

Decision Package Report Guide

How the report fits into the process

The County Council is required by state law to adopt a budget for the County. The Council adopts a two year biennial budget with a mid-biennium review and modification. In addition, the Council typically amends the budget multiple times per year as needed through budget supplementals. The County Manager is required by the County Charter to prepare a recommended budget and present it to the Council for consideration.

The Budget Office facilitates the process that leads to the formation of a recommended budget. This includes collecting, reviewing, and evaluating budget requests called “decision packages”. The decision package report summarizes the budget requests submitted by Clark County departments and offices.

Understanding the Report Elements

The decision package report summarizes key decision package elements for quick review:

[Request #] [Dept Name] [Request Description]

[Request Type]

[Contact Information]

[Request Justification]

[Evaluation Criteria Comments]

[Impacts if not approved]

[Fund Impact Summary Table]

[Request #] Sequential decision package number.

[Dept Name] The name of the department or office making the request.

[Request Description] Briefly describes what the request accomplishes.

[Request Type] Categorizes the request as follows:

- Previously approved by Council = decision package is a necessary follow up to implement budget changes occurring as a consequence of a staff report previously approved by the Council.
- Budget Neutral = decision packages recognizing revenues and associated expenses that were not previously approved by the Council and do not require county funding commitment, such as budget neutral grants, contractual reimbursements or technical adjustments that are not expected to have a material impact on fund balance.
- New request = all other decision packages that impact fund balance, e.g. requests for new funding, reductions in existing funding, revenue forecast updates, grants that require new local match dollars, etc.

[Contact Information] Staff member to contact for questions regarding the decision package.

[Evaluation Criteria Comments] Information to help evaluate decision packages in the areas of liability/risk/safety, positive impact to citizens, efficiency gains, and workforce engagement.

[Impacts if not approved] Describes the consequences and alternatives to county operations if the package is not approved.

[Fund Impact Summary Table] Summarizes by fund the monetary impact the package will have if adopted; columns are as follows:

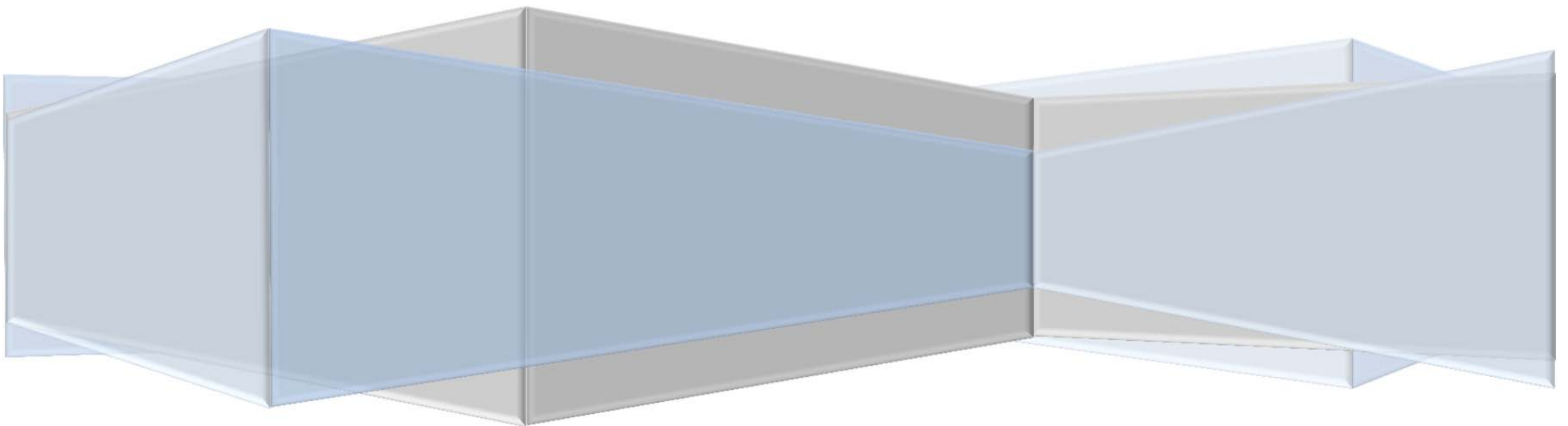
- Request Type: The type of commitment adopting the package will entail – either a one-time ask or an ongoing commitment.
- 20##-## Rev: Change in revenues flowing into the fund.
- 20##-## Exp: Change in expense flowing out of the fund.
- 20##-## FB Chg: Change in the Fund balance – positive = more money in the fund, negative = less money in the fund.

Clark County

2017 Budget Readopt

Exhibit B: Budget Narrative Requests with Summary by Fund

All Submit Final Report for October 25, 2017 Worksession



Contents

ACT-01-17RA	Animal Control	Expand animal ctrl scrvs to BG, La C, Ridgefield.....	1
ASO-01-17RA	Assessor's Office	Replace retired vehicles with new fleet vehicles	2
BGT-01-17RA	Budget Office	Reduce District Court revenue and related expense.....	4
BGT-02-17RA	Budget Office	Return over-collected Road Diversion funds.....	5
BGT-03-17RA	Budget Office	Technical adjustment to Sheriff's budget coding.....	6
BGT-04-17RA	Budget Office	Update non-General Fund major revenue forecasts.....	6
BGT-05-17RA	Budget Office	Update General Fund sales tax revenue forecast	8
BGT-06-17RA	Budget Office	Planning and code fund technical correction.....	9
BGT-07-17RA	Budget Office	Update budget to remove short term fleet savings.....	10
BGT-08-17RA	Budget Office	Changes in Personnel and Headcount.....	11
BGT-09-17RA	Budget Office	Move funds for Workday backfill project position.....	12
BGT-10-17RA	Budget Office	Technology Reserve Fund technical correction.....	13
CJC-01-17RA	Arthur D. Curtis Children's Justice Center	Increase Bilingual Victim's Advocate to 1.0 FTE	14
CJC-02-17RA	Arthur D. Curtis Children's Justice Center	Reconcile Fund 1018 CJC revenue & expense budgets	15
CLK-01-17RA	Clerk's Office	Increase Expense Budget for OnBase Conversion	17
COM-01-17RA	Community Development/Permit Center	Consultant Evaluation of Permit Center	18
COM-03-17RA	Community Development	LMS Config Improvement/Phase 3 Project Budgets	19
COM-04-17RA	Community Development – Wetland and Habitat Review	Wetland & Habitat Review GF subsidy increase	21
COM-05-17RA	Community Development – Wetland and Habitat Review	Funding adjustments for adopted fee updates.....	23
COM-06-17RA	Community Development	Update Planning and Code Fund revenue forecasts.....	24
COM-07-17RA	Community Development / Land Use Review	Project Planning Tech Position to address workload	25
COS-01-17RA	Community Service	Veterans Assistance Fund	26
GEN-01-17RA	General Services - Facilities	Engineering Study for Fairgrounds Parking Lot A.....	27
GEN-02-17RA	General Services	Dolle Building Suite Remodels.....	29
GEN-03-17RA	General Services	Public Service Ctr 1st/4th flr Architectural Study.....	30

GEN-04-17RA	General Services – Facilities	Storm Water Facility Renovations	31
GEN-05-17RA	General Services	Sheriff Reception Area Additional Costs	32
GEN-06-17RA	General Services - Facilities	Dolle Building Exterior Painting and Flooring.....	34
GEN-07-17RA	General Services-Facilities and Sheriff	Jail Security System Upgrade	35
GEN-08-17RA	General Services	Increase General Liability Contingency Reserves.....	37
GEN-09-17RA	General Services	Historical Preservation Program expenditures	38
GEN-10-17RA	General Services-Medical Examiner	Medical Examiner Equipment Request	39
GEN-11-17RA	General Services	PSC 1st and 4th Floor Remodel Cost	41
GEN-12-17RA	General Services	County Buildings Audio/Video System Upgrade	43
GEN-13-17RA	General Services	Arts of Clark County In-Kind support.....	44
GEN-14-17RA	General Services	Increase Cable TV expenses and revenue	46
GEN-15-17RA	General Services	Historical Promotion Grants Program expenses	47
GEN-16-17RA	General Services	Transfer of Whatley Reserves to Public Works.....	48
GEN-17-17RA	General Services	Exhibit Hall Reserve Fund Revenue Increase	48
GEN-18-17RA	General Services	Replacement of Parking Meters.....	49
GEN-19-17RA	General Services	Contractual and Dues Increases	50
GEN-20-17RA		Capital Improvement Plan (CIP) for Clark County	51
GEN-21-17RA	General Services	CCH VA 3rd floor Phase III Tenant Improvements	53
GEN-22-17RA	General Services-Medical Examiner	Add Medical Examiner Lead Investigator.....	54
GEN-23-17RA	General Services-Medical Examiner	Reorganize Autopsy Assistant Positions.....	56
GEN-24-17RA	General Services	Veteran's Administration LEED Certification Proj	57
GEN-25-17RA	General Services	Center For Community Health Program Coordinator	58
ITS-01-17RA	Information Services	Transfer collected telecom support into project	59
ITS-02-17RA	Information Services	Move 1 FTE from BOCC to IT.....	61
ITS-03-17RA	Technology Services	Ongoing increases in vendor support agreements.....	62
ITS-04-17RA	Information Services	New Van for Technology Services.....	63

ITS-05-17RA	Technology Services	Revenues to support new Sheriff's regional system.....	64
JUV-01-17RA	Juvenile	Accept Grant Funding for CSEC Taskforce	65
JUV-02-17RA	Juvenile	Accept grant to reduce racial/ethnic disparities.....	65
JUV-03-17RA	Juvenile	Accept community donation for youth music program.....	66
JUV-04-17RA	Juvenile	Accept Juvenile Detention Alternatives(JDAI) Grant	67
JUV-05-17RA	Juvenile	Increase in Consolidated Block Grant Allotment	67
JUV-06-17RA	Juvenile	Add .5 FTE to Detention Alt Program (1033) 2018	69
PAT-01-17RA	Prosecuting Attorney	Add 1.0 FTE Office Manager - Criminal Office	70
PAT-02-17RA	Prosecuting Attorney	Add 1.0 FTE Legal Specialist - Civil Unit	71
PAT-03-17RA	Prosecuting Attorney	Prosecuting Attorney's Civil Unit - Office Remodel.....	73
PAT-04-17RA	Prosecuting Attorney	Cell phones for attorneys	74
PBH-01-17RA	Public Health	Add 1.0 FTE project Env Health Spec to Food Safety.....	75
PBH-02-17RA	Public Health	Add 1.0 FTE Env Health Spec to Septic & Water.....	76
PBH-03-17RA	Public Health	State Local Source Control (LSC) grant.....	77
PBH-04-17RA	Public Health	Foundational Public Health Services (FPHS) funding	78
PBH-05-17RA	Public Health	Health Officer Support for Skamania County.....	78
PBH-06-17RA	Public Health	Add 1.0 FTE Env Health Asst to Operations & Maint.	79
PWK-01-17RA	Public Works	Roll over budget for 78th St Operations generator	80
PWK-02-17RA	Public Works	Move Outreach Coord frm Solid Waste to Clean Water	81
PWK-03-17RA	Public Works	Implement the Van Mall North Annexation.....	81
PWK-04-17RA	Public Works	Add an Office Assistant II FTE to Road Fund	82
PWK-05-17RA	Public Works	Add an Engineer III FTE to Road Fund	83
PWK-06-17RA	Public Works	Reduce expense budget by \$2M for Road Maintenance.....	85
PWK-07-17RA	Public Works	Update budget for Traffic Impact Fees.....	86
PWK-08-17RA	Public Works	Update budget for Park Impact Fees.....	87
PWK-09-17RA	Public Works	Increase janitorial position from 0.50 to 1.0 FTE	89

PWK-10-17RA	Public Works	Allocate 40% of RDS0082 for Railroad Coordinator.....	90
PWK-11-17RA	Public Works	Request budget for Railroad grade crossing at 503	91
PWK-12-17RA	Public Works	Increase Farm Ops Specialist from .50 to .75	91
PWK-13-17RA	Public Works	Add a Grant Writer/Planner position for Parks.....	93
PWK-14-17RA	Public Works	Install automated park fee pay stations.....	94
PWK-15-17RA	Public Works	Increase Park Ground Maint FTE from 9 to 12 months	95
PWK-16-17RA	Public Works	Replace and add new vehicles for Parks	96
PWK-17-17RA	Public Works	Irrigation Project at 78th Street Heritage Farm	97
PWK-18-17RA	Public Works	Purchase equipment for 78th St Heritage Farm	98
PWK-19-17RA	Public Works	Budget adjustment to Bonneville Timber Fund	100
PWK-20-17RA	Public Works	Funding to implement Camp Hope Park Master Plan.....	101
PWK-22-17RA	Public Works	GF request for Heritage Farm master plan update	103
PWK-23-17RA	Public Works	Budget authority for Camp Bonneville Master Plan	104
PWK-24-17RA	Public Works	Build parking lot at Grove Airfield for off-leash	105
PWK-26-17RA	Public Works	Funding for Railroad Signal Maintenance	106
PWK-27-17RA	Public Works	Increase OAll from .50 to 1.0 FTE for Road Fund	107
PWK-28-17RA	Public Works	Increase expense authority for Treatment Plant	108
PWK-29-17RA	Public Works	Add a Deputy Public Works Director	109
PWK-30-17RA	Public Works	Add a Senior Management Analyst for Public Works	111
PWK-31-17RA	Public Works	Add two Engineering Technician FTE positions.....	112
PWK-32A-17RA	Public Works	Quiet Zone at NW 122nd St. & BNSF Tracks	113
PWK-32B-17RA	Public Works	RID for Quiet Zone at NW 122nd St. & BNSF Tracks	114
PWK-33-17RA	Public Works	Site plan for Felida Community Park.....	115
PWK-34-17RA	Public Works	Site improvements at Hockinson Community Park.....	116
PWK-35-17RA	Public Works	Clean Water treatment facility 3FTEs and equip.....	117
PWK-37-17RA	Public Works	Skid-mounted water tank for median maintenance	118

PWK-38-17RA	Public Works	Decrease road diversion with 1% property tax levy.....	119
PWK-39-17RA	Public Works	General Fund Transfer for Heritage Farm support.....	121
PWK-40-17RA	Public Works	Add Park Impact Fee transfer to Clean Water.....	122
PWK-42-17RA	Public Works	Sidewalk Program funding.....	123
SHR-01-17RA	Sheriff's Office	Fund ongoing overtime cost of labor contracts.....	124
SHR-02-17RA	Sheriff's Office	Increase G4S contract to screen jail visitors	125
SHR-03-17RA	Sheriff's Office	Fund 16,000 s.f. lease for vehicles, boats, etc.	126
SHR-04-17RA	Sheriff's Office	County's share of cost to replace precinct roof.....	127
SHR-05-17RA	Sheriff's Office	Central Precinct Planning/Replacement Study.....	129
SHR-06-17RA	Sheriff's Office	Increase Civil Fees; create 18mo Project FTE.....	130
SHR-07-17RA	Sheriff's Office	Increments/decrements recommended within study	131
SHR-08-17RA	Sheriff's Office	Reverse 2017/2018 fleet budget cut (BGT-05)	132
SHR-09-17RA	Sheriff's Office	Accept and budget for state funding	134
SHR-10-17RA	Sheriff's Office	Accept and budget for federal law enforcement fund	135
SUP-01-17RA	Superior Court	Judicial Assistant for 3 Court Commissioners	136
SUP-02-17RA	Superior Court	Purchase Equipment to Implement Video Arraignment.....	137
TRS-01-17RA	Treasurer's Office	Adjust Tourism Promotion Area Fund budget.....	138
TRS-03-17RA	Treasurer's Office	Required debt fund updates.....	140
TRS-04-17RA	Treasurer's Office	Joint Payment Processing Center Replacement.....	141
TRS-05-17RA	Treasurer's Office	Transfer expense budget to Clerk's Office	142

ACT-01-17RA Animal Control Expand animal ctrl scrvs to BG, La C, Ridgefield

Budget Neutral

Contact: name: Paul Scarpelli

email: paul.scarpelli@clark.wa.gov

phone: 4705

This package requests the expansion of on-going animal control services to be paid for via reimbursement from the cities of Battle Ground, La Center and Ridgefield. This will provide for seamless services to citizens, uniform laws and pricing, while fielding better trained and more responsive staff able to meet the needs of animals. Reimbursements from cities will pay for all additional costs.

