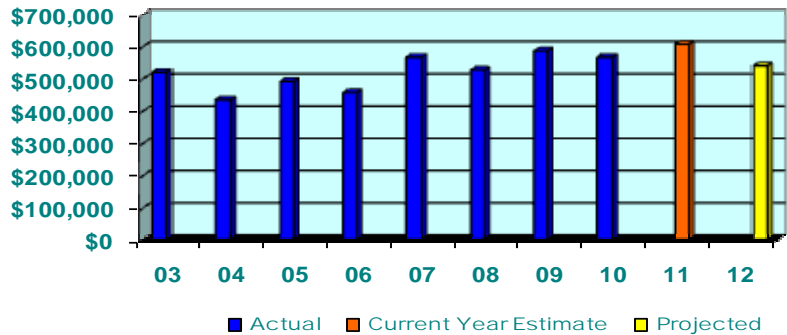
Charges for Services



Shown by the graph on the left are the County's Charges for Service Revenues. Charges for Service revenues include Clerk and Recorder Fees, Treasurer's Collections, and Solid Waste fees to name a few. The increase reflects the growth in the County from 2003 through 2012.

Fines & Forfeitures

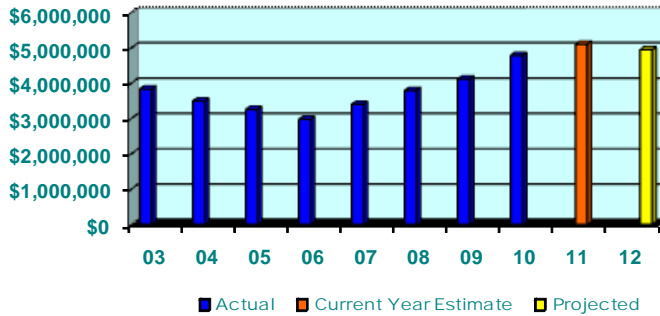
Shown by the graph on the right are the County's Fine & Forfeiture revenues. Fine & forfeiture revenues include Justice Court fines and Civil fines. Growth in this revenue reflects the growth in the County.



MAJOR REVENUE SOURCES

Assumptions, Estimates, & Trends

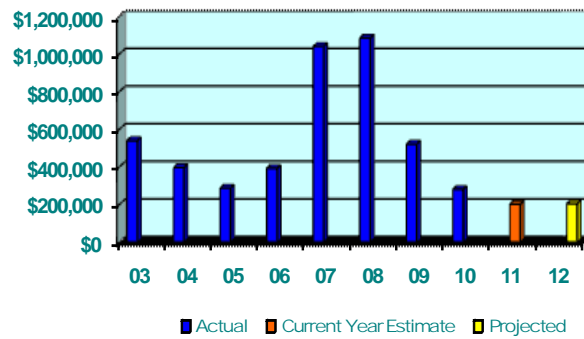
Miscellaneous Revenues



Shown by the graph on the left are the county's Miscellaneous Revenues. Miscellaneous revenues include donations, RID assessments and revenues which are typically received once or a limited number of years.

Shown by the graph on the right are the county's Investment Earnings Revenues. Investment earnings revenues decreased significantly in 2003, 2004, and 2005 as the interest rate on investments decreased nationwide. A combination of higher cash balances and increasing interest rates reflect the jump from \$600,000 plus in 2006 to \$1,100,000 in 2007 and 2008. FY09 through FY12 reflect the current low interest rates.

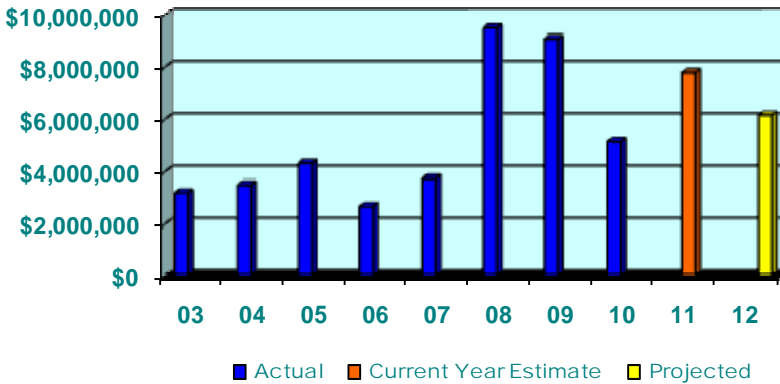
Investment Earnings



MAJOR REVENUE SOURCES

Assumptions, Estimates, & Trends

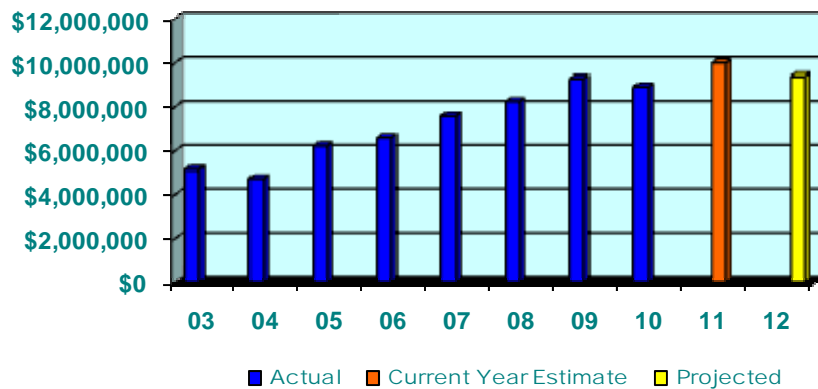
Interfund Transfers



Shown by the graph on the left are the County's Inter-fund Transfer Revenues. Inter-fund transfers include transfers from one fund to another fund for operational costs as well as transfer to a capital projects fund. The increases are due to County making capital project funding a priority over the past seven years.

Internal Service

Shown by the graph on the right are the County's Internal Service Revenues. The revenues account for building maintenance, IT&S, and liability and health insurance. The increases are due in large part to the rising cost of health insurance.



MAJOR REVENUE SOURCES

Assumptions, Estimates, & Trends

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GENERAL GOVERNMENT

Program Description

The County Commission is the Executive as well as the Legislative branch for Lewis & Clark County. The Commission consists of three elected commissioners. A commissioner is required to live within a commission district, but all commissioners are elected at large. Commissioners are elected to six-year terms. In January of each year members of the County Commission elect a chairman of the board. The Chairman is responsible for conducting public meetings in compliance with state law. The County Commission is responsible for County policies, subdivision review, passing resolutions and ordinances, zoning, setting appropriations, setting levies for County funds, fire districts, setting of fees, rural improvement districts, special districts, and appointing residents to boards and commissions.

Goals & Objectives

Develop and maintain a culture of customer service.

Engage in effective long-range planning.

Improve communication between departments, with community partners, and the general public.

Efficiently and effectively manage public resources.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 267,504	\$ 274,670	\$ 279,339	\$ 4,669	2%
Operating Expenditures	51,226	47,675	58,477	10,802	23%
Internal Charges	23,960	23,680	25,276	1,596	7%
Debt Service				-	
Transfers Out	5,500	2,500	3,500	1,000	40%
Capital Outlay	-	-	-	-	
Total	\$ 348,190	\$ 348,525	\$ 366,592	\$ 18,067	5%

Funding Summary

Funding Sources	Actual FY2010	Budget FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 348,190	\$ 348,525	\$ 366,592	\$ 18,067	5%
	-	-	-	-	
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	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
Total	\$ 348,190	\$ 348,525	\$ 366,592	\$ 18,067	5%

2012 Budget Highlights

Personnel Services

- The FY12 Budget includes a 1.6% cost of living increase and market based increases.

Operating Expenditures

- Inflationary increases only.

Capital Outlay

- None budgeted for FY12.

Transfers

- Transfers are to the Capital Improvements Fund for future capital purchases.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
County Commissioners	3.00	3.00	3.00	3.00
Total	3.00	3.00	3.00	3.00

Workload Indicators

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Resolutions Passed	136	284	264	250
2 . Commission Meetings Held	119	112	130	115
3 . Public Hearings Held	57	17	27	25

Program Description

The Administrative Services department is directed by a Chief Administrative Officer. The Chief Administrative Officer provides overall leadership, direction, coordination, and support of the activities of the County's workforce. The Administrative Officer also ensures that quality, effective, and efficient services are provided within the law, the policies of the County Commission are carried out, and the resources of the County are used in an efficient manner. The Administrative Officer provides information to the Commissioners that supports their ability to make informed policy decisions. The Administrative Officer is the supervisor of all department heads in the County.

The Administrative Services Department includes the finance, personnel, grants administration departments and support personnel for the Board of County Commissioners. The Finance department administers all financial matters for the County, including development and maintenance of the budget, processing of invoices, debt management and long-term capital planning. The Personnel department oversees all personnel functions, including the administration of bargaining agreements, establishment and maintenance of the salary structure, recruitment and selection, processing of payroll, and maintenance of personnel files. The Grants administration office applies for and administers county-wide grants. The primary focus of this department is infrastructure and environmental based grants. In addition, the department provides assistance to county departments for grant related activities.

Goals & Objectives

Chief Administrative Officer

- To provide the County Commission with timely, accurate, unbiased information to allow them to make informed decisions.
- To provide County staff with clear direction on implementing policies and procedures adopted by the Board of County Commissioners.
- To assist department heads in managing workloads to ensure that Commission objectives are met.
- To ensure that staff has training and development opportunities to achieve professional goals.
- To ensure that the County continues to be a leader among other Local Governments.

Finance

- To provide the County Commission with timely and accurate information to allow them to make informed decisions.
- To provide departments with clear financial direction and implement financial policies and procedures adopted by the Board of County Commissioners.
- To assist departments in financial analysis and development of accurate budgets and financial projections.

- To maintain a long range capital improvement plan to ensure that the County is able to meet future capital needs.

Personnel

- To provide assistance in recruitment and selection.
- To develop and implement personnel policies and procedures as approved by the Board of County Commissioners.
- To administer pay plans and labor agreements.
- To assist departments to address personnel issues.

Grants Administration

- To apply for and administer grants not specific to departmental operating grants.
- To develop and implement county wide grant policies and procedures.
- To assist departments and special districts/non profit organizations in applying for and administering grants.
- To provide information about grant opportunities to departments, other entities and the public.
- To research funding opportunities for proposed projects.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 747,933	\$ 759,809	\$ 787,914	\$ 28,105	4%
Operating Expenditures	78,129	214,756	505,502	290,746	135%
Internal Charges	97,283	101,945	102,693	748	1%
Debt Service	-	-	-	-	
Transfers Out	694,323	1,036,467	1,220,670	184,203	18%
Capital Outlay	-	-	-	-	
Total	\$ 1,617,668	\$ 2,112,977	\$ 2,616,779	\$ 503,802	24%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 902,417	\$ 910,743	\$ 1,019,433	\$ 108,690	12%
223 Employer Health Insurance	694,323	1,036,467	1,220,670	184,203	18%
305 Energy Conservation Grant	20,928	137,959	309,366	171,407	124%
304 Other Grants	-	27,808	67,310	39,502	142%
-	-	-	-	-	
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-	-	-	-	-	
-	-	-	-	-	
Total	\$ 1,617,668	\$ 2,112,977	\$ 2,616,779	\$ 503,802	24%

2012 Budget Highlights

Personnel Services

- Cost of living increase of 1.6% and market adjustments.

Operating Expenditures

- Increase is due to a federal energy conservation grant .

Capital Outlay

- None budgeted for FY12.

Transfers

- Transfers are from the levied health insurance fund to reimburse departments for a portion of health care premiums. The increase is due to increase in premiums from \$550 to \$600 per month.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Chief Administrative Officer	1.00	1.00	1.00	1.00
Director of Finance	1.00	1.00	1.00	1.00
Budget Coordinator	1.00	1.00	1.00	1.00
Director of Human Resources	1.00	0.95	0.95	0.95
Human Resource Analyst II	-	0.70	-	-
Human Resources Analyst	1.70	0.70	1.40	1.40
Human Resources-specialist	0.90	0.90	0.90	0.90
Grants Coordinator	1.00	1.00	1.00	1.00
Public Information Officer	-	-	-	-
Executive Secretary	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	0.82	0.82	0.82
Administrative Clerk	1.00	1.00	1.00	1.00
Administrative Float	2.00	0.50	-	-
Total	12.60	10.57	10.07	10.07

Performance Measures

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . The Administrative Department will provide policy & procedural support for Board of County Commission decisions.	100%	100%	100%	100%
2 . Provide guidance to county departments on finance and personnel issues	98%	98%	99%	100%
3 . Develop and maintain timelines for administrative processes, such as annual budgets, CIP, classification requests, new positions, and grant deadlines.	100%	100%	100%	100%
4 . Provide information on funding opportunities for proposed projects	100%	100%	100%	100%
5 Work as liasion between departments, county commission and the public to improve communication.	98%	98%	98%	100%

Program Description

The Treasurer-Clerk and Recorder's Office has six departments – Elections, Records, Tax, Accounting, Motor Vehicle and Records Preservation.

Treasurer-Clerk and Recorder/Elections Department – is responsible for the administration of federal, state, county, city and special district elections in Lewis & Clark County according to federal and state election laws. The Department also assists in elections for school districts. Additional activities include training for deputy registrars and election judges, signature verification on petition drives, processing absentee votes and registering voters. This department maintains the voter registration files for approximately 36,900 voters in 54 precincts in Lewis & Clark County. Maps of the boundaries are available in the Clerk and Recorder's Office. Approximately 350 temporary election judges are needed to work each election.

Treasurer-Clerk and Recorder/Records Department - is responsible for the recording and microfilming of documents including warranty deeds, mortgages, contracts, leases, military discharges, mining claim locations, annual representatives, county resolutions and minute actions. The Department also files birth and death certificates, federal tax liens, and notices of action, attachments, judgments, executions and other miscellaneous documents. In addition, the Department processes realty transfer certificates, which are used by the Department of Revenue to determine the market value of real property. This Department processes approximately 18,000 documents annually, including approximately 100 certificates of surveys

Treasurer-Clerk and Recorder/Tax Department - is responsible for the collection of approximately \$87 million in real and personal property taxes. Approximately 35,260 real estate, 3,200 mobile homes, and 1,000 personal property tax bills are processed each year. Another primary function is to issue tax lien assignments, redemptions and tax deeds. In addition, they track bankruptcy filings, issue tax paid certificates, and process all tax receivable adjustments and refunds.

Treasurer-Clerk and Recorder/Accounting Department - acts as a bank for all county entities, including fire districts, school districts, etc. Records all transactions relating to the operations and functions of Lewis & Clark County and its component units. Provides random audits to satellite departments. They also ensure compliance with auditors and produce the comprehensive annual financial report. They track and pay school bonds, Rural Special Improvement District bonds, and investments.

Treasurer-Clerk and Recorder/Motor Vehicle Department - is responsible for the registration and titling of all motor vehicles including mobile homes. The department processed 82,000 transactions last year with a total amount received of approximately \$10.2 million.

Treasurer-Clerk and Recorder/Records Preservation – this fund was established to reflect activities resulting from House Bill 813 passed by the legislature in 1991. This bill authorized a filing fee of \$1 per page to be assessed by the Clerk and Recorder to cover costs in preserving records. This fund averages \$75,000 per year on the \$1 per page fee.

Goals & Objectives

Treasurer-Clerk and Recorder/Elections Department

- To successfully implement the statewide voter registration database.
- To successfully implement the Americans with Disability Act in our polling places.
- To successfully implement the Help America Vote Act.
- To provide for a Presidential General Election incorporating all state and federal requirements.

Treasurer-Clerk and Recorder/Records Department

- To continue to process increased workloads with existing staff and today's technology.
- To make older, existing, files available electronically.
- To continue to improve customer service and providing information electronically.
- To successfully implement new federal and state requirements pertaining to vital records.
- To successfully convert and implement new software and provide for electronic recording.

Treasurer-Clerk and Recorder/Tax Department

- To efficiently bill and receipt in taxes.
- To continue to improve customer service and provide information electronically.
- To maintain a low balance of delinquent taxes.

Treasurer-Clerk and Recorder/Accounting Department

- To continue to meet the criteria set for receiving national awards on the comprehensive annual financial report .
- To publish our comprehensive annual financial report on our website.
- To successfully train financial personnel in satellite offices on grant accounting.
- To continue to provide random audits of satellite offices.
- To keep abreast of the ever changing technology in the banking field.

Treasurer-Clerk and Recorder/Motor Vehicle

- To continue to work with the Dept. of Justice on the transition to the "Merlin" system.
- To successfully implement the insurance verification system.
- To continue to improve customer service.

Treasurer-Clerk and Recorder/Records Preservation

- To continue to preserve the records of Lewis & Clark County through book refurbishing and technology.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 1,191,179	\$ 1,212,903	\$ 1,304,751	\$ 91,848	8%
Operating Expenditures	457,458	368,934	544,970	176,036	48%
Internal Charges	214,715	218,218	232,229	14,011	6%
Debt Service	-	-	-	-	
Transfers Out	55,931	55,931	93,931	38,000	68%
Capital Outlay	-	-	-	-	
Total	\$ 1,919,283	\$ 1,855,986	\$ 2,175,881	\$ 319,895	17%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 1,834,447	\$ 1,778,763	\$ 2,055,386	\$ 276,623	16%
233 Record Preservation	84,836	77,223	120,495	43,272	56%
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Total	\$ 1,919,283	\$ 1,855,986	\$ 2,175,881	\$ 319,895	17%

2012 Budget Highlights

Personnel Services

- The FY12 Budget includes market adjustments and 1.6% cost of living increase.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- Software for Recording.

Transfers

- Transfers are to the Capital Development Fund to fund future purchases and replacement of capital equipment.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Treasurer/Clerk and Recorder/Auc	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Accounting Analyst	1.00	1.00	1.00	1.00
Accounting Clerk III	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00
Elections Administrator	1.00	1.00	1.00	1.00
Elections Clerk	2.00	2.00	2.00	2.00
Delinquent Tax Specialist	1.00	1.00	1.00	1.00
Property Tax Specialist II	1.00	1.00	1.00	1.00
Property Tax Specialist	1.00	1.00	1.00	1.00
Records Manager	1.00	1.00	1.00	1.00
Records Clerk	3.00	3.00	3.00	3.00
Motor Vehicle Supervisor	1.00	1.00	1.00	1.00
Motor Vehicle Specialist II	2.00	2.00	2.00	2.00
Motor Vehicle Specialist	5.00	4.50	5.00	5.00
Total	23.00	22.50	23.00	23.00

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Average amount of interest distributed monthly	\$ 93,705	150,200	20,340	\$ 22,000
2 . Mobile Home and Personal Property Delinquency Figures	\$ 160,332	180,810	127,400	\$ 130,000
3 . Real Estate Property Tax Delinquency Figures	\$ 2,138,479	2,756,149	3,162,653	\$ 3,000,000

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Total amount receipted through Motor Vehicles	\$10,570,830	10,400,968	10,276,300	\$ 10,300,000
2 . Total number of tax bills mailed	39,099	39,127	39,485	39,500
3 . Interest Earnings (General Fund)	\$ 137,280	69,032	31,695	\$ 40,000
Interest Earnings (All Funds)	\$ 949,040	437,743	214,685	\$ 260,000
4 . Number of moving declarations issued	118	112	90	100
5 . Treasurers collection fees	\$ 4,479	8,135	19,750	\$ 12,600
6 . Average cash balance per month	\$52,291,434	51,844,456	55,705,000	\$ 55,500,000

Program Description

The Office of County Attorney/Public Administrator prosecutes adult and juvenile offenders, commits the mentally ill and represents the state in child or elder abuse and neglect cases as well as guardianships for the disabled. The Office represents county government and most of its agencies and boards in civil matters. The County Attorney Office is consolidated with the Public Administrator to administer funds for some incapacitated persons and the estates of those who die without heirs or someone capable of distributing their property. The Office oversees various court service functions such as the Restitution Officer who collects and monitors financial obligations imposed upon offenders and the Court Services Officer who monitors community service and mental health counseling for misdemeanor offenders. The County Attorney is the Treasurer of the Missouri River Drug Task Force and heads the Lewis and Clark County High Intensity Drug Task Force (HIDTA), a federally funded drug interdiction and prosecution program that coordinates drug enforcement efforts by numerous state, local and federal law enforcement agencies. The Office oversees the work of the County Enforcement Officer in pursuing actions that enforce county resolutions and policies. The Office manages civil law suits filed by or against the County including coordinating some cases with MACO's JPIA. The Office jointly sponsors the County Child Advocacy Center, a Multi-Disciplinary Team with partners from the Sheriff's Office, the Lewis and Clark County Division of Child and Family Services, the Helena Police Department, The Friendship Center, two pediatricians, A.W.A.R.E., Inc., St. Peter's Hospital, and the Lewis and Clark County Health Department. The Office also works with the Rocky Mountain Development Center and the Community Mental Health Center, to coordinate the work of the Crisis Response Team (CRT) to serve the needs of the mentally ill so that they can receive treatment in the community, and, if necessary, to provide expert testimony and support during involuntary commitment proceedings.

Goals & Objectives

The goal and objectives of the Office is to do justice in the criminal justice system, to humanly treat those who cannot help themselves and to provide competent representation to the state and county in civil matters. The Office strives to work hard in an atmosphere of collegiality that values the professionalism of its staff who understands the obligation to the taxpayer to operate frugally.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 1,082,232	\$ 1,166,177	\$ 1,282,783	\$ 116,606	10%
Operating Expenditures	166,383	155,720	191,162	35,442	23%
Internal Charges	137,641	125,208	137,423	12,215	10%
Debt Service				-	
Transfers Out	85,928	39,160	83,461	44,301	113%
Capital Outlay	-	-	-	-	
Total	\$ 1,472,184	\$ 1,486,265	\$ 1,694,829	\$ 208,564	14%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 1,227,427	\$ 1,287,066	\$ 1,447,075	\$ 160,009	12%
239 DUI Intern Program	3,270	8,558	6,732	(1,826)	-21%
240 City/County Drug	7,183	1,413	-	(1,413)	-100%
241 Missouri Rvr Drg Task Frc	61,463	38,379	91,777	53,398	139%
242 MRDTF Federal Sharing	31,884	8,266	8,800	534	6%
291 HIDTA	140,957	142,583	140,445	(2,138)	-1%
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	-	-	-	-	
	-	-	-	-	
Total	\$ 1,472,184	\$ 1,486,265	\$ 1,694,829	\$ 208,564	14%

2012 Budget Highlights

Personnel Services

- The FY12 budget includes cost of living increases and market adjustments.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- Purchase of new server and upgrade for case management software program.

Transfers

- Transfers are to the Capital Development Fund to fund future purchases and replacement of capital equipment and to other participating agencies in the Missouri River Drug Task Force.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
County Attorney	1.00	1.00	1.00	1.00
Senior Deputy County Attorney	2.00	2.00	1.00	1.00
Deputy County Attorney II	2.00	2.00	4.00	4.00
Deputy County Attorney	3.00	4.00	4.00	4.00
Legal Assistant	1.00	0.88	0.88	0.88
Victim Assistance Coordinator	1.00	1.00	1.00	1.00
Legal Secretary II	2.00	2.00	2.00	2.00
Legal Secretary I	2.00	2.00	2.00	2.00
Administrative Assistant	2.00	2.50	2.00	2.00
Legal Secretary/Receptionist	1.00	1.00	1.00	1.00
Court Service Officer	1.00	1.00	1.00	1.00
File Clerk			0.25	0.25
Total	18.00	19.38	20.13	20.13

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual CY 2008	Actual CY 2009	Actual CY 2010	Adopted CY 2011
1 . Felony Informations	474	439	391	430
2 . Felony PTR	229	237	219	230
3 . Mental Commitments	80	93	108	95
4 . Abuse - Neglect	39	48	40	45
5 . Justice Court Formal Complaints	849	533	709	700
Citations	4617	4,345	6,403	6,000

Workload Indicators

Indicator	Actual CY 2008	Actual CY 2009	Actual CY 2010	Adopted CY 2011
1 . Civil Cases	198	210	223	200
2 . Youth Court Petitions	43	35	38	42
3 . Restitution Transfers	\$104,905.00	\$ 93,175	106106	\$105,000

Program Description

The primary mission of the clerk of district court's office is to provide access to district court, to maintain and preserve the records and set the schedules for the district court in Lewis & Clark County. The office keeps a record of all district court sessions, receipts and disburses child support, maintenance and other trust accounts, issues all processes and required notices, issues and records marriage licenses and serves as jury commissioner.

The clerk of court's office continues to support and explore alternative dispute resolution. The Children First Parenting Orientation is a mandatory class to help mitigate the effect of dissolution or separation on minor children. The two-hour presentation provides parents with information on establishment of a parenting plan and alternative methods of dispute resolution. Lewis & Clark County also is the only county to have a small claim division of the district court. A small claims judge presides over property disputes, which are not in excess of \$3,000.

Goals & Objectives

- Maintain accurate, efficient and courteous service to the public and other agencies.
- Maintain all new documents in digital format.
- Convert old paper based documents to digital format to eliminate storage room.
- Actively advocate for internet-based access to district court records.
- Develop internet-based jury management site.
- Provide daily updates to internet court schedules.
- Develop and implement electronic record migration and disaster recovery plan.
- Plan and develop a shared resource for meeting rooms in the Courthouse.
- Participate in long-range Courthouse space planning.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 567,737	\$ 607,340	\$ 648,185	\$ 40,845	7%
Operating Expenditures	109,856	115,086	109,284	(5,802)	-5%
Internal Charges	275,649	250,664	260,863	10,199	4%
Debt Service		-		-	
Transfers Out	1,000	1,000	3,000	2,000	200%
Capital Outlay		-		-	
Total	\$ 954,242	\$ 974,090	\$ 1,021,332	\$ 47,242	5%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
218 District Courts	954,242	974,089	1,021,332	\$ - 47,243	5%
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
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	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
Total	\$ 954,242	\$ 974,089	\$ 1,021,332	\$ 47,243	5%

2012 Budget Highlights

Personnel Services

- The FY12 Budget includes a cost of living increase of 1.6% and market based adjustments. The small claims judge position was combined with Justice Court.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- Replacement of reader/printer.

Transfers

- Transfers are to the Capital Development Fund to fund future purchases and replacement of capital equipment.

 Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Clerk of Court	1.00	1.00	1.00	1.00
District Court Supervisor	1.00	1.00	1.00	1.00
Small Claims Judge	1.00	0.44	0.44	0.00
Legal Clerk/Bailiff	3.00	3.00	5.00	5.00
Legal Clerk II	1.00	1.00	1.00	1.00
Legal Clerk	5.00	5.00	4.50	4.50
Total	12.00	11.44	12.94	12.50

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Satisfactory or Above Service - Main Office				
Promptness	99%	95%	97%	99%
Courtesy of Help	99%	99%	99%	100%
Efficiency	99%	93%	99%	100%
*Out of 100 responses				
2 . Satisfactory or Above Access to District Court				
Promptness	99%	97%	98%	99%
Courtesy of Help	99%	98%	96%	100%
Ease of Scheduling Hearings	99%	93%	95%	99%
3 . Documents filed in Digital Format/Imaged	99%	99%	100%	100%
4 . Satisfactory or Above Experience on Jury Duty	99%	99%	98%	100%

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Number of Marriage Licenses Issued	461	419	405	400
2 . Number of Small Claims Cases Filed	149	136	52	-
3 . Number of All Other Cases Filed	3,405	3,792	4,146	4,478
4 . Number of Cases Reopened	1,001	961	893	890
5 . Number of Cases Disposed	3,300	3,556	3,350	4,000
6 . Jury Trial Information:				
Number of Jurors Serving	813	1,409	1,395	1,409
Number of Days of Criminal Trial	34	53	38	53
Number of Days of Civil Trials	14	36	53	36
Criminal Juror Costs	\$ 17,830	\$ 29,440	\$ 18,861	\$ 29,440
Civil Juror Costs	\$ 6,283	\$ 21,237	\$ 25,001	\$ 21,560
TOTAL DAYS	48	89	91	90
TOTAL COSTS	\$ 26,006	\$ 50,677	\$ 36,862	\$ 51,000

Program Description

Justice Court is located on the first floor of the Lewis & Clark County Courthouse at 228 Broadway in Helena, Montana. Justice Court is an extremely busy place. As of the 2000 census there were 55,716 citizens in our county ranking us sixth in population for the state. When one considers the seven most populous counties in the state, Lewis & Clark County is the only one with only one justice of the peace.

