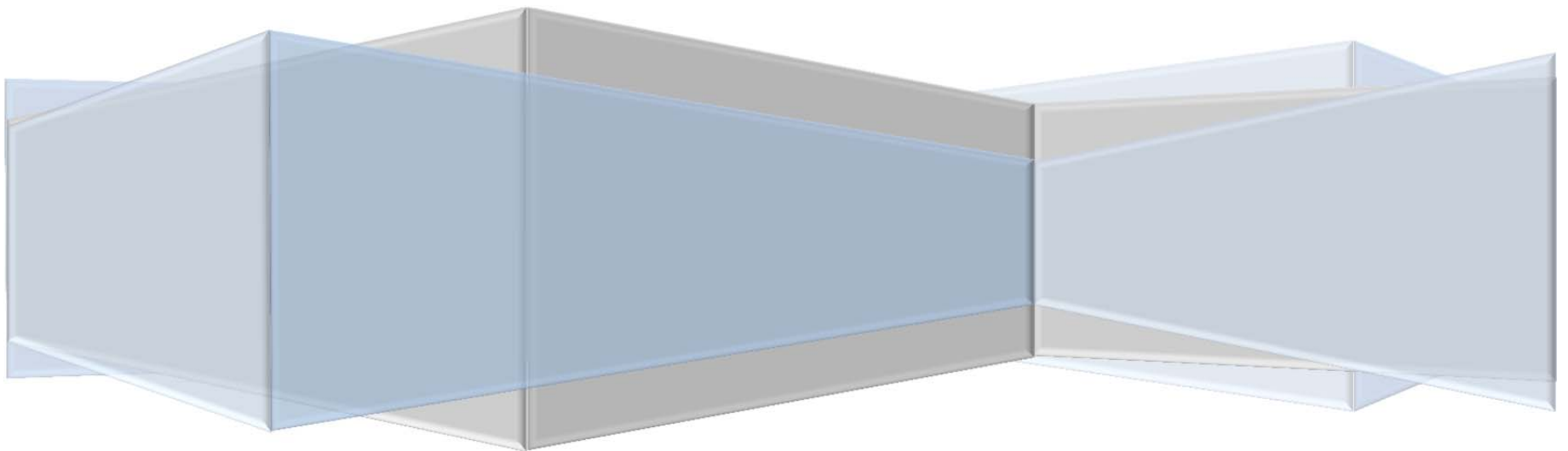


**Clark County**

# **2017-2018 Budget**

**Narratives with summary by fund**

**Adopted Budget Stage 12/09/2016**



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## ACT-01 Animal Control Funding for Shelter Contract Cost Increase

**Contact: Willy Traub** willy.traub@clark.wa.gov 360-397-2375 x4067

This decision packages authorizes an ongoing \$165,000 of budget capacity for use by Animal Protection & Control to fund the contractual increase in the shelter fees per the decision package approved in December of 2015. Approval of this decision package is needed to fund the action taken in 2015, and is not a request for additional funds beyond those already examined in the December 2015 package.

The Animal Protection & Control program contracts for shelter services necessary to hold animals cared for by the county as mandated by state law. In December of 2015, after the approval of a decision package to authorize additional funding to cover increases in the shelter service contract, the county signed a contract with the Humane Society of SW Washington for shelter services. The Humane Society was the sole respondent to a Request for Proposal for these services issued in mid-2015.

The shelter services contract is for 2016, 2017, and 2018 with per-animal rates of \$215, \$225, and \$235 respectively. The previously-approved decision package, passed in resolution 2015-12-02, authorized an ongoing increase to the 2015/2016 biennium budget of \$225,000 and forecasted that a total increase of \$390,000 would be necessary for the 2017/2018 budget; therefore a net increase of \$165,000 is requested for the 17/18 biennium budget to meet the funding needs of the program. In an effort to offset the rising shelter costs, the previously-approved decision package shifted \$100,000 of ongoing budget capacity from the Fire Marshal's budget to Animal Control.

The shelter services contract was entered into on December 2015 after the corresponding decision package was approved. Based on program projections, the funding increase is necessary to cover the rising fees as described in the contract. Shelter services are a critical component of the duties executed by the Animal Protection & Control program and without them the program could not function as mandated by county code.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 165,000	(\$ 165,000)	\$ 0	\$ 165,000	(\$ 165,000)
Totals			\$ 0	\$ 165,000	(\$ 165,000)	\$ 0	\$ 165,000	(\$ 165,000)

## ACT-90 Animal Control Adjust Annual Licensing Fee Schedule and Add Animal Control Officer (\$234,350)

**Contact: Willy Traub** willy.traub@clark.wa.gov 360-397-2375 x4067

This request is to fund one (1) permanent FTE Animal Control Officer position from the General Fund. With the implementation of increased licensing fees, sufficient funds are forecast to pay for this increase in staffing entirely.

In 2010, significant cuts were made to Animal Control. This action was not taken due to lack of workload, but rather because of the local and national recession. Animal Control's calls for service never diminished during the Great Recession. Increased population has only increased the workload of this program.

When Clark County Dog Control was established by the Clark County Board of County Commissioners in 1976, there were four Animal Control Officers (ACO) and one clerk/dispatcher. They handled only dog calls. In 2010 the Animal Protection & Control program was reduced from 11 employees to 6 - not because of a reduction in calls for service, but because of General Fund budget constraints. The program once again is left with just four ACO's, but now handles all domestic animals and livestock. The citizen population they respond to has increased 300% since 1976, equating to a significant increase in requests for service. In spite of these daunting statistics, staff has done a valiant job of maintaining minimum coverage and care. The four remaining ACO's work seven days per week, have reached a point where they are refusing overtime, and are running higher than average sick leave rates. Two or less officers now work more than 70% of the time. This touches on three issues: safety of officers, poor customer service, and a physical, mental and emotional drain on remaining staff.

In late 2015, an unfortunate on-the-job accident occurred which has kept one ACO offline ever since. The three remaining officers are overtaxed and management is seeking to add a FTE ACO in the 17/18 biennium. This will continue to allow for some stabilization of staffing in the face of increasing workloads. According to Washington State's Revised Code of Washington 16.54.020, any animal not cared for by Animal Control must be the responsibility of the county sheriff. Given this legal mandate and our contract to provide services to other municipalities, we cannot reduce our workforce nor our workload, without the work spilling over to the sheriff.

If this package is enacted, the Animal Control program would increase the annual costs to license animals within Clark County. These annual licensing costs haven't changed for approximately 10 years – placing Clark County behind the median annual licensing costs of comparable municipalities. These proposed price changes would place Clark County in a comparable fee schedule range with other jurisdictions, potentially reducing the rate at which citizens comply with the licensing requirement. This potential has been factored into the revenue projections.

License Cost Changes:

Altered Dog: Currently – \$16, Proposed - \$25, Median \$24

Dog: Currently – \$40, Proposed - \$50, Median \$51

Altered Cat: Currently – \$10, Proposed - \$20, Median \$18

Cat: Currently – \$20, Proposed - \$40, Median \$39

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 52,878	(\$ 52,878)	\$ 0	\$ 0	\$ 0
0001	General Fund	Ongoing	\$ 529,272	\$ 170,062	\$ 359,210	\$ 529,272	\$ 170,062	\$ 359,210
Totals			\$ 529,272	\$ 222,940	\$ 306,332	\$ 529,272	\$ 170,062	\$ 359,210

## AUD-01 Auditor's Office Historical Document Indexing

Contact: Charlene Huffman, charlene.huffman@clark.wa.gov, x 4791

In October 2012, the Recording Department began a project to digitize film records dating back to 1960. In 2014 the digitizing was complete and we uploaded approximately 340,000 documents from 1960 through 1977. All of these documents had to be indexed and in the spring of 2015 we asked for budget to pay employees to index these documents on overtime as we do not have the staffing to complete this task with our current staff. The request was granted. We are continuing to index these historical documents.

We continue to digitize the remaining documents maintained on microfilm and microfiche in the Recording Department. The reasons for digitizing the remaining documents are: the continuous deterioration of the microfilm and microfiche, the difficulty in getting parts for and repairing microfiche and microfilm machines, and more efficient retrieval of historical documents for staff and citizens. These documents will also require indexing to make them easily retrievable for staff and citizens.

We are asking for additional funds of \$165,000 for the 2017/2018 budget to continue the task of indexing historical documents digitized in these two projects. We request \$165,000 to pay for overtime for staff to index these documents. The source of funding for the request is the Auditor Operations & Maintenance Fund.

We are also requesting \$35,000 in the General Fund which is necessary for budget capacity to pay the original overtime. The General Fund expenditures will be reimbursed by the O&M Fund and are credited to the General Fund, so at the end of the biennium there will not be any expenditures for this project in the General Fund; thus no net effect to fund balance.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 35,000	\$ 35,000	\$ 0	\$ 0	\$ 0	\$ 0
1002	Auditor's O & M Fund	One-Time	\$ 0	\$ 165,000	(\$ 165,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 35,000	\$ 200,000	(\$ 165,000)	\$ 0	\$ 0	\$ 0

## AUD-02 Auditor's Office Hire Temporary Employee for Personally Identifiable Information Redaction Project

**Contact: Charlene Huffman, charlene.huffman@clark.wa.gov, x4791**

Prior to 2007, Personally Identifiable Information was customarily included on several document types recorded with the Auditor. In 2007 a federal law was enacted that required entities to adopt safeguards to prevent unauthorized access to this information. Citizens appreciate the convenience of being able to view recorded documents over the internet, however many citizens object to their personally identifiable information being present on those "pre-2007" documents. Redacting this information protects citizens from the inappropriate/illegal use of this private and protected information.

In the 2016 Spring Supplemental budget we requested and received funds for a temporary employee to work on redacting this information. We were unable to hire the temporary employee until August 1. The project will take 9-12 months. We are requesting the funds we did not spend in the 2015-16 budget in the 2017-18 budget in order to complete the redactions. We request \$30,000 to continue employing a Temporary Employee for up to 12 months. The source of funding for the request is the Auditor Operations & Maintenance Fund.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1002	Auditor's O & M Fund	One-Time	\$ 0	\$ 30,000	(\$ 30,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 30,000	(\$ 30,000)	\$ 0	\$ 0	\$ 0

## AUD-90 Auditor's Office Eliminate Financial Services Accounting Assistant II and Auto Licensing Specialist positions

**Contact: Mitchell Kelly, Mitchell.kelly@clark.wa.gov**

Due to increased productivity in Accounts Payable from recent restructure and consolidation of a receptionist position, the Auditor's Office is able eliminate the currently vacant position of Financial Services Accounting Assistant. Due to improved efficiencies and streamlining processes in the County Auto License office, the Auditor's Office is able to eliminate the currently vacant position of Auto License Specialist.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 216,677)	\$ 216,677	\$ 0	(\$ 216,677)	\$ 216,677
Totals			\$ 0	(\$ 216,677)	\$ 216,677	\$ 0	(\$ 216,677)	\$ 216,677

## AUD-91 Auditor's Office Reduce Elections Office Assistant II

**Contact: Tatyana Brainich, Tatyana.brainich@clark.wa.gov, x4877**

This package proposes to eliminate a vacant position. Currently, the department budget includes eight total FTEs. Technology, process improvements, and the State's online voter registration system have led to a redistribution of duties of the Office Assistant II to the department's current staff.

The proposed reduction will not result in a decline in service levels to the Council, departments or citizens.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 110,081)	\$ 110,081	\$ 0	(\$ 110,081)	\$ 110,081
5006	Elections Fund	Ongoing	(\$ 110,081)	(\$ 43,312)	(\$ 66,769)	(\$ 110,081)	(\$ 43,312)	(\$ 66,769)
Totals			(\$ 110,081)	(\$ 153,393)	\$ 43,312	(\$ 110,081)	(\$ 153,393)	\$ 43,312

## AUD-92 Auditor's Office Elimination of 10 Election Day drop sites

**Contact: Tatyana Brainich, Tatyana.brainich@clark.wa.gov, x4877**

This package proposes the elimination of 10 Election Day drop sites, with a commensurate reduction in costs. Net cost reduction, after cost of permanent drop boxes, will be \$8,000 per year or \$16,000 per biennium.

Currently, the County uses 31 Election Day drop sites and is increasing the number of stationary 24-hour drop boxes to 6. These 24-hour drop boxes will be open 18 days before election. The Election Department is open to possibility of elimination of the 10 Election Day drop sites to reduce operation expenses. This reduction can be done due to adding more drop-boxes and changes in the ballot collections process.

The proposed reduction in the Election Department of 10 Election Day drop sites would not result in a decline in service levels to the Council, departments or citizens.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 16,000)	\$ 16,000	\$ 0	(\$ 16,000)	\$ 16,000
5006	Elections Fund	Ongoing	(\$ 16,000)	(\$ 16,000)	\$ 0	(\$ 16,000)	(\$ 16,000)	\$ 0
Totals			(\$ 16,000)	(\$ 32,000)	\$ 16,000	(\$ 16,000)	(\$ 32,000)	\$ 16,000

### AUD-93 Auditor's Office Procure to Pay

**Contact: Mitchell Kelly, Mitchell.kelly@clark.wa.gov**

This recommendation combines efficiencies for both an ongoing reduction in expenditures and ongoing revenue enhancements from increases in sales tax revenue and increase in p-card rebates. These purchasing recommendations follow best practices and will improve productivity throughout the organization. Expenditures reductions: These expenditure forecasts are a result of expanding the process of the County's usage of P-cards for most qualifying purchases in order to reduce the cost of processing traditional purchase orders for small transactions. The savings presented below do not include the additional savings in transaction cost of the originating departments by using the P-cards rather than entering purchase orders and matching invoices.

An additional effort will be used to restructure and centralize the purchasing function in order to take advantage of strategic sourcing of goods and to improve the coordination of purchasing and accounts payable.

These transaction costs directly relate to the staff time involved in the processing of small purchases, the payment to vendors and the year-end reporting information. With these reductions in the current level of processing transactions, staff will be able to be cross trained to assist in the function of sales tax recovery.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 408,000	(\$ 20,000)	\$ 428,000	\$ 408,000	(\$ 20,000)	\$ 428,000
Totals			\$ 408,000	(\$ 20,000)	\$ 428,000	\$ 408,000	(\$ 20,000)	\$ 428,000

### AUD-94 Auditor's Office Change in Joint Lobby Hours

**Contact: Mitchell Kelly, Mitchell.kelly@clark.wa.gov**

This proposal eliminates the need for overtime currently paid for joint lobby set-up before 8:00 AM and the cash count after 5:00 PM. This change represents the savings for the Auditor's Office only.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 10,000)	\$ 10,000	\$ 0	(\$ 10,000)	\$ 10,000
Totals			\$ 0	(\$ 10,000)	\$ 10,000	\$ 0	(\$ 10,000)	\$ 10,000

## BCC-01 Board of County Councilors County Council Baseline Budget Adjustment Package for vehicle allowances

**Contact: Tina Redline tina.redline@clark.wa.gov X4978**

This is a baseline adjustment to update the budget for vehicle allowances for County Council positions as approved in staff report #SR 234-14 in October, 2014 and updated in the 2016 Clark County Business Reimbursement policy to include two additional council positions created by the citizen approved creation of the Clark County Charter.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 55,200	(\$ 55,200)	\$ 0	\$ 55,200	(\$ 55,200)
Totals			\$ 0	\$ 55,200	(\$ 55,200)	\$ 0	\$ 55,200	(\$ 55,200)

## BCC-02 Board of County Councilors Reorganize BOCC and PIO

**Contact: Tina Redline tina.redline@clark.wa.gov X4978**

Adoption of the county charter in 2014 provided the opportunity to restructure executive functions for greater efficiency and communication. 2016 was a good time to look at the array of services provided by the PIO and the organization structure with the goal of streamlining, improving coordination with the BOCC office, and providing support for solid, professional communications responsive to changing preferences of departments and expanding media alternatives (web, social media, television, radio, and print media).

The reorganization achieved the following goals:

- Clarify the mission for the PIO.

- Provide objective, professional, usable communication products and services that advance the objectives of county elected officials and departments.

- Enhance the capacity to provide objective, professional, usable communication products and services with Input that adapts to the diversity of communication styles and preferences among county departments and offices.

- Enhance internal reporting relationships within the BOCC office.

- Create a chief of staff who will serve as the manager for administrative staff, public information and outreach, and community outreach. The chief of staff reports directly to the county manager.

Reorganize policy analysis and coordination. Focus the manager’s office on policy coordination and analyses that individual departments cannot perform. The manager and chief of staff will collaborate to assure that the policies of the council are understood and acted upon.

Retain the deputy county manager as a department head who serves in the county manager’s absence. This role is different than the chief of staff, who does not act in an executive decision making capacity.

The administrative services manager reports directly to the county manager. This position leads countywide strategic initiatives and special projects and performs policy analysis on request from the county manager or chief of staff.

The program performance manager reports directly to the county manager. This position leads support for and creation of department performance metrics, business plans, and process improvements.

Streamline communication and implementation through better coordination of public information and executive management functions.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## **BCC-90 Board of County Councilors Eliminate PIO Director Position**

**Contact: Tina Redline Tina.Redline@clark.wa.gov x4978**

Reorganization of the BOCC\PIO resulted in the formation of a public information group reporting to the Chief of Staff. A PIO Department director was no longer needed. Some of the management responsibilities previously undertaken by the PIO director will be undertaken by the Chief of Staff. A senior communications Specialist was reclassified as a Program Manager II to provide leadership to the work group.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 314,102)	\$ 314,102	\$ 0	(\$ 314,102)	\$ 314,102
Totals			\$ 0	(\$ 314,102)	\$ 314,102	\$ 0	(\$ 314,102)	\$ 314,102



## BCC-91 Board of County Councilors Eliminate Policy Analyst Position

**Contact: Tina Redline Tina.Redline@clark.wa.gov x4978**

Reorganization of the BOCC\PIO involves the deletion of a policy analyst position. Response to citizen inquiries will shift to the Community Outreach staff. The policy analysis duties will shift to departments, the Program Manager III or the Chief of Staff. The intent is to focus policy analysis with departments. The County Manager's office will provide a coordination role or respond to issues that do not fall within the scope of departments.

The total amount of the cut for the BOCC/PIO is \$460,037. This package removes the remaining amount needed to make the full 10% general reduction after implementation of BCC-90 and BCC-91 and distributes the remainder of \$97,259 to the department's controllable budget.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 145,935)	\$ 145,935	\$ 0	(\$ 145,935)	\$ 145,935
Totals			\$ 0	(\$ 145,935)	\$ 145,935	\$ 0	(\$ 145,935)	\$ 145,935

## BGT-01 Budget Office Reduce General Fund contingency

**Contact: Adriana Prata, Adriana.prata@clark.wa.gov, x4337**

This decision package reduces General Fund contingency by \$2 million for 2017-2018. The Budget Office expects that 50% of this amount of savings will be generated in the General Fund in 2017-2018 through a temporary reduction in rates for collecting funds for unemployment insurance and workers compensation funds; these funds have sufficient fund balance to cover needed reserves and shore up the temporary reduction in collections. The remaining 50% is expected to be generated through vacancies due to normal staff turnover and strict management of those vacancy savings. The downside risk is decreased flexibility throughout the biennium to use savings to address emerging needs.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 0	(\$ 2,000,000)	\$ 2,000,000	\$ 0	\$ 0	\$ 0
Totals			\$ 0	(\$ 2,000,000)	\$ 2,000,000	\$ 0	\$ 0	\$ 0

## BGT-02 Budget Office Implement General Fund property tax increase of 0.953% in 2017 and 1% in 2018

**Contact: Adriana Prata, Adriana.prata@clark.wa.gov, x4337**

This decision package adds \$1.8 million to General Fund biennial ongoing revenues in recognition of a property tax increase of 0.953% in 2017 and 1% in 2018. This action does not assume the use of available “banked capacity”. In 2017, the allowed increase is 0.953% instead of one percent, due to the implicit price deflator factor. Property tax is the most reliable and predictable ongoing revenue in the General Fund, and is essential to funding ongoing county operations. For the median priced home, the impact of this increase is estimated at \$10.76 for the two year time period.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 1,806,467	\$ 0	\$ 1,806,467	\$ 4,392,561	\$ 0	\$ 4,392,561
Totals			\$ 1,806,467	\$ 0	\$ 1,806,467	\$ 4,392,561	\$ 0	\$ 4,392,561

## BGT-03 Budget Office & Auditor’s Office Centralize Billing to Collection Cycle and Move Supervision Fees to Oracle AR

**Contact: Mitchell Kelly, Mitchell.Kelly@clark.wa.gov, x4706**

Centralize all customer billings and accounts receivable activity throughout the County to the Auditor’s Office through the Oracle System. The billing activity of Corrections, Courts and Health Department, and possibly other departments would be centralized over a period of time. This would enable the county to become more effective and save personnel hours/positions in other departments and would also save third party licensing and transactional fees.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 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

## BGT-05 Budget Office Reduce General Fund costs for fleet maintenance and replacement

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), ext. 4337**

The General Fund is facing a structural shortfall in which expenses grow faster than revenues. It is imperative for the county to examine areas where costs have been growing at accelerated rates and determine ways that long-term cost growth can be reduced. This package proposes to examine the costs related to fleet replacement and repair costs, which have grown by \$1.4 million in 2017-2018 for the General Fund. Potential interventions would require a change in policy and include the type and quantity of vehicles purchased, the timelines for replacement, the optional equipment added to the vehicles, etc. The amount of savings is a placeholder estimate – the actual savings would be determined after a comprehensive review of the business needs, best practices, and financial conditions in this area.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 1,000,000)	\$ 1,000,000	\$ 0	(\$ 1,000,000)	\$ 1,000,000
1032	MPD-Operations Fund	Ongoing	(\$ 86,589)	(\$ 86,589)	\$ 0	(\$ 86,589)	(\$ 86,589)	\$ 0
5091	Equipment Rental & Revolving Fund	Ongoing	(\$ 1,000,000)	\$ 0	(\$ 1,000,000)	(\$ 1,000,000)	\$ 0	(\$ 1,000,000)
Totals			(\$ 1,086,589)	(\$ 1,086,589)	\$ 0	(\$ 1,086,589)	(\$ 1,086,589)	\$ 0

## BGT-06 Budget Office Finance critical infrastructure projects over 7 years

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), ext. 4337**

The General Fund is facing a structural shortfall in which expenses grow faster than revenues. At the same time, the County is facing multiple challenges with respect to facilities infrastructure that is aging and in need of major maintenance or replacement; as well as IT infrastructure that needs replacement and renovation. This package is a placeholder for a proposal to the Council to finance the General Fund portion of the one-time costs for a combination of projects that are in process of completion and projects that are deemed critical to be completed in the short-term future.

The General Fund one-time costs totaling \$4,000,000 for the following projects in course of completion could be included in this proposal: the replacement of the telephone system; phase I of the Financial Management System replacement; Clark County Law Enforcement Center (CCLEC) air handlers and ducts cleaning; the Document Imaging Software Replacement; and the Jail Records Management system. In addition, an estimate of \$3,500,000 has been included for the 2017-2018 costs of the General Fund share of the replacement of the Financial Management System; and critical network and IT security upgrades.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 7,500,000	\$ 0	\$ 7,500,000	\$ 0	\$ 0	\$ 0
0001	General Fund	Ongoing	\$ 0	\$ 2,289,255	(\$ 2,289,255)	\$ 0	\$ 2,289,255	(\$ 2,289,255)
2914	General Obligation Bonds Fund	Ongoing	\$ 2,289,255	\$ 2,289,255	\$ 0	\$ 2,289,255	\$ 2,289,255	\$ 0
Totals			\$ 9,789,255	\$ 4,578,510	\$ 5,210,745	\$ 2,289,255	\$ 4,578,510	(\$ 2,289,255)

## BGT-07 Budget Office Move JDAI to MHST fund 1033

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), ext. 4337**

This proposal shifts the funding source for activities supporting the Juvenile Detention Alternatives Initiative (JDAI) from the General Fund to the Mental Health Sales Tax Fund. This will have no change on the funding level for JDAI, but reduces the burden on the General Fund.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 418,299)	\$ 418,299	\$ 0	(\$ 418,299)	\$ 418,299
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 418,299	(\$ 418,299)	\$ 0	\$ 418,299	(\$ 418,299)
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## BGT-08 Budget Office Update indirect central service costs

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), x4337**

This decision package updates baseline expenses and revenues to reflect the calculated indirect central service costs countywide, based on the 2017 central service cost allocation plan. The net impact for the General Fund is a fund balance increase of \$158,041.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 150,214	(\$ 7,827)	\$ 158,041	\$ 150,214	(\$ 7,827)	\$ 158,041
1002	Auditor's O & M Fund	Ongoing	\$ 0	(\$ 551)	\$ 551	\$ 0	(\$ 551)	\$ 551
1011	Planning And Code Fund	Ongoing	\$ 0	\$ 299,411	(\$ 299,411)	\$ 0	\$ 299,411	(\$ 299,411)
1012	County Road Fund	Ongoing	\$ 0	\$ 70,313	(\$ 70,313)	\$ 0	\$ 70,313	(\$ 70,313)
1014	Bonneville Timber Fund	Ongoing	\$ 0	\$ 11,312	(\$ 11,312)	\$ 0	\$ 11,312	(\$ 11,312)
1017	Narcotics Task Force Fund	Ongoing	\$ 0	(\$ 10,801)	\$ 10,801	\$ 0	(\$ 10,801)	\$ 10,801
1018	Arthur D. Curtis Children's Justice Center (CJC)	Ongoing	\$ 0	\$ 5,487	(\$ 5,487)	\$ 0	\$ 5,487	(\$ 5,487)
1019	Veterans Assistance Fund	Ongoing	\$ 0	\$ 20,293	(\$ 20,293)	\$ 0	\$ 20,293	(\$ 20,293)
1022	Crime Victim and Witness Assistance Fund	Ongoing	\$ 0	\$ 3,397	(\$ 3,397)	\$ 0	\$ 3,397	(\$ 3,397)
1025	Health Department	Ongoing	\$ 0	(\$ 226,323)	\$ 226,323	\$ 0	(\$ 226,323)	\$ 226,323
1032	MPD-Operations Fund	Ongoing	\$ 0	\$ 128,694	(\$ 128,694)	\$ 0	\$ 128,694	(\$ 128,694)
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 56,580	(\$ 56,580)	\$ 0	\$ 56,580	(\$ 56,580)
1935	DCS-Administration & Grants Management	Ongoing	\$ 0	(\$ 51,364)	\$ 51,364	\$ 0	(\$ 51,364)	\$ 51,364
4014	Solid Waste Fund	Ongoing	\$ 0	\$ 33,356	(\$ 33,356)	\$ 0	\$ 33,356	(\$ 33,356)
4420	Clean Water Fund	Ongoing	\$ 0	(\$ 20,103)	\$ 20,103	\$ 0	(\$ 20,103)	\$ 20,103
4580	Wastewater Maintenance & Operation Fund	Ongoing	\$ 0	(\$ 25,793)	\$ 25,793	\$ 0	(\$ 25,793)	\$ 25,793
5006	Elections Fund	Ongoing	\$ 0	(\$ 118,944)	\$ 118,944	\$ 0	(\$ 118,944)	\$ 118,944
5091	Equipment Rental & Revolving Fund	Ongoing	\$ 0	(\$ 11,670)	\$ 11,670	\$ 0	(\$ 11,670)	\$ 11,670
5092	Data Processing Revolving Fund	Ongoing	\$ 0	(\$ 8,693)	\$ 8,693	\$ 0	(\$ 8,693)	\$ 8,693
Totals			\$ 150,214	\$ 146,774	\$ 3,440	\$ 150,214	\$ 146,774	\$ 3,440

## **BGT-09 Budget Office Use Greater Clarks Parks District “banked capacity” to ensure sustainable parks maintenance**

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), x4337**

This request represents an affordable approach to reinstating the necessary maintenance funds over time without further burden to the General Fund. The decision package adds \$650,000 to the Greater Clarks Parks District in biennial ongoing revenues in recognition of a one percent annual property tax increase over the highest lawful levy in 2017 and 2018; aka using “banked capacity”. The actual increase over the previous year levy would be 10% in 2017, followed by 1% in 2018. This action would ensure reliable stable funding for the maintenance and operations of county parks. This action will lead to an increase in the property tax of households in Clark County; for the median priced home, this increase is estimated at six dollars per year in 2017.

In 2010, Clark County experienced severe shortfalls to the GF budget resulting in an immediate county wide budget reduction of 10 million dollars. The GF Parks operating budget was reduced by \$1.6 million as a measure to help meet that mandate. Shifting Salmon Creek Regional Park and eleven other Community and Neighborhood Parks over to the MPD Parks budget was a short term solution to help accomplish the budget reduction to the GF.

The MPD budget has since shouldered the additional financial responsibility. Adding MPD Revenue by using banked capacity in conjunction with 1% a levy increase will increase revenue in 17/18 by \$650,000 and in 19/20 by \$800,000.

Below is a list of parks that could be supported by this decision:

- Cougar Creek
- Coy Park
- Felida Community Park
- Harmony Sports Complex
- HB Fuller Park
- Orchards Park
- Salmon Creek Greenway
- Salmon Creek Park
- Sherwood Meadows/North/Ridge
- Crown Continental Park

If this is approved, it will allow us to review the feasibility of building/maintaining the remaining four MPD Neighborhood parks as originally promised to the voters who supported the MPD Levy in 2005. The remaining two Community parks can be built and maintained as more funds become available.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1032	MPD-Operations Fund	Ongoing	\$ 650,000	\$ 0	\$ 650,000	\$ 806,000	\$ 0	\$ 806,000
Totals			\$ 650,000	\$ 0	\$ 650,000	\$ 806,000	\$ 0	\$ 806,000

## BGT-10 Budget Office Update Position Costs to Reflect Changes Approved after Budget Extract

**Contact: Tom Scullion tom.scullion@clark.wa.gov x4789**

This package makes adjustments to baseline for positions that were added, deleted or changed after the HR extract was obtained in order to calculate 2017-2018 budget costs. When calculating the costs for the 2017-2018 budget, the Budget Office took an extract of positions as of early April 2016; however after this date positions have been added, deleted or changed through further budget amendments, therefore, these changes must be added to baseline through a decision package. This package also deleted budget for project positions that are funded through vacancy savings.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 0	(\$ 449,927)	\$ 449,927	\$ 0	\$ 0	\$ 0
0001	General Fund	Ongoing	\$ 256,524	\$ 209,520	\$ 47,004	\$ 256,524	\$ 209,520	\$ 47,004
1011	Planning And Code Fund	One-Time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
1011	Planning And Code Fund	Ongoing	\$ 0	\$ 1,176,094	(\$ 1,176,094)	\$ 0	\$ 1,173,433	(\$ 1,173,433)
1022	Crime Victim and Witness Assistance Fund	One-Time	\$ 38,146	\$ 14,226	\$ 23,920	\$ 0	\$ 0	\$ 0
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 256,136	(\$ 256,136)	\$ 0	\$ 256,136	(\$ 256,136)
5093	Central Support Services Fund	Ongoing	\$ 0	\$ 136,472	(\$ 136,472)	\$ 0	\$ 136,472	(\$ 136,472)
Totals			\$ 294,670	\$ 1,342,521	(\$ 1,047,851)	\$ 256,524	\$ 1,775,561	(\$ 1,519,037)

## BGT-11 Budget Office Change Public Services Building debt funding to REET II instead of REET I

**Contact: Adriana Prata, Adriana.prata@clark.wa.gov, x4337**

This decision package changes the funding source for the debt service payments associated with the Public Sector Building debt stream to REET II instead of REET I. Both sources are equally eligible for the debt payments, but REET II currently has more cash flow available to sustain debt payments on an ongoing basis compared with REET I, which has a larger debt load.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
2914	General Obligation Bonds Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	Ongoing	\$ 0	(\$ 6,428,865)	\$ 6,428,865	\$ 0	(\$ 6,428,865)	\$ 6,428,865
3083	Real Estate Excise Tax II Fund	Ongoing	\$ 0	\$ 6,428,865	(\$ 6,428,865)	\$ 0	\$ 6,428,865	(\$ 6,428,865)
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## BGT-12 Budget Office Eliminate Development Engineering Subsidy

**Contact: Adriana Prata, Adriana.prata@clark.wa.gov, ext. 4337**

This proposal eliminates the ongoing subsidy from the General Fund to the Development Engineering department, in the amount of \$540,000 per biennium. The department has a fund balance greater than the amount of backlogged work (150% of its annual expenditures).

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 540,000)	\$ 540,000	\$ 0	(\$ 540,000)	\$ 540,000
1012	County Road Fund	Ongoing	(\$ 540,000)	\$ 0	(\$ 540,000)	(\$ 540,000)	\$ 0	(\$ 540,000)
Totals			(\$ 540,000)	(\$ 540,000)	\$ 0	(\$ 540,000)	(\$ 540,000)	\$ 0



### BGT-13 Budget Office Expense reduction in the Sheriff's records division

**Contact: Adriana Prata, Adriana.prata@clark.wa.gov, ext. 4337**

This proposal reduces ongoing expenses in the Sheriff's records division. The expense reduction is equal to 50% of the revenue loss incurred when the City of Vancouver discontinued their contract with Clark County's Sheriff Office with respect to the management of police records.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 1,316,000)	\$ 1,316,000	\$ 0	(\$ 1,316,000)	\$ 1,316,000
Totals			\$ 0	(\$ 1,316,000)	\$ 1,316,000	\$ 0	(\$ 1,316,000)	\$ 1,316,000

### BGT-14 Budget Office Expense reduction in multiple General Fund departments and elected offices

**Contact: Adriana Prata, Adriana.prata@clark.wa.gov, ext. 4337**

This proposal reduces ongoing expenses in the following departments: 1% reduction in Human Resources (\$41,389), Assessor's Office (\$86,375), and Superior Court (\$85,791); and 0.5% reduction in Sheriff's Office expenses (\$562,580).

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 776,344)	\$ 776,344	\$ 0	(\$ 776,344)	\$ 776,344
1039	General Fund	Ongoing	\$ 0	\$ 18,200	(\$ 18,200)	\$ 0	\$ 18,200	(\$ 18,200)
Totals			\$ 0	(\$ 758,144)	\$ 758,144	\$ 0	(\$ 758,144)	\$ 758,144

### BGT-15 Budget Office Veterans Assistance Funding

**Contact: Adriana Prata, Adriana.prata@clark.wa.gov, x4337**

This decision package reflects the following amendment made by the Board of County Councilors during the December 7th, 2016 budget hearing prior to adopting the budget as amended: I move to amend the recommended 2017-18 budget to increase expenses for the biennium, one-time, by \$118,468 in the General Fund, as well as one-time, by \$118,468 in the Mental Health Sales Tax Fund 1033, in order to provide support to the Veterans Assistance Program.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 118,468	(\$ 118,468)	\$ 0	\$ 0	\$ 0
1019	Veterans Assistance Fund	One-Time	\$ 236,936	\$ 0	\$ 236,936	\$ 0	\$ 0	\$ 0
1033	Mental Health Sales Tax Fund	One-Time	\$ 0	\$ 118,468	(\$ 118,468)	\$ 0	\$ 0	\$ 0
Totals			\$ 236,936	\$ 236,936	\$ 0	\$ 0	\$ 0	\$ 0

## CJC-01 Children's Justice Center Victim Advocate

Contact: Scott Jackson, [scott.jackson@clark.wa.gov](mailto:scott.jackson@clark.wa.gov), 4784

In anticipation of a grant award from the Wheeler Family Foundation, the Children's Justice Center requests authority to hire a 0.8 FTE under the classification Victim Advocate. This FTE will be a revenue position and is budget neutral.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1018	Arthur D. Curtis Children's Justice Center (CJC)	Ongoing	\$ 120,000	\$ 112,299	\$ 7,701	\$ 120,000	\$ 112,299	\$ 7,701
Totals			\$ 120,000	\$ 112,299	\$ 7,701	\$ 120,000	\$ 112,299	\$ 7,701

## CLK-01 Clerk's Office Conversion from Liberty to OnBase

Contact: Scott Weber, [scott.weber@clark.wa.gov](mailto:scott.weber@clark.wa.gov), 360-397-2292, Ext. 2003

The Clerk's Office started scanning documents using LibertyNet document management software in 1998. All Superior Court Case files are scanned into LibertyNet storage for retrieval and preservation of the record. In the summer of 2008 LibertyNet was acquired by Hyland Software. After the acquisition by Hyland the Clerk's Office was encouraged to work towards converting to the OnBase Imaging software which is also owned by Hyland, because at some point LibertyNet will no longer be supported. The Clerk's Office is ready to convert to OnBase. Techline Communications provides software support for LibertyNet &

OnBase and has submitted a Statement of Work to provide project management services and implementation services for OnBase software and conversion of images from LibertyNet to OnBase.

