

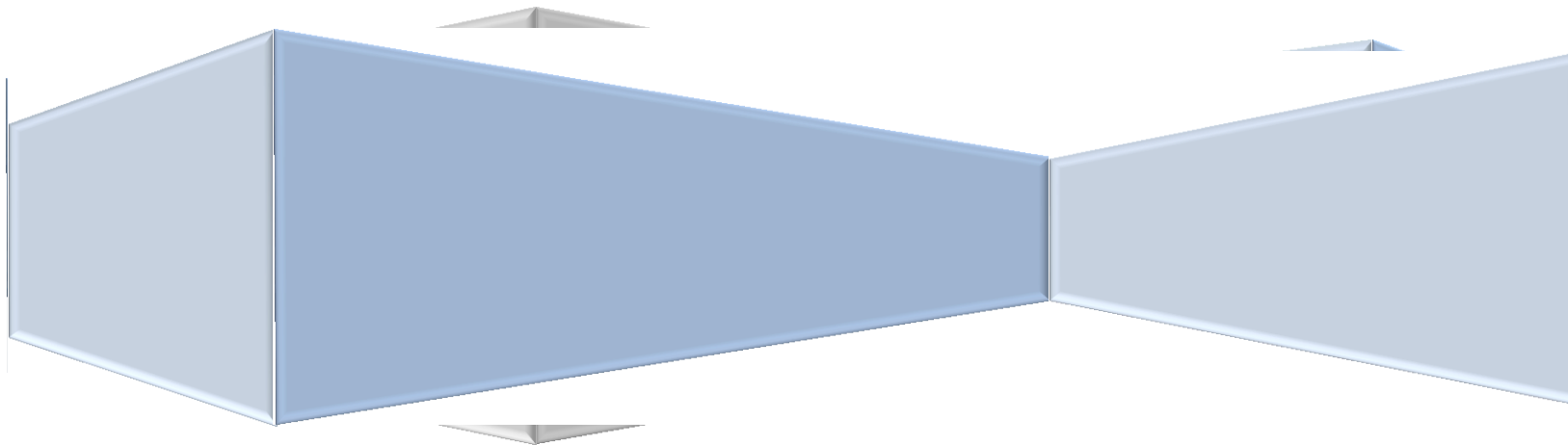


**CLARK COUNTY**  
**WASHINGTON**  
**BUDGET OFFICE**

# 2020 Annual Budget

**Exhibit B: Adopted Budget Request Narratives with Summary by Fund**

***November 26, 2019 – County Council Adopted Budget Stage***



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## ASO-01-20AD Assessor's Office Add 1.0 FTE Residential Appraiser

### Priority: 1

### New request

Contact Info: name: Nick Deatherage email: nick.deatherage@clark.wa.gov phone: 564-397-4616

### Requested Action:

This package requests an additional FTE (full time equivalent) Residential Property Appraiser to the Assessor's Office staff. This is a one-time request for a two year project position whose costs will be borne entirely by the General Fund. This is a project position due to the fact that there will be retirements within the next two years the person in this project position may fill. It also gives the office flexibility to adjust for changing market conditions over the life of the project.

### Justification:

A new Residential Appraiser is required to keep up with steady growth and strong new construction activity, which increases mandated workload. From 2013 - 2019 an average of 2,260 new parcels have been created every year. A residential appraiser is assigned an average of 1,875 properties each revaluation cycle.

Analysis is available upon request that illustrates the growth, and how it drives the need for a new appraiser. Additionally, timely valuation of new construction directly influences the amount taxing districts are able levy, including the County General Fund.

### Cost Estimate/Comments:

The office anticipates filling the new position at the Real Property Appraiser I level. Position costs were estimated using the Budget Office Position Costing Tool set to Real Property Appraiser III due to the fact the position can potentially promote or be hired up to level III.

### Impacts/Outcomes if not Approved:

Programs most heavily impacted by not approving this decision package will be Residential Property Revaluation and Residential New Construction. The Residential Appraisal staff has done a terrific job of doing more work with limited resources, but are at risk of missing the August 31st new construction deadline. This means less levy capacity for taxing districts. Not approving this request increases risk to the Revaluation program as well.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 75,520	(\$ 75,520)	\$ 0	\$ 76,925	(\$ 76,925)
Totals			\$ 0	\$ 75,520	(\$ 75,520)	\$ 0	\$ 76,925	(\$ 76,925)



## **ASO-02-20AD Assessor's Office Increase spending authority in fund 1039**

### **Priority: 2**

### **New request**

Contact Info: name: Nick Deatherage email: nick.deatherage@clark.wa.gov phone: 564-397-4616

### **Requested Action:**

This package requests a one-time spending authority increase of \$100,000 for 2020 from the Special Real Estate and Property Tax Administration Assistance Account (Fund 1039). This special account is earmarked for enhancing technology and systems for the offices of the Assessor and Treasurer and is authorized under RCW 82.45.180. Under this statute a \$5 transaction fee must be collected on all qualifying real estate excise transactions, half of which is held locally and the other half is remitted to the state for reallocation and redistribution to Washington counties.

### **Justification:**

Per the RCW, funds in this account can be used for:

1. Maintenance and operation of an annual revaluation system for property tax valuation (Assessor's duties)
2. Maintenance and operation of an electronic processing and reporting system for real estate excise tax affidavits. (Treasurer's duties)

When the law allows this fund should be used to develop a better revaluation system in order to better administer office programs, improve service to taxpayers, and take burden off of the County General Fund through use of dollars already available in Fund 1039.

### **Cost Estimate/Comments:**

The request in budget authority for 2020 is planned to be used for development and implementation of new electronic solutions for current manual and paper-based processes to support annual revaluation for property tax valuation which includes:

Senior/disabled exemption applications and renewals (please note qualifying income changes for 2019)

Board of Equalization appeals petitions

Change of Address forms

The Treasurer holds and controls this account and has authorized the use of funds as requested in this decision package. The Treasurer will monitor spending and residual balances.

**Impacts/Outcomes if not Approved:**

The Assessor's Office is a General Fund Office and would need to spend from the County General Fund if appropriation is not given for the dollars already available for use in Fund 1039.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1039	Real Estate And Property Tax Administration Assistance	One-time	\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 0	\$ 0

## ASO-03-20AD Assessor's Office Add 1.0 Project FTE to Senior Exemption Program

**Priority: 3**

**New request**

Contact Info: name: Nick Deatherage email: [nick.deatherage@clark.wa.gov](mailto:nick.deatherage@clark.wa.gov) phone: x4616

### **Requested Action:**

Washington State passed Senate Bill (SB 5160) which will expand the amount of people who will qualify and apply for property tax relief as senior citizens, persons with disabilities, and veterans. This is a request for one (1) two-year project position whose costs will be borne entirely by the General Fund.

### **Justification:**

SB 5160 is an unfunded mandate which will highly impact the Assessor's Senior Exemption program. The income thresholds to enter the program will now be based on a percentage of Clark County's Median income, rather than a flat statewide amount. This translates into to an increase in income limits for Clark County, which will expand the amount of seniors who qualify. We estimate we will receive an additional 2,000 applications as a result of the mandate.

### **Cost Estimate/Comments:**

The office anticipates filling the project positions up to the Joint Lobby Specialist III level. Position costs were estimated using the Budget Office Position Costing Tool.

### **Impacts/Outcomes if not Approved:**

The senior exemption program will be impacted by the surge in new applications for exemption. The estimated 2,000 additional applications per year will be backlogged. This will have a negative impact on seniors who need and qualify for relief from property taxes. The need to redirect assessment services staff to assist with seniors will impact several other assessor programs such as New Construction Valuation and Permit Drawing.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 58,089	(\$ 58,089)	\$ 0	\$ 58,089	(\$ 58,089)
Totals			\$ 0	\$ 58,089	(\$ 58,089)	\$ 0	\$ 58,089	(\$ 58,089)

## AUD-01-20AD Auditor's Office - Elections Presidential Election year expenses

**Priority: 1**

**New request**

Contact Info: name: Cathie Garber email: Cathie.garber@clark.wa.gov phone: 564-397-2345 ext. 5179

**Requested Action:**

2020 is a Presidential election year that requires additional expenses compared to a regular election year. An additional election, the Presidential Primary, must also be conducted. With the increased turnout, the Elections Department is anticipated to spend an additional \$500,000 of Election Fund balance for services, overtime and supplies: \$200,000 for services, \$100,000 for overtime, and \$200,000 for supplies in 2020.

**Justification:**

Presidential election years are much more costly compared to regular election years and require additional staff, overtime and supplies. Ballots are now required to be forwarded and same day registration is State law. This requires in-house ballots to be sent first-class, rather than bulk rate as in the past, and causes increased reissued ballots. Other increased tasks are: maintaining address data, checking signatures, producing a local voters' pamphlet, issuing/ mailing ballots, accepting and processing returned ballots, counting ballots, and assistance to voters with disabilities.

**Cost Estimate/Comments:**

2016 Presidential primary election cost \$308,000.

2016 November election cost was \$608,000 compare to regular November election cost of \$300,000.

**Impacts/Outcomes if not Approved:**

Voter Registration Program is mandated by state law RCW 29A and the Election Department is required to follow Washington Administrative Codes Chapter 343 in regard to the conduct of elections by the County.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
5006	Elections Fund	One-time	\$ 0	\$ 500,000	(\$ 500,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 500,000	(\$ 500,000)	\$ 0	\$ 0	\$ 0

## AUD-02-20AD Auditor's Office Increased Revenue Auto Licensing Fees

**Priority: 2**

### **Budget Intervention**

Contact Info: name: Charlene Huffman email: charlene.huffman@clark.wa.gov phone: 564-397-4791

### **Requested Action:**

Due to the passage of EHB1789, the Auditor's fees for vehicle and vessel titling and licensing is increased by \$1 per transaction. This will increase Auto Licensing fee revenue by approximately \$600,000 per year beginning July 28, 2019.

### **Justification:**

This is an increase in fees to the Auditor per the change in RCW 46.17.005.

### **Cost Estimate/Comments:**

This is a revenue increase of \$1 per transaction which will generate approximately \$600,000 per year to the general fund in vehicle licensing fees.

### **Impacts/Outcomes if not Approved:**

This be an additional approximately \$600,000 in annual revenue to the general fund.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 600,000	\$ 0	\$ 600,000	\$ 600,000	\$ 0	\$ 600,000
Totals			\$ 600,000	\$ 0	\$ 600,000	\$ 600,000	\$ 0	\$ 600,000

**AUD-03-20AD Auditor’s Office Recording Software Replacement**

**Priority: 3**

**New request**

Contact Info: name: Charlene Huffman email: charlene.huffman@clark.wa.gov phone: 564-397-4791

**Requested Action:**

This is a one-time request to replace our 20-year old recording system with technologically current and flexible recording software. This would be funded with restricted Auditor Operations and Maintenance funds (O&M). The project cost would be approximately \$600,000.

**Justification:**

The Auditor is responsible for maintaining permanent records including land, marriage, veteran’s’ DD214s, name changes and other records. Our current system is approximately 20 years old and is outdated. An updated system would include government-to-government electronic recording at no fee to our recording jurisdictions, a web portal for increased citizen access and providing for on-line requests and payments, and efficiencies in work processing.

**Cost Estimate/Comments:**

Cost estimate for software and integration with existing systems is \$600,000.

**Impacts/Outcomes if not Approved:**

We will continue using our current outdated system. We will not have the ability to offer government-to-government electronic recording free to our partner jurisdictions. We will continue referring citizens to a third party to obtain on-line documents as we will not have a web portal available to them. We will continue work processes as we are now which are inefficient and not an effective use of our county resources.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1002	Auditor's O & M Fund	One-time	\$ 0	\$ 600,000	(\$ 600,000)	\$ 0	\$ 0	\$ 0
3194	Technology Reserve Fund	One-time	\$ 600,000	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 600,000	\$ 1,200,000	(\$ 600,000)	\$ 0	\$ 0	\$ 0

## AUD-04-20AD Auditor's Office Operations and Maintenance Fund Budget Adjustments

**Priority: 4**

**New request**

Contact Info: name: Charlene Huffman email: charlene.huffman@clark.wa.gov phone: 564-397-4791

### **Requested Action:**

This is a request to adjust the Auditor's Operations and Maintenance Fund (O&M) baseline budget to more accurately reflect revenues and expenditures. The O&M fund is restricted and receives revenues generated by statutory fees assessed on all recorded documents. This request would increase projected revenue \$31,500 and decrease projected expenditures by \$40,000.

### **Justification:**

This adjustment is necessary to more accurately reflect changes in the revenues and expenditures of the O&M fund that have occurred in the past few years. A more accurate reflection of annual revenues and expenditures will assist us in ensuring that we keep the fund healthy, that annual operating expenditures do not exceed annual revenues, and give us the ability to better plan for projects that support the preservation of permanent records.

### **Cost Estimate/Comments:**

There is no cost to the general fund or the O&M fund. The adjustment would just provide a clearer picture of what funds are available as requests are made to the Auditor for O&M funds.

### **Impacts/Outcomes if not Approved:**

If the adjustments are not approved, we will not have a clear representation of annual revenues and expenditures, making it easier for expenditures to exceed revenues, which is not sustainable.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1002	Auditor's O & M Fund	Ongoing	\$ 31,500	(\$ 40,000)	\$ 71,500	\$ 31,500	(\$ 40,000)	\$ 71,500
Totals			\$ 31,500	(\$ 40,000)	\$ 71,500	\$ 31,500	(\$ 40,000)	\$ 71,500

## BCC-01-20AD County Manager Multi-campus space planning incl. law & justice

**Priority: 1**

**New request**

Contact Info: name: Marlia Jenkins email: marlia.jenkins@clark.wa.gov phone: 4405

**Requested Action:**

One-time general fund request of \$700,000 to plan for space needs across multiple campuses from 2020 to 2050. The planning includes, but is not limited to, inventory of currently space countywide, space uses and underuses, occupant requirements in terms of both wants and needs, potential realignment of occupants and spaces, identification of needs for additional space, identification of appropriate building locations and envelopes, parking needs, phasing opportunities, and high level estimates of construction and operation costs.

**Justification:**

Planning for a replacement county jail brought attention to other space needs including but not limited to need for more space for courts, prosecuting attorney, public works, sheriff administration and specialty law and justice programs. Looking at the needs, comprehensively, is expected to provide a better result for the community than looking at one topical area at a time.

**Cost Estimate/Comments:**

This project will require a request for proposal to solidify costs. The \$700,000 is a preliminary estimate based on the costs of other large space planning projects.

**Impacts/Outcomes if not Approved:**

If this project is not funded the county will miss opportunities to realign existing users and spaces to make more efficient use of available space, identify needs for the future, understand and plan for future needs, and budget for the future.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 700,000	(\$ 700,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 700,000	(\$ 700,000)	\$ 0	\$ 0	\$ 0



**BCC-02-20AD Board of County Council Increase in State Auditor Rates**

**Priority: 2**

**New request**

Contact Info: name: Tina Redline email: tina.redline@clark.wa.gov phone: 564-397-4978

**Requested Action:**

This package is requesting \$129,700 in ongoing general fund funding to support the increase cost for State Auditor (SAO) billings.

**Justification:**

As of January 1, 2019, hourly billing rates for local government audit work will be \$100, up from the current \$95. The rate for fraud investigations will be \$125, and the rate for auditors in travel status will be 75% of our hourly rate, or \$75. As of January 1, 2020 the rate for audit work will increase from \$100 per hour to \$113 per hour.

**Cost Estimate/Comments:**

This increase is based on the actuals we saw in 2018 which was an increase of \$80,000 over what was budgeted plus \$12,000 increase to cover the cost-of-living rates from 2019, plus \$37,700 to cover the increase in additional hours to audit workday financials in 2020. The cost-of living increases are based on the 2,400 hours the SAO typically expend on Clark County audits; this would increase the annual expense by about \$12,000 for 2019 and another \$37,700 for 2020.

**Impacts/Outcomes if not Approved:**

If this increase is not approved we will be unable to pay the state auditor invoices or the Council would have to determine what they do not wish to fund in the countywide account to make up the \$92,000 difference.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 129,700	(\$ 129,700)	\$ 0	\$ 129,700	(\$ 129,700)
Totals			\$ 0	\$ 129,700	(\$ 129,700)	\$ 0	\$ 129,700	(\$ 129,700)

**BCC-03-20AD Board of County Council Community Support for Columbia River Economic Dev.**

**Priority: 3**

**Previously approved by Council**

Contact Info: name: Shawn Hennessee email: shawn.hennessee@clark.wa.gov phone: 564-397-4307

**Requested Action:**

Councilors approved during the June 26, 2019 Council Time meeting \$50,000 additional support for CREDC. \$25,000 in 2019 and \$25,000 in 2020 for the CREDC Employment Land Study project. Funds will be from the general fund (Councilor's Community Support budget).

**Justification:**

Columbia River Economic Development (CREDC) serves as a general economic development research and reference service for Clark County. CREDC conducts ongoing basic market research, identification of target markets. They also maintain and enhance working relations with the business community in the region to assist with business start-up, expansion needs and technical/consulting services. Reason this was not included in the previous budget is that the decision to provide \$25,000 in support for 2020 was requested and approved on June 26, 2019.

**Cost Estimate/Comments:**

\$25,000 for budget year 2020.

**Impacts/Outcomes if not Approved:**

Previously approved by council in 2019 Fall Supplemental.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 25,000	(\$ 25,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 25,000	(\$ 25,000)	\$ 0	\$ 0	\$ 0

**BCC-04-20AD Board of County Council Community Support for Southwest Clean Air Agency**

**Priority: 4**

**New request**

Contact Info: name: Shawn Henessee email: shawn.henessee@clark.wa.gov phone: 564-397-4307

**Requested Action:**

The Washington Clean Air Act (RCW 70.94.093) requires the Southwest Clean Air Agency (SWCAA) to notify each city, town and county within its jurisdiction of their share of the supplemental income to be paid for the next calendar year. This year the notification increases the county rate by \$23,658 and is based on a per capita fee.

**Justification:**

The SWCAA Board of directors, at its regular board meeting on May 2, 2019 adopted a budget based upon a per capita fee of \$0.53 being charged within the area of the Agency for the financing of the Agency's program, in calendar year 2020. The charge to Clark County, including credit for the Board Member's meeting attendance of \$400.00 is \$117,482.60, based upon the population data provided by the State of Washington Office of Financial Management. This amount was an increase from the 2019 budget of \$93,825.00 by \$23,657.60.

**Cost Estimate/Comments:**

\$23,658 is the increase in cost for SWCAA for 2020; this will be an on-going increase to the General Fund.

**Impacts/Outcomes if not Approved:**

The County will be unable to afford the RCW mandated SWCAA cost for 2020.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 23,658	(\$ 23,658)	\$ 0	\$ 23,658	(\$ 23,658)
Totals			\$ 0	\$ 23,658	(\$ 23,658)	\$ 0	\$ 23,658	(\$ 23,658)

## BCC-05-20AD Board of County Council Association and Dues Increases

**Priority: 5**

**New request**

Contact Info: name: Shawn Henessee email: shawn.henessee@clark.wa.gov phone: 564-397-4307

### **Requested Action:**

This is an ongoing request to increase the County-Wide association and dues budget by five percent (5%) or \$7,885, the County-Wide cost are part of the Clark County Council budget. This increase would be an expense that would impact the General Fund.

### **Justification:**

Each year Association and Dues increase for the county. The requested amount will cover any yearly cost increases for the following expenses: Washington State Association of Counties (WSAC), Washington Association of County Officials (WACO), and National Association of Counties (NACO).

### **Cost Estimate/Comments:**

Estimated cost increase of five percent for Association and Dues is \$7,885 for 2020.

### **Impacts/Outcomes if not Approved:**

If this package is not approved the county will not have enough money to pay for the normal yearly increases for associations and dues.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 7,885	(\$ 7,885)	\$ 0	\$ 7,885	(\$ 7,885)
Totals			\$ 0	\$ 7,885	(\$ 7,885)	\$ 0	\$ 7,885	(\$ 7,885)

## BCC-06-20AD County Manager Indigent Defense Organizational Reporting Change

**Priority: 6**

**Budget neutral**

Contact Info: name: Kathleen Otto email: Kathleen.Otto@clark.wa.gov phone: 564-397-2458

### **Requested Action:**

This package addresses technical changes needed due to the fact that Indigent Defense will no longer be reporting to the Department of Community Services beginning in 2020 and will be under the County Manager's Office. This package updates the baseline coding for Community Services and Indigent Defense based on this organizational change.

### **Justification:**

Indigent Defense will no longer be reporting to the Department of Community Services beginning in 2020 and will be under the County Manager Office.

### **Cost Estimate/Comments:**

This package eliminates five lines totaling \$5 from the Indigent Defense Budget and changes the Cost Center on a revenue transfer to Community Services.

### **Impacts/Outcomes if not Approved:**

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1935	DCS-Administration & Grants Management	Ongoing	\$ 0	(\$ 5)	\$ 5	\$ 0	(\$ 5)	\$ 5
Totals			\$ 0	(\$ 5)	\$ 5	\$ 0	(\$ 5)	\$ 5

**BCC-07-20AD Clark County Council Recreational Vehicle (RV) clean-up**

**Priority: 7**

**New request**

Contact Info: name: Shawn Henessee email: shawn.henessee@clark.wa.gov phone: x4307

**Requested Action:**

This is a requested amendment to the 2020 County Manager's recommended budget to provide \$150,000 in funding necessary to address abandoned and improperly occupied recreational vehicles (RV's) and campers.

**Justification:**

This is a County Council requested amendment to the 2020 County Manager's recommended budget.

**Cost Estimate/Comments:**

The request is for \$150,000, and all work done should be on a not-to-exceed \$150,000 basis. The number of RVs in the county, and the work necessary to address the full scope of the problem, is not precisely known. However, the Council desires to appropriate \$150,000 towards the work necessary to begin addressing the problem in a concerted manner with sufficient financial support to make meaningful progress.

**Impacts/Outcomes if not Approved:**

If not approved, the problem will continue and likely increase. Appropriation of funds is necessary to best address the problem.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	<b>General Fund</b>	One-time	\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 0	\$ 0
1012	<b>County Road Fund</b>	One-time	\$ 50,000	\$ 100,000	(\$ 50,000)	\$ 0	\$ 0	\$ 0
1032	<b>MPD-Operations Fund</b>	One-time	\$ 15,000	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals								

## BGT-01-20AD Budget Office Create New Program For Internal Services

**Priority: 1**

**Budget neutral**

Contact Info: name: Emily Zwetzig email: Emily.Zwetzig@clark.wa.gov phone: 564-397-5092

**Requested Action:**

This package reallocates existing budget from the Budget Office cost center (CC159) to a new program within Internal Services Administration cost center (CC171). The new program will be called Financial Support Services and will house the two Management Analyst Senior Positions and their controllable budgets.

**Justification:**

This request will help Internal Services track the expense related to Financial Support Services by adding a new program and moving the positions from the Budget Office to Internal Services.

**Cost Estimate/Comments:**

This package has no financial impact, it only moves existing budget with-in the General Fund to a new cost center and program.

**Impacts/Outcomes if not Approved:**

If not approved the expenditure budget for the financial support functions would remain in the Budget Office Administration Program.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## **BGT-02-20AD    Budget Office    Update Fleet Allocations for 2020**

**Priority: 2**

**New request**

Contact Info:    name: Lisa Boman    email: Lisa.Boman@clark.wa.gov    phone: 564-397-4389

### **Requested Action:**

This decision package updates baseline expenses and revenues for the 2020 budget to reflect the newly calculated fleet costs as provided by Public Works Fleet Division.

### **Justification:**

The new rates were not finalized in time to be included with baseline worksheets that were released to departments and offices in early June 2019. The Budget Office received the updated rates in July 2019.

### **Cost Estimate/Comments:**

### **Impacts/Outcomes if not Approved:**

If this package is not approved fleet charges will not align with the budget established in the Fleet division.



Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 232,169	(\$ 232,169)	\$ 0	\$ 0	\$ 0
1003	Event Center Fund	One-time	\$ 0	\$ 468	(\$ 468)	\$ 0	\$ 0	\$ 0
1011	Planning And Code Fund	One-time	\$ 0	(\$ 4,742)	\$ 4,742	\$ 0	\$ 0	\$ 0
1012	County Road Fund	One-time	\$ 0	(\$ 2,936,645)	\$ 2,936,645	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	One-time	\$ 0	\$ 60,087	(\$ 60,087)	\$ 0	\$ 0	\$ 0
1033	Mental Health Sales Tax Fund	One-time	\$ 0	(\$ 31,870)	\$ 31,870	\$ 0	\$ 0	\$ 0
1935	DCS-Administration & Grants Management	One-time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
1952	Mental Health Fund	One-time	\$ 0	\$ 11	(\$ 11)	\$ 0	\$ 0	\$ 0
1953	Developmental Disability Fund	One-time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
4420	Clean Water Fund	One-time	\$ 0	(\$ 3,253)	\$ 3,253	\$ 0	\$ 0	\$ 0
4580	Wastewater Maintenance & Operation Fund	One-time	\$ 0	(\$ 4,752)	\$ 4,752	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
5092	Data Processing Revolving Fund	One-time	\$ 0	\$ 35	(\$ 35)	\$ 0	\$ 0	\$ 0
5093	Central Support Services Fund	One-time	\$ 0	\$ 1,783	(\$ 1,783)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	(\$ 2,686,709)	\$ 2,686,709	\$ 0	\$ 0	\$ 0

**BGT-03-20AD Budget Office Increase General Fund Property Taxes by 1.0%**

**Priority: 3**

**Budget Intervention**

Contact Info: name: Willy Traub

email: willy.traub@clark.wa.gov

phone: x5044

**Requested Action:**

This decision package adds \$639,370 to General Fund ongoing annual forecasted revenues by utilizing the 1% increase over last year's actual levy available to taxing districts each year by law.