There are currently four full-time clerks in justice court. There were nearly 9000 cases filed in 2006 in Lewis and Clark County Justice Court. The types of cases that are filed in the court range from small claims cases; a type of hopefully simple civil case that does not exceed \$3000 in amount; civil cases, those civil cases that generally are more complex and do not exceed \$7000 in amount; citations issued by the Montana Highway Patrol; citations issued by the Lewis and Clark County Sheriff's Office; citations issued by the Montana Department of Fish Wildlife and Parks; citations issued by the Montana Department of Transportation; search warrants and orders of protection. In addition the Justice Court is the court wherein nearly all felony cases brought by the Office of the Lewis & Clark County Attorney are filed and where defendant's charged with felonies make their initial appearance.

In June of 2004 Lewis & Clark County Justice Court became a court of record. As a court of record the court electronically records important pre-trial hearings and all trials. Should someone appeal a decision of the court the electronic recording is transferred to a DVD and forwarded to the district court, along with the entire case file. The district court then sits as a court of appeal and determines if any errors of law were made in the justice court. There are no longer any trials de novo on appeal from Lewis & Clark County Justice Court.

Goals & Objectives

- To maintain an effective and efficient court that is easily accessible to the public.
- To strictly adhere to the rules of criminal and civil procedure governing the courts of Montana.
- To ensure that the employees of the court are well-trained, helpful, friendly and accurate in their dealings with the public.
- To maintain accurate, orderly and complete case files in all matters that come before the court.
- To ensure that all financial transactions are correctly recorded and above reproach.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 314,998	\$ 330,792	\$ 330,578	\$ (214)	0%
Operating Expenditures	31,748	27,636	37,202	9,566	35%
Internal Charges	46,208	43,728	51,261	7,533	17%
Debt Service				-	
Transfers Out	-	-	1,750	1,750	
Capital Outlay	-	-	-	-	
Total	\$ 392,954	\$ 402,156	\$ 420,791	\$ 18,635	5%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 392,954	\$ 402,156	\$ 420,791	\$ 18,635	5%
	-	-	-	-	
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	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
Total	\$ 392,954	\$ 402,156	\$ 420,791	\$ 18,635	5%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living and market based salary increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- None.

Transfers

- Transfers are to the Capital Development Fund to fund future purchases and replacement of capital equipment.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Justice of the Peace	1.00	1.00	1.00	1.00
Justice Court Coordinator	1.00	1.00	1.00	1.00
Justice Court Clerk	3.00	3.00	4.00	4.00
Total	5.00	5.00	6.00	6.00

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Satisfactory or Above Rating, Main Office Promptness Courtesy of Assistance Efficiency Know ledge	99%	99%	99%	99%
2 . Documents filed in Digital Format/Imaged	0%	0%	0%	0%

We have estimated the above figures as we do not assess the level of satisfaction from the citizens of Lewis and Clark County

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Complaints filed by citation	5,979	6,217	5,681	5,900
2 . Criminal Complaints filed by the County Attorney	819	555	711	600
3 . Civil Complaints	2,404	2,003	1,680	1,700
4 . Orders of Protection	95	91	92	90
5 . Small Claims	1	-	63	65
6 . Search Warrants	26	644		500
7 . Disposed Cases	7,351	9,011	7,414	8,000
8 . Assessed Fines/Restitution/Fees	513,145	466,986	608,932	610,000

Program Description

The Office of the Lewis & Clark County Superintendent of Schools performs administrative, financial, legal, record keeping, and transportation-supervisory services for all schools in the County. The office assists school boards, educators, students, parents, and taxpayers in general to understand and implement federal, state and local laws applicable to education. The Superintendent is a liaison between the state and local governmental units.

The office oversees the budget preparation process for schools. This includes providing estimates of district general fund budget caps and district transportation fund revenue, calculating county retirement and county transportation mills, and compiling all for inclusion on tax notices.

The Superintendent's office is a central source of information and a distribution center. Official acts are kept on record such as school census information, school district organization, classification and boundary adjustments. Records for preservation include attendance agreements, student enrollment, annual data collection, transportation contracts, election data (trustee, mill levy, bond), final budgets, trustee annual reports, school audits, home school notification, etc.

There are seven operating school districts in Lewis & Clark County with a total of 27 schools. Student population is comprised of 9,600 public school students and 674 private school and home school students.

The County Superintendent supervises and evaluates teachers in three rural schools without an administrator assisting them with curriculum, instruction and assessment. The Superintendent also completes all grant applications, program reports, student data and assessment reports and data collection requirements prescribed by the Office of Public Instruction for these schools.

The Superintendent is the hearing officer for school controversies. Oversight of school elections and administration of oaths of office for new trustees are annual responsibilities. Teacher and administrator licenses are registered and reviewed with notification sent to schools of renewal requirements. The Superintendent serves as the chairperson of the County Transportation Committee that reviews and approves all transportation contracts, sets bus routes, and monitors driver certificates and bus inspections.

Goals & Objectives

Administrative

- Provide support and guidance to local school boards and districts.
- Supervise curriculum and instruction in schools without administrators.
- Oversee district reporting requirements to the Office of Public Instruction.
- Attend school board meetings as requested.
- Advise, assist, and inform parents of home schooling requirements.
- Oversee home school student participation in state assessment.

Financial

- Maintain oversight of school districts' budgets.
- Calculate mills, set county school levies, and distribute funds for elementary and high school retirement and county transportation.
- Compile and publish an annual financial report of all school district funds.

Legal

- Serve as hearing officer in school controversies.
- Stay current on school law, case studies and OPI policies and procedures.
- Review school boundaries, classify school districts, order territory transfers and school abandonment/annexation/consolidation.

Record Keeping/Preservation

- Record all official acts, such as distribution of funds, school controversies, teacher supervision and evaluation.
- Preserve records on timeline as prescribed by the Montana Local Government Records Committee.
- Maintain current school district legal description of boundaries and maps.
- Register educator licenses, bus driver and bus inspection certificates, trustee certificates of election, and home school notifications.

Transportation

- Oversee safe and efficient bus routes approved by the L&C Transportation Committee.
- Distribute the county portion of funds to districts as prescribed by OPI.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 87,074	\$ 89,210	\$ 92,766	\$ 3,556	4%
Operating Expenditures	5,579	4,740	5,720	980	21%
Internal Charges	7,644	8,536	9,070	534	6%
Debt Service	-	-	-	-	
Transfers Out	-	-	-	-	
Capital Outlay	-	-	-	-	
Total	\$ 100,297	\$ 102,486	\$ 107,556	\$ 5,070	5%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 100,297	\$ 102,486	\$ 107,556	\$ 5,070	5%
	-	-	-	-	
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	-	-	-	-	
Total	\$ 100,297	\$ 102,486	\$ 107,556	\$ 5,070	5%

2012 Budget Highlights

Personnel Services

- 1/6% cost of living increase.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- None.

Transfers

- None.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Superintendent of Schools	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . The Superintendent of Schools will perform responsibilities outlined in MCA within the mandated time frames.	100%	100%	100%	100%
2 . The Superintendent of Schools will provide support & assistance to educators, students, parents, and taxpayers.	100%	100%	100%	100%
3 . The Superintendent of Schools will oversee school district budgets and distribute county funds for retirement and transportation.	100%	100%	100%	100%
4 . The Superintendent of Schools will supervise and evaluate teachers in the county's small rural schools.	100%	100%	100%	100%
5 . The Superintendent of Schools will advise, assist and register home school students in the county.	100%	100%	100%	100%
6 . The Superintendent of Schools will oversee an efficient and safe system of bus routes.	100%	100%	100%	100%
7 . The Superintendent of Schools will maintain cooperative relationships with all schools and county offices.	100%	100%	100%	100%

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Total school district budgets.	\$77,426,129	\$80,000,000	\$84,594,269	87,148,035
2 . County funds distributed for retirement.	\$7,132,134	\$7,200,000	\$8,186,194	8,517,682
3 . County funds distributed for transportation.	\$742,914	\$750,000	\$682,633	739,638
4 . Home school registrations.	287	290	262	299
5 . Bus routes approved.			75	73

Program Description

The Community Development and Planning Department is responsible for the coordination and guidance of all aspects of growth and development, including long range and current planning, zoning, subdivision review and transportation in Lewis & Clark County.

Current planning activities include administration of the interim zoning regulations, special zoning districts, subdivision review and regulation, permit coordination, survey review and historical preservation expertise. Long range planning duties include the development and implementation of the County Growth Policy, neighborhood plans and other special projects as requested by the Board of County Commissioners.

The Department also maintains socioeconomic data relating to Lewis & Clark County and its cities and unincorporated towns. The Department provides technical support to other County agencies and the public on a wide range subjects relating to land management and service provisions. It is the lead agency in the development and creation of special districts relating to roads, fire protection and other services or facilities. The Department also provides assistance to other agencies in research and development for public facilities and services.

Goals & Objectives

Provide office management, guidance and operations.

- Assure efficient office administration that meets budgetary allocations.
- Update and maintain the County website.
- Maintain efficient daily processing and fiscal accountability for permitting functions.
- Update and maintain written standard operating procedures.

Provide high customer and governmental service standards.

- Provide prompt technical support and reporting to the County Commission.
- Maintain good working relationships with members of the public and development community.
- Provide technical support and guidance to other agencies.
- Develop and maintain professional guidance to the City/County Planning Board, the Board of Adjustment and the Planning and Zoning Commission.

Maintain a professional staff.

- Provide constant level of training for all employees.
- Encourage membership in professional organizations pertinent to departmental responsibilities.
- Complete staff performance appraisals.
- Assure safe working conditions for all employees.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 834,480	\$ 795,522	\$ 907,756	\$ 112,234	14%
Operating Expenditures	91,052	51,102	86,903	35,801	70%
Internal Charges	108,140	115,921	119,909	3,988	3%
Debt Service				-	
Transfers Out	19,080	16,397	20,000	3,603	22%
Capital Outlay	-	-	-	-	
Total	\$ 1,052,752	\$ 978,942	\$ 1,134,568	\$ 155,626	16%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
225 Planning & Community Dev	1,052,752	978,942	1,134,568	155,626	16%
	-	-	-	-	
	-	-	-	-	
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	-	-	-	-	
Total	\$ 1,052,752	\$ 978,942	\$ 1,134,568	\$ 155,626	16%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living and market based salary increases. Planning Technician position eliminated.

Operating Expenditures

- Inflationary expenses.

Capital Outlay

- Purchase of new permit system.

Transfers

- Transfers are to the Capital Development Fund to fund future purchases and replacement of capital equipment.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Director of Planning	1.00	1.00	1.00	1.00
Associate Planner	5.00	5.00	5.00	5.00
Special Districts Coordinator	1.00	1.00	1.00	1.00
Historic Preservation Officer	1.00	1.00	0.50	0.50
Permit Coordinator	1.00	1.00	1.00	1.00
Planning Technician	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00
Enforcement Officer	1.00	1.00	-	-
Development Permit Coordinator			1.00	1.00
Total	12.00	12.00	11.50	10.50

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 Number of Preliminary Plat Applications Received	20	8	5	10
2 Number of Zoning related Applications for Board of Adjustment and Planning and Zoning Commission Received	15	1	1	1
3 Number of Pre-Application Conferences Conducted	142	89	74	100
4 Number of RID Changes, Creations and Annual Evaluations; Road Abandonments and Road Establishments; Fire District and Fire Service Area Changes and Creations			18	20

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 Number of Final Plat Lots Created	384	75	5	100
Number of Preliminary Plat Lots Created	178	11	155	20
Number of Modification of Conditions of Approval Applications	4	2	6	2
2 Preliminary Plat Applications Approved				
Majors	3	5	3	3
Minors	8	1	1	5
Subsequent Minors	0	5	1	3
3 Number of Survey Plats Reviewed and Approved	159	133	72	150
4 Number of Permit Applications Approved:				
Encroachments	11	12	8	15
Addresses and Address Plaques	237	168	171	175
Weed Management Plans	14	5	5	10
Floodplain	4	1	2	1
Road Abandonments	4	6	2	5
Approaches	158	222	91	150
5 Number of Rural Improvement District Changes				
Creation			1	1
Yearly District Evaluations			13	13
6 Number of County Road Easement Changes				
Establishments			2	2
Openings			1	1
Abandonments			1	1
7 Fire District/Fire Service Area Changes				
Fee Changes			1	1
Annexations			1	1

Program Description

The Information Technology and Services (IT&S) Department provides a broad spectrum of technology related services to both the City of Helena and Lewis & Clark County (IT Enterprise).

Network

IT&S provides a reliable and secure network infrastructure to support data and telephone system. This Department maintains the IT Enterprise network equipment including file servers, switches, routers, fiber optic links, and wireless wide area network equipment throughout all City and County buildings.

Customer Support

IT&S provides support for desktop computers, telephones, laptops, printers, scanners and Internet services. The staff provides technical support to all Departments including 24/7 support to critical Departments such as the Law Enforcement Dispatch Center. This Department provides system and programming services and implements technologies that allow supported Departments to function efficiently, while providing for the security and integrity of systems and data.

Administrative Services

IT&S provides oversight and guidance through the use of enterprise-wide policies and procedures that are created through the governance structure. Training services are delivered to all City and County employees for common systems through the use of a full-time trainer and dedicated training facility.

Geographic Information Systems (GIS)

IT&S is responsible for coordinating and managing complete, timely and accurate geographic data to support users in effective decision making within local government, other agencies and the general public. These data illustrate information graphically, revealing patterns or trends, and assist with land management and other enterprise related functions.

Addressing Services

This Department provides centralized addressing services for the City and County. Address standardization, creation, maintenance, and corrections are coordinated through the addressing center.

Goals & Objectives

❖ Service

Maintain a high level of service to our users and to the public through application development, reliable network infrastructure, and timely desktop support. Develop excellent working relationships with vendors, users, and other staff members through positive and timely communication.

❖ Security

Provide a secure environment in which to work through appropriate backups, Internet firewalls and email filtering.

❖ Training and Education

Develop and retain technically skilled employees that are knowledgeable and competent in current and emerging information technology and a user community that understands and can employ modern technologies to maximize business benefits.

❖ Enhanced County Website and E-Government Services

Provide citizens access to county government services through an improved Web interface and e-government services.

❖ Fiscal Responsibility

Ensure effective technical and fiscal management of the Department's operations, resources, and technology projects.

❖ Project Specific – Interactive Mapping Website

Provide Users with the most up-to-date, requested and useful GIS information through our web services in a manner that meets business needs without requiring data consumers to have specialized software.

❖ Project Specific – Voice Over Internet Protocol (VOIP)

Provide Phase I and II project participants with a stable and secure VOIP environment which provides basic telephone services while promoting efficient operations.

❖ Project Specific – Desktop Productivity Suite Upgrade

Provide City and County users with a stable desktop suite product that is under support and minimizes operational impact to the enterprise.

DESCRIPTION: 81 Administration

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 237,437	\$ 254,406	\$ 277,727	\$ 23,321	9%
Operating Expenditures	11,486	13,709	44,850	31,141	227%
Internal Charges	28,408	26,708	28,338	1,630	6%
Debt Service	-	-	-	-	
Transfers Out	-	-	-	-	
Capital Outlay	-	-	-	-	
Total	\$ 277,331	\$ 294,823	\$ 350,915	\$ 56,092	19%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
655 Info Technology & Service	277,331	294,823	350,915	56,092	19%
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
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-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
Total	\$ 277,331	\$ 294,823	\$ 350,915	\$ 56,092	19%

DESCRIPTION: 83 Customer Services

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 438,482	\$ 464,410	\$ 544,447	\$ 80,037	17%
Operating Expenditures	356,075	298,696	316,123	17,427	6%
Internal Charges	28,008	30,824	32,701	1,877	6%
Debt Service	-	-	-	-	
Transfers Out	-	20,084	22,587	2,503	12%
Capital Outlay	-	-	-	-	
Total	\$ 822,565	\$ 814,014	\$ 915,858	\$ 101,844	13%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
655 Info Technology & Service	822,565	814,014	915,858	101,844	13%
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
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	-	-	-	-	
	-	-	-	-	
Total	\$ 822,565	\$ 814,014	\$ 915,858	\$ 101,844	13%

DESCRIPTION: 84 Infrastructure Network

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 150,118	\$ 157,058	\$ 165,564	\$ 8,506	5%
Operating Expenditures	587,539	449,883	588,769	138,886	31%
Internal Charges	15,324	15,628	16,621	993	6%
Debt Service	-	-	-	-	
Transfers Out	21,946	-	-	-	
Capital Outlay	-	140,403	102,700	(37,703)	-27%
Total	\$ 774,927	\$ 762,972	\$ 873,654	\$ 110,682	15%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
655 Info Technology & Service	774,927	762,972	873,654	110,682	15%
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
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-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
Total	\$ 774,927	\$ 762,972	\$ 873,654	\$ 110,682	15%

DESCRIPTION: 86 GIS Center

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 131,281	\$ 138,764	\$ 143,870	\$ 5,106	4%
Operating Expenditures	39,980	53,175	150,348	97,173	183%
Internal Charges	12,596	12,824	25,482	12,658	99%
Debt Service	-	-	-	-	
Transfers Out	-	-	-	-	
Capital Outlay	6,160	-	-	-	
Total	\$ 190,017	\$ 204,763	\$ 319,700	\$ 114,937	56%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
655 Info Technology & Service	190,017	204,763	319,700	114,937	56%
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
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-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
Total	\$ 190,017	\$ 204,763	\$ 319,700	\$ 114,937	56%

DESCRIPTION: 87 Addressing Center

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 62,666	\$ 64,244	\$ 66,415	\$ 2,171	3%
Operating Expenditures	5,055	569	4,503	3,934	691%
Internal Charges	3,464	3,476	3,690	214	6%
Debt Service	-	-	-	-	
Transfers Out	-	-	-	-	
Capital Outlay	-	-	-	-	
Total	\$ 71,185	\$ 68,289	\$ 74,608	\$ 6,319	9%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
655 Info Technology & Service	71,185	68,289	74,608	6,319	9%
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
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	-	-	-	-	
	-	-	-	-	
Total	\$ 71,185	\$ 68,289	\$ 74,608	\$ 6,319	9%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living and market based salary increases.

Operating Expenditures

- Inflationary increases

Capital Outlay

- Replacement of routers/switches.
- Capital savings for future replacement of capital assets.

Transfers

- None.

 Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Director of Information Services	1.00	1.00	1.00	1.00
Operations Manager/Deputy Direct	1.00	1.00	1.00	1.00
Addressing Coordinator	1.00	1.00	1.00	1.00
Procurement Specialist	1.00	1.00	1.00	1.00
Programmer/Analyst	1.00	1.00	1.00	1.00
AS/400 Systems Administrator	1.00	1.00	1.00	1.00
Web Developer	1.00	1.00	1.00	1.00
Software Specialist/Trainer	1.00	1.00	1.00	1.00
Information Systems Administrator	3.00	3.00	3.00	3.00
Network Manager	2.00	2.00	2.00	2.00
GIS Center Manager	1.00	1.00	1.00	1.00
GIS Programmer	1.00	1.00	1.00	1.00
Telecom Administrator	-	-	1.00	1.00
Total	15.00	15.00	16.00	16.00

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Overall customer satisfaction rating based on customer Survey. Percent rating of good to excellent. 1a. Administrative Systems - iSeries Support 1b. Helpdesk Services - Computers/Telephones 1c. GIS Services 1d. Addressing Services 1e. Web / Internet Services 1f. Training Services	80%	Biennial		
2 . Helpdesk response time 3 hours or less - percent of calls responded to in 3 hours or less	92%	95%		
3 . First call resolution percentage - percent of calls resolved on first call	60%	80%		
4 . Enterprise Communications Network availability based on unscheduled outage hours compared to total hours in fiscal year available	100%	100%		
5 . Percentage of IT&S projects within 10% of estimated schedule and budget.	100%	100%		
6 . GIS Map Requests processed within 1 week that have no custom development requirements	70%	80%		
7 . Addressing requests processed within 1 week	99%	95%		
8 . Percentage of website customer visits completed per quarter based on total customer departments	100%	100%		

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Users supported	600	748		
2 . Computers and servers supported	455	465		
3 . Printers, scanners and other peripherals supported	220	229		
4 . Other network equipment supported	100	115		
5 . Phones supported	125	430		
6 . Email accounts supported	565	581		
7 . Number of pieces of spam blocked (in millions)	8	6		
8 . Average number of Helpdesk requests per month	771	542		
10 . Average number of Website hits per month	935,337	1,222,320		
11 . Number of unique Website visitors per month	14,665	16,180		
12 . Number of users trained	305	161		
13 . Number of classes provided to employees	94	86		
14 . New addresses assigned	740	370		
15 . Reassignment of address	153	111		
16 . Map and map products created	77	90		
17 . New published ArcGIS Server services	0	1		

Program Description

The Miscellaneous function includes the miscellaneous department in the General Fund, miscellaneous capital expenditures in the Capital Improvement Fund, Miscellaneous Federal Grant projects and the County-wide Liability Insurance expenditures and internal cost allocation of insurance to individual funds. These departments/funds are for County-wide expenditures and not easily allocated to specific functions.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	
Operating Expenditures	587,373	928,551	4,006,027	3,077,476	331%
Internal Charges	453,368	603,112	582,730	(20,382)	-3%
Debt Service	90,101	68,859	174,527	105,668	153%
Transfers Out	893,317	929,772	505,500	(424,272)	-46%
Capital Outlay	234,421	303,946	732,310	428,364	141%
Total	\$ 2,258,580	\$ 2,834,240	\$ 6,001,094	\$ 3,166,854	112%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 1,218,910	\$ 1,450,162	\$ 1,637,226	\$ 187,064	13%
550 Capital Development	570,743	513,922	834,000	320,078	62%
553 Misc Federal Grant Prjcts	15,976	248,305	-	(248,305)	-100%
252 Open Space Project	28,417	40,060	2,900,083	2,860,023	7139%
656 Liability Insurance	424,534	581,791	629,785	47,994	8%
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
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-	-	-	-	-	
Total	\$ 2,258,580	\$ 2,834,240	\$ 6,001,094	\$ 3,166,854	112%

2012 Budget Highlights

Personnel Services

- None.

Operating Expenditures

- Inflationary increases in misc. contracts and in the county-wide liability insurance premium.
- Open space bond project expenditures.

Capital Outlay

- Planned equipment purchases through the capital replacement program.

Transfers

- Transfers are to the Capital Development Fund to fund future purchases and replacement of capital equipment.

Program Description

The Health Insurance Fund accounts for the County's self-insured health insurance plan. Each employee receives a health insurance benefit. The benefit amount is transferred from individual funds to the Health Insurance Fund. The County contracts with a third-party claims payer to process claims for health, dental and vision for County employees.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 46,193	\$ 48,428	\$ 51,144	\$ 2,716	6%
Operating Expenditures	3,920,036	4,121,292	3,832,000	(289,292)	-7%
Internal Charges	441,655	436,991	451,379	14,388	3%
Debt Service	-	-	-	-	
Transfers Out	-	-	-	-	
Capital Outlay	-	-	-	-	
Total	\$ 4,407,884	\$ 4,606,711	\$ 4,334,523	\$ (272,188)	-6%

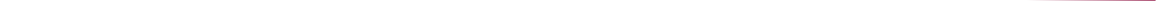
Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
657 County Health Insurance	4,407,884	4,606,711	4,334,523	(272,188)	-6%
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
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-	-	-	-	-	
Total	\$ 4,407,884	\$ 4,606,711	\$ 4,334,523	\$ (272,188)	-6%

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PUBLIC SAFETY



Program Description

The mission of the Disaster and Emergency Services Department is to protect lives, property and the environment through the four phases of emergency management: preparedness, response, recovery and mitigation.

The department manages four programs:

1. Emergency management
2. Wildfire mitigation
3. Floodplain administration
4. Safety

The department director is the Disaster and Emergency Services Coordinator, who serves the Emergency Operations Center (EOC) Manager; chairman of the Local Emergency Planning Committee, which coordinates all-hazards planning and public information between local and state government agencies, and the public and private sectors. The coordinator also serves on the St. Peter's Hospital Emergency Planning Committee.

The Citizen Corps and Community Emergency Response Team (CERT) programs are coordinated by an unpaid volunteer. Both programs assist citizens to prepare for disasters and to assist them to become self-sufficient in times of emergency. The DES Coordinator relies heavily on volunteers to staff the EOC when it is activated, perform Citizen Corps and CERT duties, such as teaching CERT classes.

The DES Coordinator also serves as the county floodplain administrator and manages development in the nine mapped flood plains in the county through a permit system and an education program to alert the public about flood hazards. The county enjoys a FEMA Community Rating system of 8, which means the floodplain program exceeds FEMA's program standards, which translates into a ten per cent discount for flood insurance premiums for county residents.

The wildfire mitigation program is managed by an FTE who is funded through DNRC and BLM grants. The program provides grants to the public to mitigate fuels around homes to develop survivable space. The program manager also serves as a board member of Montana Fire Safe, which is a statewide coalition of the public and private sector to promote Fire Safe programs across Montana.

The safety program seeks to make the workplace safer for employees and the public through training, accident investigations and safety inspections. The DES Coordinator serves as the county safety coordinator and works closely with Western States Insurance to make the county a safer workplace for its employees.

Goals & Objectives

DISASTER & EMERGENCY SERVICES

1. Continue to promote compliance with the National Incident Management System (NIMS) through training classes offered to the appropriate personnel.

2. Organize and host the annual Preparedness Fair during September, National Preparedness Month. The fair usually gets about 27 public and private agencies to participate to promote public preparedness.
3. Continue to hold monthly classes for CERT graduates to reinforce what they learned in class or to teach new skills.

WILDFIRE MITIGATION

1. Develop a strategic plan that crosses jurisdiction boundaries; i.e., between city, county, state and federal lands.
2. Propose and implement mitigation projects that protect communities from wildfire.
3. Develop and propose protection measures for municipal watersheds.
4. Ensure that escape routes are made defensible through fuel modification.
5. Educate the public about defensible space, fire wise building and landscaping design.
6. Give the first priority to communities in the Wildland Urban Interface (WUI).
7. Treat a minimum of 20 per cent of the general forested areas outside of the WUI by using fire modeling to locate the best places to disperse fuel treatments.

FLOODPLAIN MANAGEMENT

1. Assist FEMA and PBS&J Engineering, Inc. with the Digitized Flood Insurance Map (DFIRM) project, which is scheduled to be adopted by June 2012. This would digitize all county flood plain maps to facilitate electronic access by the public and government agencies.
2. Maintain the CRS 8 rating for the county, which means a ten percent insurance premium discount for properties within the flood plain.
3. Continue to educate the public and realtors through the media and public presentations about the flood plain program.