The fees for this work are reasonable and the Clerk’s Office is requesting funds from the Auditor’s O&M fund estimated not to exceed \$18,000.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 18,000	\$ 18,000	\$ 0	\$ 0	\$ 0	\$ 0
1002	Auditor's O & M Fund	One-Time	\$ 0	\$ 18,000	(\$ 18,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 18,000	\$ 36,000	(\$ 18,000)	\$ 0	\$ 0	\$ 0

### **CLK-90 Clerk’s Office Reduce Court Assistant III to Court Assistant II**

**Contact: Scott Weber, [scott.weber@clark.wa.gov](mailto:scott.weber@clark.wa.gov), 360-397-2292, Ext. 2003**

In May of 2016 the Clerk’s Office reduced a Court Assistant III to a Court Assistant II in our facilitator’s office. This was done because there was three other staff to absorb the workload. This package reflects the associated reduction in personnel costs.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 20,861)	\$ 20,861	\$ 0	(\$ 20,861)	\$ 20,861
Totals			\$ 0	(\$ 20,861)	\$ 20,861	\$ 0	(\$ 20,861)	\$ 20,861

### **COD-90 Code Enforcement Adjust funding source from 100% GF to partial 1011 via Building Permit Fees**

**Contact: Willy Traub [willy.traub@clark.wa.gov](mailto:willy.traub@clark.wa.gov) 360-397-2375 x4067**

To reduce our budget impact to the General Fund, the Code Enforcement program is proposing to shift a portion of program expense to the Building Program. Code Enforcement is a special type of law enforcement that regulates land use. Authority to regulate land use is conferred through the Washington State Constitution. Clark County has adopted numerous land use ordinances to combat public nuisance including but not limited to zoning, nuisance and building. Building related violations include structural additions, setback violations, decks, fences, out buildings, grading/filling, retaining walls, roofs, and many others. In an average year, the work of Code Enforcement leads to the generation of an estimated \$250,000 in permit fee revenue to the Permit Center when citizens properly apply for work they have begun or already have completed.

Reviewing this practice with our county attorneys, we believe the shift of some funding for the Code Enforcement program is feasible. Polling of practices in other peer counties within the state shows this funding method is commonly used.

As the 10% reduction exercise is requesting \$96,624 of the 2017-2018 budget be cut or revenues increased equally, this decision package is asking for \$48,312 per year in Code Enforcement expenses be covered via the Building Program.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 96,624)	\$ 96,624	\$ 0	(\$ 96,624)	\$ 96,624
1011	Planning And Code Fund	Ongoing	\$ 0	\$ 96,624	(\$ 96,624)	\$ 0	\$ 96,624	(\$ 96,624)
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## COM-01 Community Development - Land Use Review Increase Planner II Position from 0.75 FTE to 1 FTE in the Land Use Review Program (DRV0029)

**Contact: Willy Traub, willy.traub@clark.wa.gov 360-397-2375 x4067**

The Land Use Review program continues to see a significant increase in workload as the economy strengthens and the building market grows. Overall, there has been a 201% increase in the total number of submitted applications from 2012 to 2016. This includes a 30% increase from 2014 to 2015 and an expected 17% increase from 2015 to 2016.

To accommodate the increased workload, staff have worked significant overtime; sustaining this pattern could lead to increased use of sick leave and burnout. In the Spring 2016 Supplemental, a request was approved to increase a 0.6 Planner FTE to a full Planner FTE. This is a follow-up request to increase another part-time planner position to full-time.

The Land Use Review program is primarily fee-funded. However, the general fund has a standing commitment to fund the gap between program expenses and fee revenue, should one occur. If this position is filled, the program anticipates no funds from the general fund will be required to plug the gap between fee revenue and program expenses – this is based on a forecast which expects that the construction market will continue to strengthen.

If this position is not filled and the construction industry performs as forecasted, the Land Use program will continue to see increased workloads without adequate staff to address them. This will lead to increased wait times as the stop-gap measure of using overtime is not sustainable in the long term.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1011	Planning And Code Fund	Ongoing	\$ 0	\$ 38,156	(\$ 38,156)	\$ 0	\$ 38,156	(\$ 38,156)
Totals			\$ 0	\$ 38,156	(\$ 38,156)	\$ 0	\$ 38,156	(\$ 38,156)

## COM-02 Community Development - Land Use Review Funding for new permanent Planner III position in the Land Use Program

**Contact: Willy Traub, willy.traub@clark.wa.gov 360-397-2375 x4067**

The Land Use Review program continues to see a significant increase in workload as the economy strengthens and the building market grows. Overall, there has been a 201% increase in the total number of submitted applications from 2012 to 2016. This includes a 30% increase from 2014 to 2015 and an expected 17% increase from 2015 to 2016. To accommodate the increased workload, staff have worked significant overtime; sustaining this pattern could lead to increased use of sick leave and burnout. In the Spring 2016 Supplemental, a request was approved to increase a 0.6 Planner FTE to a full Planner FTE. This is a follow-up request for an additional full FTE to address the demands of the program adding a resource to coordinate workloads and reduce turnaround times for permits that directly impact the construction community.

The Land Use Review program is primarily fee-funded. However, the general fund has a standing commitment to fund the gap between program expenses and fee revenue, should one occur. If this position is filled, the program anticipates no funds from the general fund will be required to plug the gap between fee revenue and program expenses – this is based on a forecast which expects that the construction market will continue to strengthen.

If this position is not filled and the construction industry performs as forecasted, the Land Use program will continue to see increased workloads without adequate staff to address them or prioritize them most effectively. This will lead to increased wait times as the stop-gap measure of using overtime is not sustainable in the long term.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1011	Planning And Code Fund	Ongoing	\$ 0	\$ 200,897	(\$ 200,897)	\$ 0	\$ 200,897	(\$ 200,897)
Totals			\$ 0	\$ 200,897	(\$ 200,897)	\$ 0	\$ 200,897	(\$ 200,897)

## COM-03 Community Development - Building Safety Program Change Building Inspector III project position to permanent (BLD0807)

**Contact: Willy Traub, willy.traub@clark.wa.gov 360-397-2375 x4067**

The Building Safety program continues to see a significant increase in the workload related to construction activity in unincorporated Clark County. Forecasts of increasing building activity indicate this rising workload will continue and thus warrants this request. Additionally, the Tidemark replacement program which created a need for this project position originally (to backfill the FTE dedicated to the project) has adopted a phased implementation approach, extending the implementation timeline and continued the need for subject matter expertise dedicated to the project.

Additionally, the current economic environment poses recruitment challenges for filling a project position with qualified staff. Nearby municipalities are also recruiting aggressively for similar positions. To adjust, the Building Safety program is hiring staff which requires more training in order to fill recent revenue position recruitments.

Changing this revenue position from project to permanent will continue to keep the program’s resources ‘on the curve’ of steadily increasing workload, rather than behind the curve. The proposed funding for this position is Fund 1011 ongoing revenue. This position requires a field vehicle. The one-time costs are \$27,600 and the ongoing cost is \$173,919 for this position for a full biennium.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1011	Planning And Code Fund	One-Time	\$ 0	\$ 27,600	(\$ 27,600)	\$ 0	\$ 0	\$ 0
1011	Planning And Code Fund	Ongoing	\$ 0	\$ 173,919	(\$ 173,919)	\$ 0	\$ 181,448	(\$ 181,448)
Totals			\$ 0	\$ 201,519	(\$ 201,519)	\$ 0	\$ 181,448	(\$ 181,448)

## **COM-05 Community Development – Wetland & Habitat Review Change project Natural Resources Specialist I position to permanent (ENV0801)**

**Contact: Willy Traub, [willy.traub@clark.wa.gov](mailto:willy.traub@clark.wa.gov) 360-397-2375 x4067**

This decision package is for changing a Natural Resource Specialist I position from a project position, set to expire March 31, 2017, to a permanent position in the Wetland and Habitat Review Program.

Primarily, the Wetland and Habitat Review Program implements the Wetland Protection (CCC 40.450) and Habitat Conservation (CC 40.440) ordinances and supports the implementation of the Shoreline Master Program (CCC 40.460). These ordinances ensure compliance with the requirements of the Growth Management Act and the Shoreline Management Act (RCW 36.70A and 90.58). In order to ensure that the mandates of these Acts are met, these ordinances need to be implemented and enforced effectively.

The program is currently (2015-2016 Biennium through July 2016) operating at 80% cost recovery for fee-supported work and is generally meeting the efficiency goals of the current fee model. In the current biennium (through July 2016), fee revenue supports 49% of the total program cost.

If the Natural Resource Specialist project position were allowed to expire, the demand to meet the permitting requirements of the code could be met through the use of outside consulting services estimated at \$114,192 annually. The program’s capacity to provide customer service that is not related to active permit

applications however, and would be substantially reduced. In addition, a staff reduction would likely exacerbate current deficiencies in the program’s capacity to enforce mandated permit conditions (e.g. monitoring mitigation performance for up to 10 years).

In addition to the risks outlined above, the program has identified concerns should the position be allowed to expire:

- \* The consultant services identified above would need to be contracted through an RFP process, taxing the program’s administration staff further.
- \* The rate at which deadlines are missed for permit issuance would increase.
- \* The program’s ability to provide customer service would be reduced, this could lead to additional unaddressed violations, additional complaints to the County Manager and Council, a reduction in the quality of the permits submitted ( and corresponding reduction in processing efficiency), and reduced permit compliance.
- \* Subject matter experts on the permits associated with the program could no longer staff the permit center, leading to increase confusion.
- \* With only one biologist in the program, certain program activities would need to stop when the employee is on leave

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1011	Planning And Code Fund	Ongoing	\$ 0	\$ 141,905	(\$ 141,905)	\$ 0	\$ 160,592	(\$ 160,592)
Totals			\$ 0	\$ 141,905	(\$ 141,905)	\$ 0	\$ 160,592	(\$ 160,592)

## **COM-06 Community Development – Administration Change DISC II position from project to permanent (ACD0804)**

**Contact: Willy Traub, [willy.traub@clark.wa.gov](mailto:willy.traub@clark.wa.gov) 360-397-2375 x4067**

This decision package converts a project DISC II position to a permanent position within the Administration program of Community Development to provide long-term technical support and data analysis services in the new computing environment created as a result of the Tidemark Replacement Project (TRP) As part of the TRP, many staff members within Community Development have been working full time as “Core Team” members or intermittently as Subject Matter Experts. As the project has progressed, the Department has switched to a phased implementation approach to reduce the risks associated with a core system replacement. This switch has extended the time that team members and experts within the department will need to devote to ensure a successful implementation. This extension also involves the DISC II project position. Additionally, the Department has identified a long-term need for additional technical and analytical support in the new computing environment created by the new core system. Over time, the Department expects that this additional support will ensure a higher degree of quality assurance and control, leading to more effective reporting, which translates into more efficient deployment of front-line resources.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1011	Planning And Code Fund	Ongoing	\$ 0	\$ 187,956	(\$ 187,956)	\$ 0	\$ 187,956	(\$ 187,956)
Totals			\$ 0	\$ 187,956	(\$ 187,956)	\$ 0	\$ 187,956	(\$ 187,956)

## COM-90 Community Development – Land Use Review Reduce Budgeted General Fund Subsidy by \$105,000

**Contact: Willy Traub, willy.traub@clark.wa.gov 360-397-2375 x4067**

To reduce our budgeted general fund subsidy, it is the preference of the Land Use Review program to execute a direct reduction of the subsidy without any follow-up action.

The Land Use Review program continues to see a significant increase in fee revenue as the economy strengthens and the building market grows. Relying on a cautious staffing-to-workload approach after the recession and process improvement initiatives, staff anticipates that less than the budgeted subsidy will be required to maintain service levels. This holds true even if the 17/18 decision package(s) for the program adding staff are approved.

If this reduction package is passed, there are no anticipated program impacts. The budgeted general fund subsidy for the program will drop by \$105,000 – however the subsidy is forecasted to be utilized less than the budgeted amount due to economic forces.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 105,000)	\$ 105,000	\$ 0	(\$ 105,000)	\$ 105,000
1011	Planning And Code Fund	Ongoing	(\$ 105,000)	\$ 0	(\$ 105,000)	(\$ 105,000)	\$ 0	(\$ 105,000)
Totals			(\$ 105,000)	(\$ 105,000)	\$ 0	(\$ 105,000)	(\$ 105,000)	\$ 0

## COP-90 Community Planning 2% Budget Reduction - Decrease our professional services budget in the amount of \$81,916

**Contact: Sonja Wisner, Sonja.wisner@clark.wa.gov, ext. 4558**

Community Planning’s primary responsibility in 2017-18 is the continuing implementation of the Comprehensive Plan, which was updated in 2016. The plan was appealed by two groups, and resolving the appeals could last well into the 2017-18 biennium (it took almost seven years to finish the appeals on the 2007 Comprehensive Plan).



The Board approved Community Planning’s 2017-18 work program at a work session on July 6, 2016. The level of identified activities contemplated in the work program can be accommodated by current staffing levels. Some of the projects that staff will be working on in 2017-2018 are:

- 2016 Comp Plan Appeal
- 2016 Comp Plan Implementation
- Rural Industrial Land Bank Appeal
- Annual reviews (number unknown)
- 57 Docket Items (contingent on Board approval)
- Tiny Homes and accompanying code language; this project may require an environmental impact statement
- Accessory Dwelling Units and accompanying code language
- Rural issues as identified by the Board

Community Planning may see a decrease in the professional services workload related to the 2016 Comp Plan Update, as the plan has now been adopted. However, this is contingent on projects that may be added to by the Board in 2017 and 2018, such as a revisiting of rural lands issues and economic development projects.

The risks associated with these budget reductions include demand on staff for expertise/services not generally available. Under conditions of uncertainty, the outcomes are not known. Community Planning’s ability to complete other major projects will be hampered, if professional services cannot be funded. Because the projects the department works on affect the county as a whole, projects that can’t be done will affect citizens county-wide.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 81,196)	\$ 81,196	\$ 0	(\$ 81,196)	\$ 81,196
Totals			\$ 0	(\$ 81,196)	\$ 81,196	\$ 0	(\$ 81,196)	\$ 81,196

## **COS-01 Community Services Increase budget capacity for CSBG Innovation Grant**

**Contact: Harold Rains, Harold.Rains@clark.wa.gov, x7819**

Department of Community Services (DCS) is requesting \$115,000 biennial increase in Fund 1932 for a new CSBG Innovation Grant using CSBG State Discretionary funds from the Washington State Department of Commerce for the 2017-2018 biennium budget. This grant will pay for a regional alliance of Community Action agencies committed to adopting a trauma informed care approach agency-wide and sustaining the principles beyond the grant period. The purpose is to ensure participants across the region are served through the same best practice model and are not re-traumatized by seeking assistance. This project also creates a

more open, safe and reflective environment for administration, staff and volunteers within each agency. In addition, this funding will support agencies that receive funding for contracted housing programs in accordance with the Clark County Homeless Action Plan to support people who are homeless and at-risk of homelessness.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1932	DCS-Community Action Programs	Ongoing	\$ 115,000	\$ 115,000	\$ 0	\$ 115,000	\$ 115,000	\$ 0
Totals			\$ 115,000	\$ 115,000	\$ 0	\$ 115,000	\$ 115,000	\$ 0

### **COS-03 Community Services Transfer of funds from Mental Health to Alcohol and Drug Fund**

**Contact: Harold Rains, Harold.Rains@clark.wa.gov, x7819**

Department of Community Services (DCS) is requesting the ability to make two transfers in the amount up to \$750,000.00 each to Fund 1952 (Mental Health) and Fund 1954 (Alcohol and Drug) from Fund 1935 (DCS Administrative Fund). The capacity is necessary to assist with the administrative and program costs associated with the impact of Early Adopter and the integration of Mental Health and Alcohol and Drug Services.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1935	DCS-Administration & Grants Management	One-Time	\$ 0	\$ 1,500,000	(\$ 1,500,000)	\$ 0	\$ 0	\$ 0
1952	Mental Health Fund	One-Time	\$ 750,000	\$ 750,000	\$ 0	\$ 0	\$ 0	\$ 0
1954	Substance Abuse Fund	One-Time	\$ 750,000	\$ 750,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 1,500,000	\$ 3,000,000	(\$ 1,500,000)	\$ 0	\$ 0	\$ 0

## COS-04 Community Services Transfer of funds from Mental Health to Alcohol and Drug Fund

**Contact: Harold Rains, Harold.Rains@clark.wa.gov, x7819**

Department of Community Services (DCS) is requesting the ability to make transfers of up to \$1,000,000 from Fund 1952 (Mental Health) to Fund 1954 (Alcohol and Drug) as well as from Fund 1954 (Alcohol and Drug) to Fund 1952 (Mental Health). The capacity is necessary to assist with the administrative and program costs associated with the impact of Early Adopter and the integration of Mental Health and Alcohol and Drug Services.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1952	Mental Health Fund	One-Time	\$ 0	\$ 1,000,000	(\$ 1,000,000)	\$ 0	\$ 0	\$ 0
1954	Substance Abuse Fund	One-Time	\$ 1,000,000	\$ 0	\$ 1,000,000	\$ 0	\$ 0	\$ 0
Totals			\$ 1,000,000	\$ 1,000,000	\$ 0	\$ 0	\$ 0	\$ 0

## COS-06 Community Services Decrease budget capacity

**Contact: Harold Rains, Harold.Rains@clark.wa.gov, x7819**

Department of Community Services (DCS) is requesting an ongoing decrease to budget capacity due to Early Adopter Medicaid Integration which reassigned the DBHR Treatment Services Block Grant to managed care organizations. This reduction amounts to \$2,000,000 per year in less revenue and \$1,800,000 per year less in expenditures.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1954	Substance Abuse Fund	Ongoing	(\$ 4,000,000)	(\$ 3,600,000)	(\$ 400,000)	(\$ 4,000,000)	(\$ 3,600,000)	(\$ 400,000)
Totals			(\$ 4,000,000)	(\$ 3,600,000)	(\$ 400,000)	(\$ 4,000,000)	(\$ 3,600,000)	(\$ 400,000)

## COS-07 Community Services Carryover unspent Mental Health Sales Tax Funds

**Contact: Harold Rains, Harold.Rains@clark.wa.gov, x7819**

Department of Community Services (DCS) is requesting a one-time ability to carryover unexpended A&D Sales Tax, from fund 1033, expended within fund 1954. Unspent allocations have resulted following Early Adopter Medicaid Integration which occurred in 2016. Currently, the forecasted unexpended sales tax will be \$700,000. Unmet needs identified to expend this one time carryover are as follows.

Behavioral Health Specialist staff at Lincoln Place which is a housing first model. The individuals identified to live at Lincoln Place are those on the streets who are most likely to die if intervention is not provided.

Additional school-based chemical dependency services within Clark County high schools and middle schools will be added. Services currently exist within Washougal, LaCenter, Vancouver and expansion is scheduled for Evergreen.

Additional training and support for behavioral health providers associated with the Re-entry Program at the Clark County jail.

Support to the Clark County Teen Talk program.

Support to the behavioral health providers who participate in the therapeutic specialty courts. A portion of the overall services are covered by the MCO's under the Early Adopter model but Clark County will be responsible for assuring staff are involved at the level required under the National Standards.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1033	Mental Health Sales Tax Fund	One-Time	\$ 0	\$ 700,000	(\$ 700,000)	\$ 0	\$ 0	\$ 0
1954	Substance Abuse Fund	One-Time	\$ 700,000	\$ 700,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 700,000	\$ 1,400,000	(\$ 700,000)	\$ 0	\$ 0	\$ 0

## COS-08 Community Services Increase budget capacity

**Contact: Harold Rains, Harold.Rains@clark.wa.gov, x7819**

Department of Community Services (DCS) is requesting the ability to make transfers during each year up to a total amount of \$1,000,000 to Fund 1952 (Mental Health) from Fund 1954 (Alcohol and Drug). The capacity is necessary to assist with the administrative and program costs associated with the impact of Early Adopter and the integration of Mental Health and Alcohol and Drug Services. The current budget capacity is \$75,000. This decision package adds \$925,000.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1952	Mental Health Fund	Ongoing	\$ 925,000	\$ 0	\$ 925,000	\$ 925,000	\$ 0	\$ 925,000
1954	Substance Abuse Fund	Ongoing	\$ 0	\$ 925,000	(\$ 925,000)	\$ 0	\$ 925,000	(\$ 925,000)
Totals			\$ 925,000	\$ 925,000	\$ 0	\$ 925,000	\$ 925,000	\$ 0

## COS-09 Community Services Behavioral Health Client Recovery Support Services (Priority #2)

**Contact: Harold Rains, Harold.Rains@clark.wa.gov, x7819**

Department of Community Services (DCS) is requesting support to continue the Access to Recovery Program (ATR) which currently has federal funding, passed through the Washington Department of Social and Human Services, ending after May 2018. This is a decision package requests requesting one time \$300,000 for this program.

This program started 12 years ago and provides Behavioral Health support services to remove the common barriers that prevent individuals from succeeding in recovery such as training, transportation, housing, etc.

A review of the existing data indicates exceptional rates of positive change in the primary areas that have the greatest impact on people continuing to be clean and sober. The latest data looked at 1177 individuals who have received Access to Recovery support services. Each of those individuals had a baseline established at intake and a review of the access to recovery supports at a 6-month follow up point. The rate of change specific to individuals being employed or enrolled in school or a job training program at the 6-month point was an increase of 419.7%. The rate of homelessness decreased by 71.7% and the overall rate of change for individuals living in semi-permanent (ex. Oxford Housing, Faith-Based Housing and/or transitional housing) and permanent housing (owning or renting – also includes living in a dorm or college residence) increased by 44.6%. Of the 1177 individuals who participated in the ATR program, only 2 of them had been arrested in the 30 days prior to their 6-month follow up point.

Outcome: Help consumers establish reduced substance use, live a clean and sober lifestyle, improve physical health and quality of life, and reduction in episodes of criminality.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1033	Mental Health Sales Tax Fund	One-Time	\$ 0	\$ 300,000	(\$ 300,000)	\$ 0	\$ 0	\$ 0
1954	Substance Abuse Fund	One-Time	\$ 300,000	\$ 300,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 300,000	\$ 600,000	(\$ 300,000)	\$ 0	\$ 0	\$ 0

## COS-11 Community Services Behavioral Health Client Housing and Recovery Support Services (Priority#1)

**Contact: Harold Rains, Harold.Rains@clark.wa.gov, x7819**

Department of Community Services (DCS) requests support from the MH Sales Tax transfer (Fund 1033), in the amount of \$350,000 per year. This request will to secure funding for housing support and recovery based services for individuals with behavioral health disorders experiencing chronic homelessness and moving into permanent supportive housing at Merriweather Place. This setting, which will house 30 individuals, is scheduled to open in late 2017 and is a partnership between the county, VHA and several non-profits who provide service to individuals with behavioral health (substance abuse and mental health) needs. The individuals who will be living at this site are those who have been identified as chronically homeless due to a history if high level housing barriers and have behavioral health needs that assess at an intensive level. The majority of the treatment services will be paid for through the fully integrated Medicaid funding. This request is to fund the services and housing supports that are necessary to keep individuals safely housed and connected to recovery support services that are not eligible for funding from other sources.

Budget note: recommended for approval one-time only in 2017-2018.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1033	Mental Health Sales Tax Fund	One-Time	\$ 0	\$ 700,000	(\$ 700,000)	\$ 0	\$ 0	\$ 0
1954	Substance Abuse Fund	One-Time	\$ 700,000	\$ 700,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 700,000	\$ 1,400,000	(\$ 700,000)	\$ 0	\$ 0	\$ 0

## COS-90 Community Services Services for Behavioral Health individuals

**Contact: Harold Rains, Harold.Rains@clark.wa.gov, x7819**

This proposal reduces the general fund subsidy for DCS by \$172,957. In April 2016 Clark County elected to become part of an Early Adopter region for full Medicaid integrated healthcare as a part of implementing current legislation ESB 6312. As a result of this change, the county no longer provides Medicaid eligible services for alcohol and drug treatment. In anticipation of state funding ending, Community Services has made administrative reductions and incorporated LEAN business practices to adjust to the reduction in funding. Previously the general fund subsidized administrative costs in excess of what the state of Washington reimbursed. This led to a cost savings for the department, which we planned to use for housing supports.

If this proposal is not accepted Community Services will direct these funds to providing behavioral health recovery support services. Recovery support services include, but are not limited to financial assistance for clean and sober recovery housing is paramount for the ultimate success of individuals seeking treatment

and recovery. The need to stabilize an individual's life is critical to their ability to move forward in addressing their substance use disorders and/or significant mental health disorders with treatment. As individuals stabilize in their recovery routine, additional treatment services that focus on trauma, criminal thinking and relapse prevention skills are implemented. As individuals begin to demonstrate stability, they are then ready and more able to address vocational goals and/or find and maintain employment. Requiring individuals in their initial stages of treatment to find employment so that they can find and afford housing often has disappointing results. Research indicates that the ability to maintain housing and employment is more effective when people are allowed to stabilize clinically, improve their decision-making and increase their recovery skills.

There are several types of recovery support services which vary by individual. As an example, the best practice standard for clean and sober housing support is 90 days. Based upon this, we would be able to assist up to 115 citizens with housing at an average of \$500/month for 3 months.

Cutting the administrative subsidy would prohibit the Department from doing so.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 172,957)	\$ 172,957	\$ 0	(\$ 172,957)	\$ 172,957
1935	DCS-Administration & Grants Management	Ongoing	(\$ 172,957)	(\$ 172,957)	\$ 0	(\$ 172,957)	(\$ 172,957)	\$ 0
Totals			(\$ 172,957)	(\$ 345,914)	\$ 172,957	(\$ 172,957)	(\$ 345,914)	\$ 172,957

## **CRR-01 Community Corrections Move positions, revenue and controllables**

**Contact: Ela Selga, Court Administrator X4738 – or - Emily Zwetzig, Department Finance Manager X5643**

The Department of Community Corrections is requesting that the following changes to be made so that positions, revenue and controllables are correctly identified with new program structures.

The total amount to be moved for positions is \$614,903.

These positions belong with the District Court Program (PDST-0001):

CBC0002.CourtAssistant II

CBC0021.CourtAssistant II

These positions belong with the District Court Therapeutic Specialty Courts Program (PDST-0004):

CBC0015. Corrections Counselor

CBC1001. Corrections Program Associate

The total general fund amount of revenue to be moved is \$19,894. This revenue stream is for District Court Drug Fee Court Program. It is part of the District Court Therapeutic Specialty Courts Program (PDST-0004).

The total Mental Health Sales Tax amount of controllables to be moved is \$43,800. These controllables are part of the District Court Therapeutic Specialty Courts Program (PDST-0004).

The total Mental Health Sales Tax amount of revenue to be moved is \$10,000. This revenue is part of the District Court Therapeutic Specialty Courts Program (PDST-0004).

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## **CRR-90 Community Corrections Reduce Community Corrections baseline position costs by eliminating 4 vacant positions (most preferred cut scenario)**

**Contact: Ela Selga, Court Administrator X4738 – or - Emily Zwetzig, Department Finance Manager X5643**

To reduce our overall expense budget, the Department of Community Corrections is presenting a Decision Package that would eliminate 4 vacant positions. Elimination of these vacancies will have a minimal impact on the Department due to the fact that our case filings have been temporarily declining. This temporary decline is attributed to unfilled law enforcement positions, legislative changes and diversion program. We do anticipate that case filings will start to increase when these law enforcement positions are filled and when staff become more familiar with the new case management system of the Clark County Sheriff's Department.



This decline is attributed to unfilled law enforcement positions, legislative changes and diversion program. We do anticipate that case filings will start to increase when these law enforcement positions are filled and when staff become more familiar with the new case management system of the Clark County Sheriff's Department.

This type of reduction should not have a negative impact on the Department's ability to comply with mandated legislative requirements in the affected program areas.

The positions that we are considering eliminating are detailed below:

**Offender Crew Chief:** The Department's Offender Working Program's average daily crew numbers do not support filling this position at this time. The main impact to the program will be a lack of coverage if we have any unplanned medical issues with another crew chief (planned or not).

**Corrections Counselor:** The Department originally allocated this position to the Therapeutic Specialty Courts Program based on funding from a Washington Traffic Safety Commission grant that was awarded to the Department to supervise a specific DUI offender population. The program has been able to cover all supervision functions for the Therapeutic Specialty Courts Program with one Corrections Counselor, so we are able to absorb the loss of this position.

**Corrections Program Associate:** This position originally worked within the Department's Offender Working Program. When the Work Crew participant numbers fell last year, this position was reassigned to the Compliance Monitoring unit to "shore up" other staff absences in that unit. When the Work Crew participant numbers increased this year, the position was moved back to 1/2 Work Crew and 1/2 restitution investigation. Recently, the restitution caseload has been reassigned to staff at District Court. Therefore, we will be losing the half position for Work Program. We have been covering this workload with the "CPA in Training." As long as we continue to have a "CPA in Training" we should be able to absorb the cut.

**Court Assistant II:** This position supports both the District Court and Community Corrections Departments as is a part of our shared Customer Service Business Unit. Eliminating this position could be handled by absorbing duties across other Court Assistant II positions as long as existing staffing levels in the District Court/Community Corrections Customer Service Business Unit remain intact. The type of duties that will need to be absorbed are multiple aspects of customer service, probation services assistance, case load work and infraction work, support to the public for access to information, and resolving traffic infractions by mail. The position requires someone with great attention to detail, customer service and multi-tasking skills. Lack of coverage would be the main issue with the elimination of this position.

The total amount of this Decision Package is \$516,040 which represents 3.76% of our \$13,741,277 total expense budget.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 516,040)	\$ 516,040	\$ 0	(\$ 516,040)	\$ 516,040
Totals			\$ 0	(\$ 516,040)	\$ 516,040	\$ 0	(\$ 516,040)	\$ 516,040

## DST-01 District Court District Court JAVS Upgrades

**Contact: Ela Selga, Court Administrator X4738 – or - Emily Zwetzig, Department Finance Manager X5643**

As of January 1, 2016 the electronic recording computers currently in use by in District Court will no longer be supported under their existing maintenance contract. At that time the Court must either replace individual systems or employ stenographers as needed. In the meantime, the court must continue to use the current system, repairing units as needed, or replace the entire system with up-to-date equipment. Repair will only be possible until the vendor exhausts their supply of parts. It is unknown when that will happen, but District Court estimates it will occur within the next year.

The proposed Centro CX unit total cost is approximately \$223,250. This would upgrade the systems in all 7 of the District Court courtrooms. The expected useable life of this new equipment is 7-8 years. If funding is approved, the plan is to replace all of the Court's Centro CX units in 2017, which slightly reduces labor costs. An alternative would be to replace the units as they fail at a cost of approximately \$32,000 per unit. The downside to doing this would be to shut down that courtroom or utilize temporary shorthand reporters until the unit(s) can be replaced.

By law, the Court could utilize one certified shorthand reporter per authorized District Court Judge to keep the record, at a cost of approximately \$852,480 per year. In the alternative, shorthand reporters could be hired from local court reporting firms. If enough were available daily to meet the court's needs, the cost would be approximately \$60.00 per hour. Either way, the savings realized by using electronic recording instead of shorthand reporters is significant.

This proposal also requests additional funding in the amount of \$98,456 for additional upgrades and alterations to allow usage of all the video ARR booths at the jail. Currently, the eight booths have a mixture of different equipment that require Sheriff's deputies to move defendants to one booth to speak to their attorney and then to another booth to speak to the judge. This causes additional workload for the Sheriff's office and causes delays for the court proceedings. By upgrading all eight booths to the same equipment, Sheriff's deputies could place a defendants in any of the eights booths and the defendant would stay there for the entire process. This would also allow for the defendant to be seen and heard from any courtroom in Clark County or other courthouses or facilities with the correct video conferencing equipment. It would also expose Sheriff's deputies to less risk by not having to move defendants multiple times. The upgrade will also allow appearance by juvenile offenders housed at juvenile detention without transporting them to the courthouse.

The total amount of this Decision Package is \$321,706 and is requesting to use REET funding.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 321,706	\$ 321,706	\$ 0	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 321,706	(\$ 321,706)	\$ 0	\$ 0	\$ 0
Totals			\$ 321,706	\$ 643,412	(\$ 321,706)	\$ 0	\$ 0	\$ 0

## **DST-90 District Court Reduce District Court baseline position costs by eliminating 1 vacant position (most preferred cut scenario)**

**Contact: Ela Selga, Court Administrator X4738 – or - Emily Zwetzig, Department Finance Manager X5643**

To reduce our overall expense budget, District Court is presenting a Decision Package that would eliminate 1 vacant position. Elimination of this vacancy will have a minimal impact on the Department due to the fact that our case filings have been temporarily declining. This temporary decline is attributed to unfilled law enforcement positions, legislative changes and diversion program. We do anticipate that case filings will start to increase when these law enforcement positions are filled and when staff become more familiar with the new case management system of the Clark County Sheriff's Department. The Department has also realized efficiencies with our move to a paperless court system and automated receipting in the Judicial Information System.

This type of reduction should not have a negative impact on the Department's ability to comply with mandated legislative requirements in the affected program areas.

The position that we are considering eliminating is detailed below:

Court Assistant, Senior: The elimination of this position could be mitigated by absorption of duties into other court assistant senior or management positions. This position performs specialized court assistant work involving more extensive technical guidance which helps to minimize errors and audit work. This position also performs unit management and leadership duties to a team, guiding and supervising work flow and employee performance. This position has been vacant for a sufficient time resulting in distribution of job duties to other staff and management and therefore will be minimally impactful to the department.

The total amount of this Decision Package is \$126,227 which represents 1.25% of our \$10,128,407 total expense budget.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 126,227)	\$ 126,227	\$ 0	(\$ 126,227)	\$ 126,227
Totals			\$ 0	(\$ 126,227)	\$ 126,227	\$ 0	(\$ 126,227)	\$ 126,227

## ENV-90 Public Works Eliminate Department of Environmental Services (DES) budget and move functions to other funds/departments

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

On July 1, 2016, Department of Environmental Services (DES) was eliminated to reduce administrative costs and the workload was incorporated into three existing county departments. This request is to move the expense and revenue baseline budget from DES to Community Development and Public Works; along with moving FTE's to Public Works, Community Development, and Public Health. The savings from the reorganization benefit are recognized in this package through the elimination of the four FTE's.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	(\$ 2,650,526)	(\$ 2,987,290)	\$ 336,764	(\$ 2,650,526)	(\$ 2,987,290)	\$ 336,764
1011	Planning And Code Fund	Ongoing	\$ 586,114	\$ 586,113	\$ 1	\$ 586,114	\$ 586,113	\$ 1
1012	County Road Fund	Ongoing	\$ 491,747	\$ 1,764,782	(\$ 1,273,035)	\$ 491,747	\$ 1,764,782	(\$ 1,273,035)
1014	Bonneville Timber Fund	Ongoing	\$ 0	\$ 233,172	(\$ 233,172)	\$ 0	\$ 233,172	(\$ 233,172)
3085	Conservation Future Fund	Ongoing	\$ 0	\$ 17,104	(\$ 17,104)	\$ 0	\$ 17,104	(\$ 17,104)
4014	Solid Waste Fund	Ongoing	\$ 0	(\$ 311,598)	\$ 311,598	\$ 0	(\$ 311,598)	\$ 311,598
4420	Clean Water Fund	Ongoing	\$ 0	(\$ 481,521)	\$ 481,521	\$ 0	(\$ 481,521)	\$ 481,521
Totals			(\$ 1,572,665)	(\$ 1,179,238)	(\$ 393,427)	(\$ 1,572,665)	(\$ 1,179,238)	(\$ 393,427)

## FMO-90 Fire Marshal's Office Increase Permit Fees for New Construction Review and Inspection (\$39,000)

**Contact: Willy Traub, willy.traub@clark.wa.gov 360-397-2375 x4067**

In an effort to reduce the General Fund costs within the Fire Marshal's Office, the third preference of the Office is to increase fees related to new construction project reviews and inspections performed by the FMO.