**Justification:**

Washington state law allows counties to increase their property tax levy as it was imposed in the prior year by one percent plus an allowance for new construction and other elements (subject to limitations). Property tax is the most reliable and predictable ongoing revenue in the General Fund, and is essential to funding ongoing county operations.

**Cost Estimate/Comments:**

Increasing the General Fund property tax levy by approximately 1.0% is estimated to increase 2020 annual property tax due from a median-priced home of approximately \$360,000 in Clark County by a total of about \$3.48.

**Impacts/Outcomes if not Approved:**

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 639,370	\$ 0	\$ 639,370	\$ 639,370	\$ 0	\$ 639,370
Totals			\$ 639,370	\$ 0	\$ 639,370	\$ 639,370	\$ 0	\$ 639,370

## BGT-04-20AD Budget Office Debt fund payment schedule update

**Priority: 4**

**New request**

Contact Info: name: Willy Traub

email: willy.traub@clark.wa.gov

phone: x5044

**Requested Action:**

This decision package updates the debt fund payments for the county's debt fund 2914 in order to account for 2020 obligations.

**Justification:**

The county's debt obligations change from year-to-year as debt is paid off, new debt is acquired, and payment amounts change.

**Cost Estimate/Comments:**

Between all funds and activities, the county's debt fund will make approximately \$12.7 million dollars in principal and interest payments in 2020 on already-approved debt.

**Impacts/Outcomes if not Approved:**

The county's debt fund would have insufficient budget capacity to make all anticipated debt payments for the year.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 4,641	(\$ 4,641)	\$ 0	\$ 4,641	(\$ 4,641)
1012	County Road Fund	Ongoing	\$ 0	(\$ 10,205)	\$ 10,205	\$ 0	(\$ 10,205)	\$ 10,205
2914	General Obligation Bonds Fund	Ongoing	\$ 295,304	\$ 252,688	\$ 42,616	\$ 295,304	\$ 252,688	\$ 42,616
3085	Conservation Future Fund	Ongoing	\$ 0	\$ 279,690	(\$ 279,690)	\$ 0	\$ 279,690	(\$ 279,690)
3083	Real Estate Excise Tax II Fund	Ongoing	\$ 0	\$ 1,562	(\$ 1,562)	\$ 0	\$ 1,562	(\$ 1,562)
1026	Exhibition Hall Dedicated Revenue Fund	Ongoing	\$ 0	\$ 7,560	(\$ 7,560)	\$ 0	\$ 7,560	(\$ 7,560)
3056	Real Estate Excise Tax Fund - I	Ongoing	\$ 0	\$ 10,734	(\$ 10,734)	\$ 0	\$ 10,734	(\$ 10,734)
Totals			\$ 295,304	\$ 546,670	(\$ 251,366)	\$ 295,304	\$ 546,670	(\$ 251,366)

**BGT-05-20AD Budget Office Increase Sales tax to Local Revitalization Fund**

**Priority: 5**

**New request**

Contact Info: name: Willy Traub email: willy.traub@clark.wa.gov phone: 360-397-6097x5044

**Requested Action:**

Increase the amount budgeted to transfer funds from the General Fund sales taxes received to the Local Revitalization Fund in the amount that is attributable to sales activity taking place within the boundaries of the 179th St Local Revitalization Financing (LRF) area.

**Justification:**

In 2010, Clark County established the LRF area. Until such time that the conditions of the funding from the state are triggered, a portion of the property and sales tax collected within that area are redirected into the LRF fund to help pay for bond financing of improvements associated with development in the area.

**Cost Estimate/Comments:**

To ease the burden of administering the program, the amount of sales tax attributable to activity in the LRF area is calculated by assuming the growth of taxable retail sales in the area has been proportional to the growth of taxable retail sales countywide since 2015 when regional data was collected.

**Impacts/Outcomes if not Approved:**

Clark County may lose eligibility for \$12 million dollars in state funds which can be used to assist in the payment of bonds potentially secured in the future to fund infrastructure improvements in the area.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 66,000	(\$ 66,000)	\$ 0	\$ 66,000	(\$ 66,000)
1035	LRF-Local Revitalization Financing	Ongoing	\$ 66,000	\$ 0	\$ 66,000	\$ 66,000	\$ 0	\$ 66,000
Totals			\$ 66,000	\$ 66,000	\$ 0	\$ 66,000	\$ 66,000	\$ 0

## **BGT-07-20AD    Budget Office    Update Indirect Cost Allocations**

**Priority: 7**

**New request**

Contact Info:    name: Lisa Boman    email: Lisa.Boman@clark.wa.gov    phone: (564) 397-4389

### **Requested Action:**

This request is to update the ongoing 2020 baseline expense and revenue budgets of departments and offices in various countywide funds. These functional areas of the County are participants in the Indirect Central Service Cost Allocation Plan.

### **Justification:**

The plan is prepared annually by the Auditor's office in mid to late spring. This year's update was not completed in time to be included in baseline worksheets that went out to departments and offices on July 1, 2019. The package is necessary so that departments and offices will have the needed budget capacity to accommodate the changes in the plan.

### **Cost Estimate/Comments:**

The net impact to the General Fund is a decrease of \$20,616. Other funds affected include the Planning and Code Fund with the most significant change of an increase of \$282,302, followed by the Public Health Fund with an increase of \$185,642 and the County Road Fund with an increase of \$148,652. These large increases are likely due to a clean-up effort which increased depreciation of intangible assets in 2018 primarily related to software related items. These clean-up efforts will have a one-time impact.

### **Impacts/Outcomes if not Approved:**

If the package is not approved the impact to departments and offices budget is that their capacity may be eroded in order to meet this obligation.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 684,949	(\$ 20,616)	\$ 705,565	\$ 684,949	(\$ 20,616)	\$ 705,565
5006	Elections Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
1002	Auditor's O & M Fund	Ongoing	\$ 0	(\$ 1,045)	\$ 1,045	\$ 0	(\$ 1,045)	\$ 1,045
1011	Planning And Code Fund	Ongoing	\$ 0	\$ 281,935	(\$ 281,935)	\$ 0	\$ 281,935	(\$ 281,935)
1012	County Road Fund	Ongoing	\$ 0	\$ 148,652	(\$ 148,652)	\$ 0	\$ 148,652	(\$ 148,652)
1032	MPD-Operations Fund	Ongoing	\$ 0	\$ 25,886	(\$ 25,886)	\$ 0	\$ 25,886	(\$ 25,886)
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	(\$ 3,134)	\$ 3,134	\$ 0	(\$ 3,134)	\$ 3,134
1935	DCS-Administration & Grants Management	Ongoing	\$ 0	\$ 18,704	(\$ 18,704)	\$ 0	\$ 18,704	(\$ 18,704)
4420	Clean Water Fund	Ongoing	\$ 0	\$ 35,541	(\$ 35,541)	\$ 0	\$ 35,541	(\$ 35,541)
4580	Wastewater Maintenance & Operation Fund	Ongoing	\$ 0	\$ 23,023	(\$ 23,023)	\$ 0	\$ 23,023	(\$ 23,023)
5091	Equipment Rental & Revolving Fund	Ongoing	\$ 0	\$ 23,574	(\$ 23,574)	\$ 0	\$ 23,574	(\$ 23,574)
5092	Data Processing Revolving Fund	Ongoing	\$ 0	(\$ 10,836)	\$ 10,836	\$ 0	(\$ 10,836)	\$ 10,836
1014	Bonneville Timber Fund	Ongoing	\$ 0	(\$ 7,980)	\$ 7,980	\$ 0	(\$ 7,980)	\$ 7,980
1017	Narcotics Task Force Fund	Ongoing	\$ 0	\$ 721	(\$ 721)	\$ 0	\$ 721	(\$ 721)
1018	Arthur D. Curtis Children's Justice Center (CJC)	Ongoing	\$ 0	\$ 1,158	(\$ 1,158)	\$ 0	\$ 1,158	(\$ 1,158)
1019	Veterans Assistance Fund	Ongoing	\$ 0	(\$ 1,759)	\$ 1,759	\$ 0	(\$ 1,759)	\$ 1,759
1022	Crime Victim and Witness Assistance Fund	Ongoing	\$ 0	\$ 3,353	(\$ 3,353)	\$ 0	\$ 3,353	(\$ 3,353)
1025	Health Department	Ongoing	\$ 0	\$ 185,642	(\$ 185,642)	\$ 0	\$ 185,642	(\$ 185,642)
4014	Solid Waste Fund	Ongoing	\$ 0	(\$ 22,645)	\$ 22,645	\$ 0	(\$ 22,645)	\$ 22,645
Totals			\$ 684,949	\$ 680,174	\$ 4,775	\$ 684,949	\$ 680,174	\$ 4,775

## **BGT-08-20AD    Budget Office    Deep Dive Project Budget Impacts**

**Priority: 8**

### **Budget Intervention**

Contact Info:    name: Willy Traub                      email: willy.traub@clark.wa.gov                      phone: 360-397-6097 x5044

### **Requested Action:**

Adjust the 2020 budgets for various departments and offices throughout the county to realize savings identified in the 2019 Budget Deep dive project.

### **Justification:**

One of the 2019 Budget Deep Dive project's purposes was to start the conversation about how to find additional efficiencies and cost savings within existing department/office budgets that will help steer the County's financial outlook to a more fiscally resilient and sustainable future. Meetings with department/office representatives began in February 2019 and concluded in May 2019.

### **Cost Estimate/Comments:**

During this exercise, departments and office identified achievable budget reductions for 2020. Some of these reductions have already been proposed and approved in the 2019 spring budget supplemental and carried-forward into the 2020 budget development process. This decision package will enact the remainder of the budget reductions slated to begin in 2020.

### **Impacts/Outcomes if not Approved:**

Allocations for expenditures that are not planned to take place in 2020 will remain the budget, negatively impacting the county's ability to accurately forecast and plan for its expenses.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 166,450)	\$ 166,450	\$ 0	(\$ 166,450)	\$ 166,450
0001	General Fund	One-time	\$ 0	(\$ 472,456)	\$ 472,456	\$ 0	\$ 0	\$ 0
1003	Event Center Fund	One-time	\$ 250,000	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 0
1935	DCS-Administration & Grants Management	Ongoing	(\$ 20,000)	(\$ 20,000)	\$ 0	(\$ 20,000)	(\$ 20,000)	\$ 0
5093	Central Support Services Fund	One-time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
1026	Exhibition Hall Dedicated Revenue Fund	One-time	\$ 0	\$ 472,456	(\$ 472,456)	\$ 0	\$ 0	\$ 0
Totals			\$ 230,000	\$ 63,550	\$ 166,450	(\$ 20,000)	(\$ 186,450)	\$ 166,450



**BGT-09-20AD Budget Office Increase Road Fund Property Taxes by 1%**

**Priority: 9**

**New request**

Contact Info: name: Willy Traub email: willy.traub@clark.wa.gov phone: 360-397-6097 x5044

**Requested Action:**

This decision package adds approximately \$415,000 to Road Fund ongoing annual revenues in recognition of a one percent annual property tax increase in 2020.

**Justification:**

Washington state law allows counties to increase their property tax levy as it was imposed in the prior year by one percent plus an allowance for new construction and other elements (subject to limitations). Property tax is a reliable and predictable ongoing revenue source for the Road Fund. In years where less than a one percent increase is imposed but a levy resolution is passed the county is permitted to bank the unused levy capacity to be imposed in the future if the council deems it necessary.

**Cost Estimate/Comments:**

Increasing the Road Fund property tax levy by one percent is estimated to increase 2020 annual property tax due from a median-priced home of approximately \$360,000 in unincorporated Clark County by about \$4.76.

**Impacts/Outcomes if not Approved:**

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1012	County Road Fund	Ongoing	\$ 414,768	\$ 0	\$ 414,768	\$ 414,768	\$ 0	\$ 414,768
Totals			\$ 414,768	\$ 0	\$ 414,768	\$ 414,768	\$ 0	\$ 414,768

**BGT-10-20AD Budget Office Move budget to cover sales tax on Questica project**

**Priority: 10**

**Budget neutral**

Contact Info: name: Willy Traub email: willy.traub@clark.wa.gov phone: 360-397-6097 x5044

**Requested Action:**

Move \$10,332 from the Budget Office's controllable budget into the Information Services Department controllable budget to cover the sales tax costs associated with the Questica budgeting software annual subscription fee.

**Justification:**

Questica is a software-as-a-service product where users pay an annual fee for use of the software which is regularly maintained and hosted by the product vendor. Sales tax on the annual fee was not included in the original budget request for Questica. The Budget Office requests to redeploy a portion of its controllable budget to cover the forecasted cost.

**Cost Estimate/Comments:**

The annual maintenance cost for Questica and its associated modules is presently \$123,000. The sales tax rate for the subscription is 8.4% which equals \$10,332 required annually.

**Impacts/Outcomes if not Approved:**

The controllable budget for the Information Services Department will be negatively impacted by having to absorb the sales tax costs of the Questica annual subscription.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**BGT-11-20AD Budget Office Mental Health Sales Tax 2020 External RFP Funding**

**Priority: 11**

**New request**

Contact Info: name: Lisa Boman email: lisa.boman@clark.wa.gov phone: x4389

**Requested Action:**

The Clark County Mental Health Sales Tax Funding Advisory Board will be reviewing all new proposals for 2020 Mental Health Sales Tax external RFP grant award funding on September 16, 2019. The Advisory Board has recommended that \$1.2M of onetime funding be allocated for successful applicants. Furthermore, the Advisory Board recommends that \$120,000 (10% of the \$1.2M) be appropriated to administer the awarded grants.

**Justification:**

Funding will be awarded to successful RFP applicants that demonstrate and produce results in one or more of the following categories: Prevention and Early Intervention, Recovery and Re-entry, Outreach and Engagement, Therapeutic Court Support. These funds may not be used toward any of the following: Supplanting existing programs or services, services that are eligible for Medicaid, Lobbying, equipment, the purchase of staff time, supplies, materials, or anything else that is not directly associated with the service or program described in the submission.

**Cost Estimate/Comments:**

Funds shall be used solely for the purpose of providing for the operation or delivery of substance abuse or mental health treatment and prevention programs and services and for the operation or delivery of therapeutic court programs and services. “Programs and services” includes, but is not limited to: treatment services, case management, transportation, and housing that are a component of a coordinated chemical dependency or mental health treatment program or service (RCW 82.14.460).

**Impacts/Outcomes if not Approved:**

The Clark County Council authorized creation of the Mental Health Sales Tax Funding Advisory Board on February 27, 2018 for the dual purpose of: Creating a formal process for collecting and evaluating new funding requests; and Providing advisory input to the county manager’s recommend budget to the county council. The impact if this package is not approved is that the grant awards to external RFP applicants will not be funded.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1033	Mental Health Sales Tax Fund	One-time	\$ 0	\$ 1,320,000	(\$ 1,320,000)	\$ 0	\$ 0	\$ 0
1952	Mental Health Fund	One-time	\$ 1,320,000	\$ 1,320,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 1,320,000	\$ 2,640,000	(\$ 1,320,000)	\$ 0	\$ 0	\$ 0

## **BGT-12-20AD Budget Office Increase General Fund Property Taxes by .979%**

**Priority: 12**

### **Budget Intervention**

Contact Info: name: Willy Traub

email: willy.traub@clark.wa.gov

phone: x5044

### **Requested Action:**

This package may only be approved if BGT-03-20AD, the 1% property tax increase for the General Fund, is also approved.

This decision package adds an additional \$621,315 to General Fund forecasted ongoing annual revenues above the 1% increase by utilizing available banked levy capacity resulting in a forecasted property tax increase in 2020 for a total of \$1,260,685. The use of banked levy capacity may only occur in addition to the imposition of a one percent increase annually over the previous year levy for an estimated approximate total increase of 1.979%.

### **Justification:**

Washington state law allows counties to increase their property tax levy as it was imposed in the prior year by one percent plus an allowance for new construction and other elements (subject to limitations). Taxing districts may choose to not impose the full increase available and instead bank the capacity for future use in an increase above the normal 1% allowed. Property tax is the most reliable and predictable ongoing revenue in the General Fund, and is essential to funding ongoing county operations.

### **Cost Estimate/Comments:**

Increasing the General Fund property tax levy by approximately 1.979% is estimated to increase 2020 annual property tax due from a median-priced home of approximately \$360,000 in Clark County by a total of about \$6.90.

### **Impacts/Outcomes if not Approved:**

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 621,315	\$ 0	\$ 621,315	\$ 621,315	\$ 0	\$ 621,315
Totals			\$ 621,315	\$ 0	\$ 621,315	\$ 621,315	\$ 0	\$ 621,315

## **BGT-90-20AD    Budget Office    Ongoing impacts of 2019 fall supplemental**

**Priority: 99**

**Previously approved by Council**

Contact Info:    name: Lisa Boman

email: lisa.boman@clark.wa.gov

phone: x4389

### **Requested Action:**

Update the 2020 budget adopt with the ongoing impacts of approved decision packages in the 2019 fall budget supplemental.

### **Justification:**

The 2020 budget is developed during 2019, with several stages of the process completed before the fall supplemental is approved by the county council. This package acts as a placeholder, waiting to be loaded with the ongoing impacts of the decision packages once approved.

### **Cost Estimate/Comments:**

Based on the cost information loaded into the 2020 column of the decision packages submitted and approved in the 2019 fall supplemental.

### **Impacts/Outcomes if not Approved:**

The 2020 budget will be insufficient to cover anticipated and approved expenditures from the 2019 fall supplemental.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 380,934	(\$ 181,890)	\$ 562,824	\$ 380,934	(\$ 181,890)	\$ 562,824
0001	General Fund	One-time	\$ 125,363	\$ 125,363	\$ 0	\$ 0	\$ 0	\$ 0
1012	County Road Fund	Ongoing	\$ 0	(\$ 144,288)	\$ 144,288	\$ 0	(\$ 144,288)	\$ 144,288
1032	MPD-Operations Fund	One-time	\$ 25,000	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0
1953	Developmental Disability Fund	Ongoing	\$ 250,000	\$ 250,000	\$ 0	\$ 250,000	\$ 250,000	\$ 0
4580	Wastewater Maintenance & Operation Fund	Ongoing	\$ 0	(\$ 47,750)	\$ 47,750	\$ 0	(\$ 47,750)	\$ 47,750
5093	Central Support Services Fund	Ongoing	\$ 36,070	\$ 36,070	\$ 0	\$ 36,070	\$ 36,070	\$ 0
3083	Real Estate Excise Tax II Fund	One-time	\$ 0	\$ 25,000	(\$ 25,000)	\$ 0	\$ 0	\$ 0
1018	Arthur D. Curtis Children's Justice Center (CJC)	Ongoing	\$ 90,280	\$ 62,830	\$ 27,450	\$ 90,280	\$ 62,830	\$ 27,450
1025	Health Department	Ongoing	\$ 0	\$ 11,271	(\$ 11,271)	\$ 0	\$ 11,271	(\$ 11,271)
1025	Health Department	One-time	\$ 0	\$ 57,408	(\$ 57,408)	\$ 0	\$ 0	\$ 0
1013	Camp Bonneville Fund	Ongoing	\$ 0	\$ 144,288	(\$ 144,288)	\$ 0	\$ 144,288	(\$ 144,288)
6315	BJA-Block Grant Fund	One-time	\$ 41,335	\$ 41,335	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 948,982	\$ 404,637	\$ 544,345	\$ 757,284	\$ 130,531	\$ 626,753

**BOE-01-20AD Board of Equalization Board of Equalization 2020 budget Increase**

**Priority: 1**

**New request**

Contact Info: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 564-397-4118

**Requested Action:**

This package is requesting the one-time increase in General Fund expense authority in the amount of \$15,650 for additional 2020 petition hearing dates for the Board of Equalization (BOE).

**Justification:**

In 2018, the BOE reviewed a total of 869 petitions on the assessed values of properties. That number increased to 1532 petitions in 2019. This number is expected to remain high for 2020. In order to provide timely hearing dates to taxpayers, additional hearing dates must be scheduled. This will result in an increase in personnel cost for the BOE members.

**Cost Estimate/Comments:**

This package is a one-time request for a total of \$15,650 that will cover extra days for hearings and extra days for the chair to write decision letters.

**Impacts/Outcomes if not Approved:**

The BOE will not be able to schedule enough hearing dates to address all of the 2020 petitions. This will leave the taxpayer with no resolution until they have already paid the higher tax amount.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 15,650	(\$ 15,650)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 15,650	(\$ 15,650)	\$ 0	\$ 0	\$ 0

## CJC-01-20AD Children’s Justice Center CJC Grant & Donation Adjustments

**Priority: 1**

**New request**

Contact Info: name: Amy Russell email: amy.russell@clark.wa.gov phone: 564.397.5624

**Requested Action:**

This Decision Package requests an ongoing revenue and corresponding expense modification. CJC received an increase in funding for FY19-20 from a federal pass-through Victims of Crime Act grant in the amount of \$41,593, with concurrent expenses in the same amount. Revenue from Contributions and Donations are anticipated to increase by \$10,448, with a coinciding increase in expenses in the same amount. This is anticipated to remain level in upcoming years.

**Justification:**

This request is necessary to reflect an actual grant increase in VOCA funds awarded to CJC for FY19-20, with level funding anticipated for FY20-21, and to reflect actual increases received in Contributions and Donations for 2019 and anticipated flat funding henceforth. Expenses in CJC operating costs will increase to match revenues, for a net zero effect on the County General Fund Balance.

**Cost Estimate/Comments:**

Cost estimates for operating expenses are equal to additional revenue realized and pledged.

**Impacts/Outcomes if not Approved:**

VOCA grant awards have already been announced for FY19-20, and Contributions and donations have already been pledged for 2020. Denial will negatively impact future grant funding and donations pledged for CJC. The estimated net impact on the 2020 General Fund Balance is zero.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1018	Arthur D. Curtis Children's Justice Center (CJC)	Ongoing	\$ 52,041	\$ 52,041	\$ 0	\$ 52,041	\$ 52,041	\$ 0
Totals			\$ 52,041	\$ 52,041	\$ 0	\$ 52,041	\$ 52,041	\$ 0



## **CLK-01-20AD Clerk's Office Judicial Proceeding Specialist for 11th Judge**

**Priority: 1**

**New request**

Contact Info: name: Baine Wilson email: baine.wilson@clark.wa.gov phone: 564-397-4242

### **Requested Action:**

1 Judicial Proceeding Specialist - Ongoing request - General fund

The clerk's office has been advised Superior Court is requesting an 11th judicial position. If this is approved the clerk's office is requesting a Judicial Proceeding Specialist position to support an additional judge.

There is no new revenue to support this request. In fact, the clerk's office is seeing a decrease in revenue as changes in the law are allowing more indigent citizens access to justice by providing judicial waivers for filing fees, waivers of fines, fees and interest.

### **Justification:**

The Judicial Proceeding Specialist attends all court sessions for the judge, taking minutes of the proceedings. If an 11th judicial position is granted, the clerk's office currently does not have the staff to cover another judicial position.

Historically when a new judicial officer is added, the county clerk's office receives 2 additional staff. It is state mandated a court clerk attend all court hearings/trials to take minutes of the proceedings.

### **Cost Estimate/Comments:**

Salary and benefits costs estimated using the Budget Office position costing tool.

### **Impacts/Outcomes if not Approved:**

There would no clerk coverage for this new judge causing the court to not function.

The clerk's office is mandated by the state to attend and take minutes of all court proceedings.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 26,294	(\$ 26,294)	\$ 0	\$ 63,106	(\$ 63,106)
Totals			\$ 0	\$ 26,294	(\$ 26,294)	\$ 0	\$ 63,106	(\$ 63,106)

## CLK-03-20AD Clerk's Office Judicial Proceeding Spec. for Specialty Courts

**Priority: 3**

**New request**

Contact Info: name: Baine Wilson email: baine.wilson@clark.wa.gov phone: 564-397-4242

### Requested Action:

1 Judicial Proceeding Specialist - One-Time 2-Year Project Position

In the past year, the PA's office in collaboration with superior and district courts added 2 additional specialty courts: mental health and veterans courts. The dockets are covered by a District Court judge but a superior court clerk is required to be in attendance to take minutes of the proceedings.

There is no new revenue to cover this request.

### Justification:

The clerk's office does not have the JPS staff to cover these additional dockets. In addition our ITA hearings have increased from 190 cases in 2017 to a projection of 364 cases in 2019. These cases are off site causing a clerk to be out of the office for the first half of the day. There are currently 13.5 judicial officers with 14 judicial proceeding specialist positions. With turnover, vacations and sick leave, there are not enough clerks to cover all the dockets and leads are being pulled to help with workload.

### Cost Estimate/Comments:

\$61,998 salary and benefits each year for the two years of the project position.