Upon successful integration of these three jurisdictions (Battle Ground, La Center, Ridgefield), Camas and Washougal will be approached to join as well. This will create a true regional-provider of animal services across the entire county, allowing for overall better service in the most efficient manner.

Staff is working with city governments on contracts and minor code changes, anticipating January 1, 2018 start.

Impacts/Outcomes if not approved:

We will continue to assist and not be paid for our help. We will continue to drive our rigs right through these cities on the way to a call in our area and not be able to help. All parties involved will wonder why a net neutral opportunity was not approved.

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	\$ 162,291	\$ 81,551	\$ 80,740	\$ 163,102	\$ 163,102	\$ 0
0001	General Fund	One-Time	\$ 0	\$ 80,740	(\$ 80,740)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 77,000	\$ 77,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 239,291	\$ 239,291	\$ 0	\$ 163,102	\$ 163,102	\$ 0

ASO-01-17RA Assessor's Office Replace retired vehicles with new fleet vehicles

New Request

Contact: name: Nick Deatherage

email: nick.deatherage@clark.wa.gov phone: 360-397-2092 x4616

The Assessor's Office requests General Fund spending authority to replace three aging fleet vehicles with three new Ford Escape four-wheel drive vehicles. The Assessor's Office fleet of 14 vehicles is primarily used by appraisers to complete state mandated physical revaluation of properties, and the physical review and addition of new construction value to the tax rolls. These vehicles are shared by 28 appraisers and other staff members who occasionally require them, functioning as mobile offices throughout much of the year. The office's ability to fulfill its required duties depends on the reliability and availability of the Assessor's fleet.

Approximately 15 years ago our office took ownership of three 1990s-built four-wheel drive vehicles retiring from the county fleet as a short term solution to our vehicle needs. This saved the office capital expenses, but, as "rollover" vehicles, they do not build up a reserve in order to fund future replacements. Today, these vehicles are beyond their useful life and require replacement. We are working directly with the Public Works Fleet Manager, following County policy and recommendations while aware there may be an impact from the fleet study which is in progress at this time.

This request includes one-time spending for the capital purchase of three vehicles, ongoing spending toward the county ER&R (Equipment Replacement and Repair) for the new vehicles and savings from removing retired vehicles from the Assessor's fleet. The monthly repair fund charges for the three retired vehicles are three times higher than the charges for other Assessor's vehicles, which are part of the county ER&R program. Replacing our oldest vehicles would eliminate their associated high repair costs. The new vehicles would become part of the County's fleet plan. This would position us to secure the orderly acquisition of future replacements and repairs while eliminating the need to request future replacements outside of the ER&R schedule. Clark county Fleet Manager Scott Rood agrees with the Assessor's vehicle replacement decision package.

The Assessor's Office has considered alternatives such as short term rentals through enterprise, long term leases, and the use of county pool vehicles. While those alternatives would be good for emergency short term solutions, they were not chosen for our long term fleet needs. High costs of rentals and leases, the uncertainty of replacement, repair, and availability and the need for outfitting the vehicles to meet assessor's needs were all factors in that decision. Assessor's vehicles function as mobile offices, and need to be outfitted with laptop/tablet mounts, signal boosters, light bars, and identification stickers. They are assigned to specific staff members based on responsibilities and equipment need. Public Works fleet currently outfits the Assessor's vehicles to meet those needs. The best option would be to have reliable vehicles which can be easily outfitted, repaired, and replaced on a timely county schedule.

Liability/Risk/Safety Impacts:

There is not currently a reserve to replace our retired vehicles since they are not part of the county ER&R program. Inevitable major repair costs for these vehicles are likely to exceed their value. The unreliability of our oldest vehicles puts us at risk of not completing our revaluation assignment, and the annual valuation of new construction. The timely capture of new construction value is critical to Clark County and other taxing districts. New construction activity is rising, which caused our appraisers to work a considerable amount of overtime this year to meet the August 31st deadline. New construction added after August 31st cannot be used by districts to maximize their 1% levy limit. The result is a permanent loss to annual property tax revenue, and the effects carry forward in perpetuity.

Four wheel or all-wheel drive vehicles are necessary to access most rural areas, especially in winter. The winter 2018 revaluation project for our residential appraisal staff is in the most rural north and east portions of Clark County. See attached maps which show the revaluation schedule for areas within the county. If one of our older four wheel drive vehicles broke down in the field, the appraiser(s) would be stranded until help arrived.

Positive Impact to Citizens:

The approval of this request will align our office with Clark County Fleet Policy. Eleven out of our fourteen vehicles are part of the county fleet ER&R fund. If this request is approved, the entire fleet of the Assessor's office will be reliably maintained and replaced in an orderly, responsible manner.

Replacing unreliable vehicles will help ensure taxing districts are receiving all of their new construction value and that the Assessor's Office may fulfill its statutory mandates to value properties within the County.

Efficiency Gains:

None

Workforce Engagement and Contributions:

Replacing unreliable vehicles with new county ER&R funded replacements will increase the overall safety of Assessor's staff. They are less likely to be stranded or injured by the failure of an older vehicle. This will be especially beneficial in rural areas of the county, during inclement weather. Newer vehicles will be much more accommodating than the old vehicles they replace, boosting morale and providing safer and more ergonomic support while working in the field.

Impacts/Outcomes if not approved:

Unplanned replacement: The Assessor's Office is at risk of losing vehicles when the next major repair is needed on one of the older vehicles to be retired. Since these are not set up on a capital replacement plan, our office would need to be reactive to quickly find a solution. This would likely involve a high cost rental or lease, as long as we could outfit the vehicle appropriately for appraiser work. County pool vehicles could also be borrowed in an emergency, however, they are not a suitable long-term solution for the Assessor's constant fieldwork.

Staff safety risk: Vehicles are likely to have failures as they continue to age. Staff members who are assigned field work are at risk of being stranded or injured due to the failure of one of these vehicles.

Lost Levy Capacity: A reduction in fleet due to a breakdown may cause the office to miss adding new construction value to the Assessor's Roll. New construction is especially important to taxing districts, including Clark County, as it has a direct impact on the amount a taxing district can levy. Taxing districts may increase their levy limit each year by a specific percentage, usually 1%, plus additional consideration for new construction. The new construction must be valued by August 31st of each year, or else it cannot be added to a district's levy limit calculation. In the last levy cycle, Clark County was able to increase their limit by an additional \$1,302,000 due to the timely valuation of new construction value by the Assessor's Office. The Assessor's Office needs reliable vehicles in order to value new construction in a safe and timely manner.

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	\$ 7,626	(\$ 7,626)	\$ 0	\$ 15,252	(\$ 15,252)
0001	General Fund	One-Time	\$ 0	\$ 84,000	(\$ 84,000)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 84,000	\$ 84,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 84,000	\$ 175,626	(\$ 91,626)	\$ 0	\$ 15,252	(\$ 15,252)

BGT-01-17RA Budget Office Reduce District Court revenue and related expense

Budget Neutral

Contact: name: Adriana Prata email: Adriana.Prata@clark.wa.gov phone: (360) 397-6097 X4337

This decision package reduces District Court allocated revenue and correlating expense budget by \$27,996 to reflect the non-renewal of the Southwest Washington Behavioral Health Regional Support Network contract for MH Court Coordinator. This contract was used to partially fund the Department's Mental Health Coordinator position. The salary savings were allocated to assist in the cost of UA's for Therapeutic Specialty Courts.

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	(\$ 27,996)	(\$ 27,996)	\$ 0	(\$ 27,996)	(\$ 27,996)	\$ 0
Totals			(\$ 27,996)	(\$ 27,996)	\$ 0	(\$ 27,996)	(\$ 27,996)	\$ 0

BGT-02-17RA Budget Office Return over-collected Road Diversion funds

New Request

Contact: name: Willy Traub

email: willy.traub@clark.wa.gov

phone: x5044

In consultation with the County Road Administration Board (CRAB) and the State Auditor's Office, it was determined that the county sometimes exceeds the amount of funds it is allowed to divert from the Road Fund under the direction of the Council per the levy resolution. This situation can occur occasionally under the method by which the County accomplishes the diversion – through the property tax levy mechanism. Essentially, in some years, the total amount collected under the diversion levy exceeds the amount specified in the levy resolution due to the collection of delinquent property taxes. For other levies this is not an issue, but for the Road Fund diversion the amount diverted cannot exceed the amount specified in the levy resolution in a given year.

This decision package examines the Road Fund diversion for the past five years, from 2012 to 2016, and proposes returning the funds in years where the total collection exceeded the diversion amount as specified in the levy resolution. Further procedural changes are being enacted to prevent the over-diversion from occurring in subsequent years.

Liability/Risk/Safety Impacts:

This package reduces the General Fund's liability exposure from the over-collection of diverted Road Funds.

Positive Impact to Citizens:

By returning over-diverted dollars to the Road Fund, this package enhances alignment between the taxes levied and the purpose by which they are to be spent. This aligns with several elements of the Strategic Plan and the expectation of county citizens.

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If this decision package is not approved, the County increases its risk of an audit finding by the State Auditor's Office for being out of compliance with the Road Diversion law RCW 36.33.220. Additionally, the County may risk its eligibility for some transportation grants under the Rural Arterial Program due to the over-diversion of funds.

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	\$ 184,057	(\$ 184,057)	\$ 0	\$ 0	\$ 0
1012	County Road Fund	One-Time	\$ 184,057	\$ 0	\$ 184,057	\$ 0	\$ 0	\$ 0
Totals			\$ 184,057	\$ 184,057	\$ 0	\$ 0	\$ 0	\$ 0

BGT-03-17RA Budget Office Technical adjustment to Sheriff's budget coding

Budget Neutral

Contact: name: Lisa Boman **email:** Lisa.Boman@clark.wa.gov **phone:** X4389

This is a technical adjustment for the placeholder package that was approved in the Adopted Budget (BGT-14) to implement a reduction in the Sheriff's Office budget by 0.5%. This proposal changes the department number from 261 Sheriff Custody to 254 Sheriff Civil/Support per the preference of the Sheriff with no new impact 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
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

BGT-04-17RA Budget Office Update non-General Fund major revenue forecasts

New Request

Contact: name: Adriana Prata **email:** Adriana.Prata@clark.wa.gov **phone:** X4337

This is an adjustment to update revenue forecasts for two major non-General Fund revenue streams, namely real estate excise taxes (REET) county funds 3056 and 3083; as well as the one tenth of one percent sales and use tax for chemical dependency or mental health treatment services or therapeutic courts, county fund 1033.

Sales tax revenues in fund 1033 are increased by \$270,652 for the 2017-2018 biennium, equating to 1.7% more revenue than originally forecasted in the adopted budget. The assumptions for the updated forecast are that 1) for the current year, the revenue growth rate will be 6.8%, which represents the year to date growth trend; 2) for 2018, the growth rate is set at 3.3%, which is the historical growth in countywide taxable retail sales. Whereas revenue growth in sales tax distributions has exceeded 10% for the past few years, the rate of growth has slowed down significantly in the first half of 2017.

Real estate excise tax revenue is the most volatile major tax revenue for Clark County. During the Great recession years, revenues declined for successive years, with annual decline rates of 25% and 42%. By comparison, revenues increased by as much as 47% in one year during the recent economy recovery period. Real estate excise tax revenue in funds 3056 and 3083 is increased by \$2,199,994 for each fund for the 2017-2018 biennium, equating to approximately 21% more revenue than originally forecasted in the adopted budget.

The REET forecast assumptions for Clark County real estate excise tax revenues are for continued growth in 2017 at the current 14% rate through the end of 2017, followed by flat revenues in 2018. These assumptions are consistent with the assumptions of the statewide forecast from the Economic and Revenue Forecast Council (ERFC). ERFC forecasts that seasonally adjusted activity will not go higher than its level of the first quarter of 2017 until 2021, although there is a chance for increased activity this year. The main reason for the slowdown is lack of inventory. Most of the latest increase in activity has been driven more by price than volume, and prices are getting high while mortgage rates are (slowly) rising. So while prices may keep going up for several months, they are expected to slow down, and at the same time sales volume is under pressure from both mortgage rates and inventory. Furthermore, if inventory manages to increase that will tend to lower prices, so total taxable activity could stay the same or even shrink even though more houses are being sold. In terms of demographics, there is a lot of pent-up demand for housing, but it seems to be translating into more rentals of multifamily housing than single family homes, which does not produce REET revenue. This pent-up demand, however, coupled with the fact that transactions per capita are currently below their long-term average whereas employment, population and wages keep growing, suggest that a large crash in REET over the next several years is unlikely, barring an unforeseen recession.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

None

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Revenue budget would be inaccurate. The quality of information regarding resource availability used in the decision making process around budgetary allocations would be inadequate.