Permits for this body of work are required as outlined in RCW 19.27 (Washington State Building Code) and Clark County Code 15.12. Additionally, state law allows for local jurisdictions to charge fees to cover their costs related to the review and inspection of these projects.

The fees being charged for new construction projects that are reviewed and inspected by the Fire Marshal’s Office have not been modified since approximately 2005. In 2015, the total revenue collected for new construction projects (excluding fees charged for land use reviews) totaled just over \$260,000. These fees include work related to new buildings, tenant improvements, various fire-specific systems such as fire sprinkler systems, fire alarm systems, and hazardous materials-related processes and equipment.

Using the 2015 new construction revenue total as a baseline, a fee increase of 7.5% would generate approximately \$39,000 additional revenue of the course of the biennium.

Because the fees have remained unchanged for a number of years, they are due for adjustment. Adjusting the fees would require some time from technical resources within the Department of Community Development, and should be preceded with advance notice. Also, an upward adjustment in fees may run against the County Council’s historical intention to fund approximately 60% of inspection costs from the general fund, citing the public safety benefits gained as a result of the program.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 39,000	\$ 0	\$ 39,000	\$ 39,000	\$ 0	\$ 39,000
Totals			\$ 39,000	\$ 0	\$ 39,000	\$ 39,000	\$ 0	\$ 39,000

## **FMO-91 Fire Marshal’s Office Reduce Overtime Budget by \$12,000**

**Contact: Willy Traub, [willy.traub@clark.wa.gov](mailto:willy.traub@clark.wa.gov) 360-397-2375 x4067**

To reduce our budget, the first preference of the Fire Marshal’s Office is to decrease the amount of budgeted funds allotted to the office to cover overtime expenses incurred while investigating of the cause of fires that occur within the county.

One of the primary duties of the Fire Marshal’s office, as outlined in county ordinance 15.12 and RCW 43.44.050, is determining the origin and cause of fires that start within the county. Overtime has been budgeted to the office to allow investigators to deploy at any time, even outside of business hours, to be able to arrive at fires to direct collect information, evidence, and help direct fire crews to preserve a fire scene so that a thorough investigation is possible.

Additionally, each July 4th season, Fire Marshal staff is assigned overtime shifts to patrol neighborhoods and are dispatched by 9-1-1 to investigate fireworks complaints to include curfew violations, illegal devices, or reckless use. Each evening between June 28th and July 5th, between 2 and 4 Fire Marshal staff are out for up to 5 hours.

One other area requiring overtime funds surrounds after-hour public events that require the presence of Fire Marshal staff. Examples include concerts at the Sunlight Solar Amphitheater that involve pyrotechnics (flame effects), some events at the Clark County Fair, and other various community functions that vary each year.

There is no way to reliably predict the number of after-hours fires, events at the amphitheater, or other after hours needs that will occur from year to year, so in some years there is an amount of budgeted overtime funds left unused.

The proposed reduction in the funds budgeted for overtime would result in an increased risk that more overtime than what was budgeted for is required to complete these duties of the Fire Marshal’s Office. In this circumstance, the Fire Marshal’s Office would continue to perform its duties, but notify the Board of County Councilors and County Finance Team of the situation and assemble a decision package to request the additional funds. This would add to administration costs and also add a small amount of volatility to the budget requirements of the Office on the General Fund.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 12,000)	\$ 12,000	\$ 0	(\$ 12,000)	\$ 12,000
Totals			\$ 0	(\$ 12,000)	\$ 12,000	\$ 0	(\$ 12,000)	\$ 12,000

## **FMO-92 Fire Marshal’s Office Reduce Training Budget by \$4,000**

**Contact: Willy Traub, [willy.traub@clark.wa.gov](mailto:willy.traub@clark.wa.gov)**

**360-397-2375 x4067**

To reduce our budget, the second preference of the Fire Marshal’s Office is to decrease the amount of budgeted funds allotted to the office for training. Training in an organization is crucial to maintain knowledge and skills applicable to what we do every day. For example, the fire and building codes are changed on a three-year cycle and we must stay informed as those changes occur. However, while the codes remain largely static during that three-year interval, construction methods and technology change constantly. Staff must stay proficient with the latest technologies so that we can work with our customers to understand and accept applications asking for these changes to be implemented. Additionally, a pre-determined amount of continuing education hours is required so that staff can maintain required certifications for what they do:

Certified Fire Inspector

Certified Fire Plans Examiners

Certified Building Plans Review

Certified Fire Investigator

Washington State Licensed Pyrotechnician

The proposed reduction in the funds budgeted for training would result in an increased challenge to ensure staff could maintain these certifications, stay abreast of changes in construction methods, remain proficient as technology changes impact fire protection system design and performance, and keep current in the latest legal and scientific aspects surrounding fire investigation work.

Because of our small program size (6 FTEs not including the Fire Marshal and Office Assistant), cross-training of the staff is crucial to be sure we can handle the day-to-day needs of our customers regardless of who is out of the office (vacations, sick leave, fire investigations, etc.). Additionally, ongoing training helps to prepare staff for promotions and succession planning over the long-term. As an example, we currently have an opening to fill the Assistant Fire Marshal position due to a retirement. Because we have made the most of our already small training budget, we have 4 people in-house who are eligible to apply for that position. Reducing training funds will greatly compromise our efforts on these fronts.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 4,000)	\$ 4,000	\$ 0	(\$ 4,000)	\$ 4,000
Totals			\$ 0	(\$ 4,000)	\$ 4,000	\$ 0	(\$ 4,000)	\$ 4,000

## **GEN-01 General Services Indigent Defense – Defense Representation in Family Treatment Court for Parents**

**Contact: Ann Christian, [ann.christian@clark.wa.gov](mailto:ann.christian@clark.wa.gov) x2256**

Clark County Superior Court’s Family Treatment Court (FTC) is a specialized therapeutic court, similar to the more familiar Drug Courts for criminal defendants. The court has been in place since 2006. FTC participants are parents with “dependency” court cases; that is, cases in which children are removed by the State from their parents’ care, due to abuse or neglect, and placed in foster or other non-parental care by court order. When a parent’s substance abuse is identified as a primary factor in reunification efforts, participation in the FTC is available. FTC is an intensive, time-consuming therapeutic court that provides parents with greater supervision, treatment and other programs than are generally available to parents facing dependency proceedings. Outcomes, in terms of completion of treatment, return of children to a safe home and others, are positive.

A fundamental component of any therapeutic court is the involvement of a dedicated defense attorney. Defense counsel is available to FTC participants for legal questions, advocacy and support. Defense counsel also participates as a non-adversarial therapeutic court team member in all pre-court staff meetings, attends court sessions, keeps up-to-date on best practices specific to FTCs and child welfare cases, and attends policy meetings and/or trainings.

Clark County’s FTC has not had the benefit of dedicated defense counsel to support the team effort. The Washington State Office of Public Defense (OPD) is responsible for the cost of legal representation of parents for the traditional dependency case court matters. The state took over this fiscal and legal responsibility from Clark County in the mid-2000s. However, OPD’s statutory mandate does not include therapeutic court participation by defense attorneys. OPD recently began providing minimal funding (\$300 per month) for quite limited involvement of defense counsel in FTC. Finding defense counsel willing to take on the responsibilities has been very difficult. There has been frequent turnover in attorneys willing to participate. This amount does not adequately compensate the additional workload of a weekly half-day pre-court staffing, court time and on-going work with clients during the week.

Clark County’s Indigent Defense Coordinator and Superior Court Therapeutic Court Coordinator recommend county funding be approved to ensure appropriate defense counsel availability for the FTC. Clark County’s other therapeutic courts have dedicated defense counsel.

The Indigent Defense Coordinator has reviewed the indigent defense funding levels for the county’s other therapeutic courts in relation to the number of participants and time involved with each court. Based upon that review, the coordinator requests funding from 1033 Sales Tax funds in the amount of \$25,750 per year (\$51,500 per biennium, ongoing) that will be used to contract with two part-time defense attorneys to provide services in the Family Treatment Court.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 51,500	(\$ 51,500)	\$ 0	\$ 51,500	(\$ 51,500)
Totals			\$ 0	\$ 51,500	(\$ 51,500)	\$ 0	\$ 51,500	(\$ 51,500)

## GEN-02 General Services Indigent Defense – Inflationary Increase for Private Investigators

**Contact: Ann Christian, [ann.christian@clark.wa.gov](mailto:ann.christian@clark.wa.gov) x2256**

Clark County indigent defense services are provided by attorneys and non-attorneys in private business, rather than by county employees. Non-attorneys who provide services include licensed, private investigators. The hourly rate paid by the county for investigative services is \$40 per hour. This rate is unchanged since January 1, 2008 (eight years). By comparison, claims adjusters who provided private investigation services in the past to the Indigent Defense Coordinator on two administrative matters were paid \$79 per hour by the county. Based upon the federal Bureau of Labor Statistics, \$40 in 2008 is the equivalent of \$44.78 in 2016. If the hourly rate had been adjusted annually for inflation, an investigator working 1,680 billable hours a year would have been paid almost \$7,750 more than he was paid over the past eight years.

Unlike other jurisdictions, Clark County indigent defense does not reimburse investigators for expenses, such as mileage or the cost of record searches. As an independent contractor, the investigators assume the cost of all overhead; e.g., taxes, office and electronics costs, and any benefits such as health care. This decision package does not seek to compensate for the lost income during those years. And, this decision package does not seek an across the board inflationary increase for all of the investigators who provide indigent defense services.

The cost of increasing the hourly rate from \$40 to \$45 per hour for all of these investigators is projected to be \$84,153 for the biennium. Only three of ten investigators who currently provide indigent defense investigation have done so since January 1, 2008. This decision package requests 2017/18 budget authority to allow the hourly rate paid only to the three longer-term investigators to increase to \$45 per hour, effective January 1, 2017. The cost of doing so is projected to be \$39,500 General Fund for the 2017/18 biennium and is an on-going expense.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 39,500	(\$ 39,500)	\$ 0	\$ 39,500	(\$ 39,500)
Totals			\$ 0	\$ 39,500	(\$ 39,500)	\$ 0	\$ 39,500	(\$ 39,500)



## GEN-03 General Services Indigent Defense Indigent Defense Increased State Funding

**Contact: Ann Christian, ann.christian@clark.wa.gov x2256**

In the spring of 2016 budget supplemental, we submitted a one-time request that was approved in a staff report from November of 2015. Interagency Agreement No. ICA16252, received from the Washington State Office of Public Defense (OPD), distributes state funds to counties to improve local indigent defense systems, pursuant to RCW Chapter 10.101. The agreement governs OPD’s distribution of \$384,065.00, an increase of \$65,301.00 over what is budgeted, to Clark County for Calendar Year 2016. By statute and the agreement, these state funds must be used to improve the quality of legal representation provided to those who are entitled to court-appointed counsel. The agreement requires that the County use the funds to directly improve indigent defense services, which the County has done in the past and will continue to do. The agreement prohibits use of the funds for various purposes, including supplanting, indigency screening costs, and purely administrative functions or equipment. Clark County uses the state monies to fund the salary and benefits of the county’s Indigent Defense staff, provide investigation services for District Court cases, and decrease the caseloads of the District Court contract attorneys, pursuant to the Washington Supreme Court’s Standards for Indigent Defense. Since the package was originally submitted, we have been notified that this additional funding will remain as an on-going support from the state for the Indigent Defense program. We would like it to be added to the indigent defense 320 baseline as ongoing revenue and expense authority.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 65,301	\$ 65,301	\$ 0	\$ 65,301	\$ 65,301	\$ 0
Totals			\$ 65,301	\$ 65,301	\$ 0	\$ 65,301	\$ 65,301	\$ 0

## GEN-05 General Services Indigent Defense funding update to reflect current service levels

**Contact: Ann Christian, ann.christian@clark.wa.gov x2256**

This decision package is necessary for a 2017/18 general fund “Current Service Level” budget for indigent defense services. “Current Service Level” means that level of indigent defense legal services provided in the 2015/16 biennium for the workload that is anticipated to continue. In other words, what amount of funding is necessary to continue the same services provided in the 2015/16 biennium? This decision package request is for \$750,000 additional budget for 2017/18, on-going. Caveat: The request does not include any additional amount that may be needed in 2017/18 for aggravated murder representation. It is hoped there will be no such cases, requiring the appointment of counsel, in 2017/18 and that an aggravated murder case filed by the Prosecuting Attorney’s office August 1, 2016 will be resolved by the 2017/18 biennium.

This decision package is necessary to address increased workload and seriousness of workload since 2011/12, the added expense of almost \$425,000 in 2015/16 to match the compensation level provided by the City of Vancouver to contract lawyers in District Court and to comply with Washington State Supreme Court caseload standards. The cost of complying with the caseload standards was less in 2013/14, due to the Indigent Defense Coordinator securing a federal grant during that time. This grant provided 100 percent funding for one of a total of 1.5 FTE attorneys required to comply with the caseload standards. That federal grant expired December 31, 2013.

Decision packages for “Current Service Level” adjustments to a next biennium baseline budget that have been submitted each biennium, beginning with the 2011/12 biennium, have not been approved. As a result, it has been necessary to request additional funding (which has been approved) at the end of each biennium. Because the additional late-biennium funding is not included in the next biennium’s baseline budget, the Indigent Defense Coordinator has submitted Current Service Level decision packages in an effort to begin a biennium with sufficient funds available for that biennium; to-date, without success. Addressing funding needs for indigent defense at the end of a biennium only, rather than prospectively, reportedly has been the county’s approach for decades.

Historical indigent defense general fund baseline budgets and biennial expenses are as follow:

2009/10 Baseline:	\$9,135,424	Expenditures:	\$ 9,680,472	Difference:	(\$545,048)
2011/12 Baseline:	\$9,576,458	Expenditures:	\$ 9,932,940	Difference:	(\$356,482)
2013/14 Baseline:	\$9,815,023	Expenditures:	\$10,319,304*	Difference:	(\$504,281)*
2015/16 Baseline:	\$9,864,096	Expenditures:	\$10,666,539**	Difference:	(\$802,443)**

\* Greater use of 1033 funds began in 2013/14

\*\* 2015/16 is projected

Comparison of general fund expenditures only, shows the following:

2009/10 Expenditures:	\$ 9,860,472
2011/12 Expenditures:	\$ 9,932,940 + \$252,468 (2.6%)
2013/14 Expenditures:	\$10,319,304 + \$386,364 (3.9%)
2015/16 Expenditures:	\$10,666,539 + \$347,235 (3.4%)

The increase in biennial expenditures is the result of increases in overall workload and the increasing seriousness of cases. For example, the average number of ‘homicide’ cases pending per month between 2009 and 2012 were between 11 and 13. Between 2014 and 2016 to-date, the average number pending per month has been 16 -23.

Since 2011/12, increases in the baseline budgets over time have been the result of increased revenue for indigent defense work provided by other than the county; for example, the 2012-2013 federal grant, City of Vancouver payments for coverage of a therapeutic court by the county’s contractor, and state funds to assist with additional state-mandated workload. No major, on-going decision packages, whether current service level or otherwise, have been approved.

The 2017/18 baseline budget of \$9,812,096 is \$52,000 less than the 2015/16 original adopted budget. This is the result of \$100,000 in state (SB 6126) obligations no longer being required and \$48,000 revenue from the City of Vancouver being added for therapeutic court representation. Also, \$65,301 additional funds from the state Office of Public Defense for calendar year 2016 were added to the 2015/16 budget and are included for only one year in the 2017/18 baseline. The \$65,301 per year additional state revenue is expected to be on-going. A separate decision package is being submitted to include the additional revenue and budget for both years of the 2017/18 biennium.

This decision package does not include a request for any additional funding to increase compensation rates paid to attorneys or others who provide indigent defense services. This is not because increases cannot be justified. For example, attorneys who represent defendants in felony cases have not received increased compensation rates since 2009. Rather, it is in recognition of the county’s budget constraints.

Approval of this decision package will allow Clark County to meet its legal mandates, both constitutional and statutory. Failure to provide sufficient current service level funding will result in the inability to provide appointed counsel, within budget confines, for those individuals our Superior Court, Juvenile Court and District Court judges determine are eligible for appointed counsel. This, in turn, will lead to the inability to prosecute defendants and probation violators, as well as possible litigation and appeals.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 750,000	(\$ 750,000)	\$ 0	\$ 750,000	(\$ 750,000)
Totals			\$ 0	\$ 750,000	(\$ 750,000)	\$ 0	\$ 750,000	(\$ 750,000)

## **GEN-06    General Services-Facilities    Public Service Center Hearing/Training Room Audio System Replacement**

**Contact: Michelle Schuster, [michelle.schuster@clark.wa.gov](mailto:michelle.schuster@clark.wa.gov) x4118**

The existing audio system in the hearing room and training room has been in operation for twelve years. It is an analog system which is not capable of supporting many current digital devices, as well as the operational evolution of changes concerning how these rooms are utilized today. The original projectors and screens were replaced in 2013 with digital projectors as the first phase of the overall system renovation. This project will upgrade and replace the audio equipment in the hearing and training rooms to a new digital standard and add AV enhancements to both rooms. Existing analog equipment components are no longer available or supported. Failure of existing components will render the system inoperable and repair of components, if repairable, requires a manufacturer only repair which leaves the system inoperable for several weeks. This package is asking for a one-time expense and revenue budget to complete the work of \$214,250.00.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1027	Campus Development Fund	One-Time	\$ 0	\$ 214,250	(\$ 214,250)	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-Time	\$ 214,250	\$ 214,250	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 214,250	\$ 428,500	(\$ 214,250)	\$ 0	\$ 0	\$ 0

## GEN-07 General Services-Facilities Multiple Building Roof Replacements

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

Several campus buildings have roofs that currently are in need of replacement, or will be in need of replacement within the next 1 to 5 years. Replacement of these roofs needs to occur on a scheduled basis verses a reactive basis. Replacement of the roofs on a scheduled basis will reduce the possibility of damage to the structure of the building as well as interior components housed within the building. The roof replacement projects have been prioritized based on the current age and condition of the roofing system. Priority 1 projects are roofs that are in the most need of replacement with a life expectancy of 1-2 years before major failure, priority 2 projects are roofs that have a current life expectancy of 2-3 years before major failure, and priority 3 projects are roofs that have a current life expectancy of 3-5 years before major failure. Constant repair and patching are currently taking place on several of these roofs even though the roofing system has not reached the point of major failure. Priority levels assigned to the existing roofing systems are based on current conditions, however, accelerated deterioration of any of these roof systems could have an impact to the current priority levels assigned to each building. We are asking that the completion of the 1408 Franklin, Death Investigation building, and the Courthouse roofs be funded from REET and that the PSC and CCH are funded from Fund 1027 Reserves.

### PIORITY 1 ROOFING REPLACEMENT PROJECTS

#### 1408 Franklin Building:

The existing 19,556 square foot roof system on the 1408 building was installed in 1988, and has been in service for 28 years and has exceeded its life expectancy. The roof has experienced several leaks over the past years due to deterioration and lack of proper sloping, which causes large areas of standing water on the roof system. Complete tear off of the existing roofing system down to the wood decking will be required. The new roofing system will be a single layer membrane system, including tapering for proper water control. Insulation will be added to the decking to meet current energy codes (R-38). The roof top mechanical equipment will need to be raised on new metal bases to meet the requirements of the new single layer membrane system and additional insulation. Project cost: \$545,269.73

#### Public Service Center:

The existing 24,360 square foot roof system on the Public Service Center was installed in 2002, and has been in service for 14 years. The existing TPO membrane system is failing, and the manufacturer of this system is no longer in business. Many years after the TPO membrane system was developed by this

manufacturer, and after it was installed on the Public Service Center, it was found to have a shorter than expected lifespan. The existing roof system is showing failure of the top layers down to the reinforcement mesh embedded in the membrane. Several patches and repairs have been made to the roofing system due to leaks that have developed into the interior of the building. The roof replacement project will include the removal of the existing TPO membrane, installation of additional insulation to the existing insulation layer to meet current energy codes (R-38), and the application of a new Fiber Tite KEE membrane roofing system. Serviceable life expectancy of the Fiber Tite KEE membrane roofing system is 25 years.

Project cost: \$519,487.72

#### PIORITY 2 ROOFING REPLACEMENT PROJECTS

Death Investigation Building:

The existing 3,200 square foot roofing system on the Death Investigations building was installed in 1997, and has been in service for 19 years. The existing roofing system is a single membrane system that has functioned well for the past 19 years, but the rate of deterioration is beginning to accelerate. The membrane surface has developed thin spots and seams are developing signs of separation. The roof replacement project will include the placement of a cover board over the existing roof system and installation of a new Fiber Tite KEE membrane roofing. Serviceable life expectancy of the Fiber Tite KEE membrane roofing system is 25 years.

Project cost: \$74,405.76

#### PIORITY 3 ROOFING REPLACEMENT PROJECTS

Courthouse:

The current 12,900 square foot asphalt built-up roofing system on the Courthouse was installed in 1987 and has been in service 29 years. The roofing is nearing the end of its life expectancy, and will require patching and repairs until a new roofing system is installed. Replacement consists of new Fiber Tite KEE roofing system installed directly over the existing roofing. New metal flashing will also be required as part of the replacement project.

Project cost: \$239,958.58

Center for Community Health:

The existing 51,116 square foot TPO roofing system on the Center for Community Health building was installed in 2006, and has been in service for 10 years. The TPO roofing system on this building is the of the same single membrane material that was installed on the Public Service Center. The manufacturer of this system is no longer in business, and the life expectancy of the TPO roofing system has been proven to be much shorter than promoted by the manufacturer. Surface and seam deterioration of the roofing has developed, and several repairs have been made during the past two years due to leaks. The roof replacement project will consist of the removal of the existing TPO membrane; installation of additional insulation to meet current energy code (R-38); placement of a cover board over the new insulation; and installation of a new Fiber Tite KEE roofing system. Life expectancy of the new roofing system is 25 years.

Project cost: \$994,050.80

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1027	Campus Development Fund	One-Time	\$ 0	\$ 1,513,539	(\$ 1,513,539)	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 859,635	(\$ 859,635)	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-Time	\$ 2,373,174	\$ 2,373,174	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 2,373,174	\$ 4,746,348	(\$ 2,373,174)	\$ 0	\$ 0	\$ 0

## GEN-08 General Services-Facilities Juvenile Detention Center - Security System Replacement

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

The Juvenile detention security system was installed in 2000 when the new detention wing was constructed. Most of the components making up the system have deteriorated due to the 16 years of constant operation. A portion of the existing matrix switching equipment has failed resulting in limited viewing of the camera monitors by the detention officers. Replacement components for the existing system are no longer available, supported, or repairable. Replacement of any component(s) within the existing security system with new generation equipment will not be compatible and will not communicate with the existing control system and equipment. Failure of the existing equipment not only results in the inability to properly operate the detention facility, but also jeopardizes the safety of the detention facility staff as well as the incarcerated youth.

The detention center consists of 3 control rooms, however, the current system is supported by a single operating processor with no built in redundancy. Failure of the current processor will render the entire security system inoperable. The existing central control room monitoring cabinets consist of three tiers of small monitors reaching to nearly the height of the ceiling, making it difficult to for the detention officer to view all cameras and causing the officer to look up at angle of approximately 60 degrees. The large size of the cabinets also obstructs the visual line of the central control room to the visiting area.

The security system replacement project will provide a redundant operating system; replacement of analog cameras with digital cameras increasing viewing clarity and resolution; new camera switching capability for control room viewing; touch screen system operation; improved detention intercom and duress alarm system; large screen, multi-image monitors; and a reconfiguration of control rooms to allow a more ergonomic environment to allow detention officers improved viewing of security cameras and door controls.

### System Failure Impact Narrative

The Clark County Juvenile Detention Center is a complex operation that carries inherent risks and liability that must be managed to provide for the welfare, safety and security of youth and staff. The majority of the youth referred to the detention center today have behavioral health, substance abuse, and/or co-occurring behavioral health disorders. On any given day 20%-30% of the youth held in detention are under adult court jurisdiction. A snapshot of the population on July 7, 2016 reflected 20 total youth in detention, with 6 of those youth under adult court jurisdiction. Their charges range involve two counts of Robbery I, one count of Accomplice to Robbery I, three counts of Attempted Murder, one count of Firearm Possession, one count of Theft of a Firearm, and one count of Assault II. These youth face significant jail or prison terms. These youth require high levels of monitoring. Along with professional and well trained staff a well-

designed and dependable security system is paramount to the safety and security. Failure of the system will have serious, potentially catastrophic, results. The ultimate measure of success is an excellent record of safe operations and the ultimate measure of failure is loss of life.

Technology provides for enhanced efficiency and effective management and monitoring of detained youth. The loss of the security system in the Detention Center will compromise the entire spectrum of program operations. This is the system that monitors and controls movement and activities within the facility between housing units, corridors, the elevator, courtrooms, classrooms, the gym, and living units. It monitors external and internal exits. There are four 20 bed living units in the facility. Eight rooms have dedicated cameras and voice and video feeds to the Center's Main Control Unit. These rooms are used to monitor youth determined to be at risk of self-harm and/or suicide. Fifty percent of this video system has already failed. There is no video recording ability anywhere in the facility which places the county at risk, if litigation were to arise out of a detention event. The facility is only able to function at this reduced capacity due to implementation of a number of detention reduction initiatives resulting in closure of two living units. The inevitable failure of the entire system will have an immediate impact on overtime usage for which there is not budget capacity. It will require immediately hiring a minimum of 3 FTE Detention Officers at annual ongoing costs of \$196,734 at today's dollars and require a 10% increase in overtime budget. If for any reason there is the need to reopen the currently closed living units this number will grow to 6 FTE Detention Officers at ongoing annual costs of \$393,468 and require a 20% increase in overtime budget. These are conservative estimates because there will be programmatic impacts with associated FTE costs that only experience will reveal. What is certain is that the operational impacts of running a detention facility entirely "by hand" will be significant. It will require staff to open every door with a key. Staff holding keys are at higher risk for assault leading to escapes. The facility's design makes direct line of sight observation impossible from main control, except for a very small portion of the facility utilized for intake and booking. Youth on suicide and/or medical/behavioral health watch will require 24/7 direct observation/monitoring at their rooms every 5 to 15 minutes depending on Watch Level. Movement within the facility will require more staff to escort youth between destinations. Access to youth by Juvenile Court staff other than Detention Officers, service providers, parents/guardians, attorneys and others will be reduced. Reduction in programs that are currently being provided is certain but at what levels is unknown. There are also risks associated with the loss of the security system that although unlikely could occur. The secure Main Control Unit and the ability to monitor the facility via video provide for immediate response in event there is loss of control over the facility. Such an event, although unlikely, could occur. In 1998, youth in the Donald D. Long Detention Center in Portland, Oregon took over a portion of that secure facility. Youth were at risk, detention staff were assaulted, control was lost, and a SWAT Team had to regain control. Evacuation of the facility in the event of fire, natural disaster, or other reasons will be delayed.

It is possible to operate the Juvenile Detention Center without a security system but not without incurring significant risk and liability for the county in terms of providing for the health, safety, and wellbeing of youth and staff. The operational requirements and costs of operating without a security system will far exceed the cost of replacing the current failing system.

We are asking that this project, which will cost \$444,756.00 be funded from REET.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 444,756	(\$ 444,756)	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-Time	\$ 444,756	\$ 444,756	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 444,756	\$ 889,512	(\$ 444,756)	\$ 0	\$ 0	\$ 0

## GEN-09 General Services-Facilities Courthouse Security System Replacement

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

The Courthouse security system has been in operation since 1998. Several of the components making up the system are original equipment, outdated, no longer supported, and cannot be repaired if failure occurs. This system not only monitors security within the Courthouse and courtrooms, but also monitors duress alarms and cameras located at service counters and reception areas in other buildings within the campus area. Failure of the existing system will jeopardize employee and public safety and emergency response by security and law enforcement staff, not only throughout the Courthouse and court rooms, but also service areas in other County buildings within the campus area. This project will replace unsupported, failing equipment; improve camera clarity with installation of digital cameras and required cabling; link camera view with activated duress alarm; and expand recording capabilities, thus providing an improved level of security for several campus buildings.

The replacement project will address the replacement of 64 analog cameras with IP digital cameras, thus improving the image resolution; installation of new cameras in locations that are currently not viewable within the Courthouse; installation of large screen, multi-image monitors to improve camera viewing; new programming to link duress alarms with cameras located in the same area to allow the alarmed area camera to be switched to a large screen monitor; installation of new digital recording equipment capable of storing camera images a minimum of 30 days; and reconfiguration of the security room to allow for desk top operation with wall mounted large screen monitors.

We are asking that this project, which will cost \$263,400.00, be funded from REET.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 263,400	(\$ 263,400)	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-Time	\$ 263,400	\$ 263,400	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 263,400	\$ 526,800	(\$ 263,400)	\$ 0	\$ 0	\$ 0

## GEN-10 General Services General Services Director Salary and Benefits

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

The General Services director position is currently funded full from the General Fund yet the position oversees General Liability, Workers Compensation and Facilities Management. For these reasons the salary should be disbursed to all areas that he oversees and the split should be 70% General Services, 10% General Liability, 5% workers compensation, and 15% facilities.



Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 108,174)	\$ 108,174	\$ 0	(\$ 108,174)	\$ 108,174
5040	General Liability Insurance Fund	Ongoing	\$ 0	\$ 36,058	(\$ 36,058)	\$ 0	\$ 36,058	(\$ 36,058)
5043	Workers Comp. Insurance Fund	Ongoing	\$ 0	\$ 18,031	(\$ 18,031)	\$ 0	\$ 18,031	(\$ 18,031)
5093	Central Support Services Fund	Ongoing	\$ 0	\$ 54,089	(\$ 54,089)	\$ 0	\$ 54,089	(\$ 54,089)
Totals			\$ 0	\$ 4	(\$ 4)	\$ 0	\$ 4	(\$ 4)

## GEN-11 General Services-Campus Development Fund Update Revenues and Expenses in Fund 1027 (Campus Development Fund)

**Contact: Michelle Schuster, michelle.schuster@clark.wa.gov x4118**

The Center for Community Health(CCH) has had many vacant spaces during the 2015-16 biennium due to SEAMAR, Southwest Behavior Health(SWBH), Cowlitz and WIC all vacating their spaces. In 2017-18 we expect the occupancy to be up significantly due to the Veterans Administration taking over the spaces on the 1st and 3rd floor once occupied by SEAMAR, Cowlitz, and WIC. We also have Public Health and Department of Community Services making some changes in spaces they will be occupying. This will increase our revenue by approximately \$700,000 over what was estimated in this prior biennium. Of this revenue a portion from the VA is dedicated to additional custodial and floor care so we need to increase the transfer to facilities. This transfer will be \$54,238 for 2017-18 and a yearly increase of 2% each year after that to account for the additional custodial services the VA is paying for..

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1027	Campus Development Fund	Ongoing	\$ 700,000	\$ 54,238	\$ 645,762	\$ 700,000	\$ 56,208	\$ 643,792
5093	Central Support Services Fund	Ongoing	\$ 54,238	\$ 54,238	\$ 0	\$ 56,208	\$ 54,238	\$ 1,970
Totals			\$ 754,238	\$ 108,476	\$ 645,762	\$ 756,208	\$ 110,446	\$ 645,762

## GEN-12 Major Maintenance Move budget for Public Works Major Maintenance Funding

**Contact: Michelle Schuster, Michelle.Schuster@clark.wa.gov x4118**

Currently we have Public Works Funding building reserves in the Major Maintenance Fund (5193). A Quarterly Transfer for Road Fund in the amount of \$5692, a quarterly transfer for Equipment ER&R in the amount of \$3,699, and small deposits for various outside agencies for Whatley upkeep. This causes a lot of extra

work for both departments since the money is placed into Fund 5193 (Facilities-Major Maintenance) but is only expended by Public Works. So General Services is responsible for keeping track of what has been placed in the 5193 fund and then working with Public Works when they want to expend the money since they cannot spend out of this account. To eliminate the double effort on the part of both General Services and Public Works we ask that the quarterly transfers and the deposits of Whatley checks no longer go into the major maintenance fund and that they go directly into Public Works to handle their own accounting. This will require that a one-time transfer of remaining funds takes place to give PW back the remaining funds in 5193. This is equal to \$1,739.30 in Whatley funds (Currently we have \$101,739 in the account but PW plans on spending a large portion this year for the Whatley Projects in the fall 2016 supplemental) and \$167,300 for the road fund and ER&R funds. This practice has been happening since 2007. This package will do a one-time transfer back to public works of the remaining revenue and eliminate the revenue and expenditure line items in the facilities major maintenance fund (5193).

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1012	County Road Fund	One-Time	\$ 35,891	\$ 0	\$ 35,891	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 133,148	\$ 0	\$ 133,148	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-Time	\$ 0	\$ 169,039	(\$ 169,039)	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	Ongoing	(\$ 100,000)	(\$ 100,000)	\$ 0	(\$ 100,000)	(\$ 100,000)	\$ 0
Totals			\$ 69,039	\$ 69,039	\$ 0	(\$ 100,000)	(\$ 100,000)	\$ 0

## GEN-13 Facilities Allocate REET I and REET II for Facilities Maintenance

**Contact: Michelle Schuster, [Michelle.Schuster@clark.wa.gov](mailto:Michelle.Schuster@clark.wa.gov) x4118**

Currently the demand for Facilities Maintenance for General Fund departments outpaces current levels of funding by \$512,452 per biennium. This has been an issue since the Great Recession cuts occurred. We are asking to allocate REET I funding in the 2017-18 biennium which will go to pay for work done at recreation facilities such as the Tri Mountain Golf Course, Clark County Event Center/Fair and the Heritage Farm; Law Enforcement Facilities such as the Jail and Sheriff offices and substation; and Administrative and Judicial Facilities such as 1408 Franklin Street, North County Building, CJC, DV and the Courthouse. REET I per RCW 82.46.010(6) can be used for the repair, replacement, rehabilitation, improvement and construction and reconstruction of these types of facilities.

In addition to help the General Fund in 2017-18, we are asking to replace \$743,774 of General Fund support for Facilities Maintenance with REET I funding which supports the same items as above. We are also asking to replace \$579,000 of General Fund support for Facilities Maintenance on the general Fund Parks with REET II funding. REET II per RCW 82.46.035(5) can be used for the repair, replacement, rehabilitation, improvement, construction and reconstruction of parks facilities. So in total we are asking that REET subsidize the General Fund Parks, Recreation Facilities, Law Enforcement Facilities, Administrative, and Judicial Facilities in the amount of \$1,579,000 for the 2017-18 biennium. We recognize that REET is not a funding stream that can replace the General Fund support permanently and so tough decisions must be made about the general fund facilities support levels and properties and how we plan to operate and support those in the near future.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 0	(\$ 1,322,774)	\$ 1,322,774	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 1,256,226	(\$ 1,256,226)	\$ 0	\$ 0	\$ 0
3083	Real Estate Excise Tax II Fund	One-Time	\$ 0	\$ 579,000	(\$ 579,000)	\$ 0	\$ 0	\$ 0
5093	Central Support Services Fund	One-Time	\$ 512,452	\$ 0	\$ 512,452	\$ 0	\$ 0	\$ 0
Totals			\$ 512,452	\$ 512,452	\$ 0	\$ 0	\$ 0	\$ 0

## GEN-14 General Services-General Liability and Workers Comp Remove Expenses and Revenue from General Services

Contact: Michelle Schuster, [Michelle.Schuster@clark.wa.gov](mailto:Michelle.Schuster@clark.wa.gov) x4118

In 2015-16 we set up a quarterly transfer from General Liability and Workers Compensation to begin a county-wide training program to reduce risk, liabilities and injuries for county staff. We would like to reverse this decision since the training has been provided and General Liability (Fund 5040) and Workers Compensation (5043) have greater needs for the money in those accounts moving forward.