### Impacts/Outcomes if not Approved:

The clerk's capacity to perform its mandated functions and provide acceptable levels of service will decline if a new FTE is not provided.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1033	Mental Health Sales Tax Fund	One-time	\$ 0	\$ 60,422	(\$ 60,422)	\$ 0	\$ 62,500	(\$ 62,500)
Totals			\$ 0	\$ 60,422	(\$ 60,422)	\$ 0	\$ 62,500	(\$ 62,500)

## CLK-04-20AD Clerk's Office Court Assistant II

### Priority: 4

### New request

Contact Info: name: Baine Wilson email: baine.wilson@clark.wa.gov phone: 564-397-4242

### Requested Action:

1 Court Assistant - One-time 2 year project position

In the past year, the PA's office in collaboration with superior and district courts added 2 additional specialty courts: mental health and veteran's courts. These dockets are covered by a District Court judge but the clerk's office is responsible for all the entry, filing of documents and phone calls associated with these courts.

In addition our ITA hearings have increased from 190 cases in 2017 to a projection of 364 cases in 2019.

There is no new revenue to cover this request.

### Justification:

The court assistant covers the increased demands from the 2 additional dockets plus the increase in ITA hearings. This includes functions such as additional pleadings filed, entry, phone calls, and upkeep of ITA files as these cases are not paperless.

In November 2018, the office was forced to convert our SCOMIS (state system) to Odyssey. This system has proved to be cumbersome and inefficient for its users. entry of filed documents into the system would take between 2-3 days and now in the new system we are currently 2 weeks behind. This causes issues for our customers and judges.

### Cost Estimate/Comments:

\$57,445 salary and benefits each year of the two years of the project position.

### Impacts/Outcomes if not Approved:

The clerk’s capacity to perform its mandated functions and provide acceptable levels of service will decline if a new FTE is not provided.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1033	Mental Health Sales Tax Fund	One-time	\$ 0	\$ 57,955	(\$ 57,955)	\$ 0	\$ 58,957	(\$ 58,957)
Totals			\$ 0	\$ 57,955	(\$ 57,955)	\$ 0	\$ 58,957	(\$ 58,957)

**COM-01-20AD Community Development - Administration Com Dev Dept Indirect Cost Allocation Plan (IDCAP)**

**Priority: 2**

**New request**

Contact Info: name: Dave DeGroot email: dave.degroot@clark.wa.gov phone: 564.397.5136

**Requested Action:**

Approve Com Dev IDCAP for implementation effective with the adoption of the 2020 annual budget, to be updated on an ongoing basis as part of the annual budget process.

**Justification:**

An IDCAP for the Com Dev Dept that calculates and spreads dept-wide indirect costs to other depts/divisions/programs that receive one or more services. This IDCAP reflects:

1. County gov reorg that moved GIS and Development Engineering divisions to the Com Dev Dept, effective 1/1/2019 and 7/1/2019, respectively.
2. Allocation bases that closely match the benefits received from the services provided, avoiding the use of proxies such as FTEs and budget dollars. Departure approved by Financial Services.
3. Reflects County-Wide IDCAP prep practices.
4. Segregates the Bus Tech Group from Admin.

**Cost Estimate/Comments:**

The IDCAP proposed model uses the single step-down method to allocate costs. The three service provider divisions in step-down order are (1) Admin, (2) Bus Tech Group, and (3) Permit Center.

The funds and operating divisions therein that are benefitting from the activities of these service provider divisions include:

General Fund (Com Dev: Code Enforce, Fire Marshal, Animal Control; Community Planning; PW/Forestry)

County Building Fund (Com Dev: Building Services, Land Use Review, Wetland Habitat Review)

County Road Fund (PW: Inspection)

Impact Fee Funds (PW: TIFs, PIFs)

**Impacts/Outcomes if not Approved:**

Permit revenues receipted into the County Building Fund 1011 are legally restricted for building related activities. This IDCAP as proposed will recoup reimbursements from those funds/depts/divisions/programs that have non-building related activities that benefit from these services, in compliance with RCW 82.02.020.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 239,496	(\$ 239,496)	\$ 0	\$ 239,496	(\$ 239,496)
1011	Planning And Code Fund	Ongoing	\$ 3,322,653	\$ 3,083,157	\$ 239,496	\$ 3,322,653	\$ 3,083,157	\$ 239,496
Totals			\$ 3,322,653	\$ 3,322,653	\$ 0	\$ 3,322,653	\$ 3,322,653	\$ 0

**COM-02-20AD Community Development/Business Technology 2020 Land Management permitting system operations**

**Priority: 3**

**New request**

Contact Info: name: Carol L. Brown

email: carol.brown@clark.wa.gov

phone: x4379

**Requested Action:**

Approval of ongoing funding for continuous improvement of the CC LMS permitting system. The \$384,000 budget request requires investment per the following: Fund 1011 in the amount of \$379,000; and General Fund (0001) in the amount of \$5,000.

**Justification:**

Approval of this request safeguards the county's investment in infrastructure, maintains existing services levels and permit availability. The budget will ensure quarterly vendor updates for 46 permit processes due to changes in state or local laws, internal process improvements that increase staff and citizen efficiencies, and the reduction or elimination of permit process redundancies. Supports the Citygate fee study findings and the ComDev time & motion study recommendations.

**Cost Estimate/Comments:**

Continuous improvement and configuration estimates are based on previous year funding for issue and defect resolution, internal programming to enhance functionality and for projected recommendations identified in the City Gate fee study and cost recovery review report for 2020. This investment includes a one-time implementation cost estimated at \$150,000 for a high priority improvement to the public portal to increase citizen success by reducing confusion in navigating the complex application process.

**Impacts/Outcomes if not Approved:**

Loss of vendor support for existing systems and our contractual obligations would leave the county and citizens at risk of reduced or eliminated permitting software services. CDD's ability to respond effectively to state, local or internal law changes or mandates will limit our ability to manage critical issues effectively. Citizens and customers of our public portal will continue to face challenges navigating complex applications.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 5,000	(\$ 5,000)	\$ 0	\$ 0	\$ 0
1011	Planning And Code Fund	One-time	\$ 0	\$ 374,000	(\$ 374,000)	\$ 0	\$ 0	\$ 0
1012	County Road Fund	One-time	\$ 0	\$ 5,000	(\$ 5,000)	\$ 0	\$ 0	\$ 0
<b>Totals</b>			<b>\$ 0</b>	<b>\$ 384,000</b>	<b>(\$ 384,000)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

## COP-01-20AD Community Planning Buildable Lands and Shoreline Grants 2019-2021

**Priority: 1**

**Budget neutral**

Contact Info: name: Sonja Wiser email: Sonja.wiser@clark.wa.gov phone: 564-397-2280

### **Requested Action:**

This package is recognizing new one-time revenue for the 3-year Buildable Lands Grants totaling \$523,000 and 1-year Shoreline Master Plan grant totaling \$85,000 to complete mandated updates. The bulk of the grant funds will off-set current general fund expenditures. The remainder will be used for one-time new expenditures authority for consultant services.

### **Justification:**

Buildable Lands Grant: This is a one-time three-year grant package from the Dept. of Commerce. The Commerce Buildable Lands grant was unexpected. This 3-year one-time grant will be disbursed as follows: Year 2019 - \$174,000; Year 2020 - \$174,500 and Year 2021 - \$174,500 totaling \$523,000. The consultant services are estimated to be \$200,000, \$25,000 expended in 2019 and the remaining \$175,000 expended in 2020 and 2021.

Ecology is expected to provide a one-time grant of \$85,000 for the Shoreline Master Plan update of which \$40,000 will be used for consultant services in 2020.

### **Cost Estimate/Comments:**

Expense budget is needed for consultant services in the amount of \$215,000 for 2020. These costs are estimated based on a recent Buildable Lands Grant Request for Proposal was issued in July and other GMA counties RFPs for Shoreline consulting services.

### **Impacts/Outcomes if not Approved:**

If not approved, we will not have sufficient expenditure authority to use the grant money and will not meet our statutory deadline to submit the Buildable Lands Report and the Shoreline Master Plan update.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 259,500	\$ 215,000	\$ 44,500	\$ 174,500	\$ 0	\$ 174,500
Totals			\$ 259,500	\$ 215,000	\$ 44,500	\$ 174,500	\$ 0	\$ 174,500

## COS-01-20AD Community Services Hospital Readmission Reduction Project

**Priority: 2**

**New request**

Contact Info: name: Abdelmajid Majidi email: Abdelmajid.Majidi@clark.wa.gov phone: 7819

**Requested Action:**

Clark County Crisis Services is requesting ongoing funding for the addition of one full-time staff member who will focus on inpatient hospital referrals and post-hospitalization support of individuals served through the involuntary treatment program. The purpose of the new position is to reduce hospital and jail readmissions following involuntary treatment and to streamline the hospital referral process. The selected staff member will provide transitional support to individuals leaving inpatient hospitalization and will work with community providers to ensure that served individuals are connected to needed support following hospital discharge.

**Justification:**

Over the last year, the number of ITA (Involuntary Treatment Act) requests received by Clark County Crisis Services has increased by nearly 40%. During that time, we have also seen an increase in the number of individuals who have been readmitted to a psychiatric hospital soon after discharge. This new program will work to reduce readmissions through post-hospitalization support while freeing up time for Designated Crisis Responder's to respond to additional requests. Beacon Health Options has stated that there is no available funding at this time for a program expansion.

**Cost Estimate/Comments:**

2020 \$84,363.40

**Impacts/Outcomes if not Approved:**

If Crisis Services does not receive the grant, the additional placement and reentry services described here will not be provided. Individuals will continue to receive mandated involuntary treatment services but our current staffing does not allow for the proposed expansion of placement and reentry services without the addition of the proposed staff member.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 84,364	(\$ 84,364)	\$ 0	\$ 85,809	(\$ 85,809)
1952	Mental Health Fund	Ongoing	\$ 84,364	(\$ 9,964)	\$ 94,328	\$ 85,809	(\$ 11,010)	\$ 96,819
Totals			\$ 84,364	\$ 74,400	\$ 9,964	\$ 85,809	\$ 74,799	\$ 11,010



## COS-02-20AD Community Services Contract Increase for Indigent Defense Attorneys

**Priority: 1**

**New request**

Contact Info: name: Abdelmajid Majidi email: Abdelmajid.Majidi@clark.wa.gov phone: 7819

**Requested Action:**

This is an ongoing request for General Fund appropriation in the amount of \$179,275 to support a council-approved increase in compensation for felony indigent defense contract attorneys.

**Justification:**

On 06/04/19 the Clark County Council approved a rate increase for felony indigent defense services. Ongoing funding to pay for the increase was also approved for the period 07/01/19 - 12/31/19. This request will fund the period 01/01/20 - 06/30/20 and is also ongoing. The request provides increased compensation for complex felony cases including sex offense cases, Indeterminate Sentence Review Board (ISRB) representation, felony investigation, and other felony-related services. The increase partially accounts for inflation since 2009.

**Cost Estimate/Comments:**

\$179,275

**Impacts/Outcomes if not Approved:**

If this request is not approved, the rate increase approved by the council will not be fully-funded for 2020.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 179,275	(\$ 179,275)	\$ 0	\$ 179,275	(\$ 179,275)
Totals			\$ 0	\$ 179,275	(\$ 179,275)	\$ 0	\$ 179,275	(\$ 179,275)

**COS-03-20AD Community Services Mental Health Sales Tax carryover, 2019 to 2020**

**Priority: 3**

**CarryForward**

Contact Info: name: Abdul Majidi email: Abdelmajid.Majidi@clark.wa.gov phone: 7819

**Requested Action:**

One-time carryover of unspent mental health sales tax, within fund 1954.

**Justification:**

These funds are remaining and committed for the Crisis Triage center (\$864,585) and behavioral health housing (\$550,000 for HHIP program in 2020 & 2021). The forecasted unspent treatment (\$250,000) will be carried forward to 2020 when additional funding is needed for the triage center completion and start up. Additionally, programs that address the opioid epidemic are growing such as those with providers in the jail, school based treatment/outreach programs, and behavioral housing specific to those clients facing both mental health or substance use disorder challenges and long term housing.

**Cost Estimate/Comments:**

\$1,664,585

**Impacts/Outcomes if not Approved:**

Affected will be startup funding for the Crisis Triage facility being opened at the Jail Work Center in 2020, operated by Lifeline Connections. Also affected, lessened support to agencies with opioid programs.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1954	Substance Abuse Fund	One-time	\$ 0	\$ 1,664,585	(\$ 1,664,585)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 1,664,585	(\$ 1,664,585)	\$ 0	\$ 0	\$ 0

## **COS-06-20AD Community Services Mental Health Sales Tax RFP carryover to 2020**

**Priority: 6**

**CarryForward**

Contact Info: name: Abdul Majidi email: Abdelmajid.Majidi@clark.wa.gov phone: 7819

### **Requested Action:**

One-time carryover of unspent mental health sales tax allocated in the RFP process, within fund 1954.

### **Justification:**

This package is a request for contract extensions only for the original \$835,000 contracted through the MH Sales Tax RFP process first round of funding. Because of startup timelines, contract negotiations and provider staffing, most activities were not up and operating during the first quarter of 2019. There are no additional dollars or budget needed by DCS, but only approval to offer extensions through the first quarter of 2020 for those providers having remaining contract funding due to different delays offering the contracted behavioral health services.

### **Cost Estimate/Comments:**

\$200,000 in previously allocated funding estimated at this time (mid-2019), no new funding necessary, contract extensions in to 2020 to fully spend contracts.

### **Impacts/Outcomes if not Approved:**

Without fully spent contracts, the outcomes and goals of the proposals in the RFP process may not fully be realized or able to be met should a full 12-months of activity are not completed.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1954	Substance Abuse Fund	One-time	\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0

**COS-07-20AD Community Services Mental health sales tax annual report, 2020 / 2021**

**Priority: 7**

**New request**

Contact Info: name: Abdul Majidi email: Abdelmajid.Majidi@clark.wa.gov phone: 7819

**Requested Action:**

This package requests one-time funding from the Mental Health Sales Tax Fund 1033 to the Substance Abuse Fund 1954 for \$200,000. The funding will be used to prepare Annual Reports in 2020 and 2021. A carryforward package will be submitted to secure the funding for the 2021 report in the 2021 Adopted budget process.

**Justification:**

These funds were part of the RFP/allocation process done within the Mental Health sales tax advisory group to see outcomes and an annual reporting. This will be done by the Department of Community Services, including printing costs for both years 2020 and 2021, \$100,000 each year.

**Cost Estimate/Comments:**

\$200,000

**Impacts/Outcomes if not Approved:**

Impacted will be future decision making in the RFP process without the feedback of prior RFP successes, lessons-learned, goals met and ability to improve and/or communicate the stewardship of these monies.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1033	Mental Health Sales Tax Fund	One-time	\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0
1954	Substance Abuse Fund	One-time	\$ 200,000	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 200,000	\$ 400,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0

**COS-08-20AD Community Services Indigent Defense MH Therapeutic Courts Support**

**Priority: 8**

**New request**

Contact Info: name: Abdul Majidi email: Abdelmajid.Majidi@clark.wa.gov phone: 7819

**Requested Action:**

This is a one-time request to fund any additional costs that will be associated with the expansion or creation of new programs within the Superior and/or District Court Therapeutic Court programs.

**Justification:**

We are asking for this additional support based on the newly approved mental health sales tax requests, which affects the Indigent Defense program.

**Cost Estimate/Comments:**

The estimated costs associated with these expanded or new programs is \$100,000.00

**Impacts/Outcomes if not Approved:**

Not approving this request may result in not having enough budget capacity to support Indigent Defense services within the new or expanded programs.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1033	Mental Health Sales Tax Fund	One-time	\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 0	\$ 0

## **COS-09-20AD Community Services Indigent Defense Baseline Increase**

**Priority: 9**

**New request**

Contact Info: name: Abdul Majidi email: Abdelmajid.Majidi@clark.wa.gov phone: 7819

**Requested Action:**

This is an ongoing request to cover projected costs associated with defense services for indigent defendants in Clark County.

**Justification:**

The request is based on a projected workload and covers projected costs. Federal and state constitutions mandate that certain legal defense services be provided, at government expense, for people who are determined to be "indigent" by the courts.

**Cost Estimate/Comments:**

This is an on-going General Fund request of \$700,000.00

**Impacts/Outcomes if not Approved:**

If this decision package is not approved there may be insufficient funds available for Indigent Defense services.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 700,000	(\$ 700,000)	\$ 0	\$ 700,000	(\$ 700,000)
Totals			\$ 0	\$ 700,000	(\$ 700,000)	\$ 0	\$ 700,000	(\$ 700,000)

## DST-01-20AD District Court Budget Increase Therapeutic Specialty Courts

**Priority: 1**

**New request**

Contact Info: name: Bradley Alberts email: Bradley.Alberts@clark.wa.gov phone: #5643

**Requested Action:**

Working to expand the caseload in all Therapeutic Courts to better serve clients across all four courts, District Court is requesting additional funding

**Justification:**

The Clark County District Court Mental Health Court program started in April of 2000. In 2018 an enhancement to our Mental Health Court program was implemented to offer defendants the ability to enter the program pre-adjudication, and now in 2019 have increased Veterans Court and District Court partnered with Superior Court to open our program to pre-adjudication felony offenders. This change from post adjudication to pre-adjudication has increased referrals in this and continues to see increases in Mental Health Court referrals and participants.

**Cost Estimate/Comments:**

1.0 FTE increase Correction Councilor (Probation Officer) cost of the one FTE is \$57,845 in salaries, \$26,134 in benefits. Increase in supplies, materials and travel for increased services in the amount of \$500. Travel cost for Corrections councilors to go to high need court participants for monitoring and review to needs of approximately \$1,392. Training of new Corrections Councilor- \$2,275. Administrative costs-\$8,814.

**Impacts/Outcomes if not Approved:**

Without additional funding, District Court Therapeutic Courts may not be able to continue providing pre-plea access to treatment. Pre-plea access to Therapeutic Court programs diverts participants into treatment prior to pleading to a criminal charge. This saves court costs as compared to post-adjudication where defendants must plead guilty to charges in order to participate; then their sentences may be amended or waived upon completion

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 96,955	(\$ 96,955)	\$ 0	\$ 98,685	(\$ 98,685)
Totals			\$ 0	\$ 96,955	(\$ 96,955)	\$ 0	\$ 98,685	(\$ 98,685)

## DST-02-20AD District Court Community Court - Mental Health Tax request

**Priority: 2**

**New request**

Contact Info: name: Amber Emery email: amber.emery@clark.wa.gov phone: #4738

### **Requested Action:**

Request for funding from the Mental Health Tax to establish a Community Court. This is a collaboration between the City of Vancouver and Clark County. This will be an ongoing request.

### **Justification:**

The proposed community court is an innovative approach to focus on low-level livability crimes. This population that we are looking at is typically not serviced in our therapeutic courts. Therapeutic courts in Clark County usually have a medium to serious level crimes and are targeted toward substance abuse, multiple-DUII offenders, mental health needs, and veterans. Community court will connect low-level crimes with an accountability model that focuses on community restoration and connection with services.

### **Cost Estimate/Comments:**

Cost Estimate:

Supplies,	200.00
Computer IT	4,143.00
Travel	600.00
Automon IT Software	2,000.00
City of Vancouver Space Rent	2,214.00
Contracted Service:	
City of Vancouver Intern	21,546.00
Clark County PA support	18,418.00
Volunteer Lawyers	19,000.00
Total	58,964.00
10% dept. Management &	6,812.00

Total cost projection for 2020, \$74,933.00



**Impacts/Outcomes if not Approved:**

The population we are hoping to reach will still be served in the traditional court setting and our intention is to proceed in establishing the Community court. Services, location and access to providers may be limited due to inadequate funding potentially impacting positive outcomes. And limiting the true community court model.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1033	Mental Health Sales Tax Fund	Ongoing	(\$ 2,214)	\$ 72,719	(\$ 74,933)	(\$ 2,214)	\$ 72,719	(\$ 74,933)
Totals			(\$ 2,214)	\$ 72,719	(\$ 74,933)	(\$ 2,214)	\$ 72,719	(\$ 74,933)

**FAC-02-20AD Facilities Department Delete 2 FTE Event Center Positions**

**Priority: 7**

**Budget neutral**

Contact Info: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 564-397-4118

**Requested Action:**

This ongoing request is to delete two full time vacant County positions from the Event Center and increase the controllable budget by those savings to pay for additional Fair Site Management Group (FSMG) contracted employees.

FSMG, using the funds from the vacant positons, would be able to hire up to 3 FTE FSMG positions to service the Event Center Users as per the contract. Director management of staff will allow for a streamlined reporting structure for the FSMG and lessen the responsibility on Facilities Management for remote staff.

**Justification:**

These two vacant County positons are positions that had been assigned directly to the Event Center and Fairgrounds to assist in the setup and servicing of the Events by FSMG. The FSMG is contracted to manage the Year Round Operations and County Fair including providing for and managing staff that support the users of the facilities. With these vacancies, the replacement by FSMG staff is more in line with the contract. The County Facilities Maintenance maintains a separate contract with the FSMG outside of these positons for building and facility maintenance.

**Cost Estimate/Comments:**

Elimination of the two vacant county employee positions will result in cost savings for 2020 of \$139,520 which will be repurposed to hire up to three FSMG employees.

**Impacts/Outcomes if not Approved:**

FSMG would be unable to hire the employees they need to manage the contract with the county to run the year round operations at the Clark County Fairgrounds.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1003	Event Center Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## FAC-03-20AD Event Center/Fairgrounds Department of Agriculture Health and Safety Grant

**Priority: 8**

**New request**

Contact Info: name: Marlia Jenkins email: Marlia.Jenkins@clark.wa.gov phone: 564-397-4405

### **Requested Action:**

This package request expense budget authority of \$125,000 dependent on acceptance of a WA State Dept. of Agriculture Grant application which is due after the 2020 Budget process. The request also needs revenue authority in the amount of \$100,000 which is the maximum amount of possible grant funding the fair could be awarded and the remain 25% matching funds for the project would come from the Event Center Fund Balance.

### **Justification:**

Each Biennium the WA Dept. of Ag provides Safety Grants to the Fairgrounds in WA. The grant must be applied for and the maximum requested amount must be under \$100K per project. The grant applications decisions will come after the County Budget is adopted. Matching funds assist in the decision making process by the Department of Ag and allows for a larger project to be applied for.

### **Cost Estimate/Comments:**

This package is requesting up to \$100,000 grant funding plus up to \$25,000 matching funds from the Event Center Fund Balance. Final amount will be determined by the grant awarded plus 25 percent match.

### **Impacts/Outcomes if not Approved:**

If this package is not approved it would delay the ability to start grant projects if awarded.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1003	Event Center Fund	One-time	\$ 100,000	\$ 125,000	(\$ 25,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 100,000	\$ 125,000	(\$ 25,000)	\$ 0	\$ 0	\$ 0

## FAC-04-20AD Facilities Event Center at the Fairgrounds Master Plan

**Priority: 10**

**New request**

Contact Info: name: Marlia Jenkins email: Marlia.Jenkins@clark.wa.gov phone: 564-397-4405

### Requested Action:

Prepare a new master plan for the event center and fairgrounds based on updated assessment of need, market opportunities, public input, site resources and capacity. Project includes a financial plan and preliminary site plan approval of phased development. Goal is to increase the financial viability of the expo center and fairgrounds and prepare a plan for programming, site development and maintenance. One time request for 2020 using PFD budget (50%) and FSMG reserves (50%) for revenue. Project begins in 2020 and will be completed in 2021.

### Justification:

The existing master plan is outdated and proposes improvements to the events center and fairgrounds that do not reflect current community preferences or market opportunities. Costs in the plan are out of date. The plan does not include a financial plan for investment or maintenance. Preparing an update will continue the path of the events center that reflects community preferences and activities desired in the current and future market. Both the PFD and FSMG Boards will participate and guide the effort for eventual approval by County Council.

### Cost Estimate/Comments:

\$120,000 budget for master plan update, financial plan and preliminary site plan approval. This project will likely extend into 2021 and a carry forward package would be submitted to move forward unspent expense and revenue budget during the 2021 adoption process.

### Impacts/Outcomes if not Approved:

Decreased opportunities to invest in the event center and fairgrounds using updated data, public input, and market positions.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1003	Event Center Fund	One-time	\$ 60,000	\$ 120,000	(\$ 60,000)	\$ 0	\$ 0	\$ 0
1026	Exhibition Hall Dedicated Revenue Fund	One-time	\$ 0	\$ 60,000	(\$ 60,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 60,000	\$ 180,000	(\$ 120,000)	\$ 0	\$ 0	\$ 0

## FAC-05-20AD Event Center 1003 Event Center Budget Coding Updates

**Priority: 9**

**New request**

Contact Info: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 564-397-4118

**Requested Action:**

Amend the Cost Center and Program Structure for Event Center Fund (1003) to created four new Cost Centers and nine new programs.

**Justification:**

To allow better tracking and management of the three operations at the Event Center: The County Fair, Year Round Facility Rentals, and Self Promoted Programs (Horse Expo, Holiday Gift Fair, etc.). The fourth Cost Center would be for Allocated Expenses. The new programs would allow operational revenue and expense tracking under each Cost Center.

**Cost Estimate/Comments:**

This package is requesting coding changes only and requires no new expense or revenue budget.

