

1 **IN THE MATTER OF ADOPTING THE 2017-2018**
2 **BIENNIAL BUDGET FOR CLARK COUNTY**

RESOLUTION
NO. _____

3
4 **WHEREAS**, RCW 36.40.071 authorizes the Board of County Councilors to meet on the first
5 Monday in December for the purpose of hearing and considering testimony for or against any
6 part of the proposed final budget; and

7 **WHEREAS**, RCW 36.40.080 requires the Board of County Councilors to fix the budget, by
8 resolution, at the conclusion of the budget hearing; and

9 **WHEREAS**, RCW 36.40.250 authorizes the Board of County Councilors to adopt a biennial
10 budget; and

11 **WHEREAS**, the Washington State Budgeting, Accounting and Reporting System (BARS)
12 manual effective January 1, 1983 states, “The budget should be legally adopted by ordinance or
13 resolution at the department or fund level;” and

14 **WHEREAS**, there are alternative controls that can be implemented to maintain proper, legal
15 review of all county funds and expenditures therefrom; and

16 **WHEREAS**, detailed budget preparation will remain an important part of the county’s
17 management and planning process; and

18 **WHEREAS**, the State Examiner has approved the budget adoption and control process as set
19 forth below;

20 **BE IT ORDERED AND RESOLVED BY THE BOARD OF COUNTY COUNCILORS OF**
21 **CLARK COUNTY, STATE OF WASHINGTON**, in regular session assembled, that the
22 2017/2018 Final Biennial Budget is adopted at the appropriate fund, department or division level
23 (see attachment), provided the following controls shall be in effect:

- 24 1) The Board will continue to follow the Emergency and Supplemental Appropriations
25 process as prescribed by RCW 36.40.100, 36.40.140 and 36.40.180.

- 26 2) Any budget shifts between General Fund operating departments or between funds
27 must be approved by the Board as specified in RCW 36.40.100.
- 28 3) The budget process, as currently defined, will remain in force, and all county
29 department budgets will be loaded in the General Ledger at the detailed expenditure
30 line item level.
- 31 4) Regular payroll and benefits are defined as Objects 100, 102 through 129, 146
32 through 250, and 257. Regular payroll and benefits are determined and maintained
33 for Departments based upon assigned personnel. Any request to transfer among
34 appropriation lines that would increase or decrease the above Objects must be
35 submitted to the Budget Director or designee, in writing. With the approval of the
36 Budget Director or designee and endorsement of the County Manager or designee if
37 applicable, these transfers may be implemented consistent with current Board and
38 Finance policies. In the event that there is insufficient budget capacity in
39 Controllable Object Codes (as defined by paragraph 5) to cover other personnel-
40 related expenditures in object codes 133, 140, and 141, and there is insufficient time
41 to obtain proper approval and process a budget transfer prior to the release of payroll
42 warrants, the Auditor or his designee is authorized to override the budget system in
43 recognition that State law mandates payment of salaries, benefits, and overtime. The
44 Auditor's Office shall notify the Budget Office and the affected department(s) of the
45 amount that needs to be transferred no later than the following business day.
- 46 5) All other Objects not otherwise listed as regular payroll and benefits in Paragraph 4
47 above are Controllable Object Codes. With the approval of the Budget Director or
48 designee and endorsement of the County Manager or designee if applicable, these
49 transfers may be implemented consistent with current Board and Finance policies.
- 50 6) Those amounts budgeted within the General Fund Contingency (Fund 0001,
51 Department 308) as earmarked amounts for salary, benefits, and other adjustments are
52 held separate from respective departments' budgets until specific decisions and/or
53 actions are taken. Once these prescribed actions have been taken or decisions made,
54 the Budget Director may submit to the County Manager, in writing, a request to
55 transfer the amounts from the contingency to the respective operating budgets(s).

56 Approval by the County Manager is necessary before these transfers can be
57 implemented. They must be consistent with current Board and Finance policies.

58 7) In Department 261 (Jail) only, anticipated salary savings may be budgeted in Objects
59 140 and 141. This is adopted as a budget-neutral proposal, and expenditures in
60 Objects 140 and 141 may only occur to the degree that they are supported by actual
61 salary savings. The combined expenditures of regular salary, benefits, Objects 140
62 and 141 shall not exceed the amounts budgeted without prior supplemental budget
63 approval.

64 **BE IT FURTHER RESOLVED** that the attached staff listing represents the change in staffing
65 by department; and

66 **BE IT FURTHER RESOLVED** that the annual replacement for fleet (Fund 5091) (see
67 attached) is adopted for 2017-2018; and

68 **BE IT FURTHER RESOLVED** that the annual replacement rates of \$966 per personal desktop
69 computer; \$1,066 per laptop; \$92 per monitor; \$1,206 per Ultralight laptop; \$1,806 per Durable
70 Laptop; \$255 per network printer; and \$100 for MobileIron on mobile devices for the
71 Technology Reserve and Replacement Fund (5092) are adopted for 2017-2018; and

72 **BE IT FURTHER RESOLVED** that the annual element of the 6-year Transportation Capital
73 Improvement Program has been proposed on a separate resolution to be independently adopted
74 by the Board; and

75 **BE IT FURTHER RESOLVED** that due to the lack of resources, the Board of County
76 Councilors extends the policy of no vacation sell-back; and

77 **BE IT FURTHER REOLVED** that the Board of County Councilors authorizes County
78 departments with on-going grant revenues included and projected in the budget to proceed with
79 the grant application process, and hereby authorizes the County Manager to sign the grant
80 application, grant/contract document with the funding authority, and any subsequent
81 modifications, and the specific grant-related subcontracts and any subsequent modifications,
82 upon approval as to form by the Prosecuting Attorney's Office; and

83 **BE IT FURTHER RESOLVED** that changes in policy for on-going grants or new grant
84 applications will require submittal of a staff report to the Board of County Councilors for its
85 approval, prior to submission of the grant application; and

86 **BE IT FURTHER RESOLVED** that in order to insure the long-term stability of deputy
87 recruitment and provide for a continuous retirement process, the Clark County Sheriff is
88 authorized to hire three additional Deputy Sheriff II positions over and above his budgeted
89 allotment. When these three over-hires are filled, they shall become a permanent part of the
90 Sheriff's budgeted allotment and be funded in subsequent budget actions. Once the positions are
91 made permanent, the Sheriff may continue the process of over-hiring three deputies until
92 sufficient staffing is achieved, or until instructed otherwise by the Board of County Councilors.

93 **BE IT FURTHER RESOLVED** that no part of this resolution is intended to contravene or limit
94 any provisions of the Revised Code of Washington (RCW).

95 Adopted on this _____ day of December, 2016.

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BOARD OF COUNTY COUNCILORS
CLARK COUNTY, WASHINGTON

98 Attest:

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Clerk of the Board

By _____
Marc Boldt, Chair

103

104 Approved as to Form Only:

105 ANTHONY F. GOLIK

106 Prosecuting Attorney

By _____
Jeanne E. Stewart, Councilor

107

108

109 By: _____

110 Christopher Horne,

111 Chief Civil Deputy Prosecuting Attorney

By _____
Julie Olson, Councilor

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113

By _____
David Madore, Councilor

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By _____
Tom Mielke, Councilor

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