\*While most of the line items in the original package were submitted as ongoing, the General Fund revenue lines were coded as one-time so they did not appear in baseline.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	(\$ 130,275)	(\$ 130,275)	\$ 0	(\$ 130,275)	(\$ 130,275)	\$ 0
5040	General Liability Insurance Fund	Ongoing	\$ 0	(\$ 77,025)	\$ 77,025	\$ 0	(\$ 77,025)	\$ 77,025
5043	Workers Comp. Insurance Fund	Ongoing	\$ 0	(\$ 53,250)	\$ 53,250	\$ 0	(\$ 53,250)	\$ 53,250
Totals			(\$ 130,275)	(\$ 260,550)	\$ 130,275	(\$ 130,275)	(\$ 260,550)	\$ 130,275

## GEN-15 General Services -Major Maintenance Carry Forward Project Expenditure Budget

**Contact: Michelle Schuster Michelle.Schuster@clark.wa.gov x4118**

This package increases the expense budget for the Major Maintenance Fund (5193) by \$1,279,560 so that the county can complete the current 2015-16 projects that may run into next biennium. They currently have the revenue reserves to complete these projects. This amount is based off of the current August 2016 balance in the fund but may need to be updated downward with the 2017 Spring Supplemental based on the amount of the projects that actually do get completed or more fully completed before the December 31, 2016 end of the biennium. Currently the following projects are underway in the fund which we expect may last past December 31, 2016:

Courthouse Repairs current revenue remaining \$386,197

Swale maintenance current revenue remaining \$12,650

CRESA Chillers current revenue remaining \$198,075

Jail Mitigation current revenue remaining \$165,500

Telecom Reserve Fund current revenue remaining \$204,357

Fairgrounds Grandstand restroom current revenue remaining \$51,094

Fair Parking Lot F current revenue remaining \$261,687

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
5193	Major Maintenance Fund	One-Time	\$ 0	\$ 1,279,560	(\$ 1,279,560)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 1,279,560	(\$ 1,279,560)	\$ 0	\$ 0	\$ 0

## GEN-16 General Services Document Imaging Software Replacement Project

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

In the 2015-2016 supplemental packages (2015 Fall Supplemental Package GEN-01 and 2016 Spring Supplemental Package GEN-03) where approved to fund the county Electronic Content Management System replacement project. This package carries over funds from 2015-16 and adds in the 2017-18 portion to complete the project and sustain the ongoing maintenance cost for the software and licenses.

The current Oracle IPM imaging software package has the largest number of users of any imaging software in Clark County, but unfortunately it has passed its end of life. Oracle has ended all support for the product. They are no longer providing customers with software patches to fix problems or security issues. The County has approximately 10 major departments who either use the application or have integrated with it to have access to the documents stored within it. The

risk to these departments and integrated tools, such as MapsOnline, is extremely significant as the Oracle IPM currently stores over 4.7 million pages of scanned documents. A new application must be selected and implemented as expeditiously as safely possible.

A new Enterprise Content Management system (ECM) will mitigate the risk currently associated with the Oracle application. However, it will also provide the County with the ability to streamline processes and provide better customer service to the County constituents. The new ECM application will help the County move towards consolidating all significant documents, records and correspondence into a single repository. The County can also take advantage of standard ECM features such as Records Management for automated document retention processes, Business Process Management for creating workflows to automate current manual processes, Content Capture to ease the document imaging and indexing processes and a public web portal to improve customer service and government transparency by making more documents readily available to the public without needing to engage the labor intensive public disclosure process.

A new ECM will also provide increased document security. It will provide access to documents based on the user's role. This will ensure those who need to access documents can always get to the documents they are authorized to see. The single repository will reduce much of the need for using network file shares, such as G: or H: drives, and improve search capabilities. File shares have limited security options to control who has access to what documents. . By no longer sharing documents on a network file share, the new ECM will provide full audit history of all documents. Managers and administrators will be able review an audit history for each document showing who has viewed, edited, emailed, printed or deleted the document. Additionally, the improved search functions should reduce the current labor costs and risk associated with public disclosure, state audits and legal discovery processes.

The investment by the County is an important one, but not insignificant. The budget for this project is was \$1.3 million dollars. This budget incorporates the costs related to software, hardware, licensing, professional services, training, additional resources and support over the next three years. The County will be evaluating potential vendors who are part of a Washington State Archives best of breed approved vendor list or are already vendors within Clark County. The State Archives list will include a master contract and preapproved price negotiation. This approach will save time and money by allowing us to skip the RFP process while meeting our procurement requirements. The cost of this project is only an estimate and the final cost could be lower. This estimate was built using estimates provided by some vendors and other Washington State imaging replacement project cost totals. Some fund from the Fund 1003 O&M were also used to help with offset the department cost and support the retention of the Historical Documents.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 3,618	\$ 26,502	(\$ 22,884)	\$ 0	\$ 0	\$ 0
0001	General Fund	Ongoing	\$ 18,901	\$ 30,394	(\$ 11,493)	\$ 18,901	\$ 30,394	(\$ 11,493)
1002	Auditor's O & M Fund	One-Time	\$ 0	\$ 38,460	(\$ 38,460)	\$ 0	\$ 0	\$ 0
1011	Planning And Code Fund	One-Time	\$ 15,961	\$ 35,469	(\$ 19,508)	\$ 0	\$ 0	\$ 0
1011	Planning And Code Fund	Ongoing	\$ 0	\$ 10,839	(\$ 10,839)	\$ 0	\$ 10,839	(\$ 10,839)
1012	County Road Fund	One-Time	\$ 7,773	\$ 15,277	(\$ 7,504)	\$ 0	\$ 0	\$ 0
1012	County Road Fund	Ongoing	\$ 0	\$ 4,668	(\$ 4,668)	\$ 0	\$ 4,668	(\$ 4,668)
1025	Health Department	One-Time	\$ 11,108	\$ 11,108	\$ 0	\$ 0	\$ 0	\$ 0
1025	Health Department	Ongoing	\$ 3,394	\$ 3,394	\$ 0	\$ 3,394	\$ 3,394	\$ 0
3194	Technology Reserve Fund	One-Time	\$ 88,356	\$ 88,356	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 149,111	\$ 264,467	(\$ 115,356)	\$ 22,295	\$ 49,295	(\$ 27,000)

## GEN-17 General Services Water and Sewer cost

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

The railroad fund has for a number of years has been paying water and sewer bills to the City of Vancouver and it was discovered that these bills are not actually for the railroad they are for the properties located at the downtown campus. Facilities is now paying these bills with all the other water and sewer bills for the county. This package request the budget and revenue be moved from the railroad department to the facilities fund. The budget is \$37,400 per biennium.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
5093	Central Support Services Fund	Ongoing	\$ 37,400	\$ 37,400	\$ 0	\$ 37,400	\$ 37,400	\$ 0
Totals			\$ 37,400	\$ 37,400	\$ 0	\$ 37,400	\$ 37,400	\$ 0

## GEN-18 General Services Correct Telecom Expenses

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

When the telecommunications budget was moved to Information technology a portion of the budget was moved that was to cover phone lines in the purchasing department but it was not separated from the funds when they were moved. This package fixes that error and moves the money back to the General Services area. The amount of telecom expenditure budget that needs move from department 305 (Information Technology) to department 320 (General Services) is \$3600. A separate decision package has been submitted for the 2017/18 budget cycle to make this change on-going.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## GEN-19 Facilities Move Heritage Farm Facilities Worker Position to Parks

**Contact: Michelle Schuster Michelle.Schuster@clark.wa.gov x4118**

This package will move the Heritage Farm facilities worker position FAC0004 that current resides in Central Support Services Fund 5093 to Public Works for the Parks Department to use as a Parks Worker position at the Heritage Farm. This package moves both the revenue and expense budgets for this position.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	Ongoing	\$ 134,776	\$ 134,776	\$ 0	\$ 134,776	\$ 134,776	\$ 0
5093	Central Support Services Fund	Ongoing	(\$ 134,776)	(\$ 134,776)	\$ 0	(\$ 134,776)	(\$ 134,776)	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## GEN-20 General Services Clark County Campus Security

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

On September 7, 2016 a work session was present to the BOCC on the needs for additional security at the Public Services Center (PSC). This is a request to extend the current contract with G4S Secure Solutions Inc. to add a security presence at the PSC, 1408 Franklin, after hour meetings in the PSC and the parking lots and garage. This request is asking for budget for 3 full time guards. Our current coverage is only for unlocking and locking the PSC and doing a few hours each week to monitor the parking garage for parking violations. The total cost per biennia will be \$310,000 of which \$30,109 is already being paid for the current coverage. So this request is for the additional \$279,891 and a one-time \$5000 for supplies such as stainless steel stanchions at the front entrance to PSC. The work session that was held presented the following information:

This Work Session provided the opportunity to present information about the significant increase in calls for assistance to Campus Security from the Public Service Center in the last two years, especially in the first six months of 2016 and to introduce a plan to counter this trend and increase safety and security in the PSC and its surrounding area.

Sgt. Eastman presented a slide show on the current situation graphically demonstrating the security risks in and around the PSC, Parking Structure and the Courtyard. The presentation included data showing the increase in calls to Security from the PSC from 2013 through June of 2016. Of particular note, the calls in 2015 jumped to 344 from just 80 the previous year. Of particular concern, the number of calls in the first six months (January-June) of 2016 jumped to 412 demonstrating an alarming trend. An increase in aggressive behavior by the homeless population in and around the building was also discussed as well as the lack of dedicated Security in the PSC and our current reliance on the security detail at the Courthouse.

Risk presented recommendations to provide a Security presence dedicated to the Public Service Center, Parking Structure and the surrounding grounds. Specifically, 3 full time Security Officers for 12 hours a day during the work week and to budget for 2 Security Officers for a total of 4 hours each month for after normal business hours meetings. In addition we presented our recommendation on physical security changes needed to gain the maximum benefit out of the addition of personnel, including creating a minimal Security Control Point in the East lobby by adding retractable belt station barriers to funnel people past Security. All entrances except the East entrance and the Dragonfly entrances will also remained locked at all times and require employee pass card access.

The presenters and Council then discussed various aspects and details of the situation and proposed solution. The topic of available resources for the homeless population in the immediate area was discussed. Costs and savings were also discussed. Potential enhancements were identified by Sgt. Eastman and brought forward for consideration including a secure storage location for personal belongings of individuals arrested by CCSO and the use of a sign in/out log sheet at the Security Control Point.



Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 279,891	(\$ 279,891)	\$ 0	\$ 279,891	(\$ 279,891)
Totals			\$ 0	\$ 279,891	(\$ 279,891)	\$ 0	\$ 279,891	(\$ 279,891)

## GEN-90 General Services-Purchasing Eliminate Purchasing Manager and Program Coordinator II positions

**Contact: Michelle Schuster Michelle.Schuster@clark.wa.gov x4118**

The General Services Department has been asked to provide a scenario of an overall 10% reduction in expenditures in the amount of \$1,966,048.00. This cut amount involves the following program areas-Community Support, Medical Examiner, County-Wide Services, Purchasing, General Services Administration, Board of Equalization, Records, Print Shop, Mailroom, and Indigent Defense.

This cut scenario will involve the elimination of the Purchasing Manager Position. By eliminating this position we will save a total of \$282,614 for the 2017-18 biennium which is 14% of our 10% reduction needed. We have reorganized our department in preparation of eliminating this position and feel that with the reorganizations we will be able to function properly without this position and still provide county wide purchasing support.

This cut scenario will also involve the elimination of the Purchasing Program Coordinator II Position. This position was located over in the Center for Community Health providing general services and purchasing support to the tenants of the building. By eliminating this position we will save a total of \$233,202 for the 2017-18 biennium which is 12% of our 10% reduction needed. By eliminating this position we will have less of a presence in the Center for Community Health and will need to educate the tenants and staff in the building how to communicate with General Services and Facilities for their key, card, and work order needs. General Services has already reorganized so that these cuts can take place with minimal impacts to the department. So in total this package eliminates \$515,816 or 26% of our cuts for the 2017-18 biennium.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 522,190)	\$ 522,190	\$ 0	(\$ 522,190)	\$ 522,190
Totals			\$ 0	(\$ 522,190)	\$ 522,190	\$ 0	(\$ 522,190)	\$ 522,190

## GEN-91 General Services-Board of Equalization Board of Equalization Rental Expense Reduction

**Contact: Michelle Schuster Michelle.Schuster@clark.wa.gov x4118**

The General Services Department has been asked to provide a scenario of an overall 10% reduction in expenditures in the amount of \$1,966,048.00. This cut amount involves the following program areas-Community Support, Medical Examiner, County-Wide Services, Purchasing, General Services Administration, Board of Equalization, Records, Print Shop, Mailroom, and Indigent Defense.

The Board of Equalization has been asked to provide a scenario of an overall 10% reduction in expenditures in the amount of \$22,788. This cut scenario will involve the elimination of the remaining rental payment expense budget that had for paying Dolle Rent now that the program has been relocated into General Services. The rent came to \$16,800 per biennium but \$11,700 of that was repurposed in an approved staff report to give the BOE Board members a raise since they had not had one in nearly 20 years. The remaining rental savings comes to \$5,100 per biennium or .3% of the General Services 10% cut scenario. This cut will have no impact on the department.

The Board of Equalization has been asked to provide a scenario of an overall 10% reduction in expenditures in the amount of \$22,788. In 2016 we eliminated a BOE Staff Assistant Position and used those savings to create a General Services Administrative Office Assistant II position. This resulted in significant cost savings of approximately \$70,000 a biennium to the county which we would like to be recognized for as part of the BOE 10% cut scenario savings even though the position is no longer in our baseline, if this is recognized it represents 3.6% of the General Services overall cuts.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 5,100)	\$ 5,100	\$ 0	(\$ 5,100)	\$ 5,100
Totals			\$ 0	(\$ 5,100)	\$ 5,100	\$ 0	(\$ 5,100)	\$ 5,100

## GEN-93 Community Support Eliminate support for CREDC, Air Pollution (SWAPCA), Historical Preservation or the Historical Museum

**Contact: Michelle Schuster Michelle.Schuster@clark.wa.gov x4118**

The General Services Department has been asked to provide a scenario of an overall 10% reduction in expenditures in the amount of \$1,966,048.00. This cut amount involves the following program areas-Community Support, Medical Examiner, County-Wide Services, Purchasing, General Services Administration, Board of Equalization, Records, Print Shop, Mailroom, and Indigent Defense.

The Community Support Department has been asked to provide a scenario of an overall 10% reduction in expenditures in the amount of \$58,063. This cut scenario will involve \$58,063.00 from the department which is 3% of the needed cuts for General Services. The BOCC can decide which of the areas in the fund

should take this elimination in county support and those areas are CREDC Support, Air Pollution (SWAPCA), Historical Preservation or the Historical Museum. The Historical Museum/Preservation has a partial revenue stream associated with it so if that area it cut it will have a revenue impact.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 58,065)	\$ 58,065	\$ 0	(\$ 58,065)	\$ 58,065
Totals			\$ 0	(\$ 58,065)	\$ 58,065	\$ 0	(\$ 58,065)	\$ 58,065

## GEN-94 Countywide Support Reduce Countywide Support

**Contact: Michelle Schuster Michelle.Schuster@clark.wa.gov x4118**

The General Services Department has been asked to provide a scenario of an overall 10% reduction in expenditures in the amount of \$1,966,048.00. This cut amount involves the following program areas-Community Support, Medical Examiner, County-Wide Services, Purchasing, General Services Administration, Board of Equalization, Records, Print Shop, Mailroom, and Indigent Defense.

The Countywide Support Department has been asked to provide a scenario of an overall 10% reduction in expenditures in the amount of \$94,279. This cut scenario will involve a \$94,279.00 from the department which is 4.8% of the needed cuts for General Services. The BOCC can decide which of the areas in the fund should take this elimination in countywide support and those areas are County Association Dues, Special Projects for the Commissioners, Victim/Witness Trauma intervention, Minority and Women Businesses, Chaplin Services, Community information, and Miscellaneous Environmental Enhancements. This account also covers State Auditor Payments for statutory audit services.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 94,279)	\$ 94,279	\$ 0	(\$ 94,279)	\$ 94,279
Totals			\$ 0	(\$ 94,279)	\$ 94,279	\$ 0	(\$ 94,279)	\$ 94,279

## GFM-01 Event Center Update Event Center Fund Expenditures and Revenues

**Contact: Michelle Schuster Michelle.Schuster@clark.wa.gov x4118**

This package increase both the expense and revenue Budget for the Clark County Event Center and fairgrounds. They need additional funding for liability insurance since it was determined in a State Auditor finding that they should be paying for their own liability insurance and it should not be paid from the

Counties general liability fund, this increase for liability insurance comes to \$76,000 per biennium. They also need increase expense authority for professional services in the amount of \$23,900 per biennium to cover all professional service cost for the fair. They also need increase revenue budget to collect an additional \$213,908 in projected revenues.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1003	Event Center Fund	Ongoing	\$ 213,908	\$ 99,900	\$ 114,008	\$ 213,908	\$ 99,900	\$ 114,008
Totals			\$ 213,908	\$ 99,900	\$ 114,008	\$ 213,908	\$ 99,900	\$ 114,008

### **GFM-90 Event Center Reduce Maintenance Helper position for the Event Center**

**Contact: Michelle Schuster Michelle.Schuster@clark.wa.gov x4118**

The Event Center Fund 1003 has been asked to provide a scenario of an overall 10% reduction in expenditures in the amount of \$50,000. This cut scenario will involve the reduction of a Facilities Maintenance Helper Position. By reducing this position down to .75 FTE we will save a total of \$24,672.00 for the 2017-18 biennium which is 49% of our 10% reduction needed. This position has been left vacant to accommodate the 10% cuts but once the cuts have been completed this position will be filled to the capacity that is remaining to accommodate more work at the fairgrounds.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 24,672)	\$ 24,672	\$ 0	(\$ 24,672)	\$ 24,672
1003	Event Center Fund	Ongoing	(\$ 24,672)	(\$ 24,672)	\$ 0	(\$ 24,672)	(\$ 24,672)	\$ 0
Totals			(\$ 24,672)	(\$ 49,344)	\$ 24,672	(\$ 24,672)	(\$ 49,344)	\$ 24,672

### **GFM-91 Event Center Further reduce Maintenance Helper position for the Event Center**

**Contact: Michelle Schuster Michelle.Schuster@clark.wa.gov x4118**

The Event Center Fund 1003 has been asked to provide a scenario of an overall 10% reduction in expenditures in the amount of \$50,000. This secondary cut scenario will involve an additional 25% reduction of a Facilities Maintenance Helper Position that was reduced by 25% in the 1st scenario. By reducing this position down to .50 FTE we will save an additional total of \$30,397.00 for the 2017-18 biennium which is 61% of our 10% reduction needed. This position has

been left vacant to accommodate the 10% cuts but once the cuts have been completed this position will be filled to the capacity that is remaining to accommodate more work at the fairgrounds.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 30,397)	\$ 30,397	\$ 0	(\$ 30,397)	\$ 30,397
1003	Event Center Fund	Ongoing	(\$ 30,397)	(\$ 30,397)	\$ 0	(\$ 30,397)	(\$ 30,397)	\$ 0
Totals			(\$ 30,397)	(\$ 60,794)	\$ 30,397	(\$ 30,397)	(\$ 60,794)	\$ 30,397

## GIS-01 Geographic Information Systems GIS Software Maintenance Relief

**Contact: Bob Pool, Bob.Pool@clark.wa.gov ext. 4654**

The GIS department has added 48 new GIS licenses since 2011. GIS has not received any increases in its budget during that time to offset the increase annual maintenance fees resulting from these licenses. The annual software maintenance costs have increased by \$40,000 during this same time. The additional licenses provide desktop GIS software for other departments. GIS does charge departments for the use of GIS these GIS licenses, but GIS does not receive those revenues. The GIS expenditure budget needs to be increased to reflect these new costs and their offsetting revenues. The impact to the GIS budget has been substantial. GIS struggles to replace aging hardware such as printers and plotters, software. GIS has also eliminated nearly all travel and training. GIS is a rapidly changing technology, it is necessary to invest in staff training to maintain and develop the GIS.

### Justification

The GIS department purchases and manages a pool of GIS licenses for all County users. This approach provides a coordinated and cost effective method for purchasing and managing GIS licenses. The GIS department's effort to cut costs and provide GIS desktop licenses in a cost effective manner has resulted in savings for the County at the expense of the GIS program. The impact to the GIS program continues to increase with each new license. The GIS budget is now insufficient for staff training, hardware replacement, aerial photography updates and other basic GIS functions.

### Outcome

The GIS budget is very lean and is facing tough choices as to where to cut back. This budget request will fill a growing hole in our budget. GIS will have sufficient budget to replace aging printers and plotters. GIS technical staff will be able to develop and pursue training plans. There will not be a gap in our aerial photography program.

### Alternatives:

Eliminate the shared license pool and have departments manage their own licenses. This will result in less efficient use of staff time and a much higher cost per seat of software.

Eliminate or purchase a lower resolution aerial photo flight for 2018. Aerial photography was skipped in 2004, lower resolution flights occurred in 2009, and 2011. These actions were not well received. This created gaps in our aerial photo archive and it impacted workflows that depend on a regular aerial photo program. Today there is increased demand for annual flight to track the rapid development of the County.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 40,000	(\$ 40,000)	\$ 0	\$ 40,000	(\$ 40,000)
Totals			\$ 0	\$ 40,000	(\$ 40,000)	\$ 0	\$ 40,000	(\$ 40,000)

## GIS-90 GIS Indirect Fee for GIS maintenance costs.

**Contact: Bob Pool, Bob.Pool@clark.wa.gov, x 4654**

The first preference of the GIS department is to provide relief to the General Fund by charging users appropriately for GIS maintenance costs. Unlike every other Technology Services Department enterprise software solution GIS receives no indirect fees from non-General fund departments.

The current GIS cost recover methodology is direct billing for project work. Direct billing recovers a portion of the cost of developing new web applications, GIS layers, integration, and analysis. These projects result in an incremental increase in our maintenance costs as they generate more maintenance work and no more revenue. Under this scenario GIS will no longer bill for project work.

Appropriately charging GIS users would cover the cost of:

System Administration

Database Administration

Research and Development

Training

Hardware

Software

GIS layer maintenance

GIS Analyst/Programmers who keep the web site up and running

GIS Technicians who provide technical support and analysis

A GIS team that is trained and ready to respond to project requests  
 Project Management  
 GIS Program Management

Several county departments will work to develop a defensible cost sharing model that will be equitable and data driven. This proposal will impact Road Fund, Clean Water, Parks, Public Health, and the transportation planning division of Community Development. The programs supported by these funds are significant users of the GIS to the degree that if the general fund no longer supported this function they would be required to develop and maintain their own GIS system(s).

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 627,246	\$ 0	\$ 627,246	\$ 627,246	\$ 0	\$ 627,246
1012	County Road Fund	Ongoing	\$ 0	\$ 446,704	(\$ 446,704)	\$ 0	\$ 446,704	(\$ 446,704)
4420	Clean Water Fund	Ongoing	\$ 0	\$ 446,704	(\$ 446,704)	\$ 0	\$ 446,704	(\$ 446,704)
Totals			\$ 627,246	\$ 893,408	(\$ 266,162)	\$ 627,246	\$ 893,408	(\$ 266,162)

## HRS-01 Human Resources Organizational Learning & Development Program

**Contact: Christina Monks, [Christina.Monks@clark.wa.gov](mailto:Christina.Monks@clark.wa.gov), Ext. 2464**

The Board of Councilors established an organizational philosophy of Servant Leadership that is integral to the Mission, Vision, Values, and Strategic Actions along with building an organizational development program to cultivate and sustain a Servant Leadership culture. Organizational Learning & Development (OL&D) supports the County’s Mission, Vision, Values and Strategic Actions, and the County’s goal of becoming an employer of choice for this region. This program leads the County’s Workplace Improvement Program Teams and the implementation of the WIP program outcomes (supplemental materials attached).

The OL&D program is necessary to facilitate the growth and capability of managers and employees, and to develop strong leadership skills throughout the organization; by doing so we will build a motivated, engaged and high-performing workforce.

A range of learning and development opportunities for employees will support the development of necessary knowledge, skills and abilities for effective job performance; provide a consistent knowledge base for policies and processes; and prepares employees for organizational growth and change. This work includes: succession and workforce planning, performance management and 3600 feedback processes, new hire onboarding, leadership and employee training and development, compliance training to minimize risk, job shadowing, and individual employee development plans.

Clark County has traditionally underfunded training and development of its employees and it is necessary that we create a baseline commitment to workplace improvement that is supported and sustainable even in tight financial times. This request does not include funding this program by cutting department level education and training. Cutting education and training at the department level would be counter-productive on both the department and countywide level. Setting up a system where departments that are grant funded are expected to pay their way into WIP would also be counterproductive.

This Decision Package requests the following funding:

Requested 2017/2018 Total Biennium Budget Request: \$274,520. Funding of this program allows Human Resources to deliver the training and education programs necessary to build a successful high performing workforce of managers and employees. The funding purchases resource material, tools, consultant/trainers, and supports education and training of Human Resources staff to deliver mission critical training programs to mitigate risk to the organization and to further a culture of Servant Leadership.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 62,000	(\$ 62,000)	\$ 0	\$ 0	\$ 0
0001	General Fund	Ongoing	\$ 131,760	\$ 212,500	(\$ 80,740)	\$ 131,760	\$ 212,500	(\$ 80,740)
Totals			\$ 131,760	\$ 274,500	(\$ 142,740)	\$ 131,760	\$ 212,500	(\$ 80,740)

## HRS-02 Human Resources Increase Healthcare Self Insurance Fund expenditure budget

**Contact: Kathy Meyers Kathy.Meyers@clark.wa.gov X2440**

This is a request to update the expenditure budget for Clark County's Self Insurance Fund (5045) based on the renewal for 2017 and the claim increase projections from the underwriter at Mercer. The increase represents any increase in cost associated with claims and administration. There is also a corresponding increase in revenue due to a change in enrollment.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
5045	Healthcare Self-Insurance Fund	Ongoing	\$ 0	\$ 815,304	(\$ 815,304)	\$ 0	\$ 815,304	(\$ 815,304)
Totals			\$ 0	\$ 815,304	(\$ 815,304)	\$ 0	\$ 815,304	(\$ 815,304)



## ITS-02 Information Technology Information Security – Vulnerability Remediation

**Contact: Steve Dahlberg x4793 Steve.Dahlberg@clark.wa.gov**

State Auditor's Office (SAO) has conducted security audits and system penetration testing this year, exposing numerous vulnerabilities. They need to be remediated through acquisition of security software and hardware, training in use of the tools, implementing disaster recovery, and adding an information security officer (ISO).

Keeping all things on our network reliable, available, safe, and secure is not a slogan, but efforts that are deliberate, planned, administered, executed, tested, and verified. We must do everything within our powers to continually be ahead of those who may attempt to cause the County harm. We have all heard in the news about cyber-attacks and data breaches at a variety of levels including large corporations and at State and Federal governments. These cyber-attacks also occur at smaller and local governments as well.

The role of an ISO includes more than general security to reduce operational risks. The ISO's duty is to protect our information and prevent unauthorized access, inform users about security measures, implement security measures and monitor our networks. The ISO does much more with a few examples, such as: Establishing and implementing security related policies, regulatory compliance, ensuring data privacy, overseeing the county's security incident response team, establishing and overseeing the county's security architecture, conducting electronic discovery and digital forensic investigations, and working on disaster recovery and business continuity plans.

This request is to:

Add a PROJECT position for the full 2017-2018 biennium as Information Security Officer

Within IT, we have a number of staff members that are eligible and ready to retire in the coming biennium. We will be losing key and valuable IT professionals. Our intent is to temporarily increase the headcount in order to capture and retain as much tribal knowledge before key IT staff leave the County. Afterwards, this person will transition from this PROJECT position into a recently vacated permanent position.

Begin the implement of the following tools and processes (includes training of staff):

Disaster recovery (DR)

Identity and access management (IAM)

Data loss prevention (DLP)

Security information and event monitoring (SIEM)

Perimeter security (internal and externa)

Patch management

Full disk encryption (servers and end points)

Network segmentation

Endpoint detection and response

The cost is not just to the County, but to all of us employees, those in jail, anyone who has been to court or to public health, tax payers, etc. The likelihood of a person's information being stolen is so high, that Dave Ramsey (financial advisor, speaker, and author) is now recommending paying Identity Theft Insurance with a cleanup service, because he estimates that an average of 600 hours is spent by individuals who are victim of identity theft.

These examples are on a different scale of course, but a quick search for dollars shows Sony cleanup is estimated to cost \$171 Million, Target is at \$148 Million and growing, Home Depot is facing 44 lawsuits due to breach, and expects a total of about \$34 Million. For mid-sized merchants the cost is around \$200 per record stolen, so with our employee data alone we are looking at a cost of \$360,000. Add in the number of records for our dependents, those in jail, or who have ever been in jail, anyone who has been in court, anyone who has been to public health, the ME data, Juvenile detention, anyone who has paid taxes, anyone who had voted, or has a driver's license, etc. etc., and that \$200 adds up really fast!

Lastly, there is a saying in the world of security, that there are two types of organizations; those who have breached, and those who have been breached and don't know it yet. It is a matter of time, so the risk is 100% that we will be breached in some way.

We must do all we can to protect the County against those we can't see but are trying to breach our systems. We must continue to teach and train our IT staff and as well as all county personnel about electronic security and being aware of the potential risks to protect both the County and themselves.

If this package is rejected, the IT staff will continue to do what we can to keep our environment safe, but our current resources are already stretched thin. We need additional resources and skills now to be better prepared for the future.

Requested amount: \$950,000

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 572,900	(\$ 572,900)	\$ 0	\$ 0	\$ 0
0001	General Fund	Ongoing	\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 100,000	(\$ 100,000)
1003	Event Center Fund	One-Time	\$ 0	\$ 6,630	(\$ 6,630)	\$ 0	\$ 0	\$ 0
1011	Planning And Code Fund	One-Time	\$ 0	\$ 44,965	(\$ 44,965)	\$ 0	\$ 0	\$ 0
1012	County Road Fund	One-Time	\$ 0	\$ 89,930	(\$ 89,930)	\$ 0	\$ 0	\$ 0
1017	Narcotics Task Force Fund	One-Time	\$ 0	\$ 5,695	(\$ 5,695)	\$ 0	\$ 0	\$ 0
1018	Arthur D. Curtis Children's Justice Center (CJC)	One-Time	\$ 0	\$ 9,435	(\$ 9,435)	\$ 0	\$ 0	\$ 0
1025	Health Department	One-Time	\$ 0	\$ 38,505	(\$ 38,505)	\$ 0	\$ 0	\$ 0
1935	DCS-Administration & Grants Management	One-Time	\$ 0	\$ 22,270	(\$ 22,270)	\$ 0	\$ 0	\$ 0
3194	Technology Reserve Fund	One-Time	\$ 850,000	\$ 850,000	\$ 0	\$ 0	\$ 0	\$ 0
4014	Solid Waste Fund	One-Time	\$ 0	\$ 8,075	(\$ 8,075)	\$ 0	\$ 0	\$ 0
4420	Clean Water Fund	One-Time	\$ 0	\$ 9,010	(\$ 9,010)	\$ 0	\$ 0	\$ 0
4580	Wastewater Maintenance & Operation Fund	One-Time	\$ 0	\$ 5,185	(\$ 5,185)	\$ 0	\$ 0	\$ 0
5006	Elections Fund	One-Time	\$ 0	\$ 7,140	(\$ 7,140)	\$ 0	\$ 0	\$ 0
5040	General Liability Insurance Fund	One-Time	\$ 0	\$ 2,805	(\$ 2,805)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 0	\$ 6,630	(\$ 6,630)	\$ 0	\$ 0	\$ 0
5092	Data Processing Revolving Fund	One-Time	\$ 0	\$ 12,325	(\$ 12,325)	\$ 0	\$ 0	\$ 0
5093	Central Support Services Fund	One-Time	\$ 0	\$ 8,500	(\$ 8,500)	\$ 0	\$ 0	\$ 0
Totals			\$ 850,000	\$ 1,800,000	(\$ 950,000)	\$ 0	\$ 100,000	(\$ 100,000)

## ITS-03 Information Services Financial Management System replacement - investigation and planning Phase I

Contact: Steve Dahlberg x4793 Steve.Dahlberg@clark.wa.gov

This package is the 2017-18 portion of the one-time FMS replacement project investigation and planning phase that was originally approved in the 2015 readopt, budget item ITS-04. The project positions approved as part of this request in the readopt were carried forward in baseline in fund 3194. However, the revenue to support these positions was not. This package budgets the revenue from county funds that will cover the remaining cost of this phase.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 127,798	(\$ 127,798)	\$ 0	\$ 0	\$ 0
1002	Auditor's O & M Fund	One-Time	\$ 0	\$ 126	(\$ 126)	\$ 0	\$ 0	\$ 0
1003	Event Center Fund	One-Time	\$ 0	\$ 3,285	(\$ 3,285)	\$ 0	\$ 0	\$ 0
1011	Planning And Code Fund	One-Time	\$ 0	\$ 9,874	(\$ 9,874)	\$ 0	\$ 0	\$ 0
1012	County Road Fund	One-Time	\$ 0	\$ 25,090	(\$ 25,090)	\$ 0	\$ 0	\$ 0
1015	Sheriff Special Investigation Fund	One-Time	\$ 0	\$ 154	(\$ 154)	\$ 0	\$ 0	\$ 0
1017	Narcotics Task Force Fund	One-Time	\$ 0	\$ 736	(\$ 736)	\$ 0	\$ 0	\$ 0
1018	Arthur D. Curtis Children's Justice Center (CJC)	One-Time	\$ 0	\$ 968	(\$ 968)	\$ 0	\$ 0	\$ 0
1019	Veterans Assistance Fund	One-Time	\$ 0	\$ 119	(\$ 119)	\$ 0	\$ 0	\$ 0
1022	Crime Victim and Witness Assistance Fund	One-Time	\$ 0	\$ 495	(\$ 495)	\$ 0	\$ 0	\$ 0
1025	Health Department	One-Time	\$ 0	\$ 12,354	(\$ 12,354)	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	One-Time	\$ 0	\$ 2,514	(\$ 2,514)	\$ 0	\$ 0	\$ 0
1935	DCS-Administration & Grants Management	One-Time	\$ 0	\$ 13,217	(\$ 13,217)	\$ 0	\$ 0	\$ 0
3194	Technology Reserve Fund	One-Time	\$ 216,557	\$ 0	\$ 216,557	\$ 0	\$ 0	\$ 0
4008	Tri-Mountain Golf Course Fund	One-Time	\$ 0	\$ 82	(\$ 82)	\$ 0	\$ 0	\$ 0
4014	Solid Waste Fund	One-Time	\$ 0	\$ 2,503	(\$ 2,503)	\$ 0	\$ 0	\$ 0
4420	Clean Water Fund	One-Time	\$ 0	\$ 2,079	(\$ 2,079)	\$ 0	\$ 0	\$ 0
4580	Wastewater Maintenance & Operation Fund	One-Time	\$ 0	\$ 2,657	(\$ 2,657)	\$ 0	\$ 0	\$ 0
5006	Elections Fund	One-Time	\$ 0	\$ 1,500	(\$ 1,500)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 0	\$ 6,263	(\$ 6,263)	\$ 0	\$ 0	\$ 0
5092	Data Processing Revolving Fund	One-Time	\$ 0	\$ 1,780	(\$ 1,780)	\$ 0	\$ 0	\$ 0
5093	Central Support Services Fund	One-Time	\$ 0	\$ 2,963	(\$ 2,963)	\$ 0	\$ 0	\$ 0
Totals			\$ 216,557	\$ 216,557	\$ 0	\$ 0	\$ 0	\$ 0

## ITS-04 Information Services Ongoing costs for network remediation

**Contact: Steve Dahlberg x4793 Steve.Dahlberg@clark.wa.gov**

This package budgets the ongoing cost of the network remediation project that is pending approval in the final supplemental for the 2016 budget.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 100,000	(\$ 100,000)
Totals			\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 100,000	(\$ 100,000)

## ITS-05 Information Services Fund 3194 Project Fund Balance Carry-over

**Contact: Steve Dahlberg ext. 4793 Steve.Dahlberg@clark.wa.gov**

This fund, 3194 – IT Reserve Fund, is used for larger IT related projects. The budget requests have been made earlier in time, and we are now asking for continued spending authority in the 2017-2018 biennium. We have multiple projects that are in process and below is a short description with the requested spending budget.

Pony Express Project (Tidemark Replacement) Carry-over \$2,180,000

Clark County has utilized the permit system ‘Tidemark’ since 1999 and while the system has met the primary needs of many departments throughout the county, the software technology is out of date, inefficient, and inflexible based on today’s software standards. As a result of technology limitations and software that is no longer vendor-supported, Community Development is implementing a new enterprise land management system called POSSE LMS. The Department is taking a phased approach for implementation, beginning with the first phases completed in 2016 and expects the associated project expenditures to continue through the 17/18 biennium.