SAFETY

1. Facilitate implementation of the Montana Safety Culture Act by working with department safety committees, safety training, safety inspections and accident investigations to prevent recurrence of accidents.
2. Work closely with department heads and elected officials to assist them to develop their department safety committees to promote safety standards throughout the workplace.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 137,107	\$ 166,996	\$ 151,691	\$ (15,305)	-9%
Operating Expenditures	165,082	368,133	278,424	(89,709)	-24%
Internal Charges	20,060	23,149	22,159	(990)	-4%
Debt Service				-	
Transfers Out	6,874	4,890	1,000	(3,890)	-80%
Capital Outlay	-	-	-	-	
Total	\$ 329,123	\$ 563,168	\$ 453,274	\$ (109,894)	-20%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 100,538	\$ 104,743	\$ 121,663	\$ 16,920	16%
226 Emergency Disaster	-	70,789	-	(70,789)	-100%
295 National Fire Plan	108,672	181,616	263,042	81,426	45%
299 Homeland Security	14,611	15,258	-	(15,258)	-100%
300 NFP Project-BLM Comm Ass	105,302	127,001	68,069	(58,932)	-46%
301 Fire Projects-Misc Grants	-	41,635	-	(41,635)	-100%
304-Other Grants	-	22,125	500	(21,625)	-98%
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
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	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
Total	\$ 329,123	\$ 563,167	\$ 453,274	\$ (109,893)	-20%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living increase and market based salary increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- None.

Transfers

- Transfers to Capital Development Fund for future replacement of capital assets.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
DES Coordinator	1.00	1.00	1.00	1.00
Project Coordinator	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Implement Vigilant Guard After Action Report recommendations to improve the EOC and Incident CP coordination.		100%	100%	N/A
2 . Continue to hold monthly two hour refresher classes for CERT volunteers.	0%	100%	100%	100%
3 . Assist FEMA with the digitized flood plain map process.				100%
4 . Revise the Pre-Disaster Mitigation Plan by 11/30/11.				100%
5 . Revise the Emergency Operations Plan.				100%
6 . Participate in the airport full scale exercise.				100%

This is the first year for the accumulation of Performance Measures and therefore, estimates were required for prior years.

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Maintain National Incident Management System compliance				100%
2 . Revise the Community Wildfire Protection Plan.				100%
3 . Revise the PDM & EOP.				100%
4 . Provide ID cards to CERT volunteers.				100%
5 . Inform the public about local hazards and provide tips to promote personal preparedness.				100%

This is the first year for the accumulation of Workload Indicators and therefore, estimates were required for prior years.

Program Description

The Sheriff's Office is dedicated to providing professional law enforcement services in partnership with the community, and to enhance the quality of life in Lewis & Clark County through progressive law enforcement, quality personnel, innovative training and incorporation of the latest technology.

The Sheriff's Office has distinct activities that are divided into departments within each fund of the Sheriff's Budget.

Fund 230

Administration (Department 2510) is the executive arm of the Sheriff's Office, providing leadership, direction, public relations, and administrative support to the functional areas of the Sheriff's Office and to the community.

Fleet Management (Department 2520) is managed by a committee of Sheriff's Office staff members who are trained in vehicle maintenance and who are familiar with the use of law enforcement vehicles. The goal of the vehicle department is to *"keep repair costs down, replace vehicles before they become a maintenance burden, and maximize the monetary return on used cars through a resale program, all with the overall objective of officer safety always in mind."* A three-year planning cycle is utilized in developing vehicle replacement needs, which is funded through the Sheriff's Office Capital Improvement Plan-Fund 550.

Detention Center (Department 2530) is required by law for the temporary detention of adults and is operated in accordance with Montana Jail Standards, National Jail Standards, and State and Federal law.

Sheriff Investigations (Department 2541) is the investigative arm of the Sheriff's Office and is charged with conducting comprehensive investigation of felony crimes including all homicides and questionable deaths. Other types of cases investigated involve arson/explosives, forgery/fraud, burglary, vehicle theft and other major felony, conspiracy and white-collar crimes.

Missouri River Drug Task Force (MRDTF) (Department 2545) was formed to disrupt illicit drug trafficking within the participating jurisdictions through the use of undercover operations and other traditional methods of investigation.

Patrol Division (Department 2550) is responsible for the protection of citizens and their property; patrolling 24 hours per day, 7 days per week; with substations in Lincoln, Augusta and Wolf Creek; responding to citizen complaints and emergencies, initial investigation of crimes, court testimony, warrant service, and assisting with civil process services and prisoner transports.

Canyon Ferry Contract (Department 2556) is highly successful, jointly funded law enforcement effort between the Bureau of Reclamation and Lewis and Clark County, designed to provide the Canyon Ferry Lake area with one full time deputy to patrol year round, and one part time deputy to help with patrols from Memorial Day weekend through Labor Day weekend.

Search and Rescue (Department 2580) operates under the command and authority of the Sheriff as specified in the Montana Codes Annotated. Services are provided to the County primarily through the use of Lewis and Clark Search and Rescue, Inc. Under the voted Public Safety Levy, Search and Rescue receives annual earmarked funding of \$50,000. \$25,000 of this is transferred to the capital improvement fund, and \$25,000 is used for operating costs.

Drug Abuse Resistance Education (DARE) (Department 2590) is a consolidated, established prevention program designed to prepare elementary and high school age students with the life skills necessary to combat the peer

pressure, stress, and self-esteem problems associated with the use of drugs and violent behavior. The DARE curriculum is taught as a joint program between Lewis & Clark County Sheriff's Office and the Helena Police Department.

Fund 231

Communication Management (Departments 2510-2599) is a high priority for the Sheriff's Office. The voted public safety mill levy provides a total of \$250,000 annually, of which \$125,000 was dedicated to upgrade the public safety computer system and \$125,000 was dedicated to upgrading the radio communications system. A full-time communications system administrator is responsible for ensuring the system is well operated and maintained.

Fund 232

Inmate Fund (Departments 2530-2537) provides services for prisoners and utilizes revenue received from the Inmate Phone System, sale of prepaid phone cards, and the sale of commissary. The mission of inmate programs is to provide for the additional needs of the inmate population, as required by law, and national and state jail standards. This includes health care, religious services, library services, recreational activities, and indigent inmate postage. Indigent inmates are provided with personal necessities, and necessary medical needs. The county, by Supreme Court decision, is responsible for inmate medical costs including catastrophic care for heart attacks, injuries received during the commission of crimes or arrest, pre-existing conditions, and so forth.

Fund 238

DUI Fund (Departments 4440-4445) consists of the Lewis & Clark County DUI Task force, and the Enforcing Underage Drinking Laws grant. The taskforce consists of community volunteers as well as law enforcement representatives from the Sheriff's Office and Montana Highway Patrol. Revenues from reinstatement fees are used for local awareness projects and responsible alcohol server trainings. The Sheriff's Office also receives a grant through the Board of Crime Control for the Enforcement of Underage Drinking Laws. A part time grant coordinator works with city and county officers to schedule party patrols, compliance checks and bar checks throughout the year.

Fund 370

Fire Service Area (Department 2560) is the Lewis & Clark County Volunteer Fire Services. A fee-based funding mechanism was created to support the costs of equipment and clothing needed for the volunteer fire fighters. This fire protection is for buildings and wild land areas not protected by a rural fire district or under state/federal fire protection.

Fund 550

Capital Improvement Plan (Department 2510) The Sheriff's Office strongly supports the use of a county capital improvements plan as an important and useful goal-oriented planning and budgeting tool. Money is set aside annually for the ongoing costs of vehicle purchases, radio costs, and high dollar equipment necessary for the operation of the Sheriff's Office.

Cash Flow-Fund 230

Approximately 1.8 million dollars must be transferred from the Public Safety fund in FY12 to other funds and /or agencies-i.e. S.S.D., Search and Rescue, City of Helena, Building Rent, Information Technology Charges, Administrative Fees, Loan Payments, and Insurance. An ending fund balance of at least 1.7 million is required to operate in the black, as the bulk of tax revenue is received in November and May each year.

Goals & Objectives

- Provide professional law enforcement services in partnership with the community.
- Increase our sworn deputy positions from 41 to 44.
- Increase our detention officer staff by 1 FTE.
- Maintain revenue needs.
- Control expenditures.

Sheriff

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 5,135,630	\$ 5,560,617	\$ 5,915,067	\$ 354,450	6%
Operating Expenditures	2,310,188	2,183,661	2,623,614	439,953	20%
Internal Charges	599,263	636,958	679,634	42,676	7%
Debt Service	195,253	117,153	119,226	2,073	2%
Transfers Out	319,258	641,727	806,700	164,973	26%
Capital Outlay	135,938	669,697	579,716	(89,981)	-13%
Total	\$ 8,695,530	\$ 9,809,813	\$ 10,723,957	\$ 914,144	9%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
230 Public Safety	8,451,864	9,001,345	9,865,902	864,557	10%
232 Inmate Programs	88,279	110,929	252,068	141,139	127%
293 JAG-Justice Assist Grant	43,916	26,499	13,181	(13,318)	-50%
550 Capital Development	111,471	671,040	592,806	(78,234)	-12%
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
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Total	\$ 8,695,530	\$ 9,809,813	\$ 10,723,957	\$ 914,144	9%

Sheriff 2012 Budget Highlights

Personnel Services

- Cost of Living increase of 1.6%. Grant funded radio project manager.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- Replacement of patrol vehicles, transport van.
- Mobile data transmitters, security monitor.

Transfers

- Transfers to Capital Development Fund for future replacement of capital assets. Transfers to City of Helena for SSD services.

Youth Services

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 114,111	\$ 122,084	\$ 132,597	\$ 10,513	9%
Operating Expenditures	89,442	59,811	148,471	88,660	148%
Internal Charges	30,390	27,411	28,673	1,262	5%
Debt Service	-	-	-	-	
Transfers Out	4,800	4,800	-	(4,800)	-100%
Capital Outlay	-	-	-	-	
Total	\$ 238,743	\$ 214,106	\$ 309,741	\$ 95,635	45%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
218 District Courts	211,430	184,915	278,940	94,025	51%
237 BEP	27,313	29,191	30,801	1,610	6%
	-	-	-	-	
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	-	-	-	-	
Total	\$ 238,743	\$ 214,106	\$ 309,741	\$ 95,635	45%

Youth Services 2012 Budget Highlights

Personnel Services

- Cost of living increase of 1.6%. Market based salary increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- None.

Transfers

- None.

Coroner

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 123,121	\$ 123,616	\$ 132,865	\$ 9,249	7%
Operating Expenditures	63,197	44,860	67,350	22,490	50%
Internal Charges	31,347	29,067	28,071	(996)	-3%
Debt Service	-	-	-	-	
Transfers Out	4,200	6,000	6,000	-	0%
Capital Outlay	-	-	-	-	
Total	\$ 221,865	\$ 203,543	\$ 234,286	\$ 30,743	15%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 221,865	\$ 203,543	\$ 234,286	\$ 30,743	15%
	-	-	-	-	
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Total	\$ 221,865	\$ 203,543	\$ 234,286	\$ 30,743	15%

Coroner
2012 Budget Highlights

Personnel Services

- 1.6% cost of living increase and market based salary increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- None.

Transfers

- Transfers to the Capital Development Fund to fund future replacement of capital assets.

Mental Health Evaluations

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	
Operating Expenditures	-	-	-	-	
Internal Charges	1,350	1,533	1,500	(33)	-2%
Debt Service				-	
Transfers Out	59,302	55,716	165,000	109,284	196%
Capital Outlay	-	-	-	-	
Total	\$ 60,652	\$ 57,249	\$ 166,500	\$ 109,251	191%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
204 Mental Health	60,652	57,249	166,500	109,251	191%
	-	-	-	-	
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	-	-	-	-	
Total	\$ 60,652	\$ 57,249	\$ 166,500	\$ 109,251	191%

Radio Project

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 80,369	\$ 91,272	\$ 209,857	\$ 118,585	130%
Operating Expenditures	105,160	69,232	107,918	38,686	56%
Internal Charges	18,180	5,513	7,074	1,561	28%
Debt Service	-	-	-	-	
Transfers Out	-	30,925	-	(30,925)	-100%
Capital Outlay	-	-	-	-	
Total	\$ 203,709	\$ 196,942	\$ 324,849	\$ 127,907	65%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
231 Public Sfty Radio Maint.	203,709	196,942	324,849	127,907	65%
554 Pub Safety-Radio Cap Prjt	-	-	-	-	
-	-	-	-	-	
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-	-	-	-	-	
Total	\$ 203,709	\$ 196,942	\$ 324,849	\$ 127,907	65%

Radio Project 2012 Budget Highlights

Personnel Services

- 1.6% Cost of Living increase and market based salary increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- Completion of County wide integrated radio communication system.

Transfers

- None.

Fire Services Area

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 1,852	\$ 2,287	\$ 2,000	\$ (287)	-13%
Operating Expenditures	30,171	31,594	36,920	5,326	17%
Internal Charges	6,568	6,564	6,745	181	3%
Debt Service				-	
Transfers Out	20,000	25,479	20,000	(5,479)	-22%
Capital Outlay	-	-	-	-	
Total	\$ 58,591	\$ 65,924	\$ 65,665	\$ (259)	0%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
3270 Fire Service Area	\$ 58,591	\$ 65,924	\$ 65,665	\$ (259)	0%
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	-	-	-	-	
Total	\$ 58,591	\$ 65,924	\$ 65,665	\$ (259)	0%

Sheriff

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Sheriff	1.00	1.00	1.00	1.00
Undersheriff	1.00	1.00	1.00	1.00
Finance Coordinator	1.00	1.00	1.00	1.00
Communications System Manager	1.00	1.00	1.00	1.00
Administrative Assistant	2.50	1.00	1.50	1.50
Accounting Technician	1.00	1.00	1.00	1.00
Secretary/Receptionist	1.00	1.00	-	-
Training Sergeant			1.00	1.00
Captain	2.00	2.00	2.00	2.00
Sw orn Sergeants	4.00	4.00	5.00	4.00
Investigator	2.00	3.00	3.00	3.00
Civil Office Manager	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Evidence Tech/Dui Program Manag	1.00	1.00	1.00	1.00
Non Sw orn Sergeants	3.00	2.00	4.00	4.00
Non Sw orn Corporals	4.00	4.00	4.00	4.00
Detention Officer	16.00	17.00	14.00	15.00
Registered Nurse	1.00		1.00	1.00
Licensed Practical Nurse	1.00	2.00	-	
Animal Control Officer			1.00	1.00
Seasonal Patrolman			0.19	
Probationary Patrolman			3.00	5.00
Patrolman III		13.00	14.00	11.00
Patrolman II	29.00	6.00	7.00	8.00
Patrolman I		9.00	8.00	8.00
Total	73.50	72.00	76.69	76.50

Coroner

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Coroner	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	0.50	0.50	0.50
Total	<u>2.00</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . To provide fair and impartial law enforcement services to the citizens of Lewis and Clark County.	100%	100%	100%	100%
2 . To continue to maintain a well run, clean, and efficient detention center.	100%	100%	100%	100%
3 . To maintain current civil process needs for the citizens of the county and continuously improve on training, utilizing the latest modern technology to ensure efficiency.	100%	100%	100%	100%
4 . To continue to work with the Lewis and Clark County Search and Rescue team to ensure operations are efficiently carried out in the county.	100%	100%	100%	100%

Performance Measures & Workload Indicators

FLEET MANAGEMENT

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Actual FY 2011
1 . Number of Vehicles in Fleet	58	58	58	59
2 . Annual Fleet Miles Traveled	739,464	609,377		750,000
3 . Annual Fuel Consumption (gallons)	43,819	45,329	48,058	50,000

DETENTION CENTER

Workload Indicators

Indicator	Actual FY 2008	Actual FY 2009	Actual FY 2010	Actual FY 2011
1 . Average Daily Population	66	70	80	89
2 . Average Federal Population	-	-	-	0
3 . Average State Population	8	9	8	7
4 . Number of Meals Served	61,292	68,756	75,503	72,606
5 . Total Bookings	2,865	3,930	4,007	4,185

SHERIFF INVESTIGATIONS

Workload Indicators

Indicator	Actual FY 2008	Actual FY 2009	Actual FY 2010	Actual FY 2011
1 . Homicide & Attempted	-	1	-	1
2 . Rape & Sex Crimes	49	45	39	50
3 . Burglary	83	90	76	85
4 . Assault	246	197	223	225
5 . Other	2,825	2,510	2,792	2,750

Performance Measures & Workload Indicators

MISSOURI RIVER DRUG TASK FORCE

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . New Cases Opened in FY	116	232	216	220
2 . Old Cases Worked in FY	51	108	142	150
3 . New Criminal Subjects Identified in FY	331	531	704	775
4 . Cases Closed in FY	111	118	141	147
6 . Non-drug Cases Worked in FY	42	27	50	35
7 . Non-drug Arrests Made in FY	23	15	9	10
8 . Talks/Classes Given in FY	27	49	35	38
9 . Total Arrests in FY	101	207	156	175

PATROL DIVISION

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Call for Service (Incidents) *(Changed reporting software)	13,228	14,580		15,000
2 . Case Reports	2,663	3,130		3,200
3 . Arrests	903	908	817	915
4 . Sheriff's Reserve Program				
5 . Training Hours				
6 . Total Hours (Volunteer)	1,842	6,602		5,000
7 . Total Hours (Paid)				

CIVIL DIVISION

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Civil Process Received	1,400	2,371	2,063	2,100
2 . Criminal Subpoenas, etc.	892	771	746	750
3 . Tax Collection	112	124	206	200
4 . Prisoner Transports	388	451	547	600
5 . Warrants (Served)				
6 . Warrants on File				
7 . Jury Summons	720	740		

Performance Measures & Workload Indicators

SEARCH & RESCUE

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Number of Searches			23	25
2 . Meetings/trainings			163	160
3 . Members			67	70

DRUG ABUSE RESISTANCE EDUCATION (DARE)

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Schools Receiving DARE	17	16	16	16
2 . Number of K-4 Classes	160	151		160
3 . Number of K-4 Students	3,498	2,946		3,200
4 . Number of 5th Grade Classes	35	28		28
5 . Number of 5th Grade Students	715	692	734	750
6 . Number of 6th-8th Grade Classes			-	-
7 . Number of 6th-8th Grade Students			-	-
8 . Number of 9th-12th Grade Classes			-	-
9 . Number of 9th - 12th Grade Students			-	-
10 . Number of 9th Grade Students (2)			-	-
11 . School Functions/Adult Programs Taught	9		-	-
12 . Number of 7th-8th Grade Classes (3)			-	-
13 . Number of 7th-8th Grade Students (3)			-	-
14 . Number of 10th Grade Students (4)			-	-

1 Number reflects East Valley Middle School with a total of 243 students and 10 classes.

2 Ninth grade students and classes combined in 2003 with 9th-12th.

3 Number of 7th-8th grade students and classes combined with 6th-8th.

4 2004 Asked by School District #1, Health Teachers to teach Methamphetamine Presentations to sophomore's spring semester.

Performance Measures & Workload Indicators

INMATE MEDICAL SERVICES

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Annual Inmate Medical Expense	50,475	67,096	61,536	300,000
2 . Number of Inmates per day on Medication	14			
3 . Number of Doctor Visits per Week	1			

FIRE SERVICE AREA

Workload Indicators

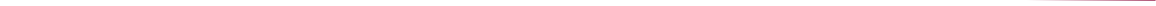
Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Number of Volunteers	-			
2 . Volunteer Hours		1,534		
3 . Mission		832		
4 . Training		512		
5 . Maintenance				
6 . Other (Meetings, etc.)		191		
7 . Fire Incidents				
8 . Wild land Fire	45	49		
9 . Structure Fire	27	25		
10 . Vehicle Fire	6	4		
11 . Fire Misc.	33	66		
15 . Suspicious Fires	1	12		
17 . False Alarms	2			
18 . Chimney Fires	-	-		
19 . Haz/Mat Incidents	-	-		
20 . Medical Calls	254	319		
21 . Total Fire Calls:	368	475		

** Training hours include hours for Maintenance and Meetings.
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PUBLIC WORKS



Program Description

Public Works Administration oversees the administration and financial operations of all programs, services, and projects of the Lewis & Clark County Public Works Department. Administrative staff support is provided for the following programs: 1) Bridge; 2) Road, Sign, Shop and Fuel Revolving; 3) the Scratch Gravel Solid Waste District and County landfill; and 4) Building Maintenance. Administrative duties performed by the Public Works Administration Office include: 1) processing of accounts payable invoices; 2) billing and collections for accounts receivable; 3) issuing permits; 4) establishment of department standards, policies, and procedures; 5) budget preparation and monitoring; 6) contract negotiations and administration; 7) development of capital improvement plans and new funding sources; 8) the design, bid, award, and construction of capital improvements; 9) risk management; 10) public relations and assistance; and 11) legislative lobbying.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 323,030	\$ 334,912	\$ 348,909	\$ 13,997	4%
Operating Expenditures	39,420	26,482	38,515	12,033	45%
Internal Charges	17,084	16,589	17,701	1,112	7%
Debt Service				-	
Transfers Out	-	5,000	29,000	24,000	480%
Capital Outlay				-	
Total	\$ 379,534	\$ 382,983	\$ 434,125	\$ 51,142	13%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 379,534	\$ 382,983	\$ 434,125	\$ 51,142	13%
292 Forest Reserve Title III	-	-	-	-	
				-	
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				-	
Total	\$ 379,534	\$ 382,983	\$ 434,125	\$ 51,142	13%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living increase and market based salary increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- None.

Transfers

- To capital development fund for future replacement of assets.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Director of Public Works	1.00	1.00	1.00	1.00
Assistant Director of Public Works	1.00	1.00	1.00	1.00
Senior Finance Coordinator	1.00	1.00	1.00	1.00
Construction Project Coordinator	0.50	0.50	0.50	0.50
Accounting Technician	0.50	0.50	0.50	0.50
Maintenance Worker	0.02	-	0.04	0.05
Total	4.02	4.00	4.04	4.05

Program Description

The Lewis & Clark County Bridge Department is responsible for the construction, repair and maintenance of approximately 110 bridges, numerous culverts, guardrails, and helps the Road Department with plowing and sanding during winter months. The Bridge Department operates primarily out of Helena, where resources are dispatched to different job locations throughout the county.

Bridge activities and services are funded with an All-Purpose mill levy. The County has received three Treasure State Endowment Program Grants, which were used to replace 12 bridges. The Montana Department of Transportation, United States Forest Service, Federal Highway Administration, and Trout Unlimited also have been funding partners for the replacement of county bridges.

Goals & Objectives

- To ensure safety of the motoring public by providing the best quality roads possible with available funding.
- Bridge preservation and longevity through routine maintenance and inspection.
- Continue to remove old bridges and replace with new-engineered bridges.
- Continue to improve drainage by reshaping ditches and installing culverts.
- Continue to maintain signs and install new ones as required by state guidelines.
- Provide training opportunities for staff development including LTAP safety and certification in forklift, equipment training, 1st Aid, flagging, BMP storm water mitigation, and software programs.
- Attend professional conferences, workshops, and trainings to network and learn more about how other agencies approach similar projects and issues.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 291,643	\$ 311,148	\$ 317,465	\$ 6,317	2%
Operating Expenditures	152,445	134,795	197,765	62,970	47%
Internal Charges	19,278	21,480	22,669	1,189	6%
Debt Service	53,604	50,056	-	(50,056)	-100%
Transfers Out	176,535	193,004	267,480	74,476	39%
Capital Outlay	226,549	597,527	425,473	(172,054)	-29%
Total	\$ 920,054	\$ 1,308,010	\$ 1,230,852	\$ (77,158)	-6%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 693,505	\$ 710,482	\$ 805,379	\$ 94,897	13%
556 Road/Bridge Infrast Proj	202,572	597,527	243,973	(353,554)	-59%
550 Capital Improvements	23,977	-	181,500	181,500	
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Total	\$ 920,054	\$ 1,308,009	\$ 1,230,852	\$ (77,157)	-6%

2012 Budget Highlights

Personnel Services

- 1.6% Cost of living increase and market based salary increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- TSEP bridge project.

Transfers

- Transfers to Capital Development Fund to fund future replacement of capital assets. Transfer to infrastructure capital fund to fund bridge replacement program- match for TSEP funding.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Road/Bridge Supervisor	0.50	0.50	0.50	0.50
Lead Equipment Operator	1.00	1.00	1.00	1.00
Equipment Operator	3.00	3.00	3.00	3.00
Total	4.50	4.50	4.50	4.50

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2008	Actual FY 2009	Actual FY 2010	Actual FY 2011
1 . New Bridge Installation (Hours)	270	-	-	1,066
2 . Bridge Maintenance & Repair (Hours)	608	1,088	7	79
3 . New Culvert Installation (Hours)	535	250	342	106
4 . Culvert Maintenance & Repair (Hours)	531	656	458	359
5 . Drainage Work (Hours)	331	399	426	267

Workload Indicators

Indicator	Actual FY 2008	Actual FY 2009	Actual FY 2010	Adopted FY 2011
1 . Number of Bridges	110	110	110	110
2 . Number of Bridges Replaced	1	0	0	3
3 . Number of New Culverts Installed	19	57	62	30
4 . Number of BMP Devices Used	32	65	71	107

Program Description

The Lewis & Clark County Road Department maintains approximately 539 miles of paved, chip sealed, and gravel roads. The geographical range of the county-maintained road system is as follows: South of Helena to the border of Jefferson County, north of Augusta to Flathead County, east of Canyon Ferry Lake to Broadwater County, and west of Lincoln to Powell County.

Equipment is strategically located in Augusta, Helena, Lincoln and Wolf Creek in order to more efficiently accomplish road maintenance tasks. The county is divided into 10 maintenance districts. Augusta, Lincoln and Wolf Creek have one road grader in each district. Helena has a total of four graders for the seven remaining maintenance districts. Other equipment used to perform road maintenance activities includes snowplows with sanders, dump trucks, pup trailers, loaders, a dozer, patch truck, and tractor mower. During peak maintenance seasons or for large projects, employees and equipment may be dispatched and mobilized to one particular district to complete a large amount of work in a short period of time.

Maintenance activities include, but are not limited to: sign installations, guardrail repairs, road damage repairs, clearing obstructions in roads and rights-of-way, striping of roads, improving drainage, removal of trees, sweeping, and approval of new approaches onto county roads. In addition, the Road Department deals with load limits, reviews proposed roads for new subdivisions, maintains existing or secures new gravel sources, supervises the collection of data for traffic counts and accident clusters, develops the road maintenance management plan, and provides the initial support personnel and equipment for natural disasters.

The primary funding sources for the Road Department are the road mill levy, the state entitlement tax levy and shared revenues, timber receipts, gas tax revenues, and payments in lieu of taxes.

Goals & Objectives

- To ensure safety of the motoring public by providing the best quality roads possible with available funding.
- Roadway preservation and longevity through grading, hand patching, blade patching, overlay, and chip sealing.
- Participating in dust abatement applications in partnership with other agencies and residents to ensure air and water quality.
- Continue to maintain signs and install new ones as required by state guidelines, continue to implement the 911 Emergency Services Signage in cooperation with GIS, Clerk and Recorder, Planning and Zoning, Sheriff, and any other County, City, State or Federal agencies involved.
- Clearing right-of-ways of brush, trees, rockslides, and any other safety hazards.
- Continue to maintain and keep up buildings at the Road and Bridge Department Complex and outlying areas in compliance with DEQ and Department of Labor to ensure a safe working environment for all Road and Bridge personnel.
- Provide training opportunities for staff development including LTAP safety and certification in forklift, equipment training, 1st Aid, flagging, software programs, conferences, workshops, and trainings to network and learn about how other agencies approach similar projects and issues.
- Assist with preparation of road standards and their implementation with the public.