**Impacts/Outcomes if not Approved:**

Inability to track budget in Workday at the level Fair Site Management Staff require.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1003	Event Center Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## FAC-06-20AD Facilities 2020 Facility Projects

### Priority: 3

### New request

Contact Info: name: Kathleen Otto email: Kathleen.Otto@clark.wa.gov phone: 564-397-2458

### Requested Action:

This package request one-time expenditure budget in the Major Maintenance Fund (5193) and one time General Fund revenue to complete high priority facility replacement and repair projects for 2020.

An assessment of the Capital Improvement Plan completed by Meng Consulting will be done and priorities will be communicated to County Manager and the Council.

### Justification:

The money may be used for the following projects or other emergency facility replacements that come up in 2020. These projects could include but are not limited to: PSC boiler replacement, jail detention door rebuilds, campus compactor, corrections center chiller replacement, Franklin Center cooling tower replacement, security equipment replacement at the courts, professional services for sidewalk replacements, HVAC software upgrade and the JWC kitchen floor replacement.

### Cost Estimate/Comments:

The estimated cost to cover these projects is \$1,175,791. The revenue to fund these projects would be a one-time request from the General Fund.

### Impacts/Outcomes if not Approved:

If not approved and the equipment completely fails the county will have an increased risk.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 1,175,791	(\$ 1,175,791)	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-time	\$ 1,165,791	\$ 1,165,791	\$ 0	\$ 0	\$ 0	\$ 0
3194	Technology Reserve Fund	One-time	\$ 10,000	\$ 10,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 1,175,791	\$ 2,351,582	(\$ 1,175,791)	\$ 0	\$ 0	\$ 0

## FAC-07-20AD Facilities CRESA Server Room UPS-2 Replacement

**Priority: 4**

**Budget neutral**

Contact Info: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 564-397-4118

**Requested Action:**

The CRESA Server Room UPS replacement project is a one-time request to repurpose \$178,825 and will be performed by a contractor through the county bid process.

The new UPS system will contain a modular design that allows for servicing/repair of a section of the UPS without de-energizing the entire system. This will ensure continued uninterruptable power to be provided to the server room computer equipment while servicing is performed on the UPS. Continued uninterruptable power supply to server room computer equipment will allow CRESA to provide the services needed by citizens.

**Justification:**

The county server room computer equipment receives an uninterruptable power supply (UPS) from two separate UPS systems. UPS-2 was originally installed in 1995 and connected to the CRESA computer equipment. The UPS-2 power supports CRESA equipment in the server room, and has a total operating life of 23 years. The internal components of UPS-2 are no longer in production and difficult to obtain. The manufacturer no longer provides support for this model of uninterruptable power supply. Replacement of the existing UPS-2 is required in order to ensure a continued uninterruptable power supply.

**Cost Estimate/Comments:**

Replacement cost of UPS-2 is expected to cost \$178,825 and will repurpose existing funding remaining after the CRESA roofing project is completed, the CRESA roofing project funding will be moved forward in the carryover Maintenance Project package to be used complete the work.

**Impacts/Outcomes if not Approved:**

Failure of the existing UPS system will result in de-energizing the power source of server room computer equipment. There will not be ample uninterruptable power supply source to provide electrical power for all computer equipment that requires UPS power. This will jeopardize the reliability of the computer equipment housed in the county server room.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
5193	Major Maintenance Fund	One-time	\$ 0	\$ 178,825	(\$ 178,825)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 178,825	(\$ 178,825)	\$ 0	\$ 0	\$ 0

## **FAC-08-20AD    Facilities    Facilities Carryforward Projects**

### **Priority: 2**

### **CarryForward**

Contact Info:    name: Michelle Schuster            email: michelle.schuster@clark.wa.gov            phone: 564-397-4118

### **Requested Action:**

This Package is requesting a total of \$11,138,377 of one-time expense appropriation for the Major Maintenance Fund (5193) and the Road Fund (1012) for carryover projects. This package is also asking for corresponding one-time revenue appropriations from the REET I, REET II and Reimbursable to the Major Maintenance fund in the amount of \$7,848,256. The remaining revenue is already in Fund 5193 fund balance. This will allow the county to complete several projects that were approved in the 2017-2019 budgets but not fully completed.

### **Justification:**

All of these projects have been approved by the Clark County Council in prior budget appropriations. The projects were not completed in the year original budgeted and appropriation needs to be carried forward into the 2020 budget. Some of the projects were originally funded by REET I fund but may need to be offset by the general fund, as was requested in the original approved packages.

### **Cost Estimate/Comments:**

This package is asking for a total of \$11,138,377 expense authority in Funds 5193 and 1012 for carryover projects and transfer authority in the following amounts:

REET I sending Major Maint. (Fund 5193): \$2,267,593, Reimbursed from outside Agencies to 5193: \$5,457,162, REET 2 (Fund 3083) to Fund 5193: \$123,496. Due to updates on how debt is paid in REET I versus REET 2, the REET 1 fund will likely require a loan to move these projects forward and meet its obligations for early 2021. A decision package will be submitted in the final supplemental requesting these loans if needed.

### **Impacts/Outcomes if not Approved:**

These projects have been previously approved by the Clark County Council and this package is requesting carryforward budget appropriations to complete them in 2020.



Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1012	County Road Fund	One-time	\$ 0	\$ 1,116,931	(\$ 1,116,931)	\$ 0	\$ 0	\$ 0
3083	Real Estate Excise Tax II Fund	One-time	\$ 0	\$ 123,496	(\$ 123,496)	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-time	\$ 0	\$ 2,267,593	(\$ 2,267,593)	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-time	\$ 7,798,866	\$ 10,021,446	(\$ 2,222,580)	\$ 0	\$ 0	\$ 0
Totals			\$ 7,798,866	\$ 13,529,466	(\$ 5,730,600)	\$ 0	\$ 0	\$ 0

## **FAC-09-20AD    Facilities    Facilities Operating Deficit**

### **Priority: 1**

### **New request**

Contact Info:    name: Kathleen Otto                    email: Kathleen.otto@clark.wa.gov    phone: 564-397-2458

### **Requested Action:**

This Decision Package recognizes that the Central Support Services Fund (5093) had an outstanding deficit of \$2,212,334 as of December 31, 2018, the Council committed \$1,000,000 of assigned 2018 General Fund (GF) ending fund balance to help fix this deficit in the 2019 Spring Supplemental leaving a \$1.2M deficit. This package requests to address the deficit over two years (\$627,810 in 2020 and \$584,524 in 2021). This package also requests an additional \$1,000,000 per year from the General Fund to support ongoing General Fund Maintenance needs.

### **Justification:**

Each year cost increase to provide maintenance services to the county. These raising cost are due to Salary and Benefits increase, utility increase, rental contract increase, building supply cost, and maintenance contract cost. Rates are adjusted yearly for the consumers of these facility services but the General Fund has not increased its yearly contributions for the past 10 years. Salaries and Benefits have increase by 32% between 2013 and 2018. Utilities have increased 13% and supplies have increased by 44% between 2014 and 2018.

**Cost Estimate/Comments:**

This package is requesting one-time general fund revenue in the amount of \$1,212,334 over two years and ongoing general fund revenue in the amount of \$1,000,000. This revenue will eliminate the past deficit and keep the Central Support Service Fund supporting the GF facilities with their maintenance obligations.

**Impacts/Outcomes if not Approved:**

If this package is not approved the Central Support Services Fund will remain on the line of credit and face findings from the State Auditor’s Office who recognized this year that there is a problem with the funding coming from the General Fund to support the facility’s needs. Services, including but not limited to, utilities and personnel to support the General Fund Facilities may need to be eliminated.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 1,000,000	(\$ 1,000,000)	\$ 0	\$ 1,000,000	(\$ 1,000,000)
0001	General Fund	One-time	\$ 0	\$ 627,810	(\$ 627,810)	\$ 0	\$584,524	(\$ 584,224)
5093	Central Support Services Fund	Ongoing	\$ 1,000,000	\$ 0	\$ 1,000,000	\$ 1,000,000	\$ 0	\$ 1,000,000
5093	Central Support Services Fund	One-time	\$ 627,810	\$ 0	627,810	\$ 584,524	\$ 0	\$ 584,524
Totals			\$ 1,627,810	\$ 1,627,810	\$ 0	\$ 1,584,524	\$ 1,584,524	\$ 0

## FAC-10-20AD Internal Services Tri Mountain Golf Revenue and Expenditures

**Priority: 6**

**Budget neutral**

Contact Info: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 564-397-4118

### **Requested Action:**

This package updates the ongoing expenditure and revenue budgets for the Tri Mountain Golf Course (Fund 4008).

### **Justification:**

The contract with Billy Casper includes a yearly increase in the amount of the operation fee. The increase is based on the Portland-Metro Urban CPI or 2%, whichever is less. We also need more expense budget to account for the reimbursement to Billy Casper for the purchase of the goods and food which is considered Clark County property. Clark County receives 100% of all the revenue collected including from the sale of goods and food from the golf course and the County refunds Billy Casper for the cost they paid to purchase those items.

### **Cost Estimate/Comments:**

The increase for the 2020 operation fee is expected to be at the 2% so there is a need to increase the expense budget to account for the contract obligations which comes to \$26,000.

The purchases and sales of goods and food have increased over the last few years so we need to increase the expense budget by an additional \$34,000 for Billy Casper portion of the increase in purchases of goods and payment of taxes.

To meet these obligations we expect revenue to increase proportionately by \$60,000.

### **Impacts/Outcomes if not Approved:**

The Tri Mountain Golf Fund (4008) will not have enough expense authority to pay the contractual obligations.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
4008	Tri-Mountain Golf Course Fund	Ongoing	\$ 60,000	\$ 60,000	\$ 0	\$ 60,000	\$ 60,000	\$ 0
Totals			\$ 60,000	\$ 60,000	\$ 0	\$ 60,000	\$ 60,000	\$ 0

## FAC-12-20AD Facilities Jail Security Project Contingency and Alternate

**Priority: 12**

**New request**

Contact Info: name: Kathleen Otto email: Kathleen.Otto@clark.wa.gov phone: 564-397-2458

### Requested Action:

This package is requesting a total of \$325,000 of one-time expense appropriation for the Major Maintenance Fund (5193) for additional expenses on the prior approved Jail Security Project. This package is also asking for corresponding one-time revenue appropriations from the REET I Fund (3056) to the Major Maintenance Fund in the amount of \$325,000. This will allow the county to move forward with the project and to complete the Base Bid, Alternate #A-1, Alternate #F-1 and have contingency in the amount of 15%.

### Justification:

This project had been approved by the Clark County Council in prior budget appropriations (GEN-07-17RA, GEN-08-19AD, and GEN-30-19AD). The bid for this project came in higher than the original budget awarded and more expense authority and revenue is needed to complete Alternate # A-1 and to provide for contingency for unexpected issues that will arise during the construction phase. Alternate # A-1 changes each of the call buttons in the base bid to a full audio intercom remote station and ties them into the touch screen system.

### Cost Estimate/Comments:

This package is asking for a total of \$325,000 in expense and revenue authority in Fund 5193 and expense authority in Fund 3056 to send Fund 5193 \$325,000 in REET 1 revenue. This decision package also requests a one-time appropriation for a potential loan from REET 2 (3083) to REET 1 (3056) in the amount of \$325,000. REET 1 cash flow will be monitored closely in 2020 and this loan will only be enacted if needed.

### Impacts/Outcomes if not Approved:

If this package is not approved, the county will be unable to complete Alternate #A-1 and very few change requests requiring contingency will be accommodated.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
3083	Real Estate Excise Tax II Fund	One-time	\$ 0	\$ 325,000	(\$ 325,000)	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-time	\$ 325,000	\$ 325,000	\$ 0	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-time	\$ 325,000	\$ 325,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 650,000	\$ 975,000	(\$ 325,000)	\$ 0	\$ 0	\$ 0

## **GIS-01-20AD Community Development/GIS 2020 Aerial Photography Acquisition**

**Priority: 1**

**New request**

Contact Info: name: Jesse Manley email: Jesse.Manley@clark.wa.gov phone: 4651

### **Requested Action:**

GIS will be updating the GIS Aerial Photo layer in 2020. The GIS budget pays for a mix of high resolution images in urban areas and low resolution in the rural areas of the County. This package seeks additional funding from other entities to pay for high resolution images across the entire county. Departments who depend on the higher resolution imagery have agreed to pay one-time the difference to acquire high resolution county wide.

This DP requests funding from 3 of the 4 contributing programs. Funding sources indicated below.

### **Justification:**

GIS participates in the Washington State aerial photography program, taking delivery of an aerial photography dataset every other year. GIS budget covers the cost of the basic aerial photos from the State. The GIS budget was able to cover the cost of the higher resolution aerials in 2018.

The move to a one year budget combined with budget cuts and cost increases has left the GIS budget unable to afford the high resolution upgrade. GIS continues to fund the basic aerial photo plan with the State.

**Cost Estimate/Comments:**

The high resolution upgrade will cost \$40,000. This decision package will split the cost equally with the four departments that depend the most on the high resolution aerial photos. The decision package is for \$30,000 from three participants. The remaining \$10,000 will be funded by the Assessor's Office through their real estate tax and is not part of the decision package.

Clean Water Fund (4420); Road Fund (1012) and Community Development Fund (1011) will each contribute \$10,000.

**Impacts/Outcomes if not Approved:**

The 2020 Aerial Photo program will deliver low resolution (1 foot pixel) images in the rural area.

The GIS aerial photos are used throughout the County for court cases, permitting, assessment, planning, historical archive. GIS aerials are authoritative; they have a known flight date and resolution so they can be used in court. Lower resolution photos have less utility to staff.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1011	Planning And Code Fund	One-time	\$ 0	\$ 10,000	(\$ 10,000)	\$ 0	\$ 0	\$ 0
1012	County Road Fund	One-time	\$ 0	\$ 20,000	(\$ 20,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 30,000	(\$ 30,000)	\$ 0	\$ 0	\$ 0

## HRS-01-20AD Human Resources Reallocation of Positions

**Priority: 1**

**New request**

Contact Info: name: Mande Lawrence email: Mande.Lawrence@clark.wa.gov phone: 564-397-2469

**Requested Action:**

This ongoing package is reallocating position cost to the funds the employees are doing work for. Duties and responsibilities for two employees have changed since the reorganization and this package will better distribute their cost to the funds they are providing support for.

**Justification:**

This package will reallocate .75 FTE of a Workers Compensation employee to the General Liability Fund and it will also reallocate .50 FTE of a Human Resource employee to the Workers Compensation Fund.

**Cost Estimate/Comments:**

This package will reduce the General Fund (0001) expenditures by \$59,824, increase the General Liability (5040) expenditures by \$74,824, and decrease the Workers Compensation Fund (5043) expenditures by \$15,000. No new revenue is needed as these funds all have revenue capacity to fund these positions.

**Impacts/Outcomes if not Approved:**

If this package is not approved employees will be paid out of funds that they are not working for on a full time basis.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 59,824)	\$ 59,824	\$ 0	(\$ 59,824)	\$ 59,824
5043	Workers Comp. Insurance Fund	Ongoing	\$ 0	(\$ 15,000)	\$ 15,000	\$ 0	(\$ 15,000)	\$ 15,000
5040	General Liability Insurance Fund	Ongoing	\$ 0	\$ 74,824	(\$ 74,824)	\$ 0	\$ 74,824	(\$ 74,824)
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## ITS-01-20AD Technology Services Workday Annual Support Cost Adjustment

**Priority: 2**

**New request**

Contact Info: name: Sheri Rugh email: Sheri.rugh@clark.wa.gov phone: x4194

**Requested Action:**

Technology Services is requesting an ongoing increase of \$214,760 from the General Fund beginning 2020. This amount covers the increased cost of subscriptions, the required adoption kit, and applicable sales tax.

**Justification:**

Workday annual costs were estimated prior to contracts being signed, and now that the actual ongoing costs are known, the budget needs to be adjusted for the difference.

The Workday software is used by every employee countywide for Human Capital Management (HCM) and financial functions. The County is currently in a contractual agreement with Workday to pay the annual costs. Failure to perform some financial and HCM tasks may result in the inability to meet legal obligations.

**Cost Estimate/Comments:**

The 2020 request is for \$214,760 ongoing. Cost breakdown:

\$814,760 total annual Workday costs:

- \* \$784,200 Workday annual subscriptions

- \* \$30,560 Workday adoption kit - not included in previous request

- \$400,000 carried forward annually from 2017-2018 budget package (ITS-06)

- \$200,000 carried forward annually for HCM/Financials support (reallocated from prior system)

= \$214,760 unfunded (current ask)

**Impacts/Outcomes if not Approved:**

Failure to pay annual costs per the contractual obligation would result in the loss of access to the Workday system for county employees, preventing Financial and HCM transactions from being completed, and resulting in the inability to meet other legal obligations. TS doesn't have capacity to absorb the cost with the current controllable budget, so TS will be forced to cut or reduce expenses elsewhere if the budget is not increased.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 214,760	(\$ 214,760)	\$ 0	\$ 214,760	(\$ 214,760)
Totals			\$ 0	\$ 214,760	(\$ 214,760)	\$ 0	\$ 214,760	(\$ 214,760)



## ITS-02-20AD Technology Services Rimini Street Support Costs

**Priority: 5**

**New request**

Contact Info: name: Sheri Rugh email: Sheri.rugh@clark.wa.gov phone: x4194

**Requested Action:**

Technology Services is requesting a onetime increase of \$218,679 from the General Fund for 2020. This is the total amount due in 2020 to meet the contractual obligation for third party software support from Rimini Street.

**Justification:**

Clark County is contracted to pay Rimini Street for software support until May of 2021.

The need for third party software and database support for the previous HCM and Financials system was expected to end at the same time Workday was fully implemented, however the timing didn't align and the contract for this support requires another one and a half years of payments.

An additional onetime request will be made for 2021 in the amount of \$110,000 for the final contracted payment.

**Cost Estimate/Comments:**

This 2020 request is to add \$218,679 budget capacity. The amount is calculated as follows:

\* the Rimini Street support costs are \$201,733

\* sales tax is \$16,946

**Impacts/Outcomes if not Approved:**

The County is contracted to pay Rimini Street for software and database support until May of 2021. Failure to pay the agreed amounts would result in legal action by the vendor. TS doesn't have capacity to absorb the cost with the current controllable budget, as majority of the budget is already committed to vendors that have multi-year contracts. The TS department will be forced to cut or reduce expenses elsewhere if this request is not approved.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 218,679	(\$ 218,679)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 218,679	(\$ 218,679)	\$ 0	\$ 0	\$ 0

## ITS-03-20AD Technology Services Ongoing increases in vendor support agreements

**Priority: 3**

**New request**

Contact Info: name: Jodie Toliver email: Jodie.toliver@clark.wa.gov phone: x5287

**Requested Action:**

Technology Services is asking for an ongoing increase of \$10,158 from the General Fund to cover yearly increases for software support and maintenance from multiple software vendors.

**Justification:**

Technology Services manages vendor support and maintenance agreements for software used across the county. The software support typically has yearly rate increases of 1-5%. Due to the number of vendor agreements within IT, these increases add up to a significant amount of expense that the TS budget isn't equipped to cover without increase in budget.

When renewing agreements, TS has closely reviewed county licensing requirements, researched lower-cost suppliers, and negotiated lower rates where possible, in an effort to curb some of the increases.

**Cost Estimate/Comments:**

Here's a short list of vendors where we have seen increases for next year:

Connectrix	\$3,948		
Sophos	\$2,700	NetMotion	\$1,506
Solar Winds -Network	\$789	Solar Winds - VoIP	\$216
Varonis	\$819	WebQA Archiving	\$180
Total = \$10,158			

In addition, we explored these changes to help reduce cost:

- HP vendor replaced with Curvature vendor
- Advanted Technologies vendor replaced with Konica vendor

**Impacts/Outcomes if not Approved:**

User departments must continue to use these applications and must have support. TS doesn't have capacity to absorb the cost with the current controllable budget, as majority of the budget is already committed to vendors that have multi-year contracts. The TS department will be forced to cut or reduce expenses elsewhere if the budget is not increased to cover the additional licensing costs.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 10,158	(\$ 10,158)	\$ 0	\$ 10,158	(\$ 10,158)
Totals			\$ 0	\$ 10,158	(\$ 10,158)	\$ 0	\$ 10,158	(\$ 10,158)

**ITS-04-20AD Technology Services Software Support Cost Increases - PACS**

**Priority: 4**

**New request**

Contact Info: name: Jodie Toliver email: Jodie.toliver@clark.wa.gov phone: x5287

**Requested Action:**

Annual support costs rise each year from a Harris Govern contract for the PACS application at a rate of no less than 2% + standard CPI. Technology Services is requesting a one-time permanent increase of \$8,286 from the General Fund for 2020, and an ongoing increase of 2% from the General Fund for subsequent years starting in 2021 to help cover a portion of these known expenses.

**Justification:**

The Assessor's and Treasurer's Offices depend on the property tax and assessment application. This data is used extensively by the GIS Property Information Center (PIC) for internal departments. The PIC is heavily used by the public, other agencies and a variety of private businesses which depend upon PACS information.

The annual support costs are budgeted in the IT budget as a convenience to multiple user departments. The increased costs over the past several years have been absorbed by the IT Operations budget, which no longer has capacity to cover the increases.

**Cost Estimate/Comments:**

PACS is the primary application of the Assessor and Treasurer Departments, and drives a significant portion of the county's revenue. Support costs continue to climb each year at substantial rates.

Budget year 2018 was \$211,884 - a 3.40% increase. Request for funding was not approved.

Budget year 2019 was \$227,094 - a 7.18% increase. Request for funding was not approved.

Budget year 2020 will be \$235,380 - a 3.65% increase.

**Impacts/Outcomes if not Approved:**

Multiple county departments must continue to use this application and must have support. TS doesn't have capacity to absorb the cost with the current controllable budget, as majority of the budget is already committed to vendors that have multi-year contracts. The TS department will be forced to cut or reduce expenses elsewhere if the budget is not increased to cover the additional licensing costs.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 8,286	(\$ 8,286)	\$ 0	\$ 8,452	(\$ 8,452)
Totals			\$ 0	\$ 8,286	(\$ 8,286)	\$ 0	\$ 8,452	(\$ 8,452)

## **ITS-06-20AD    Technology Services    Increase in Office 365 licensing**

**Priority: 6**

**New request**

Contact Info:    name: Michelle Jackson                      email: michelle.l.jackson@clark.wa.gov                      phone: x4132

### **Requested Action:**

Technology Services is requesting an ongoing \$137,500 in funding for increases in Office 365 licensing costs. These costs will be allocated across all county departments, the same as TER&R, and will become a component of the quarterly allocation. The impact to the General Fund is \$84,512 per year.

### **Justification:**

Microsoft Office 365 annual costs were estimated at \$350,000 in 2018, this amount is currently being collected through the TER&R allocation. After selecting the appropriate Office 365 products, entering into a new enrollment agreement, and adding Microsoft's increase of 20%, the actual Office 365 licensing costs are \$487,500 per year.

### **Cost Estimate/Comments:**

The 2020 request is for \$137,500 ongoing. Cost breakdown:

\$487,500 total annual O365 costs:

- \* \$329,861 Office 365 annual subscriptions
- \* \$90,222 Azure Premium Plan 1 (regulatory and compliance requirement)
- \* \$29,640 Advanced threat protection (regulatory and compliance requirement)
- \* \$37,777 Tax

- \$350,000 approved in previous request

= \$137,500 unfunded (current ask) (\$84,512 per year impact to General Fund)

### **Impacts/Outcomes if not Approved:**

The County is upgrading Office 2010 and Exchange 2010 to Office 365 and this cost will be incurred. If not approved, it will cause significant hardship in the TER&R fund (5092) as this amount is not budgeted for.