2-Factor Authentication Carry-over \$ 45,000

This project is to ensure and comply with the enhanced security for the sheriff’s office and the software they use. We are working toward a solution that meets the needs and security issues that will include FOBS and/or other means of secure authentication. This project will be partially completed in 2016 and is anticipated fully complete in 2017.

Enterprise Document Management Project Carry-over \$ 800,000

The current Oracle IPM imaging software package has the largest number of users of any imaging software in Clark County, but unfortunately it has passed its end of life. Oracle has ended all support for the product. They are no longer providing customers with software patches to fix problems or security issues. The County has approximately 10 major departments who either use the application or have integrated with it to have access to the documents stored within it. The

risk to these departments and integrated tools, such as MapsOnline, is extremely significant as the Oracle IPM currently stores over 4.7 million pages of scanned documents. A new application must be selected and implemented as expeditiously as safely possible.

A new Enterprise Content Management system (ECM) will mitigate the risk currently associated with the Oracle application. However, it will also provide the County with the ability to streamline processes and provide better customer service to the County constituents. The new ECM application will help the County move towards consolidating all significant documents, records and correspondence into a single repository. The County can also take advantage of standard ECM features such as Records Management for automated document retention processes, Business Process Management for creating workflows to automate current manual processes, Content Capture to ease the document imaging and indexing processes and a public web portal to improve customer service and government transparency by making more documents readily available to the public without needing to engage the labor intensive public disclosure process.

Telecom Replacement Project	Carry-over	\$2,000,000
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The original budget request initiated in the December 2015 re-adopt. This is the replacement of the telephone system for the County. The existing county’s NEC phone system has been at the end of vendor support since 2014. The equipment is old and its continued use will increase the risk of downtime to the County. The County needs to move to a new, current technology system, such as Voice-over-IP (VoIP) that will ultimately be easier to manage, easier to update, and provide better quality. To accomplish this implementation of newer technology, there will also be a variety of upgrades to the power and cabling infrastructure in several county building and locations as well as the core network within the county campus to be upgraded and expanded. This will benefit all users within the county as the structure and integrity of the overall network improves.

ERP/FMS Replacement Project	Carry-over	\$ 550,000
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This package is to request budget to support the process of reviewing and evaluating what and where the County should go for the next financial, HR, and purchasing system. Oracle will no longer support our current version after 2019. The County will be required to either (1) move to the next Oracle Financial, HR, and purchasing System which is based on an entirely new platform, (2) find support from alternate vendors, or (3) find something new. This project will support this process of the County to reconsider its options for its financial, HR, and purchasing system. This first step is to evaluate what we have and what other Financial, HR, and purchasing systems and vendors would be available to support our needs and goals. Over the last decade, there has been a change in methodology from using a single suite (from a single vendor) to selecting ‘best of’ modules from various vendors and integrating these together into an overall financial, HR and purchasing platform.

FMS i-Expense	Carry-over	\$ 50,000
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Extending the monies already reserved for on-going enhancements within the Oracle Financial System including iExpense reporting and other upgrades.

Joint Lobby Point of Sales Project	Carry-over	\$ 162,608
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The County’s joint lobby provides a one-stop customer service experience for the offices of the County Assessor, Auditor and Treasurer. Customer Service Representatives are cross-trained in the work of the three offices to ensure they are equipped to handle a diversity of customer needs. While staff members are cross-trained, they are required to work in multiple “host” cashiering systems, which is cumbersome and creates inefficiencies. In an effort to address these issues, the Treasurer’s Office, in coordination with its Joint Lobby partners and Information Services, is implementing a Point of Sale system with total estimated

project costs of \$450,000 and net ongoing costs of \$18,000. Implementing this technology will allow for workflow efficiencies and will move the County towards electronic banking; thereby reducing banking costs and enhancing customer service.

JMS & RMS 2.0 Project Carry-over \$1,800,000

Carry-over of the existing Sheriff’s Office project for their jail Management and Records Management system.

Assessor’s Office Sketch conversion project Carry-Over \$ 30,000

The assessor’s office is beginning a project to convert sketches from our legacy mass appraisal system, to work with PACS. There are a number of these sketches that will not work in the new system, and would like those to be converted and operational without requiring manually re-sketching them.

Remittance Processor upgrade and replacements Carry-over \$190,000

The Clark County Treasurer’s Office has jointly owned and operated a remittance processing center with Clark Public Utilities since 1999. The remittance center operates high speed mail opening and remittance imaging software and hardware to process check payments and coupons. Remittance processing services are also provided to a number of local government entities. Providing this service to other agencies utilizes excess capacity while providing an efficient and low cost payment processing alternative to our customers. These resources are used to purchase hardware and software necessary for operating the remittance center.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
3194	Technology Reserve Fund	One-Time	\$ 0	\$ 7,807,608	(\$ 7,807,608)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 7,807,608	(\$ 7,807,608)	\$ 0	\$ 0	\$ 0

## ITS-06 Information Technology FMS / ERP Replacement

**Contact: Steve Dahlberg x4793 Steve.Dahlberg@clark.wa.gov**

This request is to support the selection and implementation of either new or improved systems for managing the Financial Operations and Human Capital needs of Clark County.

The County started the ERP replacement in 2000 and went live late in 2002. Oracle will no longer support our current version after 2019. The County will be required to either: (1) move to the next Oracle platform, (2) find support from alternate vendors, or (3) find something new.

The County Business owners in conjunction with IT technical resources have been actively documenting our existing business processes, discovering ‘pain points’ and deficiencies and is on track to complete this process by the end of the year.

At the same time, discovery sessions, and preliminary evaluations of a variety of potential vendor solutions that are capable of supporting the County's requirements and goals for the next generation of an enterprise systems has been occurring.

There are a variety of potential solutions ranging from working to extend the life of our existing system, to a Best-of-Breed by module, to a best-of fully integrated solution. At this time, the County is leaning toward a SaaS (Software as a Service) best-of integrated platform.

In doing this approach, the County would always be on the most current version, be using the latest technologies, be utilizing a configuration based system that would allow business users more control, and have more integrated modules and features than in the past. This system will allow the County to more easily improve our business processes and practices.

There are many new features these latest platforms offers, which includes such items as: Human Capital Management, Payroll, Financial Management, Planning, Recruiting, Projects and Grants, Procurement, Business process work flows based on business best practices, improved and expanded self-service for employees and managers; availability of applications via any mode, Cell, iPad, PC; improved security and auditing; real time Disaster Recovery; increased flexibility and agility to make improvements/changes; user friendly and intuitive real time reporting and analytics.

Our internal cost for support, maintenance, and operations goes down dramatically. Features such as: servers, back-ups and recovery, disaster recovery, physical security, system maintenance, up-time, etc. are all provided by the vendor as part of the service.

In a project this size and duration, just as there was in the original Oracle EBS implementation (FMS), the need to backfill selected key staff members who are dedicated to the project during the time of gap analysis, leading up to and throughout the implementation process. These backfill positions, up to 5 as necessary, are for various departments such as HR, Payroll, Financials, and IT.

The requested amount below is our best estimates of an enterprise solution that will serve the County for many years. The research and analysis isn't complete yet, but these costs are an estimate of what we may pay for a large scale enterprise application vendor and a System Integrator and their anticipated costs in order to put forth a realistic and valid budget request and placeholder.

The request is for \$5,652,000 for the 2017-2018 biennium. The next biennium, 2019-2020, is anticipated to be \$1,542,000.

Here's the high level pricing bullets:

\$ 700K – 2018 at \$700K per year for the yearly subscription

\$ 150K – 2017/2018 - Training - is for Clark County developers and power users, not end user training

\$ 212K – 2017 - Delivery Assurance - is to assure that the work being done by the Implementation partner is being done according to standards. They review our project plans, and at various steps in the project.

\$ 100K – 2017/2018 at \$50K per year. This is Premium Customer Success Management



\$2,800K – To be paid over life of implementation (2017/18)

\$ 150K – Travel paid to System Integrator (2017/18)

\$ 140K – Organizational Change Management (2017/18) - Optional

\$ 200K – 2017 Business Process gap analysis is critical to ensure success.

\$1,200 – backfill of current key staff, up to 5 representing various departments and functions, during the time of gap analysis and leading up to and throughout the implementation process.

The ongoing costs of licensing and other ongoing support costs are requested to be in the General Fund IT department. These costs will eventually be redistributed in the Auditors Indirect model, just as the current Oracle licensing costs are done now. In 2019-2020, the anticipated annual costs for the new platform will be \$1,542,000, but this request is for \$1,142,000. The difference being \$400,000, which is the amount of the current Oracle support costs – to be repurposed for this next generation platform.

The funding of this requested package will be using the same Auditors indirect allocation methodology of our current FMS costs. There is also a General Fund subsidy to non-County agencies, with a total impact of \$289,422.

In preparation for the research and analysis of the business processed for the FMS/ERP replacement, it is necessary to also plan for a Project Manager and BSA on this project. The initial funding provided in phase 1 will not be sufficient to continue the existing work and implementing the next generation ERP platform. This request will support the ongoing continued steps of analyzing, finalizing, selecting, implementing, converting, training, and on-boarding the next generation Financial, HR, Payroll, and Purchasing system.

The County has been actively documenting our existing business processes, discovering ‘pain points’ and deficiencies and is on track to complete this process by the end of the year.

At the same time, discovery sessions, and preliminary evaluations of a variety of potential vendor solutions that are capable of supporting the County’s requirements and goals for the next generation of an enterprise system. The request is for \$300,000 for the 2017-2018 biennium for 2 project positions in 2018 in order to continue the analysis, discovery, and pursuit of recommending to the County the next ERP platform.

There are many new features these latest platforms offers, which includes such items as: Human Capital Management, Payroll, Financial Management, Planning, Recruiting, Projects and Grants, Procurement, Business process work flows based on business best practices, improved and expanded self-service for employees and managers; availability of applications via any mode, Cell, iPad, PC; improved security and auditing; real time Disaster Recovery; increased flexibility and agility to make improvements/changes; user friendly and intuitive real time reporting and analytics.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 3,041,843	(\$ 3,041,843)	\$ 0	\$ 0	\$ 0
0001	General Fund	Ongoing	\$ 0	\$ 800,000	(\$ 800,000)	\$ 0	\$ 1,142,000	(\$ 1,142,000)
1002	Auditor's O & M Fund	One-Time	\$ 0	\$ 2,988	(\$ 2,988)	\$ 0	\$ 0	\$ 0
1003	Event Center Fund	One-Time	\$ 0	\$ 78,156	(\$ 78,156)	\$ 0	\$ 0	\$ 0
1011	Planning And Code Fund	One-Time	\$ 0	\$ 235,034	(\$ 235,034)	\$ 0	\$ 0	\$ 0
1012	County Road Fund	One-Time	\$ 0	\$ 597,168	(\$ 597,168)	\$ 0	\$ 0	\$ 0
1015	Sheriff Special Investigation Fund	One-Time	\$ 0	\$ 3,658	(\$ 3,658)	\$ 0	\$ 0	\$ 0
1017	Narcotics Task Force Fund	One-Time	\$ 0	\$ 17,517	(\$ 17,517)	\$ 0	\$ 0	\$ 0
1018	Arthur D. Curtis Children's Justice Center (CJC)	One-Time	\$ 0	\$ 23,029	(\$ 23,029)	\$ 0	\$ 0	\$ 0
1022	Crime Victim and Witness Assistance Fund	One-Time	\$ 0	\$ 11,747	(\$ 11,747)	\$ 0	\$ 0	\$ 0
1025	Health Department	One-Time	\$ 0	\$ 294,025	(\$ 294,025)	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	One-Time	\$ 0	\$ 59,815	(\$ 59,815)	\$ 0	\$ 0	\$ 0
1935	DCS-Administration & Grants Management	One-Time	\$ 0	\$ 317,415	(\$ 317,415)	\$ 0	\$ 0	\$ 0
3194	Technology Reserve Fund	One-Time	\$ 5,152,000	\$ 5,152,000	\$ 0	\$ 0	\$ 0	\$ 0
4008	Tri-Mountain Golf Course Fund	One-Time	\$ 0	\$ 1,958	(\$ 1,958)	\$ 0	\$ 0	\$ 0
4014	Solid Waste Fund	One-Time	\$ 0	\$ 59,557	(\$ 59,557)	\$ 0	\$ 0	\$ 0
4420	Clean Water Fund	One-Time	\$ 0	\$ 49,511	(\$ 49,511)	\$ 0	\$ 0	\$ 0
4580	Wastewater Maintenance & Operation Fund	One-Time	\$ 0	\$ 63,267	(\$ 63,267)	\$ 0	\$ 0	\$ 0
5006	Elections Fund	One-Time	\$ 0	\$ 35,703	(\$ 35,703)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 0	\$ 149,047	(\$ 149,047)	\$ 0	\$ 0	\$ 0
5092	Data Processing Revolving Fund	One-Time	\$ 0	\$ 40,031	(\$ 40,031)	\$ 0	\$ 0	\$ 0
5093	Central Support Services Fund	One-Time	\$ 0	\$ 70,531	(\$ 70,531)	\$ 0	\$ 0	\$ 0
Totals			\$ 5,152,000	\$ 11,104,000	(\$ 5,952,000)	\$ 0	\$ 1,142,000	(\$ 1,142,000)

## ITS-08 Information Technology PMO Convert 5 Temporary Employees to Permanent Employees

**Contact: Steve Dahlberg, [steve.dahlberg@clark.wa.gov](mailto:steve.dahlberg@clark.wa.gov), x4793**

IT is operating at full project capacity, but the forecast for IT projects is still considerable with over 100 backlog projects in addition to new Baseline Reduction initiatives. The Project Management Office (PMO) requires 11 FTE equivalents to sustain this momentum but today, the PMO has just 2 permanent FTEs.

Creating a PMO is IT's top strategic initiative. In order to be successful and lower costs, we must retain our talented resources to avoid continual recruiting, build out the PMO, and respond to project requests in a more timely manner. If we can't respond in a timely manner, our customers will find other options. This increases risk to the Department and County due to unforeseen architecture issues, unplanned IT workload, urgent/emergency fixes, and long term support deficiencies.

We need to properly invest in the PMO by reducing costly recruitments and expensive contracted "temp" employees. We've calculated for each successful hire, it takes approximately 180+ hours which translates to \$10,000 consumed in finding, securing, and onboarding our quality talent. The County has spent over \$150,000 and 2,200 hours collectively over the last six months on PMO resources alone. When recruiting, this is time spent not working directly on projects or process improvements throughout IT. With the local unemployment rate at a 15 year low and 18% growth in the Portland area's tech industry forecasted, it will continue to be extremely difficult to find quality resources.

The County needs to reduce these overhead costs by hiring permanently quality project management resources that will stay with the County long term. To accomplish this, we need to convert temp agency employees to County employees. For every temp employee converted, an average savings of \$63,000/year is realized. In 2016, we were able to convert one person, resulting in a \$72,000 savings. By converting 5 additional temp agency employees the County would potentially save \$300,000/year.

If successful in converting the right temp employees, we increase the ability to execute the #1 IT strategic goal of building a strong Project Management Office. We will lower costs and risks by retaining qualified project management resources who know our systems, people, and processes. We'll add stabilization to the PMO and IT, increase agility to be more responsive to our customers' needs, and have more flexibility when responding to project requests.

In order to be successful, the PMO is requesting the ability to convert 5 temp agency employees to permanent status which will give us a core set of permanent project management employees while maintaining our ability to augment with limited duration employees, as needed. By not converting our temp employees, the PMO runs the risk of being in perpetual recruitment mode, wasting valuable County time and money every year, and will lose our quality resources to competing opportunities.

The ongoing permanent positions are revenue type, meaning that the positions will only be filled and funded if project dollars are available. Otherwise, the positions would be held vacant. One of the project positions is currently paid out of fund 5092, therefore the package includes a one-time decrease in

controllable capacity and a one-time increase in payroll capacity in fund 5092 (however the new revenue position will be residing in fund 3194 where IT projects are budgeted).

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
3194	Technology Reserve Fund	Ongoing	\$ 0	\$ 835,462	(\$ 835,462)	\$ 0	\$ 1,387,476	(\$ 1,387,476)
5092	Data Processing Revolving Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 835,462	(\$ 835,462)	\$ 0	\$ 1,387,476	(\$ 1,387,476)

## ITS-09 Information Services Budgeting software system ongoing costs

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), ext 4337**

The purpose of this request is to add the ongoing costs of a new budget software system that replaces the Oracle Public Sector Budget (PSB) module with a new software system with adequate functionality. This new system will enhance the current budget development process by greatly improving the user experience. The current system, PSB was discontinued for the 2017-2018 budget cycle because it was cumbersome to use, error prone and not user-friendly. Additionally, Oracle no longer supports PSB. A new system would solve these problems and would automate the budget process for users and budget staff, significantly reduce manual workload and errors, and provide essential information to the public and decision-makers. The ongoing cost is \$95,000 per year, which consist of \$85,000 for 50 operating and capital licenses for Questica; and \$10,000 for the transparency add on software that provides reporting to the public through the county website.

The IT Advisory Group, which reviews and scores the urgency and importance of IT project requests, identified the replacement of the budget software as the number 1 current priority among current projects due for replacement or upgrade. The Enterprise Resource Project Steering Committee also identified the budgeting system replacement as the top priority within its scope.

For several biennia, Clark County's Budget Office developed budgets using Oracle's Public Sector Budgeting (PSB) module. For the 2017-18 budget cycle, the Budget Office is developing the biennial county budget using Excel spreadsheets and in-house built templates. The process requires extensive manual work for both budget staff and departments, and carries a considerable risk of error. It is expected that by the time the budget for 2017-2018 is adopted, the information needed will have required the manual creation and assembly of close to 2,000 Excel spreadsheets and Word documents. The time required to manage this process leaves very little time for staff to support departments with problem solving, research and analysis, which are key to successful budget and policy implementation and management.

The Budget Office seeks to replace PSB with a budgeting system that can manage all aspects of the budget process including the creation of baseline budgets with revenue, expense and decision- package worksheets, the development of supplemental budgets, electronic processing and tracking of Journal Budget Vouchers, and the production of reports and documents needed for budget publication (budget book) purposes. Because the Budget Office spends even-numbered years creating the biennial budget, the next opportunity to implement a new software system will be in 2017 when the office will not be engaged in

the biennial budget development process. This will allow the Budget Office to have full implementation complete by 2018, in time for the development of the 2019-2020 budget.

The Budget Office has performed extensive research regarding available options for budgeting software, with respect to both features and pricing over the last year. First, budget staff worked with IT to identify/capture the current state budget processes as part of the ERP Renovation Project. An extensive description of the process was captured, together with identifying areas for process improvements. The next step was to formulate system requirements for new budgeting software; this step was also completed.

Potential alternatives and options were investigated by multiple means: budget staff attendance of a budget software workshop following the annual GFOA conference; discussions with multiple local governments searching to replace and implementing budget software; interviews with ERP software vendors; and internet research. Vendors were contacted and demo sessions took place with a large number of potential software options; this included Hubble, Workday, Questica, Oracle Cloud, SunGard, CGI Advantage, Jedox, PowerPlan, Mo’Mix, NeuBrain, Infor and Tyler Munis.

Options were evaluated based on the requirements list, and the feasible four options were priced for the total cost of ownership. The best option was identified based upon personal rank by IT and Budget staff, fit to requirements, flexibility, reports/analytics, price, references, risks, public sector focus, and bonus features. Questica Public Sector Budgeting software was identified as the top solution, with a total cost of ownership of \$1.1 million over ten years (as opposed to \$2.4 million for Oracle Cloud, \$3.3 million for NeuBrain and \$3.7 million for CGI Advantage).

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 190,000	(\$ 190,000)	\$ 0	\$ 190,000	(\$ 190,000)
Totals			\$ 0	\$ 190,000	(\$ 190,000)	\$ 0	\$ 190,000	(\$ 190,000)

## ITS-90 Information Technology Oracle Support – Switched to Rimini Street

**Contact: Steve Dahlberg, ext. 4793, [steve.dahlberg@clark.wa.gov](mailto:steve.dahlberg@clark.wa.gov)**

IT has been paying annual maintenance and support to Oracle since early 2000 when FMS, our enterprise resource planning (ERP) system, was implemented using Oracle’s E-Business Suite (EBS). With an average annual increase of around 5%, the cost has risen to over \$400,000 per year in 2016. Soon after Oracle announced that EBS will be at end-of-life in the next few years, we embarked on the ERP renovation/replacement project. Separately, we also investigated alternative support providers to extend the life of EBS, giving Clark County additional runway to make the right decision, including combination of improving what we already have with EBS while taking the time to determine the most cost-effective solutions.

With approval from BOCC, we awarded the support and maintenance contract to Rimini Street, a partner who has proven to be much more responsive, knowledgeable, and accurate than Oracle support has been. The added benefit is that they charge just half of Oracle while adding greater value. The total savings is \$400,000 in 2017-2018 biennium.

We recommend this proposal be accepted so that IT can give the savings back into the General Fund.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 400,000)	\$ 400,000	\$ 0	(\$ 400,000)	\$ 400,000
Totals			\$ 0	(\$ 400,000)	\$ 400,000	\$ 0	(\$ 400,000)	\$ 400,000

## ITS-91 Information Technology Switch to Google Apps Unlimited for email and MS Office

**Contact: Steve Dahlberg, [steve.dahlberg@clark.wa.gov](mailto:steve.dahlberg@clark.wa.gov), x4793**

Recent issues with email and network indicate that we're in serious need of upgrades, training, and support from Microsoft. This requires additional funding not currently budgeted for. We also need to re-institute email limits since individual mailboxes are collectively exceeding the capabilities of our Exchange servers. At the user level, we are on multiple versions of Microsoft Office with varying features and functions. It's usually not a problem but the County should standardize on the same release of the most-used software to enable supportability.

Fortunately, there are alternatives, both of them in the cloud. Microsoft has Office 365 which appears to be maturing. Experience with its rollout at other counties, cities, and companies have had mixed results, including extended periods of inaccessibility. Perhaps the most troubling is that, according to recent research, its disaster recovery plan does not restore customer data – just Microsoft's ability to restore the cloud service. Lastly, agencies have found that there is no cost reduction in licensing as Microsoft does not want to cannibalize their CD or download sale of Office.

Google Apps Unlimited is a different story. It costs \$120/year per user with unlimited storage, eDiscovery, video conferencing, live collaborative editing, chats, and many other features not found in the Microsoft environment. It also paves the way for using Chromebooks which can cost as little as \$140 or reuse surplus equipment with ChromeOS as web terminals. The savings are found in 1 FTE (\$135K/year) being repurposed and eliminating the need to request a new position, reduced storage and backup (\$25K/biennium), and reduced PC costs (\$201K/biennium). The net savings will be minimum \$100K/year.

Risks include unwinding our reliance on Outlook, Word, Excel, and Access macros, scripts, programs, and workflows. But the biggest risk is lack of user adoption. Upon approval from BOCC, IT will begin developing change management strategies to enable ubiquitous adoption. Exceptions will be made for those very few users requiring the programming capability of Excel and Access applications.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 25,000)	\$ 25,000	\$ 0	(\$ 25,000)	\$ 25,000
5090	Server Equipment Repair & Replacement Fund	Ongoing	\$ 0	(\$ 25,000)	\$ 25,000	\$ 0	(\$ 25,000)	\$ 25,000
5092	Data Processing Revolving Fund	Ongoing	\$ 0	(\$ 176,000)	\$ 176,000	\$ 0	(\$ 176,000)	\$ 176,000
Totals			\$ 0	(\$ 226,000)	\$ 226,000	\$ 0	(\$ 226,000)	\$ 226,000

## ITS-92 Information Technology Eliminate Position - Information Technology Manager I

**Contact: Steve Dahlberg, [steve.dahlberg@clark.wa.gov](mailto:steve.dahlberg@clark.wa.gov), x4793**

The IT department is proposing to give back one vacant position, BUD0068 - Information Technology Manager I position. In doing so, this would provide budget relief of \$250,000 in the coming biennium and beyond.

In 2016, an important manager left the County and has not yet been replaced. In the short run this has been doable, but these managers run an increased risk of burn-out. This would be detrimental to the IT Department and the County. Since late-2015, the IT department has started the process of healing, changing and improving performance and morale throughout the organization. The IT Department must continue this positive trend, which includes the right positions and hiring the right people. This includes roles that have not been fulfilled before, such as the Information Officer, Data Officer, Security Officer, Chief System Architect. In accepting this proposal our current managers, who are already stretched very thin, would not have any relief. This will limit moving forward with the roles described above. The giving back of this position will hinder the future progress that's necessary and envisioned by the CIO, Sam Kim.

The proposed total savings is \$250,000 in 2017-2018 biennium.

We recommend this proposal be rejected so that IT may continue a successful path of becoming a high performance organization with the right positions and the right people.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 247,632)	\$ 247,632	\$ 0	(\$ 253,823)	\$ 253,823
Totals			\$ 0	(\$ 247,632)	\$ 247,632	\$ 0	(\$ 253,823)	\$ 253,823

## JUV-02 Juvenile Department Replacement of 1970's Era Office Furniture

**Contact: Chris Simonsmeier, Christine.Simonsmeier@clark.wa.gov, Ext. 4833**

Many of the Juvenile Court's office furnishings were manufactured before 1979; this furniture is now antiquated and not ergonomically compliant for our computer and technologically advanced workforce. Many of the desks are wood and are not able to be retrofitted for computer use. A number of staff are using 1970 era conference chairs as their main office chair. Noting this need, as part of the 2015 Spring Supplemental the Juvenile Court submitted a \$100,000 Decision Package to replace obsolete desks and chairs; the department was authorized a budget of \$20,000 for the 2015-2016 biennium. In July of 2016 this amount was supplemented with an additional \$10,000 dollars to support the prevention of work related injuries, bringing the total furniture funds available to \$30,000. This amount has been sufficient to replace all of the outdated chairs identified by Risk Management as needing replacement, and to begin the replacement of a small number of the outdated desks.

This decision package request is for \$30,000 for the departments next phase of furniture replacement.

This is a onetime request.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 30,000	(\$ 30,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 30,000	(\$ 30,000)	\$ 0	\$ 0	\$ 0



## LOS-01 Risk-General Liability Additional Allocation for Fund 5040

**Contact: Michelle Schuster Michelle.Schuster@clark.wa.gov x4118**

The General Liability Fund (5040) has been continuing to take large losses and increase insurance cost and have run low the last 4 years. This package will increase the General Fund Liability revenue and expenditures to allocate for actual needs and not baseline estimates. We are asking for an additional \$950,000 that has been allocated out with the approved State Auditor tools to each area. This additional funding will be used for object 412-Legal Services \$150K, 464-Liability Insurance \$100K and 498-Judgements and Damages-\$700K

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 149,622	(\$ 149,622)	\$ 0	\$ 149,622	(\$ 149,622)
1003	Event Center Fund	Ongoing	\$ 0	\$ 256	(\$ 256)	\$ 0	\$ 256	(\$ 256)
1011	Planning And Code Fund	Ongoing	\$ 0	\$ 7,132	(\$ 7,132)	\$ 0	\$ 7,132	(\$ 7,132)
1012	County Road Fund	Ongoing	\$ 0	\$ 34,099	(\$ 34,099)	\$ 0	\$ 34,099	(\$ 34,099)
1018	Arthur D. Curtis Children's Justice Center (CJC)	Ongoing	\$ 0	\$ 839	(\$ 839)	\$ 0	\$ 839	(\$ 839)
1022	Crime Victim and Witness Assistance Fund	Ongoing	\$ 0	\$ 964	(\$ 964)	\$ 0	\$ 964	(\$ 964)
1025	Health Department	Ongoing	\$ 0	\$ 4,073	(\$ 4,073)	\$ 0	\$ 4,073	(\$ 4,073)
1032	MPD-Operations Fund	Ongoing	\$ 0	\$ 2,410	(\$ 2,410)	\$ 0	\$ 2,410	(\$ 2,410)
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 1,676	(\$ 1,676)	\$ 0	\$ 1,676	(\$ 1,676)
1935	DCS-Administration & Grants Management	Ongoing	\$ 0	\$ 3,106	(\$ 3,106)	\$ 0	\$ 3,106	(\$ 3,106)
1936	DCS-Weatherization/Energy	Ongoing	\$ 0	\$ 240	(\$ 240)	\$ 0	\$ 240	(\$ 240)
4014	Solid Waste Fund	Ongoing	\$ 0	\$ 1,280	(\$ 1,280)	\$ 0	\$ 1,280	(\$ 1,280)
4420	Clean Water Fund	Ongoing	\$ 0	\$ 1,054	(\$ 1,054)	\$ 0	\$ 1,054	(\$ 1,054)
4580	Wastewater Maintenance & Operation Fund	Ongoing	\$ 0	\$ 2,368	(\$ 2,368)	\$ 0	\$ 2,368	(\$ 2,368)
5006	Elections Fund	Ongoing	\$ 0	\$ 452	(\$ 452)	\$ 0	\$ 452	(\$ 452)
5040	General Liability Insurance Fund	Ongoing	\$ 215,498	\$ 950,002	(\$ 734,504)	\$ 215,498	\$ 950,002	(\$ 734,504)
5091	Equipment Rental & Revolving Fund	Ongoing	\$ 0	\$ 1,849	(\$ 1,849)	\$ 0	\$ 1,849	(\$ 1,849)
5092	Data Processing Revolving Fund	Ongoing	\$ 0	\$ 1,007	(\$ 1,007)	\$ 0	\$ 1,007	(\$ 1,007)
5093	Central Support Services Fund	Ongoing	\$ 0	\$ 3,071	(\$ 3,071)	\$ 0	\$ 3,071	(\$ 3,071)
Totals			\$ 215,498	\$ 1,165,500	(\$ 950,002)	\$ 215,498	\$ 1,165,500	(\$ 950,002)

## PAT-01 Prosecuting Attorney Create on-going budget capacity for Anti-profiteering Fund #1024

**Contact: Shari Jensen, shari.jensen@clark.wa.gov, 360-397-2261, extension 4763.**

In 1991 the Prosecuting Attorney’s Office created fund 1024 via resolution number 1991-01-05. This is a dedicated fund with revenue coming from forfeitures on criminal profiteering cases, per RCW 9A.82.110, and can only be used to support the investigation and prosecution of similar crimes. One-time budget capacity was created in the 2015 budget re-adoption process to expend the approximately \$35,000 remaining. The Prosecutor is requesting that the budget capacity be reflected as on-going until the funds can be expended.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1024	Anti Profiteering Revolving Fund	Ongoing	\$ 0	\$ 35,000	(\$ 35,000)	\$ 0	\$ 35,000	(\$ 35,000)
Totals			\$ 0	\$ 35,000	(\$ 35,000)	\$ 0	\$ 35,000	(\$ 35,000)

## PAT-02 Prosecuting Attorney Provide on-going general fund support for Victim Assistance, Fund # 1022

**Contact: Shari Jensen, shari.jensen@clark.wa.gov, 360-397-2261, extension 4763.**

The Victim Assistance Unit is funded through a variety of fees collected through the courts for various types of activities. These fees are set by the legislature and have remained flat over the years. However, employment expenses have grown each year and have surpassed the revenue supporting the unit. The unit has been able to meet expenses by utilizing fund balance, but the fund balance will be exhausted by the end of this year. In the next biennium, the gap between revenues and expenses cannot be covered.

The Victim Assistance Unit provides vital support and services to victims of crime in Clark County. Advocates help crime victims work through the criminal justice system and ensure that they are treated in accordance with Washington State Constitution and the Crime Victims’ Bill of Rights.

Services provided include:

- Ongoing information regarding the status of a criminal case.
- Explanation of and orientation to the Criminal Justice process.
- Referral to community resources and agencies
- Assistance with Washington State Crime Victims Compensation claims
- Assistance with the return of property held in evidence by the police or the courts.
- Determination of financial loss for restitution in felony cases.
- Assistance with victim impact statement.

Escort to defense interviews and to court appearances.

Ensure the victim’s wishes are heard during the criminal justice process.

Providing services, support and assistance to victims of crime is a critical service. In addition, Article I, Section 35 of the Washington State Constitution gives crime victims a constitutional right to assistance in the criminal justice system. Victims should not be re-victimized by the fear and uncertainty of navigating the criminal justice system, trying to understand their rights and finding resources for help. In 2015, the Victim Assistance Unit provided direct services to 3,095 victims and assisted them in being awarded nearly 1.4 million dollars in restitution. These victims are all members of our community – neighbors, family, friends and co-workers. The Prosecutor is requesting that the general fund supplement the shortfall of approximately \$280,000 for the biennium. This request would sustain the program and does not provide any growth in services.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 280,000	(\$ 280,000)	\$ 0	\$ 280,000	(\$ 280,000)
1022	Crime Victim and Witness Assistance Fund	Ongoing	\$ 280,000	\$ 0	\$ 280,000	\$ 280,000	\$ 0	\$ 280,000
Totals			\$ 280,000	\$ 280,000	\$ 0	\$ 280,000	\$ 280,000	\$ 0

## **PBH-01 Public Health Recognition of Coordinated Prevention Grant and fee revenue reduction within the Solid Waste Fund (4014)**

**Contact: Jeff Harbison, ext 8475, Jeff.Harbison@clark.wa.gov**

Due to Washington State budget action occurring in 2015, the Coordinated Prevention Grant (CPG) received by the Solid Waste fund from WA State Dept. of Ecology was reduced by \$667,097 per biennium. In addition, biennial revenues from the on-going sale of recycled material collected through curbside recycling has been revised down by \$182,000, also for the Solid Waste fund. Expenditure reductions to offset this reduction in revenue are the elimination of position ESW0001 (1.0 FTE Program Manager II), and reduction of the Solid Waste fund’s capital expenditure budget by \$636,560.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
4014	Solid Waste Fund	Ongoing	(\$ 845,097)	(\$ 763,859)	(\$ 81,238)	(\$ 845,097)	(\$ 763,859)	(\$ 81,238)
Totals			(\$ 845,097)	(\$ 763,859)	(\$ 81,238)	(\$ 845,097)	(\$ 763,859)	(\$ 81,238)

## **PBH-02 Public Health Recognition of staffing changes already in place (approved after creation of baseline)**

**Contact: Jeff Harbison, ext 8475, [Jeff.Harbison@clark.wa.gov](mailto:Jeff.Harbison@clark.wa.gov)**

This decision package recognizes staffing changes that have occurred since the 2017-18 baseline budget was created.

SR 065-16, signed March 29, 2016 creating a 1.0 FTE Program Coordinator I position to serve as the Housing Coordinator within the HIV Case Management program.

SR 079-16, signed April 12, 2016 creating a 1.0 FTE Program Coordinator I position and eliminating HEE0067 (1.0 FTE Grants Accounting Specialist), representing a reorganization within Public Health's Grants & Contracts team.

SR 110-16, signed May 31, 2016 creating a 0.60 FTE project position to complete work under the Local Source Control (LSC) grant received from WA State Dept of Ecology. The project position ends June 30, 2017.

Recognition of staff in Solid Waste & Environmental Outreach (SWEO), formerly within Dept of Environmental Services working beyond their classification.

ESW0007 from an Environmental Program Technician to an Environmental Outreach Specialist

ESW0011 from an Environmental Program Technician to an Environmental Operations Specialist

PH SR 2016-111, signed by County Manager June 7, 2016 creating a 1.0 FTE Accountant position and eliminating position HEW0070 (1.0 FTE Office Assistant III, vacant), representing a reorganization within Public Health's Finance & Business Services team.

PH SR 2016-143, signed by County Manager in July 2016 creating a 1.0 FTE Environmental Program Technician position and a 1.0 FTE Environmental Outreach Specialist position and eliminating ESW0003 (1.0 FTE Office Assistant III, vacant) and ESW0010 (1.0 FTE Environmental Operations Specialist, Sr., vacant), representing a reorganization within the Solid Waste and Environmental Outreach program.

Elimination of position HEC0095 (1.0 FTE Community Health Worker) created in early 2015. This position was never filled as the funding expected to fund the position did not materialize.