- Add statistical data to annual reports and the web for public awareness.
- Review and comment on Major and Minor Subdivision applications.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 929,348	\$ 996,319	\$ 1,077,434	\$ 81,115	8%
Operating Expenditures	1,273,642	1,320,643	3,955,274	2,634,631	199%
Internal Charges	195,240	174,137	185,914	11,777	7%
Debt Service	53,119	49,744	50,666	922	2%
Transfers Out	1,396,758	1,539,192	1,301,498	(237,694)	-15%
Capital Outlay	3,396,649	1,440,792	6,629,173	5,188,381	360%
Total	\$ 7,244,756	\$ 5,520,827	\$ 13,199,959	\$ 7,679,132	139%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
211 Road	3,215,809	3,434,658	3,333,547	\$ (101,111)	-3%
282 Gas Tax	254,390	361,269	477,434	116,165	32%
RID Funds	377,908	302,402	2,759,805	2,457,403	813%
550 Capital Development	427,485	902,536	621,855	(280,681)	-31%
552 RID Projects	866,932	3,554	69,455	65,901	1854%
553 Misc Federal Grant Prjcts	-	-	-	-	
556 Road/Bridge Infrast Proj	2,102,232	516,407	5,937,863	5,421,456	1050%
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
Total	\$ 7,244,756	\$ 5,520,826	\$ 13,199,959	\$ 7,679,133	139%

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 74,626	\$ 77,246	\$ 99,699	\$ 22,453	29%
Operating Expenditures	23,464	33,205	46,222	13,017	39%
Internal Charges	22,530	15,978	18,135	2,157	13%
Debt Service	-	-	-	-	-
Transfers Out	6,500	7,979	7,500	(479)	-6%
Capital Outlay	-	-	-	-	-
Total	\$ 127,120	\$ 134,408	\$ 171,556	\$ 37,148	28%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
211 Road	127,120	134,408	171,556	\$ 37,148	28%
550 Capital Improvements	-	-	-	-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
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				-	-
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				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
Total	\$ 127,120	\$ 134,408	\$ 171,556	\$ 37,148	28%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living increase and market based salary increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- Replacement of equipment. Road construction projects using voted mill levy funding.

Transfers

- Transfers to Capital Development Fund to fund future replacement of capital assets. Transfer to infrastructure capital fund to fund Road reconstruction program.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Road/Bridge Supervisor	0.50	0.50	0.50	0.50
Assistant Road/Bridge Supervisor	1.00	1.00	1.00	1.00
Lead Equipment Operator	3.00	3.00	3.00	3.00
Equipment Operator	8.00	8.00	8.00	8.00
Construction Project Coordinator	0.50	0.50	0.50	0.50
Mechanic	0.50	0.50	0.50	0.50
Maintenance Cleaner			0.10	0.10
Seasonal Workers			0.75	2.00
Total	13.50	13.50	14.35	15.60

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Lead Equipment Operator	1.00	1.00	1.00	1.00
Total	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2008	Actual FY 2009	Actual FY 2010	Actual FY 2011
1 . General Road Grading (Hours)	4,249	2,826	3,937	4,161
2 . Blade Patching (Hours)	495	484	1,231	545
3 . Pot Hole Patching (Hours)	515	816	523	1,098
4 . Snow /Ice Removal & Sanding (Hours)	3,430	3,503	1,928	4,434
5 . Gravel Hauling (Hours)	2,304	2,436	3,218	3,065

Workload Indicators

Indicator	Actual FY 2008	Actual FY 2009	Actual FY 2010	Actual FY 2011
1 . Paved Roads Maintained (Miles)	44.29	45.19	52.64	52.64
2 . Chip Sealed Roads Maintained (Miles)	65.98	65.98	64.53	64.53
3 . Gravel Roads Maintained (Miles)	428.94	430.54	424.54	424.54

Program Description

The Solid Waste Department is responsible for the management of the Lewis & Clark County Landfill, the Marysville Container Site, and the closed Scratch Gravel Landfill. The Lewis & Clark County Commission governs these programs through the Scratch Gravel Solid Waste District. The County Commission appoints the Scratch Gravel Solid Waste Board, which serves in an advisory capacity. The County Commission and the Lewis & Clark County Board of Health each have one member, and there are three residents of the District. The Board is responsible for recommending operational practices and the policies governing the District. The County Commissioners retain control over policy, budget approval, personnel and land use decisions.

Scratch Gravel residents are charged for waste based on a modified Pay As You Throw Program (PAYT). Residents of the District pay an annual assessment fee on their tax bill for each residential unit they own. The annual assessment does not include any collection service. Residents must self-haul their solid waste or contract with a private hauler to take it to a transfer station operated by the City of Helena. The annual assessment allows a resident to dispose of 1.5 tons of waste for each residential unit per year. If a resident exceeds the 1.5-ton limit, they are billed separately for disposal of the additional solid waste. PAYT programs provide waste management solutions that make economic sense, are fair to residents, and are good for the environment. Composting and recycling opportunities for District residents are provided through an Interlocal Agreement with the City of Helena.

The mission of the Lewis & Clark County Landfill is to dispose of Class II and Class IV solid waste in a manner which uses reasonable science at the lowest possible per capita cost while maintaining a strong stewardship of the earth through recycling, reduction and reuse.

Our operations are a major part of the environmental infrastructure of Lewis & Clark County. Long-range planning and fiscal integrity ensures decades of capacity without financial burdens in the future.

Goals & Objectives

Fiscal

- Maintain balanced budget by controlling expenses and through affordable solid waste assessments, PAYT fees, and landfill tipping fees
- Continue funding level for post closure liability of the existing landfill and the closed Scratch Gravel Landfill
- Continue funding level for capital improvements and equipment replacement
- Achieve a landfill waste density goal of 1,300 pounds per cubic yard
- Achieve a landfill waste to soil ratio of 4:1
- Achieve a landfill volume per ton ratio of 1.93 cubic yards per ton

Service

- Work with the City of Helena to provide solid waste management services to Scratch Gravel District residents
- Work with the City of Helena on expanding the existing transfer station facility or locating an additional site
- Continue effective communication with property owners surrounding the landfill site
- Work with customers disposing of construction and demolition waste on proper use of the scale facility
- Protecting human health and the environment through environmental controls designed to prevent contamination of ground and surface waters, as well as the control of landfill gas.

Education

- Educate Scratch Gravel residents on the importance of consolidating loads or trips to the City Transfer Station
- Work with the City of Helena to continue or expand education about reuse, reduction, and recycling opportunities
- Continued employee development and safety training
- Maintain MOLO certification for the Solid Waste Manager

Future

- Plan for expected population growth in the County
- Meet or exceed the projected life of the landfill
- Continue to work closely with the City of Helena to coordinate solid waste management activities

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 421,258	\$ 410,120	\$ 447,755	\$ 37,635	9%
Operating Expenditures	1,419,071	1,590,532	1,743,416	152,884	10%
Internal Charges	156,738	161,313	180,005	18,692	12%
Debt Service	283,166	600,250	318,094	(282,156)	-47%
Transfers Out	9,540	8,820	13,000	4,180	47%
Capital Outlay	77,839	99,700	1,545,610	1,445,910	1450%
Total	\$ 2,367,612	\$ 2,870,735	\$ 4,247,880	\$ 1,377,145	48%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
610 Augusta Landfill Dist	99,035	86,060	80,242	\$ (5,818)	-7%
611 Lincoln Landfill District	153,052	138,177	154,457	16,280	12%
612 Scratch Gravel Landfill	1,119,663	1,223,172	1,295,699	72,527	6%
613 Lewis & Clark Co Landfill	971,365	1,396,711	2,685,765	1,289,054	92%
614 Marysville Solid Waste	24,496	26,614	31,717	5,103	19%
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
Total	\$ 2,367,611	\$ 2,870,734	\$ 4,247,880	\$ 1,377,146	48%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living increase and market based salary increases.

Operating Expenditures

- Increase for closure and opening of cell. Inflationary increases.

Capital Outlay

- Replacement of equipment and construction of cell 3.

Transfers

- Transfers to Health Department for community decay projects.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Solid Waste Manager	1.00	1.00	1.00	1.00
Landfill Mechanic	1.00	1.00	1.00	1.00
Equipment Operator	2.75	2.75	2.75	2.75
Landfill Attendant	1.25	1.60	1.61	1.82
Accounting Technician	0.50	0.50	0.50	0.50
Seasonal Equipment Operator	-	-	0.50	0.50
Total	6.50	6.85	7.36	7.57

Performance Measures & Workload Indicators

Performance Measures

Measure	12/18/2006 02/24/2008	09/10/2008 05/20/2009	01/12/2010 08/25/2010	08/26/2010 03/04/2011	Goal
1 . Landfill Waste Density (LB/CY)	951 1,392	1,325 1,470	1,082 1,221	1,254	1,300
2 . Landfill Waste-to-Soil Ratio	2.48:1	2.66:1	4.4:1	3.96:1	4:1
3 . Landfill Volume-Per-Ton Ratio (CY/Ton)	2.11	1.87	2.00	2.00	1.93

Workload Indicators

Indicator	Actual FY 2008	Actual FY 2009	Actual FY 2010	Actual FY 2011	Budget FY 2012
1 . Waste Quantity Deposited (Tons) - Class II	47,612	44,898	60,768	39,495	45,000
Waste Quantity Deposited (Tons) - Class IV	2,454	1,525	1,932	1,920	1,900
2 . Junk Vehicles Retrieved	174	230	140	64	60
3 . Scratch Gravel Permits Issued	12,641	13,672	12,344	14,000	14,500

Program Description

The Lewis & Clark County Public Works Internal Service Funds include the building maintenance, county shop and fuel revolving funds. Lewis & Clark County's Building Maintenance Department is responsible for buildings and grounds related to the County Courthouse, Law Enforcement Center offices and detention centers in Helena, Lincoln, and Augusta, the Lewis & Clark Library, Cooney Convalescent Home, and the Cooperative Health Center. The Cooney Convalescent Home is a long-term care facility with 90 licensed beds. The primary revenue source is building rental fees. Building Maintenance activities include cleaning, repairs, building security, heating and cooling systems, fire alarm and suppression systems, elevator repairs, landscape maintenance, and development of the capital replacement program.

The following components are necessary for the operation of the Building Maintenance department:

- **Regular Inspections of all Buildings** – Important to prevent malfunctions or safety mishaps.
- **Regularly Scheduled Preventative Maintenance** – Fire suppression systems and alarm systems; boilers and climate control systems; water systems; building structures and electrical and lighting.
- **Provide Service to Building's Occupants** – Provide occupants the normal activities of operation, such as snow removal, pest control, general yard work, custodial duties, and other routine building maintenance requirements plus furniture repair and moving services, office remodels and other projects.
- **Maintain Boiler Licenses** – Building Maintenance has 6 employees who are properly licensed for boiler maintenance. This is designed to make the department more efficient and eliminate excessive contracted services in this area.
- **Locate and Obtain Proper Professionals When Needed** – Many large projects require contracting with an outside agency. Proper liability insurance and proof of workers compensation is required.
- **Provide Training for Staff** – Important to lessen the need for contracted services.

The County Shop is responsible for the repair and maintenance of 109 vehicles owned by Lewis & Clark County. The department does not maintain vehicles for the Sheriff's Department, Rural Fire Districts, or the County Solid Waste Department. Work orders for vehicle repairs are charged back to other county departments. Shop charges support personnel, operations, maintenance and capital costs.

The Shop also operates a fueling site for all county-owned vehicles. Dyed diesel and unleaded fuel are available at the fuel facility. Fuel cards are issued to each vehicle and track the amount and type of fuel used. Departments using the fuel site are billed monthly for the fuel they pump. Fuel charges are used for operations and maintenance of the fuel site, capital costs, and for debt service payments on the InterCap Loan used to build the site.

Goals & Objectives

- Provide a safe and efficient working environment for county employees within budget guidelines and authorized funding
- Provide optimum quantity and quality of maintenance service, safely, on time and within approved budget.
- Work with departments and finance, capital improvement and budget committees to maintain functional, efficient and safe county buildings, county equipment and vehicles.
- Provide a preventative maintenance program for the county fleet designed to reduce unscheduled repairs, downtime, costly repairs and extend useful lives of equipment.
- Increase employee training and certifications within budget guidelines and authorized funding.
- Comply with all insurance and safety requirements.
- Ensure that requests for maintenance are completed in a timely fashion.
- Facilitate building upgrades.
- Maintain a vehicle and equipment replacement program that will make the most efficient use of limited funds.
- Become Montana Safety Culture Act compliant.
- Educate building occupants on department responsibilities and abilities.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 809,032	\$ 847,432	\$ 914,961	\$ 67,529	8%
Operating Expenditures	1,138,406	1,244,949	1,467,515	222,566	18%
Internal Charges	214,975	216,351	271,628	55,277	26%
Debt Service	91,934	70,205	72,990	2,785	4%
Transfers Out	2,000	53,915	2,000	(51,915)	-96%
Capital Outlay	141,901	47,540	361,213	313,673	660%
Total	\$ 2,398,248	\$ 2,480,392	\$ 3,090,307	\$ 609,915	25%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 69,728	\$ 42,606	\$ 50,955	\$ 8,349	20%
650 Building Maintenance	1,228,244	1,182,829	1,350,799	167,970	14%
651 Health Care Facilities	284,039	326,439	624,434	297,995	91%
652 County Shop	495,811	486,542	564,620	78,078	16%
653 Fuel Revolving	320,426	441,977	499,499	57,522	13%
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
Total	\$ 2,398,248	\$ 2,480,393	\$ 3,090,307	\$ 609,914	25%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living increase and market based salary increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- Building remodel projects.

Transfers

- None.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Buildings Manager	1.00	1.00	1.00	1.00
Maintenance Technician	6.00	5.00	5.00	5.00
Maintenance Worker II	1.00	1.00	1.00	1.00
Maintenance Worker	4.97	4.60	4.60	4.60
Shop Manager	1.00	1.00	1.00	1.00
Mechanic	2.50	2.50	2.50	2.50
Maintenance Cleaner	-	-	0.10	0.10
Seasonal Worker	-	-	0.75	0.75
Total	16.47	15.10	15.95	15.95

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2008	Actual FY 2009	Actual FY 2010	Actual FY 2011
1 . Dollar Amounts for Contracted Services Used	49,239	46,439	62,409	49,496
2 . Square Footage Maintained Per Full-time Maintenance Worker	12,433	12,433	12,433	12,433
3 . Liability Claims Filed	1	2	2	1
4 . Worker's Compensation Claims Filed	3	4	2	2

Workload Indicators

Indicator	Actual FY 2008	Actual FY 2009	Actual FY 2010	Actual FY 2011
1 . Number of Work Orders Received				
Cooney Convalescent Home	-	734	620	475
Courthouse		57	132	172
Law Enforcement Center/Jail	-	312	394	375
Health Clinic	-	177	490	452
2 . Number of After-hours Emergency Calls		45	59	36
3 . Number of Remodels	-	21	2	6
4 . Square Footage Maintained	144,218	144,218	144,218	144,218
Cooney Convalescent Home	35,092	35,092	35,092	35,092
Courthouse	41,030	41,030	41,030	41,030
Law Enforcement Center/Jail	42,290	42,290	42,290	42,290
Health Clinic	24,545	24,545	24,545	24,545
222 Building	-	-	-	-
Other/Miscellaneous County Buildings Net	1,261	1,261	1,261	1,261

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Budget FY2012
1 . Number of Repair Orders Processed	906	904	763	810
2 . Average Number of Repair Orders Processed Per Mechanic	362.4	361.6	254.33	270
3 . Number of Vehicles/Equipment Per Mechanic	36.3	35.6	29.66	35.3
4 . Average Number of Mechanic-Hours Per Repair	0.36	0.32	2.18	0.34

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Budget FY2012
1 . Total Vehicle and Equipment	109	107	89	95
2 . Average Age of Fleet	10.77	11.23	12.91	10.50
3 . Total Gallons of Diesel Fuel Used	61,912.350	54,459.120	74,112.920	75,000.000
4 . Total Gallons of Unleaded Fuel Used	72,682.020	69,105.090	73,090.090	72,500.000

Program Description

The Noxious Weed District operates under an 8-person Board of Directors who is appointed by the County Commission. The Board hires a Noxious Weed Coordinator, under the direction of the Public Works Department, who is responsible for the implementation of the Lewis & Clark County's Weed Management Plan to manage weeds that have been identified and designated as Noxious Weeds within Lewis & Clark County. Activities of department include roadside spraying, revegetation, biocontrol releases, contracts and agreements with County, State, Federal and private landowners, as well as education and compliance programs for complaints, subdivisions, timber harvest and open pit mines.

The Board and its Coordinator/Department Head have identified essential components of a successful county noxious weed management department. These components are:

- **Annual Treatment** - A management program of annual noxious weed treatment on County properties and rights-of-way.
- **Complete Contracts** - Performs management methods for county, state, federal and private agencies unable to handle projects internally, i.e., DSL, MRL, BNSF, US FW&P, MT FW&P, US FS, US BOR, US BLM, public works, aeronautics, landfills, open space, etc.
- **An Educational Program** - An educational program to provide information and assistance to county residents regarding noxious weed management on their property.
- **A Compliance/Enforcement Program** - An enforcement program to contact private and public landowners regarding uncontrolled noxious weed infestations on their property and their compliance to the state and county noxious weed laws.
- **Coordinate** – Noxious weed management projects with county, state, federal and private parties.
- **A Rental Program** - To ensure safe and properly maintained spray rental equipment is available to the residents of Lewis and Clark County for noxious weed management.
- **Properly Trained Staff** - Limiting exposure and liability to the county.
- **Leader in Safety** - Ensuring safe, well maintained equipment and workplace for employees and public.
- **Prevention** - Saving the taxpayer potential expense in the future by early detection of new noxious weed invaders and infestations.

Goals & Objectives

- Act as a coordinating agency for noxious weed management in Lewis & Clark County with Federal, State, County, City, towns local agencies and the public.
- Provide quality education/compliance and assistance to the residents of Lewis & Clark County.
- Manage noxious weeds on all county property by completing all spray or biological applications and mowing.
- Follow state and county noxious weed laws.
- Implement PROACTIVE program to increase public awareness and on the ground management of noxious weeds with large and small acreage landowners, subdivision developers, compliance/non-compliance landowners and timber harvest landowners.
- Implement PROACTIVE program to increase developer's awareness of soil disturbance, its role in creating noxious weed infestations and the need for weed management action.
- Implement PROACTIVE program to increase public compliance with noxious weed law.
- Establish processing and funding mechanism for effective, cost efficient subdivision reviews and follow-up.
- Complete all contracts with local agencies, county, state, federal and private individuals.
- Enhance revegetation program to reduce noxious weed infestations or introduction of such.
- Release any available biocontrol agents, evaluate and monitor existing sites.
- Provide quality customer service.
- Provide noxious weed education for staff and public.
- Operate all functions within the budget.
- Promote and inspect for noxious weed seed free forages, subdivision, timber harvests and open pit mines.
- Promote grant and community project efforts to manage noxious weeds.
- Comply with statewide management plan by updating County's management plan every two years.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 137,118	\$ 160,764	\$ 177,952	\$ 17,188	11%
Operating Expenditures	148,887	196,578	219,837	23,259	12%
Internal Charges	19,305	18,428	23,543	5,115	28%
Debt Service				-	
Transfers Out	50,000	69,678	50,000	(19,678)	-28%
Capital Outlay	2,231	140,022	38,250	(101,772)	-73%
Total	\$ 357,541	\$ 585,470	\$ 509,582	\$ (75,888)	-13%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 291,165	\$ 312,310	\$ 350,332	\$ 38,022	12%
297 Noxious Weed Trust Grant	64,145	133,138	121,000	(12,138)	-9%
298 Bucksnot Grant	-	-	-	-	
550 Capital Development Fund	2,231	140,022	38,250	(101,772)	-73%
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
Total	\$ 357,541	\$ 585,470	\$ 509,582	\$ (75,888)	-13%

2012 Budget Highlights

Personnel Services

- Increase in seasonal weed sprayers. Market based salary increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- Purchase of truck.

Transfers

- Transfers to Capital Development Fund for future replacement of capital assets.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Weed Coordinator	0.00	0.63	1.00	1.00
Administrative Clerk	0.50	0.50	0.50	0.50
Maintenance Worker	0.00	0.00	0.00	0.04
Seasonal Administrative Clerk	0.00	0.00	0.28	0.28
Seasonal Weed Planner	0.00	0.00	0.00	0.41
Seasonal Weed Sprayers	0.00	0.00	2.11	2.52
Total	0.50	1.13	3.89	4.75

Performance Measures

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Subdivisions on file - Completed	39	22	5	6
2 . Percentage of complaints processed w ithin 1 month after receipt.	100%	100%	100%	100%
3 . Acres of weed control	5431	4722	5040	4026
4 . Percentage of complaints closed w ithin 3 months.	100%	100%	100%	80%
5 . Respond to onsite visit requests/management	100%	100%	100%	100%
6 . Develop weed management plans w ith county residents				
Subdivisions	39	22	5	6
Timber Harvest	8	9	2	2
Open Pit	3	5	5	1
Compliance	19	29	9	13
7 . Contracts - Supplement Income	60,000		150,486	44,431
Federal	27,000		139,600	20,000
State	12,000		2,484	7,021
County	21,000		8,402	15,378
Private	2,500		465	2,032
8 . County Rights of Way Sprayed/Managed - Miles	40,000	1,558	1,664	1,240
9 . Phone Contacts/Office Contacts	500	600	400	500
10 . NWSFF Producers	17	17	0	1
11 . State land producers on file - Completed Plans	2		2	15
12 . Educational Programs attendance	15		45	35
13 . Rental Equipment Use/Days	94	154	135	146
14 . Onsite visits on noxious weed management	25	45	35	30
15 . Grants				
Weed Trust Funds	65,000	46,571	23,941	38,208
RAC	13,500	29,648	5,423	28,358

Workload Indicators

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Subdivisions Inspected		22	5	7
2 . Compliance Inspections	303	308	300	463
3 . Non-Compliance Inspections	303	308	300	463
4 . Enforcement Letters Sent Out	303	308	300	463
5 . Number of On Site Visits	25	45	35	45
6 . Inspection of Weed Management Plans				
Subdivision	23	11	5	7
Timber Harvest	8	13	2	2
Open Pit	3	5	6	1
Compliance	19	31	218	16
7 . Contracts Managed/Sprayed				
Federal	10	10	14	5
State	11	13	17	12
County (Special)	19	13	14	10
Private	7	7	5	3
8 . County Acres Contracted Sprayed/Managed	5,431	4,722	5,219	3757
9 . Timber Harvests Inspected	8	13	2	2
10 . NWSFF Acres Inspected	520	427		25
11 . State land Leases Inspected	10	8	2	0
12 . Compliance Inspections	303	308	300	356
13 . Producers Managed	25	24	20	20
14 . Facilitation of Educational programs Staff	2		2	4

Program Description

The Forestvale Cemetery District provides cemetery services. Property owners in School District Number 1, outside the City limits of Helena, contribute to the maintenance and operations of the cemetery through a mill levy. The cemetery consists of 148.14 acres. The district is governed by a Board of Trustees appointed by the Lewis & Clark County Commissioners. The district provides for the maintenance and operation of the cemetery and for the care of its buildings and equipment. Lot sales and burial fees are also contributed to the operation of the cemetery.

Goals & Objectives

- To maintain and operate a cemetery that the residents of Lewis and Clark County can be proud of.
- To continue to plan for and implement improvements.
- To maintain the historical nature of the cemetery.
- To provide professional, courteous assistance to customers of the cemetery.
- To continue to utilize resources in the most efficient manner possible.
- To provide alternative means for burials, such as above ground columbariums.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 165,817	\$ 165,890	\$ 188,423	\$ 22,533	14%
Operating Expenditures	79,425	106,529	128,480	21,951	21%
Internal Charges	15,692	17,132	18,284	1,152	7%
Debt Service	-	-	-	-	
Transfers Out	105,000	105,000	105,000	-	0%
Capital Outlay	9,875	-	19,150	19,150	
Total	\$ 375,809	\$ 394,551	\$ 459,337	\$ 64,786	16%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
224 Forestvale	327,038	323,271	408,357	85,086	26%
550 Capital Development	48,771	71,280	50,980	(20,300)	-28%
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
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-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
Total	\$ 375,809	\$ 394,551	\$ 459,337	\$ 64,786	16%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living increases and market based salary increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- Replacement Mower.
- Chip seal.

Transfers

- Transfers to Capital Development Fund for future replacement of capital assets.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Cemetery Sexton	1.00	1.00	1.00	1.00
Groundskeeper	1.00	1.00	1.00	1.00
Laborer	1.00	0.88	0.88	0.88
Seasonal Maintenance			1.74	1.74
Total	3.00	2.88	4.62	4.62

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Budgeted FY 2012
1 . Burial request processed in efficient and professional manner	100%	100%	100%	100%
2 . Accurate burial records maintained.	100%	100%	100%	100%
3 . Allocate limited resources in an efficient manner.	100%	100%	100%	100%
4 . Maintain and improve the cemetery appearance.	100%	100%	100%	100%

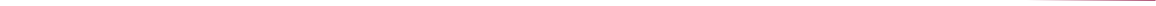
Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Budgeted FY 2012
1 . Number of burials per year.	76	70	75	75
2 . Number of sites available in the cemetery.	730	730	996	900
3 . Number of spots sold in above ground mausoleum	6	10	7	10
4 . Number of sites open in Mausoleum	123	123	116	104

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PUBLIC HEALTH



Program Description

Cooney Home is responsible for providing a safe, nurturing, home-like environment to the elderly in the community, when they are no longer able to stay in their home. It is the goal of the facility to provide the highest quality of health care to area residents who need special care outside of the hospital setting.

Goals & Objectives

- Provide a safe and nurturing home like environment.
- Provide high quality health care.
- Funds available to meet the bond payment.
- Meet census and revenue goals.
- Control expenditures.
- Fund capital needs.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 3,913,336	\$ 3,706,506	\$ 3,787,675	\$ 81,169	2%
Operating Expenditures	1,627,842	1,564,787	1,620,639	55,852	4%
Internal Charges	392,357	375,768	401,225	25,457	7%
Debt Service	141,715	143,100	137,990	(5,110)	-4%
Transfers Out	32,302	52	-	(52)	-100%
Capital Outlay	21,327	25,148	-	(25,148)	-100%
Total	\$ 6,128,879	\$ 5,815,361	\$ 5,947,529	\$ 132,168	2%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
245 Cooney Home Memorial	951	2,130	-	(2,130)	-100%
246 Cooney Home Activity	608	258	-	(258)	-100%
601 Cooney Convalescent Ent	6,127,320	5,812,973	5,947,529	134,556	2%
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
Total	\$ 6,128,879	\$ 5,815,361	\$ 5,947,529	\$ 132,168	2%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living increase and market based increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- None.

Transfers

- None.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Administrator	1.00	1.00	1.00	-
Finance Coordinator	1.00	1.00	1.00	1.00
Billing Coordinator	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.80
Admin clerk IV		1.00	1.00	-
Driver		0.50	0.50	1.00
Certified Nursing Assistants	47.00	46.75	27.90	32.99
Registered Nurse	7.00	6.80	9.00	7.60
Licensed Practical Nurse	9.00	8.30	6.20	7.60
Director of Nursing	1.00	1.00	1.00	1.00
Dietary Manager	1.00	1.00	1.00	1.00
Dietary Aid	10.00	7.55	6.50	6.00
Cook	2.00	3.00	3.00	3.00
Laundry/Housekeeping Supervisor	1.00	1.00	1.00	1.00
Laundry Aide	3.00	4.00	2.50	2.00
Housekeeping Aide	3.00	3.00	3.00	2.00
Laundry/Housekeeping Aide	1.00	2.00	1.50	2.00
Social Services Director	1.00	1.00	1.00	1.00
Activities Supervisor	1.00	1.00	1.00	1.00
Activities Aide	2.00	2.50	2.00	1.00
Total	93.00	94.40	72.10	72.99

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Income equal to or greater than 110% of bond payment.	16%	85%		
2 . Census equal to or greater than 81 for fiscal year.	93%	87%		
3 . Fund 5% of capital needs.	0%	0%		
4 . CNA staffing ratio adequate to care for facility census and acuity level.	100%	100%		

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Resident admits	165	188		
2 . Resident discharges	167	197		

Program Description

Health Mill funds are levied through tax bills to promote public health in our community. Currently the Health Mill is used to support overall public health infrastructure for the operations of the Public Health Department. Specific uses include support of communicable disease control, community nursing services to underserved and rural populations, environmental health concerns related to air and water quality, and education and data collection that support the ten essential public health services. Mill Funds are essential to support administrative staffing of the Health Department.