Fund	Fund Name	Req Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 84,512	(\$ 84,512)	\$ 0	\$ 84,512	(\$ 84,512)
1039	Real Estate & Property Tax Admin Assistance	Ongoing	\$ 0	\$ 101	(\$ 101)	\$ 0	\$ 101	(\$ 101)
5006	Elections Fund	Ongoing	\$ 0	\$ 1,433	(\$ 1,433)	\$ 0	\$ 1,433	(\$ 1,433)
1003	Event Center Fund	Ongoing	\$ 0	\$ 819	(\$ 819)	\$ 0	\$ 819	(\$ 819)
1011	Planning And Code Fund	Ongoing	\$ 0	\$ 10,272	(\$ 10,272)	\$ 0	\$ 10,272	(\$ 10,272)
1012	County Road Fund	Ongoing	\$ 0	\$ 14,017	(\$ 14,017)	\$ 0	\$ 14,017	(\$ 14,017)
1032	MPD-Operations Fund	Ongoing	\$ 0	\$ 4,145	(\$ 4,145)	\$ 0	\$ 4,145	(\$ 4,145)
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 30	(\$ 30)	\$ 0	\$ 30	(\$ 30)
1935	DCS-Administration & Grants Management	Ongoing	\$ 0	\$ 3,479	(\$ 3,479)	\$ 0	\$ 3,479	(\$ 3,479)
1952	Mental Health Fund	Ongoing	\$ 0	\$ 31	(\$ 31)	\$ 0	\$ 31	(\$ 31)
4420	Clean Water Fund	Ongoing	\$ 0	\$ 1,717	(\$ 1,717)	\$ 0	\$ 1,717	(\$ 1,717)
4580	Wastewater Maintenance & Operation Fund	Ongoing	\$ 0	\$ 779	(\$ 779)	\$ 0	\$ 779	(\$ 779)
5091	Equipment Rental & Revolving Fund	Ongoing	\$ 0	\$ 1,199	(\$ 1,199)	\$ 0	\$ 1,199	(\$ 1,199)
5092	Data Processing Revolving Fund	Ongoing	\$ 137,500	\$ 137,597	(\$ 97)	\$ 137,500	\$ 137,597	(\$ 97)
5093	Central Support Services Fund	Ongoing	\$ 0	\$ 2,230	(\$ 2,230)	\$ 0	\$ 2,230	(\$ 2,230)
3085	Conservation Future Fund	Ongoing	\$ 0	\$ 5	(\$ 5)	\$ 0	\$ 5	(\$ 5)
1017	Narcotics Task Force Fund	Ongoing	\$ 0	\$ 796	(\$ 796)	\$ 0	\$ 796	(\$ 796)
1018	Arthur D. Curtis Children's Justice Center (CJC)	Ongoing	\$ 0	\$ 1,096	(\$ 1,096)	\$ 0	\$ 1,096	(\$ 1,096)
1022	Crime Victim and Witness Assistance Fund	Ongoing	\$ 0	\$ 417	(\$ 417)	\$ 0	\$ 417	(\$ 417)
1025	Health Department	Ongoing	\$ 0	\$ 9,033	(\$ 9,033)	\$ 0	\$ 9,033	(\$ 9,033)
4014	Solid Waste Fund	Ongoing	\$ 0	\$ 1,169	(\$ 1,169)	\$ 0	\$ 1,169	(\$ 1,169)
1954	Substance Abuse Fund	Ongoing	\$ 0	\$ 10	(\$ 10)	\$ 0	\$ 10	(\$ 10)
5040	General Liability Insurance Fund	Ongoing	\$ 0	\$ 88	(\$ 88)	\$ 0	\$ 88	(\$ 88)
1939	DCS-Community Development Block Grant	Ongoing	\$ 0	\$ 5	(\$ 5)	\$ 0	\$ 5	(\$ 5)
1934	DCS-Youth & Family Resource Fund	Ongoing	\$ 0	\$ 10	(\$ 10)	\$ 0	\$ 10	(\$ 10)
1936	DCS-Weatherization/Energy	Ongoing	\$ 0	\$ 10	(\$ 10)	\$ 0	\$ 10	(\$ 10)
Totals			\$ 137,500	\$ 275,000	(\$ 137,500)	\$ 137,500	\$ 275,000	(\$ 137,500)

**ITS-08-20AD    Technology Services    Carry forward of existing project balances**

**Priority: 9**

**CarryForward**

Contact Info:    name: Michelle Jackson                      email: Michelle.Jackson@clark.wa.gov                      phone: x4132

**Requested Action:**

To approve a one-time carry-forward of the estimated available project expenditure balance into 2020 for each of the projects within fund 3194. These projects all have previously approved funding. The total for all projects being carried-forward is \$1,705,219.

**Justification:**

These projects were approved and elements implemented in prior year(s) however there still remains work and associated dollars available to complete the outstanding work in 2020.

**Cost Estimate/Comments:**

The fund 3194 contains a number of projects, which will continue in 2020. These projects are:  
 Workday Implementation \$523,236, Telecom \$273,303, Enterprise Document Management \$230,119, Pony Express (Tidemark) Replacement \$68,058, Office 365 Implementation \$301,793, Treasurer’s Remittance Processor Closure \$79,676, Treasurer POS/PAC \$34,102, Questica Budget Implementation \$194,932

**Impacts/Outcomes if not Approved:**

These projects were previously approved and are close to being completed. If not approved, the final functionality and services paid to date of these projects will not be met.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
3194	Technology Reserve Fund	One-time	\$ 0	\$ 1,705,219	(\$ 1,705,219)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 1,705,219	(\$ 1,705,219)	\$ 0	\$ 0	\$ 0

## ITS-09-20AD Technology Services 5090 Increase Expense Authority

**Priority: 8**

**New request**

Contact Info: name: Mike Sprinkle email: mike.sprinkle@clark.wa.gov phone: 564-397-5859

**Requested Action:**

Technology Services is requesting an increase in expense authority of \$21,561 in the Server/Storage Replacement Fund (5090).

**Justification:**

In 2018, a budget package was submitted and approved by the Council to increase the amount of yearly revenue collected in the 5090 fund from \$428,430 to \$449,991. Unfortunately that request did not include a request to increase the expense authority to match the new revenue budget authority.

**Cost Estimate/Comments:**

There is no increase in costs to any fund including the General Fund. The money is already being collected.

All \$21,561 in new expense authority would be applied to the "Supplies" Ledger Account name.

**Impacts/Outcomes if not Approved:**

The fund will collect money that we won't have enough spending authorized to use to purchase items needed for the health of the County servers and storage.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
5090	Server Equipment Repair & Replacement Fund	Ongoing	\$ 0	\$ 21,561	(\$ 21,561)	\$ 0	\$ 21,561	(\$ 21,561)
Totals			\$ 0	\$ 21,561	(\$ 21,561)	\$ 0	\$ 21,561	(\$ 21,561)



## ITS-10-20AD Technology Services 5090 Change Budgetary Control

**Priority: 7**

**Budget neutral**

Contact Info: name: Mike Sprinkle email: mike.sprinkle@clark.wa.gov phone: 564-397-5859

**Requested Action:**

Technology Services is requesting authorization to change the distribution of budgetary control between capital and controllable budgetary control groups in the Server/Storage Replacement Fund (5090).

**Justification:**

Technology Services has developed a 5 year plan for the Server/Storage Replacement Fund (5090). The expectation is that less capital expenditures will take place over the next 3 years due to the fact that many server and storage purchases no longer hit the county's definition of capital.

**Cost Estimate/Comments:**

No additional revenue is being requested as part of this package.

Current distribution of expense budget is as follows:

Capital = \$310,000

Services = \$65,930

Supplies = \$52,500

Updated distribution of the expense budget would be as follows:

Capital = \$50,000

Services = \$167,000

Supplies = \$211,430

**Impacts/Outcomes if not Approved:**

Technology Services will not be able to pay for the items that are needed to continue to support the County's server and storage infrastructure.

Fund	Fund Name	Req Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
5090	Server Equipment Repair & Replacement Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## JUV-01-20AD Juvenile Court Request 1 FTE Clinical Psychologist in Detention

**Priority: 1**

**New request**

Contact Info: name: Christine Simonsmeier email: Christine.simonsmeier@clark.wa.gov phone: 564-397-4833

### **Requested Action:**

This is an ongoing request for \$119,033 from the Mental Health Sales Tax fund to add one full time Psychologist specifically assigned to detention youth. Adding this staff increases our responsivity to this population through real time assessment and intervention for youth and increased support and collaboration with detention officers.

### **Justification:**

While the number of youth in the juvenile justice system has decreased, the rates of trauma, mental health and suicidality have greatly increased. We are seeing fewer youth, but those we are seeing are at a high risk to reoffend and exhibit a high level of need in the areas related to mental health. We currently have 1 full time psychologist overseeing department wide mental health services, practicum of 2-4 interns and supervision of 2 post-doctoral candidates. This position will serve detention youth specifically, providing a much needed increase in services to youth and support for staff.

### **Cost Estimate/Comments:**

The request includes salary and benefits based on the 2020 position costing tool, step one. There is a small amount for supplies (office equipment and testing/training tools).

### **Impacts/Outcomes if not Approved:**

We will continue to see an increased need in detention, a high risk time for youth suffering from mental health needs and crisis. We will have to redistribute our resources to detention, which will impact our community based services.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 114,033	(\$ 114,033)	\$ 0	\$ 116,267	(\$ 116,267)
Totals			\$ 0	\$ 114,033	(\$ 114,033)	\$ 0	\$ 116,267	(\$ 116,267)

## JUV-02-20AD Juvenile Court Juvenile Associate Detention Alternative Position

**Priority: 2**

**New request**

Contact Info: name: Christine Simonsmeier email: Christine.simonsmeier@clark.wa.gov phone: 564-397-4833

### **Requested Action:**

This request is for an additional \$36,632 in Mental Health Sales Tax funds to increase an existing Detention Alternatives Associate position from .5 to 1.0. This is an ongoing request.

### **Justification:**

This request is meant to address three areas where we are experiencing gaps in service: 1) to increase staffing hours and coverage for three detention alternative programs; 2) increase capacity in our most utilized alternative, Community Support and 3) to provide additional support for youth on the Truancy caseload.

### **Cost Estimate/Comments:**

This is an ongoing request, according to the position costing tool at step one the increase to full time will cost \$36,632 in 2020.

### **Impacts/Outcomes if not Approved:**

If we are unable to increase the hours of this position we will continue to struggle with staffing coverage. Currently we are using temporary staff to cover absences; this requires us to reduce supervision contacts of youth placed in the Community Support Program. We will also be unable to increase capacity and services for alternative placements and truancy youth.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 36,632	(\$ 36,632)	\$ 0	\$ 37,228	(\$ 37,228)
Totals			\$ 0	\$ 36,632	(\$ 36,632)	\$ 0	\$ 37,228	(\$ 37,228)

## JUV-03-20AD Juvenile Court Juvenile Detention Alternatives Grant 2019-2020

**Priority: 3**

**Budget neutral**

Contact Info: name: Jodi Martin email: Jodi.martin@clark.wa.gov phone: 564-397-4528

### **Requested Action:**

This request appropriates the Juvenile Detention Alternatives Initiative (JDAI) grant funds that will continue to help fund costs related to detention alternatives, provide ongoing evaluation of the initiative and alternative programs, and any travel related expenses associated with the initiative. Grant start date is July 1, 2019.

### **Justification:**

In April 2012, the Clark County Superior Court Judges supported the Clark County Juvenile Court in implementing the JDAI, a juvenile justice reform initiative. The Clark County Juvenile Court receives annual one-time grant allotments funded by the Washington State Department of Children, Youth, and Families (formerly known as Department of Social and Health Services) and under the Office of Juvenile Justice oversight to continue this work. The 2019-2021 grant allotment is \$49,000.

### **Cost Estimate/Comments:**

The total grant award is \$49,000 with the work being completed over 2 separate fiscal years. The maximum grant allotment for fiscal year FY20 (July 1, 2019-June 30, 2020) is \$24,500; the maximum grant allotment for fiscal year FY21 (July 1, 2020-June 30, 2021) is \$24,500. No funds may be carried over into the fiscal year 2 budget from fiscal year 1.

### **Impacts/Outcomes if not Approved:**

If the Decision Package is not approved, Clark County would end its involvement with the Juvenile Detention Alternatives Initiative losing funding to support and evaluate the detention alternatives and state and national technical assistance for juvenile justice reform efforts.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 24,500	\$ 24,500	\$ 0	\$ 16,000	\$ 16,000	\$ 0
Totals			\$ 24,500	\$ 24,500	\$ 0	\$ 16,000	\$ 16,000	\$ 0

## LIB-01-20AD Law Library Law Library Budget Increase

**Priority: 1**

**New request**

Contact Info: name: Maria Sosnowski email: maria.sosnowski@clark.wa.gov phone: x2268

### **Requested Action:**

The Law Library budget is set by the Law Library board using money that is independent of the County budget. Because the budget office is seeking information before the board has set the budget, and for flexibility in future years, we are looking to increase the "floor" numbers.

### **Justification:**

The Law Library is not funded by the County and our budget has no impact on the County budget. Additionally, we have always been treated as an outside agency until this year when we were informed that we need to follow the County budget process. We also have a healthy reserve account that we can use.

### **Cost Estimate/Comments:**

The current numbers that the Budget Office is using are approximately \$10,000 below our 2019 budget. Due to fluctuations in revenue and expenses, our budget has varied quite a bit in the past few years. We need flexibility to never run out of money.

### **Impacts/Outcomes if not Approved:**

The Law Library expenses vary from year to year and we have always had flexibility in the past. This allows us to avoid having to send back materials at the end of the year, for example, which would result in legal materials not being current.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1021	Law Library Fund	Ongoing	\$ 0	\$ 43,156	(\$ 43,156)	\$ 0	\$ 43,156	(\$ 43,156)
Totals			\$ 0	\$ 43,156	(\$ 43,156)	\$ 0	\$ 43,156	(\$ 43,156)

**PAT-01-20AD Prosecuting Attorney’s Office Prosecutor’s Case Management System**

**Priority: 1**

**New request**

Contact Info: name: Shari Jensen email: shari.jensen@clark.wa.gov phone: 4763

**Requested Action:**

Increase Prosecutor's Office budget authority by \$550,000 in 2020 to purchase an audit compliant case management system and by \$185,000 in subsequent years to cover the cost of annual maintenance.

**Justification:**

In March of 2018, the Prosecutor’s Office underwent an audit by Washington State Patrol (WSP), which concluded the Prosecutor’s case tracking system is out of compliance with Criminal Justice Information policies. In order to have access to the FBI's national criminal history databases, the Prosecutor's Office must meet all of the requirements imposed by the FBI and WSP. The State Patrol identified several areas where the current system is deficient and there are no other remedies available.

**Cost Estimate/Comments:**

Having a CJIS compliant case management system is critical to the function of the Prosecutor's Office and therefore we are in need of funds to purchase an audit compliant system. The 2020 expense will be approximately \$550,000 for the purchase, configuration, installation and first year’s maintenance of the system. Subsequent expenses will run approximately \$185,000 for annual maintenance fees.

**Impacts/Outcomes if not Approved:**

Without a CJIS compliant case tracking system, the Prosecutor's Office is at risk of being able to perform the core functions of the office. A case tracking system is critical to the everyday performance of the Prosecutor’s Office and the ability to receive, review, charge and prosecute referrals received by law enforcement.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 185,000	(\$ 185,000)
0001	General Fund	One-time	\$ 0	\$ 550,000	(\$ 550,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 550,000	(\$ 550,000)	\$ 0	\$ 185,000	(\$ 185,000)

## PBH-01-20AD Public Health Environmental PH adjustments, current fee schedule

**Priority: 01**

**Budget neutral**

Contact Info: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov phone: (564) 397-8475

### Requested Action:

- Update revenue budget allocations for Environmental Public Health, based on the current fee schedule; approved in 2018, implemented January 1, 2019
  - Add (3) 1.0 FTE Environmental Health Specialist II positions to the Food Safety program
  - Add (1) 1.0 FTE Environmental Health Specialist II position split between the Recreational Water Quality and School Health & Safety programs
  - Add (1) 1.0 FTE Program Coordinator I position to the Environmental Public Health (EPH) Support program
- \* All changes are ongoing

### Justification:

Since 2017, EPH has collected data to assess FTE needed to meet regulatory requirements and provide excellent customer service. Data indicates more staff is needed to complete mandated activities with the thoroughness and frequency required, while providing a level of customer service the public expects. EPH also responds to non-fee supported environmental hazards and complaints that require staff to monitor, test and respond in a timely manner. While systems that facilitate electronic applications and Public Records Requests can increase efficiency, they require sufficient technical support.

### Cost Estimate/Comments:

- Calculations used in development of 2020 Environmental Public Health fee schedule utilized for revenue projections
- Position costing tool utilized for all new positions

### Impacts/Outcomes if not Approved:

By not addressing the need for increased capacity in EPH programs, we anticipate increased costs to hire temporary workers to meet mandated service requirements, decreased timeliness responding to complaints, reduced efficiency in maximizing use of technical support systems, increased wait times for processing permits, inability to meet mandated inspection frequencies, and reduced customer satisfaction.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1025	Health Department	Ongoing	\$ 442,123	\$ 442,123	\$ 0	\$ 438,856	\$ 438,856	\$ 0
Totals			\$ 442,123	\$ 442,123	\$ 0	\$ 438,856	\$ 438,856	\$ 0

## **PBH-02-20AD Public Health EPH fee schedule update, GF transfer to MEs Office**

**Priority: 02**

### **Budget Intervention**

Contact Info: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov phone: (564) 397-8475

### **Requested Action:**

- Implement budget related to County Council preferred option for Public Health's 2020 Environmental Public Health fee schedule. Reduce equivalent amount of General Fund support to Public Health, needed to fund changes within Medical Examiner's (MEs) Office.
  - Increase P001359 from 0.60 FTE to 1.00 FTE; increase associated State cost share revenue
  - Transfer 0.20 FTE of P000984 Vital Records to Medical Examiner Administration
  - Reduce Medical Examiner controllable budget
  - Implement Medical Examiner budget capacity to account for Public Health indirect cost charges
- \* All changes are ongoing

### **Justification:**

The ME department transferred to CCPH in late 2018. With the loss of the previous ME, the County approved a 0.6 FTE replacement. Recruitment is unsuccessful due to a severely limited candidate pool. Our existing ME cannot complete needed autopsies and related death investigations. The cost of contracting for ME services is approx. 20% more than in-house staff. The retirement of the current ME is expected in Sept. 2020. Increased ME capacity allows us to build cost sharing arrangements with other counties and develop an adequate succession plan.

### **Cost Estimate/Comments:**

- Calculations used in development of 2020 Environmental Public Health fee schedule utilized for revenue impact of increasing cost recovery percentage and elimination of the codified 7% General Fund support of the Food Safety program
- Calculation used in development of 2020 Public Health budget utilized for department indirect cost share burden applied to Medical Examiner programs
- Position costing tool utilized for P001359 (VACANT)
- Baseline position costs utilized for P000984



**Impacts/Outcomes if not Approved:**

Must continue contracting w/ outside ME’s to meet demand; unsustainable due to current budget capacity. Cease current revenue generating agreements w/ Klickitat & Skamania for autopsies. Won’t be in position to control/offer resource and cost sharing agreements w/ other counties. Liability to County & loss of accreditation if not able to complete all autopsies. Won’t meet demand from law enforcement and Prosecuting Attorney for homicide cases.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 24,644	\$ 55,198	(\$ 30,554)	\$ 25,170	(\$ 115,368)	\$ 140,538
1025	Health Department	Ongoing	\$ 63,327	(\$ 11,997)	\$ 75,324	\$ 63,327	(\$ 11,997)	\$ 75,324
Totals			\$ 87,971	\$ 43,201	\$ 44,770	\$ 88,497	(\$ 127,365)	\$ 215,862

**PBH-04-20AD Public Health Public Health Finance staffing adjustments**

**Priority: 04**

**New request**

Contact Info: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov phone: (564) 397-8475

**Requested Action:**

- P003019 (1.0 FTE Accountant) - replace project position with an operating 1.0 FTE Accountant

\*\* All changes are ongoing

**Justification:**

Public Health's finance team serves as a departmental central service for all of its programs. Workday deployment, annual budgeting, near-term end of life billing and permitting software (EnvisionConnect), and the addition of Medical Examiners Office demands additional finance team support to maintain existing levels of service and apply appropriate spans of control and separation of duties. Efficiencies will be recognized with the additional FTE and rebalancing of duties across the team for budget, grant billing and maintenance, departmental reconciliations and audit, and reporting.

**Cost Estimate/Comments:**

- Position costing tool used for new operating Accountant position. No additional infrastructure expenses required.

**Impacts/Outcomes if not Approved:**

This positions serves a centralized function for the Department with impacts on all programs, most significantly the heavily fee supported program Environmental Public Health. Significant financial support is necessary to maintain audit control that feeds future fee development, heavily impacting the overall department budget. Separation of duties and span of control will be lost if not approved.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1025	Health Department	Ongoing	\$ 0	(\$ 10,262)	\$ 10,262	\$ 0	(\$ 10,484)	\$ 10,484
Totals			\$ 0	(\$ 10,262)	\$ 10,262	\$ 0	(\$ 10,484)	\$ 10,484

**PBH-05-20AD Public Health Public Health STD Prevention staffing adjustment**

**Priority: 05**

**Budget neutral**

Contact Info: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov phone: (564) 397-8475

**Requested Action:**

- Increase position P001005 (Public Health Nurse II) from 0.60 FTE to 1.0 FTE
- Increase in grant funding included in this decision package

\*\* All changes are ongoing

**Justification:**

With the continual increase in communicable disease outbreaks (i.e. measles), we need to increase our Public Health nurse (PHN) capacity for effective response & to support overall staff competency. In late July, Department of Health declared a statewide Hepatitis A outbreak, and our most vulnerable populations are at significant risk. STD rates in our community continue to rise. Increasing PHN support will improve our ability to outreach to clients and assist in helping them get access to treatment for HIV & STDs, access to Naloxone, & referrals for substance use and mental health treatment.

**Cost Estimate/Comments:**

- Baseline position costs utilized for P001005

**Impacts/Outcomes if not Approved:**

If not approved, our PHN capacity for communicable disease outbreak investigation and response will continue to be limited. Support for our Harm Reduction Center programs, including referrals to physical and behavioral health and substance use treatment providers will be limited. Education and training for partners and community members about Naloxone opioid overdose prevention medication and grant-funded distribution of Naloxone will be limited.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1025	Health Department	Ongoing	\$ 35,617	\$ 35,617	\$ 0	\$ 36,336	\$ 36,336	\$ 0
Totals			\$ 35,617	\$ 35,617	\$ 0	\$ 36,336	\$ 36,336	\$ 0

**PBH-06-20AD Public Health Public Health Dept Management project staffing**

**Priority: 06**

**Previously approved by Council**

Contact Info: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov phone: (564) 397-8475

**Requested Action:**

- Addition of a 1-year Project 1.0 FTE Administrative Assistant position, funded with Department fund balance which was previously approved by Council in Staff Report #106-19 on August 20, 2019.

\*\* All changes are one-time

**Justification:**

This position is needed to enable our department to develop an employee database, including licensure, reference tracking and employee development. In addition the project position will finalize essential department level policies and procedures, clean up our shared drive and train the new administrative assistant assigned to the public health director.

**Cost Estimate/Comments:**

- Position costing tool utilized for all new positions

**Impacts/Outcomes if not Approved:**

If not approved, we will be unable to develop the employee database and maintain continuity of services in the Director's Office. In addition, there will be a delay in updating the shared drive and identifying needed capacity for our shared directories. We will be challenged with training and onboarding a new administrative assistant.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1025	Health Department	One-time	\$ 0	\$ 64,348	(\$ 64,348)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 64,348	(\$ 64,348)	\$ 0	\$ 0	\$ 0

**PBH-07-20AD Public Health Nurse-Family Partnership program leveraging funds**

**Priority: 07**

**New request**

Contact Info: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov phone: (564) 397-8475

**Requested Action:**

- Addition of a 1.0 FTE Public Health Nurse II position
  - Application for \$154,750 in ongoing Mental Health Sales Tax revenue. This revenue will be braided with \$198,724 of grant funding made available by the Nurse-Family Partnership (NFP) National Services Office (NSO).
- \*\* All changes are ongoing

**Justification:**

Decision package and accompanying MHST application is for a 0.65 FTE Prog Coord II and a 0.50 FTE PH Nurse II. The 1.0 FTE PCII is already in the PH budget; however, NFP National Service Office (NSO) has offered us a grant for program expansion contingent upon matching funds from MHST. NSO prefers to fund 0.35 FTE of the PCII and 1.50 FTE of Public Health Nurse. This allows us to leverage additional grant funding, expand services to high need clients and address the wait list. NFP service fidelity mandates an additional supervisor for expansion, which will be filled with the PCII position.

**Cost Estimate/Comments:**

- position costing tool used for all new positions

**Impacts/Outcomes if not Approved:**

If not approved, we will not be able to leverage funding opportunity from the NSO nor expand services beyond current capacity. The NFP model requires an additional supervisor for programs with more than 8 FTE PH nurses and staff. Funding from NSO is limited and may not be available past 2020 for matching opportunity. Without expansion, our ability to meet other partner/funder expectations and deliverables, such as PeaceHealth’s, will be limited.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 154,750	(\$ 154,750)	\$ 0	\$ 156,923	(\$ 156,923)
1025	Health Department	Ongoing	\$ 154,750	\$ 154,750	\$ 0	\$ 156,923	\$ 156,923	\$ 0
Totals			\$ 154,750	\$ 309,500	(\$ 154,750)	\$ 156,923	\$ 313,846	(\$ 156,923)

**PBH-08-20AD Public Health Public Health staffing and controllable cleanup**

**Priority: 08**

**Budget neutral**

Contact Info: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov phone: (564) 397-8475

**Requested Action:**

- [Ongoing] Transfer 0.399 FTE of P002057 (1.0 FTE Communications Specialist) from the Solid Waste fund (4014) to the Public Health fund (1025)
- [Ongoing] Proceeds from forecast Solid Waste fund investment interest included
- [Ongoing] Proceeds from forecast Public Health indirect cost allocation included
- [Ongoing] Reduction of Public Health fund (1025) controllables
- [One-Time] Use of \$94,231 of Solid Waste fund balance to complete remaining work of Regional System Study (RSS). Use of Solid Waste fund balance for this study was previously approved by Clark County Council.

**Justification:**

Related to the Communications Specialist position, the Solid Waste fund will pay for services provided through an allocation of indirect costs. This partial FTE budget transfer moves all baseline FTE for this position to the Public Health fund.

**Cost Estimate/Comments:**

- Baseline budget data used for transfer of remaining Communications Specialist FTE from the Solid Waste fund to the Public Health fund.