Also included in this package is adjustment to Public Health's share of lease costs for the Center for Community Health. Veterans Administration has signed a lease agreement for space previously occupied by SeaMar Community Health. The proceeds from this lease agreement will process through General Services. Further, a subleased by Public Health to Dept of Community Services for space at the Center for Community Health has also been terminated.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1025	Health Department	One-Time	\$ 0	(\$ 55,000)	\$ 55,000	\$ 0	\$ 0	\$ 0
1025	Health Department	Ongoing	\$ 194,924	\$ 140,388	\$ 54,536	\$ 194,924	\$ 140,388	\$ 54,536
4014	Solid Waste Fund	Ongoing	\$ 86,850	\$ 312,510	(\$ 225,660)	\$ 86,850	\$ 312,510	(\$ 225,660)
5090	Server Equipment Repair & Replacement Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 281,774	\$ 397,898	(\$ 116,124)	\$ 281,774	\$ 452,898	(\$ 171,124)

### **PBH-03 Public Health Infrastructure Enhancement, Reallocation of Department indirects/overhead charges**

**Contact: Jeff Harbison, ext 8475, Jeff.Harbison@clark.wa.gov**

This decision package requests the addition of five critical infrastructure positions, recognizes a neutral shift in FTE among three positions, recognizes a classification under-fill and reallocates department indirect/overhead charges. The positions requested are:

1.0 FTE Department Information Systems Coordinator I position, which will provide necessary infrastructure to support technology within the Department. The addition of this position allows us to dedicate necessary critical resources to our Environmental Public Health technology enhancements, such as use of mobile technology and development of our online permitting system, while also dedicating resources to further development of our comprehensive electronic health record (EHR) system. Technology advancements are crucial to our efforts of maximizing efficiencies to enhance service delivery.

1.0 FTE Program Manager I position to oversee the Health Assessment, Performance Management and Community Engagement teams. Epidemiology, data analytics, and program evaluation are critical to ensuring Public Health services provided by the department and by community partners are evidence-based and impactful. These functions are greatly valued by our community based partners, many of whom do not have the subject matter expertise nor access to critical data sources required to conduct robust program analyses, evaluation, needs assessments, and improvement plans. These functions provided by Public Health are foundational to the collaborative and effective service delivery in the community. In addition, these resources are essential for achieving accreditation.

1.0 FTE Program Coordinator I position to serve as Public Health’s Records Coordinator. Following a consultant’s analysis of the state of Public Health’s records, including medical records, the addition of a position dedicated to developing, implementing and monitoring a records management plan, including coordinating responses to public records requests, was recommended and seen as a critical need.

1.0 FTE Program Coordinator II position to oversee the Sexually Transmitted Disease (STD) program. Investigation and response to STD is a mandated service that protects our community. Local, state and national trends reveal that STD rates are increasing, particularly gonorrhea in men, and the emergence of antibiotic-resistant gonorrhea is concerning. In addition, the incidence of congenital syphilis is increasing, with two cases reported in Clark County in 2016. Clearly, adequate resources are essential to respond to this growing threat. The current span of control for the Communicable Disease Program Manager is twelve direct reports and 2 grant-funded interns; this is not optimum for adequate supervision of the increased mandates within the STD program. This position will supervise the Sexually Transmitted Disease program and report to the Communicable Disease Program Manager.

PH SR 2016-142, signed by County Manager in July 2016 transferring 0.20 FTE by reducing position HEC0061 (Public Health Nurse II) from 1.0 FTE to 0.80 FTE and increasing both HEW0079 (Public Health Nurse II) and HEW0080 (Public Health Nurse II) both from 0.80 FTE to 0.90 FTE. This decision package recognizes this adjustment and also requests increases of HEW0079 and HEW0080 both from 0.90 FTE to 1.0 FTE.

1.0 FTE Public Health Nurse II position (HEC0062) is being under-filled by a 1.0 FTE Community Health Worker position to support the Disease Investigation Services (DIS) efforts within the Sexually Transmitted Disease (STD) program. This decision package recognizes that classification change.

Various revenue budget adjustments are also included in this decision package.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1025	Health Department	Ongoing	(\$ 200,638)	(\$ 1,040,942)	\$ 840,304	(\$ 200,638)	(\$ 1,040,942)	\$ 840,304
4014	Solid Waste Fund	Ongoing	\$ 168,998	\$ 739,116	(\$ 570,118)	\$ 168,988	\$ 739,116	(\$ 570,128)
Totals			(\$ 31,640)	(\$ 301,826)	\$ 270,186	(\$ 31,650)	(\$ 301,826)	\$ 270,176

## **PBH-04 Public Health Revenue Budget Update for Environmental Public Health (2013 fee schedule)**

**Contact: Jeff Harbison, ext 8475, Jeff.Harbison@clark.wa.gov**

This decision package updates revenue budget allocations for Environmental Public Health. Fee revenue projections in this decision package are calculated using the current fee schedule; approved in 2012, implemented January 1, 2013. Also included in this decision package is the addition of four Environmental Public Health infrastructure positions. The positions are critical to provide Environmental Public Health the resources to respond to continued increased workload

demands and provide mandated services. Fee-related work volume in the Drinking Water Quality program increased 163% in 2015 compared to 2010, and 97% in the Onsite Septic Permitting program over the same period. This volume increase continues as construction continues to be strong in the improved local economy.

1.0 FTE Office Manager position to oversee the Customer Service and Environmental Public Health support team. This position provides the necessary resource to continue the development of the customer service efforts within Environmental Public Health; coordinating the Environmental Health Assistants and the Customer Service staff to respond to customer demands in person as well as via the new online permitting system being developed and deployed.

1.0 FTE Environmental Health Assistant position to join the Environmental Public Health support team to better meet customer demand. Increased workload volume in Environmental Public Health has stretched the Customer Service team, which is about half the size it was in 2008. Implementation of an online permitting system provides additional efficiencies and allows for more streamlined service delivery.

1.0 FTE Office Assistant II position to support Environmental Public Health. Span of control for the Environmental Public Health management team has increased due to economic growth and workload demand increases. The addition of a support position will allow the managers to focus their energy on service delivery efficiencies.

1.0 FTE Environmental Health Specialist I/II (EHS) to support the Onsite Septic Operations & Maintenance (O&M) program. This position will support the O&M program, which has been supported by portions of several positions. Those portions will be assigned to the dedicated EHS for this program, allowing the other staff to be more effective by focusing on increased workload demands within the Drinking Water and Onsite Septic Permitting programs.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1025	Health Department	Ongoing	\$ 649,522	\$ 561,966	\$ 87,556	\$ 649,522	\$ 561,966	\$ 87,556
Totals			\$ 649,522	\$ 561,966	\$ 87,556	\$ 649,522	\$ 561,966	\$ 87,556

## **PBH-05 Public Health Environmental Public Health Fee Schedule Adjustment**

**Contact: Jeff Harbison, ext 8475, [Jeff.Harbison@clark.wa.gov](mailto:Jeff.Harbison@clark.wa.gov)**

This decision package updates revenue budget allocations for Environmental Public Health based on adjustments to the fee schedule. Proposed fees follow BOCC directive that fees be based on the full cost of providing the service and activities not directly correlated to providing the service, such as complaint investigations and outbreak response activities, be funded by Clark County General Fund.

Environmental Public Health fees were last updated in late 2012, and implemented January 1, 2013. The collective increase in revenue resulting from proposed adjustments to the fee schedule is 1.35%. By program, the changes are:

Food Safety – 0.02% reduction in fee revenue (average fee adjustment)

School Health & Safety – 6.35% reduction in fee revenue (average fee adjustment)

Drinking Water Safety – 7.88% increase in fee revenue (average fee adjustment)

Recreational Water Safety – 3.25% increase in fee revenue (average fee adjustment)

Solid & Hazardous Waste – 2.28% increase in fee revenue (average fee adjustment)

Onsite Septic Permitting – 9.34% increase in fee revenue (average fee adjustment)

Onsite Septic Operations & Maintenance – 5.66% reduction in fee revenue (average fee adjustment)

Failing to adjust the Environmental Public Health fee schedule would result in a \$94,970 operating deficit within Environmental Public Health. A reduction in staffing or additional alternative revenue would need to be identified to address the deficit. A reduction in staffing would likely result in significant delays in delivery of mandated services. This would impact client satisfaction and impact economic growth in the County.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1025	Health Department	Ongoing	\$ 70,886	\$ 0	\$ 70,886	\$ 70,886	\$ 0	\$ 70,886
Totals			\$ 70,886	\$ 0	\$ 70,886	\$ 70,886	\$ 0	\$ 70,886

## **PBH-07 Public Health Adjustment to Controllable Expenditure Budget**

**Contact: Jeff Harbison, ext 8475, Jeff.Harbison@clark.wa.gov**

This decision package represents a \$574,439 controllable expenditure budget reduction for Public Health (Fund 1025) and a \$199,841 controllable expenditure budget reduction in Solid Waste & Environmental Outreach (Fund 4014). The two funds initial 2017-18 baseline budget collectively totaled a \$2.89M deficit; reducing controllable budget capacity to partially offset that budget deficit was necessary.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1025	Health Department	Ongoing	\$ 0	(\$ 574,539)	\$ 574,539	\$ 0	(\$ 574,539)	\$ 574,539
4014	Solid Waste Fund	Ongoing	\$ 0	(\$ 199,841)	\$ 199,841	\$ 0	(\$ 199,841)	\$ 199,841
Totals			\$ 0	(\$ 774,380)	\$ 774,380	\$ 0	(\$ 774,380)	\$ 774,380



## PBH-08 Public Health Eliminate transfer from Fund 1002 to Fund 1025

**Contact: Jeff Harbison** [Jeff.Harbison@clark.wa.gov](mailto:Jeff.Harbison@clark.wa.gov) ext.8475

The transfer set up to cover the costs of transitioning Public Health Records to electronic format for the purpose of preservation of historical records has been completed and is no longer needed in the 2017/18 budget. This action eliminates the revenue budget in Public Health Fund 1025 and the expenditure budget in the Auditor’s O&M Fund 1002.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1002	Auditor's O & M Fund	Ongoing	\$ 0	(\$ 50,000)	\$ 50,000	\$ 0	(\$ 50,000)	\$ 50,000
1025	Health Department	Ongoing	(\$ 50,000)	\$ 0	(\$ 50,000)	(\$ 50,000)	\$ 0	(\$ 50,000)
Totals			(\$ 50,000)	(\$ 50,000)	\$ 0	(\$ 50,000)	(\$ 50,000)	\$ 0

## PBH-90 Public Health General Fund Reduction – Health Educator II reduction from Chronic Disease Prevention program

**Contact: Jeff Harbison, ext 8475, Jeff.Harbison@clark.wa.gov**

Decision packages PBH-90, PBH-91, and PBH-92 are submitted in response to General Fund reduction exercise requirement. These three decision packages have not been assigned name designations in any relation to reduction priority. Clark County Public Health has suffered tremendous staffing reductions since 2008 and any reduction would be detrimental to service delivery of Public Health services.

This decision package eliminates a 1.0 FTE Health Educator II position from the Chronic Disease Prevention program.

The Chronic Disease Prevention program addresses the upstream causes of chronic disease by creating the environments and systems that make the healthy lifestyle choice the easy choice. This is accomplished by increasing affordable and ready access to healthy food, physical activity, and smoke- and vape-free environments for people of all ages. The program works through community coalitions and community partners to prevent and mitigate Adverse Childhood Experiences (ACES), which are closely linked with a higher incidence of chronic disease, addiction, mental illness, and early death. The program also focuses efforts on Injury prevention, community connectivity and resilience.

The program also forges critical community partnerships, such as the nationally recognized Faith Based Coffee. Faith-Based Coffee provides a forum for faith communities to share, learn and discuss how they can support the community, partner with other organizations, and help meet the needs of children and families. In 2015, the success of this effort was recognized with a certificate for Promising Practice from NACCHO (The National Association of County and City Health Officials).

While the work in Chronic Disease Prevention is extremely important to the overall health of the community, the services being proposed for reduction are not mandated and our hope is, if the reductions are made, a community based organization would feel motivated to continue services deemed most critical.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 215,334)	\$ 215,334	\$ 0	(\$ 215,334)	\$ 215,334
1025	Health Department	Ongoing	(\$ 215,334)	(\$ 215,334)	\$ 0	(\$ 215,334)	(\$ 215,334)	\$ 0
Totals			(\$ 215,334)	(\$ 430,668)	\$ 215,334	(\$ 215,334)	(\$ 430,668)	\$ 215,334

## **PBH-91 Public Health General Fund Reduction– Health Educator II reduction from Chronic Disease Prevention program**

**Contact: Jeff Harbison, ext 8475, [Jeff.Harbison@clark.wa.gov](mailto:Jeff.Harbison@clark.wa.gov)**

Decision packages PBH-90, PBH-91, and PBH-92 are submitted in response to General Fund reduction exercise requirement. These three decision packages have not been assigned name designations in any relation to reduction priority. Clark County Public Health has suffered tremendous staffing reductions since 2008 and any reduction would be detrimental to service delivery of Public Health services.

This decision package eliminates a 0.90 FTE Health Educator II position from the Chronic Disease Prevention program.

The Chronic Disease Prevention program addresses the upstream causes of chronic disease by creating the environments and systems that make the healthy lifestyle choice the easy choice. This is accomplished by increasing affordable and ready access to healthy food, physical activity, and smoke- and vape-free environments for people of all ages. The program works through community coalitions and community partners to prevent and mitigate Adverse Childhood Experiences (ACES), which are closely linked with a higher incidence of chronic disease, addiction, mental illness, and early death. The program also focuses efforts on Injury prevention, community connectivity and resilience.

The program also forges critical community partnerships, such as the nationally recognized Faith Based Coffee. Faith-Based Coffee provides a forum for faith communities to share, learn and discuss how they can support the community, partner with other organizations, and help meet the needs of children and families. In 2015, the success of this effort was recognized with a certificate for Promising Practice from NACCHO (The National Association of County and City Health Officials).

While the work in Chronic Disease Prevention is extremely important to the overall health of the community, the services being proposed for reduction are not mandated and our hope is, if the reductions are made, a community based organization would feel motivated to continue services deemed most critical.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 189,005)	\$ 189,005	\$ 0	(\$ 189,005)	\$ 189,005
1025	Health Department	Ongoing	(\$ 189,005)	(\$ 189,005)	\$ 0	(\$ 189,005)	(\$ 189,005)	\$ 0
Totals			(\$ 189,005)	(\$ 378,010)	\$ 189,005	(\$ 189,005)	(\$ 378,010)	\$ 189,005

## **PBH-92 Public Health General Fund Reduction-Reduction in Department Communications**

**Contact: Jeff Harbison, ext 8475, [Jeff.Harbison@clark.wa.gov](mailto:Jeff.Harbison@clark.wa.gov)**

Decision packages PBH-90, PBH-91, and PBH-92 are submitted in response to General Fund reduction exercise requirement. These three decision packages have not been assigned name designations in any relation to reduction priority. Clark County Public Health has suffered tremendous staffing reductions since 2008 and any reduction would be detrimental to service delivery of Public Health services.

This decision package reduces an existing Sr. Communications Specialist position from 1.0 FTE to 0.60 FTE. This position is budgeted to Public Health’s Management program, but serves the entire Department.

The media is an essential public health partner in getting public health information and messages to our community. The Senior Communications specialist is responsible for coordinating all information distributed and disseminated by Public Health through the media. The position supports staff and managers in developing effective communications strategies, skills and materials and coordinates department outreach activities with the County Public Information and Outreach (PIO) Office. The Senior Communications specialist anticipates situations which could generate media inquiries, such as state or national public health events, state or national releases of health-related data, outbreaks of communicable diseases, sewage spills, water contamination, restaurant closures and any news that highlights potentially controversial issues. The position works with department leadership and staff to develop press releases, healthcare provider advisories, talking points, identify spokespersons and backup. In addition, the position serves as public information officer during emergency situations when incident command is initiated and coordinates with public information officers from other jurisdictions during regional emergencies.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 79,609)	\$ 79,609	\$ 0	(\$ 79,609)	\$ 79,609
1025	Health Department	Ongoing	(\$ 79,609)	(\$ 79,609)	\$ 0	(\$ 79,609)	(\$ 79,609)	\$ 0
Totals			(\$ 79,609)	(\$ 159,218)	\$ 79,609	(\$ 79,609)	(\$ 159,218)	\$ 79,609

## PWK-01 Public Works Request budget authority for utility reimbursables on County Road Projects

**Contact: Lori Pearce, [lori.pearce@clark.wa.gov](mailto:lori.pearce@clark.wa.gov), x4461**

This request is to create budget authority for utility reimbursable work on County Road Projects for 2017/2018. Top three projects that will require utility work for 2017 and 2018 are NE 10th Ave (154th St – 164th St) \$2,573,040, NE 119th St (50th Ave-72nd Ave) \$1,571,977, and NE 119th St (87th Ave-112th Ave) \$341,264. Public Works performs the work necessary for utility work and then the utilities reimburse us for the work done.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1012	County Road Fund	One-Time	\$ 3,118,454	\$ 3,118,454	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 3,118,454	\$ 3,118,454	\$ 0	\$ 0	\$ 0	\$ 0

## PWK-02 Public Works Request budget authority to implement the Transportation Improvement Program (TIP) for 2017 and 2018.

**Contact: Lori Pearce, [lori.pearce@clark.wa.gov](mailto:lori.pearce@clark.wa.gov), x4461**

This request is to create budget authority to implement the Transportation Improvement Program (TIP) for 2017 and 2018. The Road Fund will be able to maintain and create the appropriate infrastructure in accordance with the Board of County Councilor’s adopted TIP. The top projects are NE 10th Avenue, NE 119th Street, NE 94th Avenue, and VAST: Orchards TSO.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1012	County Road Fund	One-Time	\$ 0	\$ 7,616,600	(\$ 7,616,600)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 7,616,600	(\$ 7,616,600)	\$ 0	\$ 0	\$ 0

## PWK-03 Public Works Request budget for the remaining 13 months for 18 month Planning Technician I project position

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

Development Engineering’s workload has steadily increased from 2012 to present (example: new final engineering plan reviews only, 2012 – 44; 2013-68; 2014-100; 2015-128; 2016 ½ year - 102). This program has nine main types of reviews. The program has also added an additional engineer and outsourced work to private consultants to accommodate the increase workload. The administrative area has been operating on the same number of staff through this increase workload. In addition, Development Engineering will implement the new Tidemark replacement, and this position will serve as first contact with the public while staff is being trained.

This position will alleviate the growing workload and determine long-term needs to ensure development projects are processed timely and deadlines are met.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1012	County Road Fund	One-Time	\$ 0	\$ 75,561	(\$ 75,561)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 75,561	(\$ 75,561)	\$ 0	\$ 0	\$ 0

## PWK-04 Public Works Roads New Positions- Highway Maintenance worker (4) and Highway Maintenance Specialists (2)

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

The Roads Maintenance Division requests approval to hire six additional positions.

Current staffing levels in the four rural road maintenance sheds creates daily shuffling of personnel from one crew to another, depending on the level of effort needed. As a result, one or more crews may be without sufficient staffing to carry out their planned work for the day. This results in reduced service levels, deferred maintenance activities, and more mobilization costs. In addition, recent lawsuits regarding adequate site distance create increased county liability. Roads continue to deteriorate, which requires more frequent pavement treatments. These preservation treatments require additional preparation work. With small crews, it is becoming nearly impossible to keep up with the demand.

Public Works requests four (4) Highway Maintenance Worker positions be added to the existing maintenance crews to improve efficiencies, service levels, and allow crew to perform routine maintenance functions.

Highway Maintenance Specialist to operate a roadside mower:

Currently, roadside vegetation is mowed approximately twice a year. Vegetation is overgrown in some areas and grows too fast to maintain an acceptable level for sight distance. Recent lawsuits have highlighted the need for improved vegetation management with respect to site distance, particularly at intersections. It is in the best interest of the county and the public that Public Works increase its level of service with respect to roadside mowing. Public Works requests one (1) Highway Maintenance Specialist position to operate the mower requested in decision package PWK-06.

Highway Maintenance Specialist to operate a mechanical sweeper for the Specialty Services drainage crew:

The current level of service with respect to road sweeping is causing debris to build up in stormwater systems, which can result in costly repairs and/or increase the need for vacuum cleaning of stormwater structures. The number of citizen requests for sweeping also indicate that the current level of road sweeping is not meeting the public's expectations. Public Works requests one (1) Highway Maintenance Specialist position to operate the mechanical sweeper requested in decision package PWK-05.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1012	County Road Fund	Ongoing	\$ 0	\$ 740,444	(\$ 740,444)	\$ 0	\$ 740,444	(\$ 740,444)
Totals			\$ 0	\$ 740,444	(\$ 740,444)	\$ 0	\$ 740,444	(\$ 740,444)

## **PWK-05 Public Works Purchase mechanical sweeper for the Specialty Services drainage crew**

**Contact: Lori Pearce, [lori.pearce@clark.wa.gov](mailto:lori.pearce@clark.wa.gov), x4461**

The Road Maintenance Division requests approval to support the purchase of an additional mechanical sweeper for the Specialty Services drainage crew. Due to increased environmental requirements, agreements and increased daily traffic on our roads the need to sweep our roads has become more important and will continue to do so in the future. Population is projected to increase during the next decade and we need to increase our ability to provide an acceptable level of service and also reduce the amount of debris that ends up in our storm water systems.

After 2008/2009, budget reductions reduced staffing levels from three specialist sweeper operators to two.

We have seen a decrease in our level of service. Prior to 2008/2009, Clark County's neighborhood streets were swept year-round, eight times per year. Today, neighborhood streets are swept from October to July, three to four times per year.

Adding a mechanical sweeper will complement the existing sweeper fleet. The ability to pick up large debris in the fall leaf season ahead of the sweepers will greatly increase efficiency and improve the public satisfaction with county services.

The mechanical sweeper will also assist with the summer chip seal program thereby reducing the need, which reduces the challenges of renting availability during this time of year.

Adding an additional sweeper and operator to the drainage crew will bring the level of service back to 2009 levels. With population growth and additional traffic since 2009, it is essential to add a sweeper back to the drainage crew to keep up with the additional debris on the road.

Being able to sweep and remove sediment and debris before it ends up in the storm water system is important. Debris that gets washed into storm drains has to then be vactored out and/or ends up in water cartridge facilities, which are expensive to maintain and replace. Less material flowing into storm water means longer life for filters and less vector waste.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1012	County Road Fund	One-Time	\$ 0	\$ 225,000	(\$ 225,000)	\$ 0	\$ 0	\$ 0
1012	County Road Fund	Ongoing	\$ 0	\$ 86,272	(\$ 86,272)	\$ 0	\$ 86,272	(\$ 86,272)
5091	Equipment Rental & Revolving Fund	One-Time	\$ 225,000	\$ 225,000	\$ 0	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	Ongoing	\$ 86,272	\$ 0	\$ 86,272	\$ 86,272	\$ 0	\$ 86,272
<b>Totals</b>			<b>\$ 311,272</b>	<b>\$ 536,272</b>	<b>(\$ 225,000)</b>	<b>\$ 86,272</b>	<b>\$ 86,272</b>	<b>\$ 0</b>

## **PWK-06 Public Works Purchase Roadside Mower**

**Contact: Lori Pearce, [lori.pearce@clark.wa.gov](mailto:lori.pearce@clark.wa.gov), x4461**

The Road Maintenance Division requests approval to purchase a roadside mower.

Keeping vegetation mowed so drivers have adequate sight distance is essential for public safety and also reduces potential liability for the County. Early in 2016 there was case law in Washington State that holds public agencies accountable for keeping sight distance areas clear of vegetation that blocks the driver's vision. It requires more effort than the current level of service than is provided today to lower our risk of liability for accidents.

In 2008/2009, staffing levels allowed Road Maintenance to operate 4 roadside mowers and 2 roadside brush cutters. Due to severe budget reductions, Public Works eliminated 2 mowers and 1 brush cutter, as well as 18 total FTE's. Due to these drastic cuts, Public Works has seen a significant decrease in our level of service.

Due to a reduction in available mowers and personnel available to operate them, our ability to mow has been reduced to 2 times during the year. This is causing the vegetation to become overgrown in some areas and grows too fast to keep it at a safe level for sight distance. Population is projected to increase during the next decade, and we need to increase our ability to provide an acceptable level of service to the public. Adding a mower and operator to Road Maintenance will bring the level of service closer to 2009 levels.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1012	County Road Fund	One-Time	\$ 0	\$ 150,000	(\$ 150,000)	\$ 0	\$ 0	\$ 0
1012	County Road Fund	Ongoing	\$ 0	\$ 29,568	(\$ 29,568)	\$ 0	\$ 29,568	(\$ 29,568)
5091	Equipment Rental & Revolving Fund	One-Time	\$ 150,000	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	Ongoing	\$ 29,568	\$ 0	\$ 29,568	\$ 29,568	\$ 0	\$ 29,568
Totals			\$ 179,568	\$ 329,568	(\$ 150,000)	\$ 29,568	\$ 29,568	\$ 0

## **PWK-07 Public Works Request to Rebuild of Mixed Liquor Recycle Pumps for Aeration Basin #5 and #6 for Salmon Creek Treatment Plant**

**Contact: Lori Pearce, [lori.pearce@clark.wa.gov](mailto:lori.pearce@clark.wa.gov), x4461**

Current pumps are below manufacturer's specifications for volume. The pumps are rated to flow 2,400 gallons per minute at 60 hertz. They are currently flowing about 1,900 gallons per minute at 60 hertz.

With this rebuild, there will be more efficient pump volumes, which will perform better for the amount of energy required to operate the pumps. Consistent flows will promote better biological growth and enhanced process control for efficient wastewater treatment.

Currently, the pumps are slowing down due to wear. Continued operation at these flows will cause the pumps to fail more frequently, which will require operations staff to back flush and establish whatever flows the pumps can maintain.

If not funded, there will be continued inefficient power consumption and eventual pump failure. In addition, the wastewater treatment process will not operate optimally, which puts more biochemical oxygen demand in aeration basins and drives up the cost of blower operations.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
4583	SCWPT Repair & Replacement Fund	One-Time	\$ 0	\$ 30,000	(\$ 30,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 30,000	(\$ 30,000)	\$ 0	\$ 0	\$ 0



## PWK-08 Public Works Request to purchase an aerial man lift for Salmon Creek Treatment Plant

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

The Salmon Creek Treatment Plant needs an aerial man lift on site. It costs \$70,000 for the initial purchase and will pay for itself over time. The preferred unit would have an 80' foot reach for maintenance and grounds/building for the facility. The Treatment Plant spends \$12,000 to \$16,000 dollars annually on aerial man lift rentals. The plant uses rental units 75 - 90 days a year for maintenance and grounds keeping activities.

The man lift is rented when there is enough work to use the unit. If there were one onsite, it would be used at least a 2 -3 times per week on average. It would eliminate the need of piling up numerous jobs prior to renting a man lift.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
4583	SCWPT Repair & Replacement Fund	One-Time	\$ 0	\$ 70,000	(\$ 70,000)	\$ 0	\$ 0	\$ 0
4583	SCWPT Repair & Replacement Fund	Ongoing	\$ 0	\$ 20,000	(\$ 20,000)	\$ 0	\$ 20,000	(\$ 20,000)
5091	Equipment Rental & Revolving Fund	One-Time	\$ 70,000	\$ 70,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 70,000	\$ 160,000	(\$ 90,000)	\$ 0	\$ 20,000	(\$ 20,000)

## PWK-09 Public Works Request budget authority to contract the cleaning/removing of debris in digesters at the Salmon Creek Treatment Plant

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This is for contracted cleaning/removing of accumulated grit, struvite, rags and general debris in the digesters.

This service will help bring the digester function and performance back to optimum levels, and restore full operating capacities.

Contracted cleaning services will remove excess sand-like material from digesters and associated piping/pumping systems. It also will increase the digesters functional volumes and useful life of associated systems by reducing wear.

General cleaning and removal of accumulated debris is typically performed for every five years of digester operation. (The Salmon Creek Digesters were last cleaned in 2008.) After the next cleaning, accumulation will be tracked annually and the rate will be assessed in which the accumulation consumes capacity to dial in the future needs of the digesters relation to cleaning cycles.

This service, in conjunction with an isolated chemical treatment of various feeding and distribution systems, is expected to regain the needed capacity of the digesters to continue to process solid as effectively and efficiently as originally designed.

If not funded, the sand-like form of struvite, grit and other debris will reduce useable space affecting treatment capacity and inhibit the capability of biological organisms to convert solids to a more stable form for final disposal. It is extremely rough on various components of pumping the mixing equipment, and is laborious to manually remove from feed and distribution pumps and piping. The hardened form of struvite coats piping and grows into a concrete-like consistency and crystalline structure that can completely close piping off and cause irreparable damage to structures, pumps and/or piping.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
4580	Wastewater Maintenance & Operation Fund	Ongoing	\$ 0	\$ 150,000	(\$ 150,000)	\$ 0	\$ 150,000	(\$ 150,000)
Totals			\$ 0	\$ 150,000	(\$ 150,000)	\$ 0	\$ 150,000	(\$ 150,000)

## PWK-10 Public Works Salmon Creek Treatment Plant maintenance and repair

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

CH2M Consulting Engineering Firm for the Discovery Clean Water Alliance (DCWA) performed a maintenance assessment of the Salmon Creek Wastewater Treatment Plant (SCWTP) and 117th Street and 36th Avenue Pump Stations to identify equipment components likely to need repair or replacement within the next ten years. This package provides the budget needed to perform these smaller repair projects.

The focus of the assessment was to identify the current status of the SCWTP's equipment. Maintenance and replacement of facilities equipment, related systems and components are assumed to be accomplished as part of the plant's ongoing maintenance program. The recommendations are based on experience with CH2M-operated facilities, standard maintenance practices, and the experience of CH2M's Maintenance Specialist group.

The purpose was to identify potential rehabilitation and repair projects for consideration as part of Alliance Capital Planning and County budgeting efforts. Capital projects for DCWA infrastructure greater than \$57,000 will be administered by DCWA. Projects below this threshold will be self-performed by the County. Potential benefits from these projects are reducing power consumption, man hours related to corrective maintenance actions and call outs associated with equipment failures.

This can also benefit the ongoing compliance of the facility with its governing N.P.D.E.S. permit. The equipment and related components can be critical to maintaining process control.

If not funded, some items are nearing the point of obsolescence. Parts are either not available or have to be custom built (causing delivery delays), which can put stress on back up equipment to the point of failure and potential permit noncompliance discharge events.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
4583	SCWPT Repair & Replacement Fund	One-Time	\$ 0	\$ 332,000	(\$ 332,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 332,000	(\$ 332,000)	\$ 0	\$ 0	\$ 0

## PWK-11 Public Works Request for services on Turblex Blowers for Salmon Creek Treatment Plant

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

The Turblex Blowers that support the secondary biological treatment system are in need of professional service. The #5 and #6 blowers will need Class 2 service and #7 will require Class 1 service, based on current (and estimated to midyear 2017) operating hours.

If the service is not performed soon the potential for bearing and variable vane failures would require extensive costs to rebuild and/or replacement of the unit based on the amount of damage done during the failure event. These are very sophisticated high tolerance turbine blowers that require these services to be performed by certified technicians.

The benefit will be continued operation of the unit within specified limits without chances of failure due to extended period of operating hours between manufacturer recommended service intervals. Currently the service being performed by staff is limited to basic oil and filter change outs. Staff is not qualified and does not have the necessary tools and instruments to perform a service that these critical pieces of equipment need.

This is a service interval recommended by the equipment manufacturer. Exceeding the service interval will most likely void all associated equipment warranties that may still be active.

The cost benefit is continued equipment operation without catastrophic failure. The blower service is likely a small cost in comparison to rebuilding or purchasing a new unit due to lack of service.

If not funded, there is the potential of failure from lack of service, which would void equipment warranties and eventually lead to expensive equipment failure.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
4583	SCWPT Repair & Replacement Fund	One-Time	\$ 0	\$ 65,000	(\$ 65,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 65,000	(\$ 65,000)	\$ 0	\$ 0	\$ 0

## PWK-12 Public Works Request additional budget authority for ongoing expenses to operate the Salmon Creek Wastewater Treatment Plant

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This request is to increase budget authority to cover ongoing expenses not covered in baseline. Additional budget is needed to fund utilities and effluent discharge fees for Wastewater Treatment Plant. If funding is not increased, the Washington State Department of Ecology can issue fines or possibly revoke the Effluent Discharge Permit.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
4580	Wastewater Maintenance & Operation Fund	Ongoing	\$ 0	\$ 205,270	(\$ 205,270)	\$ 0	\$ 205,270	(\$ 205,270)
Totals			\$ 0	\$ 205,270	(\$ 205,270)	\$ 0	\$ 205,270	(\$ 205,270)

## PWK-15 Public Works Reduction to Baseline for Sheriffs Vehicles

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

At the request of the Office of Budget, this request will reduce the Sheriff's baseline budget for the cost of the annual maintenance and replacement of the SWAT vehicle (purchased in 2012) and CSI truck (purchased in 2014). The Sheriff's Office purchased these vehicles using grant funds, but the grants did not provide any ongoing maintenance costs. These 2 vehicles are not on the 10-year replacement schedule and any repairs required for these vehicles will be at a direct cost to the Sheriff's Office.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 51,553)	\$ 51,553	\$ 0	(\$ 51,553)	\$ 51,553
5091	Equipment Rental & Revolving Fund	Ongoing	(\$ 51,553)	\$ 0	(\$ 51,553)	(\$ 51,553)	\$ 0	(\$ 51,553)
Totals			(\$ 51,553)	(\$ 51,553)	\$ 0	(\$ 51,553)	(\$ 51,553)	\$ 0

## PWK-16 Public Works Replace Fluids Dispenser and Piping

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This request is to replace fluid dispenser and piping. The dispenser and piping are used to pump oil and lubrications from the tanks to the maintenance bays. The existing pipes do not meet code for what they are being used for and need to be updated. The dispenser and piping is leaking oil and in need of replacement. The leaks are causing oil to drip on to the shop floor, technicians and customers. This is causing loss of product on the shop floor and creating potential safety concerns for employees.

These repairs need to be made to ensure we do not run the risk of losing hundreds of gallons of oil in a short period and potentially cause an environmental issue.

This request was approved in the 2015-16 budget for \$220,000. This work was not completed because of changes to the Fleet Management Software upgrade (Faster) and the need to ensure the dispensing functionality was compatible with the new software. This request reflects a new estimate of \$250,000.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
5091	Equipment Rental & Revolving Fund	One-Time	\$ 0	\$ 250,000	(\$ 250,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 250,000	(\$ 250,000)	\$ 0	\$ 0	\$ 0

## PWK-17 Public Works Scheduled Vehicle and Equipment Replacement Acquisitions-\$7,431,500

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

Vehicles on the 10-year replacement schedule are reviewed to determine if replacement is necessary. This request is for those vehicles that will reach the end of their life cycles within the next 2 years. Capital replacements are funded through equipment rental rates charged to user departments. Actual replacements will be made after usage and maintenance history is analyzed to warrant replacement. The schedule of replacements is maintained by the Fleet Manager.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
5091	Equipment Rental & Revolving Fund	One-Time	\$ 0	\$ 7,431,500	(\$ 7,431,500)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 7,431,500	(\$ 7,431,500)	\$ 0	\$ 0	\$ 0

## PWK-18 Public Works Upgrade Fleet Management Software (Faster) from Windows to a web application

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

The upgrade of the fleet management software (Faster) from outdated Windows to the more robust WEB application was approved in the 2015-16 budget year in the amount of \$150,000. It is expected that, as a result of unavoidable scope changes, the budgeted amount will not be expended in 2016. The total project costs are anticipated to be approximately \$167,000. \$125,000 is requested to for the 2017-2018 budget to continue the work and to cover approximately \$17,000 in scope changes related to reporting requirements.

This project started in 2015 and entails upgrading the fleet management program, fuel system hardware and software, and implementing a new motor pool module. Integrations with GIS-AVL, Maintenance Management system, and Oracle Financial system is also required with the upgrade. Stakeholders will have more accessibility to information on their fleet vehicles. County fleet data has been sent to Faster for migration to the Web 6.4 version which is due for release in Fall 2016; once that is complete we can begin configuration of the new program. This is a long, complex process, thus the request to carry over the work into 2017/18.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
5091	Equipment Rental & Revolving Fund	One-Time	\$ 0	\$ 125,000	(\$ 125,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 125,000	(\$ 125,000)	\$ 0	\$ 0	\$ 0

## PWK-21 Public Works Request Real Estate Excise Tax (REET) funding for Regional Parks Capital Repairs and ADA Improvements

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This decision package requests reinstating the REET Capital Repair program fund for General Fund (GF) parks major maintenance over the 2017/2018 biennium period. Funding was approved in 2016, but as a one-time expense.