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	\$ 270,652	\$ 0	\$ 270,652	\$ 270,652	\$ 0	\$ 270,652
3056	Real Estate Excise Tax Fund - I	Ongoing	\$ 2,199,994	\$ 0	\$ 2,199,994	\$ 2,199,994	\$ 0	\$ 2,199,994
3083	Real Estate Excise Tax II Fund	Ongoing	\$ 2,199,994	\$ 0	\$ 2,199,994	\$ 2,199,994	\$ 0	\$ 2,199,994
Totals			\$ 4,670,640	\$ 0	\$ 4,670,640	\$ 4,670,640	\$ 0	\$ 4,670,640

BGT-05-17RA Budget Office Update General Fund sales tax revenue forecast

New Request

Contact: name: Adriana Prata email: adriana.prata@clark.wa.gov phone: x4337

This decision package updates the 2017-2018 sales tax General Fund revenues, based on the latest information and trends. Sales tax revenues to the General Fund are increased by \$2,350,870 million for the biennium, equating to 3.3% more revenue than originally forecasted in the adopted budget. The assumptions for the updated forecast are that 1) for the current year, the revenue growth rate will be 6.5%, which represents the year to date growth trend; 2) for 2018, the growth rate is set at 3.3%, which is the historical growth in countywide taxable retail sales. Whereas revenue growth in sales tax distributions has exceeded 10% for the past few years, the rate of growth has slowed down significantly in the first half of 2017. This decision package also transfers to the permanent reserve fund 1030 \$408,822 of the sales tax revenues that were received in 2016 (\$345,461) as well as the first six months of 2017 (\$63,361). Per current county fund balance policy for the General Fund, 50% of sales tax revenues above the forecast are set aside in the permanent reserve to be used during times of economic downturn.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

None

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Revenue budget would be inaccurate. The quality of information regarding resource availability used in the decision making process around budgetary allocations would be inadequate.

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	\$ 2,350,870	\$ 0	\$ 2,350,870	\$ 2,350,870	\$ 0	\$ 2,350,870
0001	General Fund	One-Time	\$ 0	\$ 408,822	(\$ 408,822)	\$ 0	\$ 0	\$ 0
1030	Permanent Reserve Fund	One-Time	\$ 408,822	\$ 0	\$ 408,822	\$ 0	\$ 0	\$ 0
Totals			\$ 2,759,692	\$ 408,822	\$ 2,350,870	\$ 2,350,870	\$ 0	\$ 2,350,870

BGT-06-17RA Budget Office Planning and code fund technical correction

Budget Neutral

Contact: name: Willy Traub

email: willy.traub@clark.wa.gov

phone: 5044

In the Spring Supplemental the Planning and Code received additional budget capacity through the approval of decision package TRS- 01. However, after further review it was determined that the increased capacity was not needed. In order to better align the Planning and Code Fund budget with projected expenditures, this package removes the excess capacity returning the fund to its original appropriation levels.

Liability/Risk/Safety Impacts:

This package will reduce the risk that expenditures in the impacted funds will exceed the amounts approved by the County Council.

Positive Impact to Citizens:

This package aligns with the fiscal prudence aspiration outlined in the county’s strategic plan by clearing out unnecessary and unused appropriation authority from the budget.

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If not reversed, the funds will retain the appropriation authority granted to them. This will reduce the effectiveness of some budgetary controls on the expenditures that run against the funds.

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	(\$ 3,000,000)	\$ 3,000,000	\$ 0	\$ 0	\$ 0
1022	Crime Victim and Witness Assistance Fund	One-Time	\$ 0	(\$ 150,000)	\$ 150,000	\$ 0	\$ 0	\$ 0
Totals			\$ 0	(\$ 3,150,000)	\$ 3,150,000	\$ 0	\$ 0	\$ 0

BGT-07-17RA Budget Office Update budget to remove short term fleet savings

New Request

Contact: name: Adriana Prata email: Adriana.Prata@clark.wa.gov phone: 4337

The 2017-2018 adopted budget included a cost savings placeholder decision package recognizing potential short term savings from fleet expense reductions. Meanwhile a fleet study was completed in order to perform the analysis for capacity for savings. The study found that changes in practices, coupled with restructured policies, yield potential for savings; however, these savings are long term rather than immediate short term savings. Therefore, this decision package reverses the immediate cost reduction in savings for the current biennium; future savings will be recognized as recommendations are considered and implemented for long-term.

Based on the key performance indicator metrics used, the county is currently meeting or exceeding industry standards in regards to timeliness of repairs, fleet availability, and technician productivity – suggesting that the county is not likely to see immediate improvements with newer vehicles in the shops as they are currently handling the older fleet effectively. Any gains in this area would likely be dwarfed by the steep, up-front, capital expenditures suggested by the vendor conducting the fleet study. In addition, due to the large percentage of the county’s fleet currently overdue for replacement, even the suggested “smooth” replacement approach places the county on a long-term timeline for modernization. This further extends potential savings from a newer fleet into later years. Due to these reasons, any gains from modernization of the county’s fleet will not lead to substantial savings for the 2017-2018 adopted budget and the savings placeholder should be removed.

Liability/Risk/Safety Impacts:

This package will ensure that the replacement of fleet occurs as needed in order to sustain the continuity of county operations.

Positive Impact to Citizens:

This package ensures that service interruption to citizens will not occur, as the Sheriff’s Office, the Assessor’s Office and other affected departments and offices will be able to replace vehicles as needed.

Efficiency Gains:

None

Workforce Engagement and Contributions:

Employees will be able to drive and operate vehicles that are safe and reliable, instead of operating outdated vehicles or equipment that may pose personal safety hazards.

Impacts/Outcomes if not approved:

Inability to replace outdated vehicles and equipment.

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)
5091	Equipment Rental & Revolving Fund	Ongoing	\$ 1,000,000	\$ 0	\$ 1,000,000	\$ 1,000,000	\$ 0	\$ 1,000,000
1032	MPD-Operations Fund	Ongoing	\$ 86,589	\$ 86,589	\$ 0	\$ 86,589	\$ 86,589	\$ 0
Totals			\$ 1,086,589	\$ 1,086,589	\$ 0	\$ 1,086,589	\$ 1,086,589	\$ 0

BGT-08-17RA Budget Office Changes in Personnel and Headcount

Budget Neutral

Contact: name: Lisa Boman **email:** Lisa.Boman@clark.wa.gov **phone:** X-4389

This package is the result of a reconciliation effort between budgeted positions and Human Resources position control. It formally recognizes personnel changes that have occurred within county organizations to move staff between departments within the same fund. Additionally, changes may have been approved in a staff report process but not yet recognized in a budget supplemental. These changes were within existing budget, therefore there is no fiscal impact.

No Budget Impact

BGT-09-17RA Budget Office Move funds for Workday backfill project position

New Request

Contact: name: Adriana Prata

email: Adriana.Prata@clark.wa.gov

phone: 4337

The 2017-2018 adopted budget included funding for budget software maintenance costs in the IT department, in the amount of \$95,000 per year. Of this amount, \$162,213 would be re-purposed in order to create an 18-month senior management analyst position in the Budget Office to support the office during Workday software implementation and creation of the 2019-2020 budget, which will occur in 2018; as well as during the implementation of new budget software, which will occur in the first part of 2019. This amount covers salaries and benefits for the position, which would start January 2018 and end June 2019.

The original plan was to implement a new budget software system in 2017, and pay ongoing subscription costs starting 2017. However, installing new budget software was postponed until 2019, since meanwhile the decision was made to replace the entire enterprise system (financials, human resources, purchasing, etc.) with the new Workday system. The change to Workday will significantly affect the chart of accounts, so implementation of budget software before Workday goes live would have required re-implementation at a later time. Therefore, the Budget Office decided to prepare the 2019-2020 budget, which will occur in 2018, without budget software, using spreadsheets and in-house built tools.

Currently staff in the Budget Office spend approximately 25% of total time (1.25 FTE out of 5 FTE) on Workday processes; this includes the foundational model for the system, as well as subsequent implementation and coordination of data setup with future budget system capabilities. The project does not currently have backfill funds set aside for this purpose. In addition, budget staff will be operating without software in 2018, while preparing the budget during the transition from the old to the new chart of accounts. This project position would backfill budget staff work while budget staff are involved with Workday implementation as well as with budget software implementation in 2019.

Liability/Risk/Safety Impacts:

Without budget software, the budget will be prepared manually. This manual process poses many risks for errors, lack of an audit trail, decreased data reliability and accessibility, limited reporting capabilities, and reduced strategic planning ability. The project position will provide additional coverage and bandwidth to support the reduction of these risks.

Positive Impact to Citizens:

The additional staff support for this process will allow the Budget Office to provide more timely and accurate budget information to Departments, Elected Officials, the County Manager and the BOCC. Ultimately, this is a positive impact for citizens since it is a strategic use of taxpayer dollars in managing the process as efficiently and effectively as possible.

Efficiency Gains:

This position will aid in the highly manual analysis, distribution and assembly of the budget and help ensure quality data and communication is provided to all Departments and Elected Officials throughout the process. Ultimately, the goal is to eliminate delays in communication, analysis and processing of manual budget documents throughout the process which will ultimately help the Budget Office realize gained efficiency.

Workforce Engagement and Contributions:

An additional staff member to assist in the manual budget process will be entirely beneficial for the 2019-2020 budget process and everyone involved. Everyone involved in the process will experience minimized delays in communication, analysis and processing of manual budget documents as well and more timely and responsive support throughout the process.

Impacts/Outcomes if not approved:

Budget Office staff and everyone involved in the 2019-2020 budget process will face increased risks for errors, lack of an audit trail, decreased data reliability and accessibility, limited reporting capabilities, and reduced strategic planning ability. There will be a reduced ability for the Budget Office to provide timely and responsive communication, feedback, analysis and 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
0001	General Fund	One-Time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

BGT-10-17RA Budget Office Technology Reserve Fund technical correction

Budget Neutral

Contact: name: Lisa Boman email: Lisa.Boman@clark.wa.gov phone: X-4389

This package is a technical correction to reduce budget capacity in Fund 3194, Technology Reserve. As part of the adoption process for the 2017/2018 biennial budget, packages were submitted to carry forward budget for projects in 3194. The timing of these requests at mid-year in 2016 to meet the required deadlines for submissions for the budget process required an estimation of the work that would be remaining for each of the projects at the end of the year in order to allot the amounts to carry forward and as a result the capacity in the fund was increased to a level that is not needed. This package reduces that capacity to realign the budget properly with the projects that are approved and currently in process within Technology Reserve.

Impacts/Outcomes if not approved:

If this package is not approved the excess budget capacity will remain in the Technology Reserve Fund at a level that is not needed and overstates the budget unnecessarily.

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	(\$ 7,253,408)	\$ 7,253,408	\$ 0	\$ 0	\$ 0
Totals			\$ 0	(\$ 7,253,408)	\$ 7,253,408	\$ 0	\$ 0	\$ 0

CJC-01-17RA Arthur D. Curtis Children's Justice Center Increase Bilingual Victim's Advocate to 1.0 FTE

Previously Approved by Council

Contact: name: Amy Russell email: Amy.Russell@clark.wa.gov phone: (360) 397-6002 X5624

This package recognizes the Arthur D. Curtis Children's Justice Center Staff Report that was approved by the BOCC on June 13, 2017. The total expense budget capacity is increased by \$19,041 for the 17-18 biennial budget. This position is a revenue position and the additional salary expenses will be paid for out of the current revenue budget for contributions & donations.

In this Staff Report, the Arthur D. Curtis Children's Justice Center requested that the Bilingual Victim's Advocate position CAI1001 be increased from .8 FTE to 1.0 FTE. The increase in FTE was necessary due to the overall increased need for victim advocacy services by 20% in the last year, and the particular need for bilingual services to Spanish-speaking child alleged victims, witnesses and their families. The Bilingual Victim Advocate currently carries a caseload of 17 families involved in the criminal justice system. Prior to April 2015, CJC had no bilingual service providers, and Spanish-speaking families frequently disengaged from the process due to lack of comprehension and became unavailable for interviews, hearings and trials, with alleged offenders not being held accountable for their actions. Demand for Spanish-speaking services has continued to increase, with the Bilingual Victim Advocate frequently assisting undocumented victims and their families with U-Visas to enable them to remain in-country while the criminal case is in 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
1018	Arthur D. Curtis Children's Justice Center (CJC)	One-Time	\$ 0	\$ 19,041	(\$ 19,041)	\$ 0	\$ 25,392	(\$ 25,392)
Totals			\$ 0	\$ 19,041	(\$ 19,041)	\$ 0	\$ 25,392	(\$ 25,392)

CJC-02-17RA Arthur D. Curtis Children's Justice Center Reconcile Fund 1018 CJC revenue & expense budgets

New Request

Contact: name: Amy Russell email: Amy.Russell@clark.wa.gov phone: (360) 397-6002 X5624

This package is being submitted in order to reconcile the 2017-2018 Fund 1018 Arthur D. Curtis Children's Justice Center (CJC) revenue and expense budgets.

In order to balance the fund, CJC's revenue and expense projections have been updated to reflect revised forecast models that include new grant funding from the State of Washington's Department of Commerce through the Office of Crime Victims Advocacy, Community Services and Housing Division for Children's Advocacy Center Child Centered Services VOCA Initiative, updated operating contributions for the City of Vancouver and Clark County*, updates to projected donation contributions, and overall reductions in the CJC controllable budget.

[Note that the City of Vancouver funds the CJC one year in arrears, and the amount is based on the percentage of cases assigned in the previous year from Vancouver Police Department as compared to cases assigned from Clark County Sheriff's Office.]

Liability/Risk/Safety Impacts:

Law enforcement entities within Clark County, including the Clark County Sheriff's Office and the Prosecuting Attorney's Office, are mandated with investigating and prosecuting child abuse cases. CJC coordinates a multidisciplinary team (MDT) response to felony-level child abuse allegations, providing forensic interview and victim advocacy services and bringing together all law enforcement agencies within Clark County, the Prosecuting Attorney's Office, state child protective services, medical providers, community mental health providers and other community service providers for a more holistic and comprehensive response to child abuse.

Positive Impact to Citizens:

CJC is what is known nationally as a Children's Advocacy Center (CAC). Children's Advocacy Centers are entities designed to coordinate multidisciplinary investigations of child abuse in a child-focused and trauma-informed environment. CJC is a fully accredited member of the National Children's Alliance (NCA), which provides oversight and accreditation for CACs. Outcome data gathered by NCA demonstrates that 95% of caregivers agree that CACs provide them with resources to support their children through child abuse investigations and prosecution, and 97% of caregivers indicated that if they knew of anyone else who was dealing with a situation like the one their family faced, they would tell that person about the center to obtain support and services. Furthermore, 95% of caregivers agree that the services they received helped them to support their children and meet the needs of their children during this process.

The positive impact to caregivers receiving services cannot be overstated. Caregivers need to feel supported in order to be able to support their children through the criminal justice process. A plethora of research indicates that when a child has the support of a non-offending caregiver, the child is much more likely to initially disclose abuse, to remain an active participant throughout the criminal justice process, to successfully testify in court, to follow through with medical and mental health recommendations and, ultimately, have much better social, medical and mental health outcomes in the future. Research also support that children were less scared if they were interviewed at a CAC than at a non-CAC site, which contributes to eliciting better statements from children about their experiences and more information available to corroborate if a crime had been committed.