The ten essential public health services are:

1. Monitor health status to identify community health problems.
2. Diagnose and investigate health problems and health hazards in the community.
3. Inform, educate, and empower people about health issues.
4. Mobilize community partnerships to identify and solve health problems.
5. Develop policies and plans that support individual and community health efforts.
6. Enforce laws and regulations that protect health and ensure safety.
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. Assure a competent public health and personal health care workforce.
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.
10. Research for new insights and innovative solutions to health problems.

Goals & Objectives

Strengthen the organizational capacity of the health department to address public health issues in our communities throughout Lewis & Clark County.

- Enhance the Health Department's visibility and image in the community.
- Develop, reward and retain a highly effective, well-trained staff at the Health Department.
- Develop a multi-year community health plan.

Prevent and reduce the prevalence of chronic and infectious diseases and injuries.

- Address the key risk factors of chronic diseases through development and promotion of local policies and programs.
- Identify and monitor known and emerging infectious disease threats and barriers in and around Lewis & Clark County.

Assure a healthy and safe built and natural environment for all.

- Identify, monitor, and prevent potential routes of human exposure to toxic and/or hazardous chemicals and substances that may be found in water, air, or soils or in human-built environments, and work within existing systems/programs to remediate the problem.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 254,578	\$ 349,662	\$ 305,305	\$ (44,357)	-13%
Operating Expenditures	52,078	29,256	184,046	154,790	529%
Internal Charges	33,540	32,818	34,423	1,605	5%
Debt Service	-	-	-	-	
Transfers Out	452	5,270	-	(5,270)	-100%
Capital Outlay				-	
Total	\$ 340,648	\$ 417,006	\$ 523,774	\$ 106,768	26%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
County Health 227	\$ 340,648	\$ 417,006	\$ 523,774	\$ 106,768	26%
238 DUI Program	-	-	-	-	
				-	
				-	
				-	
				-	
				-	
				-	
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				-	
				-	
				-	
				-	
Total	\$ 340,648	\$ 417,006	\$ 523,774	\$ 106,768	26%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living increase and Market based salary increases.

Operating Expenditures

- Inflationary expenses,

Capital Outlay

- None.

Transfers

- None.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Accounting Technician	0.73	0.63	0.63	0.73
Comm/Special Projects Coordinator	1.00	1.00	1.00	1.00
Community Health Specialist	0.85	0.90	0.00	0.00
Finance Coordinator	0.41	0.41	0.41	0.43
Front Desk Coordinator	0.10	0.10	0.10	0.10
Health Officer	0.98	0.98	0.98	0.97
Secretary/Receptionist	0.35	0.35	0.35	0.35
Temporary Administrative Clerk	0.25	0.00	0.00	0.00
Senior Administrative Assistant			0.95	0.95
Total	4.67	4.37	4.42	4.53

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Proposed FY2012
1 Complete performance appraisals on 100% of health department employees.		Yes	Yes	High Partial High	Yes
2 Complete the Community Health Indicators report.		Yes	Yes	Partial	Yes
3 Develop a Friends of Public Health Organization to promote and enhance public health services in Lewis & Clark County.	N/A	N/A	N/A	Low	Yes
	N/A	N/A	N/A	Low	Yes
4 Complete a Community Health Improvement plan.				Partial	Yes
5 The Health Department website will be revamped to be more customer focused, with ease of navigation & in plain language.	N/A	N/A	N/A	High	Yes
6 Implement a customer service training for all Health Department employees.	N/A	N/A	N/A	N/A	Yes
7 100% of WIPM data is collected and reported to the Board of Health and the County Commissioners quarterly.	High Partial	Yes	Yes	High Partial	Yes
8 Work with County Planning to develop coordinated procedures and guidelines.	N/A	N/A	N/A	N/A	Yes
9 Board of Health will complete a review and revision of On-Site Wastewater Treatment regulations.		Yes	Yes	Yes	Yes
10 Complete onsite and subdivision applications within the allotted time frame.		Yes	Yes	Yes	Yes
11 Investigate all reported non-emergency violations of the onsite wastewater regulations within two weeks.	Yes	Yes	Yes	Yes	Yes
12 Investigate all reported emergency violations of the onsite wastewater regulations within one business day.	Yes	Yes	Yes	Yes	Yes
13 Average length of time taken to review individual subdivision submittals is within 40 days.	Yes	Yes	Yes	Yes	Yes
14 Maintain a DEQ subdivision acceptance rate of greater than 90%.	Yes	Yes	No	Yes	Yes
15 Send monthly communicable disease reports to area medical providers, schools, and other community partners.		Yes	Yes	Yes	
16 Ensure completion of treatment for all active cases of Tuberculosis (TB).	N/A	Yes	Yes	Yes	Yes
17 Ensure medical evaluation of all individuals with positive TB skin tests.	N/A	Yes	Yes	Yes	Yes
18 Respond to animal bites within 3 calendar days.	Yes	Yes	Yes	Yes	Yes
19 Provide one Animal Control media submission annually.	Yes	Yes	Yes	Yes	Yes

These measures are evaluated based on the following scale:
 Yes: Greater than 75% of the activity described within the question is met.
 High Partially: Greater than 50% but no more than 75% of the activity described within the question is met.
 Low Partially: Greater than 25% but no more than 50% of the activity described within the question is met.
 No: No more than 25% of the activity described within the question is met.

Workload Indicators

Indicator	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Proposed FY2012
1 Media hits.	n/a	537	983	366	600
2 Performance appraisals completed.	n/a	50	27	20	43
3 Site evaluation requests received.	248	241	289	108	150
4 Permits issued.	329	233	349	149	250
5 Variances requested.	13	19	9	10	10
6 Notices of violation to the ordinance.	n/a	13	28	36	0
7 Court cases.	2	2	1	0	0
8 Sites requiring groundwater monitoring.	14	13	6	8	5
9 Groundwater monitoring wells.	46	23	24	22	20
10 Number of subdivisions submittals received.	43	38	19	16	10
11 Number of subdivision lots reviewed.	300	25	31	56	20
12 Number of subdivision applications submitted to DEQ.	N/A	13	12	12	9
13 Number of subdivision applications accepted to DEQ.	N/A	30	12	12	20
14 Average number of days to review individual subdivision submittals.	N/A	0	90	30	40
15 Number of subdivision reviews completed within statutory time frames.	N/A	N/A	N/A	?	9
16 Number of communicable disease investigations.	654	536	3,343	535	600
17 Number of Tuberculosis (TB) screening tests administered.	N/A	886	601	545	600
18 Number of clients with TB infection of disease.	N/A	8	4	0	0
19 Number of animal bites investigated in the County.	61	60	45	52	40
20 Number of bat-human interactions investigated.	5	0	3	2	4
21 Number of Animal Control media hits.	1	2	0	3	2

Program Description

Tobacco Use Prevention

The Lewis & Clark County Tobacco Use Prevention Program is funded through grants from the Montana Department of Public Health and Human Services and the Centers for Disease Control (CDC). The program provides services to both Lewis & Clark and Broadwater Counties. The primary goals of the program are to reduce tobacco use by youth, promote cessation among adults and youth, and reduce exposure to environmental tobacco smoke. The program also works with the Youth Connections Coalition to provide media literacy education in the schools and in after school venues as part of a comprehensive prevention strategy for youth.

Breast & Cervical Health Program

The Breast and Cervical Health Program is funded by the Centers for Disease Control and Prevention and administered by the State Department of Public Health and Human Services. The program's purpose is to make screening and education available for breast and cervical cancer to low-income women who lack health insurance.

Women, Infants, & Children (WIC) Program

The Special Supplemental Nutrition program for Women, Infants, and Children (WIC) presently serves about 1,100 women and children up to age five each month. WIC provides nutrition and breast feeding assessment and counseling, primary prevention of nutrition related health problems, referrals to community services, and basic supplemental foods.

Home Visiting Program

The Home Visiting Program has five funding sources that are all aimed at providing support services through home visits for pregnant women, children and families. Program goals include: improved pregnancy health outcomes for both mother and child; prevention of child abuse; family preservation and reunification; education and advocacy for parents of children 0-5 years, and promotion of optimal child development. The program also houses the Fetal, Infant, Child Mortality Review (FICMR), and the Fetal Alcohol Spectrum Disorder (FASD) prevention program which specifically targets women at risk of abusing alcohol during pregnancy.

Home & Community Based Services

Case Management is a component of the State Home and Community Based Services Medicaid Waiver Program, which is designed to offer an option to nursing home placement for elderly and disabled people. A registered nurse/social worker team coordinates the care in order to maximize the independence of the recipient. The team can serve a maximum of 99 clients at a time. Each client must be eligible for Medicaid and need a level of care equal to that provided by a nursing facility. The Case Management Team assesses, plans, implements, and monitors an array of home care services for its clients while staying within an annual budget less than or equal to the cost of a nursing facility. There is currently a waiting list of 46.

Ryan White Title III is provided through a contract with the Partnership Health Center in Missoula for the purpose of assuring that individuals living with HIV/AIDS are receiving quality primary care regardless of ability to pay. Seven cases are currently open.

Ryan White Title II is provided through a contract with the Montana Department of Public Health and Human Services for the purpose of assuring that individuals living with HIV/AIDS are receiving comprehensive outpatient and support services regardless of their ability to pay.

Goals & Objectives

Tobacco Use Prevention

- Fulfill requirements of contracted workplan from state program.
- Work with community groups to expand media literacy education integration to elementary schools and the public library. Program integration has already occurred in middle and high schools.
- Create a strategic plan to implement smoke-free/tobacco-free parks in Lewis & Clark County.
- Seek funding to expand media literacy and prevention work.

Breast & Cervical Health Program

- Increase the number of at-risk women served by the Breast and Cervical Health Program.
- Increase outreach to rural communities in the four-county service area.
- Continue to seek funding opportunities to expand the capacity of the Breast & Cervical Health Program.

Women, Infants, & Children (WIC) Program

- Maintain current participant numbers and continue to add new participants to the WIC program.
- Provide quality nutrition education and client services efficiently.
- Conduct a strategic planning process to review flow and functions of WIC process and staff.
- Implement process to bill separately for additional nutritional counseling services.

Home Visiting Program

- Integrate new database system to track services and outcomes
- Based on evaluation data, complete strategic planning process and implement program changes
- Increase billable time for Targeted Case Management and Partnership clients.
- Increase numbers of pregnant women served.

Home & Community Based Services

- Assist eligible recipients to live as independently as possible in a community setting
- Follow the principles of practice for HIV/AIDS care.
- Assist recipients in obtaining outpatient and support services utilizing a variety of funding sources.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 206,537	\$ 243,876	\$ 369,938	\$ 126,062	52%
Operating Expenditures	18,012	44,074	30,588	(13,486)	-31%
Internal Charges	36,201	47,543	48,993	1,450	3%
Debt Service				-	
Transfers Out	88,442	59,018	52,611	(6,407)	-11%
Capital Outlay	-	-	-	-	
Total	\$ 349,192	\$ 394,511	\$ 502,130	\$ 107,619	27%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
150 Safe Schools	15,222	150,765	141,002	\$ (9,763)	-6%
160-Asthma Home Visiting		-	26,692	\$ 26,692	
174 Comp Cancer Control Prog	38,097	119,421	132,172	\$ 12,751	11%
176 Breast & Cervical Cancer	78,236	6,314	-	\$ (6,314)	-100%
183 MT Napa Obesity Prev	10,183	19,053	15,160	\$ (3,893)	-20%
227 County Health	175,203	98,956	187,104	88,148	89%
550 Capital Development	32,247	-	-	-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
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				-	
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				-	
				-	
Total	\$ 349,188	\$ 394,509	\$ 502,130	\$ 77,941	20%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living increase and market based increases. Increase due to addition of safe schools grant.

Operating Expenditures

- Inflationary increases

Capital Outlay

- None

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Administrative Assistant	0.13	0.14	0.30	0.43
Administrative Clerk	0.25	0.08		
Health Educator	0.90	1.00	1.00	1.00
Community Health Promotion Division Manager	0.98	0.98	0.98	1.00
WIC Clinic Coordinator	0.05	0.05		
Public Health Nurse		0.25	0.20	0.20
Cancer Control Program Coordinator		0.50	0.50	0.50
Environmental health specialist			0.10	0.15
Case Manager-Nurse				1.65
Case Manager-Social work				0.20
Home Visiting Manager				0.20
Home Visiting Case Manager				0.05
Total	2.31	3.00	3.08	5.38

Performance Measures

Performance Measures

Measure	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Proposed FY2012
Comprehensive Cancer Control					
1 Maintain the Comprehensive Cancer Control Coalition with Tobacco Prevention and Obesity Prevention programs to serve a 4-county area.	LP	Yes	Yes	Yes	Yes
2 Provide outreach visits, public, and professional education programs aimed at improving cancer screening in all population in the 4-county area.	Yes	Yes	HP	Yes	Yes
3 Proactively feed stories/articles to the local media (TV, print, & radio).	N/A	N/A	N/A	Yes	Yes
4 Meet contract goals for services provided and program accountability to maintain funding. *	Yes	Yes	Yes	Yes	Yes
5 Identify 2 organizations or systems to partner with to achieve increased screening rates in the general population; focusing on people aged 50-75, with insurance.	N/A	N/A	N/A	Yes	Yes
6 Provide reminder letters and follow-up calls to all people enrolled in the program to ensure access to screening services.	N/A	N/A	N/A	N/A	Yes
Tobacco Use Prevention					
1 Meet contract goals for services provided and program accountability to maintain funding. *	Yes	Yes	Yes	Yes	Yes
2 With Youth Connections, track district level data on youth tobacco use.	Yes	Yes	Yes	Yes	Yes
3 Increase calls to the Montana Quit Line in our service area.	Yes	Yes	No	Yes	Yes
4 Develop educational and policy-based interventions to be implemented at the community level.	Yes	Yes	Yes	Yes	Yes
5 Work with community partners to decrease use of tobacco during pregnancy.	N/A	N/A	N/A	N/A	Yes
Obesity Prevention					
1 Develop and implement a community-based workplan/projects to increase opportunities for physical activity. (e.g. newsletters)	N/A	Yes	No	Yes	Yes
2 Meet contract goals for services provided and program accountability to maintain funding.*	N/A	Yes	Yes	Yes	Yes
3 Through Achieve Grant, conduct community assessment on policies that relate to physical activity and/or nutrition.	N/A	N/A	N/A	N/A	Yes
Home Visiting Program					
1 All staff keep records current on a weekly basis in compliance with requirements for each funding source.	No	Yes	Yes	Yes	Yes
2 Meet Maternal Child Health contract goals for services provided and program accountability to maintain funding.	Yes	Yes	Yes	Yes	Yes
3 Meet Public Health Home Visiting contract goals for services provided and program accountability to maintain funding.	Yes	Yes	Yes	Yes	Yes
4 Meet Targeted Case Management contract goals for services provided and program accountability to maintain funding.	Yes	Yes	Yes	Yes	Yes
5 Meet Parents as Teachers contract goals for services provided and program accountability to maintain funding.	N/A	N/A	N/A	N/A	Yes
6 Meet Asthma Home Visiting contract goals for services provided and program accountability to maintain funding.	N/A	N/A	N/A	N/A	Yes
7 Implement pilot Asthma Home Visiting Program, serving a caseload of 10-15 families.	N/A	N/A	N/A	N/A	Yes
8 Increase the number of healthy weight, full term births to clients on the current caseload.	N/A	Yes	Yes	Yes	Yes
9 Decrease the number of low birth weight/premature babies born to clients on current case load.	Yes	Yes	Yes	Yes	Yes
10 Meet set productivity rate goals for billable time.	LP	HP	LP	Yes	Yes
11 Increase number of referrals from other programs and agencies acted on by Home Visiting.	N/A	Yes	Yes	Yes	Yes

FICMR (Fetal, Infant, Child Mortality Review)

1 100% of infant and child deaths are reviewed for preventability.	Yes	Yes	Yes	Yes	Yes
--	-----	-----	-----	-----	-----

Women, Infants, and Children (WIC) Program

1 Meet contract goals for services provided and program accountability to maintain funding.	Yes	Yes	Yes	Yes	Yes
2 Maintain or increase the number of participants served.	Yes	Yes	Yes	Yes	Yes
3 Maintain an efficiency rate of at least 300 participants per month per FTE.	Yes	Yes	Yes	Yes	Yes
4 Maintain nutritional services program & refer all high-risk WIC clients to this service.	N/A	N/A	N/A	N/A	Yes
5 Facilitate development of Helena Breastfeeding Coalition to increase collaboration & communication between health providers & community and increase education & outreach about breastfeeding & health.	N/A	N/A	N/A	N/A	Yes
6 See all clients new to WIC within one week of first contact.	N/A	N/A	N/A	N/A	Yes

Medicaid Waiver Case Management

1 Contact referred participants within 5 days of referral.	HP	Yes	Yes	Yes	Yes
2 Perform a home assessment within 60 days of placement on the waiting list and provide updates every three months to all individuals on the waiting list.	HP	Yes	Yes	Yes	Yes
3 The Case Management Team will have a face-to-face meeting with 100% of individuals to review the individual's plan of care a minimum of two times per year.	HP	Yes	Yes	Yes	Yes
4 Increase clients served to maximum caseload allotment.	HP	Yes	Yes	Yes	Yes
5 Meet contract goals for services provided and program accountability to maintain funding. *	Yes	Yes	Yes	Yes	Yes

Ryan White Part C

1 Assure the availability of primary medical and dental care to 100% of clients.	Yes	Yes	Yes	Yes	Yes
2 Meet contract goals for services provided and program accountability to maintain funding. *	Yes	Yes	Yes	Yes	Yes

Ryan White Part B

1 Provide case management to maintain client health and participation in treatment plan as funds are available.	Yes	Yes	Yes	Yes	Yes
2 Meet contract goals for services provided and program accountability to maintain funding. *	Yes	Yes	Yes	Yes	Yes

Workload Indicators

Workload Indicators

Indicator	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Proposed FY2012
Comprehensive Cancer Control					
1 Number of outreach visits to outlying communities in the four-county service area.	N/A	14	15	8	16
2 Number of media hits (articles,tv,radio)	2	8	14	8	4
3 Number of educational/policy partnerships formed with organizations or systems.	N/A	N/A	N/A	3	2
4	N/A	N/A	N/A	2	3
Number of educational campaigns implemented to increase cancer prevention awareness.					
5 Number of health clinics participating in the colorectal cancer screening project.	N/A	2	3	2	1
6 Number of people screened for breast and /or cervical cancer through the program.	333	365	424	402	430
7 Number of people screened for colorectal cancer through the program.	N/A	N/A	16	50	43
8 Number of people served through community funding.	41	30	40	49	40
Tobacco Use Prevention					
1 Number of youth media literacy/activism events held.					
Lewis & Clark County	8	20	27	16	4
Broadwater County	4	6	8	6	4
2 Number of calls to Quit Line for					
Lewis & Clark County	494	774	458	736	550
Broadwater County	19	88	45	43	50
3 Number of community education events.					
Lewis & Clark County	9	20	23	21	8
Broadwater County	3	8	9	6	8
4 Number of media hits.					
Lewis & Clark County	53	52	106	51	24
Broadwater County	28	34	115	49	24
5 Number of complaints about lack of compliance with Montana Clean Indoor Air Act.					
Lewis & Clark County	0	12	7	9	0
Broadwater County	0	0	0	0	0
6 Number of contacts/educational visits with health providers to decrease tobacco use during pregnancy	N/A	N/A	N/A	N/A	12
Obesity Prevention					
1 Number of meetings with stakeholders to develop and implement a work plan to address public health/physical activity through built environment policies.	N/A	N/A	11	56	6
2 Number of "Way to Go" newsletters issued.	N/A	N/A	2	3	6
3 Number of media hits on public health and physical activity.	N/A	N/A	9	32	10
4 Number of community-wide events related to promotion of physical activity/active transportation.	N/A	N/A	N/A	N/A	4
Home Visiting Program					
1 Average caseload per FTE.		36	70	51	50
2 Number of clients served by programs.		389	674	986	580
3 Average billable time rates.		34%	22%	32%	32.5%
4 Number of referrals from other programs and agencies.	136	593	613	682	650
5 Number of visits counted.		0	3,008	3,144	2,900

Workload Indicators

Workload Indicators

Indicator	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Proposed FY2012
FICMR (Fetal, Infant, Child Mortality Review)					
1	1	1	2	1	2
Number of meetings with FICMR team to review preventability of reported infant and child deaths.					
2	Number of deaths				
Fetal	2	1	0	2	0
Infant	4	7	1	5	0
Child	6	4	2	2	0
Women, Infants, & Children (WIC) Program					
1	1,086	1,081	1,137	1,172	1,200
Average monthly number of participants.					
2	Number of participants per FTE per month.				
453					
3	Number of hours/week of billable Nutrition Services appointments scheduled for high-risk participants.				
2					
4	Percentage of WIC clients initiating breastfeeding at birth and continuing at 6 months.				
N/A					
Medicaid Waiver Case Management					
1	92	102	105	107	112
Average monthly number of clients.					
2	94	71	65	95	25
Number of referrals.					
3	40	25	23	24	0
Average monthly number on the waiting list.					
Ryan White Part C					
1	6	6	14	20	19
Number of HIV+ clients receiving case management services.					
Ryan White Part B					
1	8	12	16	20	19
Number of HIV+ clients on the program.					
3	250	131	123	150	208
Number of hours of case management.					

Program Description

Junk Vehicle Program

The Montana Department of Environmental Quality has an agreement with Lewis & Clark City-County Health Department for the administration of the Junk Vehicle Program. Sanitarians enforce the state law, which requires vehicles that are unlicensed, substantially wrecked and inoperable to be removed, shielded from public view, or licensed. Approximately 240 vehicles are hauled to the junk vehicle graveyard each year as a free service under this program. This program is also responsible for the annual inspections of the licensed vehicle wrecking facilities, as well as complaints regarding unlicensed facilities.

Subdivision Review

The Montana Department of Environmental Quality has a contract with the City-County Health Department for review of all minor subdivisions proposed in the county. This review is coordinated with the on-site wastewater treatment program. The state reimburses the county for this review.

Outdoor Air Quality/Air Pollution Control

The Montana Department of Environmental Quality has a contract with Lewis & Clark City-County Health Department to monitor and control air quality. Air quality monitors are located at Lincoln and Rossiter schools in Helena. Monitors run every third day through out the year. Sanitarians also enforce the Outdoor Clean Air Ordinance with this contract. This ordinance controls the types of fuels that can be burned, the opacity or density of the smoke emanating from chimneys and the restriction of burning on poor air quality days between November 1 and March 1.

Animal Control

The Animal Control Program includes an Animal Control Officer who enforces the Lewis & Clark County Dog Control Ordinance and investigates animal bites for the prevention of rabies. The county also contributes to the operation of the Humane Society shelter with this fund. Some reimbursement for this program is received from the sale of dog licenses and the payment of fines for violations of the ordinance.

Lead Education and Abatement Program

The East Helena Lead Education and Abatement Program is funded by an ASARCO grant. The goal of the program is to provide lead education to the community, to provide blood lead screening and to act as an advocate for local residents regarding lead related issues. ASARCO will continue to fund this program.

Community Decay

The Community Decay program identifies and investigates written complaints about public nuisances created by the accumulation of debris, junk, rubble or refuse that result in conditions that are injurious to health, or obstruct the free use of property, or interfere with the comfortable enjoyment of life or property.

Water Quality Protection District

The Water Quality Protection District was created in July 1992 to preserve, protect and improve water quality within district boundaries. The district includes all of Lewis & Clark County; however, the fee-assessed area includes the areas that recharge the Helena Valley alluvial aquifer, including Helena, East Helena, and the surrounding drainages within County borders.

Prickly Pear-Lake Helena Project

The Project goal is to begin the implementation of the Water Quality Restoration Plan and TMDLs for the Lake Helena Watershed. The grant funding of this project will support several tasks and objectives including funding a 1/4 FTE for two years to assist the watershed groups with their activities and continue to provide coordination and project development services by the Water Quality District. The project incorporates education and outreach activities to the community including assistance with transportation costs for busing the kids for field trips to the streams for our Water

Watchers Program. Also funded are efforts to begin planning and outreach necessary to implement a septic system maintenance program within the watershed.

Goals & Objectives

Junk Vehicle Program

- Maintain a fiscally responsible budget
- Continue to fund Capital Savings for future improvements.
- Increase the number of vehicles removed.
- Reduce the number of open active complaints.
- Continue to inform the public of free pickup and removal of junk vehicles through advertising in local media.
- Continued employee development and training.

Subdivision Review

- Provide timely and accurate review of all subdivision applications.
- Verify information submitted in proposals to ensure accurate placement of wells and wastewater systems.

Outdoor Air Quality/Air Pollution Control

- Maintain Class II airshed status by avoiding exceedances of EPA air quality standards.
- Protect public health through an updated and effective air quality ordinance.
- Provide public education of outdoor air quality.
- Provide public education on living with wildfire smoke.
- Provide continuous monitoring of air quality within the airshed.

Animal Control

- Reduce the number of at-large dogs.
- Reduce the number of negative human-animal encounters and animal bites.
- Reduce the incidence of rabies exposure by encouraging consistent vaccination of all household pets.

Lead Education and Abatement Program

- Provide lead education to the community.
- Provide blood lead screening.
- Act as an advocate for local residents regarding lead related issues.

Community Decay

- Reduce visible solid waste in the County.
- Reduce potential habitat for vermin and vectors.

Water Quality Protection District

- To protect, preserve and improve water quality within District boundaries.

Prickly Pear-Lake Helena Project

- Facilitate the implementation of the Water Quality Restoration Plan and TMDL in the Lake Helena Watershed.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 769,390	\$ 855,633	\$ 920,983	\$ 65,350	8%
Operating Expenditures	288,001	216,779	929,953	713,174	329%
Internal Charges	145,192	172,811	186,319	13,508	8%
Debt Service	-	-	-	-	
Transfers Out	52,507	41,632	19,614	(22,018)	-53%
Capital Outlay	-	13,575	1,291	(12,284)	-90%
Total	\$ 1,255,090	\$ 1,300,430	\$ 2,058,160	\$ 757,730	58%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
101 Tenmile Water Quality	28,105	3,514	-	\$ (3,514)	-100%
102 Aasarco Grant	150,655	211,502	241,193	29,691	14%
103 Lead Based Paint Remed	-	-	-	-	
104 Junk Vehicle Program	86,497	92,773	103,795	11,022	12%
107 Lic Establishment Inspect	189,338	199,889	228,897	29,008	15%
108 Subdivision Review	18,210	10,890	-	(10,890)	-100%
122 Helena area groundw ater	-	27,382	23,416	(3,966)	-14%
123 EPHTP Comm Needs Assmt	-	-	70,459	70,459	
124 Public Water Supply Insp	6,889	9,516	-	(9,516)	-100%
125 Lake Helena Water	15,068	16,553	-	(16,553)	-100%
126 Targeted Watershed Grant	209,331	136,636	346,178	209,542	153%
186 EPA Air Quality	35,960	33,835	36,566	2,731	8%
203 Water Quality District	277,604	290,618	299,893	9,275	3%
227 County Health	181,160	224,574	234,470	9,896	4%
247 Community Decay	112	8,750	12,495	3,745	43%
251-Septic Maintenance	-	-	87,445	87,445	
302 Brownsfield Assmt Grant	56,160	33,998	373,353	339,355	998%
				-	
				-	
				-	
				-	
Total	\$ 1,255,089	\$ 1,300,430	\$ 2,058,160	\$ 757,730	58%

2011 Budget Highlights

Personnel Services

- 1.6% cost of living increase and market adjustments.