REET is the sole source for funding capital repairs in GF Parks. It allows staff to preserve parks assets, provides funding to address emergency repairs, and keeps the County in compliance with the Americans with Disabilities Act (ADA) upgrades to parks.

REET funds have been used for larger scale infrastructure repairs and ADA projects for 11 years and are essential for keeping Regional Parks safe and operational. REET funding for GF Parks Capital Repairs was eliminated in 2012 to pay for debt service. It was re-approved for use in 2016 but only as a one expense. There are many more projects to be done.

Parks staff will be able to continue to perform necessary capital repairs, asset preservation, emergency repairs and ADA compliance work throughout the Regional Parks system.

Staff has used the funds approved in 2016 to work on the most critical repairs and several more are needed to preserve parks assets and public safety. Funding is needed to continue making major repairs. Volunteer assistance has been used where feasible, but much of the work requires specialized trades and construction contractors. Making repairs in a timely manner prevents the need for asset replacement which is much more expensive. Improving ADA compliance is also an important goal.

A substantial number of capital repairs, asset preservation and ADA compliance work will have to be delayed until funding is available, which could prove to be more expensive.

Repave boat ramp parking lot and restripe has potholes and unraveling (Daybreak) - \$120,000

Remove pole barn at south end, becoming dilapidated and hazardous (Frenchman's Bar) - \$8,000

Repair and rebuild cracked stoves and fire places at C, K & A shelters, hazardous (Lewisville) - \$65,000

Demolish deck behind old restaurant, has dry rot and unstable (Lucia Falls) - \$16,000

Install ADA path to beach (near main restroom) (Vancouver Lake Park) - \$70,000

Refurbish entrance sign, dilapidated, faded and worn (Frenchman's Bar) - \$10,500

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1032	MPD-Operations Fund	One-Time	\$ 289,500	\$ 289,500	\$ 0	\$ 0	\$ 0	\$ 0
3083	Real Estate Excise Tax II Fund	One-Time	\$ 0	\$ 289,500	(\$ 289,500)	\$ 0	\$ 0	\$ 0
Totals			\$ 289,500	\$ 579,000	(\$ 289,500)	\$ 0	\$ 0	\$ 0

## PWK-22 Public Works Request to purchase two John Deere Gator ATV's for Parks

**Contact: Lori Pearce, [lori.pearce@clark.wa.gov](mailto:lori.pearce@clark.wa.gov), x4461**

This is to request budget approval for the capital purchase of two John Deere Gator ATV's for maintenance and Park Ambassador use in Metropolitan Parks District (MPD) and General Fund (GF) Parks. Additional funding to MPD and GF parks maintenance budget will be necessary to support the capital purchase and ongoing maintenance of the equipment.

The Parks maintenance and Parks Ambassador programs do not have the necessary vehicles to perform work efficiently. Equipment is currently being shared or borrowed, which results in time loss on a daily basis to transfer equipment back and forth between locations. Often times, vehicles are not available which results in inefficient methods of performing necessary work. Hundreds of hours of staff time will be saved by not having to coordinate priority use of equipment on a daily basis.

Parks receives more than 1,000 picnic shelter reservations and 200+ special event permits annually. Because vehicular access inside the parks is restricted, thousands of customers regularly seek assistance with getting their equipment, supplies, food and beverage in and around parks. The maintenance and ambassador programs often require the same equipment at the same time. The lack of dedicated vehicles results in maintenance and ambassador staff constantly coordinating the use and transportation of vehicles, inequities in customer service, and one program's service typically suffering for the sake of the other

These vehicles can be rented from outside agencies. The cost to do so is not sustainable, thus parks has generally avoided renting these vehicles for the aforementioned purposes. In addition, vehicles are sometimes unavailable for rent. Enormous labor efficiencies can be gained by purchasing the needed equipment.

Staff can focus on planned work duties without wasting time to look for equipment or come up with alternate, less efficient methods to complete the work. If not funded, the vehicles will have to be rented to fill the need at an increased cost.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 16,800	(\$ 16,800)	\$ 0	\$ 0	\$ 0
0001	General Fund	Ongoing	\$ 0	\$ 840	(\$ 840)	\$ 0	\$ 840	(\$ 840)
1032	MPD-Operations Fund	One-Time	\$ 16,800	\$ 48,000	(\$ 31,200)	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	Ongoing	\$ 840	\$ 2,400	(\$ 1,560)	\$ 840	\$ 2,400	(\$ 1,560)
5091	Equipment Rental & Revolving Fund	One-Time	\$ 48,000	\$ 48,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 65,640	\$ 116,040	(\$ 50,400)	\$ 840	\$ 3,240	(\$ 2,400)

## **PWK-24 Public Works Request \$100,000 match to secure \$400,000 grant of the Freight Rail Assistance Program (FRAP) for the Railroad program.**

**Contact: Lori Pearce, [lori.pearce@clark.wa.gov](mailto:lori.pearce@clark.wa.gov), x4461**

On October 7, 2015 the BOCC committed to 20% matching funds (totaling \$100,000) to secure a \$400,000 grant of the Freight Rail Assistance Program (FRAP). The grant was not awarded, and the County is re-applying. This request is to ensure the continued \$100,000 County match, in the event the grant is awarded. The \$100,000 matching funds are needed to procure the grant, which would provide for significant rail and track and maintenance upgrades along the beginning 3 miles of the track.

This track rehabilitation will sustain the growing train activity and loading on the tracks, which in turn will support increased economic activity.

The railroad continues to function on old, 85-pound track. The proposal will be to upgrade to a 115-pound track, which will allow for more frequent and heavier train loads.



Rail traffic has increased ten-fold in the past 10 years. This upgrade would sustain that increased traffic, which would also reduce truck loading on local roads. The result would be less wear and tear on County roads and reduced carbon emissions. If the grant is awarded, for 20 cents on the dollar, the Clark County Chelatchie Prairie Railroad would install upgraded rails.

If not funded, the existing rails will continue to age, and over time will become obsolete and unusable. The County, may in the future, need to replace the rails without grant assistance.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 400,000	\$ 500,000	(\$ 100,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 400,000	\$ 500,000	(\$ 100,000)	\$ 0	\$ 0	\$ 0

## **PWK-25 Public Works Rebuild maintenance sheds for the railroad**

**Contact: Lori Pearce, [lori.pearce@clark.wa.gov](mailto:lori.pearce@clark.wa.gov), x4461**

Public Works is requesting budget authority for capital grant funding to rebuild maintenance sheds for the BYCX (Battle Ground, Yacolt and Chelatchie Prairie Railroad) secured in 2016 for the Railroad Program. The entire project will be funded with grant dollars. The BYCX pursued the grant due to damage sustained to their former buildings. They secured the grants to complete their facilities. The maintenance buildings may also have a future use as a museum.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 350,000	\$ 350,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 350,000	\$ 350,000	\$ 0	\$ 0	\$ 0	\$ 0

## **PWK-26 Public Works Request to roll over existing grant funding on the Salmon Creek Bridge #12 design for the Railroad Program**

**Contact: Lori Pearce, [lori.pearce@clark.wa.gov](mailto:lori.pearce@clark.wa.gov), x4461**

This request is to roll over existing grant funding of \$150,000 to be expended on a railroad capital project (Salmon Creek Bridge #12 design) for 2017. Clark County was awarded \$300,000 in grants for the design of the Salmon Creek Bridge. The work will begin in 2016 and should be completed in 2017.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 150,000	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 150,000	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 0

## **PWK-27 Public Works Request to purchase two light-duty two wheel drive pick-up trucks for Vegetation Management**

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

Vegetation Management requests one-time budget authority to purchase two light-duty two wheel drive pick-up trucks to add essential pieces of equipment to its fleet, along with ongoing ER&R maintenance budget authority to provide repair and replacement costs. One vehicle will be reimbursed by Conservation Futures. The other vehicle, along with fuel and ongoing maintenance costs, will be funded by using existing budget from our forestry program split resulting from dissolution of Environmental Services. These increased costs in the Vegetation Management program will be offset by increased revenue resulting from an increase in work performed for the Clean Water Program and other programs.

Vegetation Management's fleet will be adequately sized to meet the work load demands. Purchasing light-duty trucks will begin to initiate a transition to lighter-sized vehicles in the fleet, which will allow for more flexibility with project assignments. Staff driving high miles, primarily on county roads, will use smaller vehicles with better gas mileage, while staff working off-road will have medium-sized four-wheel drive vehicles at their disposal. In addition, all vehicles in the fleet will have the appropriate ER&R budget.

Vegetation Management has been utilizing roll-over vehicles for the past several field seasons. There are no rollover vehicles available per the new fleet policy. There are many benefits of purchasing these vehicles. First, Vegetation Management's fleet will begin a transition to having the correct number of vehicles, eventually resulting in lower ER&R and fuel costs. Second, Vegetation Management has been depending on roll-over vehicles that generally have high miles and high annual repair costs. These vehicles are less dependable and result in inefficiencies every time employees must stop work to take the vehicle in for repair. If this request is not funded, Vegetation Management will be faced with using an inappropriate vehicle and work efficiency will be compromised. Another option would be to rent vehicles, which could result in higher costs.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 0	(\$ 9,553)	\$ 9,553	\$ 0	\$ 0	\$ 0
0001	General Fund	Ongoing	\$ 0	\$ 9,553	(\$ 9,553)	\$ 0	\$ 9,553	(\$ 9,553)
3085	Conservation Future Fund	One-Time	\$ 0	\$ 30,000	(\$ 30,000)	\$ 0	\$ 0	\$ 0
3085	Conservation Future Fund	Ongoing	\$ 0	\$ 9,553	(\$ 9,553)	\$ 0	\$ 9,553	(\$ 9,553)
5091	Equipment Rental & Revolving Fund	One-Time	\$ 60,000	\$ 60,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 60,000	\$ 99,553	(\$ 39,553)	\$ 0	\$ 19,106	(\$ 19,106)

## **PWK-28 Public Works Request budget authority to increase temporary employment services for the Vegetation Management**

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

Public Works requests ongoing budget authority to increase temporary employment services for the Vegetation Management program to account for increased work load in noxious weed control services. This package adjusts the biennium budget to accommodate the increased labor to be able to provide said services. Temporary employment services for noxious weed control are fully reimbursable.

Vegetation Management performs noxious weed control services for other Public Works divisions and programs. The workload has increased in recent years as more and more noxious weed populations are identified that require control or eradication under state law (RCW 17.10). These services are fully reimbursable and the Clean Water Program has decided to return service levels to those seen in recent years by increasing annual agreement amounts from \$75,000 to \$140,000. This increased revenue will help to offset increased temporary employment services and another vehicle as identified in a separate decision package. Implementing these changes will allow Vegetation Management to more efficiently and effectively control noxious weeds on county lands as required by state law (RCW 17.10).

The current budget does not have sufficient expense authority to cover these expenses. Current budget capacity for 2017-2018 was set at \$238,248. This provides for approximately three nine-month temporary employees and one six-month temporary employee. Workload has exceeded the capacity of these temporary employment services. With savings in herbicide costs, and moving Vegetation Management to 78th Street Operation Center, additional budget capacity will be transferred to temporary employment services and will increase capacity to \$276,066. This decision package will increase temporary employment services by another \$25,000, bringing the total to \$301,066, which will be adequate to fund two additional six-month temporary employees. If this request is not funded, Clark County will be faced with an increased risk of not complying with state laws requiring eradication and control of state-listed noxious weeds.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 25,000	\$ 25,000	\$ 0	\$ 25,000	\$ 25,000	\$ 0
Totals			\$ 25,000	\$ 25,000	\$ 0	\$ 25,000	\$ 25,000	\$ 0

## PWK-29 Public Works Request budget authority to purchase a medium-duty four-wheel drive pick-up truck

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

The sustainable forestry program requests one-time budget authority to purchase a medium-duty four-wheel drive pick-up truck to provide a vehicle for the newly hired forester. One-time vehicle purchase costs and ongoing ER&R budget authority to provide repair and replacement costs will be funded out of the Camp Bonneville Timber Fund.

The new forester was hired in 2016 with the expectation that a new vehicle would be provided for the position. He has been using a roll-over vehicle for this year that was pulled from surplus at the last minute. It is not a reliable vehicle. The forester performs field work most of the time, including driving off-road on private forests and county-owned forests. The forester position requires a permanent fleet vehicle.

This will provide an appropriate vehicle for the work demands of this position, including four-wheel drive for off-road driving and storage space for field equipment. This is a new position to the County in a growing program, and the benefit will be appropriate staffing and equipment for the sustainable forestry program so it can continue to manage the county's forests in a responsible manner while generating modest revenue on a biennial basis.

If this request is not funded, staff may be faced with using an inappropriate vehicle and work efficiency will be compromised. Other options as mentioned above would include renting a vehicle, which will result in nearly the same cost over the biennium. Motor pool vehicles may also be an option, but they would not be four-wheel drive vehicles, which would limit the forester's mobility and overall ability to perform necessary job duties.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1014	Bonneville Timber Fund	One-Time	\$ 0	\$ 32,000	(\$ 32,000)	\$ 0	\$ 0	\$ 0
1014	Bonneville Timber Fund	Ongoing	\$ 0	\$ 12,762	(\$ 12,762)	\$ 0	\$ 12,762	(\$ 12,762)
5091	Equipment Rental & Revolving Fund	One-Time	\$ 32,000	\$ 32,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 32,000	\$ 76,762	(\$ 44,762)	\$ 0	\$ 12,762	(\$ 12,762)

## PWK-30 Public Works Request budget authority to perform sustainable forestry operations at Camp Bonneville

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

The forestry program requests one-time budget authority to perform sustainable forestry operations at Camp Bonneville to maintain dual certification under the Forest Stewardship Council and the American Tree Farmers System’s Sustainable Forestry Initiative for the property. This package adjusts the biennium budget to accommodate the materials and labor to be able to provide these services.

Public Works needs to provide services through a selective thinning contract per Resolution 2012-03-09, as well as ongoing forest management and forest certification activities to successfully maintain the Camp Bonneville Forest Stewardship Plan adopted by the County in November 2011. The total of all expenses is \$620,000 for the biennium, and this includes forest certification activities, labor and materials to maintain the Camp Bonneville road system and professional services to perform thinning operations.

Implementing the Camp Bonneville forest stewardship plan will result in improved forest and ecosystem health while generating modest revenue to be reinvested in the property. The current budget does not have sufficient expense authority to cover the forest stewardship plan activities. The current budget is insufficient for materials (road maintenance supplies) and labor (contractors). This decision package allocates sufficient funds to cover the work for successful implementation of the Camp Bonneville Forest Stewardship Plan. All costs are recoverable from commercial timber harvest revenues.

Implementing the Camp Bonneville forest stewardship plan has already been postponed from late 2014 to accommodate ongoing clean-up operations on the property. Further postponing forestry operations would not be consistent with the stewardship plan and could jeopardize sustainable certifications. Aside from the benefit to forest ecosystem health and wildlife habitat on Camp Bonneville, this request helps to responsibly manage county forest lands while generating modest revenue. This will result in at least \$1,200,000 in revenue. Net operating revenue can be reinvested in the property to improve necessary infrastructure.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1014	Bonneville Timber Fund	One-Time	\$ 1,200,000	\$ 555,000	\$ 645,000	\$ 0	\$ 0	\$ 0
Totals			\$ 1,200,000	\$ 555,000	\$ 645,000	\$ 0	\$ 0	\$ 0

## PWK-31 Public Works Request budget authority for improvements to Camp Bonneville electrical and water infrastructure

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

Public Works requests one-time budget authority for improvements to Camp Bonneville electrical and water infrastructure. This package adjusts the biennium budget to accommodate the materials and labor needed for these capital improvements.

Public Works has been systematically using Camp Bonneville Timber Funds to improve necessary infrastructure on the property. This request will upgrade and install electrical lines serving the Camp Kilpack area of Camp Bonneville. This request also makes necessary improvements to the water system serving Camp Bonneville to bypass a leaking reservoir, repair a collapsing pumphouse, and install new pipe to existing buildings.

Electrical lines, if left as is, will continue to be subject to damage by winter storms. Each time power is lost represents time-loss for employees working at Camp Bonneville. According to the Memorandum of Agreement with the Department of Army for early transfer of the property, net operating revenue from ongoing sustainable forestry operations must be reinvested in the property to improve necessary infrastructure. This request uses net operating revenue to make some necessary capital improvements on the property, so the benefit is improve infrastructure for future use of the property by the public with no cost to the general fund.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1014	Bonneville Timber Fund	One-Time	\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0

## PWK-32 Public Works Recognize revenues to the Conservation Futures Fund 3085

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This package is to recognize additional revenues to the Conservation Futures Fund by \$256,831 that wasn't in 2017/2018 baseline budget. These revenues come from the increase in property tax revenues from the conservation futures levy of \$158,812 and Leases of lands acquired with conservation futures funds of \$98,019.

The fund provides the revenue stream to continue to assemble the greenway and recreational systems within Clark County, contribute to operation and maintenance of the systems, provide local matching resources through which the County may leverage partnership and grant resources for habitat restoration and public use improvements on properties acquired with Conservation Futures funds. Up to 15% of levy revenue and the entire lease revenue may be allocated to maintenance and management of properties acquired with Conservation Futures funding.

This fund provides the revenue to service debt incurred in prior years to accelerate conservation acquisitions during times of rapid urban growth. In the 2015-16 biennium the program leverage more than \$1 million in grants and more than \$2.5 million in partnership support.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
3085	Conservation Future Fund	Ongoing	\$ 256,831	\$ 0	\$ 256,831	\$ 256,831	\$ 0	\$ 256,831
Totals			\$ 256,831	\$ 0	\$ 256,831	\$ 256,831	\$ 0	\$ 256,831

### PWK-33 Public Works Reinststate parking fees

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This request is to reinstate the parking fees which were eliminated in 2013. Reinstating parking fees will help provide a more sustainable funding source for parks by directly charging those using and benefiting from the service. Parking fees also encourage carpooling or other means of entry and reduce impact on parking areas; limit the entry of those who would otherwise vandalize or misuse a park, or be disruptive to other park users ; assist the shelter reservation program by reducing the number of vehicles entering park and negatively impacting the scheduled and reserved use of the park; and reduce the incidents of parking lots being used by those sleeping in vehicles, dealing drugs, prostitution, or other malicious activity within the parks.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 336,000)	\$ 336,000	\$ 0	(\$ 336,000)	\$ 336,000
1032	MPD-Operations Fund	Ongoing	\$ 314,000	\$ 230,000	\$ 84,000	\$ 314,000	\$ 230,000	\$ 84,000
Totals			\$ 314,000	(\$ 106,000)	\$ 420,000	\$ 314,000	(\$ 106,000)	\$ 420,000

### PWK-34 Public Works Add one-time project position budget to Fund 1011

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This request recognizes the budget for an existing Natural Resources Specialist project position for the remainder of the life of the position within Fund 1011. This is a one-time request.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1011	Planning And Code Fund	One-Time	\$ 0	\$ 26,237	(\$ 26,237)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 26,237	(\$ 26,237)	\$ 0	\$ 0	\$ 0

## **PWK-37 Public Works Request one-time budget authority to remodel and update Building F at the 78th Street Operations Center**

**Contact: Lori Pearce, lori.pearce@clark.wa.gov , x4461**

Public Works requests one-time budget authority to remodel and update Building F at the 78th Street Operations Center to accommodate Vegetation Management’s office space needs. This project will be completed using REET funding.

Vegetation Management leased space in the Battle Ground School District’s Center for Agriculture, Science, and Environmental Education (CASEE) for the past twenty years. The school district notified Vegetation Management in February of this year that the CASEE lease would not be extended for another year. Vegetation Management immediately started planning for finding new office space and had identified a location nearby at the EastRidge Business Park. Lease negotiations were ongoing when the Department of Environmental Services was dissolved and Vegetation Management moved under Public Works.

In order to save money and better incorporate Vegetation Management into Public Works, management decided to forego the EastRidge lease in favor of moving Vegetation Management into county-owned space. The program has since been split between the Public Service Center and the 78th Street Operations Center. In order to bring the group back together and improve organizational efficiency, the only vacant space capable of holding all of these employees is Building F at the 78th Street Operations Center. However, Building F, or the old soils lab, is not configured appropriately for office space. The building will require upgrades to fiber-optic and possibly telephone lines, installation of office furniture, paint, new floor coverings, and some minor demolition.

Implementing these modifications to Building F will allow Vegetation Management to relocate as a whole program into an appropriate office setting, and will allow for organizational efficiency both of the larger Public Works organization, but also for the Vegetation Management program because employees, vehicles, equipment, and supplies can all be located in the same location.

Vegetation Management has evaluated a suite of options. Keeping the group split as described above results in inefficiency. Moving all Vegetation Management employees downtown to the Public Service Center may be an option, but this would require displacing another work group in order to provide adequate parking and equipment storage. This would also put Vegetation Management further from their project sites and the general county tax base, where the majority of their work occurs. Vegetation Management has also evaluated several lease options within private commercial or business park settings, and generally found this to be more expensive and still does not provide adequate office space, parking, and equipment storage.



The overall benefit is that the Vegetation Management program as a whole will be solidified and have appropriate office space, vehicle parking, equipment and supplies storage.

From a cost perspective, the Vegetation Management move to EastRidge was projected to cost Clark County at least \$23,000 in moving, lease, furniture, and incidental costs in the current biennium that would have been covered by existing baseline. It would also have cost the county another \$29,000 in increased lease costs over the 2017-2018 biennium that would have required a decision package.

The current proposal includes \$11,500 for fiber-optic upgrades and \$1,725 for furniture labor, use of existing furniture in surplus, for a total of \$13,225.

Moving Vegetation Management to 78th Street results in a decision package for 2017-2018 that is \$4,024 less expensive, saves \$23,000 in one-time relocation costs for 2015-2016, and also saves in ongoing lease costs beyond the next biennium.

In addition, the rent paid to General Services for use of Building F should be much less than was paid to the Battle Ground School District. This amount is currently projected to save Vegetation Management approximately \$14,000 in the 2017-2018 biennium.

If this request isn't funded, then Vegetation Management will continue to function inefficiently, morale will continue to decrease, and the county may even see turnover in the program. While Clark County may see one-time savings resulting from not performing this work, it will see long-term inefficiencies that will be difficult to manage and needlessly result in irresponsible use of tax-payer dollars.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 11,751	\$ 11,751	\$ 0	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 11,751	(\$ 11,751)	\$ 0	\$ 0	\$ 0
Totals			\$ 11,751	\$ 23,502	(\$ 11,751)	\$ 0	\$ 0	\$ 0

## **PWK-38 Public Works Approve park reservation fee revenue options**

**Contact: Lori Pearce, [lori.pearce@clark.wa.gov](mailto:lori.pearce@clark.wa.gov), x4461**

The Clark County Parks Division is requesting additional parks revenues and related expenses to support ongoing parks maintenance expenses.

The Parks Division maintenance budgets have been underfunded due to former economic factors that resulted in deep budget cuts to the General Fund (GF), with resulting impacts to the Metropolitan Parks District (MPD) Fund. Restorative measures have been exercised by staff to help relieve some of the funding burden over time. Additional measures must be considered. An analysis of the current park reservation fees determined that Clark County Parks reservation fees

are below competitive market rates. In addition, all shelters in the County’s Community Parks have not been added to the reservations list, which has been requested by park users to ensure the shelters are available to them when needed. Exhibit A depicts fee increase/expansion options that will help provide additional revenue to help off-set GF Parks and MPD Parks maintenance expenses.

The added revenue will help to offset ongoing maintenance expenses and reduce the need to request additional ongoing General Funds to remain solvent.

Park reservation fees have traditionally been charged for park shelter reservations, special use reservations and sports field use with demand increasing every year. Park & field reservation fees have not been adjusted since 2010 and 2012, respectively.

Any additional revenues generated by increasing park reservation fees will reduce the need for additional General Funds to operate parks.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 32,300)	\$ 32,300	\$ 0	(\$ 32,300)	\$ 32,300
1032	MPD-Operations Fund	Ongoing	\$ 47,700	\$ 6,500	\$ 41,200	\$ 47,700	\$ 6,500	\$ 41,200
Totals			\$ 47,700	(\$ 25,800)	\$ 73,500	\$ 47,700	(\$ 25,800)	\$ 73,500

## PWK-39 Public Works Southwest Clean Air Agency (SWCAA) Permit Compliance for Salmon Creek Treatment Plant

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This funding supports the testing and compliance reporting to the SWCAA for the Wastewater Treatment Plant 10-year boiler testing event and the 5-year waste gas burner emissions tests. The fund will need \$30,000 to support the mandatory testing on the identified equipment to satisfy and maintain SWCAA permit compliance. If this is not approved, the Treatment Plant could have its permit revoked and pay possible fines.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
4580	Wastewater Maintenance & Operation Fund	Ongoing	\$ 0	\$ 30,000	(\$ 30,000)	\$ 0	\$ 30,000	(\$ 30,000)
Totals			\$ 0	\$ 30,000	(\$ 30,000)	\$ 0	\$ 30,000	(\$ 30,000)

## PWK-40 Public Works Request budget capacity for our Park Impact Fee districts

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This request is to add budget capacity for our Park Impact Fee districts that our internal Parks Division will use. This will facilitate both the acquisition and development of park property with in Clark County.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1012	County Road Fund	One-Time	\$ 307,000	\$ 0	\$ 307,000	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	One-Time	\$ 681,000	\$ 0	\$ 681,000	\$ 0	\$ 0	\$ 0
3055	Urban REET Parks Fund	One-Time	\$ 5,990,359	\$ 0	\$ 5,990,359	\$ 0	\$ 0	\$ 0
3071	Park District 1 Impact Fee Fund	One-Time	\$ 0	\$ 22,000	(\$ 22,000)	\$ 0	\$ 0	\$ 0
3075	Park District 5 Impact Fee Fund	One-Time	\$ 0	\$ 75,180	(\$ 75,180)	\$ 0	\$ 0	\$ 0
3076	Park District 6 Impact Fee Fund	One-Time	\$ 0	\$ 15,606	(\$ 15,606)	\$ 0	\$ 0	\$ 0
3077	Park District 7 Impact Fee Fund	One-Time	\$ 0	\$ 179,240	(\$ 179,240)	\$ 0	\$ 0	\$ 0
3078	Park District 8 Impact Fee Fund	One-Time	\$ 0	\$ 9,876	(\$ 9,876)	\$ 0	\$ 0	\$ 0
3079	Park District 9 Impact Fee Fund	One-Time	\$ 0	\$ 46,667	(\$ 46,667)	\$ 0	\$ 0	\$ 0
3080	Park District 10 Impact Fee Fund	One-Time	\$ 0	(\$ 390,942)	\$ 390,942	\$ 0	\$ 0	\$ 0
3171	Parks Dist. #1-Dev. Impact Fee Fund	One-Time	\$ 0	\$ 8,300	(\$ 8,300)	\$ 0	\$ 0	\$ 0
3175	Parks Dist #5-Dev. Impact Fee Fund	One-Time	\$ 0	\$ 24	(\$ 24)	\$ 0	\$ 0	\$ 0
3176	Parks Dist. #6-Dev. Impact Fee Fund	One-Time	\$ 0	\$ 390,815	(\$ 390,815)	\$ 0	\$ 0	\$ 0
3177	Parks Dist. #7-Dev. Impact Fee Fund	One-Time	\$ 0	\$ 160,871	(\$ 160,871)	\$ 0	\$ 0	\$ 0
3178	Parks Dist. #8-Dev. Impact Fee Fund	One-Time	\$ 0	\$ 341	(\$ 341)	\$ 0	\$ 0	\$ 0
3179	Parks Dist. #9-Dev. Impact Fee Fund	One-Time	\$ 0	\$ 179,833	(\$ 179,833)	\$ 0	\$ 0	\$ 0
3180	Parks Dist. #10-Dev. Impact Fee Fund	One-Time	\$ 0	\$ 24	(\$ 24)	\$ 0	\$ 0	\$ 0
3275	PIF District 5 - Acquis& Develop. combined	One-Time	\$ 0	\$ 1,461,971	(\$ 1,461,971)	\$ 0	\$ 0	\$ 0
3276	PIF District 6- Acquis& Develop. combined	One-Time	\$ 0	\$ 1,790,656	(\$ 1,790,656)	\$ 0	\$ 0	\$ 0
3277	PIF District 7- Acquis& Develop. combined	One-Time	\$ 0	\$ 658,856	(\$ 658,856)	\$ 0	\$ 0	\$ 0
3278	PIF District 8- Acquis& Develop. combined	One-Time	\$ 0	\$ 473,843	(\$ 473,843)	\$ 0	\$ 0	\$ 0

3279	PIF District 9- Acquis& Develop. combined	One-Time	\$ 0	\$ 1,149,868	(\$ 1,149,868)	\$ 0	\$ 0	\$ 0
3280	PIF District 10- Acquis& Develop. combined	One-Time	\$ 0	\$ 58,357	(\$ 58,357)	\$ 0	\$ 0	\$ 0
Totals			\$ 6,978,359	\$ 6,291,386	\$ 686,973	\$ 0	\$ 0	\$ 0

## PWK-41 Public Works Adjust budget capacity for our Traffic Impact Fees

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

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 projects and ongoing projects. They also provide matching dollars to the millions of grants for the Transportation Improvement Program.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1012	County Road Fund	One-Time	\$ 1,430,464	\$ 0	\$ 1,430,464	\$ 0	\$ 0	\$ 0
1012	County Road Fund	Ongoing	(\$ 84,000)	\$ 0	(\$ 84,000)	\$ 0	\$ 0	\$ 0
3059	Rural 1 Traffic Impact Fee Fund	One-Time	\$ 0	\$ 61,000	(\$ 61,000)	\$ 0	\$ 0	\$ 0
3061	Mt. Vista Road Impact Fee Fund	One-Time	\$ 0	\$ 388,500	(\$ 388,500)	\$ 0	\$ 0	\$ 0
3062	Hazel Dell/Felida Road Impact Fee Fund	One-Time	\$ 0	(\$ 320,400)	\$ 320,400	\$ 0	\$ 0	\$ 0
3063	Orchards Road Impact Fee Fund	One-Time	\$ 0	\$ 50,000	(\$ 50,000)	\$ 0	\$ 0	\$ 0
3064	Evergreen Road Impact Fee Fund	One-Time	\$ 0	\$ 39,356	(\$ 39,356)	\$ 0	\$ 0	\$ 0
3065	Cascade Park Impact Fee Road Fund	One-Time	\$ 0	(\$ 649)	\$ 649	\$ 0	\$ 0	\$ 0
3066	Rural 2 Traffic Impact Fee Fund	One-Time	\$ 0	\$ 16,000	(\$ 16,000)	\$ 0	\$ 0	\$ 0
3067	North Orchards Traffic Impact Fee Fund	One-Time	\$ 0	\$ 1,483,000	(\$ 1,483,000)	\$ 0	\$ 0	\$ 0
3068	South Orchards Traffic Impact Fee Fund	One-Time	\$ 0	(\$ 247,000)	\$ 247,000	\$ 0	\$ 0	\$ 0
3069	119th St Transition Traffic Impact Fee Fund	Ongoing	\$ 0	(\$ 84,000)	\$ 84,000	\$ 0	\$ 0	\$ 0
3163	Orchards Overlay TIF Fund	One-Time	\$ 0	(\$ 41,000)	\$ 41,000	\$ 0	\$ 0	\$ 0
Totals			\$ 1,346,464	\$ 1,344,807	\$ 1,657	\$ 0	\$ 0	\$ 0

## PWK-42 Public Works Request budget authority for Sorenson and Tower Crest

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This request is to create budget authority for Sorenson and Tower Crest. This would be for project closeout, final billings, retainage, and other miscellaneous items. This package also requests budget authority for ongoing maintenance costs for these two parks.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1032	MPD-Operations Fund	Ongoing	\$ 0	\$ 47,000	(\$ 47,000)	\$ 0	\$ 47,000	(\$ 47,000)
3055	Urban REET Parks Fund	One-Time	\$ 0	\$ 150,000	(\$ 150,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 197,000	(\$ 197,000)	\$ 0	\$ 47,000	(\$ 47,000)

## PWK-43 Public Works Eliminate Budget for Fund 4583

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This request is to eliminate a budget line item that came through baseline as ongoing for fund 4583. This budget line item was approved in the 2015 Omnibus as ongoing but should have been one time.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
4583	SCWPT Repair & Replacement Fund	Ongoing	\$ 0	(\$ 400,000)	\$ 400,000	\$ 0	(\$ 400,000)	\$ 400,000
Totals			\$ 0	(\$ 400,000)	\$ 400,000	\$ 0	(\$ 400,000)	\$ 400,000

## PWK-44 Public Works Purchase two 1 ½ Ton extended cab utility dump trucks

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

The Road Maintenance Division requests approval to purchase (2) 1 ½ Ton extended cab utility dump trucks.

In anticipation of the approval of 4 additional Highway Maintenance workers for the 2017/2018 budget, it is necessary to have functional work vehicles to support the variety of road maintenance activities.

The size and load rating of the 1½ ton dump truck will allow staff to safely haul materials, remove snow and provide adequate maneuverability.

Currently, there are just enough support vehicles for staff to perform their tasks. Vehicles are pooled with staff when commuting to work sites. Crews are sharing vehicles with others to assist with their workload. Adding (2) 1½ utility dump trucks will give the additional staff the support needed for their workload. Service levels and responses will be maintained with the appropriate balance of staff and vehicles.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1012	County Road Fund	One-Time	\$ 0	\$ 160,000	(\$ 160,000)	\$ 0	\$ 0	\$ 0
1012	County Road Fund	Ongoing	\$ 0	\$ 18,000	(\$ 18,000)	\$ 0	\$ 18,000	(\$ 18,000)
5091	Equipment Rental & Revolving Fund	One-Time	\$ 160,000	\$ 160,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 160,000	\$ 338,000	(\$ 178,000)	\$ 0	\$ 18,000	(\$ 18,000)

## **PWK-90 Public Works 10% Reduction to General Fund subsidy for Development Engineering**

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This package is to support General Fund direction to reduce general fund expenses by 10%. Development Engineering can support this reduction, as it has already streamlined operations and found efficiencies to not require the full amount of General Fund contribution currently provided.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 60,000)	\$ 60,000	\$ 0	(\$ 60,000)	\$ 60,000
1012	County Road Fund	Ongoing	(\$ 60,000)	(\$ 60,000)	\$ 0	(\$ 60,000)	(\$ 60,000)	\$ 0
Totals			(\$ 60,000)	(\$ 120,000)	\$ 60,000	(\$ 60,000)	(\$ 120,000)	\$ 60,000

## PWK-91 Public Works Request to eliminate one of the forestry positions following retirement of the lead county forester in January 2018.

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This request is to eliminate one of the forestry positions following retirement of the lead county forester in January 2018.

The lead county forester will retire in January 2018. A new forester has already been hired and will have adequate time to learn the job duties and responsibilities of this position by that date.

Eliminating the other forestry position will return the county forestry program to maintenance mode. Several thousand acres of county-owned forestry lands have been certified under the American Tree Farmers Sustainable Forestry Initiative and the Forest Stewardship Council, and several thousand more acres will be added to these certifications over the coming year and a half. With the workload for maintaining these certifications and any forest practices permitting, a single county forester will have difficulty continuing to grow and develop this program. Inventory, assessment, monitoring, reporting, and maintenance of certified forest properties will all diminish with elimination of this position. In the long run, this will result in a reduction in the amount of work completed to maintain or improve forest health on county lands, while also reducing the amount of revenue that could be generated from ongoing maintenance activities. The two county forester positions are funded through the 2017-2018 budget. Revenue from forest practices permitting and commercial timber sales from certified properties generally offset expenses of the two positions.

Additional support for the forestry program could be contracted out to a forestry consulting firm. This was attempted to a certain degree in the past with writing of forest stewardship plans, and the results were satisfactory.

Elimination of the position would save approximately \$122,000 in 2018, and would result in ongoing savings at a similar level if the position were not filled.

However, eliminating the position would also jeopardize certification of some county-owned forest lands. Having a single forester to manage these certifications and handle all forest practices permitting could result in a lower level of service for certified properties. This could also reduce the amount of potential revenue generated from the program, which has averaged almost \$1 million per year since 2012.