**Impacts/Outcomes if not Approved:**

If not approved,

- labor budgets in both the Solid Waste fund (4014) and Public Health fund (1025) will be incorrect
- resources sufficient to complete the comprehensive Regional System Study (RSS) will not be available

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1025	Health Department	Ongoing	\$ 0	(\$ 106,007)	\$ 106,007	\$ 0	(\$ 106,007)	\$ 106,007
4014	Solid Waste Fund	Ongoing	\$ 32,000	\$ 57,981	(\$ 25,981)	\$ 32,000	\$ 57,981	(\$ 25,981)
4014	Solid Waste Fund	One-time	\$ 0	\$ 94,231	(\$ 94,231)	\$ 0	\$ 0	\$ 0
Totals			\$ 32,000	\$ 46,205	(\$ 14,205)	\$ 32,000	(\$ 48,026)	\$ 80,026

**PWK-01-20AD Public Works – Transportation Division Annual Construction Program**

**Priority: 25**

**New request**

Contact Info: name: Susan Wilson email: susan.wilson@clark.wa.gov phone: ext. 4330

**Requested Action:**

This request is for one-time expense authority in the amount of \$19,350,610 in County Road Fund 1012 to fund projects in the 2020 Annual Construction Program.

**Justification:**

Washington State law requires adoption of an Annual Construction Program (ACP) and Six-Year Transportation Improvement Program (TIP) on an annual basis prior to the budget adoption and December 31, 2019. The Clark County Council adopts the ACP/TIP in fall of each year as the annual program changes every year based on funding and projects.

**Cost Estimate/Comments:**

This request is for one-time expense authority in the amount of \$19,350,610.

**Impacts/Outcomes if not Approved:**

Project delays, programs operating outside of statutory guidelines, loss of grant funds, and the inability to pay for work underway and under contract. Public Works is out of regulatory compliance when programs do not line up with the latest financial information. The department also could run out of funds for projects underway if the most recent forecast is not incorporated into the adopted programs.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1012	County Road Fund	One-time	\$ 0	\$ 19,350,610	(\$ 19,350,610)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 19,350,610	(\$ 19,350,610)	\$ 0	\$ 0	\$ 0

**PWK-03-20AD Public Works – Administration and Finance Division Park impact fee budget update**

**Priority: 27**

**New request**

Contact Info: name: Lori Pearce email: lori.pearce@clark.wa.gov phone: ext.4461

**Requested Action:**

This request is to update budget capacity for our Park Impact Fee districts that our internal Parks Division will use.

**Justification:**

This request will facilitate both the acquisition and development of park property within Clark County.

Park impact fees can be used as matching funds to leverage grants that can be obtained for acquisitions and development of parks.

**Cost Estimate/Comments:**

This request is to adjust baseline budget to align with cash accordingly.

**Impacts/Outcomes if not Approved:**

If not approved, the park impact fees collected will not be accessible for acquisition and development of parks. New parks will not be built with these funds that are dedicated solely for such use.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1032	MPD-Operations Fund	One-time	\$ 65,000	\$ 0	\$ 65,000	\$ 0	\$ 0	\$ 0
3071	Park District 1 Impact Fee Fund	One-time	\$ 0	\$ 10,000	(\$ 10,000)	\$ 0	\$ 0	\$ 0
3055	Urban REET Parks Fund	One-time	\$ 9,770,000	\$ 0	\$ 9,770,000	\$ 0	\$ 0	\$ 0
3075	Park District 5 Impact Fee Fund	Ongoing	\$ 0	(\$ 985,000)	\$ 985,000	\$ 0	(\$ 985,000)	\$ 985,000
3075	Park District 5 Impact Fee Fund	One-time	\$ 0	\$ 20,000	(\$ 20,000)	\$ 0	\$ 0	\$ 0
3076	Park District 6 Impact Fee Fund	Ongoing	\$ 0	(\$ 143,500)	\$ 143,500	\$ 0	(\$ 143,500)	\$ 143,500
3076	Park District 6 Impact Fee Fund	One-time	\$ 0	\$ 20,000	(\$ 20,000)	\$ 0	\$ 0	\$ 0



3077	Park District 7 Impact Fee Fund	One-time	\$ 0	\$ 673,500	(\$ 673,500)	\$ 0	\$ 0	\$ 0
3078	Park District 8 Impact Fee Fund	Ongoing	\$ 0	(\$ 215,000)	\$ 215,000	\$ 0	(\$ 215,000)	\$ 215,000
3078	Park District 8 Impact Fee Fund	One-time	\$ 0	\$ 20,000	(\$ 20,000)	\$ 0	\$ 0	\$ 0
3079	Park District 9 Impact Fee Fund	One-time	\$ 0	\$ 438,500	(\$ 438,500)	\$ 0	\$ 0	\$ 0
3080	Park District 10 Impact Fee Fund	Ongoing	\$ 0	(\$ 250,500)	\$ 250,500	\$ 0	(\$ 250,500)	\$ 250,500
3080	Park District 10 Impact Fee Fund	One-time	\$ 0	\$ 20,000	(\$ 20,000)	\$ 0	\$ 0	\$ 0
3171	Parks Dist. #1-Dev. Impact Fee Fund	One-time	\$ 0	\$ 20,000	(\$ 20,000)	\$ 0	\$ 0	\$ 0
3176	Parks Dist. #6-Dev. Impact Fee Fund	One-time	\$ 0	\$ 385,000	(\$ 385,000)	\$ 0	\$ 0	\$ 0
3177	Parks Dist. #7-Dev. Impact Fee Fund	Ongoing	\$ 0	(\$ 1,700)	\$ 1,700	\$ 0	(\$ 1,700)	\$ 1,700
3179	Parks Dist. #9-Dev. Impact Fee Fund	Ongoing	\$ 0	(\$ 1,700)	\$ 1,700	\$ 0	(\$ 1,700)	\$ 1,700
3275	PIF District 5 - Acquis& Develop. combined	One-time	(\$ 189,800)	\$ 1,450,000	(\$ 1,639,800)	\$ 0	\$ 0	\$ 0
3276	PIF District 6- Acquis& Develop. combined	One-time	\$ 0	\$ 4,500,000	(\$ 4,500,000)	\$ 0	\$ 0	\$ 0
3277	PIF District 7- Acquis& Develop. combined	One-time	\$ 0	\$ 550,000	(\$ 550,000)	\$ 0	\$ 0	\$ 0
3278	PIF District 8- Acquis& Develop. combined	One-time	\$ 53,000	\$ 2,500,000	(\$ 2,447,000)	\$ 0	\$ 0	\$ 0
3279	PIF District 9- Acquis& Develop. combined	One-time	(\$ 430,000)	\$ 1,000,000	(\$ 1,430,000)	\$ 0	\$ 0	\$ 0
3280	PIF District 10- Acquis& Develop. combined	One-time	\$ 0	\$ 800,000	(\$ 800,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 9,268,200	\$ 10,809,600	(\$ 1,541,400)	\$ 0	(\$ 1,597,400)	\$ 1,597,400

## **PWK-06-20AD Public Works – Administration and Finance Division Traffic Impact Fees Budget Update**

**Priority: 30**

**New request**

Contact Info: name: Lori Pearce email: lori.pearce@clark.wa.gov phone: ext. 4461

### **Requested Action:**

This request is to adjust budget capacity for our Traffic Impact Fee districts that help fund the Transportation Improvement Program with a multitude of road, bridge and other transportation projects. They also provide matching dollars to the grants obtained for the Transportation Improvement Program. This request adjusts the revenue forecast and the budget authority to transfer revenue from the Traffic Impact Fee funds to the Road Fund for use on projects.

### **Justification:**

Traffic impact fees can provide funding for projects that enhance safety on Clark County roads. Citizens benefit when traffic impact fees are used to build road infrastructure that creates and enhances transportation options and safety. Traffic impact fees are used to leverage the millions of dollars in grants that Clark County has been successful in applying for and being awarded.

### **Cost Estimate/Comments:**

This request adjusts the revenue forecast and the authority to transfer revenue from the Traffic Impact Fee funds to the Road Fund for use on projects.

### **Impacts/Outcomes if not Approved:**

Without approval the traffic impact fees paid by developers will not be available to enhance the transportation network in the districts where development is occurring in Clark County.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1012	County Road Fund	One-time	\$ 1,477,000	\$ 0	\$ 1,477,000	\$ 0	\$ 0	\$ 0
3061	Mt. Vista Road Impact Fee Fund	One-time	(\$ 800,000)	(\$ 1,100,000)	\$ 300,000	\$ 0	\$ 0	\$ 0
3062	Hazel Dell/Felida Road Impact Fee Fund	One-time	(\$ 875,000)	(\$ 600,000)	(\$ 275,000)	\$ 0	\$ 0	\$ 0
3064	Evergreen Road Impact Fee Fund	One-time	(\$ 425,000)	\$ 0	(\$ 425,000)	\$ 0	\$ 0	\$ 0
3067	North Orchards Traffic Impact Fee Fund	One-time	(\$ 750,000)	(\$ 275,000)	(\$ 475,000)	\$ 0	\$ 0	\$ 0
3068	South Orchards Traffic Impact Fee Fund	One-time	(\$ 70,000)	(\$ 33,500)	(\$ 36,500)	\$ 0	\$ 0	\$ 0
3166	Hazel Dell 2 TIF	One-time	\$ 325,000	\$ 900,000	(\$ 575,000)	\$ 0	\$ 0	\$ 0
3167	Mt. Vista 2 TIF	One-time	\$ 50,000	\$ 600,000	(\$ 550,000)	\$ 0	\$ 0	\$ 0
3168	Orchards 2 TIF	One-time	\$ 400,000	\$ 1,200,000	(\$ 800,000)	\$ 0	\$ 0	\$ 0
3169	Rural Combined TIF	One-time	\$ 60,000	\$ 800,000	(\$ 740,000)	\$ 0	\$ 0	\$ 0
3060	Lakeshore Road Impact Fee Fund	One-time	\$ 0	(\$ 1,000)	\$ 1,000	\$ 0	\$ 0	\$ 0
3063	Orchards Road Impact Fee Fund	One-time	\$ 0	(\$ 500)	\$ 500	\$ 0	\$ 0	\$ 0
3066	Rural 2 Traffic Impact Fee Fund	One-time	\$ 0	(\$ 12,000)	\$ 12,000	\$ 0	\$ 0	\$ 0
3069	119th St Transition Traffic Impact Fee Fund	One-time	\$ 0	(\$ 500)	\$ 500	\$ 0	\$ 0	\$ 0
3163	Orchards Overlay TIF Fund	One-time	\$ 0	(\$ 500)	\$ 500	\$ 0	\$ 0	\$ 0
Totals			(\$ 608,000)	\$ 1,477,000	(\$ 2,085,000)	\$ 0	\$ 0	\$ 0

**PWK-07-20AD Public Works – Engineering and Construction Division Floodplain Program  
Funding - Community**

**Priority: 6**

**New request**

Contact Info: name: Tom Grange email: tom.grange@clark.wa.gov phone: ext. 4449

**Requested Action:**

This request is for ongoing funding in the amount of \$6,000 from General Fund for the National Flood Insurance Program’s (NFIP) Community Rating System (CRS) program. This will be offset by a reduction in the amount of General Fund transfer into our parks fund due to salary savings. There is no impact on General Fund.

**Justification:**

Since 2004, Clark County has participated in the NFIP's Community Rating System. The CRS is an incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements. As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from community actions. Since October 2009, Clark County has been formally recognized by FEMA for its efforts and given a Class 5 rating, which means people who buy flood insurance receive a 25% discount on their premiums.

**Cost Estimate/Comments:**

The average total savings to property owners in Clark County from the CRS discounts is about \$90,000 annually. The average cost to implement CRS is about \$6,000 annually.

**Impacts/Outcomes if not Approved:**

If a transfer of funds from General Fund to Road Fund does not happen, the program must be discontinued, or Clark County is at risk of an audit finding for using Road Fund dollars for unapproved purposes. Property owners who have received CRS discounts will be disappointed if the program is discontinued.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
1012	County Road Fund	Ongoing	\$ 6,000	\$ 0	\$ 6,000	\$ 6,000	\$ 0	\$ 6,000
1032	MPD-Operations Fund	Ongoing	(\$ 6,000)	\$ 0	(\$ 6,000)	(\$ 6,000)	\$ 0	(\$ 6,000)
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**PWK-16-20AD Public Works - Roads Maintenance and Safety Division Purchase Automated Flagger Assisting Device (AFAD)**

**Priority: 39**

**Budget neutral**

Contact Info: name: Carolyn Heniges email: Carolyn.heniges@clark.wa.gov phone: ext. 1626

**Requested Action:**

This is a budget neutral request for a one-time purchase of two sets of Automated Flagger Assisting Devices (AFAD) s in the amount of \$80,000. This purchase will be offset by a budget reduction in other areas of the Road Fund.

**Justification:**

AFADs will increase the visibility on the road versus a human flagger. We are seeing increasing numbers of distracted drivers on the road and drivers exceeding posted speed limits. Flaggers are our work zone crews' first line of defense to immediately communicate incoming threats to their safety. We recognize the safety hazards and this request is to address the safety needs of employees and the public.

**Cost Estimate/Comments:**

One-time costs include purchase of Automated Flagger Assisting Device.

Our responsibility as an employer under L&I is to provide a workplace safe from recognized hazards under WAC 296-800-11005 and 296-800-11010.

**Impacts/Outcomes if not Approved:**

If not approved, flaggers will continue to be at risk in our work zones.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1012	County Road Fund	One-time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## PWK-26-20AD Public Works – Treatment Plant Salmon Creek Digester Cleaning and Maintenance

**Priority: 49**

**New request**

Contact Info: name: Travis Capson email: [travis.capson@clark.wa.gov](mailto:travis.capson@clark.wa.gov) phone: 360-397-7013

**Requested Action:**

This request is for an ongoing additional \$200,000 dollars added to the original requested \$150,000 of ongoing dollars adopted in 2017 -2018 for Digester Cleaning Services.

**Justification:**

The additional funding is being requested to help bridge the gap between our current fund balance and the new industry standard for this cleaning service. The cost for this cleaning service has shot up nearly double of the original bids we were gathering two years ago. At this time the local and regional contractors are over booked and there doesn't seem to be a slowdown predicted in this field of work for the foreseeable future.

**Cost Estimate/Comments:**

The two bids submitted in 2019 were \$274,000 and \$295,000. With the general state of these industry service providers, there is no indication that the cost of these services will decrease in the foreseeable future. In fact they could likely continue to increase as demand is still at peak levels in our area.

**Impacts/Outcomes if not Approved:**

Without this increase in funding the digester will not be able to be cleaned out and that will affect digester safety and overflow modification updates. Those won't happen without the unit being off line and emptied out.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
4580	Wastewater Maintenance & Operation Fund	Ongoing	\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 200,000	(\$ 200,000)
Totals			\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 200,000	(\$ 200,000)

**PWK-27-20AD Public Works – Clean Water Division Add Budget for Stormwater Facility Maintenance**

**Priority: 50**

**New request**

Contact Info: name: Greg Shafer email: greg.shafer@clark.wa.gov phone: ext. 4064

**Requested Action:**

This package requests ongoing additional funding in the Clean Water Fund for stormwater facility maintenance and repairs in the amount of \$380,000.

**Justification:**

This package adjusts budget for ongoing stormwater facility inspections and maintenance due to projected increases in bioretention maintenance, filter structures, sediment removal and other components of the inspection and maintenance program. A significant amount of new storm infrastructure has been released from warranty recently and is now county maintained. This package also adjusts for inflation and includes a contingency for unexpected or emergency facility repairs. The package does not include funding for capital equipment purchases such as vactor vehicles or pipe inspection equipment.

**Cost Estimate/Comments:**

Clean Water has developed detailed stormwater facility inspection and maintenance cost projections through 2022 based on actuals (2016-2019) and current rates of development. These projections estimate funding needed to remain in compliance with the Phase I Municipal Stormwater Permit. This package reflects necessary increases based on these projections for 2020, increasing the annual budget from \$2,400,000 to \$2,780,000 (15.8%). Increased maintenance includes over 700 new filter cartridges and 200 new bioretention cells in 2018-2019 (increase of 24% and 133%, respectively).

**Impacts/Outcomes if not Approved:**

The permit prescribes stormwater system maintenance activities and requires repairs and maintenance to be completed within specified timelines. If not approved, necessary stormwater repairs and maintenance will not be completed, resulting in potential non-compliance with the permit. Public complaints regarding lack of maintenance would also be expected to increase significantly.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
4420	Clean Water Fund	Ongoing	\$ 0	\$ 380,000	(\$ 380,000)	\$ 0	\$ 380,000	(\$ 380,000)
Totals			\$ 0	\$ 380,000	(\$ 380,000)	\$ 0	\$ 380,000	(\$ 380,000)

**PWK-28-20AD Public Works – Clean Water Division Transfer from Clean Water to Conservation Futures**

**Priority: 51**

**New request**

Contact Info: name: Greg Shafer email: greg.shafer@clark.wa.gov phone: ext. 4064

**Requested Action:**

This package authorizes an ongoing, annual fund transfer from Clean Water Fund 4420 to Conservation Futures Fund 3085 in the amount of \$300,000 for Legacy Lands property purchase.

**Justification:**

The approved 2019-2024 Stormwater Capital Plan includes \$300,000 annually to be contributed toward the purchase of Legacy Lands. Property purchases of this kind can also address structural stormwater control program requirements under the Phase I Municipal Stormwater Permit. The plan identifies potential Legacy Lands purchases eligible to receive this contribution. This package is necessary to authorize transfer between funds for these purchases.

**Cost Estimate/Comments:**

Cooperative purchases combining Clean Water funding with Conservation Futures funding allows these programs to leverage limited dollars for priority habitat protection while also meeting stormwater permit requirements.

**Impacts/Outcomes if not Approved:**

If not approved, Legacy Lands would proceed with property purchases using Conservation Futures dollars, without the benefit of leveraging Clean Water funds.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
4420	Clean Water Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
3085	Conservation Future Fund	Ongoing	\$ 300,000	\$ 0	\$ 300,000	\$ 300,000	\$ 0	\$ 300,000
Totals			\$ 300,000	\$ 0	\$ 300,000	\$ 300,000	\$ 0	\$ 300,000



**PWK-29-20AD Public Works – Clean Water Division Move Budget for Stormwater Capital Plan**

**Priority: 52**

**New request**

Contact Info: name: Greg Shafer email: greg.shafer@clark.wa.gov phone: ext. 4064

**Requested Action:**

This request is to move budget to implement the Stormwater Capital Plan for 2020 in two ways. First, a one-time adjustment of \$156,500 within Fund 4420 from Capital Outlay to Services for external professional service contracts. Second, a one-time adjustment of \$300,000 from Fund 4420 to Fund 1012 for internal professional services to be billed directly toward stormwater capital project design and management.

**Justification:**

This package reallocates budget originally in the Capital Outlay baseline to fund external and internal professional services. Clean Water implementation of the six-year Stormwater Capital Plan in 2020 includes a significant increase in project design and a decrease in capital construction from 2019.

**Cost Estimate/Comments:**

Capital planning is the process of identifying and implementing cost-effective projects that are aligned with the county’s goals and reflect a consistent set of strategies and processes. The approach to developing the 2019-2024 Stormwater Capital Plan included four components: 1. Priority-setting, 2. Project identification, 3. Project Scoping, and 4. Programming projects for construction. The final product is a matrix listing planned projects and the anticipated schedule for funding and constructing them over the six-year capital plan timeline.

**Impacts/Outcomes if not Approved:**

If not approved, the Clean Water Division will not be able to maintain and create the appropriate infrastructure in accordance with the NPDES Phase I Municipal Stormwater Permit.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1012	County Road Fund	One-time	\$ 0	(\$ 300,000)	\$ 300,000	\$ 0	\$ 0	\$ 0
4420	Clean Water Fund	One-time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	(\$ 300,000)	\$ 300,000	\$ 0	\$ 0	\$ 0

**PWK-31-20AD Public Works - Fleet Services Division Carry Forward Capital Budget for Fleet Purchases**

**Priority: 53**

**CarryForward**

Contact Info: name: George Lackey email: George.lackey@clark.wa.gov phone: ext. 1643

**Requested Action:**

This request is to carry forward \$1,535,000 in expense authority for vehicle purchases that were previously approved but not procured before the end of 2019.

**Justification:**

Replacing vehicles at the end of their life cycle will minimize the use of unsafe vehicles and improve vehicle availability and reliability. Having safe, reliable vehicles and equipment allows county employees to responsibly serve the community, including responding to public safety emergencies and handling more routine work. Replacing and adding new fleet will increase reliability and decrease maintenance cost.

**Cost Estimate/Comments:**

One 12 yard Dump Truck	Roads	250,000.00
Three 5yard Dump Trucks	Roads	660,000.00
Four Plows	Roads	60,000.00
Three Sanders	Roads	90,000.00
Two Anti Ice Units	Roads	40,000.00
One Truck, Fifth Wheel and Trailer	Roads	275,000.00
Bucket Truck- \$160,000	Signals	160,000.00

**Impacts/Outcomes if not Approved:**

The county fleet will have vehicles and equipment that are not as safe or reliable. The county will incur additional costs due to the increased breakdowns and repairs.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
5091	Equipment Rental & Revolving Fund	One-time	\$ 0	\$ 1,535,000	(\$ 1,535,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 1,535,000	(\$ 1,535,000)	\$ 0	\$ 0	\$ 0

**PWK-32-20AD Public Works – Fleet Services Division Fleet Fuel Tracking System**

**Priority: 54**

**New request**

Contact Info: name: George Lackey email: George.lackey@clark.wa.gov phone: ext. 1637

**Requested Action:**

Fleet is requesting a one-time purchase of fuel tracking systems for each of four work sheds for a total of \$20,000 and an ongoing maintenance cost of \$3,600. This will be reimbursed by road fund.

**Justification:**

Finn Hill, Daybreak, Washougal, and Maple work sheds have above ground fuel tanks. Currently public works operators are manually recording fuel transactions. This upgrade will record fuel transactions electronically to server which will provide accurate data and be more efficient. The average monthly fuel transactions are about 45 for each shed. Staff spends about 10 hours a month to reconcile manual fuel transaction entries.

**Cost Estimate/Comments:**

Fleet is requesting the purchase of fuel tracking systems for each of four work sheds. The tracking system and ongoing maintenance costs are:  
 Fuel tracking system: \$5,000/each  
 Yearly subscription \$2,500/total

**Impacts/Outcomes if not Approved:**

Without this new system, fleet will spend countless hours trying to reconcile missing fuel due to human error. Additionally, Clark County is considered a tier II reporting category for emergency management in the state of Washington. An accurate fuel count is relied upon by the county and state for daily operations and emergency management.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1012	County Road Fund	Ongoing	\$ 0	\$ 3,600	(\$ 3,600)	\$ 0	\$ 3,600	(\$ 3,600)
1012	County Road Fund	One-time	\$ 0	\$ 20,000	(\$ 20,000)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-time	\$ 20,000	\$ 20,000	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals</b>			<b>\$ 20,000</b>	<b>\$ 43,600</b>	<b>(\$ 23,600)</b>	<b>\$ 0</b>	<b>\$ 3,600</b>	<b>(\$ 3,600)</b>

**PWK-33-20AD Public Works – Fleet Services Division Fleet Scheduled Vehicle and Equipment Replacement**

**Priority: 55**

**New request**

Contact Info: name: George Lackey email: george.lackey@clark.wa.gov phone: ext. 1637

**Requested Action:**

Fleet is requesting one-time expense authority of \$5,739,800 for 2020 scheduled vehicle and equipment replacement acquisitions in the year 2020.

**Justification:**

Fleet Services reviews vehicles/equipment based on the appropriate replacement schedule per the County fleet policy, which can range from 5-10 years or more, depending on the type of vehicle/equipment being replaced. The 2020 purchase schedule totals \$5,739,800. A staff report was submitted for council consideration on September 17, 2019, which, pending approval, would authorize \$1,362,000 for the pre-order of 21 replacement vehicles for the Sheriff's Office in order to meet General Motor's deadline.

**Cost Estimate/Comments:**

Replacing vehicles at the end of their life-cycle is a responsible, cost-effective use of county resources.

**Impacts/Outcomes if not Approved:**

The county fleet will have vehicles that are not as safe or reliable as needed. The county will incur additional costs due to repairs and having needed vehicles and equipment unavailable.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
5091	Equipment Rental & Revolving Fund	One-time	\$ 0	\$ 5,739,800	(\$ 5,739,800)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 5,739,800	(\$ 5,739,800)	\$ 0	\$ 0	\$ 0

**PWK-36-20AD Public Works – Parks and Lands Division Camp Bonneville Forest Thinning Expense**

**Priority: 7**

**New request**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: ext. 4258

**Requested Action:**

This request is to increase operational expenses in the amount of \$130,000 for ongoing implementation of Clark County's Forest Stewardship Plan at Camp Bonneville. This work is funded from the timber sales of Camp Bonneville. No funding will come from the Army.

**Justification:**

Clark County's Forest Stewardship Plan calls for selective thinning and other techniques to create a healthy forest ecosystem. The modest income generated from these wood products will be used at Camp Bonneville for forest operations, property management and other activities, such as future development as a regional park. Rising costs of logging operations including fuel, rock, and labor, require an adjustment in operational expenses. Clark County will also attempt to reach 2 million board feet harvested in 2020 for the first time since 2015.