Operating Expenditures

- Additional grants for environmental cleanup- Asarco cleanup and a Brownfields grant.

Capital Outlay

- Permit system.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Administrative Assistant	0.15	0.17	0.19	0.14
Senior Administrative Assistant	0.45			0.05
Administrative Secretary	0.75	0.75	0.75	1.00
Community Health Specialist	0.05	0.05	-	
Environmental Health Specialist	6.70	7.42	6.24	5.87
Environmental Health Supervisor	1.65	1.00	1.51	1.50
Finance Coordinator	0.07	0.07	0.07	0.07
Equipment Operator	0.25	0.25	0.25	0.25
Water Quality District Coordinator	1.00	1.00	1.00	1.00
Water Quality Manager	0.88	0.88	0.89	1.00
Water Quality Outreach Coordinatc	0.25	0.35	0.35	0.35
Water Quality Outreach/Watersher	1.00	1.00	1.00	1.00
Environmental technician		0.50	-	
Hydrologist		0.75	0.75	1.00
Health Officer				0.03
Total	13.20	14.19	13.00	13.26

Performance Measures

Performance Measures

Measure	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Proposed FY2012
Junk Vehicle					
1 Accurate and timely fiscal report approved by DEQ.	No	Yes	Yes	Yes	Yes
2 Percentage of requested junk vehicle removals completed.	100%	100% ▽	100% ▽	100% ▽	100%
3 Percentage of complaints resolved.	68%	80%	85% ▽	HP ▽	100%
4 Attend daylong annual employee training sessions annually.	100%	100%	Yes	LP	Yes
Subdivision Review					
1 Average length of time taken to review individual submittals is within 40 days.	100%	100%	Yes	Yes	Yes
2 Maintain a DEQ acceptance rate of greater than 90%.	100%	100%	Yes	Yes	Yes
Outdoor Air Quality/Air Pollution Control					
1 Maintain a DEQ acceptance rate of greater than 90% on air monitoring activities and filters submitted.	100%	100%	YES	Yes	Yes
2 Increase the percentage of air quality cases resolved administratively. Resolve complaints within 72 hours	n/a	n/a	YES	Yes	Yes
Helena Area Groundwater Project					
1 Create database.	n/a	n/a	n/a	n/a	Yes
2 Conduct 3 public presentations	n/a	n/a	n/a	n/a	Yes
3 Technical report and conclusions	n/a	n/a	n/a	n/a	No
Lake Helena Water Shed Project					
1 Innovative water project completed.	n/a	n/a	n/a	n/a	No
2 Four watershed group meetings conducted.	n/a	n/a	n/a	n/a	Yes
3 Conduct one seminar or workshop.	n/a	n/a	n/a	n/a	Yes
Lead Education & Abatement Program					
1 Meet goals set for public education: 5 articles about living around lead printed in community publications.		Yes	Yes	Yes	Yes
presentations to school children, daycares, and realtors.		Yes	HP	Yes	Yes
distribute new baby packets to families of all babies born in East Helena.		Yes	Yes	Yes	Yes
2 Conduct 10 lead advisory group meetings annually.	100%	Yes	Yes	Yes	Yes
3 Attend 20 city council meetings per month.	100%	100%	Yes	Yes	Yes
4 Perform 25 environmental assessments per year.		100%	Yes	Yes	Yes
Water Quality Protection District					
1 Give at least three public presentations to community groups.	Yes	Yes	Yes	Yes	Yes
2 Submit groundwater data to the Montana Groundwater Information Center within 10 days of receipt of results.	Yes	Yes	Yes	Yes	Yes
3 Successfully complete all contract requirements.	Yes	Yes	Yes	Yes	Yes
4 Coordinate one watershed group.	Yes	Yes	Yes	Yes	Yes
5 Update Water Quality District website bimonthly.	Yes	Yes	Yes	Yes	Yes
Community Decay					
Percent of identified community decay sites that are cleaned up.	n/a	HP	HP	HP	100%
Percent of enforcement actions taken that are resolved	n/a	HP	HP	HP	100%
Accurate & timely accounting of activities and budget to Landfill boards.	n/a	Yes	Yes	Yes	Yes
4 Review and revise community decay ordinance.	n/a	n/a	n/a	n/a	Yes
Septic Maintenance Program					
1 Develop and adopt regulations	n/a	n/a	Yes	Yes	Yes
Develop and implement Certified Installer Program	n/a	n/a	n/a	HP	Yes
2 Meet goals for public education.	n/a	n/a	n/a	Yes	Yes
4 Develop and distribute educational materials.	n/a	n/a	n/a	Yes	Yes

Workload Indicators

Workload Indicators

Measure	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Proposed FY2012
Junk Vehicle					
1 Number of complaints received	27	67	43	52	50
2 Number of cases referred to county attorney for enforcement.	5		8	0	7
3 Number of junk vehicles transported	131	78	140	64	60
4 Number of media hits.	3	2	0	4	3
5 Number of employee training sessions attended	1	0	1	1	1
6 Number of releases signed	193	105	145	76	60
7 Number of complaints resolved	166	0	18	33	24
Subdivision Review					
1 Number of subdivision submittals received.	40	38	19	16	
2 Number of lots reviewed	76	25	31	56	
3 Number submitted to DEQ.		13	12	12	
4 Number accepted by DEQ.		30	12	12	
5 Average number of days to review individual submittals		0	90	30	
Outdoor Air Quality/Air Pollution Control					
1 Number of air quality complaints received	2	3	14	6	5
2 Number of air quality complaints resolved administratively.	2	3	14	5	5
3 Number of air quality presentations & news articles.		0	2	4	3
4 Number of air quality days.		0	365		
Good Days	350	361	330	347	365
Watch Days	8	4	24	13	0
Poor Days	8	0	11	5	0
5 DEQ acceptance rate (available annually).		0	0	0	0
Lead Education & Abatement Program					
1 Number of individuals screened	223	219	0	3	
2 Number of articles submitted to community publications.	6	8	13	8	
3 Number of presentations to schoolchildren, daycares, and realtors.	9	4	2	7	
4 Number of baby packets distributed.	66	52	34	21	
5 Number of lead advisory group meetings conducted.	6	9	8	10	
6 Number of city council meetings attended.	23	19	21	18	
7 Number of environmental assessments conducted.	26	42	27	18	
Helena Groundwater Project					
1 Number of wells sampled.	N/A	N/A	N/A	N/A	100
2 Number of public presentations.	N/A	N/A	N/A	N/A	3
Lake Helena Water Shed Project					
1 Number of newsletters distributed.	N/A	N/A	N/A	N/A	4
2 Number of public presentations.	N/A	N/A	N/A	N/A	2
3 Number of landowners educated.	N/A	N/A	N/A	N/A	20
Water Quality Protection District					
1 Number of comments provided to other agencies on proposals affecting water quality.	2	6	10	4	5
2 Number of grant reports generated.	6	7	12	15	6
3 Number of complaints received.	25	62	14	11	20
4 Number of Water Watchers educated.	1,350	1,328	1,476	1,435	1,400
5 Number of wells sampled.	5	19	106	115	50
6 Number of subdivision comments written.	0	3	4	4	5
7 Number of public presentations.	19	18	17	23	8
8 Number of water level measurements taken.	948	1,089	1,226	1,646	800
9 Number of public meetings attended.	101	105	53	49	40
10 Outreach activities (New)	N/A	N/A	N/A	9	?
11 Number of outreach mailings distributed.	6	3	2	7	7
12 Number of watershed meetings held.	6	4	4	3	4
13 Number of watershed newsletters distributed.	2	4	4	2	4
14 Number of inquiries from the public (New)	N/A	N/A	N/A	67	?
Community Decay					
1 Number of community meetings attended.	n/a	3	11	5	4
3 Number of identified community decay sites.	21	31	32	32	30
4 Number of enforcement actions.	n/a	20	44	32	20
Septic Maintenance Program					
1 Hold 3 public meetings.	n/a	n/a	3	6	3
2 Distribute education flyers.	n/a	n/a	9,912	174	3,000
3 Number of homes enrolled into the program.	n/a	n/a	0	0	1,500
4 Train 25 inspectors .	n/a	n/a	0	5	15

Program Descriptions

Tuberculosis Program

Health department nurses manage follow-up of TB cases in the county. Nurses administer TB screening tests, refer clients with positive skin tests for medical workup, and manage preventive/curative medications for clients with infection or disease. Department nurses provide education about TB for clients, their families, and community groups.

HIV Prevention Services

The department provides HIV/AIDS prevention services. Services include anonymous testing and counseling, primary prevention activities such as peer education and outreach to high risk, hard to reach target populations, an early intervention program for newly positive persons, and education presentations for organizations. Public health nurses do partner notification work for all HIV positive individuals. We work with the Lewis and Clark AIDS Project, a community based organization, to increase HIV/AIDS prevention efforts.

Immunization Program

This program implements Montana's Immunization Action Plan to improve immunization levels of children less than two years of age. We promote increased levels of public immunization, maintain a tracking and recall system, perform immunization assessments for families, schools and day cares, educate the public about immunizations, ensure that the Standards for Pediatric Immunization Practice are carefully followed, and conduct events to promote immunization of children 0-2 years of age.

Public Health Emergency Preparedness

The Public Health Emergency Preparedness Project funds are for Lewis & Clark County to enhance its ability to respond to threats to public health, including bioterrorism and potential communicable disease outbreaks.

Licensed Establishment Inspections

State law mandates routine inspections on licensed establishments. These include food service establishments, motels, hotels, trailer courts, campgrounds, swimming pools and spas. In addition, day care centers and licensed group homes are inspected for sanitation standards.

Public Water Supply Inspections

The County Sanitarians inspect seventy-six small PWS associated with licensed establishments every 3 years. These include facilities such as bars, restaurants, and trailer courts that have their own water source.

Youth Suicide Prevention

The purpose of the program is to prevent suicide in the population aged 18 years and younger. The program funds are used to increase screening for potential suicides and depression in Helena-area high schools, increase community awareness of suicide, and improve local access to treatment for suicidal individuals.

Goals & Objectives

Tuberculosis Program

- Prevent outbreaks of Tuberculosis.
- Administer TB screening tests.
- Assure clients with positive skin tests receive medical evaluation.
- Manage preventive/curative medications for clients with infection or disease.
- Provide Tuberculosis education.

HIV Prevention Services

- Prevent outbreaks of HIV infection.
- Provide anonymous testing and counseling for HIV.
- Provide peer education and outreach to high risk, hard to reach populations.
- Provide the early intervention program for newly positive persons.
- Provide an education and information program about HIV for organizations.
- Complete partner notification of all newly identified HIV positive individuals.

Immunization Program

- Improve immunization levels of children less than two years of age.
- Maintain a tracking and recall system for families, schools, and daycares.
- Perform immunization assessments at schools and daycares.
- Educate the public about immunizations.
- Promote immunization to the public at health fairs, clinics, and through the media.

Public Health Emergency Preparedness

- Enhance the ability of the health department to respond to threats to public health.
- Update the health department's Emergency Response Plans.
- Improve our ability to disseminate health information quickly to St. Peter's hospital, VA hospital, physicians, and the public.
- Improve our ability to respond quickly to control an outbreak of disease by being able to accept reports of communicable disease at all hours, and by performing active surveillance.
- Train staff to be able to respond to a public health emergency.
- Exercise our Emergency Response Plan both internally and with our community partners.

Licensed Establishment Inspections

- Prevent disease outbreaks associated with licensed establishments.
- Inspect all licensed establishments in Lewis & Clark County as mandated by state law.
- Train food service and childcare workers in food safety.
- Promote excellent food safety practice in the restaurant business community.

Public Water Supply Inspections

- Ensure safe water for bars, restaurants, and trailer courts that have their own water source.
- Conduct inspections on a three year schedule.

Youth Suicide Prevention

- Reduce the incidence of suicide in the population aged 18 years and younger.
- Increase screening for potential suicides and depression in Helena high schools.
- Increase community education and awareness about suicide.
- Improve local access to treatment for suicidal individuals.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 1,339,517	\$ 1,184,802	\$ 1,229,140	\$ 44,338	4%
Operating Expenditures	315,856	324,101	328,338	4,237	1%
Internal Charges	237,505	210,659	203,231	(7,428)	-4%
Debt Service				-	
Transfers Out	181,144	153,483	178,668	25,185	16%
Capital Outlay				-	
Total	\$ 2,074,022	\$ 1,873,045	\$ 1,939,377	\$ 66,332	4%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 141,150	\$ 61,000	\$ 61,000	\$ -	0%
175 Community Yth Suicide Prv	30,012	5,696	-	(5,696)	-100%
177 WIC	204,553	229,648	228,172	(1,476)	-1%
178 M C H Block Grant	118,339	121,308	111,865	(9,443)	-8%
179 Home Care/Case Manageme	314,890	368,679	374,912	6,233	2%
181 Ryan White Title III CM	13,103	11,694	12,418	724	6%
182 FASD Interventions Proj	452	-	-	-	
185 Nicotine Dependency	-	-	-	-	
189 Pblc Hlth Home Visiting	43,116	52,934	51,856	(1,078)	-2%
190 Tuberculosis Grant	3,134	6,029	-	(6,029)	-100%
191 HIV Prevention Services	58,555	38,520	53,136	14,616	38%
193 Target Cm Low Birth Wght	98,296	52,501	54,442	1,941	4%
194 Ryan White Title II	1,211	5,221	8,427	3,206	61%
195 Immunization Prog Grant	18,835	23,307	23,412	105	0%
196 Bioterrorism Grant	291,797	128,762	100,566	(28,196)	-22%
197 Intensive Case Management	29,981	-	-	-	
227 County Health	632,468	709,933	779,065	69,132	10%
238 DUI Program	74,128	57,813	80,106	22,293	39%
				-	
				-	
Total	\$ 2,074,020	\$ 1,873,045	\$ 1,939,377	\$ 66,332	4%

2011 Budget Highlights

Personnel Services

- Cost of living increase of 1.6% and market adjustments.

Operating Expenditures

- Inflationary Expenses.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Accounting Technician	0.02	0.12	0.12	0.02
Administrative Assistant	0.23	0.40	0.75	1.18
Administrative Clerk	0.20		0.16	-
Administrative Secretary	1.25	1.25	1.25	1.00
Animal Control Officer	1.00	1.00	1.00	-
Community Health Promotion Divisio	0.02	0.02	0.02	-
Community Health Specialist	0.10	0.05		-
Director of Nursing	1.00	1.00	1.00	1.00
Environmental Health Specialist	0.10	0.10	0.10	0.10
Environmental Health Supervisor	0.35	0.50	0.50	0.50
Finance Coordinator	0.02	0.02	0.02	-
Health Officer	0.02	0.02	0.02	-
Licensed Practical Nurse	1.60	1.60	1.60	1.50
Medical Reserve Corps Volunteer	0.55			
Outreach Worker	0.50	0.50	0.40	0.40
Paraprofessional Home Visitor	0.80	0.80		
PHN Team Leader	0.80			
Preparedness Planning Specialist	0.80	0.50	0.50	0.50
Public Health Nurse	9.20	7.68	4.23	4.19
Public Health Supervisor	1.93	1.93	1.92	1.92
Water Quality Manager	0.12	0.12	0.12	-
WIC CPA	-	-	1.75	1.50
WIC Aide	0.50	0.50	0.50	0.50
WIC Clinic Coordinator	0.95	0.95	1.00	1.00
WIC Peer Counsel	0.50	0.50	0.25	0.13
Home Visiting Case Manager		0.75	4.00	2.50
Home Visiting Program Manager		0.75	1.00	0.90
Total	22.55	21.06	22.21	18.84

Performance Measures

Performance Measures

Measure	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Proposed FY2012
Communicable Disease (Mill Funded)					
1 Investigate communicable disease within 24 hours of receipt of reported case.		Yes	Yes	Yes	Yes
Tuberculosis					
1 Ensure completion of treatment for all active cases of Tuberculosis.		Yes	Yes	Yes	Yes
2 Ensure medical evaluation of all individuals with positive skin tests.		Yes	Yes	Yes	Yes
HIV Prevention					
1 Complete partner notification of all newly identified HIV positive individuals.		Yes	Yes	Yes	Yes
Immunizations					
1 Achieve and maintain a 90% immunization coverage rate for children by the age of two in accordance with the recommended immunization schedule for the prevention of vaccine-preventable communicable disease.		HP	Yes	HP	Yes
Public Health Emergency Preparedness					
1 Emergency response plans are updated as needed.		Yes	Yes	HP	Yes
2 100% of Health Department staff have received NIMS/ICS training.		LP	Yes	HP	Yes
Licensed Establishment Inspections					
1 100% of food facilities in the County will be inspected.		LP	Yes	HP	Yes
2 Complete one customer satisfaction survey of licensed establishment owner/operators.	N/A	N/A	N/A		Yes
3 Convene an advisory board of representatives of the licensed establishments in Lewis & Clark County for input on the local rule for licensed establishments.	N/A	N/A	N/A		Yes
4 Investigate options for an on-line food inspection reporting system so that the public can review inspection records for licensed establishments.	N/A	N/A	N/A		Yes
Public Water Supply Inspections					
1 100% of establishments assigned by DEQ receive inspection.		HP	Yes	Yes	Yes
Animal Control					
1 Respond to bites within 3 calendar days.	Yes	Yes	Yes	Yes	Yes
2 Provide one media submission annually.	Yes	Yes	No	Yes	Yes

Workload Indicators

Workload Indicators

Measure	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Proposed FY2012
Communicable Disease (Mill Funded)					
1 Number of communicable disease investigations related to person to person transmission		271	3,262	448	600
Tuberculosis					
1 Number of TB screening tests administered.		886	601	545	600
2 Number of clients with TB infection or disease.		8	4	0	0
HIV Prevention					
1 Number of HIV tests performed.		104	89	49	105
2 Number of new HIV infections identified.		1	3	0	0
Immunizations					
1 Number of immunizations performed.		6,826	11,514	5,942	7,000
2 Number of immunization records assessed at schools and daycares.		1,750	1,388	1,212	1,500
3 Number of people receiving immunization clinic services.		5,785	8,436	5,207	5,400
4 Number of immunization promotion activities.		22	35	56	45
Public Health Emergency Preparedness					
1 Number of Health Alert Messages sent.		24	28	31	40
2 Number of emergency response exercises conducted.		1	11	1	3
3 Number of Health Department staff trained in NIMS-700 and ICS-100		24	7	16	26
4 Number of emergency response plans updated.		4	6	5	4
Licensed Establishment Inspections					
1 Number of inspections completed		715	410	585	700
food facilities		497	301	366	440
pools		88	51	108	100
public accommodations		24	15	31	25
trailer courts		82	11	63	84
day care centers		26	32	25	30
group homes	n/a	15	17	22	20
public water systems	13	63	8		15
2 Number of plans reviewed.		63	54	49	55
3 Number of people trained.		152	306	178	150
4 Number of food, water or vector borne communicable disease investigations.		128	88	87	0
Public Water Supply Inspections					
1 Number of inspections completed.	13	63	8	17	
Animal Control					
1 Number of animal bites investigated in the County	61	65	45	52	40
2 Number of bat-human interactions investigated.	5	0	3	2	4
3 Number of media submissions.	1	8	0	3	2

Program Description

The Predatory Pest fund is funded through an assessment on the number of sheep in the County. The amount collected each year is remitted to the Department of Agriculture and used to eliminate predatory animals, namely coyotes.

The Mosquito Districts are funded by a mill levy on property owners in the districts. The County contracts with a business to aerial spray for mosquitoes on a yearly basis.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services				\$ -	
Operating Expenditures	169,931	178,329	279,528	101,199	57%
Internal Charges	378	335	340	5	1%
Debt Service	-	-	-	-	
Transfers Out	-	-	-	-	
Capital Outlay	-	-	-	-	
Total	\$ 170,309	\$ 178,664	\$ 279,868	\$ 101,204	57%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
201 Craig Mosquito District	\$ 7,370	\$ 7,583	\$ 20,239	\$ 12,656	167%
202 Mosquito Control District	160,841	167,384	257,589	90,205	54%
215 Pred Animal Control	2,098	3,697	2,040	(1,657)	-45%
				-	
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				-	
				-	
Total	\$ 170,309	\$ 178,664	\$ 279,868	\$ 101,204	57%

Program Description

Public Health – Other includes alcoholism funds received from the State.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	
Operating Expenditures	64,907	85,881	90,000	4,119	5%
Internal Charges	-	-	-	-	
Debt Service	-	-	-	-	
Transfers Out	-	-	-	-	
Capital Outlay	-	-	-	-	
Total	\$ 64,907	\$ 85,881	\$ 90,000	\$ 4,119	5%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
280 Alcoholism	\$ 64,907	\$ 85,881	\$ 90,000	\$ 4,119	5%
	-	-	-	-	
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	-	-	-	-	
	-	-	-	-	
Total	\$ 64,907	\$ 85,881	\$ 90,000	\$ 4,119	5%

Program Description

The mission of the Cooperative Health Center is to work in partnership to foster personal responsibility and provide quality primary care (medical, dental, mental health, and social services) to residents of Lewis & Clark County, regardless of their ability to pay. In addition to receiving federal (42%) and county (14%) funds and revenues from billing (42%), the Health Center has established relationships with community partners who contribute time, money (2%), services, expertise, and often resources in an effort to help the Center in its mission.

Goals & Objectives

- Improve access for uninsured or underinsured individuals to medical, dental, and mental health services in the entire County.
- Work in partnership to reduce the burden of mental illness in the community.
- Expand oral health care services.
- Expand mental health care services.
- Improve the image of the cooperative health center in the community.

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual CY2007	Actual CY2008	Actual CY2009	Actual CY2010	Proposed CY2011
1 Improve patient compliance of monthly testing to 90% using Coumadin Therapy Process.	90%	94%	100%	n/a	100%
2 Maintain or increase the number of dental patients seen over last year.	no	yes	yes	n/a	yes
3 Increase the number of unduplicated individuals seen in the Healthcare for the Homeless program.	yes	yes	no	n/a	yes
4 Increase the percent of total patients who fill out the QPD measurement tool.	yes	yes	yes	n/a	yes
5 Increase the number of encounters in Lincoln.			yes	n/a	yes
6 Increase the number of patients who pay the day of service.			yes	n/a	yes

These measures are evaluated based on the following scale:

Yes: Greater than 75% of the activity described within the question is met.
 High Partially: Greater than 50% but no more than 75% of the activity described within the question is met.
 Low Partially: Greater than 25% but no more than 50% of the activity described within the question is met.
 No: No more than 25% of the activity described within the question is met.

Workload Indicators

Indicator	Actual CY2007	Actual CY2008	Actual CY2009	Actual CY2010	Proposed CY2011
1 Medical encounters	15,620	15,908	19,338	na	20,000
2 Dental encounters	3,422	3,533	4,513	na	5,000
3 Mental Health/Substance Abuse encounters	704	897	752	na	800
5 Enabling encounters	1,280	1,353	1,528	na	1,550
6 Individual patients.	5,590	6,267	5,885	na	6,000

Data by calendar year- 2010 not yet available



SOCIAL & ECONOMIC SERVICES



Program Description

The Senior Citizens function accounts for recreation and transportation monies levied by the County for senior citizen services. The money is transferred to the Rocky Mountain Development Corporation who operates the local senior citizens center and provides senior citizen services.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	
Operating Expenditures	426	426	430	4	1%
Internal Charges	2,413	2,661	2,550	(111)	-4%
Debt Service	10,122	10,236	-	(10,236)	-100%
Transfers Out	305,502	297,155	312,000	14,845	5%
Capital Outlay	-	-	-	-	
Total	\$ 318,463	\$ 310,478	\$ 314,980	\$ 4,502	1%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 186,383	\$ 178,118	\$ 167,935	\$ (10,183)	-6%
228 Senior Citizens	132,080	132,360	147,045	14,685	11%
	-	-	-	-	
	-	-	-	-	
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	-	-	-	-	
Total	\$ 318,463	\$ 310,478	\$ 314,980	\$ 4,502	1%

Program Description

The County allocates General Fund monies each year to fund indigent programs. The funding is allocated by a volunteer Human Services Task Force. Agencies submit budget requests to the Task Force annually for consideration for funding.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	
Operating Expenditures	141,640	154,119	160,004	5,885	4%
Internal Charges				-	
Debt Service				-	
Transfers Out	211,978	211,978	215,338	3,360	2%
Capital Outlay	-	-	-	-	
Total	\$ 353,618	\$ 366,097	\$ 375,342	\$ 9,245	3%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ 353,618	\$ 366,097	\$ 375,342	\$ 9,245	3%
	-	-	-	-	
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	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
Total	\$ 353,618	\$ 366,097	\$ 375,342	\$ 9,245	3%

Program Description

The Homeless grant provides health care to indigent homeless persons. A clinic is located at the County's homeless shelter.

The Tobacco Control Grant is state funding used to reduce tobacco use by youths and adults and to provide tobacco education in the schools.

The partnership to strength grant focuses on family preservation and reunification after child abuse has occurred.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 286,447	\$ 81,734	\$ 84,629	\$ 2,895	4%
Operating Expenditures	54,895	14,884	18,323	3,439	23%
Internal Charges	48,180	14,430	15,069	639	4%
Debt Service	-	-	-	-	
Transfers Out	-	-	-	-	
Capital Outlay	-	-	-	-	
Total	\$ 389,522	\$ 111,048	\$ 118,021	\$ 6,973	6%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
184 Homeless Grant	281,062	-	-	-	
187 Partnership to Strengthen	77	-	-	-	
188 Tobacco Control Grant	108,382	111,047	118,021	6,974	6%
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
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	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
Total	\$ 389,521	\$ 111,047	\$ 118,021	\$ 6,974	6%

Program Description

The Lewis & Clark County Extension Office brings the resources of Montana State University in the form of educational outreach that applies unbiased, research-based university resources to the practical needs identified by the people of Lewis & Clark County. Fifty-six MSU Extension Offices throughout the state illustrate the effectiveness of a voluntary cooperative partnership between local governments, MSU and the USDA. The result is a dynamic cycle of timely and relevant knowledge, resources and support to help Montanans meet new challenges, make informed decisions and take action to improve their own quality of life.

The Lewis & Clark County Extension Office consists of two full-time Extension Agents and 1 FTE Administrative Assistant. The primary work focus of the two Extension Agents is: 4-H/Youth Development, Agriculture, Community Development, Horticulture, Agro-Emergency and Natural Resources.