Efficiency Gains:

The Crimes Against Children Research Center at the University of New Hampshire completed a rigorous, comprehensive evaluation of Children’s Advocacy Centers. CACs showed significantly more evidence of coordinated investigations. Police in CAC communities were involved in 81% of child protective service investigations of sexual abuse compared to only 52% of cases in comparison communities. Coordinated investigations lead to better outcomes for children and families, and are more successful in holding offenders accountable for their actions. Furthermore, this study demonstrated that only CACs with strong involvement from law enforcement and district attorneys’ offices showed an impact on criminal justice outcomes. Since its inception, CJC has been fully integrated with specialized staff from the Prosecuting Attorney’s Office, the Clark County Sheriff’s Office and Vancouver Police Department.

Workforce Engagement and Contributions:

Outcome data gathered by NCA demonstrates that 98% of team members believe clients benefit from the collaborative approach of the MDT. Successful criminal justice outcomes and a collaborative work environment serve as strong mitigating factors for vicarious trauma and burnout, thereby reducing turnover in staff. The colocation of CJC multidisciplinary team members also helps to provide more cross-training opportunities on an ongoing basis, and the specialized teams allow for expertise in child abuse investigations.

Impacts/Outcomes if not approved:

The nominal amount of additional funding requested for the CJC is not indicative of the value of the services provided. When CJC is fully-funded, it is better able to respond to allegations of felony-level child sexual abuse, physical abuse, and online sexual exploitation and sex trafficking of children. Better statements are provided by the children interviewed by an expert forensic interviewer. Children and families who receive the support of the victim and family advocates are more likely to remain engaged in the process and receive the services they need to heal. Law enforcement are better equipped to comprehensively investigate their cases. Prosecutors are able to move forward with stronger cases to hold offenders accountable for their actions. Child abuse and neglect costs our nation \$220 million every day in investigations, foster care, medical and mental health treatment, special education, juvenile and adult crime, and chronic health problems across the lifespan. With a multidisciplinary response provided by CJC, long-term costs can be reduced by effectively connecting children and families with appropriate services early on in their recovery process, intervening in the cycle of violence and working to ensure offenders cannot victimize others.

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	\$ 258,038	(\$ 23,935)	\$ 281,973	\$ 258,038	(\$ 23,935)	\$ 281,973
1018	Arthur D. Curtis Children's Justice Center (CJC)	One-Time	\$ 214,000	\$ 0	\$ 214,000	\$ 0	\$ 0	\$ 0
0001	General Fund	Ongoing	\$ 0	\$ 20,483	(\$ 20,483)	\$ 0	\$ 20,483	(\$ 20,483)
Totals			\$ 472,038	(\$ 3,452)	\$ 475,490	\$ 258,038	(\$ 3,452)	\$ 261,490

CLK-01-17RA Clerk's Office Increase Expense Budget for OnBase Conversion

New Request

Contact: Scott Weber, scott.weber@clark.wa.gov, 360-397-2003

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. Techline Communications provides the software support for LibertyNet & OnBase and submitted a Statement of Work to provide project management services and implementation services for OnBase software and conversion of images from LibertyNet to OnBase.

In the 2017/18 adopted budget, the Clerk's Office was granted a one-time amount of \$18,000 from the Auditor's Operation and Maintenance Fund (O&M Fund 1002) via Decision Package CLK-01 for the conversion of images from LibertyNet to OnBase. This initial funding request was based on an email from Techline Communications stating that the conversion would take a total of three weeks to complete (120hrs @ \$150/hr = \$18,000). The actual Statement of Work from Techline Communications had different hours totaling 192 (\$28,800). The Clerk's Office is requesting \$13,192 from the Auditor's Operation and Maintenance Fund (O&M Fund 1002) to cover the last two project invoices that we have paid out of our current budget. This amount addresses the \$10,800 discrepancy and the \$2,392 in additional hours billed by the contractor for the project. Techline Communications has confirmed there was a discrepancy, that there will be no further invoices, and has documented this for the Clerk's Office via email.

Liability/Risk/Safety Impacts:

If the funding request is not approved, the Clerk’s Office of images from LibertyNet to OnBase will fail. Not being able to fully convert to OnBase would put the Clerk’s Office in jeopardy of complying with RCW 36.23.030 and RCW 2.32.050 as LibertyNet becomes outdated and unsupported.

Positive Impact to Citizens:

Continued and improved electronic document retrieval services for the citizens of Clark County.

Efficiency Gains:

Update technology for document retrieval. Once implemented, all documents will be copied to State Archives for permanent retention and retrieval.

Workforce Engagement and Contributions:

If the project is not completed, staff time already attributed to the project will be wasted. There would also be an impact on workforce morale due to the failure of the project and future challenges with LiberyNet no longer being supported.

Impacts/Outcomes if not approved:

If this funding is not approved, the negative impact will be that records will not be available to the public. This would put the Clerk’s Office at risk of non-compliance with RCW 36.22.060 and RCW 2.32.050.

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	\$ 13,192	\$ 13,192	\$ 0	\$ 0	\$ 0	\$ 0
1002	Auditor's O & M Fund	One-Time	\$ 0	\$ 13,192	(\$ 13,192)	\$ 0	\$ 0	\$ 0
Totals			\$ 13,192	\$ 26,384	(\$ 13,192)	\$ 0	\$ 0	\$ 0

COM-01-17RA Community Development/Permit Center Consultant Evaluation of Permit Center

Previously Approved by Council

Contact: name: Marty Snell

email: Martin.Snell@clark.wa.gov

phone: 4101

The Board of County Councilors has expressed that an evaluation to seek process efficiencies in the Permit Center is a high priority. The last process efficiency evaluation of the County’s Permit Center was in 2006. The County should invest in a new evaluation to ensure the Permit Center is providing responsible customer service while meeting statutory obligations.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

This request aligns with the County’s Strategic Plan to act with innovation to provide services and aspiration to achieve customer service and accountability. Additionally, this package aligns with the strategic action to base decisions on the counsel of experts.

Efficiency Gains:

These will be determined in the evaluation and subsequent implementation of recommendations.

Workforce Engagement and Contributions:

The scope of the evaluation will include internal and external customer and worker engagement to help determine opportunities for improvement.

Impacts/Outcomes if not approved:

It would not be possible for an internal evaluation to produce recommendations similar to what an outside 3rd party consultant could provide. Furthermore, County staff does not have the capacity to perform this task so it’s unlikely that this evaluation would occur in the near future if not funded.

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	\$ 25,000	(\$ 25,000)	\$ 0	\$ 0	\$ 0
1011	Planning And Code Fund	One-Time	\$ 25,000	\$ 100,000	(\$ 75,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 25,000	\$ 125,000	(\$ 100,000)	\$ 0	\$ 0	\$ 0

COM-03-17RA Community Development LMS Config Improvement/Phase 3 Project Budgets

New Request

Contact: name: Carol L. Brown email: carol.brown@clark.wa.gov phone: x4379

Continuous improvement/configuration budget - Overall, this provides the software support mechanism and resource for addressing changes in Clark County business processes and operations. Creating an initial 2018 continuous improvement and configuration budget for implemented divisions (Building Safety and Fire Marshal) using the new integrated LMS (permitting) and Teller (finance) systems is needed to ensure ongoing systems integrity and protect investments made to date. Examples are improvements in business processes, changes in fees, and code revisions.

LMS and Teller improvement/configuration budget request for 2018 follows:

Fund 1011 (Building Safety) - \$321,150
 General Fund (Fire Marshal) - \$107,050
 Total: \$428,200

The establishment of this budget for Building Safety and Fire Marshal will be an ongoing commitment. Longer term, in-house staff will have the capacity and know how to cover the majority of this on-going work.

Additional increase in future LMS/Teller improvement/configuration budget will be requested in 2019-2020 biennium (\$721,800 increase; bringing this biennium's budget to \$1.15M and a decrease in 2021-2022 biennium (-\$798,000 decrease; bringing this biennium's budget to \$352,000) as other permits from Community Development and Public Works are implemented into the new systems. Future biennia estimates are approximately \$300,000 or less. Future biennia (2019-2020 and beyond) funds that will contribute include Community Development, Public Works, and General Fund.

If approved, this new improvement/configuration budget will be established and managed separate from the project implementation budget. Additionally, the remaining un-spent portions of the O&M budget established via a Board decision in 2016 will be removed from the project implementation budget and included separately. This accounting change, while reducing remaining project implementation funds, is necessary to appropriately account for these funds within the definition of their original intention.

Phase 3 Project Implementation Budget – Project funds will be depleted after Phase 2 is implemented in November/December 2017. This request of \$1.8M using Fund 1011 will allow the completion of Phase 3 (with possible carryover work into the first quarter of 2019) and involves the following Programs: Land Use, Public Works, and Environmental. Appropriate cost allocation will occur in the future between other funds.

Liability/Risk/Safety Impacts:

If this request is not approved, the county and its customers will experience a reduction of long term operational continuity because fixes will not be addressed adequately on live permits. Also, if not approved approximately half of the development related permits will be using the new LMS and other half still relying on the antiquated Tidemark system.

Positive Impact to Citizens:

This continuous improvement/configuration request for the building safety and fire permits is critical to continue providing the attributes customers are currently satisfied with. For example, external customers that apply for permits will continue to experience many on-line capabilities including the ability to apply for land development applications remotely and pay online; ability for customers to track the status of their permits on-line and speed up the application and plan review processes; and allowing for contractors to manage their sub-contractors' productivity, thereby reducing significant confusion for sub-contractors and reducing the risk placed on the contractor/sub-contractor relationship. The project implementation for Phase 3 request will provide citizens with similar efficiency and user friendly attributes realized in the preceding phases of this project.

Efficiency Gains:

In addition to the efficiency gains for customers listed above, approving the package will provide the following benefits:

- * Continue to provide inspectors access to permit conditions in the field increases productivity and provides better service to those needing inspections.
- * Ensure system data is represented clearly, is free of redundant steps, and is ordered to increase efficient data entry. This allows Permit Center staff, processing approximately 800 permits per week during peak periods, to work effectively and efficiently.

* Enables users to upload/attach email messages. This saves time and reduces staff errors when searching for previous communication regarding permit activity.

* Enables the County to move towards single system reliability

Workforce Engagement and Contributions:

Approval of this decision package will allow staff to continue to improve the permitting process and provide proactive and responsive customer service to the public.

Impacts/Outcomes if not approved:

LMS and Teller system integrity for building/fire permitting and revenue collection/recognition could be compromised if not funded. This would represent lost value with investments already made for Community Development and the Treasurer’s Office. Additionally, if the project implementation budget is not approved, only half of the originally intended benefits of the LMS project would be realized, resulting in maintenance and additional costs of having two systems and confusion for customers and staff.

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	\$ 107,050	(\$ 107,050)	\$ 0	\$ 0	\$ 0
1011	Planning And Code Fund	One-Time	\$ 107,050	\$ 2,228,200	(\$ 2,121,150)	\$ 0	\$ 0	\$ 0
3194	Technology Reserve Fund	One-Time	\$ 1,800,000	\$ 1,800,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 1,907,050	\$ 4,135,250	(\$ 2,228,200)	\$ 0	\$ 0	\$ 0

COM-04-17RA Community Development – Wetland and Habitat Review Wetland & Habitat Review GF subsidy increase

New Request

Contact: name: Bob Bergquist

email: bob.bergquist@clark.wa.gov

phone: x4067

The Wetland and Habitat Review (W&HR) division receives a General Fund subsidy to support activities, such as customer service, which cannot be otherwise supported by fees and to recognize the common good the activities of the division serve. The current subsidy is not sufficient to balance the budget of the division due to recent changes in the budget detailed below. This package proposes several adjustments to the W&HR division budget to move it to a balanced state; and includes a request to increase the General Fund subsidy to the division by approximately one hundred and thirty one thousand dollars. These actions include:

1. Requesting an increase in the General Fund subsidy to the division; this is primarily driven by an earlier-approved decision package requesting that a project position in the division be made permanent to address ongoing workload. The decision package should've also included a request to increase the General Fund subsidy in order to balance against the increased costs of the division.
2. Recognizing increased expenses associated with administrative overhead resulting from moving the division into the Community Development Department.
3. Recognizing one-time expenses to move staff into the Community Development Department work space.
4. Recognizing increased controllable expenses and different expense distribution vs the amounts allocated to the division in the baseline budget.
5. Recognizing a shift in expenses due to Public Service Center (PSC) rent – with the division moving out of the General Fund, it became subject to rent charges which are itemized in the budgets of divisions operating outside of the General Fund.
6. Recognizing decreased expenses by reversing an earlier public works decision package which accidentally double-budgeted funds for a project position in the division.
7. Recognizing increased revenue and different revenue distribution.

Liability/Risk/Safety Impacts:

This package ensures that the budget of the division is balanced and doesn't draw down the fund balance of the Planning and Code Fund 1011 which is restricted in its uses.

Positive Impact to Citizens:

This package works to create a balanced budget for the division in line with the Finance strategic action as outlined in the County's Strategic Plan.

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If the General Fund subsidy is not approved the costs of the division would have to be reduced, which would negatively impact permitting work and timelines within 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	\$ 136,121	(\$ 136,121)	\$ 0	\$ 136,121	(\$ 136,121)
1011	Planning And Code Fund	Ongoing	\$ 269,936	\$ 71,647	\$ 198,289	\$ 269,936	\$ 71,647	\$ 198,289
1011	Planning And Code Fund	One-Time	\$ 0	\$ 4,900	(\$ 4,900)	\$ 0	\$ 0	\$ 0
Totals			\$ 269,936	\$ 212,668	\$ 57,268	\$ 269,936	\$ 207,768	\$ 62,168

COM-05-17RA Community Development – Wetland and Habitat Review Funding adjustments for adopted fee updates

Previously Approved by Council

Contact: name: Brent Davis

email: brent.davis@clark.wa.gov

phone: x4152

The BOCC signed ORD 2017-06-08 to revised fees for Wetland and Habitat Review services and, based on a workload analysis presented by the Program Manager and corroborated by Financial Services, expressed support for additional staffing at the public hearing held on June 27, 2017. The Interim County Manager subsequently approved a request from the Community Development Director to add a Natural Resource Specialist I position to the Wetland and Habitat Review program.

Liability/Risk/Safety Impacts:

Should reduce existing staff overtime.

Positive Impact to Citizens:

This request will provide customers access to a biologist during all permit center hours. Access to a biologist today is only resourced to be half time in the permit center.