**Cost Estimate/Comments:**

Ongoing logging costs are estimated based on previously completed contracts with an average \$2,721 per acre. Logging operations planned for 2020 include 194 acres totaling \$527,874. Public Works already has \$400,000 approved in the 2020 baseline budget for logging operations. This request asks for an additional \$130,000. Revenue generated from the sale of surplus timber was previously estimated at \$850,000. If Public Works can reach the goal of 2 million board feet harvested in 2020, then revenue could reach \$1.2 million.

**Impacts/Outcomes if not Approved:**

If this decision package is not approved, it will continue to delay the implementation of the Forest Stewardship Plan for Camp Bonneville. As suggested above, this will result in compromised forest health, increased fire risk, loss of potential revenue and likely delay in the eventual development of a regional park.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1014	Bonneville Timber Fund	Ongoing	\$ 0	\$ 130,000	(\$ 130,000)	\$ 0	\$ 130,000	(\$ 130,000)
Totals			\$ 0	\$ 130,000	(\$ 130,000)	\$ 0	\$ 130,000	(\$ 130,000)

**PWK-37-20AD Public Works – Parks and Lands Division Carry-Forward for Camp Bonneville Master Plan**

**Priority: 8**

**CarryForward**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: 564-397-4258

**Requested Action:**

This request is to carry forward unused funding in the amount of \$400,000. This money will be used for the purpose of master planning Camp Bonneville for future use as a regional park. This is funded from the timber sales of Camp Bonneville. No funding will come from the Army.

**Justification:**

Expense authority for Camp Bonneville Master Plan was approved in the 2017 Fall Budget Readopt under PWK-23-17RA and then later carried forward in the 2019 Budget Adoption under PWK-09-19AD. Council provided direction on master planning efforts in several work sessions. Public Works will pursue high-level conceptual master plans from several consulting firms. This work is funded from the timber sales of Camp Bonneville. No funding will come from the Army.

**Cost Estimate/Comments:**

Public Works estimates five small contracts totaling \$20,000 each for conceptual master planning, followed by a public engagement process and one larger contract for formal master plan development totaling \$300,000. Total budget requested to carry forward to 2020 is \$400,000.

**Impacts/Outcomes if not Approved:**

If this request is not approved, the site will remain status quo with no recreational value to Clark County residents. A master plan is the first critical step to changing the future use of the site.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1014	Bonneville Timber Fund	One-time	\$ 0	\$ 400,000	(\$ 400,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 400,000	(\$ 400,000)	\$ 0	\$ 0	\$ 0

**PWK-38-20AD Public Works – Parks and Lands Division Carry-Forward for Daybreak Regional Park Grant**

**Priority: 9**

**CarryForward**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: 564-397-4258

**Requested Action:**

This request is to carry-forward unspent funding in the amount of \$450,000 for the Lower Daybreak Regional Park Phase I development project (PWK-26-19AD).

**Justification:**

In 2018, Grant Agreement 16-1996C with the Washington State Recreation and Conservation Office (RCO) was approved (SR 128-18) to assist with acquisition of the 105-acre Lower Daybreak property from the Columbia Land Trust and to construct the first phase of recreational improvements on the property. The project funding was carried forward to 2019 to begin design services for the project. Design will be completed in 2020 and carrying unspent funding forward to 2020 is necessary to construct the project.

**Cost Estimate/Comments:**

This decision package requests estimated unused funds of \$450,000 be rolled forward to 2020 to complete the design and construction process.

Conservation Futures has been awarded this grant which is then transferred to our parks construction fund 3055 to allow for the project to be completed.

**Impacts/Outcomes if not Approved:**

If not approved, the county will be unable to construct the project or meet the requirements of Grant Agreement 16-1996C and will need to refund the Washington State Recreation and Conservation Office any funds expended towards the project in 2018.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
3085	Conservation Future Fund	One-time	\$ 450,000	\$ 450,000	\$ 0	\$ 0	\$ 0	\$ 0
3055	Urban REET Parks Fund	One-time	\$ 450,000	\$ 450,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 900,000	\$ 900,000	\$ 0	\$ 0	\$ 0	\$ 0

**PWK-39-20AD Public Works – Parks and Lands Division Carry-Forward for Parks Development**

**Priority: 10**

**CarryForward**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: 564-397-4258

**Requested Action:**

Carry forward unspent funding in the amount of \$3,250,690 one-time for the following projects: Camp Hope (PWK-20-17RA, PWK-30-19AD); Curtin Creek Community Park (PWK-01-18SP, PWK-29-19AD); Felida Community Park (PWK-33-17RA, PWK-28-19AD); Hockinson Community Park (PWK-34-17RA, PWK-31-19AD); Kozy Kamp Neighborhood Park (PWK-02-19AD); and Harmony Sports Complex (PWK-33-19AD).

**Justification:**

Approval of this request will assure these parks development projects will continue to move forward towards completion of the planned infrastructure improvements. Funding is project specific and not a part of the ongoing budget.

**Cost Estimate/Comments:**

Remaining expenditures are as follows: Camp Hope - \$154,000 REET II; Curtin Creek Community Park - \$350,000 PIF District 6; Felida Community Park - \$30,000 PIF District 9; Hockinson Community Park - \$420,000 PIF District 5; Kozy Kamp Neighborhood Park - \$155,000 REET II; and Harmony Sports Complex - \$2,141,690. Total amount to be carried forward is \$3,250,690.

This request carries-forward REET II and grant revenue in the amount of \$2,450,690. Carry-forward for PIF revenue is accounted for in the PIF Budget Update decision package.

**Impacts/Outcomes if not Approved:**

If this request is not approved the substantial investment made into each of these three projects will be lost or put on hold. Camp Hope will not be in compliance with county code and we could lose a valuable community partner. Progress made towards developing two additional parks and making much needed improvements to two others will be put on hold. Lastly, a grant provided by the state for Harmony Sports Complex will be returned to the state.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1032	MPD-Operations Fund	One-time	\$ 155,000	\$ 155,000	\$ 0	\$ 0	\$ 0	\$ 0
3083	Real Estate Excise Tax II Fund	One-time	\$ 0	\$ 1,309,000	(\$ 1,309,000)	\$ 0	\$ 0	\$ 0
3055	Urban REET Parks Fund	One-time	\$ 2,295,690	\$ 3,095,690	(\$ 800,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 2,450,690	\$ 4,559,690	(\$ 2,109,000)	\$ 0	\$ 0	\$ 0



**PWK-40-20AD Public Works – Parks and Lands Division Carry-Forward for Railroad Bridges 12 and 20**

**Priority: 1**

**CarryForward**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: ext. 4258

**Requested Action:**

This request is to carry forward capital funding from grant awards and REET II funds for Chelatchie Prairie Railroad Bridge 12 and Bridge 20 projects in the amount of \$4,200,000.

**Justification:**

Council previously approved grant agreements with WSDOT of \$300,000 (SR 201-16) and \$2,500,000 (SR 129-18) for Bridge 12 on the Chelatchie Prairie Railroad and the Director of Public Works approved a grant agreement with WSDOT for \$150,000 for Bridge 20. The Council also approved \$1,310,000 in REET II funding for Bridge 12 and \$140,000 for Bridge 20 (PWK-09-18SP, PWK-10-18SP, and PWK-36-19AD).

**Cost Estimate/Comments:**

There is approximately \$3,910,000 remaining to be spent on Bridge 12 and \$290,000 to be spent on Bridge 20, for a total of \$4,200,000.

**Impacts/Outcomes if not Approved:**

If this decision package is not approved Public Works will not be able to replace these outdated and failing timber trestle bridges, and will not be in compliance with the three grant agreements.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 4,200,000	\$ 4,200,000	\$ 0	\$ 0	\$ 0	\$ 0
3083	Real Estate Excise Tax II Fund	One-time	\$ 0	\$ 1,450,000	(\$ 1,450,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 4,200,000	\$ 5,650,000	(\$ 1,450,000)	\$ 0	\$ 0	\$ 0

**PWK-41-20AD Public Works – Parks and Lands Division Carry Forward REET II for Parks Capital Repairs**

**Priority: 11**

**CarryForward**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: 564-397-4258

**Requested Action:**

This request is to carry forward unspent funds in the amount of \$600,000 from the Real Estate Excise Tax II (REET II) Fund for one-time capital repairs at regional and Metropolitan Parks District parks sites.

**Justification:**

PWK-01-19AD was approved in the 2019 Budget Adoption process authorizing \$1,100,303 in Real Estate Excise Taxes for capital repairs to the metropolitan parks district and regional parks. Projects anticipated to use this funding in 2019 were substantially delayed because of vacancies in the Parks and Lands Division of Public Works. This request is to carry forward unspent funds. This funding enables the county to repair and preserve critical parks assets, address emergency repairs and comply with the Americans with Disabilities Act for necessary system upgrades.

**Cost Estimate/Comments:**

REET II is the critical funding source allowing the county to repair, reconstruct, or replace park improvements, such as restrooms, picnic shelters, playgrounds, parking lots, walkways and sports fields. Highest priorities include asset preservation, public safety and compliance with federal, state and local laws. Timely repairs reduce or prevent more costly future repairs or replacements. Capital repair expenses through July 2019 are \$70,000 with an additional \$430,000 to be spent by year end. An estimated \$600,000 will need to be carried forward to 2020.

**Impacts/Outcomes if not Approved:**

Without this critical funding, Public Works will not make major repairs and upgrades. Staff will be limited in their ability to address emergencies and keep parks operational and safe. Major asset repairs and upgrades not addressed in a timely manner will result in increased liability and higher future expenses.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1032	MPD-Operations Fund	One-time	\$ 600,000	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 0
3083	Real Estate Excise Tax II Fund	One-time	\$ 0	\$ 600,000	(\$ 600,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 600,000	\$ 1,200,000	(\$ 600,000)	\$ 0	\$ 0	\$ 0

**PWK-42-20AD Public Works – Conservation Futures Division Conservation Futures Bond Projects**

**Priority: 12**

**New request**

Contact Info: name: Pat Lee email: pat.lee@clark.wa.gov phone: ext. 4070

**Requested Action:**

This request would provide one-time budget authority to complete Conservation Futures Bond projects approved by council via resolution 2017-11-06 and provide a placeholder for anticipated grants. Treasurer's Office issued bonds in 2018 (Final SR 54-18) to fund ten projects over a five-year period.

**Justification:**

Capital requests are considered one-time requests and need to be budgeted each year.

**Cost Estimate/Comments:**

County capital acquisitions: \$1,486,000

Executed grant to reimburse capital acquisitions: \$395,690

Executed grant to pass-through to LCEP: 156,672

Conservation Futures allocations to Columbia Land Trust, Camas, LaCenter, and Washougal: \$2,320,065

**Impacts/Outcomes if not Approved:**

Properties may be converted to non-conservation uses. Public access will be restricted, Trail corridors will remain disconnected, and recreational demands will remain unmet. Significant environmental benefits such as salmon and steelhead spawning areas could be threatened. Since the county has already issued \$7.3 million in bonds, not following through with acquisitions could have negative financial implications.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
3085	Conservation Future Fund	One-time	(\$ 1,090,310)	\$ 2,320,065	(\$ 3,410,375)	\$ 840,552	\$ 0	\$ 840,552
Totals			(\$ 1,090,310)	\$ 2,320,065	(\$ 3,410,375)	\$ 840,552	\$ 0	\$ 840,552

**PWK-43-20AD Public Works – Parks and Lands Division Construction Funding for Felida Park Improvements**

**Priority: 13**

**New request**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: ext. 4258

**Requested Action:**

This request is for one-time expense authority in the amount of \$860,000 to be funded by PIF District 9. In 2017, budget authority was approved through decision package PWK-33-17RA in the amount of \$95,000 to design, engineer and permit an overflow parking lot and Children's Garden at Felida Community Park. The project has been designed and scheduled for bid in winter 2020. This request is for construction funding.

**Justification:**

Felida Park is a popular location for multiple activities. The additional parking is intended to alleviate ongoing safety issues caused by on-street parking during sports play at the park. The Children's Garden will be the first all abilities/inclusive play area within a Clark County owned public park. The funding request is for park improvements only and therefore not a part of the annual budget for administration, maintenance or operation activities for the Parks and Lands Division.

**Cost Estimate/Comments:**

Construction funding for these two additions to Felida Park, including construction management support are estimated at \$860,000.

Funding will come from PIF District 9. Revenue budget authority is requested through the PIF Budget Update decision package.

**Impacts/Outcomes if not Approved:**

If this request is not approved, then this project will not move forward. Parking will continue to crowd area streets during sporting events. Clark County will miss out on an opportunity to construct its first truly inclusive, all abilities, playground.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
3055	Urban REET Parks Fund	One-time	\$ 0	\$ 860,000	(\$ 860,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 860,000	(\$ 860,000)	\$ 0	\$ 0	\$ 0

**PWK-44-20AD Public Works - Parks and Lands Division Convert Parks Admin OA II to 1.0 FTE (P001388)**

**Priority: 14**

**Budget neutral**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: ext. 4258

**Requested Action:**

This request seeks ongoing expense authority from MPD funds in the amount of \$13,509 to support the conversion of a .75 FTE OA II position (P001388) to a 1.0 FTE position. Parks will offset the additional cost by reducing services budget.

**Justification:**

This position primarily handles picnic shelter reservations, park use permits and parking contracts. Parks processes thousands of calls and emails, 1,300+ picnic shelter reservations, 200+ park use permits and dozens of parking contracts annually. When parks consolidated in 2013 much of this work was processed in a community center by multiple staff working evening and weekend hours on top of traditional business hours. Over the course of the last several years most of this work has been consolidated down to a .75 FTE OA II and one temporary staff working 750 hours per year.

**Cost Estimate/Comments:**

Costs are calculated at 25% of one FTE equaling \$13,509 per annum. Parks will offset the additional cost by reducing services budget. There is no impact on General Fund.

**Impacts/Outcomes if not Approved:**

.75 FTE is inadequate to effectively serve the public, particularly in the spring and summer when parks are busiest. When temporary staff is furloughed Parks has no frontline staff, at least 1 day/week, to answer phones or process reservations, permits, contracts and customer inquiries for up to 4 months per year.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1032	MPD-Operations Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**PWK-45-20AD Public Works – Parks and Lands Division Harmony Sports Complex Safety Improvements REET II**

**Priority: 15**

**New request**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: 564-397-4258

**Requested Action:**

This request is for the one-time use of Real Estate Excise Tax II (REET II) funds in the amount of \$1,500,000 in 2020 for additional construction funding necessary for the Harmony Sports Complex safety improvements project.

**Justification:**

Harmony Sports Complex serves almost 4,000 youth and their families annually through soccer and baseball leagues. The site hosts large tournaments capable of hosting 15,000 people. Washington Timbers plans to expand this regional facility and the first step is to make necessary transportation and parking safety improvements on the site. The additional \$1,500,000 is necessary to construct the first phases of these improvements.

**Cost Estimate/Comments:**

Construction estimates for this project are \$3,641,690. Use of an additional \$1,500,000 of REET II funds is requested for 2020 to make the necessary safety improvements and meet the Department of Commerce capital funding requirement.

**Impacts/Outcomes if not Approved:**

If this decision package is not approved, transportation and parking safety issues will continue to burden site users, staff and the park budget, and the \$1,141,690 in awarded grant funding will only be utilized for a portion of the necessary safety improvements planned for the property.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
3083	Real Estate Excise Tax II Fund	One-time	\$ 0	\$ 1,500,000	(\$ 1,500,000)	\$ 0	\$ 0	\$ 0
3055	Urban REET Parks Fund	One-time	\$ 1,500,000	\$ 1,500,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 1,500,000	\$ 3,000,000	(\$ 1,500,000)	\$ 0	\$ 0	\$ 0

**PWK-46-20AD Public Works – Parks and Lands Division Hockinson Park Disc Golf Course  
Construction Funds**

**Priority: 16**

**New request**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: ext. 4258

**Requested Action:**

This request is for one-time expense authority for construction funding in the amount of \$731,855 funded from PIF District 5. In 2017, budget authority was approved through decision package PWK-34-17RA to use \$650,000 from PIF District 5 Acquisition and Development Combined Fund (Fund 3275) for preliminary engineering and construction of Hockinson Community Park improvements. This decision package requests additional funds necessary to construct the entire project. The project has been designed and scheduled for bid in winter 2020.

**Justification:**

Portions of the 240-acre Hockinson Meadows Community Park have been proposed as an 18-hole disc golf course approved through decision package PWK-34-17RA. Access to the disc golf course from the developed park requires a bridge crossing over a ditch. A picnic shelter, trails, landscaping and other amenities are also needed to support the future disc golf course. Disc golf courses were identified as a desired park feature in the county's Parks, Recreation and Open Space Plan.

**Cost Estimate/Comments:**

A consultant firm has been hired for design, engineering and permitting. To date, \$230,000 has been expended. A separate decision package requests the carry forward of \$420,000 to 2020 to ensure that the project continues moving forward. Approval of this request will ensure completion of these services. The construction estimate for this project is \$1,381,855, meaning that \$731,855 is necessary from PIF District 5 to construct the entire project.

**Impacts/Outcomes if not Approved:**

Needed improvements for public access from the park to the future disc golf course will not happen. Other amenities, such as the small shelter and improved multi-use pathways will also be cut. We often get asked when the course will be completed. New neighborhoods surrounding the park will be disappointed as well as disc golf enthusiasts who have been supportive of this project.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
3055	Urban REET Parks Fund	One-time	\$ 0	\$ 731,855	(\$ 731,855)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 731,855	(\$ 731,855)	\$ 0	\$ 0	\$ 0

**PWK-47-20AD Public Works – Parks and Lands Division Kozy Kamp Neighborhood Park  
Construction Funds**

**Priority: 17**

**New request**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: ext. 4258

**Requested Action:**

This decision package requests one-time construction funding in the amount of \$1,300,000 from REET II and PIF District 10 necessary to complete the project. In 2019 budget authority was approved through decision package PWK-02-19AD for the design, engineering and permitting of Kozy Kamp Neighborhood Park. The project is currently in design and scheduled for bid in late 2020.

**Justification:**

Kozy Kamp Neighborhood Park, a 5-acre property acquired in 2001, is located in the Mount Vista area at 17410 NE 29th Avenue. The park amenities will include a large playground, nature play area, walkways, picnic tables, benches, a sports court, irrigated lawn, landscaping and other amenities. Kozy Kamp is one of the few remaining parks promised to voters in 2005 within the approved ongoing property tax levy for the Greater Clark Parks District.

**Cost Estimate/Comments:**

Otak, Inc. has been hired to provide design, engineering, permitting, bidding and construction support for the advancement and implementation of the conceptual development plan for Kozy Kamp Neighborhood Park. Funds necessary to construct the project are estimated at \$1,300,000, with this request asking for \$350,000 from Park Impact Fee District 10 and \$950,000 from Real Estate Excise Tax II.

**Impacts/Outcomes if not Approved:**

The property is currently undeveloped and provides little recreational value to a fast-growing community. If this budget authority is not approved, Kozy Kamp will not be bid for construction in 2020, which in turn will further delay meeting commitments made to voters 14 years ago.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
3083	Real Estate Excise Tax II Fund	One-time	\$ 0	\$ 950,000	(\$ 950,000)	\$ 0	\$ 0	\$ 0
3055	Urban REET Parks Fund	One-time	\$ 1,300,000	\$ 1,300,000	\$ 0	\$ 0	\$ 0	\$ 0
3280	PIF District 10- Acquis& Dev comb	One-time	\$ 0	\$ 350,000	(\$ 350,000)	\$ 0	\$ 0	\$ 0
<b>Totals</b>			<b>\$ 1,300,000</b>	<b>\$ 2,600,000</b>	<b>(\$ 1,300,000)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>



**PWK-48-20AD Public Works – Parks and Lands Division Park Construction Direct Charge of Staff Time**

**Priority: 18**

**New request**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: 564-397-4258

**Requested Action:**

Adjust budget for Fund 3055 and Fund 1012 to allow direct charge of salaries and benefits for employees in the Engineering and Construction division of Public Works while working on parks development projects up to \$650,000.

**Justification:**

Public Works employees that are a part of the Engineering and Construction division assist the Parks and Lands division in design, project management and other activities related to the construction of new park facilities. This decision package adjusts the budget for Fund 3055, Parks Construction, and Fund 1012, County Roads, to allow direct charging of payroll costs to the appropriate area. Overhead related to this staff time is charged to Fund 3055 through a journal entry completed by finance staff.

**Cost Estimate/Comments:**

Projects to be delivered by the Engineering and Construction division of Public Works include Camp Hope, Harmony Sports Complex, Kozy Kamp Neighborhood Park, Lower Daybreak Trail Improvement, Felida Community Park Improvements, Curtin Creek Community Park, and Hockinson Disc Golf Course. Staff time for design, project management, real property services, survey, construction, and environmental permitting support are estimated to be \$650,000.

**Impacts/Outcomes if not Approved:**

Direct charging is the preferred method for capital projects that are tracked, and assists with billing grants that require detailed records. If not approved, reporting on parks projects will be less transparent. In addition, costs incurred by the Engineering and Construction division will need to be billed on a monthly basis, resulting in higher overall administrative costs for each project.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1012	County Road Fund	One-time	\$ 0	(\$ 650,000)	\$ 650,000	\$ 0	\$ 0	\$ 0
3055	Urban REET Parks Fund	One-time	\$ 0	\$ 650,000	(\$ 650,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## **PWK-50-20AD Public Works – Parks and Lands Division Parks, Recreation & Open Space Plan Update**

**Priority: 20**

**New request**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: ext. 4258

### **Requested Action:**

Approve one-time funding of \$50,000 park impact fee districts for consultant services for Public Works to update Clark County's Parks, Recreation and Open Space (PROS) Plan. An update of the PROS Plan is required every six years to maintain eligibility for grants administered by the Washington State Recreation and Conservation Office (RCO). RCO is a major source of grant funding for Clark County's parks and trails. This is also a requirement of the Growth Management Act per RCW 35.70A (8). The last update was completed in 2015. The update will need to be approved by Council in 2021.

### **Justification:**

An update of the PROS plan is required every six years under the Growth Management Act (RCW 35.70A (8) and to maintain grant eligibility. A plan update is an extensive process and includes several chapters including: inventory of properties and facilities; analysis of demographics, population trends and growth projections; demands or needs analysis; development of six-year and ten-year capital plans to meet the identified needs; park impact fee/credit analysis and calculations; public outreach; and presentations to council. Consultant services are necessary to meet these requirements.

### **Cost Estimate/Comments:**

The 2015 PROS Plan update required a full year of effort, including county staff and consultant services, to meet the requirements as set by the Recreation & Conservation Office and the Growth Management Act. The public involvement process for this update is anticipated to be just as involved. Consultant services in support of the update are estimated to cost \$50,000. The plan will benefit all park impact fee districts, so funding from each district will be used to cover the \$50,000 for this request.

**Impacts/Outcomes if not Approved:**

If not approved, Clark County will be out of compliance with the Growth Management Act and will not qualify to apply for Washington State Recreation and Conservation Office or Federal funding in support of parks, trails or conservation projects.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
3171	Parks Dist. #1-Dev. Impact Fee Fund	One-time	\$ 0	\$ 7,150	(\$ 7,150)	\$ 0	\$ 0	\$ 0
3275	PIF District 5 - Acquis& Develop. combined	One-time	\$ 0	\$ 7,150	(\$ 7,150)	\$ 0	\$ 0	\$ 0
3276	PIF District 6- Acquis& Develop. combined	One-time	\$ 0	\$ 7,150	(\$ 7,150)	\$ 0	\$ 0	\$ 0
3277	PIF District 7- Acquis& Develop. combined	One-time	\$ 0	\$ 7,150	(\$ 7,150)	\$ 0	\$ 0	\$ 0
3278	PIF District 8- Acquis& Develop. combined	One-time	\$ 0	\$ 7,150	(\$ 7,150)	\$ 0	\$ 0	\$ 0
3279	PIF District 9- Acquis& Develop. combined	One-time	\$ 0	\$ 7,150	(\$ 7,150)	\$ 0	\$ 0	\$ 0
3280	PIF District 10- Acquis& Develop. combined	One-time	\$ 0	\$ 7,100	(\$ 7,100)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 50,000	(\$ 50,000)	\$ 0	\$ 0	\$ 0

## PWK-51-20AD Public Works – Clark County Railroad Railroad Roadbed Rehabilitation Grant

**Priority: 2**

**Previously approved by Council**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: 564-397-4258

### **Requested Action:**

This request is a one-time increase to budget authority in grant revenue in the amount of \$1,480,000 and capital budget in the amount of \$1,480,000 for the Chelatchie Prairie Railroad roadbed rehabilitation grant from the Washington State Department of Transportation. There is no required match and no impact on the General Fund. This request was previously approved by council on September 3, 2019, SR#115-19.

### **Justification:**

This is a new request. The portion of the Chelatchie Prairie Railroad currently used for freight transport needs improvements to the roadbed, including cross ties. This grant will fund improvements to the line at various locations. The Washington State Legislature allocated this amount for improvements to the railroad from milepost 0 to milepost 14. This grant will be provided through the Washington Department of Transportation. All engineering, construction, and other county costs will be paid through the grant.