Goals & Objectives

- 4-H and other Youth Development – provides and cultivates important life skills in youth that build character and assist them in making appropriate life and career choices. An inclusive program that is open to all youth ages 6 thru 19 years of age.
- Adult 4-H Volunteer Leadership Development – offering training to 4-H volunteers to be Club Organizational and Project Leaders. Recruitment and retention of active volunteers through training and recognition.
- Agriculture – research and educational programs assist the residents of Lewis & Clark County with crops, livestock and agro-emergencies (county, state and federal). Work with city, county, state and federal committees (Conservation District, Forest Service, Department of Natural Resources, APHIS, Open Space LEPC).
- Natural Resources – teaching landowners and homeowners how to use natural resources wisely and protect the environment with Extension outreach programs.
- Horticulture – lawn, garden and landscape questions by phone, home visit and/or programs.
- Community Development on environment and agricultural issues.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 59,187	\$ 50,691	\$ 54,040	\$ 3,349	7%
Operating Expenditures	57,508	89,118	101,875	12,757	14%
Internal Charges	20,112	27,496	36,378	8,882	32%
Debt Service	-	-	-	-	
Transfers Out	21,480	8,040	18,000	9,960	124%
Capital Outlay	-	10,000	-	(10,000)	-100%
Total	\$ 158,287	\$ 185,345	\$ 210,293	\$ 24,948	13%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
229 Co Extension Agent	158,287	185,345	210,293	24,948	13%
-	-	-	-	-	
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-	-	-	-	-	
-	-	-	-	-	
Total	\$ 158,287	\$ 185,345	\$ 210,293	\$ 24,948	13%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living and market based salary increases.

Operating Expenditures

- Inflationary increases.

Capital Outlay

- None.

Transfers

- Transfers for capital replacement of assets.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Extension Agent	1.00	1.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00
<p>Note: Long time extension agent retired. Current extension agents are State of Montana employees. The County pays the State for a portion of the salary.</p>				
Total	2.00	2.00	1.00	1.00

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Shelterbelt Participation	15	20	34	
2 . Community Horticulture Programming	1	24	26	
3 . Agro-Emergency Participation at Local, State and Regional Levels	8	1	1	
4 . Farm and Ranch Programs Total County producers - 250+ Crop, Livestock and alternatives	15	3	6	
5 . Biological Site Contact and Promotion for Management	300	2	2	

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Youth involved in group programs including school enrichment, day camping, overnight camping, special interest and school aged child education (no 4-H duplicates)	408	400	506	
2 . Youth mission mandate program areas (includes agriculture)				
Youth Science Programs		229	719	
Healthy Living Programs		89	107	
Youth Citizenship Programs		89	71	
3 . Adult 4-H volunteer leaders	99	110	117	
4 . County 4-H project enrollments (ES-237)	1,385	1,421	1,670	
5 . PAT Training attendance and licensing	88	50	90	
6 . Horticulture - Home visits, one-on-one, phone calls	450	400	500	
7 . Attendance at Gardening Horticulture programs	-	150	125	
8 . Shelterbelt planting numbers	10,178	10,000	14,572	
9 . Farm and Ranch management efforts	15	10	30	
10 . Community Development projects	1	2	3	
11 . Community Committee participaton (not including 4-H committees)	35	5	6	
12 . Biological Promotion w ith adults and youth	20	3	4	
13 . Weed Research w ith producers/youth	4	1	2	



CULTURE & RECREATION



Program Description

To operate and manage a facility that provides and promotes a safe, clean, enjoyable and a comfortable environment for public use and participation. Develop an environment for individuals, families and the community that enhances partnerships and creates quality agricultural, business, recreational and educational events and activities.

Goals & Objectives

- Maintain a high level of service to our users and safety to the public.
- To maintain a clean and safe working environment for the public and employees.
- Provide and maintain an informative and quality web site.
- Continue to upgrade Fairgrounds Facilities.
- Become a more user friendly facility.
- Plan and implement a business plan for the new 40,000 square foot Exhibition Hall and Covered Grandstands.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 355,392	\$ 365,990	\$ 401,465	\$ 35,475	10%
Operating Expenditures	601,577	600,470	621,737	21,267	4%
Internal Charges	58,517	62,229	67,948	5,719	9%
Debt Service	766,511	756,999	1,285,896	528,897	70%
Transfers Out	-	-	-	-	
Capital Outlay	739,012	31,931	-	(31,931)	-100%
Total	\$ 2,521,009	\$ 1,817,619	\$ 2,377,046	\$ 559,427	31%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
599 Fairgrounds Improv	-	-	-	-	
602 Fair Enterprise	2,521,009	1,817,618	2,377,046	559,428	31%
-	-	-	-	-	
-	-	-	-	-	
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Total	\$ 2,521,009	\$ 1,817,618	\$ 2,377,046	\$ 559,428	31%

2012 Budget Highlights

Personnel Services

- 1.6% cost of living and market based salary increases.

Operating Expenditures

- Inflationary increases. Debt Service increase for repayment of internal loans.

Capital Outlay

- None.

Transfers

- None.

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
Fairgrounds Coordinator	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.25	1.26
Events Coordinator		1.00	1.00	1.00
Maintenance Worker II	1.00	1.00	1.00	1.00
Maintenance Worker	2.00	2.00	3.00	3.00
Total	5.00	6.00	7.25	7.26

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Fair Grounds administration will perform the duties of being watchful of tax payers money and resources.	100%	100%	100%	
2 . Building a steady customer base of repeat customers	100%	100%	100%	
3 . Take care of complaints quickly and professionally	100%	100%	100%	
4 . Treat every customer-taxpayer- like they have a voice in what we do and charge for their fair grounds	100%	100%	100%	

Workload Indicators

Indicator	Actual FY 2009	Actual FY 2010	Actual FY 2011	Adopted FY 2012
1 . Number of Fairgrounds Users	170,000	170,000	175,000	
2 . Number of Public Events Held	20	34	138	
3 . Number of Private Events Held	50+	50+	500+	
4 . Total Number of Event Days	100+	100+	561	
5 . Revenues Generated	\$ 584,474	\$ 704,267	\$ 812,977	

Program Description

The Parks and Recreation Department receives money from a small mill levy and from “payment in lieu of parks” from developers of subdivisions. The money is used to improve regional parks as outlined in the Parks master plan and to maintain County parks.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ 2,413	\$ 1,756	\$ 5,000	\$ 3,244	185%
Operating Expenditures	46,434	56,800	47,073	(9,727)	-17%
Internal Charges	1,582	1,220	1,380	160	13%
Debt Service				-	
Transfers Out	28,000	8,726	107,742	99,016	1135%
Capital Outlay	14,727	76,891	-	(76,891)	-100%
Total	\$ 93,156	\$ 145,393	\$ 161,195	\$ 15,802	11%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
221 Parks	35,090	34,031	45,883	11,852	35%
235 Parks Development	48,045	102,751	104,742	1,991	2%
236 Lincoln Parks	10,022	8,612	10,570	1,958	23%
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Total	\$ 93,157	\$ 145,394	\$ 161,195	\$ 15,801	11%

2012 Budget Highlights

Personnel Services

- Funding of seasonal mower for county owned parks.

Operating Expenditures

- Normal expenditures.

Capital Outlay

- None.

Transfers

- Transfers budgeted for improvements in County parks.

Program Description

The County receives money from a mill levy to fund the County-wide library system. Monies collected are remitted to the Lewis & Clark County Library.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	
Operating Expenditures	-	-	-	-	
Internal Charges	-	-	9,722	9,722	
Debt Service	-	-	-	-	
Transfers Out	2,106,020	2,429,174	2,757,915	328,741	14%
Capital Outlay	-	-	-	-	
Total	\$ 2,106,020	\$ 2,429,174	\$ 2,767,637	\$ 338,463	14%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
222 Library	2,106,020	2,429,174	2,767,637	338,463	14%
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-	-	-	-	-	
Total	\$ 2,106,020	\$ 2,429,174	\$ 2,767,637	\$ 338,463	14%

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ECONOMIC DEVELOPMENT



Program Description

Economic Development accounts for CDBG Grants administered by the County to fund various development projects such as a domestic violence shelter and low-income housing.

Financial Summary

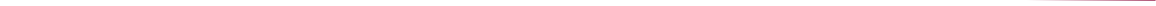
Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	
Operating Expenditures	17,015	519,826	2,720,000	2,200,174	423%
Internal Charges	-	-	-	-	
Debt Service	-	-	-	-	
Transfers Out	-	-	8,001	8,001	
Capital Outlay	-	-	-	-	
Total	\$ 17,015	\$ 519,826	\$ 2,728,001	\$ 2,208,175	425%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
243-Hard Rock Reserve			\$ 3,733	3,733	
244-Metal Mines Reserve			\$ 4,268	4,268	
296 CDBG-Economic Developme	17,015	519,826	2,720,000	2,200,174	423%
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
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	-	-	-	-	
	-	-	-	-	
Total	\$ 17,015	\$ 519,826	\$ 2,728,001	\$ 2,208,175	425%



DEBT SERVICE



Program Description

Debt Service Funds service the debt repayment on monies borrowed to remodel/purchase County buildings and finance road improvements in Rural Improvement Districts.

Financial Summary

Budget by Object of Expenditure Category	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	
Operating Expenditures	110,097	139,740	134,990	(4,750)	-3%
Internal Charges	-	-	-	-	
Debt Service	846,596	627,047	667,917	40,870	7%
Transfers Out	611,273	92,987	69,990	(22,997)	-25%
Capital Outlay	-	-	-	-	
Total	\$ 1,567,966	\$ 859,774	\$ 872,897	\$ 13,123	2%

Funding Summary

Funding Sources	Actual FY2010	Actual FY2011	Budget FY2012	Increase (Decrease)	Percent Change
001 General Fund	\$ -	\$ -	\$ -	\$ -	
500 City/County Bldg Debt	622,345	159,880	165,152	5,272	3%
501-Open Space	-	183,028	218,663	35,635	19%
502 Health Facilities Debt	208,730	206,980	204,980	(2,000)	-1%
503 RSID Revolving	-	-	-	-	
505 Debt Service Districts	5,601	4,547	-	(4,547)	-100%
506 Debt Service Districts	11,699	-	-	-	
507 Debt Service Districts	10,490	3,121	-	(3,121)	-100%
508 Debt Service Districts	1,662	-	-	-	
509 Debt Service Districts	362,130	-	-	-	
510 Debt Service Districts	694	452	400	(52)	-12%
511 Debt Service Districts	40,588	39,256	48,301	9,045	23%
512 Debt Service Districts	1,821	1,406	1,564	158	11%
513 Debt Service Districts	2,062	1,737	1,905	168	10%
514 Debt Service Districts	49,763	47,644	47,765	121	0%
515 Debt Service Districts	1,017	952	1,421	469	49%
516 Debt Service Districts	53,507	31,106	34,111	3,005	10%
517 Debt Service Districts	79,420	76,110	42,300	(33,810)	-44%
518 Debt Service Districts	9,644	9,479	10,264	785	8%
519 Debt Service Districts	68,470	29,055	32,391	3,336	11%
520 Debt Service Districts	1,445	2,224	1,220	(1,004)	-45%
521 Debt Service Districts	5,507	5,172	6,766	1,594	31%
522 Debt Service Districts	2,560	1,537	2,229	692	45%
523 Debt Service Districts	5,253	3,510	4,585	1,075	31%
524 Debt Service Districts	20,443	20,113	23,082	2,969	15%
525 Debt Service Districts	3,117	2,107	2,900	793	38%
526 Debt Service Districts	-	9,368	7,027	(2,341)	-25%
527 Debt Service Districts	-	15,609	12,761	(2,848)	-18%
528 Debt Service Districts	-	5,382	3,110	(2,272)	-42%
Total	\$ 1,567,968	\$ 859,775	\$ 872,897	\$ 13,122	2%

CAPITAL IMPROVEMENTS

Overview

The **Capital Improvement Plan (CIP)** is a plan which projects the County’s capital projects and capital equipment over the course of the next five years. The **Capital Budget** represents one year of the five-year CIP and it is a component of the Annual Operating Budget. Unlike the CIP, the Capital Budget represents the appropriated capital items contained in the current year Annual Operating Budget

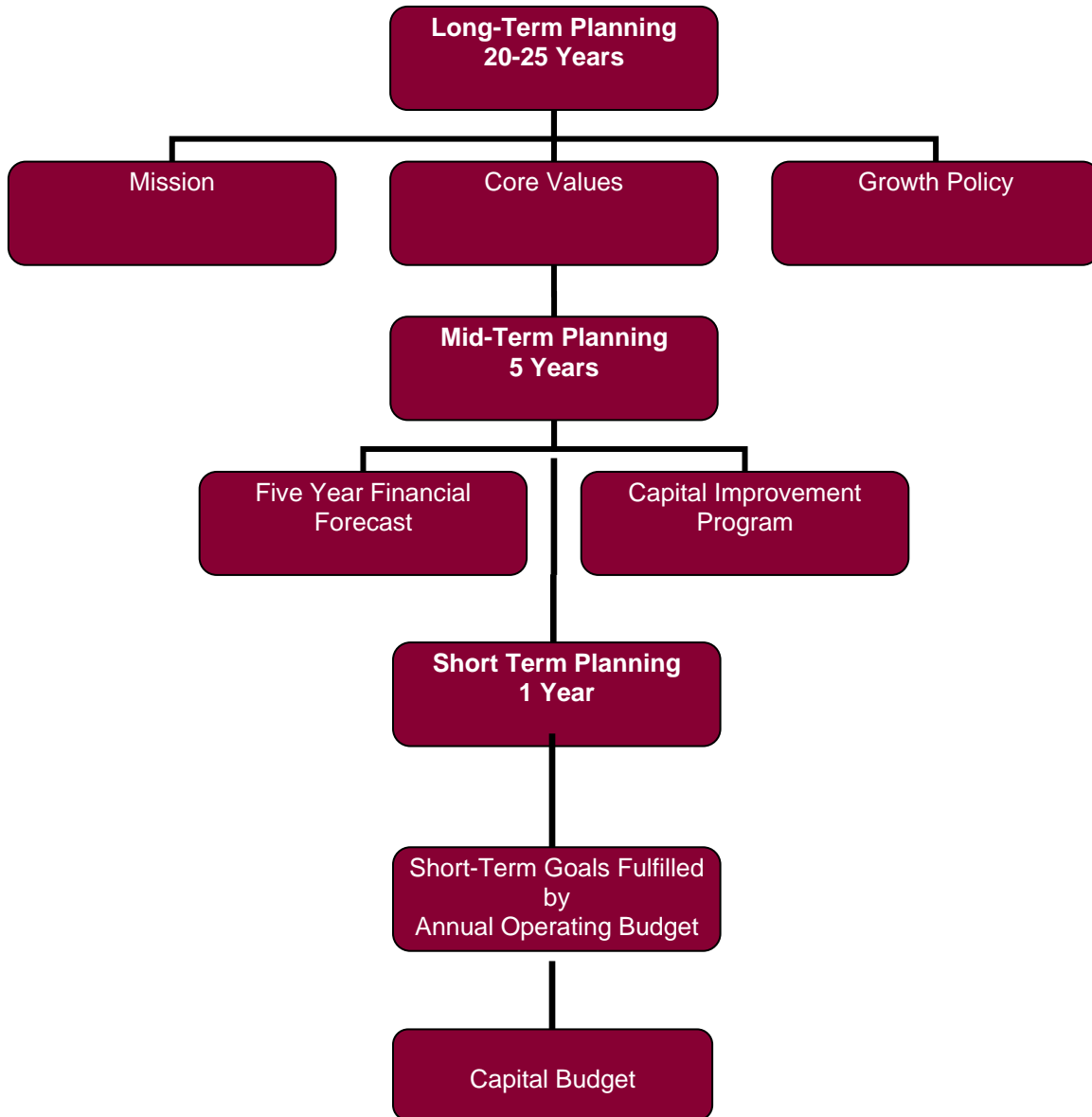
The capital budget is separate and distinct from the County’s operating budget for several reasons. First, capital outlays reflect non-recurring capital improvements rather than ongoing expenses. Where possible, capital projects are funded from nonrecurring funding sources such as debt proceeds and grants; these one-time revenue sources are not appropriate funding sources for recurring operating expenses. Second, capital projects tend to be of high cost in nature, requiring more stringent control and accountability. To provide direction for the capital program, the County Commission has adopted policies relating to the Capital Improvement Plan and the Capital Budget, which are discussed later in this section.

Linkage

Lewis & Clark County conducts various planning processes (long-term, mid-term and short-term), to help guide the government and to insure that decisions are made in the context of the organization as a whole and with a long-term perspective. Diligent efforts are made to insure each of these component planning processes are in concert with one another. This so called “Linkage” is paramount to insure short-term decisions are consistent with the overriding values embodied in the mid-term and long-term planning processes adopted by the County Commission. This required linkage dictates that the CIP be developed within the context of, and consistent with, the County’s long-term and mid-term plans.

Each element of the County’s planning process has a different purpose and timeframe. The Strategic Plan, Vision, Mission, Long-term Goals and Growth Policy are the most far-reaching in nature—20 to 25 years. The Capital Improvement Plan and the Five-Year Financial Forecast are mid-term in nature—5 years. The Annual Budget and the Capital Budget are short-term—covering a 1-year timeframe. The most important requisite is that they are coordinated and are in concert with one another.

Shown on the following page is a hierarchy of the County’s layered planning processes, all which support one another and are designed with a common goal. The chart depicts how the Capital Improvement Plan, the Annual Operating Budget, and the Capital Budget fit within the County’s planning process hierarchy.



Capital Planning

Capital Planning refers to the process of identifying and prioritizing County capital needs for determining which capital projects should be funded in the capital budget as resources become available.

Countywide planning is guided by the Lewis & Clark County Strategic Plan and the Growth Policy. These plans provide long-term direction for the growth and development of the County.

Proposed capital projects are reviewed for compliance to the adopted Strategic Plan and Growth Policy as part of the budget adoption process.

The CIP and Capital Budget Processes Described

Lewis & Clark County updates its CIP each year. The Capital Budget is adopted annually. The County prepares its CIP only after significant efforts to insure the public has had ample opportunity to review and comment on the proposed capital acquisition plan. Linkage with the County's long-term and mid-term plans is of utmost importance to the County Commission in their deliberations and decision-making process.

The CIP is prepared under the direction of the Chief Administrative Officer and Finance Director. The CIP update begins in late Fall. Meetings are held with the County's management team to explain the overall process and to provide pertinent information regarding funding and expenditure issues, budget process changes and general instructions. At this meeting the goals and direction for the new budget are outlined. As part of this training, those involved in the capital budget process are given a calendar of key budget cycle dates and written documentation including forms, instructions, and definitions to be used in preparing their capital project budgets, including revising current project estimates and submitting requests to add new capital projects.

The Capital Budget is finalized as part of the Annual Operating Budget in early June of each year. Final budget documents reflecting the adopted budget and CIP are then prepared and distributed, both via hardcopy and electronic format.

Positive results of the Capital Improvement Program and Capital Budget include:

- Translation of the County's Strategic Plan, Growth Policy, individual Department's functional plans, and other programs and policies into tangible projects.
- The coordination of the capital projects of all County Departments so that they will further the implementation of the long-term plans.
- The possibility of guiding private development so that it occurs in a way that is in conformity with the County's long-term plans.
- Enabling the County Commission and the Chief Administrative Officer to better plan the financing for both capital and operating activities.
- Protection of the County's investment in existing facilities, where appropriate, to avoid the higher cost of rehabilitation and/or replacement associated with deferment.
- Fostering economies of scale through inter-jurisdictional cooperation.
- Promotion of economic development and its inherent contributions.

Capital Budget and Its Impact on Future Operating Budgets

Whenever the County commits to a CIP plan, there is an associated long-range commitment of operating funds. For this reason, it is important to evaluate capital commitments in the context of their long-range operating impact. Most capital projects affect future operating budgets either positively or negatively due to an increase or decrease in maintenance costs or by providing capacity for new programs to be offered. Such impacts vary widely from project to project and, as such, are evaluated individually during the process of assessing project feasibility. The five-year financial forecast also provides an opportunity to review the operating impact of growth-related future capital projects.

The operating impact of capital projects is analyzed and taken into consideration during the extensive CIP prioritization process. Estimated new revenues and/or operational efficiency savings associated with projects are also taken into consideration (net operating costs). Department staff plan and budget for significant start-up costs, as well as operation and maintenance of new facilities. The cost of operating new or expanded facilities or infrastructure is included in the operating budget in the fiscal year the asset becomes operational. Debt service payments on any debt issued for capital projects is also included in the operating budget.

Listed on the following page are the capital items included in this year's Annual Budget, together with projected impacts on future operating budgets resulting from significant non-routine capital expenditures.

CAPITAL IMPROVEMENT PLAN & CAPITAL BUDGET

FY 2012 Capital Budget & Operating Budget Impacts Projects by Department/Project Name

FY 2012 Capital Budget		Annual Operating Budget Impacts			
Department/Project Title	Appropriation	Personal Services Costs	Other Operating Costs	Debt Service Costs	Total
County Commission					
Senior Citizen Bus	\$ 18,500			\$ -	
Treasurer/Clerk and Recorder					
Copier(2)	\$ 15,740			\$ -	
Scanner(2)	\$ 14,260				-
Software/servers	141,770				
Justice Court					
Software/hardware	7,750				-
District Clerk of Court					
Reader/printer	8,110				-
Information Technology					
Wireless radio equipment	82,960				-
Network routers/switches	19,740				
County Attorney					
Software/Server replacement	21,380				-
Copiers(2)	19,000				
Miscellaneous-General					
222 Building remodel	375,000				-
Detention Center master plan	130,000				-
Public Works					
Truck	12,500				-
Road Fund					
Truck	12,500				-
Snow Plows(2)	327,820				-
Roof Replacement	26,860				-
Sweeper/Flush Truck	242,175				-
Road Improvement Projects	5,937,863				
Bridge Fund					
Backhoe	181,500				-
Bridge Project-TSEP Grant	243,973				
RID Construction Fund					
Road Projects	69,455				-
Weed Fund					
Truck	38,250				-
County Fair Fund					
Planning					
Permit system	26,520				-
Health					
Permit system	26,520				-
Extension					
Vehicle	14,000				

CAPITAL IMPROVEMENT PLAN & CAPITAL BUDGET

**FY 2012 Capital Budget & Operating Budget Impacts
Projects by Department/Project Name**

FY 2012 Capital Budget		Annual Operating Budget Impacts			
Department/Project Title	Appropriation	Personal Services Costs	Other Operating Costs	Debt Service Costs	Total
Sheriff					
Patrol Car Replacement/Accessories	174,066				-
Vehicles	70,000				-
Snowmobiles(2)/trailer	27,950				-
Detention upgrades	65,790				-
MDT's	26,000				-
Land purchase-volunteer fire	70,000				-
Radio-Public Safety					
Multiplexer-radio	25,000				-
Paging system	24,000				-
Voice Channel	110,000				-
Coroner					
Copier	5,150				-
Radios(2)	10,300				-
Buildings Maintenance					
Plow Vehicle	13,440				-
Remodel CHC Building	330,000				-
County Shop					
Truck	30,000				-
Forestvale Cemetery					
Well Pump	8,360				-
Grounds improvements	31,830				-
Mower	10,790				-
Cooney Home					
					-
Solid Waste					
Phase III construction	\$ 1,473,951			\$	-
Steam cleaner pressure washer	5,250				-
					-
					-
GRAND TOTAL	\$ 10,526,023	\$ -	\$ -	\$ -	\$ -

Funding Sources for CIP and Capital Budget

A variety of funding sources are available to finance the Capital Improvement Plan and Capital Budget. As noted above, capital projects, unlike operating expenses which recur annually, only require one-time allocations for a given project. This funding flexibility allows the County to use financing and one-time revenue sources to accelerate completion of critical projects.

All potential capital funding resources are evaluated to ensure equity of funding for the CIP. Equity is achieved if the beneficiaries of a project or service pay for it. For example, general tax revenues and/or General Obligation Bonds appropriately pay for projects that benefit the general public as a whole. User fees, development fees, and/or contributions pay for projects that benefit specific users. The following summarizes the funding sources for the CIP.

- General Fund:** The County’s general fund is available for use for any expenditure deemed to be in the public interest by the Lewis & Clark County Commission.
- State Revenues:** The County receives various payments from the State of Montana for different purposes. Gas Tax revenue received by the state is one example.
- Grants/Donations:** This fund source consists of Federal grants, State grants, and donations by citizens and businesses where the money is passed through the County.
- CTEP:** These are Federal grants primarily directed towards improving or expanding non-motorized transportation.
- G.O. Bonds:** These are bonds for which the full faith and credit of the County is pledged. G.O. Bonds require voter approval.
- Special Assessments & Other Debt:** Special Assessments are charges against certain properties to defray the cost of infrastructure improvements deemed primarily to benefit those properties. Also included are Revenue bonds where the debt service payments are paid for exclusively from the project earnings and assessments.
- User Fees:** User fees are charges for County services where the benefits received from such services can be directly and efficiently applied to those who receive the benefits.
- Parks Cash in Lieu Fund:** This fund is set up to account for funding that developer’s pay to the County instead of donating park land when they are subdividing bare land.
- Other & Private:** This fund source represents other miscellaneous categories.

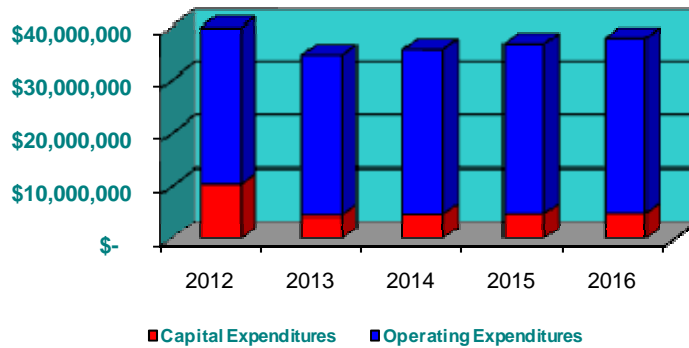
Capital Expenditures Contrasted with Total County Operating Expenditures

The investment by the County in its capital and infrastructure is of primary importance to insure the long-term viability of service levels. The amount of capital expenditures in relation to the total County budget is a reflection of the County’s commitment to this goal.

Lewis & Clark County strives to provide for adequate maintenance of capital, plant, and equipment and for their orderly replacement. All governments experience prosperous times as well as periods of economic decline. In periods of economic decline, proper maintenance and replacement of capital, plant, and equipment is generally postponed or eliminated as a first means of balancing the budget. Recognition of the need for adequate maintenance and replacement of capital, plant, and equipment, regardless of the economic conditions, will assist in maintaining the government’s equipment and infrastructure in good operating condition.

The graph below illustrates Lewis & Clark County’s projected investment in capital in relation to projected operating expenditures.

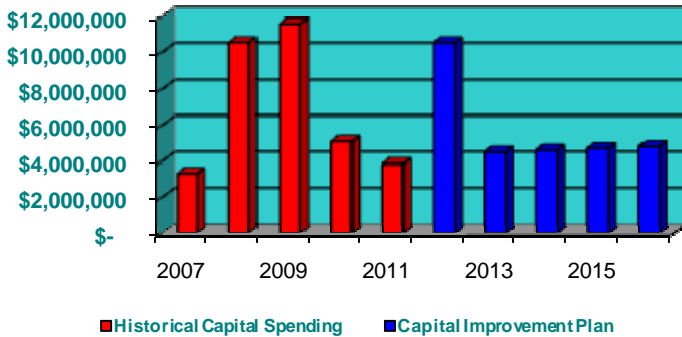
CAPITAL EXPENDITURES CONTRASTED WITH OPERATING EXPENDITURES



Capital Improvement Program (Next Five Years) Contrasted with Historical Capital Spending (Previous Five Years)

Another indicator of Lewis & Clark County’s commitment to providing for the adequate maintenance of capital, plant, and equipment and for their orderly replacement, is the level of projected capital spending over the course of the next five years as compared to the previous five-year period. This information is useful to the County Commission in their deliberations when determining which items will be included in the Capital Budget. This information also helps the County Commission make decisions with a long-term perspective. Shown on the next page is a graph which contrasts historical capital spending (last five years) with the capital spending identified in the Capital Improvement Program (the next five years).