If this proposal is adopted, then in 2018 the forestry program would return to staffing with one forester and the amount of time available to maintain sustainable forestry certifications on county-owned lands would diminish greatly, putting those certifications in jeopardy along with annual funding that averages almost \$1 million. If the proposal is not adopted, then upon retirement the position would be back-filled at a lower classification, still resulting in general fund savings of approximately \$30,000 per year for the first few years after hire. Properties with sustainable forestry certifications would continue to receive the necessary attention and the county could continue to grow and develop the program.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 122,323)	\$ 122,323	\$ 0	(\$ 244,646)	\$ 244,646
Totals			\$ 0	(\$ 122,323)	\$ 122,323	\$ 0	(\$ 244,646)	\$ 244,646

## SHR-02 Sheriff's Office Replace Marine Patrol Boathouse

**Contact: Darin Rouhier; darin.rouhier@clark.wa.gov; 360.397.2071**

Among the CSSO's capital requests this item is their second priority.

The Sheriff's Marine Unit provides a marine side law enforcement presence 12 months a year on the Columbia River. The Marine Unit is staffed by experienced law enforcement deputies, also trained in the laws of the waterway. This law enforcement presence on the Columbia River is critical to providing the vessel security, shipping channel security, boater safety, BUI enforcement, boating rules and regulations enforcement and to protect and deter attack of critical infrastructure on both the Washington and Oregon shoreline. The CCSO Marine Unit works in partnership with the Multnomah County So, Portland Fire, and Vancouver Fire marine units, as well as Washington State Fish and Wildlife Department and the United States Coast Guard.

The Sheriff's Marine Unit is in dire need of a new boat house. The current boat house, located at the Port of Vancouver has suffered serious structural damage over the winter months and from age and lack of maintenance. There is currently not enough space to use this boathouse as a primary work office or to provide adequate storage for the marine deputies. The current boathouse lacks adequate office space, computers, public access, and bathroom facilities for staff.

Additionally, there is no drying room to store area for wet gear, which creates a potential mold issue. The current boathouse will moor only one vessel and the boat well is too small for our current patrol boat. The large wakes caused by other boats passing by forces our boat into the side of the boat well, causing damage to both the boat and the boathouse. As a result, the Marine Unit is forced to house its boat off the water and on land, located at the Clark County Shops at NE 78th Street and NE Saint Johns Road. If the Marine Unit is not already on the water when a call for service comes in, they must trailer the boat from the Saint John's location and transport it to the Columbia River, which creates a significant delay in response to the scene.

The Sheriff's has jurisdictional responsibility for marine patrol along 44 miles of Columbia River, Yale and Merwin Reservoirs, Vancouver Lake, the Lewis River, the East Fork Lewis River, Lake River, Washougal River and many other smaller rivers and lakes. The marine unit is a regional service provider and the sole response agency for patrol and emergency response for all Clark County waters. Service demands on the Columbia are expected to increase significantly as the Vancouver Waterfront Redevelopment project moves ahead. The Sheriff requests \$535,000 in capital funding for necessary improvements to the piling and dock structure and to purchase and relocate a used boathouse to the site.

Budget note: recommended to move forward conditional on detailed info made available regarding cost, building plan, research on alternative options, etc.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 535,000	\$ 535,000	\$ 0	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 535,000	(\$ 535,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 535,000	\$ 1,070,000	(\$ 535,000)	\$ 0	\$ 0	\$ 0



## SHR-03 Sheriff's Office Special Event Vehicles

**Contact: Darin Rouhier; [darin.rouhier@clark.wa.gov](mailto:darin.rouhier@clark.wa.gov); 360.397.2071**

The Clark County Sheriff's Office utilizes specialty ATV style vehicles for public gatherings and public events where a standard patrol car will not navigate the congested area or unique terrain. The specialty vehicles utilized by the Sheriff's Office are 4x4 John Deere ATV Gators. Examples of public events where these vehicles are used to quickly navigate congested areas include but are not limited to the following:

Clark County Fairgrounds, Clark County Sleep Country Amphitheater, Washougal National Motocross, Hazel Dell Parade, Ridgefield Parade, Brush Prairie Parade, Vancouver Fire Works Show at Ft. Vancouver Historical Site, and Search and Rescue calls within our national forest.

Currently, the Sheriff's Office uses four (4) John Deere Gators that were purchased through a Region IV Grant in 2006. All four (4) Gators have well over 500 hours of operating time on the engine and chassis and are in need of replacement. The Sheriff's Office has maintained these vehicles in accordance with manufacture's instruction, however in the last few years we are finding that they are becoming increasingly expensive to keep running and they are decreasing in their reliability.

The Sheriff's Office would like to utilize seizure funds to replace two older model Gators with a new model. The Sheriff's Office would like to purchase two (2) John Deere XUV 825i S4 Gators, in Olive Green and black. These models have four doors, are equipped with 4x4 traction control and are capable of moving people and/or equipment into areas that a patrol car simply cannot navigate. In the event of an emergency at a public event like the Clark County Fair, it is critical to be able to move Deputies and/or EMS personnel into and out of the area quickly and efficiently. These John Deere Gators are much smaller than a patrol vehicle and capable of moving 4 people quickly through a parking lot, a crowded corridor or up and down a narrow park trail or bike path. The John Deere Gator is a reliable piece of equipment that has come to be an invaluable part of the Sheriff's Office fleet. The new XUV 825i has greater capability, larger passenger and cargo space and increased safety features from the 2006 models that are currently in our fleet.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 45,000	\$ 45,000	\$ 0	\$ 0	\$ 0	\$ 0
1015	Sheriff Special Investigation Fund	One-Time	\$ 0	\$ 45,000	(\$ 45,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 45,000	\$ 90,000	(\$ 45,000)	\$ 0	\$ 0	\$ 0

## SHR-04 Sheriff's Office Jail Suicide Prevention Measures

**Contact: Darin Rouhier; darin.rouhier@clark.wa.gov; 360.397.2071**

The suicide prevention request is the Sheriff's first priority for funding.

### Component 1: Jail Metal bed bunks

The Main Jail opened in 1984 with metal single bunks in all maximum and medium security cells. The minimum security dormitories had both metal single bunks and bunk beds. In subsequent years, as jail population increased, most cells and dormitories with single metal bunks had them replaced with either metal bunk beds or metal triple bunk beds.

In 2012, the then Board of County Commissioners authorized \$540,000 to mitigate suicide risk in the main jail, after a number of successful suicides. The changes in the main jail have worked to reduce suicides from protrusions such as vents, shower heads, fire suppression pipes and security bars. The removal of these suicide prone items and changes in policies, procedures, practices and staff training, has made the main jail safer. However, it has also forced inmates who are committed to self-harm, to be less forthcoming regarding their intentions and more inventive in their methods. Until 2016, no inmate had used a metal bunk to commit suicide at the Clark County Jail. While the administrative reviews are still being conducted, preliminary information from recent events indicates both recent successful suicides were completed by using the metal bunk as an anchoring device.

In 2015, a molded double bunk was installed to test the feasibility of use for A pod use only (a special housing area for inmates in segregation or on suicide watch). This bunk passed the test and all of A2 and A3 have been fitted with molded double bunks (bunks that are suicide resistant and do not have readily available points from which to anchor). This package recommends that all double bunks in the jail, with the exception of bunks in dormitories, be replaced with molded bunks. The cost of replacement of the bunks is estimated at \$672,350. However, not all current bunks would be replaced with double molded bunks. The high risk, special needs populations are ideally housed on ground floor housing units (lower tiers). Two areas of the Main Jail, F4 and G3 would have single bunks on the lower tier and double bunks on the upper tier. The estimated replacement cost assumes waivers of installation and shipping we have received with previous orders. These costs may not be waived depending on the size and timing of orders.

The Sheriff requests \$672,350 in one-time funding from REET for bunks replacements during the 2017-18 biennium.

### Component 2: Suicide watch system

This request seeks one-time funding of \$50,000 and ongoing funding of \$4,000 a year to implement the AliveLock monitoring system in the main jail. The systems include comprehensive equipment and monitoring devices for immediate detection of emergency events; reducing the risk of self-injury or undetected medical emergencies for some inmates in the main jail.

AliveLock is specifically designed to alert staff to changes in an inmate's vital signs, measured every 20 seconds, and to help quickly locate that person if necessary. The system was created by corrections professionals as a way to prevent deaths and reduce liability and litigation and has been successfully used in a number of jails throughout the country. Paired with our existing and improved safety strategies, this system will serve to reduce risk and litigation costs in the main jail if funded.

AliveLock is made up of two parts, the AliveLock monitoring system and RiskWatch which is the device the inmate wears. The RiskWatch creates an alarm based on lack of movement or reduction in oxygen. The RiskWatch also has a tamper detection and notification system. This device, coupled with the monitoring system, allows real time detection of changes to an inmate's vital signs.

Outcome: Increased safety and monitoring of our most vulnerable jail population.

Component 3: Closed circuit jail TV

This request seeks \$70,300 in one-time funding and \$1,050 in ongoing funding per year to provide visual announcements to the hearing impaired, reinforcement of anti-suicide messages and resources for inmate, and educational based programming on televisions in the jail. The proposed Jail-TV system allows staff to control inmate TV programming, coupled with the ability to push information to the inmates about services and programs that are available to them while in custody and when they return to society. A crawl message allows staff to communicate jail management information in real-time.

The main jail inmate television system is an analog system converted for digital public television signals. The inmates watch public broadcasts of television, which include some programming that is not educational nor furthers the mission of the Sheriff’s Office. Further, the jail staff uses a written inmate handbook to explain jail rules and services, but requires time to update, reproduce and distribute each time a new service is added or change in operation. Further, the written system does not allow for real time announcements for or to emphasis mental health services for those who are going in and out of crisis (or to inform inmates who notice another inmate in crisis, whom to notify). In addition to these vital announcements, the Jail-TV system allows for detailed messages about PREA, our mission and philosophy, blood-borne pathogens, suicide prevention, Reentry, expectations, rules, and available programs.

To date, it has been cost prohibitive to replace the television system in the main jail however recent advances in technology have provided a solution using the “cloud”. By using computers and cloud based processes, the jail staff can provide educational programming, announcements, and other services to the inmate population. The system has been successfully used in a number of other jails and recently implemented in two of our intake units.

Outcomes: Increased safety and smoother operation of the jail through encouraged behavior; increased opportunity for successful reentry through educational programming and avoidance of risk and potential litigation by making announcements visually, verbally and documenting the process.

Component 4: Anti-ligature Jail TV Boxes

Our current television boxes have many protrusions and tie-off points leading to suicide risk. It is also known that inmates climb on top of the current television boxes creating a fall hazard. The jail has purchased and installed 5 slope-top anti-ligature television boxes for 5 living/intake units. The Sheriff requests \$30,200 in one-time funding to purchase 24 more boxes for installation in the remaining dayrooms not currently outfitted with this television box. This proposal will continue our efforts to increase safety, mitigate suicide risk, and reduce liability within the Jail.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 10,100	(\$ 10,100)	\$ 0	\$ 10,100	(\$ 10,100)
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 822,850	(\$ 822,850)	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-Time	\$ 822,850	\$ 822,850	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 822,850	\$ 1,655,800	(\$ 832,950)	\$ 0	\$ 10,100	(\$ 10,100)

## SHR-09 Sheriff's Office LERIS Contract Termination

**Contact: Darin Rouhier; darin.rouhier@clark.wa.gov; 360.397.2071**

Since 1996, Clark County and the City of Vancouver have maintained a consolidated criminal records function, called LERIS. In 2015, the city paid the county approximately \$1,636,000 for LERIS services, which included a \$1,316,000 reimbursement of direct costs, plus \$320,000 in department/county-wide overhead. On April 26, 2016, the city notified the county of its intent to terminate the LERIS Agreement effective December 31, 2016. This termination will result in a revenue loss to the county of approximately \$1,635,000 per year starting in 2017. This revenue was included in the county's 2017-18 revenue forecast and the sheriff's office was instructed to submit a budget package to remove it.

LERIS services include criminal records, public disclosure, misdemeanor warrants, identification, and system tech support. As stated above, the city's 2015 payment to the county included a \$1,316,000 reimbursement of direct costs of providing these services. Direct costs are predominantly employee wages and benefits (96%), plus a small amount for supplies and services (4%). A total of 32 positions are currently engaged in providing LERIS services to both CCSO and VPD on a 24/7 basis.

Over the 20-year history of LERIS, records staffing levels have remained essentially flat. During the same time period, the county population has increased by 136,000 and workload demands created by technology, the community, and legal mandates have grown in both detail and expectation. The most significant of the new mandates is public disclosure. This single body of work has grown from a negligible level in 1996 to the equivalent of nine full-time positions in 2016. In light of these pressures and factors, it is critical that the Sheriff be allowed to maintain current staffing levels despite the county's loss of revenue. Any loss of staff will jeopardize the Sheriff's ability to maintain a 24/7 records operation, effectively support the enforcement function, and comply with legal mandates.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	(\$ 3,270,000)	\$ 0	(\$ 3,270,000)	(\$ 3,270,000)	\$ 0	(\$ 3,270,000)
Totals			(\$ 3,270,000)	\$ 0	(\$ 3,270,000)	(\$ 3,270,000)	\$ 0	(\$ 3,270,000)

## SHR-10 Sheriff's Office Safety and Security for Reception

**Contact: Darin Rouhier; darin.rouhier@clark.wa.gov; 360.397.2071**

Among the CSSO's capital requests this item is their third priority.

Law enforcement tends to be a target of those who harbor a grudge toward the profession and others who intend to inflict harm. It would be difficult to find a law enforcement agency of similar size to the sheriff's office that does not provide barriers for unarmed staff. The sheriff's office recently undertook a project to improve security by installing ballistic barriers while still providing a positive customer experience in the records unit, civil unit, and sex offender registration

unit. Previously, there was virtually nothing to prevent an attack against our unarmed employees in these areas who work 24/7. The reception desk of the sheriff's office is operated entirely by unarmed employees who are entirely exposed with no security whatsoever. Due to the setup, citizens are brought inside the work area to conduct some business.

Providing a safe and secure workplace for employees is a critical function of the sheriff. The Sheriff requests \$200,000 in one-time REET funding to providing bullet resistant products and an area for conducting business outside the secure area.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-Time	\$ 200,000	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 200,000	\$ 400,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0

## SHR-12 Sheriff's Office Overtime Cost of 2016-18 Corrections Guild Contract

**Contact: Darin Rouhier; [darin.rouhier@clark.wa.gov](mailto:darin.rouhier@clark.wa.gov); 360.397.2071**

Among the CSSO's operating requests this item and SHR-13 are their first priority.

Prior to the Spring 2016 Supplemental, Council budget policy had been to not fund the overtime cost increases that result from general wage increases, even though such wage increases inflate the cost of an hour of overtime as they would an hour of straight-time. Holding the overtime budget static while wages rise effectively reduces the Sheriff's buying power, meaning that the same budget can buy fewer hours of overtime.

During the Spring 2016 Supplemental hearing, Council debated and ultimately voted to increase the Sheriff's overtime budget in recognition of the general wage increases contained in the Collective Bargaining Agreement between the County and the Corrections Deputy Guild, which covered the years 2013, 2014, and 2015. That action added just over 6% to the relevant portion of the Sheriff's overtime budget, covering the cost of the three-year settlement.

In light of that recent action, the Sheriff seeks \$53,400 in additional funding for 2017-18 to cover the overtime cost increase (about 7.5% once fully implemented) that will result from the new Collective Bargaining Agreement, which covers 2016, 2017, and 2018, that was ratified by the Council on 6/28/2016.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 53,400	(\$ 53,400)	\$ 0	\$ 64,400	(\$ 64,400)
Totals			\$ 0	\$ 53,400	(\$ 53,400)	\$ 0	\$ 64,400	(\$ 64,400)

## SHR-13 Sheriff's Office Overtime Cost of Pending Deputy Guild Contract

**Contact: Darin Rouhier; [darin.rouhier@clark.wa.gov](mailto:darin.rouhier@clark.wa.gov); 360.397.2071**

Among the CSSO's operating requests this item and SHR-12 are their first priority.

Prior to the Spring 2016 Supplemental, Council budget policy had been to not fund the overtime cost increases that result from general wage increases, even though such wage increases inflate the cost of an hour of overtime as they would an hour of straight-time. Holding the overtime budget static while wages rise effectively reduces the Sheriff's buying power, meaning that the same budget can buy fewer hours of overtime.

During the Spring 2016 Supplemental hearing, Council debated and ultimately voted to increase the Sheriff's overtime budget in recognition of the general wage increases contained in the Collective Bargaining Agreement between the County and the Deputy Sheriff's Guild, which covered the years 2013, 2014, 2015, and 2016. That action added just over 9% to the relevant portion of the Sheriff's overtime budget, covering the cost of the four-year settlement.

In light of that recent action, the Sheriff seeks \$112,600 in additional funding for 2017-18 to cover the overtime cost increase (about 7.5% once fully implemented) that will result from the pending Collective Bargaining Agreement, which covers 2016, 2017, and 2018.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 112,600	(\$ 112,600)	\$ 0	\$ 229,000	(\$ 229,000)
Totals			\$ 0	\$ 112,600	(\$ 112,600)	\$ 0	\$ 229,000	(\$ 229,000)

## SUP-01 Superior Court Training and Education for Best Practices in Drug Courts

**Contact: Jeff Amram, [jeff.amram@clark.wa.gov](mailto:jeff.amram@clark.wa.gov)**

Clark County Superior Court manages three Therapeutic Specialty Court programs. Through collaboration, Specialty Courts facilitate community wide partnerships with multiple public agencies and non-profit based organizations to significantly reduce substance abuse and crime, increase public safety and work towards safe and timely family reunifications. A key principle for Drug Courts is for continued multidisciplinary education to promote effective program operations and outcomes.

Ongoing education and training opportunities help individual team members to learn more research-based best practices in the field of substance use disorders and mental health for a more trauma-informed justice response. Training enables teams to learn new skills, resources, tools, technologies and processes on how

to ensure practices fit the fidelity of the Specialty Court model and adhere to evidenced-based best practices. Cross-education and training is a core component of any of the specialized courts and is deemed a best practice that teams are offered training on an annual basis. Specialized knowledge and skills are required to implement best practices and team members need to have an understanding of the disease of addiction, substance use and mental health disorders and evidenced-based treatment approaches, behavior modification, community supervision and drug testing. Regular training for treatment court teams was associated with higher graduation rates and greater cost savings due to lower recidivism (Carey et al 2008, 2012).

This budget line item would assist in offering local trainings and/or technical assistance for the Specialty Courts and cover the anticipated cost to bring outside experts in the field to our community as well as allow more professionals to attend (probation department, treatment providers, attorneys, judges, etc).

Expenses Worksheet	2017	2018
	\$8,000	\$8,000

Combined Grand total for the biennium = \$16,000

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
1033	Mental Health Sales Tax Fund	Ongoing	\$ 0	\$ 16,000	(\$ 16,000)	\$ 0	\$ 16,000	(\$ 16,000)
Totals			\$ 0	\$ 16,000	(\$ 16,000)	\$ 0	\$ 16,000	(\$ 16,000)

### SUP-03 Superior Court JAVS Replacement

**Contact: Jeffrey Amram jeff.amram@clark.wa.gov 397-2150**

The Superior Court is a Court of Record. By law, all proceedings must be recorded. Recordings can be made by either a certified shorthand court reporter or an electronic recording device. The Clark County Superior Court stopped using court reporters and began using electronic recording in 1987. They experienced a significant cost savings as a result.

As of January 1, 2016 the electronic recording computers currently in use by in superior court will no longer be supported under their existing maintenance contract. At that time the Court must either replace individual systems or employ stenographers as needed. In the meantime, the court must continue to use the current system, repairing units as needed, or replace the entire system with up-to-date equipment. Repair will only be possible until the vendor exhausts their supply of parts. It is unknown when that will happen, but the Superior Court estimates it will occur within the next year.

The Superior Court utilizes 14 courtrooms daily. The proposed Centro CX unit cost is approximately \$27,000 per courtroom or \$378,000 total. The expected useable life of this new equipment is 7-8 years. This package is requesting the use of REET funding to pay for the project.

By law, the Court could utilize one certified shorthand reporter per authorized Superior Court Judge to keep the record, at a cost of approximately \$1,000,000.00 per year. In the alternative, shorthand reporters could be hired from local court reporting firms. If enough were available daily to meet the court’s needs, the cost would be approximately \$60.00 per hour. Either way, the savings realized by using electronic recording instead of shorthand reporters is significant. This proposal is to replace all of the Court’s CT4A units in 2016, which slightly reduces labor costs. An alternative would be to replace CT4A units as they fail at a cost of approximately \$29,000.00 per unit. The downside to doing this would be to shut down that courtroom or utilize temporary shorthand reporters until the unit(s) can be replaced.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	One-Time	\$ 387,000	\$ 387,000	\$ 0	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 387,000	(\$ 387,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 387,000	\$ 774,000	(\$ 387,000)	\$ 0	\$ 0	\$ 0

## TRS-01 Treasurer’s Office Combining of Departments 171 and 170

**Contact: Anthony Glenn, [Anthony.glenn@clark.wa.gov](mailto:Anthony.glenn@clark.wa.gov), extension 5880**

The Treasurer’s Office maintains two department codes in the general ledger; department 170 (Treasurer) and department 171 (Banking Services). This budget-neutral request proposes to eliminate department 171 and transfer the controllable (non-payroll) budget to department 170.

The Treasurer’s Office performs cash management and banking services for the County, school, fire, port, cemetery and library districts, as well as various other government agencies. Total cash transactions managed by the Office exceed \$7 billion annually. Additionally, the Treasurer’s Office manages the County’s investment portfolio and debt service/fiscal agent activities. The Office is responsible for managing a 40 member investment pool currently valued at \$700 million and a debt portfolio of over \$670 million. The controllable costs incurred to perform these services are coded to department 171 and include expenditures such as: bank fees, armored service fees, investment advisor fees, and subscriptions to debt and investment software. The total budget for department 171 in 2015-16 is \$754,378.

Department 170 is used to capture all of the payroll and controllable expenditures of the Treasurer’s Office not included in department 171. These include salary and benefit costs of the Treasurer’s Office staff and controllable expenditures such as: office supplies, printing and postage costs related to property tax statements, depreciation of office equipment, and employee training. The total budget for department 170 in 2015-16 is \$4,869,026.

Maintaining two department codes has become overly cumbersome and creates additional work that is unnecessary. Transferring the controllable budget from department 171 to department 170 will reduce the administrative burden on the Treasurer’s Office, and will streamline the budget and expenditure coding process.



Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## TRS-02 Treasurer's Office Maintenance for Joint Lobby Point of Sale System

**Contact: Anthony Glenn, Anthony.glenn@clark.wa.gov, extension 5880**

The Treasurer's Office requests \$15,000 annually of ongoing General Fund, starting in FY 2018, to support maintenance costs associated with the recently approved Joint Lobby Point of Sale system.

The County's joint lobby provides a one-stop customer service experience for the offices of the County Assessor, Auditor and Treasurer. Customer Service Representatives are cross-trained in the work of the three offices to ensure they are equipped to handle a diversity of customer needs. While staff members are cross-trained, they are required to work in multiple "host" cashiering systems, which is cumbersome and creates inefficiencies. In an effort to address these issues, the Treasurer's Office, in coordination with its Joint Lobby partners and Information Services, is implementing a Point of Sale system with total estimated project costs of \$450,000 and net ongoing costs for hosting and maintenance of \$17,200 per year. This project was approved in the FY 2016 Supplemental and was vetted through the IT Advisory Board. The County will receive its first invoice for hosting and maintenance upon the initial "Go-Live" of the project, currently scheduled for November 2016.

Since the new point of sale system will support the electronic processing of excise transactions, a portion (\$2,200) of the annual hosting and maintenance costs will be paid out of the REET and Property Tax Admin Assistance Fund (1039). This budget package proposes to draw down the fund balance in fund 1039 for this purpose.

The remaining \$15,000 of the annual hosting and maintenance cost is a new General Fund appropriations request, to be effective in FY 2018. The Treasurer's Office anticipates having sufficient capacity within the project budget to pay for hosting and maintenance costs in 2016 and 2017, but additional resources will be required starting in 2018.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 15,000	(\$ 15,000)	\$ 0	\$ 30,000	(\$ 30,000)
1039	Real Estate And Property Tax Administration Assistance	Ongoing	\$ 0	\$ 4,400	(\$ 4,400)	\$ 0	\$ 4,400	(\$ 4,400)
Totals			\$ 0	\$ 19,400	(\$ 19,400)	\$ 0	\$ 34,400	(\$ 34,400)

## TRS-90 Treasurer's Office Reduction in Joint Lobby Operating Hours

**Contact: Anthony Glenn, Anthony.glenn@clark.wa.gov, extension 5880**

This package proposes to eliminate a halftime (.5 FTE) Office Assistant II position in the Treasurer's Office, so long as the operating hours of the Joint Lobby are reduced. This is the Office's first priority cut package and includes estimated ongoing General Fund savings of \$43,180 over the course of the FY 2017-18 biennium.

The Customer Service/Joint Lobby program is responsible for assisting customer's in-person, on the phone or electronically to process payments and provide services for the Treasurer's Office as well as the Assessor and Auditor Offices. Annually the lobby serves nearly 36,000 in-person customers, with the Treasurer's Office assisting an additional 18,000 customers on the phone, as well as another large volume of customers through email contact.

Currently, the Joint Lobby is open from 8am to 5pm Monday through Friday, and 9am to 5pm on Wednesdays. Based on customer volumes, the Treasurer's Office and its partners are considering reducing the operating hours of the Joint Lobby. Volumes tend to be the lowest during the first and last hours of operation. Specifically, between the hours of 8 to 9am, the Lobby has the fewest customers served; approximately 4%, increasing to 10% between 9-10am. There are also fewer customers served late in the day, with only 6% coming in between 4 and 5pm. The remaining 80% of the 36,000 annual customers are served between 10am and 4pm.

Based on this data, several options are under consideration and are being analyzed to determine the operational impacts to both County staff and partners. Any change would also include limiting the hours of the ACD phone line (Help Line) services. Final approval and implementation will require agreement and authorization from all three Joint Lobby elected officials, as well as County Manager approval.

There are many benefits associated with aligning the hours operating to customer counts. It will streamline the scheduling of front counter staff and allow the offices to be more efficient in completing back office work. Presently, Joint lobby cashiers are frequently required to switch tasks to remain productive when they are not serving customers at the front counter. Changing to new hours of operation will improve efficiency, provide time for staff to perform other mandated functions, and allow adequate time for our staff to close and balance their daily receipting activities, which includes preparing bank deposits. The Treasurer's Office has identified a part-time (.5 FTE) vacant OAI position that can be eliminated as a result of this change. This position, which is currently vacant, is used to cover the Joint Lobby during lunch and break hours. Under the current operating hours, this position is essential to maintaining quality customer service and low wait times.

It should also be noted that this position had previously been identified as a supported employment position prior to the budget reduction exercise. The Treasurer's Office worked with Trillium Employment Services for nearly two years to learn more about supported employment, discussing business needs and potential fit, as well as conducting in depth analysis and review to develop and propose an implementation plan. An employment consultant from Trillium Services worked with Treasury staff and others for nearly six months to identify potential job fits for supported employment. If this position is eliminated, the Treasurer's Office will no longer be able to offer this position to be filled by Trillium Employment Services.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 43,180)	\$ 43,180	\$ 0	(\$ 43,180)	\$ 43,180
Totals			\$ 0	(\$ 43,180)	\$ 43,180	\$ 0	(\$ 43,180)	\$ 43,180

## TRS-91 Treasurer's Office Reduce Budget for Overtime, Comp time, and Temporary Employment Services

**Contact: Anthony Glenn, [Anthony.glenn@clark.wa.gov](mailto:Anthony.glenn@clark.wa.gov), extension 5880**

This package proposes to reduce a portion of the Treasurer's Office ongoing controllable (non-payroll) budget dedicated to over time, comp time, and temporary employment services by \$20,000 per biennium. This package builds on TRS-90 and is the Office's second priority cut package.

The Customer Service/Joint Lobby program within the Treasurer's Office is responsible for assisting customers in person, on the phone, and electronically to process payments and provide services for the Treasurer's Office as well as the Assessor and Auditor Offices. Annually, the lobby serves nearly 40,000 in-person customers, with the Treasurer's Office assisting over 18,000 customers by phone, as well as another large volume of customers through email.

Although there is a steady stream of customers throughout the year, the lobby is busiest during tax season. First half property taxes are due on or before April 30th, with the second half becoming due on or before October 31st. During this time, the number of citizens visiting the Joint Lobby increases by over 100%. To ensure customers are not waiting for extended periods, the Treasurer's Office hires temporary employees to help with the increased workload and, at times, asks current employees to work more than 40 hours per week. Temporarily increasing staffing levels during peak tax season is one way the Treasurer's Office maintains a lean workforce throughout the rest of the year.

This package proposes to reduce the budget set aside for temporary employment services, comp time and overtime services by over 60% to only \$4,850 a year. If approved, this cut would severely limit the Office's ability to handle the influx of customer during peak times. More specifically, it would likely lead to long lines and longer wait times in the lobby, an increase in citizens' complaints, back log of back office work, and delays in balancing and depositing revenue. These delays will come when deposits are at their largest, and the result will be a loss of investment income that could have been earned.

The impact of this proposed cut is reduced if the operating hours of the Joint Lobby are adjusted to match customer volumes. This change, which is described in more detail in TRS-90, would streamline the scheduling of front counter staff and allow the offices to be more efficient in completing back office work. It will provide time for staff to perform other mandated functions, and allow adequate time for our staff to close and balance their daily receipting activities, which includes preparing bank deposits.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 20,000)	\$ 20,000	\$ 0	(\$ 20,000)	\$ 20,000
Totals			\$ 0	(\$ 20,000)	\$ 20,000	\$ 0	(\$ 20,000)	\$ 20,000

## TRS-92 Treasurer's Office Part time Delinquent Tax Collector position to be funded by Treasurer's O&M

**Contact: Anthony Glenn, [Anthony.glenn@clark.wa.gov](mailto:Anthony.glenn@clark.wa.gov), extension 5880**

This package proposes to shift funding for a part-time (.5 FTE) Delinquent Tax Collector from the General Fund to the Treasurer's O&M Fund (8757). This is the Office's third priority and includes estimated ongoing General Fund savings of \$67,966 over the course of the FY 2017-18 biennium.

The County Treasurer is required by law to collect on delinquent taxes for real and business personal property, as well as mobile homes. The Delinquent Tax Collections Unit, which is comprised of 2.0 FTEs (direct staffing), is responsible for collecting delinquent tax bills for the County and its junior taxing districts. The County's current tax collection rate is quite high, 98.7%; however, it was lower during the economic recession in 2008, 2009 and 2010, as low as 96%.

Under state law, County Treasurers are allowed to assign fees to delinquent tax accounts for collection related activities such as phone calls, site visits, and letters. These fees, which are remitted to the Treasurer's O&M fund, are dedicated to defraying the costs of collection on delinquent accounts, specifically foreclosure of real property as well as business personal property distraint. Presently, the Treasurer's Office does not charge all of the permissible collection fees. A plan is being developed to expand the fee list in an effort to create a sustainable revenue base for the fund, which has cash balance of \$195,897 as of June 2016. Additionally, the fund is classified as an Agency Fund and therefore does not follow the normal budgeting processes.

This package proposes to fully budget the revenues and expenses of the Treasurer's O&M fund, and permanently shift the costs of a part-time (.5) Delinquent Tax Collector position from the General Fund to the Treasurer's O&M Fund. This transition will make the position 100% cost-recoverable and reduce the Office's need for General Fund support.

Making these changes is not without impact or risk. The primary challenge is ensuring that the Treasurer's O&M fund can collect sufficient fee revenue to support the costs of the position ongoing. As stated above, the universe of delinquent collections is shrinking due to the increase in payment compliance. Moreover, there is an administrative burden placed on the Delinquent Collection staff to ensure that all activities and functions of the position are cost recoverable and billed out as fees to delinquent accounts. It will also be necessary to maintain a minimum reserve balance in O&M to cover business expenses incurred prior to collecting such fees. The sensitive nature of these changes will require the Treasurer's Office and Budget Office to closely monitor the fund's expenses and revenue collections.

It should also be mentioned that funding this part-time position through the Treasurer's O&M account may be looked upon negatively by property owners that are already delinquent on their taxes. Surcharges or fees assessed for additional collection costs may be considered excessive when paired with the fact that delinquent accounts are already charged 1% per month in delinquent interest, a 3% penalty for taxes unpaid by June 1st, and another 8% penalty charge for taxes unpaid by December 1st. Placing additional burden on citizens that are already experiencing financial hardships or difficulties may be considered usurious.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 67,966)	\$ 67,966	\$ 0	(\$ 67,966)	\$ 67,966
8757	Treasurers O & M Fund	Ongoing	\$ 105,000	\$ 103,166	\$ 1,834	\$ 110,000	\$ 103,166	\$ 6,834
Totals			\$ 105,000	\$ 35,200	\$ 69,800	\$ 110,000	\$ 35,200	\$ 74,800

## TRS-93 Treasurer's Office Delinquent Tax Collections to be 40% funded by Treasurer's O&M

**Contact: Anthony Glenn, [Anthony.glenn@clark.wa.gov](mailto:Anthony.glenn@clark.wa.gov), extension 5880**

This package proposes to shift 40 percent of the costs for one full time (1.0 FTE) and one part-time (.5 FTE) Delinquent Tax Collector position from the General Fund to the Treasurer's O&M Fund (8757). This request builds off decision package TRS-92 and is the Office's fourth priority.

The County Treasurer is required by law to collect on delinquent taxes for real and business personal property, as well as mobile homes. The Delinquent Tax Collections Unit, which is comprised of 2.0 FTEs (direct staffing), is responsible for collecting delinquent tax bills for the County and its junior taxing districts. The County's current tax collection rate is quite high, 98.7%; however, it was lower during the economic recession in 2008, 2009 and 2010, as low as 96%.

As stated in TRS -92, state law allows County Treasurers to assign fees to delinquent tax accounts for collection related activities such as phone calls, site visits, and letters. These fees, which are remitted to the Treasurer's O&M fund, are dedicated to defraying the costs of collection on delinquent accounts, specifically foreclosure of real property as well as business personal property distraint. Presently, the Treasurer's Office does not charge all of the permissible collections fees. A plan is under development to expand the fee list in an effort to create a sustainable revenue base for the fund, which has a cash balance of \$195,897 as of June 2016.

This package proposes to use the increase in projected Treasurer's O&M Fund fee revenue to support 40 percent of the ongoing costs of 1.5 Delinquent Tax Collector positions, making the positions semi-cost recoverable. This change will alleviate pressure on the General Fund and produce savings of approximately \$92,463 over the course of the biennium.

Making this adjustment is not without risk. There is no verifiable proof that the Treasurer's O&M fund will be able to collect revenue sufficient to support the positions costs ongoing. Revenue collections will be subject to a number of factors including a time lag between when the fees are assessed vs. when the account becomes current, a declining universe of delinquent accounts, and the ability of delinquent account payers to satisfy their obligations. Decision package TRS -92 will also place additional pressure on the fund by adding \$67,966 of new ongoing costs, thereby increasing the fund's ongoing biennial obligation to \$160,429. Moreover, expanding the fee list will place an administrative burden on the Delinquent Collection staff to ensure that all activities and functions of the position are cost recoverable and billed out as fees to delinquent accounts.

The sensitive nature of these changes will require the Treasurer's Office and Budget Office to closely monitor the fund's expenses and revenue collections and ensure that the fund maintains a minimum reserve balance necessary to cover other business expenses incurred prior to collecting such fees. In the event that

the fund is unable to produce revenues sufficient to cover the ongoing costs of this state mandate activity, a request would be made to transition the expenses back to the General Fund.

It should also be mentioned that funding positions through the Treasurer’s O&M account may be looked upon negatively by property owners that are already delinquent on their taxes. Surcharges or fees assessed for additional collection costs may be considered excessive when paired with the fact that delinquent accounts are already charged 1% per month in delinquent interest, a 3% penalty for taxes unpaid by June 1st, and another 8% penalty charge for taxes unpaid by December 1st. Placing additional burden on citizens that are already experiencing financial hardships or difficulties may be considered usurious.

Fund	Fund Name	Request Type	2017-18 Rev	2017-18 Exp	2017-18 FB Chg	2019-20 Rev	2019-20 Exp	2019-20 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 92,463)	\$ 92,463	\$ 0	(\$ 92,463)	\$ 92,463
8757	Treasurers O & M Fund	Ongoing	\$ 0	\$ 92,463	(\$ 92,463)	\$ 0	\$ 92,463	(\$ 92,463)
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0