### **Cost Estimate/Comments:**

This decision package requests an increase to the capital budget for the Chelatchie Prairie Railroad of \$1,480,000. Improvements and associated costs will be limited to this amount. All costs for the project are reimbursed by the grant. There is no required match and no impact on the General Fund.

### **Impacts/Outcomes if not Approved:**

If this budget request is not approved, funding would be returned to the state and needed improvements would be deferred.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 1,480,000	\$ 1,480,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 1,480,000	\$ 1,480,000	\$ 0	\$ 0	\$ 0	\$ 0

**PWK-53-20AD Public Works – Parks and Lands Division REET II for Parks Capital Repairs**

**Priority: 22**

**New request**

Contact Info: name: Kevin Tyler email: kevin.tyler@clark.wa.gov phone: 564-397-4258

**Requested Action:**

This request is for one-time funding in the amount of \$576,000 from the Real Estate Excise Tax II (REET II) Fund for capital repairs to regional and Metropolitan Parks District parks sites.

**Justification:**

Real Estate Excise Taxes are the sole funding source for capital repairs for twelve former General Fund parks located inside the Metropolitan Parks District and for regional parks such as Lewisville Regional Park, Frenchman’s Bar Regional Park, and Vancouver Lake Regional Park. This funding enables the county to repair and preserve critical parks assets, address emergency repairs and comply with the Americans with Disabilities Act for necessary system upgrades.

**Cost Estimate/Comments:**

REET II is the critical funding source allowing the county to repair, reconstruct, or replace park improvements, such as restrooms, picnic shelters, playgrounds, parking lots, walkways and sports fields. Highest priorities include asset preservation, public safety and compliance with federal, state and local laws. Timely repairs reduce or prevent more costly future repairs or replacements. Public Works maintains an ongoing 10-year list of known parks capital repairs totaling more than \$3.5 million. It is critical that Public Works continue to address known repairs on this list.

**Impacts/Outcomes if not Approved:**

Without this critical funding, Public Works will not make major repairs and upgrades. Staff will be limited in their ability to address emergencies and keep parks operational and safe. Major asset repairs and upgrades not addressed in a timely manner will result in increased liability and higher future expenses.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1032	MPD-Operations Fund	One-time	\$ 576,000	\$ 576,000	\$ 0	\$ 0	\$ 0	\$ 0
3083	Real Estate Excise Tax II Fund	One-time	\$ 0	\$ 576,000	(\$ 576,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 576,000	\$ 1,152,000	(\$ 576,000)	\$ 0	\$ 0	\$ 0

## **PWK-58-20AD    Public Works – Administration and Finance Division    Revenue Forecast Update**

**Priority: 58**

**New request**

Contact Info:    name: Lori Pearce    email: lori.pearce@clark.wa.gov    phone: ext. 4461

### **Requested Action:**

This request is to align the revenue budget for Public Works funds with forecasts for 2020.

### **Justification:**

Ensuring that the budget is aligned with actual forecasts allows for realistic expectations and accurate monthly reporting to better monitor fund performance.

### **Cost Estimate/Comments:**

This request is based on actual revenue forecasts for 2020. There is a total of \$4,142,000 of Real Estate Excise Tax (REET) funding in here for a variety of road projects, including the 179th Street Transportation Area project which are included in the 2020 to 2025 Transportation Improvement Program (TIP). The road projects funded by REET are reflected on the Annual Construction Program (ACP), in the other funds column where the source amount is labeled as REET. The ACP is included in the TIP, which is scheduled to be approved by Council on November 5, 2019.

### **Impacts/Outcomes if not Approved:**

Budgeted revenue will not be in alignment with current forecasts.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 711,500	\$ 0	\$ 711,500	\$ 711,500	\$ 0	\$ 711,500
1012	County Road Fund	Ongoing	(\$ 7,137,000)	\$ 0	(\$ 7,137,000)	(\$ 7,137,000)	\$ 0	(\$ 7,137,000)
1012	County Road Fund	One-time	\$ 4,163,000	\$ 0	\$ 4,163,000	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	Ongoing	\$ 606,017	\$ 0	\$ 606,017	\$ 606,017	\$ 0	\$ 606,017
4420	Clean Water Fund	Ongoing	\$ 140,000	\$ 0	\$ 140,000	\$ 140,000	\$ 0	\$ 140,000
5091	Equipment Rental & Revolving Fund	Ongoing	\$ 335,528	\$ 0	\$ 335,528	\$ 335,528	\$ 0	\$ 335,528
3083	Real Estate Excise Tax II Fund	One-time	\$ 0	\$ 4,142,000	(\$ 4,142,000)	\$ 0	\$ 0	\$ 0
1014	Bonneville Timber Fund	Ongoing	\$ 150,000	\$ 0	\$ 150,000	\$ 150,000	\$ 0	\$ 150,000
Totals			(\$ 1,030,955)	\$ 4,142,000	(\$ 5,172,955)	(\$ 5,193,955)	\$ 0	(\$ 5,193,955)

## **PWK-62-20AD    Public Works – Treatment Plant    Salmon Creek Reserve Funds**

**Priority: 62**

**New request**

Contact Info:    name: Travis Capson                      email: travis.capson@clark.wa.gov                      phone: 564-397-1713

### **Requested Action:**

This request is for budget authority for fund balance of \$800,000 for budget year 2020 for unforeseen equipment failures and replacement of critical process components that if not fixed could trigger noncompliance with discharge permits and impede treatment plant or pump station functions.

### **Justification:**

The additional budget is being requested to help bridge the gap between our current budget and the need to fund more numerous failures in the treatment plant's critical process equipment, controls systems and two regional pump stations all of which could lend us to permit noncompliance depending on the situation.

### **Cost Estimate/Comments:**

The example we are providing is the recent request for emergency funding of the repairs to the treatment plant's largest emergency power generator. This equipment repair is expected to cost \$800,000 dollars. Following that project we have additional concerns in multiple pump and process variable frequency drives (VFD's). There are 4 VFD's that currently need replacement and the cost of each is roughly \$20,000 each. There are a few more VFD's around the facilities that are in the same overall condition as the ones we are intending to replace currently.

### **Impacts/Outcomes if not Approved:**

We will no longer be able to reliably meet discharge permit requirements, which will put us in a position of noncompliance in most cases.



Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
4580	Wastewater Maintenance & Operation Fund	One-time	\$ 0	\$ 800,000	(\$ 800,000)	\$ 0	\$ 0	\$ 0
4583	SCWPT Repair & Replacement Fund	One-time	\$ 200,000	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 200,000	\$ 1,000,000	(\$ 800,000)	\$ 0	\$ 0	\$ 0

## **SHR-09-20AD Sheriff's Office - Corrections Mail Scanner for Jail**

**Priority: 2**

**New request**

Contact Info: name: Darin Rouhier email: darin.rouhier@clark.wa.gov phone: 360-397-0271

### **Requested Action:**

The Clark County Jail, like other jails in the state and country, are combating the introduction of contraband (drugs) through the United States Postal Service (USPS). The Sheriff requests \$191,000 in one-time funding to purchase and install a drug scanner to detect and reduce the introduction of drugs into the Clark County Jail and Jail Work Center (JWC).

### **Justification:**

A challenge faced by correctional facilities across the nation, including Clark County, is the introduction of contraband. Offenders have secreted drugs in the paper, sealant and other parts of mail to smuggle drugs into the jail. Depending on the type of illegal drug, staff members who search the mail are put at risk for exposure to toxic chemicals (in particular fentanyl), which can result in a substantial exposure through minute contact. The purchase will reduce introduction of drugs into the jail, protecting from inmate overdoses and from accidental exposures to both inmates and staff.

### **Cost Estimate/Comments:**

The one-time cost to purchase and install the mail scanner is \$191,100. This scanner augments the training and mail handling precautions already used by staff.

**Impacts/Outcomes if not Approved:**

The lack of an effective mail scanning tool will continue to put staff and inmates at identified risk of exposure to illegal drugs and chemicals.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0

**SHR-21-20AD Sheriff's Office - Civil / Support Improve safety and security for Evidence/Logistics**

**Priority: 3**

**New request**

Contact Info: name: Darin Rouhier email: darin.rouhier@clark.wa.gov phone: 360-397-2071

**Requested Action:**

The Sheriff requests \$60,000 in one-time funding to make necessary improvement to the safety and security features of the Evidence/Logistics warehouse and lobby (AKA: the Pepsi Building). These improvements would include bullet resistant glass, secured pass through for small and large items, and a camera installed for lobby viewing. This is the last lobby area in need of safety and security enhancements as similar improvements have already been made in recent years to both the upper and lower lobby areas within the Sheriff's headquarters building.

**Justification:**

These safety and security improvements are necessary due to the nature of the work and clientele served out of the Evidence/Logistics building. At the front desk the only safeguard in place is a thin piece of Plexiglas between staff and the clientele. The lobby area is where all property releases take place, whether it is firearms, cross bows, jail property, computer equipment, or money. This leaves staff and the secured area behind the lobby vulnerable to situations that which can be contentious and volatile. Placing our employees in these types of situations is unnecessary and preventable.

**Cost Estimate/Comments:**

The estimated cost of these necessary improvements is \$60,000.

The safety and security features that would be added through this request are standard practice for evidence facilities. The protection of employees that work within these facilities is a priority given the nature of the profession.

**Impacts/Outcomes if not Approved:**

If these improvements are not made, staff will continue to feel unprotected and vulnerable as they perform their everyday tasks and responsibilities. The existing lobby provides no real security and leaves the unarmed civilian employees that work in this area entirely exposed. Negative outcomes can be devastating, and it takes only one incident to cause significant damage to an individual's sense of safety and security.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 60,000	(\$ 60,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 60,000	(\$ 60,000)	\$ 0	\$ 0	\$ 0

**SHR-24-20AD Sheriff's Office – Enforcement, Corrections, Civil/Support Fully Budget Overtime Expense**

**Priority: 5**

**New request**

Contact Info: name: Darin Rouhier email: [darin.rouhier@clark.wa.gov](mailto:darin.rouhier@clark.wa.gov) phone: 360-397-0271

**Requested Action:**

The Sheriff requests \$1.5 million in ongoing funding to fully budget for overtime expense that are anticipated in 2020 based on past spending and cost of living adjustments (COLAs) in pending labor settlements. The existing overtime budget of \$2.1 million, having been constrained for many years, is increasingly unable to cover actual overtime costs as pay rates rise and overtime training requirements, particularly within the jail, continue to expand. This adjustment will help make the budget more realistic and serve to reducing the size and frequency of emergency year-end budget increases.

**Justification:**

For 20 year, County budget policy has been to not increase the overtime budget for cost increases that result from wage growth, even though wage growth increases the cost of an overtime hour just as it does a straight-time hour. Holding the overtime budget static while wages rise

quickly erodes the Sheriff's buying power, meaning that fewer hours can be afforded each year. Wage increases approved in labor agreements have increased overtime costs by over 25% since 2003, while the overtime budget stayed largely static with only minor adjustments for grants, service contract, and a few COLA's.

**Cost Estimate/Comments:**

Actual overtime spending for Enforcement, Corrections, and the Civil/Support functions was \$3,480,000 and \$3,310,000 in 2017 and 2018, respectively. The projected overtime expense for 2019, as of mid-year, is \$3,580,000, which is \$1,440,000 higher than the existing budget of \$2,140,000. The budget shortfall for 2020 is estimated to grow to \$1,500,000 after considering the impact of 2019 and 2020 COLAs in yet to be settled labor contracts.

**Impacts/Outcomes if not Approved:**

The Sheriff will continue to significantly overspend the overtime budget, necessitating emergency end of year budget actions to prevent budget violation that could prevent the timely payment of employee wages. This situation will continue to be a source of legal and financial expose for the Sheriff, Council members, and Auditor until resolved.

Budget Office Note:

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 1,200,000	(\$ 1,200,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 1,200,000	(\$ 1,200,000)	\$ 0	\$ 0	\$ 0

**SHR-26-20AD Sheriff's Office - Corrections Budget 2020 portion of the SCA Reentry Grant**

**Priority: 26**

**Budget neutral**

Contact Info: name: Darin Rouhier email: darin.rouhier@clark.wa.gov phone: 360-397-0271

**Requested Action:**

Increase the 2020 budget for Fund 6315 revenues and expenses by \$271,301. This action will provide necessary budget capacity for operations under the 2018 Second Chance Act "Improving Reentry for Adults with Re-Occurring Substance Abuse and Mental Health" (SCA Reentry) grant.

This multi-year grant program was approved as separate business on the Clark County Councilors' October 30, 2018 hearing agenda. This action is need to appropriate year-two of the grant.

**Justification:**

On October 30, 2018, the Clark County Councilors authorized acceptance of a total award of \$750,000 in this competitive US Department of Justice grant program. Of this total \$271,301 was budgeted for the 2020 calendar year. The reentry program is designed to improve access to and delivery of services to offenders with co-occurring substance abuse and mental illness when they leave incarceration to reenter the community. Approval of this budget change will allow the reentry team to carry out this important program with funds granted by the US Department of Justice.

**Cost Estimate/Comments:**

This proposal is resource neutral, increasing both revenue and expense capacity by the same amount with the net result that there will be no additional costs to the County.

**Impacts/Outcomes if not Approved:**

The program, which has completed the planning stages with implementation scheduled to begin later this year, will have to be stopped, because the Sheriff's Office will not have the capacity in Fund 6315 to either accept trust funds from the federal government up front or use those funds to pay the expenses of the program.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
6315	BJA-Block Grant Fund	Ongoing	\$ 271,301	\$ 264,798	\$ 6,503	\$ 277,847	\$ 277,847	\$ 0
6315	BJA-Block Grant Fund	One-time	\$ 0	\$ 6,503	(\$ 6,503)	\$ 0	\$ 0	\$ 0
Totals			\$ 271,301	\$ 271,301	\$ 0	\$ 277,847	\$ 277,847	\$ 0

## **SUP-01-20AD Superior Court Add 11th Judicial Department**

### **Priority: 1**

### **New request**

Contact Info: name: Jessica Gurley email: [jessica.gurley@clark.wa.gov](mailto:jessica.gurley@clark.wa.gov) phone: 564-397-4266

### **Requested Action:**

This is an ongoing General Fund request in the amount for an additional judicial department to meet the workload needs of the Superior Court. Superior Court judges hear felony and other criminal, civil, domestic relations, guardianship, probate, juvenile offender, and child dependency cases; appeals from lower courts, and appeals from state administrative agencies. The number of judges in each county is set by statute. Any change in the number of judges in a county's superior court is determined by Legislature per recommendation of the Board of Judicial Administration (BJA).

### **Justification:**

The BJA's recommendation is based on workload analysis conducted by the Administrative Office of the Courts. The analysis indicates that the Superior Court is currently understaffed by two judicial departments to handle the diversity of cases filed in the court. The State Legislature supported adding one judicial department in Clark County in the 2019 legislative session contingent upon Clark County executive and legislative branch support of the creation of this new position.

### **Cost Estimate/Comments:**

Per the Washington State Constitution, a Superior Court judge's benefits and one-half of the judge's salary are paid by the State. The Superior Court operates independently elected judicial departments. Each department is assigned a Legal Secretary II to serve as confidential staff to manage the daily operations of the department. Estimated salary and other position costs for the 11th Judicial department in 2020 is \$70,230 and \$168,552 in 2021.

### **Impacts/Outcomes if not Approved:**

This funding will provide a reasonable opportunity for litigants to present all necessary and relevant evidence and process cases in a timely manner while keeping current with its incoming caseload. There is a lot of growth in Clark County and the judicial need is continually growing.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 65,818	(\$ 65,818)	\$ 0	\$ 168,552	(\$ 168,552)
0001	General Fund	One-time	\$ 0	\$ 4,412	(\$ 4,412)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 70,230	(\$ 70,230)	\$ 0	\$ 168,552	(\$ 168,552)

## **SUP-04-20AD Superior Court Increase CASA Program General Funds**

### **Priority: 4**

### **New request**

Contact Info: name: Jessica Gurley email: jessica.gurley@clark.wa.gov phone: 564-397-4266

### **Requested Action:**

This is a one-time General Fund request of \$128,000 to increase funding for the Superior Court's Court Appointed Special Advocates (CASA) Program in order to meet the mandatory requirements of RCW 13.34, the appointment of a guardian ad litem for dependent children. The Superior Court contracts with the Clark County YWCA to manage this program. YWCA has managed this program for the Court for over 35 years and has historically increased operating support to cover unfunded costs; however, this is no longer fiscally sustainable for the YWCA.

### **Justification:**

This program has not received an increase in funding since 2013. Due to standard increases in operational costs and additional staff needed to cover the caseload, the program costs have continued to increase over the past 5 years. A recent reduction in a YWCA federal funding stream has resulted in reduction of 3.0 FTE CASA Program Specialists who supervise, coach, and mentor volunteers who advocate for children in dependency. This staff also directly serves as child advocates when a volunteer is not available. This reduction in staff has resulted in approximately 225 unrepresented children.

### **Cost Estimate/Comments:**

Funding from this request will increase YWCA capacity to service more dependent children. 3.0 FTE Program Specialists can manage 40 additional volunteers and provide direct representation resulting in an increased capacity of nearly 240 children. Program Specialists salary and benefits are \$46,904. 3.0 FTE x \$46,904 = \$140,712. The additional \$12,712 is being requested from Substance Abuse Mental Health Services Administration (SAMHSA) funds.

**Impacts/Outcomes if not Approved:**

The partnership with Clark County YWCA Clark to operate the CASA Program for Clark County results in significantly reduced costs to provide this required service. Procuring these mandatory services outside of the CASA Program would cost \$55 per hour for a guardian ad litem (GAL) or approximately \$75 per hour for an attorney. The estimated cost to appoint GALs or attorneys for these 225 children is \$440,000.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 128,000	(\$ 128,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 128,000	(\$ 128,000)	\$ 0	\$ 0	\$ 0

**SUP-05-20AD Superior Court Convert Temp Superior Court Commissioner to 0.4FTE**

**Priority: 5**

**Budget neutral**

Contact Info: name: Jessica Gurley email: [jessica.gurley@clark.wa.gov](mailto:jessica.gurley@clark.wa.gov) phone: 564-397-4266

**Requested Action:**

This is a budget neutral, on-going General Fund request to convert the temporary part-time Superior Court Commissioner position to a 0.4 FTE Superior Court Commissioner position. This position is currently paid hourly out of the Superior Court Involuntary Treatment Act program budget (PG0443). The funds would be transferred from the program budget to the non-controllable budget to cover the FTE expense.

**Justification:**

Superior Court Commissioners are paid at a rate of 90% of Superior Court Judges salaries. An increase in superior court judicial salaries was granted effective July 1, 2019, and an additional increase will be implemented July 1, 2020. The Superior Court part-time Commissioner's hourly rate is paid through a private employment service. The cost of this service is paid by the County. Due to the increase in the judicial salaries, it is has become fiscally prudent to convert the temporary employee to a 0.4 FTE.

**Cost Estimate/Comments:**

The Superior Court part-time Commissioner is paid through a private employment service and receives no benefits. The estimated annual cost for the temporary position in 2020 with the approved Citizen' Commission salary increase is \$84,385 (\$70,321 hourly pay and \$14,064 temporary



employment service fees - non-inclusive of the administrative costs to process the payments with the private employment service). The salary and other costs for a 0.4FTE Superior Court Commissioner in 2020 is \$90,614.

**Impacts/Outcomes if not Approved:**

This request is to assure equal pay for similar work and to insure the Court will continue to attract qualified individuals to perform this work in the future. With the impending future salary increase the County will pay more annually by utilizing the private employment service.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
0001	General Fund	One-time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**SUP-06-20AD Superior Court Year 2 of Courtroom Recorders Project**

**Priority: 6**

**New request**

Contact Info: name: Jessica Gurley email: jessica.gurley@clark.wa.gov phone: 564-397-4266

**Requested Action:**

The Superior Court is a Court of Record, requiring all proceedings to be recorded either electronically or by a court reporter. Since the late 1980s, Clark County has recorded proceedings electronically, creating significant salary savings. This one-time, General Fund request of \$34,150 is the second installment of a 3-year replacement project to upgrade five courtroom recording devices that are no longer supported by the manufacturer. The 2021 costs are estimated to be \$34,150, and will be submitted during that budget adoption process.

**Justification:**

In 2017 the Court's recording computers and some peripherals were upgraded; however, the recorders themselves (essentially the hard drives) were not upgraded because they had not experienced failure and were still supported by the manufacturer. The recorders are no longer supported by the manufacturer and replacement parts are limited, if available. This request is phase two of a three year replacement project approved in Fall 2019.

**Cost Estimate/Comments:**

Each courtroom utilizes 2 recorders, a primary and a back-up. Replacement costs at present are \$5900 plus \$4610 shipping, tax, labor, setup and testing per courtroom. Phase II will replace devices in 5 courtrooms.

**Impacts/Outcomes if not Approved:**

Recorders contain the only complete record of court proceedings. Hard drive failure would be costly resulting in cases needing to be re-tried, as recreating some events would be impossible. As units fail, additional funding would be sought at an increased rate as time continues to pass and court reporters would need to be used until units are replaced. Court reporter hourly costs are equivalent to \$125,000 annually.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 34,150	(\$ 34,150)	\$ 0	\$ 34,150	(\$ 34,150)
Totals			\$ 0	\$ 34,150	(\$ 34,150)	\$ 0	\$ 34,150	(\$ 34,150)

**SUP-07-20AD Superior Court 1.0 FTE Recovery Support Specialist 1033 Funds**

**Priority: 1**

**New request**

Contact Info: name: Jessica Gurley email: jessica.gurley@clark.wa.gov phone: 564-397-4266

**Requested Action:**

This is an ongoing request for the Mental Health Sales Tax fund to sustain 1.0 FTE grant funded Recovery Support Specialist assigned to the Superior Court Adult Drug Court and the administrative costs associated with the position. In 2017, Superior Court and Department of Community Services received a three-year federal Bureau of Justice Assistance grant in the amount of \$400,000 to enhance the therapeutic courts with an added full-time Recovery Support Specialist position. The grant ends September 29, 2020.

**Justification:**

The Recovery Support Specialist increases the fidelity to the drug court model, ensures individualized services are provided for participant long-term recovery, and lowers recidivism for the community. Due to the legal sentencing structure, the majority of the Drug Court participants are not placed on probation; therefore, participants do not have a professional, other than the treatment provider, to assist clients in meeting their

complex needs. This position works to link participants to other complementary support services (i.e. housing, employment, education, skill building, etc.).

**Cost Estimate/Comments:**

Estimated salary and other costs for this position in 2020 is \$22,789 (partial year once grant ends) and \$83,995 in 2021 and future years.

**Impacts/Outcomes if not Approved:**

Approving this request and sustaining this position, the adult therapeutic courts would continue to expand and increase the responsibility of meeting all Superior Court therapeutic court participant needs, improve participant self-efficacy which promotes ongoing public safety, and reduce recidivism.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 22,789	(\$ 22,789)	\$ 0	\$ 83,995	(\$ 83,995)
Totals			\$ 0	\$ 22,789	(\$ 22,789)	\$ 0	\$ 83,995	(\$ 83,995)

**TRS-01-20AD Treasurer’s Office Integrate Workday with the County’s Tax System**

**Priority: 1**

**New request**

Contact Info: name: Sara Lowe email: sara.lowe@clark.wa.gov phone: 564-397-4466

**Requested Action:**

The Clark County Treasurer's Office requests a one-time General Fund allocation of \$400,000 to fully integrate the county's new financial system, Workday, with the county's property assessment and taxation system, PACS. This is a high risk, resource intensive project that is expected to take up to two years to complete. The county's Information Technology Department supports this request and the proposed timeline for replacing the temporary fix with a more permanent solution.

**Justification:**

The Workday project scope, timeline, and funding did not include integrations with some county systems, including PACS. Currently, a temporary crosswalk solution is in place that converts old Oracle-based accounting information in PACS to the new coding for upload into Workday. This project will reconfigure and rework business processes such as journals, payment distributions, and refunds in PACS to align with

the Workday chart of accounts. In the end, this project will fully integrate the two systems, thereby reducing risk and restoring our ability to satisfactorily reconcile the two systems.

**Cost Estimate/Comments:**

The programming needed to allow the PACS chart of accounts to reflect Workday elements is complex. It requires redesigning data fields and processes that support a very large database with critical information for the County and junior taxing districts. The scope of the project is very resource intensive, involving the IT department, Treasurer’s Office, as well as various other vendors. FY 2020 would involve working with IT and the main vendor, Harris, to plan for the necessary changes; this phase is estimated at \$20,000. Remaining monies would be spent in FY 2021 for the full implementation.

**Impacts/Outcomes if not Approved:**

PACS is a mission critical system for revenue collection. The risks of the temporary crosswalk solution include potential for coding and accounting errors and inefficiencies reconciling between systems. It is a manual process for staff to integrate files and requires staff to have knowledge on codes from an outdated system. Not funding a permanent solution forces valuable resources to be dedicated to mapping, maintaining and updating the crosswalk.

Fund	Fund Name	Request Type	2020 Rev	2020 Exp	2020 FB Chg	2021 Rev	2021 Exp	2021 FB Chg
0001	General Fund	One-time	\$ 0	\$ 400,000	(\$ 400,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 400,000	(\$ 400,000)	\$ 0	\$ 0	\$ 0