Efficiency Gains:

Provide additional capacity to efficiently manage case load and meet deadlines.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

The new fees and requested position have been approved and implemented, if this request is not approved, the program budget will not reflect the increased revenue and expenses related to these prior actions and program will have insufficient spending authority to operate sometime in early 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	(\$ 77,015)	\$ 77,015	\$ 0	(\$ 32,427)	\$ 32,427
1011	Planning And Code Fund	Ongoing	\$ 74,103	\$ 70,169	\$ 3,934	\$ 171,722	\$ 171,722	\$ 0
1011	Planning And Code Fund	One-Time	\$ 0	\$ 3,934	(\$ 3,934)	\$ 0	\$ 0	\$ 0
Totals			\$ 74,103	(\$ 2,912)	\$ 77,015	\$ 171,722	\$ 139,295	\$ 32,427

COM-06-17RA Community Development Update Planning and Code Fund revenue forecasts

New Request

Contact: name: Bob Bergquist

email: bob.bergquist@clark.wa.gov

phone: x4067

This is an adjustment to update revenue forecasts for the Planning and Code fund 1011 out of which the following divisions in the Department of Community Development operate:

- * Community Development Administration
- * Building Safety
- * Permit Center
- * Land Use Review
- * Wetland and Habitat Review

This decision package proposes to update revenue forecasts for the Building Safety and Land Use Review divisions. Most revenue that flow into these divisions is permit fee revenue that is responsive to the state of the construction industry in the county – which is currently strong. Forecast updates are based on the revenue received in 2017 through July.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

None

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Revenue budget would be inaccurate. The quality of information regarding resource availability used in the decision making process around budgetary allocations would be inadequate.

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	\$ 5,792,355	\$ 0	\$ 5,792,355	\$ 5,792,355	\$ 0	\$ 5,792,355
Totals			\$ 5,792,355	\$ 0	\$ 5,792,355	\$ 5,792,355	\$ 0	\$ 5,792,355

COM-07-17RA Community Development / Land Use Review Project Planning Tech Position to address workload

New Request

Contact: name: Susan Ellinger

email: susan.ellinger@clark.wa.gov

phone: x5122

This request is for an 18-month project Planning Technician II position within the Community Development Land Use Review Program. The program continues to see an increase in development application workload as the economy strengthens and the building market grows, as shown by the information below. Please note that the first two quarters of 2017 compared to the same two quarters in 2016 demonstrate a 41 percent increase in applications.

Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	% increase
2014	81	103	105	104	393	11%
2015	130	123	142	114	509	30%
2016	120	180	160	214	674	32%
2017	214	209				41%

(Q1 & Q2 only)

To accommodate the increased workload, staff have worked significant overtime and this is becoming unsustainable. Based on comments from the Development and Engineering Advisory Board, the development industry puts a high importance on the quick and efficient review of final plats. The project position will help reduce the workload of the two existing Planning Technicians and reduce turnaround times for reviews that directly impact the construction industry.

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. The increased workload has led to an increase in forecasted revenues from 2.8 million to 3.13 million. The estimated cost for the fee-based project position within this biennium is \$90,584. No General Fund impact is expected due to the additional forecasted \$330,000 of permit revenues. Division management anticipates that this project position will ensure that permit processing times hold steady in the face of rising volume.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

Faster completion of land use review projects.

Efficiency Gains:

Same as above.

Workforce Engagement and Contributions:

Possible promotion potential for internal candidates.

Impacts/Outcomes if not approved:

Continued staff overtime and potential of increased review times for permit processing and approvals.

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	\$ 73,406	(\$ 73,406)	\$ 0	\$ 35,712	(\$ 35,712)
Totals			\$ 0	\$ 73,406	(\$ 73,406)	\$ 0	\$ 35,712	(\$ 35,712)

COS-01-17RA Community Service Veterans Assistance Fund

New Request

Contact: name: Harold Rains email: Harold.Rains@clark.wa.gov phone: (360) 397-2130 ext. 7819

The Department of Community Services is requesting that the Mental Health Sales Tax allocated through Decision Package BGT-15 in the 2017-18 Adopted Budget be reversed and replaced in the same amount by an ongoing transfer from the General Fund to the Veterans Fund 1019. BGT-15 allocated \$118,468 from the General Fund and \$118,468 from the Mental Health Sales Tax Fund to the Department of Community Services in order to help support the Veterans Assistance Program and increasing needs for Housing Assistance. Due to lack of eligibility of sufficient clients for new services complying with the restrictions for the use of Mental Health Sales Tax Funds as described in RCW 82.14.430 (4), the Department has not been able to successfully align eligible services with the funding.

Liability/Risk/Safety Impacts:

The Veterans Assistance Fund is meant to help veteran's bridge financial difficulties until they can secure permanent employment or survive a difficult financial period. The fund is mandated through RCW 73.080 (Tax Levy Authorized).

Positive Impact to Citizens:

The Veterans Assistance Program provides significant value to the County's eligible Veterans by providing financial assistance for rent, heating and utilities, food assistance, transportation, prescription coverage, burial assistance, clothing and tools, emergency dental care, and referral services.

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If this request is not approved, the result would be a reduction in service levels from previous years.

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	(\$ 118,468)	\$ 118,468	\$ 0	(\$ 118,468)	\$ 118,468
1019	Veterans Assistance Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
0001	General Fund	Ongoing	\$ 0	\$ 118,468	(\$ 118,468)	\$ 0	\$ 118,468	(\$ 118,468)
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

GEN-01-17RA General Services - Facilities Engineering Study for Fairgrounds Parking Lot A

New Request

Contact: name: Michelle Schuster email: Michele.Schuster@clark.wa.gov phone: (360) 397-4118

Parking lot A at the fairgrounds is the main parking lot that surrounds the east and south sides of the grounds. In 2004 this lot was surfaced with a thin layer of a chip seal product, which is a combination of an asphalt emulsion product combined with rock. Due to a combination of shifting sub-structure and the thin layer of chip seal product, the surface of parking lot A has greatly deteriorated and is in constant need of repair and patching. Currently, this parking lot has multiple areas that create trip hazards, and is very difficult for people utilizing canes, walkers, and wheel chairs. This request is for funding of a professional services contract to have the parking lot analyzed to determine a course of action for replacement of the chip seal surface. The professional services will include: geotechnical testing of existing subsurface material and recommendations; civil engineering for proper grading, erosion control, and surface water collection; determination of a proper new parking lot material; and construction plans and specifications. It will also be determined if the parking lot can be replaced in phases as construction funding is made available. One time project engineering services cost is \$39,400.

Liability/Risk/Safety Impacts:

Deterioration of the parking lot surface has created hazardous conditions for people utilizing mobility aides such as canes, walkers, and wheel chairs. Trip hazards exist throughout the entire parking lot. Engineering plans will address these issues.

Positive Impact to Citizens:

Proper condition studies and engineering will ensure that a future parking lot construction project will provide citizens attending events at the fairgrounds a safe environment to travel from their vehicle to the fairgrounds event areas.

Efficiency Gains:

Engineering services will address the needs of sub-structure changes, proper grading, and surface water control to ensure a future construction project will provide a long lasting parking lot surface that will not require the continual patching that the existing parking lot requires.

Workforce Engagement and Contributions:

All engineering work will be performed by the Civil Engineer, no labor required by Facilities Management staff

Impacts/Outcomes if not approved:

The existing parking lot surface will continue to deteriorate which will create additional hazards to the citizens attending fairgrounds events. Maintenance funding will continue to be expended to have contractors patch the most hazardous areas of the parking lot as deterioration continues.

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
1026	Exhibition Hall Dedicated Revenue Fund	One-Time	\$ 0	\$ 39,400	(\$ 39,400)	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-Time	\$ 39,400	\$ 39,400	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 39,400	\$ 78,800	(\$ 39,400)	\$ 0	\$ 0	\$ 0

GEN-02-17RA General Services Dolle Building Suite Remodels

New Request

Contact: name: Michelle Schuster

email: michelle.schuster@clark.wa.gov

phone: x4118

The Dolle Building currently has six vacant office suites all of which are in need of some improvements. This request would take three of the more desirable suites and add carpeting, paint, and new LED lighting. The county has lost prospective tenants. The typical person is looking for office space in the downtown area to move in to within a month or less. The three suites need too many tenant improvements for them to take “as is”; for example, one suite has no carpeting. It takes a minimum of five to eleven weeks to schedule, obtain funding, and complete the improvements. The prospective tenants are lost to other buildings that can accommodate them in the timeframe needed. For this reason, we would like to finish three of the suites so that they are ready for tenants to move into. The cost of the carpet replacement for the three suites will be \$11,063, the cost of the painting would be \$15,113, and the cost of the lighting would be \$10,700. The total renovation cost for the three units will be \$36,876. Renting the three suites would bring in an additional \$123,000 per biennium to the Campus Development Fund (Fund 1027).

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

The interior improvements to the suites along with the request in package #6 for the exterior painting and lobby floor, will make the Dolle Building more desirable to tenants looking to rent in the downtown area.

Efficiency Gains:

The LED lighting will provide better lighting and some energy savings to the building.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If this package is not approved, we will continue to struggle to find tenants willing to move into the Dolle Building. And those who do wish to move in will have to wait a few months, resulting in loss of rental income while the tenant improvements take place.

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	\$ 36,876	\$ 36,876	\$ 0	\$ 0	\$ 0	\$ 0
1027	Campus Development Fund	Ongoing	\$ 56,375	\$ 0	\$ 56,375	\$ 123,000	\$ 0	\$ 123,000
1027	Campus Development Fund	One-Time	\$ 0	\$ 36,876	(\$ 36,876)	\$ 0	\$ 0	\$ 0
Totals			\$ 93,251	\$ 73,752	\$ 19,499	\$ 123,000	\$ 0	\$ 123,000

GEN-03-17RA General Services Public Service Ctr 1st/4th flr Architectural Study

Previously Approved by Council

Contact: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 360-397-2300x4118

The Facilities Management section of the Department of General Services has selected BBL Architects from the MRSC consultant roster to provide professional design services for remodeling portions of first and fourth floors of the PSC. This project will repurpose the southwest corner of the first floor which became available when the Solid Waste group relocated to the Center for Public Health. It will provide much needed space for Medical Examiner Administration and allow for the consolidation of Public Works staff by relocating the Regional Transportation Council (RTC) from the fourth floor to the first floor.

The contract with BBL Architects will be for \$55,441 and cover the design, cost estimates and construction documents needed to go out to bid for the complete remodel project. Public Works will pay 25% of the contract cost and the remainder will come from REET. Public Works will pay for the remodeling on the first floor to accommodate RTC and all of the work on the fourth floor. The work to provide space for Medical Examiner Administration will be paid from REET. The cost of the actual remodel will be determined once BBL Architects finishes their work and then the county will go out to Bid.

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	\$ 55,441	\$ 55,441	\$ 0	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 41,581	(\$ 41,581)	\$ 0	\$ 0	\$ 0
Totals			\$ 55,441	\$ 97,022	(\$ 41,581)	\$ 0	\$ 0	\$ 0

GEN-04-17RA General Services – Facilities Storm Water Facility Renovations

New Request

Contact: name: Michelle Schuster email: Michele.Schuster@clark.wa.gov phone: (360) 397-4118

The Washington State Department of Ecology administers permitting and manages the oversight of the Federal Clean Water Act. This includes the Phase I Municipal Storm Water Permit, issued to Clark County to operate storm water facilities according to the standards in the Storm Water Management Manual for Western Washington. Facilities Management has the responsibility to maintain storm water facilities that are located on county properties managed by the department. If a storm water facility is in need of renovation or maintenance that has an associated cost of over \$25,000, the facility can be placed on a capital project listing, which will extend the required renovation period until funding resources are available. This does not allow the responsible agency to disregard the renovation needs, but rather, allows the agency an acceptable period of time to fund the renovation/maintenance. Currently the county has four (4) Storm water facilities on the list for renovations.

The first of the four facilities is storm water facility FA1404. It has been on the list for at least 3 years. Storm water facility FA1404 receives the surface water drainage from the areas around the horse arena, stall barns, and associated asphalt areas at the Clark County fairgrounds. Due to the excessive amount of dirt and dust on the grounds within this area, the existing storm water facility is nearly filled, and not functioning to the designed capabilities. Civil Engineering has been performed concerning this facility and surrounding areas. Determination has been made that the facility requires a maintenance project to restore the facility to its original condition, as well as implementation of surface dirt control measures around the existing outdoor exercise arena and catch basin system. The maintenance project will include: removal of excessive sediment, vegetation, voluntary trees, and grasses from the existing storm water facility; installation of a concrete barrier around the outdoor exercise arena for soil control; installation of permanent sediment filters within the existing catch basins, and installation of a concrete retaining wall to restrain a dirt hillside from releasing soil onto the asphalt surface and into the catch basins that drain to the storm water facility. One time project cost is \$125,000.

Three (3) other storm water facilities have been on the list for over two years. All three of these storm water facilities requiring repair are fed by surface water run-off from parking lots and access roads that are shared by the Fairgrounds and Amphitheater. The typical repair project for each of these three facilities will include: removal of voluntary plants and trees; removal of excess sediment that has collected over years of being in service; installation of new flow restriction devices; and installation of new base materials and seeding. Below is a listing of the three remaining storm water facilities in need of repair, and the cost of each renovation project:

Storm Water Facility FA1225 package cost: \$29,100

Storm Water Facility FA1226 package cost: \$28,300

Storm Water Facility FA1227 package cost: \$40,900

Liability/Risk/Safety Impacts:

All four storm water facilities are currently out of compliance with the Phase I Municipal Storm Water Permit issued to Clark County.

Positive Impact to Citizens:

Restoration of the facility to its original condition will reduce erosion problems around the horse arena area and the fairgrounds, and reduce trip, slip, and fall safety hazards for the users of the arena and stall barns, due to surface water and debris.

Efficiency Gains:

Required repairs made to these storm water facilities will ensure proper operation of the facilities and minimal annual maintenance.

Workforce Engagement and Contributions:

Regularly scheduled power sweeping and catch basin filter cleaning will be required to control the surface sediment from entering the storm water facility once it is restored to its original condition.

Impacts/Outcomes if not approved:

Each of these four storm water facilities will continue to be out of compliance and nonfunctioning.

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	\$ 223,300	\$ 223,300	\$ 0	\$ 0	\$ 0	\$ 0
3083	Real Estate Excise Tax II Fund	One-Time	\$ 0	\$ 223,300	(\$ 223,300)	\$ 0	\$ 0	\$ 0
Totals			\$ 223,300	\$ 446,600	(\$ 223,300)	\$ 0	\$ 0	\$ 0

GEN-05-17RA General Services Sheriff Reception Area Additional Costs

New Request

Contact: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 360-397-2300x4118

This decision package requests an additional \$29,947 of REET dollars to complete the Sheriff’s Office Reception Area Security Upgrade project. This project was originally estimated and approved at \$200,000 (of which \$21,495 was allotted by Facilities for pre-engineering/architectural work) in the 2017-18 Adopted Budget package SHR-10. To fully complete the project, there are a few minor alterations / change requests needed. These include:

Removal of existing wire glazing and installation of new level III bullet resistance glazing and support channel system and painting at existing hollow metal window wall.

Work associated with existing entry foyer, room number 1004, including modifications to existing interior storefront system, new infill wall assembly, new door assembly #1004A-A, including door frame, hardware and electrical/low voltage rough-ins. New carpet.