HISTORICAL CAPITAL SPENDING CONTRASTED WITH CAPITAL IMPROVEMENT PLAN



Capital Improvement Policies

Lewis & Clark County has developed a set of financial management policies that cover all aspects of its financial operations. These and other policies are reviewed periodically by the Chief Administrative Officer, the Finance Director and the County Commissioners and are detailed in the Executive Summary section of this document. Policies on capital improvements are one component of those financial policies. Listed below are excerpts from those policies, which relate specifically to capital improvements.

CIP Formulation

- 1) **CIP Purpose.** The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness as well as conformance with established policies. The CIP is a five-year plan organized into the same functional groupings used for the operating programs. The CIP will reflect a balance between capital replacement projects that repair, replace or enhance existing facilities, equipment or infrastructure; and capital facility projects that significantly expand or add to the County's existing fixed assets.
- 2) **CIP Criteria.** Construction projects of \$15,000 or more and equipment of \$5,000 or more will be included in the Capital Improvement Plan (CIP); minor capital outlays will be included in the regular operating budget. The Capital Improvement Plan (CIP) differentiates the financing of high cost long-lived physical improvements from low cost "consumable" equipment items contained in the operating budget. CIP items may be funded through debt financing or current revenues while operating budget items are annual or routine in nature and should only be financed from current revenues.
- 3) **Deteriorating Infrastructure.** The capital improvement plan will include, in addition to current operating maintenance expenditures, adequate funding to support repair and replacement of deteriorating infrastructure and avoidance of a significant unfunded liability.

Project Financing

- 1) **Minor Capital Projects.** Minor capital projects or recurring capital projects, which primarily benefit current residents, will be financed from current revenues. Minor capital projects or recurring capital projects represent relatively small costs of an on-going nature, and therefore, should be financed with current revenues rather than utilizing debt financing. This policy also reflects the view that those who benefit from a capital project should pay for the project.
- 2) **Major Capital Projects.** Major capital projects, which benefit future residents, will be financed with other financing sources (e.g. debt financing). Major capital projects represent large expenditures of a non-recurring nature which primarily benefit future residents. Debt financing provides a means of generating sufficient funds to pay for the costs of major projects. Debt financing also enables the costs of the project to be supported by those who benefit from the project, since debt service payments will be funded through charges to future residents.

DEBT INFORMATION

Lewis & Clark County Debt Management

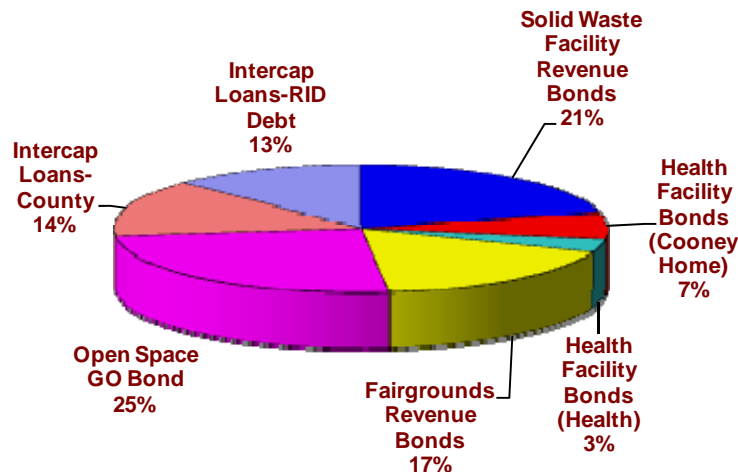
Debt in a governmental entity is an effective financial management tool. Active debt management provides fiscal advantages to county and its citizens. Debt can serve several different purposes. It is useful in matching costs to benefits of public assets. It is useful as an economic development tool. It allows governments to build and acquire assets that would not otherwise be able to be built or acquired. Debt eliminates the need for governments to build up large reserve balances to build or acquire assets. In other words, debt is not something that should be avoided or eliminated. Rather, debt is something that should be used and managed effectively. Debt can be mismanaged, however. Over use of debt places a burden on the financial resources of the County and its taxpayers. Thus, it is important to create policies and follow practices to insure debt is used wisely.

Debt management is a critical component of Lewis & Clark County's financial operations. The County takes an active role in managing its debt. This is done through a variety of means including: debt management policies, bond ratings, comprehensive planning for future bond issues, management of existing and proposed debt levels, legal debt margins, and debt service payments. This section of the budget provides an analysis of each of these factors in addition to providing a detailed schedule of future debt service obligations of the county.

Outstanding Debt

Listed below is a brief description of the County's major outstanding bond/debt issues.

- Solid Waste Facility Revenue Bonds-\$2,528,848.
- Health Facilities Revenue Bonds (Cooney)-\$790,000
- Health Facilities Revenue Bonds(Health)-\$395,000
- Fairgrounds Revenue Bond-\$2,062,978
- Open Space GO Bond-\$3,000,000
- County Loans \$1,700,363
- RID Debt-\$1,525,235



Possible Debt in the Next Five Years

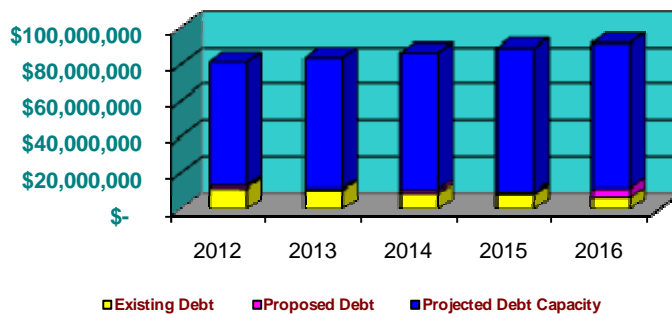
Listed below is a brief description of the County's possible debt issuances over the course of the next five-year period. Following this narrative description is a graphic depiction of the relative effects of these possible debt issuances in relation to the County's current debt and its remaining debt capacity.

- A. Health Facilities Expansion-\$8,000,000 million.** The Health Department is projecting outgrowing their current space within the next five years.
- B. Detention Center-\$10,000,000 million.** The current detention center is overcrowded. A new facility will be needed based on significant growth in the County.
- C. Open Space Bond Issue.** A bond issue approved by voters in November 2008 to issue \$10,000,000 million in debt to acquire conservation easements in the County.

Debt Capacity

The bar chart below shows a graphic presentation of the county's existing debt, proposed debt, and a projection of the county's projected debt capacity (legal debt margin) for the next five years. As shown by the graph, even if all of the possible bond issues materialize, the county will still have a substantial amount of debt capacity remaining. This reflects the philosophy of the County Commission in holding down the level of debt on the taxpayers, despite the County's rapid development and growing population.

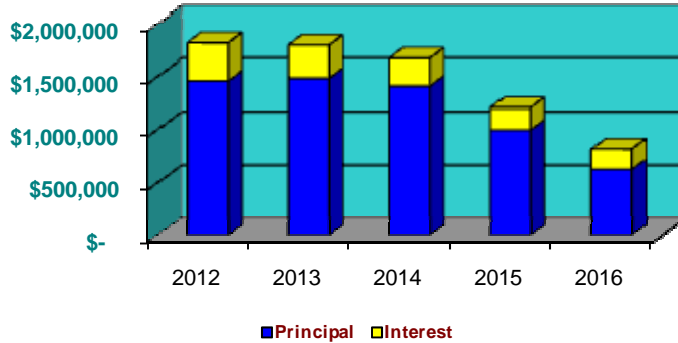
EXISTING DEBT, PROPOSED DEBT, & PROJECTED DEBT CAPACITY



Debt Service

The graph below shows the County's principal and interest payments in the current budget year and five years beyond. As shown by the graph, principal payments are increasing, while interest payments are decreasing. This reflects the declining debt level as the result of the scheduled payments the County will be making.

SCHEDULE OF FUTURE PRINCIPAL AND INTEREST PAYMENTS



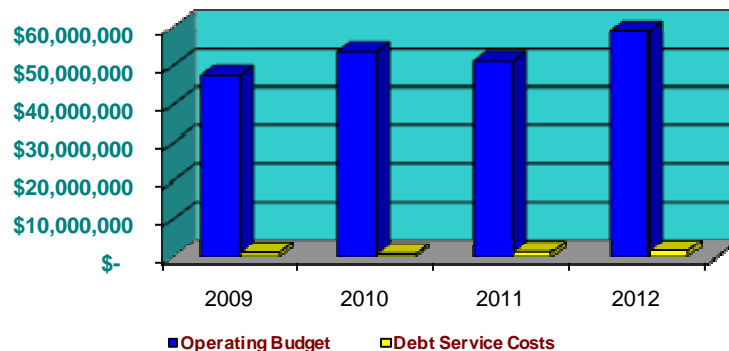
Most major debt obligations for the County are typically structured with declining interest payments and increasing principal payments—thereby resulting in relatively level debt service payments over the life of the bonds.

Debt Service Costs Contrasted with the County’s Operating Budget

The graph below illustrates the County’s debt in relation to its operating budget. The amount of required debt service relative to the size of the annual budget is an important indicator of fiscal obligations. Since debt service expenditures restrict the amount of funds available for other operating or capital uses, it is important that the ratio of debt service to the total operating budget remain low and at a prudent level.

As shown on the following page, debt payments by the County are a small fraction of its operating budget. This reflects the County’s efforts to keep debt service payments at a manageable level.

DEBT SERVICE COSTS CONTRASTED WITH ANNUAL OPERATING BUDGET



Bond Rating

Bond ratings reflect the relative strength of the county's financial management and planning capabilities and the quality of its elected and administrative leadership, as well as its wealth and social characteristics. Bond ratings serve as a statement of a locality's economic, financial and managerial condition and represent the business community's assessment of the investment quality of a local government. Highly rated bonds are more attractive and are more competitive in the market and thereby help lower interest costs paid by County residents. High-grade ratings reduce the cost of raising capital for County projects and a substantial savings for the County taxpayers.

Lewis & Clark County continues to seek ways to improve and maintain these ratings so as to provide the finest quality services and lowest cost. Concentrated efforts have been made to maintain and improve the County's "high-grade" ratings for its general obligation bonds through innovations in financial and debt administration.

Lewis & Clark County issued Open Space General Obligation Bonds in December 2010 and obtained a Standard and Poor's bond rating of AA.

Management of Debt and Equity Funding of Capital Needs

An integral part of the County's financial strength has been to aggressively take advantage of the marketplace and refund outstanding debt, thereby reducing interest expense while using excess surpluses wisely to equity fund (pay with cash) capital project expenses and to fund depreciation of capital assets. This actively managed debt program allow us to pass along savings from the refunding of outstanding debt along to the taxpayers through reductions in the millage rates.

Debt Management Policies

Lewis & Clark County has developed a set of financial management policies that cover all aspects of its financial operations. Policies on debt management are one component of those financial policies. All of the County's financial management policies on included in the Executive Summary. Listed below are excerpts from those policies, which relate specifically to debt management.

Restrictions on Debt Issuance

- 1) Repayment of Borrow Funds.** The County will repay borrowed funds used for capital projects within a period not to exceed the expected useful life of the project. This policy reflects the view that those residents who benefit from a project should pay for the project. Adherence to this policy will also help prevent the government from over-extending itself with regard to the incurrence of future debt.

Limitations on Outstanding Debt

- 1) Reliance on Long-Term Debt.** The County will limit long-term debt to capital improvements which cannot be financed from current revenues. Incurring long-term debt serves to obligate future taxpayers. Excess reliance on long-term can cause debt levels to reach or exceed the government's ability to pay. Therefore, conscientious use of long-term debt will provide assurance that future residents will be able service the debt obligations left by former residents.

- 2) **Debt Not Used for Current Operations.** The County will not use long-term debt for financing current operations. This policy reflects the view that those residents who benefit from a service should pay for the service. Utilization of long-term debt to support current operations would result in future residents supporting services provided to current residents.

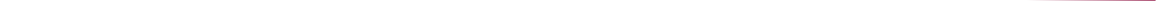
Debt Refinancing

- 1) **General Refinancing Guidelines.** Periodic reviews of all outstanding debt will be undertaken to determine refinancing opportunities. Refinancing will be considered (within federal tax law constraints) under the following conditions:
- There is a net economic benefit.
 - It is needed to modernize covenants that are adversely affecting the County's financial position or operations.
 - The County wants to reduce the principal outstanding in order to achieve future working capital to do so from other sources.
- 2) **Standards for Economic Savings.** In general, refinancing for economic savings will be undertaken whenever net present value savings of at least five percent (5%) of the refunded debt can be achieved.
- 3) **Net Present Value Savings.** Refinancing that produce net present value savings of less than five percent will be considered on a case-by-case basis, provided that the present value savings are at least three percent (3%) of the refunded debt. Refinancing with savings of less than three percent (3%), or with negative savings, will not be considered unless there is a compelling public policy objective.

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APPENDIX



FULL-TIME EQUIVALENT EMPLOYEES (FTE)

Staffing Summary

Title	Actual FY2009	Actual FY2010	Actual FY2011	Adopted FY 2012
General Government				
Legislative Services	3.00	3.00	3.00	3.00
Administrative Services	12.60	10.57	10.07	10.07
Treasurer - Clerk & Recorder	23.00	22.50	23.00	23.00
County Attorney	18.00	19.38	20.13	20.13
District Court	12.00	11.44	12.94	12.50
Justice Court	5.00	5.00	6.00	6.00
Superintendent of Schools	1.00	1.00	1.00	1.00
Planning & Community Developmer	12.00	12.00	11.50	10.50
Health Insurance	-	0.40	0.75	0.75
Information Technology	15.00	15.00	16.00	16.00
Sub-Total General Government	101.60	100.29	104.39	102.95
Public Safety				
Disaster & Emergency Services	2.00	2.00	2.00	2.00
Sheriff	73.50	72.00	76.69	76.50
Probation & Parole	-	-	-	-
Fire	-	-	-	-
Mental Health	-	-	-	-
Youth	-	-	-	-
Coroner	2.00	1.50	1.50	1.50
Radio Project	-	-	-	-
Sub-Total Public Safety	77.50	75.50	80.19	80.00
Public Works				
Administration	4.02	4.00	4.04	4.05
Bridge Maintenance	4.50	4.50	4.50	4.50
Road	13.50	13.50	14.35	15.60
Road Signs	1.00	1.00	1.00	1.00
Solid Waste Services	6.50	6.85	7.36	7.57
Facilities Administration	16.47	15.10	15.95	15.95
Weed Spraying	0.50	1.13	3.89	4.75
Forestvale Cemetery	3.00	2.88	4.62	4.62
Sub-total Public Works	49.49	48.96	55.71	58.04
Public Health				
Cooney Nursing Home	93.00	94.40	72.10	72.99
Public Health Administration	4.67	4.37	4.42	4.53
Community Health Promotion	2.31	3.00	3.08	5.38
Environmental Health	13.20	14.19	13.00	13.26
Disease Control & Prevention	22.55	21.06	22.21	18.84
Human Services	6.83	6.30	5.80	-
CHC Helena and Lincoln	31.70	33.48	33.92	42.99
Sub-total Public Health	174.25	176.80	154.53	157.99
Social & Economic Services				
Human Services	6.83	6.30	5.80	1.25
Senior Citizens	-	-	-	-
Extension Services	2.00	2.00	1.00	1.00
Sub-Total Social & Economic Ser	8.83	8.30	6.80	2.25
Culture & Recreation				
Fair	5.00	6.00	7.25	7.26
Sub-total Culture & Recreation	5.00	6.00	7.25	7.26
GRAND TOTAL	416.67	415.85	408.87	408.49

CONSUMER PRICE INDEX**U.S. CONSUMER PRICE INDEX**

Calendar Year	U.S. Consumer Price Index	Percent Change
1971	40.5	
1972	41.8	3.2
1973	44.4	6.2
1974	49.3	11.0
1975	53.8	9.1
1976	56.9	5.8
1977	60.6	6.5
1978	65.2	7.6
1979	72.6	11.3
1980	82.4	13.5
1981	90.9	10.3
1982	96.5	6.2
1983	99.6	3.2
1984	103.9	4.3
1985	107.6	3.6
1986	109.6	1.9
1987	113.6	3.6
1988	118.3	4.1
1989	124.0	4.8
1990	130.7	5.4
1991	136.2	4.2
1992	140.3	3.0
1993	144.5	3.0
1994	148.2	2.6
1995	152.4	2.8
1996	156.9	3.0
1997	160.5	2.3
1998	163.0	1.6
1999	166.6	2.2
2000	172.2	3.4
2001	177.1	2.8
2002	179.9	1.6
2003	184.0	2.3
2004	188.9	2.7
2005	195.3	3.4
2006	201.6	3.2
2007	207.3	2.8
2008	215.2	3.8
2009	214.5	-0.4
2010	218.0	1.6

GENERAL OBLIGATION BOND

Maximum Allowable Debt - Lewis & Clark County, Montana

Assessed Valuation: FY 12 Certified Market Value \$ 3,743,284,178

Factor Allowed for Indebtedness 2.5%

Total Indebtedness Allowed \$ 93,582,104

Less Current Indebtedness:

Intercap Loans	\$	1,700,363	
RSID Debt	\$	1,525,235	
GO Debt	\$	3,000,000	
Revenue Bonds		5,776,826	
Total Current Indebtedness	\$		\$ 12,002,424

Maximum Indebtedness Available \$ 81,579,680

GENERAL STATISTICAL INFORMATION

Class of County.....	First
County Seat.....	Helena
Year Organized	March 1, 1868
Registered Voters (includes active and inactive voters).....	36,109
Area (square miles).....	3,461
Courthouse Elevation (City of Helena).....	4,100
Incorporated Cities.....	2
Population of County (2010 estimate).....	63,395
Form of Government.....	Commission

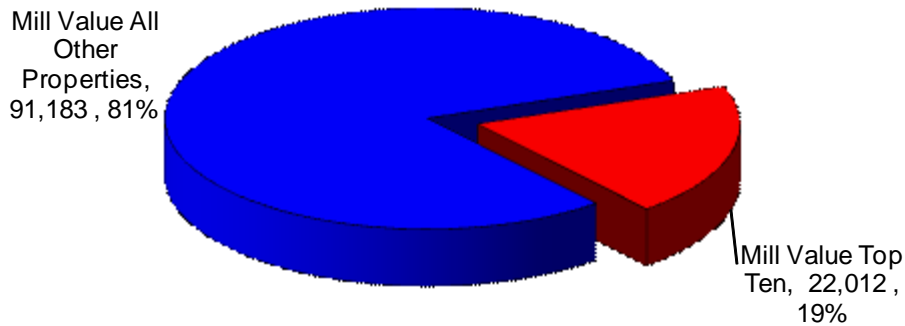
TOP TEN TAXPAYERS

**LEWIS & CLARK COUNTY
TEN HIGHEST TAXPAYERS IN LEWIS & CLARK COUNTY
2010**

Taxpayer	Taxable Value
NORTHWESTERN CORPORATION	\$ 12,423,659
VERIZON WIRELESS	4,723,281
PPL MONTANA LLC	2,573,017
QWEST	2,123,697
BRESNAN COMMUNICATIONS	897,825
MONTANA RAIL LINK INC	684,260
BNSF RAILWAY COMPANY	643,982
HELENA FEDERAL OFFICE COMPLEX LLC	445,422
HELENA SAND AND GRAVEL INC	348,469
COSTCO WHOLESALE CORP	331,787
	<u>\$ 22,012,008</u>

**TOP TEN TAXPAYERS AS COMPARED TO
REMAINING TAXPAYERS**

Tax Year 2010 (FY 11) _____



Accrual Basis - A basis of accounting in which transactions are recognized at the time they are incurred, as apposed to when cash is received or spent.

Appropriation – An authorization made by the County Commission which permits the County to incur obligations to make expenditures for specific purposes.

Assessed Valuation - A value that is established for real and personal property for use as a basis to levy property taxes.

Asset - Resources owned or held by a government which have monetary value.

Available (Undesignated) Fund Balance - Refers to the funds remaining from the prior years which are available for appropriation and expenditure in the current year.

Base Budget Allowances – Funding for ongoing expenditures for personnel, commodities, contractual services and replacement of existing equipment previously authorized. The base budget allowance provides funding to continue previously authorized services and programs.

Bonds – A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation, revenue bonds, and special improvement district bonds. These are most frequently used to finance capital projects.

Bond Rating – An evaluation of a bond issuer's credit quality and perceived ability to pay the principal and interest on time and in full.

Bond Refinancing - The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

Budget – A plan of financial operation for a specific time period (Lewis & Clark County's budget is for a fiscal year July 1 - June 30). The budget contains the estimated expenditures needed to continue the county's operations for the fiscal year and revenues anticipated to finance them.

Budget Calendar - The schedule of key dates or milestones which the County follows in the preparation, adoption, and administration of the budget.

Budget Message - The opening section of the budget which provides the County Commission and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding the financial policy for the upcoming period.

Budgetary Basis - This refers to the form of accounting utilized throughout the budget process. These generally take one of three forms: GAAP, Cash, and Modified Accrual.

Budgetary Control - The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

Capital Budget – See Capital Improvement Program

Capital Expenditures – The item has a unit cost over \$5,000, it benefits future periods, it has a normal useful life of 1 year or more, it has an identity that does not change with use (i.e., retains its identity throughout its useful life), and it is identifiable and can be separately accounted for. Improvements to existing assets must add value and life to be included in the value of any Capital item.

Capital Improvements - Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

Capital Improvement Program (CIP) – A plan for capital expenditures needed to maintain and expand the public infrastructure (for example, roads, parks, buildings, etc). The CIP projects these infrastructure needs for a set number of years (normally 5) and is updated annually to reflect the latest priorities, cost estimates or changing financial strategies. The first year of the adopted Capital Improvement Program becomes the Annual Capital Budget.

GLOSSARY

Capital Outlay – Items that cost more than \$5,000 and have a useful life of more than one year.

Capital Project – New facility, technology system, land acquisition or equipment acquisition, or improvements to existing facilities beyond routine maintenance. Capital projects are included in the Capital Improvement Program and become fixed assets.

Cash Basis - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

CDBG – Community Development Block Grant.

CIP – See Capital Improvement Program

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services – Expenditures for services performed by firms, individuals or other city departments.

Debt Ratios - Ratios which provide measure of assessing debt load and ability to repay debt which play a part in the determination of credit ratings. They are also used to evaluate the County's debt position over time and against its own standards and policies.

Debt Service – Payment of principal and interest on an obligation resulting from the issuance of bonds.

Debt Service Fund - Debt Service Funds are set up to receive dedicated revenues used to make principal and interest payments on County debt. They are used to account for the accumulation of resources for, and the payment of, general obligation and special assessment debt principal, interest and related costs.

Debt Service Fund Requirements - The amounts of revenue which must be provided for a Debt Service Fund so that all principal and interest payments can be made in full on schedule.

Deficit -The excess of an entity's liabilities over its assets or the excess of expenditures over revenues during a single accounting period.

Department - A major administrative division of the County which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

Distinguished Budget Presentation Awards Program - A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

Division - A group of homogeneous cost centers within a department, i.e. roads, bridges, gas tax, junk vehicle, maintenance and administration make up the Transportation Division within the Public Works Department.

Enterprise Funds – Funds that are accounted for in a manner similar to a private business. Enterprise funds usually recover their costs (including depreciation) through user fees.

Estimate – The most recent prediction of current year revenue and expenditures. Estimates are based upon several months of actual expenditure and revenue information and are prepared to consider the impact of unanticipated costs or other economic changes.

Estimated Revenue - The amount of projected revenue to be collected during the fiscal year.

Fixed Assets - Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

FTE – See Full-Time Equivalent

Full Faith and Credit - A pledge of a government's taxing power to repay debt obligations.

Full-Time Equivalent (FTE) – A position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time clerk working for 20 hours per week would be equivalent to one-half of a full-time position or 0.5 FTE.

GLOSSARY

Fund – An independent governmental accounting entity with a self-balancing group of accounts including assets, liabilities and fund balance, which record all financial transactions for specific activities of government functions.

Fund Balance – As used in the budget, the excess of resources over expenditures. The beginning fund balance is the residual funds brought forward from the previous fiscal year.

GAAP – See Generally Accepted Accounting Principles

General Obligation Bonds (G.O. Bonds) – Bonds that require voter approval and finance a variety of public capital projects such as roads, buildings, parks and improvements. The bonds are backed by the “full faith and credit” of the issuing government.

Goal – A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given time period.

G. O. Bonds – See General Obligation Bonds

Grant – A contribution by one government unit or funding source to another. The contribution is usually made to aid in the support of a specified function (e.g., public safety or drug enforcement, but it is sometimes for general purposes).

Infrastructure – Facilities that support the daily life and growth of the county, for example, roads, public buildings, and parks.

Improvement Districts – Special assessment districts formed by property owners who desire and are willing to pay for mutually enjoyed improvements such as roads or maintenance districts.

Intergovernmental Revenue - Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Levy – See Tax Levy

Line-Item Budget - A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along

with the dollar amount budgeted for each specified category.

Mandate – Legislation passed by the state or federal government requiring action or provision of services and/or programs. Examples include the Americans with Disabilities Act, which requires actions such as physical facility improvements and provision of specialized transportation services.

Objective – A desired output-oriented accomplishment that can be measured and achieved within a given time frame, and advances the activity and organization toward a corresponding goal.

Operating Budget - The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel; supplies, utilities, materials, travel, and fuel.

Operating Funds – Resources derived from continuing revenue sources used to finance ongoing operating expenditures and “pay-as-you-go” capital projects.

Ordinance – A formal legislative enactment by the County Commission. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the county.

Outstanding Bonds – Bonds not yet retired through principal and interest payments.

Overlapping Debt - The County's proportionate share of the debt of other local governmental units which either overlap it or underlie it. The debt is generally apportioned based on relative assessed value.

Pay-As-You-Go Capital Projects – Capital projects whose funding comes from day-to-day county operating revenue sources.

Performance Budget - A budget that focuses upon departmental goals and objectives rather than line items, programs, or funds. Workload and unit cost data are collected in order to assess the effectiveness and efficiency of services.

GLOSSARY

Personal Services – All costs related to compensating county employees including employee benefits costs such as contributions for retirement, social security, and health and workers' compensation insurance. It also includes fees paid to elected officials, jurors, and election judges and clerks. It does not include fees for professional or other services.

PILT - Payment in Lieu of Taxes from the Federal Government based on acreage within each county.

Program Budget - A budget that focuses upon broad functions or activities of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditure.

Property Tax – A levy upon each \$100 of assessed valuation of property within Lewis & Clark County.

Resolution - A special or temporary order of a legislative body (County Commission) requiring less legal formality than an ordinance or statute.

Resources – Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances.

Restricted Funds – See Special Revenue Fund.

Revenue - Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

Revenue Bonds – Bonds usually sold for constructing a project that will produce revenue for the government. That revenue is pledged to pay the principal and interest of the bond.

Risk Management - An organized attempt to protect a government's assets against accidental loss in the most economical method.

Salary Savings – Budget savings realized through normal employee turnover.

Special Revenue Fund – A fund used to account for receipts from revenue sources that have been earmarked for specific activities and related expenditures. Examples include road, public assistance, bridge, fair, and public safety.

State-Shared Revenues – Revenues levied and collected by the state but shared with local governments as determined by state government each year. Entitlement funds received by the County from the state are the largest of such shared revenues.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Tax Levy - The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unreserved Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Fees or User Charges – A fee paid for a public service or use of a public facility by the individual or organization benefiting from the service.

Workload Indicator - A unit of work to be done (e.g., number of permit applications received or the number of burglaries to be investigated).