Liability/Risk/Safety Impacts:

Providing a safe and secure workplace for employees is a critical function of the Sheriff’s Office. If additional funds are not awarded, Facilities will not be able to complete the Sheriff’s Office Reception Area Security Upgrade project.

Positive Impact to Citizens:

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. This project, once completed, is anticipated to provide an improved lobby area for the public that also provides staff with safer conditions.

Efficiency Gains:

None

Workforce Engagement and Contributions:

The reception desk of the Sheriff’s Office has been operated by unarmed employees who are exposed to the public with no security systems or barriers. The completion of this project will provide staff with a safe and secure workplace.

Impacts/Outcomes if not approved:

If additional funds are not awarded, Facilities will not be able to complete Sheriff’s Office Reception Area Security Upgrade project without use of General Fund maintenance money. This would result in a shortage of funding for routine maintenance and utility costs for the rest of 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
5193	Major Maintenance Fund	One-Time	\$ 29,947	\$ 29,947	\$ 0	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 29,947	(\$ 29,947)	\$ 0	\$ 0	\$ 0
Totals			\$ 29,947	\$ 59,894	(\$ 29,947)	\$ 0	\$ 0	\$ 0

GEN-06-17RA General Services - Facilities Dolle Building Exterior Painting and Flooring

New Request

Contact: name: Michelle Schuster email: Michelle.Schuster@clark.wa.gov phone: (360) 397-4118

The exterior of the Dolle Building is in need of a complete cleaning, sealing, and painting. In the past, sections of exterior walls have been repainted as weathering or deterioration has occurred. A complete cleaning, sealing, and painting has not been performed since the building was purchased by Clark County in 1996. This work will extend the life of the exterior building structure and components, as well as improve the appearance of the building for the purpose of leasing vacant tenant spaces. The painting project will include: pressure washing all exterior surfaces; removal of all loose or peeling paint; priming and caulking as needed; and application of two coats of exterior paint. This includes metal roof sections, exterior doors, and exterior handrails. One time project cost is \$56,900.

The flooring in the Dolle Building lobby has outdated, broken and cracking tiles. It is impossible to clean properly. To replace the flooring in the lobby will cost \$6,334. This will greatly enhance the appearance of the building as you enter for both current and potential tenants, as well as building customers. It will also help with future rentals of vacant spaces.

Liability/Risk/Safety Impacts:

Sealing and painting of the building exterior will reduce moisture entering the building structure, resulting in dry rot and mold issues. The tiles in the lobby are becoming a trip hazard.

Positive Impact to Citizens:

The new flooring will be more appealing to both tenants and patrons of the Dolle Building.

Efficiency Gains:

Enhancing the exterior appearance of the building will attract future tenants and improve the effort to lease all vacant office spaces within the building. Resources to patch and repair exterior damage will decrease.

Workforce Engagement and Contributions:

The majority of the work will be performed by a contractor. Some minor siding repair may be performed by Facilities Management staff.

Impacts/Outcomes if not approved:

Continued deterioration of the building exterior will occur, including moisture intrusion which can lead to dry rot and mold issues. Structural integrity of the building exterior walls may be compromised. Current tenants and potential tenants may lease space elsewhere.

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	\$ 63,234	\$ 63,234	\$ 0	\$ 0	\$ 0	\$ 0
3083	Real Estate Excise Tax II Fund	One-Time	\$ 0	\$ 63,234	(\$ 63,234)	\$ 0	\$ 0	\$ 0
Totals			\$ 63,234	\$ 126,468	(\$ 63,234)	\$ 0	\$ 0	\$ 0

GEN-07-17RA General Services-Facilities and Sheriff Jail Security System Upgrade

New Request

Contact: name: Ric Bishop email: ric.bishop@clark.wa.gov phone: x6043

This package requests General Fund support for the Security/Communication Systems within the Jail. These systems make the jail a safer and more secure facility. Corrections officers use the system to remotely view the facility from the safety of a central location. This creates increased visibility without putting personnel at risk, deters violence and deviant behavior, protects corrections officers, and allows teams to cover more area without being physically present.

At this time, the current systems are at risk of failing due to the fact that they have reached or exceeded their economic life. Furthermore, many of the most critical systems are no longer being supported by their manufacturers. The current systems consist of video, intercom, and control sub-systems integrated together through a programmable logic controller system which utilizes a touch screen server system for remote graphical user interfaces. The current base system was originally installed by GB Manchester Inc. and was updated in the late 1980's by IDC (CH2mHill). Neither GB Manchester nor IDC is still viable in this industry.

In anticipation of the impending need to replace these systems, the Sheriff's Office requested a Security Electronics Evaluation Report analysis be conducted by HK Electrical Engineers. This evaluation confirmed the current system is at risk for system-wide failure, HK Electrical Engineers recommends a full renovation that will replace the PLC, Touch Screen, CCTV, and Intercom Systems.

The total anticipated fiscal impact to the General Fund to complete a full renovation is estimated at \$1,204,400 for the new system and \$90,000 for electrical engineering costs. These figures do not include the general contractors overhead and profit, licenses, permits, or contingencies. Nor do they include conduit or infrastructure elements such as HVAC, emergency generator, UPS, fire suppression or fire alarm system upgrades which may be necessary for implementation of the security electronics systems, these cost are roughly estimated at \$202,400. The total estimated cost for this upgrade is \$1,496,400. It is very likely that the General Services Department and the Sheriff's Office may need to approach the council again for additional funding to cover these expenses once bids are solicited via the Request for Proposal (RFP) process.

Liability/Risk/Safety Impacts:

The current Jail Security/Communications Systems have all reached or exceeded their economic life and many of the systems are no longer supported by the manufacturers. These systems are at risk for catastrophic system-wide failure. This would put the Sheriff's Office in jeopardy of not being able to maintain public safety through effective correctional and reentry practices.

Positive Impact to Citizens:

The Clark County Jail occupies an important place in the range of sanctions available in the Criminal Justice System. Security/Communication Systems provide a technological component to keeping corrections officers, inmates, and jail support staff safe in a volatile environment. This ultimately keeps the citizens and community of Clark County safer.

Efficiency Gains:

Security/Communication Systems give the Sheriff's Office the information needed to run a safer and more secure correctional facility, maximizing the ability of corrections officers and teams to cover more area without being physically present.

Workforce Engagement and Contributions:

Security/Communication Systems are vitally important to keep corrections officers, inmates, and jail support staff safe in a volatile environment.

Impacts/Outcomes if not approved:

At this time, the current systems are at risk of failing due to the fact that they have reached or exceeded their economic life and many of the most critical systems are no longer being supported by their manufacturers. If these systems fail, corrections officers, inmates, and jail support staff safe will not be safe in the volatile environment of the Jail. If this package is not approved there will still be minor repairs and upgrades that need to take place to keep the current system functioning another two to four years. These upgrades would allow for the temporary continued use of the intercom, CCTV, duress, and other systems while replacing specific elements of the PLC and touch screen systems. The cost for this temporary solution would run \$195,400.

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	\$ 1,496,400	\$ 1,496,400	\$ 0	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 1,496,400	(\$ 1,496,400)	\$ 0	\$ 0	\$ 0
Totals			\$ 1,496,400	\$ 2,992,800	(\$ 1,496,400)	\$ 0	\$ 0	\$ 0

GEN-08-17RA General Services Increase General Liability Contingency Reserves

New Request

Contact: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 4118

The General Liability account is looking at increases in both general claims and defense cost this biennium. For this reason we would like to increase our budget to include contingency in the amount of one million dollars so that we have the funding to pay the claims as they occur. In many cases the amounts are due upon receipt and so we are not able to wait until the next package submissions for the budget authority. By having the budget authority already set in the contingency account it will give us the ability to pay the invoices should the claims occur outside of a budget cycle. We ended last year with approximately one million in the fund balance so we will use this reserve instead of having to go back out and allocate this to the county departments. This will also cover any salary and benefit overages in the fund.

Liability/Risk/Safety Impacts:

Prevents the disruption of payments that can often be time sensitive or court mandated to be paid expediently.

Positive Impact to Citizens:

Timely claim payments.

Efficiency Gains:

Allows General Liability the flexibility to pay claims as they come in.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

General Liability may run out of budget authority to pay claims and defense cost if this package is not approved.

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
5040	General Liability Insurance Fund	One-Time	\$ 0	\$ 1,000,000	(\$ 1,000,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 1,000,000	(\$ 1,000,000)	\$ 0	\$ 0	\$ 0

GEN-09-17RA General Services Historical Preservation Program expenditures

New Request

Contact: name: Michelle Schuster

email: michelle.schuster@clark.wa.gov

phone: x4118

This budget was established to support efforts within the county for historic preservation through the collection of fees dedicated for that specific purpose within the General Fund. It currently funds the Clark County Historical Museum, a Historical Promotion Grants program managed by the Historical Preservation Commission as well as a small operating expense for this commission.

The Historical Preservation Commission requests additional budget authority in the amount of \$2,000 for mobile applications. Currently the biennial budgeted amount is \$2,000 for the mobile application maintenance and repairs but the cost is actually \$2,000 per year.

The commission is also requesting an increase in budget authority in the amount of \$8,000 one-time funding towards matching funds for a grant from the Department of Archaeology and Historical Preservations that will be received in 2018 in the amount of \$17,000. The purpose of this grant is to develop a Preservation Plan for the Historical Clark County Poor Farm, now known as the 78th Street Heritage Farm. The intent of the plan is to provide a means for documenting original construction, alterations and identifying current conditions, and making prioritized recommendations for future work to buildings and the site. The plan will also outline alternative plans of action and funding requirements to help minimize loss, damage, or irreversible effects on the historic buildings. The grant and matching funds would allow the county to hire and work with a historical preservation consultant team that would complete the documentation and assessment of existing structures, conduct stakeholder outreach, and make recommendations on alternative plans of action. The project will result in a Preservation Plan to guide ongoing stewardship, support the growth of education and interpretive activities, and help Clark County make informed decisions about the utilization of the historical buildings, the treatment of the historical grounds, and archaeological and cultural resource management and protection.

The Clark County Historical Museum is requesting additional funding in the amount of \$15,000 for 2018. The request is comprised of \$10,000 ongoing budget authority and a one-time funding of \$5,000 for a new exhibit on the history of music in the county. The ongoing funding will be used to support inflationary increases in museum operations and to help with the initiative to begin providing medical benefits for three paid museum staff members. The ability to start providing medical benefits will help the museum retain staff in the future. The county's support to the museum for operations has been static for more than a decade. Increased competition among local nonprofits is making it harder for the museum to grow revenues from outside sources (i.e. memberships, donations and grants).

The program has revenue in the Historical Preservation reserves to support these requests for increases in expenditures.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

This request will cover the cost to upkeep the mobile application that citizens use when accessing historical information pertaining to Clark County. The matching funds will provide a Preservation Plan to be better stewards of the historical property located at 78th street so that it may continue to be enjoyed today and for future generations to come. Additional funding for the museum will give citizens access to a new historical exhibit on music in Clark County.

Efficiency Gains:

None

Workforce Engagement and Contributions:

Will provide the county a way to make informed decisions about the utilization of the historical buildings and the treatment of the historical grounds.

Impacts/Outcomes if not approved:

If this package is not approved the support and upkeep of the mobile application will not be fully supported which could result in a loss of online information to the citizens to access. It will also require us to not accept the grant that requires a matching contribution. The museum will continue to find it difficult to carry out their mission due to lack of funding for inflationary increases in operational 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	\$ 12,000	(\$ 12,000)	\$ 0	\$ 12,000	(\$ 12,000)
0001	General Fund	One-Time	\$ 0	\$ 13,000	(\$ 13,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 25,000	(\$ 25,000)	\$ 0	\$ 12,000	(\$ 12,000)

GEN-10-17RA General Services-Medical Examiner Medical Examiner Equipment Request

New Request

Contact: name: Nikki Costa email: Nikki.Costa@clark.wa.gov phone: 360-397-2595

The Medical Examiner’s Office is asking for additional funding to cover the costs of the following Medical Equipment.

Medical Examiner Equipment for homicide and suspicious death investigations: Request \$10,500 one-time funding.

The Medical Examiner's Office is requesting funding to purchase another forensic evidence drying cabinet, replacement of an autopsy camera and installation of x-ray monitor feed in the autopsy room. We have had eighteen homicide deaths this year to date which is equal to the total for last year. The number of double and triple homicide cases has also taxed our resources for these reasons we need to have the proper equipment to process all the caseload. Previously we had equipment that allowed us to monitor the x-rays in the autopsy suites but with advances in technology that option was not available. We are requesting an upgrade to our current x-ray system to operate as it has in the past.

Medical Examiner-Eyewash stations for the autopsy rooms: Request \$4,111 one-time funding.

The Medical Examiner's Office is requesting funding to purchase and install eyewash stations in the two autopsy rooms. Washington State Labor and Industries who recently did an inspection of our facilities at the Medical Examiner offices is requiring eyewash stations due to the use of some corrosive chemicals in the autopsy rooms.

Supplies for sample collection for Toxicological Analysis: Request \$1,800 for 2018 and \$3,600 ongoing biennial budget.

The Medical Examiner's Office is requesting funding to purchase specimen tubes and packaging materials for the collection and submission of biological samples for toxicological analysis. Washington State Patrol Toxicology Laboratory previously provided specimen tubes and packaging materials for medical examiners to submit samples for analysis. The lab will no longer provide such supplies to counties after 2017.

Liability/Risk/Safety Impacts:

Equipment is a necessary component of homicide and suspicious death investigations. Eye wash stations reduce risk as employees are at risk of injury following an exposure.

Positive Impact to Citizens:

The new equipment will limit the potential for cross-contamination in evidence collection and aids Medical Examiner and Associate Medical Examiner in serving citizens. Eye wash stations will limit the potential injury claims/costs to taxpayers.

Efficiency Gains:

By purchasing equipment it will improve the efficiency to previous levels in handling homicide and suspicious death investigations. Improved safety for employees.

Workforce Engagement and Contributions:

Medical Examiner and Associate Medical Examiner rely on this equipment in the performance of their duties and safety for the employees.

Impacts/Outcomes if not approved:

The impacts if not approved vary across many disciplines and include but are not limited to: families of decedents will not have the necessary confirmation of cause of death of a loved one. A delay in evidence processing will impede law enforcement as they need the evidence for criminal investigations. Not installing the eyewash stations will produce continued actions from Washington State Labor and Industries for non-compliance which can include fines and/or shut down.

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	\$ 1,800	(\$ 1,800)	\$ 0	\$ 3,600	(\$ 3,600)
0001	General Fund	One-Time	\$ 0	\$ 14,611	(\$ 14,611)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 16,411	(\$ 16,411)	\$ 0	\$ 3,600	(\$ 3,600)

GEN-11-17RA General Services PSC 1st and 4th Floor Remodel Cost

New Request

Contact: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 360-397-2300x4118

This project will repurpose the southwest corner of the first floor known as suite 185 which became available when the Solid Waste group relocated to the Center for Community Health with Public Health. It will provide much needed space for the Medical Examiner (ME) Administration, allow for the consolidation of Public Works staff by relocating the Regional Transportation Council (RTC) from the fourth floor to the first floor, and also offer cubicle space that can be used by various departments needing more space. This project will also provide the Director of Public Works an enclosed office space on the fourth floor. We are just beginning our planning work that was approved and awarded budget in a prior staff report. The project will be completed by early May 2018.

The cost of this project is not yet fully known since it will need to go out to bid. The estimated cost of both the 1st and 4th floor remodels will run approximately \$500,000 based on current construction cost in the local area. The architect indicated a going rate of construction for the ME space on the 1st floor of 2,588 sq. feet at \$150 per sq. foot to run approximately \$388,200. The design also includes the addition of a door to the outside which will cost \$12,000-\$20,000. The remaining space for RTC and common space on the 1st floor is moving furniture and possibly some minor mechanical/HVAC/wiring which has been estimated to cost \$40,000. Work on the 400 sq. foot space in Public Works on the 4th floor is estimated to cost \$60,000. This funding will allow for the construction of walls and offices and changes to the infrastructure and mechanical systems.

Recap of estimated costs:

ME space 1st floor:	\$388,200
RTC and common space 1st floor:	\$ 40,000
New door to outside 1st floor:	\$ 12,000 - \$20,000
Public Works 4th floor (2 offices):	\$ 60,000
Total estimated cost	\$500,200 - \$508,200

It is likely that General Services may need to approach the council again for additional funding to cover expenses once bids are solicited via the Request for Proposal (RFP) process.

Liability/Risk/Safety Impacts:

Moves the ME administration functions out of the Death Investigation building which was originally built as a tavern. The building has significant logistical barriers.

Positive Impact to Citizens:

Currently citizens who have lost a loved one must sit in the entry way of the ME office as they speak about sensitive issues, as others walk directly through those meetings. This remodel would accommodate a family room and a true reception area for the department. It will also position RTC in a better location in the building for its constituents to locate their offices.

Efficiency Gains:

Consolidate the Public Works operations in the PSC to one area and provide additional cubicle space for temporary employees during the busy months for departments to rent. The ME also only has one office for four Medical Investigators to share. This will allow them each to have an individual work space.

Workforce Engagement and Contributions:

This move will improve the work space for the Medical Examiner employees by giving staff individual offices and cubicles where currently many of the employees are sharing offices. Also with the current office spaces being partially below ground level they are required to close their blinds to prevent people from viewing the paperwork they work on. This move will improve the working conditions for the employees.

Impacts/Outcomes if not approved:

The Medical Examiner will continue to struggle with their facility which they have outgrown and does not meet their needs. Public Works will have a disjointed department with people spread around the building, and RTC will remain in the Public Works area which is not an ideal location.

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	\$ 500,000	\$ 500,000	\$ 0	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 500,000	(\$ 500,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 500,000	\$ 1,000,000	(\$ 500,000)	\$ 0	\$ 0	\$ 0

GEN-12-17RA General Services County Buildings Audio/Video System Upgrade

New Request

Contact: name: Michelle Schuster

email: michelle.schuster@clark.wa.gov

phone: x4118

This request is to upgrade the Audio/Video (A/V) systems in the PSC Dragonfly Cafe, the Center for Community Health (CCH) conference rooms and the Courthouse Jury Assembly Room.

Center for Community Health A/V system replacement: The A/V system in CCH has been in operation for 11 years. The system is utilized by tenants and county staff to provide trainings, workshops, presentations and meetings. Currently, the outdated system in CCH conference rooms C210 A, B and C is not working at all and needs to be fully replaced so that the tenants in the building have a working system. This set of rooms are the only large conference rooms in the building for such functions. Cost will be \$38,000.

Dragonfly Café A/V system replacement: The A/V system in the Dragon Fly Café has been in operation for 14 years. The system is utilized to provide news on the system monitors or music through the system speakers to customers within the café seating area. The existing system is an outdated analog format, has experienced component failure, and the components that make up the system are no longer available or supported by the manufacturer. The replacement project will include: replacement of existing analog components with new digital format components, installation of a new touch screen system controller, and programming of the various system components and controller. Cost will be \$18,400.

Courthouse Jury Assembly Area A/V System replacement: The jury assembly area A/V equipment has been operational since 2003. The system consists of a paging system utilized by the facilitator to call jurors to the front desk and an audio/video system to display juror instructions and information on monitors located throughout the room. The components making up the existing system are no longer available or supported by the manufacturer. The replacement project will include: replacement of existing analog equipment with new digital format equipment, replacement of existing monitors, and replacement of existing pager system components. Cost will be \$16,000.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

Programs for mental health and addiction services are offered for the public in the CCH training rooms and the jury assembly room provides the citizens on jury duty with valuable information on the jury process.

Efficiency Gains:

Removes outdated, obsolete, and non-working systems and replaces them with modern, easy to use equipment.

Workforce Engagement and Contributions:

Provides working A/V systems for all staff and tenants to use in the three facilities. Eliminates the need to find other resources to hold meetings and trainings.

Impacts/Outcomes if not approved:

If not approved we will have to rely on outdated, antiquated system to provide the services for these three areas. Tenants of CCH may start looking for other places to hold trainings and much needed services for their patients as their current system is non-functioning.

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	\$ 72,400	\$ 72,400	\$ 0	\$ 0	\$ 0	\$ 0
3083	Real Estate Excise Tax II Fund	One-Time	\$ 0	\$ 72,400	(\$ 72,400)	\$ 0	\$ 0	\$ 0
Totals			\$ 72,400	\$ 144,800	(\$ 72,400)	\$ 0	\$ 0	\$ 0

GEN-13-17RA General Services Arts of Clark County In-Kind support

New Request

Contact: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 360-397-2300x4118

The Arts of Clark County (AoCC) requests for an additional \$5,000 per year of grant support in this biennium’s Memorandum of Understanding (MOU). The following language is what the AoCC has proposed in the MOU which includes an obligation of funds and in-kind services from the county. Currently and in the past the county has committed to the in-kind support stated in item i. below.

COUNTY/COMMISSION OBLIGATIONS

A. The County will provide periodic and mutually agreed-upon financial grants and in-kind services to AoCC each year in support of the Clark County Arts Commission for the term of this Agreement. The financial grant and in-kind services shall include, but are not limited to, the following:

- i. Printing and mailing of materials that promote joint AoCC and County sponsored events no more than twice a year, limited to 500 pieces for each of the two events (1000 pieces); and
- ii. The inclusion of art events promotions for the AoCC in the County’s newsletter to employees.
- iii. A grant of \$5,000 per year to AoCC to be used for AoCC printing, for arts and culture programing and AoCC-provided CCAC accounting services.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

As the only nonprofit countywide arts organization, Arts of Clark County (AoCC) operates with ten volunteer board members and no paid staff. In the past seven years AoCC has developed, organized and hosted arts programming that has brought attention to Clark County from beyond our community. With this funding we can continue countywide support of the arts through ongoing and future programming.

Arts of Clark County's annual Clark County Open Studios tour is in its fifth year. This event takes place the second weekend in November. 50 artists' studios are open to the public during the tour. Artists open their studios to share where, why and how art is made. In the five years of Open Studios, 130 Clark County artists have participated. The tour takes place throughout the county where artists live and work.

Cumulative art sales by Open Studios artists have averaged \$50,000 each year even though sales are not a primary goal of the event. So Open Studios provides a growing contribution to economic activity in Clark County. During 2016's tour, zip codes were collected from visitors, revealing that a substantial number of visitors came from outside Clark County. This shows that Open Studios is a destination for art enthusiasts.

The funding AoCC is seeking would ensure that our free guidebook (5,000 copies) can continue to be printed with the highest quality and design. The Open Studios tour guidebook is kept by most visitors through the year as a reference of Clark County artists and their work. Please see <http://www.ccpopenstudios.org/>

Arts of Clark County created and manages the "Poetry Moves" program in partnership with C-Tran and Clark County's Poet Laureate. The poems of 10 local poets are displayed on C-Tran bus channel cards for two 6-month seasons per year. Each bus in the entire C-Tran fleet has two different poem displayed. Poetry in this program becomes a form of public art exposed to and shared with all bus riders. Poetry Moves has published over 40 local poets. AoCC also supports the Poets in the Schools program which selects 10 student poems a year for the summer Poetry Moves season.

AoCC organizes and hosts day-long summit events to address specific arts issues in our community. In September 2017, we are hosting an Arts and Culture Summit to address needed arts infrastructure. This summit draws community members from around the county. Please see:

<http://www.artsofclarkcounty.org/2017summit/>

This summit will be followed by several future-focused presentations on specific needs identified during the summit.

The goal is to generate action plans that will yield results while growing an actively engaged community supporting the arts.

We provide small individual artist grants and nonprofit arts organization grants as a part of our programming. These grants are awarded by an impartial jury and are targeted specifically to projects that have a public community benefit.

Our fiscal sponsorship of the Clark County Arts Commission enables funding of their programming.

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

This package does not affect county operations if not approved since they are proposing to use the grant funds for costs external to county 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
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)

GEN-14-17RA General Services Increase Cable TV expenses and revenue

New Request

Contact: name: Michelle Schuster

email: michelle.schuster@clark.wa.gov

phone: x4118

Per the contract with Cable Services as we increase revenue the portion of our expenditures also increase. This package shores of the revenue and expense increase that we had estimated originally for 2017-18. The County's responsibilities for cable television franchise administration, as well as public affairs and government programming, are carried out by the Clark/Vancouver Cable Television Office and CVTV, a joint City-County venture. The City of Vancouver is the fiscal agent for the office, so the County budget reflects only the payment to the City for cable services. The Clark/Vancouver Cable Television office provides staff support to the Telecommunications Commission, and its subcommittees and task forces, responds to citizen and staff inquiries and complaints, reviews franchise issues as they arise, and telecommunications strategic planning. CVTV provides full service video production facilities and regularly produces programs for the county. The increase in expenditures for 2017-18 is \$74,000 and the increase in revenue for 2017-18 is \$74,000. This will bring the biennial revenue for this fund to \$4.3M and the expenditures to \$955K.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

None

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Will not have budget to account for the actual revenue and expenses 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	\$ 74,000	\$ 74,000	\$ 0	\$ 74,000	\$ 74,000	\$ 0
Totals			\$ 74,000	\$ 74,000	\$ 0	\$ 74,000	\$ 74,000	\$ 0

GEN-15-17RA General Services Historical Promotion Grants Program expenses

Previously Approved by Council

Contact: name: Michelle Schuster

email: michelle.schuster@clark.wa.gov

phone: x4118

On November 29, 2016 the council approved the Historic Preservation Commission's recommendation to fund eleven projects for the 2017 Historical Promotion Grant program for a total of \$91,090. Currently the budget only has expense authority for \$67,366 for 2017 so this package is requesting \$23,724 in additional budget authority to expend the revenue dedicated to these grants.

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	\$ 23,724	(\$ 23,724)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 23,724	(\$ 23,724)	\$ 0	\$ 0	\$ 0

GEN-16-17RA General Services Transfer of Whatley Reserves to Public Works

Budget Neutral

Contact: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: x4118

Whatley Decant facility funds are held in General Services Facilities Major Maintenance for capital improvements. The amounts submitted to General Services had been submitted since 1999 and coded into the Facilities Fund (5193). Last year Public Works had General Services submit a package to expend the remainder of these funds on a small office and utility hookups at the Whatley Decant Facility. This project never took place. Public Works is now requesting that the remaining funds in the account be transferred over to their reserve funds for future use on projects at the Whatley Decant Facility that will be completed by Public Works. This completes the process of moving responsibility of the income and expenses for that facility from General Services-Facilities to Public Works. This involves a one-time transfer of \$101,494 from Fund 5193 to Fund 1012.

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	\$ 101,494	\$ 0	\$ 101,494	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-Time	\$ 0	\$ 101,494	(\$ 101,494)	\$ 0	\$ 0	\$ 0
Totals			\$ 101,494	\$ 101,494	\$ 0	\$ 0	\$ 0	\$ 0

GEN-17-17RA General Services Exhibit Hall Reserve Fund Revenue Increase

New Request

Contact: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 360-397-2300x4118

The Auditor's office keeps account of the Exhibit Hall Reserve Fund (Fund 1026) revenues. An increase is expected this biennium. This package will add \$676,016 to the revenue stream of the Exhibit Hall Fund and is made up of an increase to the hotel and motel use tax and city Public Facilities District (PFD) revenue.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

None

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

The fund will not have enough budget authority to collect incoming revenue for the Exhibit Hall Reserve Fund (1026)

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
1026	Exhibition Hall Dedicated Revenue Fund	Ongoing	\$ 676,016	\$ 0	\$ 676,016	\$ 676,016	\$ 0	\$ 676,016
Totals			\$ 676,016	\$ 0	\$ 676,016	\$ 676,016	\$ 0	\$ 676,016

GEN-18-17RA General Services Replacement of Parking Meters

New Request

Contact: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 360-397-2300x4118

Currently the county has 70 coin parking meters located in the Public Service Center (PSC) parking garage and outside the CRESA building, all these units are coming to the end of life due to corrosion and parts breaking. It would cost approximately \$35,000 to replace all of the existing meters with a like product. General Services is proposing to remove all the existing meters and replace them with three stand-alone parking pay stations like the City of Vancouver currently uses in the downtown area. Two of these meters would accept both coins and credit cards for payments and the third would accept coins, cash and credit cards. This would also eliminate the need for the coin machines that constantly breakdown and need to be refilled in the PSC and Courthouse. The cost to install 3 of the new solar powered units would be \$22,000.

Liability/Risk/Safety Impacts:

Old units are at end of life and will need to be replaced soon.

Positive Impact to Citizens:

The new machines would be more reliable and accept multiple forms of payment.

Efficiency Gains:

Eliminate the need for employees to fix 70 machines when they break, change batteries one to two times a year on each machine, and eliminate the need to fix and restock the change machines in the PSC and Courthouse on a monthly basis. Since these duties involve machines that house cash, two employees must be present each time a machine is accessed.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If this is not approved we will be coming back in the near future asking for \$35,000 to replace all the existing meter heads with like products.

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	\$ 22,000	(\$ 22,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 22,000	(\$ 22,000)	\$ 0	\$ 0	\$ 0

GEN-19-17RA General Services Contractual and Dues Increases

New Request

Contact: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: x4118

Currently community support and countywide budgets are short of meeting their contractual obligations due to multiple increases, coupled with a recent reduction in expense appropriations during the 2017-2018 adopted budget creation. We have been notified by the Southwest Clean Air Agency (SWCAA) that the current assessment rates will be increasing to all the counties beginning in 2018. This was approved on May 2, 2017 by the SWCAA board. Clark County currently pays \$72,188 per year. This will increase to \$94,063 in 2018 and then to \$115,938 in 2019. SWCAA has not had a fee increase since 2008 and the need to increase the assessment is driven by three financial pressures: decreased federal funding, increased workload and increased cost due to inflation. To minimize these costs, SWCAA has cut costs and reduced staff by 17 percent. The increase in fees for regulated entities will be a 20% increase, phased in over 2018 and 2019.

The Washington State Association of Counties (WSAC) has increased their dues for 2017. The Timber Dues which in 2016 where \$467 per year are now \$5,285 per year which is a \$4,818 increase. WSAC annual assessment has increased from \$63,962 to \$66,203 which is a \$2,241 increase per year. The Washington Association of County Officers (WACO) invoices have been increased from \$55,139 per year to \$57,109 which is a \$1,970 per year increase. Additional budget authority is requested within Countywide to meet these dues increases. Due to these increases and the recent reduction during the adopted budget experienced by these two budgetary areas, the Community Support budget is also \$58,065 short of meeting current commitments.

Liability/Risk/Safety Impacts:

Each county within a local air agency’s established jurisdiction is required to pay a portion of that agency’s supplemental income. The assessment is based on the number of citizens.

Positive Impact to Citizens:

Since 1967 the Southwest Clean Air Agency has been working to keep the air clean for the citizens of southwest Washington. It monitors air quality and enforces federal, state, and local air pollution laws.

Efficiency Gains:

This assessment will provide needed resources to SWCAA.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Inability to pay dues and contractual obligations.

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	\$ 97,998	(\$ 97,998)	\$ 0	\$ 119,873	(\$ 119,873)
Totals			\$ 0	\$ 97,998	(\$ 97,998)	\$ 0	\$ 119,873	(\$ 119,873)

GEN-20-17RA Capital Improvement Plan (CIP) for Clark County

New Request

Contact: name: Michelle Schuster email: michelle.schuster@clark.wa.gov phone: 360-397-2300x4118

This decision package is requesting \$213,970 in 2018 from the General Fund for the Capital Improvement Plan (CIP) project for Clark County. At this time, Clark County does not have a comprehensive CIP. This challenges our collective ability to properly forecast and set aside resources for capital projects, especially when infrastructure needs require general fund support. A CIP is meant to provide a means for documenting assets, identifying current conditions of facilities, making prioritized recommendations for future work and preventative maintenance for county buildings and assets, utilizing county resources to their fullest extent, and protecting county assets as part of a long-term strategic financial plan.

This package proposes a phased plan to address the gap in our current state and how we might achieve a comprehensive CIP. The anticipated cost to hire a professional consulting company to complete phase I of this project is estimated at \$300,000. At this time, only \$200,000 has been set aside to begin this project. Therefore, this packages requests an additional one-time funding of \$100,000 from General Fund.

The anticipated scope of phase I includes the following:

A Database with all information on the selected facilities that can be split out by Department, priority or mission critical

FCA (Facilities Capital Assessment) which is an inventory of the assets

Mechanical and Electrical data on the assets

Deficiencies and backlogs on the facilities

Predictive and Cyclical renewals on a 5/10/15/20 year increments

Estimated Cost projections-How much to set aside to do this work in a major maintenance fund

In addition to the \$300,000 that will be spent on a professional consulting company, General Services is proposing to hire a 24 month project manager position in early 2018 to help implement phase I of the CIP process. The purpose of the position will be to work directly with the consultant during phase I and to gain institutional knowledge about the project from this phase which will help bridge the gap as the county transitions to and implements future phases for a long-term CIP project after phase I is complete.

The ultimate goal of this project is to develop a comprehensive CIP for Clark County using the designated resources in the best way possible. It is also important that the county have a long-term plan for the on-going sustainability and management of the CIP once it has been developed. To that end, there will be a need to develop formal policies, a strategy to link the CIP to the budget process, and create an overarching CIP committee. The project manager will be contacting other municipalities to see how they conducted their recent capital plan assessments and ongoing asset management work (e.g. City of Vancouver, Thurston County, King County, Pierce County, Snohomish County, Cowlitz County, and the City of Redmond). The project manager will also be working with GFOA best practices, GASB 34 requirements for capital assets, state and internal auditor requirements for tracking facilities and space management for cost allocation methodology, and incorporating the CIP data into the county databases to be used for all future planning purposes.

Liability/Risk/Safety Impacts:

At this time, the county does not have a comprehensive CIP and this creates a gap in the county's ability to make data-driven decisions for new funding requests. Capital projects and critical facility maintenance needs are at risk due to reactive financial planning efforts that do not allow for strategic planning and timely decision making.

Positive Impact to Citizens:

A CIP helps the county maximize services to citizens because community priorities are met by planning for high priority projects first and citizen input can be assessed, allowing for community support,

Efficiency Gains:

A CIP helps the county maximize the use of taxpayers’ dollars because cost savings occur through careful evaluation, planning and timing of projects. The life of current assets can be extended and there are more economic development opportunities. A CIP also helps to ensure financial stability in that all capital needs are addressed as a whole, fiscal capacity is assessed comprehensively, debt issuance is planned for carefully, impacts on reserves and operating budgets are well understood, and the county realizes and increased eligibility for state and federal grants.

Workforce Engagement and Contributions:

Developing and implementing a CIP can take a considerable amount of time but the long-term benefits are many. The county would have a smoother strategic review process that becomes part of our overall operations and standard way of doing business. In addition, a comprehensive CIP would ultimately help to eliminate disagreement, controversy and potential risk/liability issues.

Impacts/Outcomes if not approved:

Without the development and implementation of a comprehensive CIP, the county will continue to manage capital projects and maintenance needs reactively instead of proactively. This creates a gap in our ability to properly forecast and set aside resources for capital projects, especially when infrastructure needs require general fund 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
0001	General Fund	One-Time	\$ 0	\$ 213,970	(\$ 213,970)	\$ 0	\$ 114,452	(\$ 114,452)
Totals			\$ 0	\$ 213,970	(\$ 213,970)	\$ 0	\$ 114,452	(\$ 114,452)

GEN-21-17RA General Services CCH VA 3rd floor Phase III Tenant Improvements

Budget Neutral

Contact: name: Michelle Schuster

email: michelle.schuster@clark.wa.gov

phone: x4118

In 2015 the county signed a five year lease with three five year renewals with the VA for space at the Center for Community Health (CCH). This lease will result in \$10M worth of revenue. Part of the lease requirements where to allow tenant improvements which would be completed by Clark County on behalf of the VA with repayment as the project is completed. This package requests \$1,000,000 of expense authority and \$1,000,000 of revenue collection authority to complete the tenant improvements on the CCH 3rd floor under the lease. The scope of work for this project will include the demolition, installation, and renovation of walls, fire sprinkler systems, plumbing, waste drain systems, piping insulation, fixtures, HVAC, ducting, air distribution, electrical, air & water balancing, and ATC controls.

Liability/Risk/Safety Impacts:

Adversely affect the county’s \$10 million dollar lease with the VA.

Positive Impact to Citizens:

Provide needed clinical space on the VA campus to serve the veterans in the community.

Efficiency Gains:

Consolidate services on the VA campus for veterans.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Could invalidate the lease signed with the VA for space in the CCH which would require finding a new tenants for the building.

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	\$ 1,000,000	\$ 1,000,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 1,000,000	\$ 1,000,000	\$ 0	\$ 0	\$ 0	\$ 0

GEN-22-17RA General Services-Medical Examiner Add Medical Examiner Lead Investigator

New Request

Contact: name: Nikki Costa

email: Nikki.costa@clark.wa.gov

phone: 360-397-2595

The addition of a lead investigator to the medical examiner staff is needed to meet the caseload demands for death investigation, and to help cover shift work as we transition off of a 48 hour schedule of investigators. Seventy-five percent of the county’s current investigators intend to retire the summer of 2020. For this reason the position will be needed to help with the succession planning of investigators and training of new hire investigators

The ongoing increase in the demand for services is driven by a variety of factors to include: the growth of Clark County, the aging population, increased homicide rate and rise of deaths that fall outside a clinical setting and thus must be reviewed.

Over the last ten years the Medical Examiner’s Office has experienced a fifty-three percent increase in the number of deaths reported and over forty-five percent increase in the number of postmortem examinations performed.

A lead investigator will not only perform investigators work but will also act as liaison between Medical Examiners and the investigators for presentation of daily cases; assist in recruitment; and train newly hired investigators. The creation of a lead investigator position is critical for succession planning and an effective response to the upcoming retirements.

This is a new position for the Medical Examiner’s Office as well as a new job classification for the county.

Liability/Risk/Safety Impacts:

Without this position we will be unable to move away from the 48 shift work which is becoming a liability as employees become busier and have more sleep disruption during a 48 hour shift. It will also help with the transfer of knowledge as we lose the majority of our investigative workforce in the next 3 years.

Positive Impact to Citizens:

Families will have the necessary information from the investigation of the death of a loved one.

Efficiency Gains:

Transfer of knowledge between employees, and a consistent flow of information between the investigator staff and the doctors.

Workforce Engagement and Contributions:

This will allow for the employee to break away from a 48 hour shift which has become harder to safely accommodate with the number of deaths that are responded to during each 48 hour shift.

Impacts/Outcomes if not approved:

The impacts if not approved would be to continue to run a 48 hour shift and risk an accident when our investigators are up for the full 48 hours. We will also not have the transfer of knowledge between the current investigators and their future replacements; it will not be a seamless transition and will result in institutional knowledge being lost. It will also result in the cases taking longer and families waiting longer for their deceased loved ones to be released to funeral homes.

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	\$ 91,661	(\$ 91,661)	\$ 0	\$ 183,322	(\$ 183,322)
Totals			\$ 0	\$ 91,661	(\$ 91,661)	\$ 0	\$ 183,322	(\$ 183,322)

GEN-23-17RA General Services-Medical Examiner Reorganize Autopsy Assistant Positions

New Request

Contact: name: Michelle Schuster

email: michelle.schuster@clark.wa.gov

phone: x4118

Over the last ten years the number of postmortem examinations performed by the Medical Examiner’s Office has increased by over forty-five percent. The number of deaths reported to the Medical Examiner’s Office over the last ten years has increased by fifty-three percent. Meeting the daily demands of the ever increasing caseload within the current staffing model is very challenging. Temporary employees, overtime, and Medical Examiner Investigators are utilized to backfill autopsy assistant staffing shortages. There is a need for increased Autopsy Assistant coverage.

The Autopsy Assistant classification is budgeted at one and three quarter time (1.75) total FTE’s. These are currently budgeted as two half-time (.5 FTE’s) and one three quarter time (.75 FTE) positions. This supplemental request is to combine the three part-time (1.75 FTE’s) positions and add a quarter-time (.25 FTE) to achieve two full time autopsy assistant (2 FTE’s) positions. Currently one of the three positions is vacant so the workload will be disbursed to the two current employees. We have been testing this with our two current employees on a temporary basis and have found that having two full time employees has served the department well.

Liability/Risk/Safety Impacts:

We will need to use more temporary employees, overtime or use high paid employees to cover the autopsy assistant duties when the 1.75 FTE is not available.

Positive Impact to Citizens:

Families will have a loved one returned faster due to the turnaround time increasing on caseload.

Efficiency Gains:

This will maintain the efficiency of caseload that we have seen as we have been trying this configuration out on a temporary basis.

Workforce Engagement and Contributions:

We have seen a morale improvement among the doctors who have not had to delay cases and the investigators who have not had to backfill for absent part-time autopsy assistants.

Impacts/Outcomes if not approved:

We will need to fill our third vacant position and will go back to limited coverage to perform the autopsy assistant 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
0001	General Fund	Ongoing	\$ 0	\$ 14,392	(\$ 14,392)	\$ 0	\$ 28,784	(\$ 28,784)
Totals			\$ 0	\$ 14,392	(\$ 14,392)	\$ 0	\$ 28,784	(\$ 28,784)

GEN-24-17RA General Services Veteran's Administration LEED Certification Proj

New Request

Contact: name: Michelle Schuster

email: michelle.schuster@clark.wa.gov

phone: x4118

In 2015 the county signed a five year lease with three five year renewals with the VA for space at the Center for Community Health (CCH). This lease will result in \$10M revenue. Part of the lease requirements were to bring the building up to LEED certified status. As we have progressed on this project we have learned that we are required to do a 10% reduction in energy usage for the building. A substantial amount of analytical work has been performed to-date to identify improvements to the CCH that will result in a LEED certification associated with the Existing Building Operations and Maintenance (EBOM) program pathway. As part of this work, a short-list of mechanical and electric upgrades have been identified as necessary to implement. The scope of work for this project will include:

RCx-1: Optimize HVAC system schedules and setpoints

RCx-2: Repair/Adjust return fan speed control for AHU-001 and AHU-002

RCx-3: Revise freeze protection sequence for chilled water pumps

RCx-4: Replace or repair outside, return, and exhaust dampers on AHU-001 and AHU-002, and implement additional improvements to minimum ventilation systems on all AHUs

RCx-5: Optimize duct pressure and supply air temperature sequences

RCx-6: Implement chilled water temperature setpoint reset

RCx-7: Optimize condenser water setpoint

RCx-8: Install and control addition actuators on outside air dampers for AHU-001 and AHU-002

RCx-9: Complete DDC Upgrade from JCI to JENEsys system to improve control system front-end and ongoing trend reporting capabilities

The cost for this project is estimated at \$166,900 but the county should realize savings for the CCH building in utility costs and must meet LEED certification to comply with the VA lease.

Liability/Risk/Safety Impacts:

Adversely affect our \$10 million dollar lease with the VA.

Positive Impact to Citizens:

Environmental responsiveness.

Efficiency Gains:

Reductions in utility cost with a return period of approx. 3-4 years and will allow us to obtain LEED certification.

Impacts/Outcomes if not approved:

Could invalidate the lease signed with the VA for space in the CCH which would require finding a new tenants for multiple areas of the building.

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	\$ 166,900	(\$ 166,900)	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-Time	\$ 166,900	\$ 166,900	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 166,900	\$ 333,800	(\$ 166,900)	\$ 0	\$ 0	\$ 0

GEN-25-17RA General Services Center For Community Health Program Coordinator

New Request

Contact: name: Michelle Schuster

email: michelle.schuster@clark.wa.gov

phone: x4118

The Center of Community Health (CCH) is in need a building coordinator who would oversee the coordination of operations for the seven tenants in the building who provide clinical, mental health, chemical dependency, and public outreach services. The coordinator would facilitate the daily operations such as custodial services, facility work orders, keys, id cards, tenant meetings, safety committees, scheduling of rooms, security contract oversight, provide customer service and concierge services to clients entering the facilities, manage the parking lots associated with the building, address policy issues, and be a liaison with the county information technology department. This position will be paid for from the General Fund. For the mental health, therapeutic courts and chemically dependency programs in the CCH building to be able to focus their attention on the clients and the programs to provide these services to clients they need a coordinator to facilitate the daily operations that can take up a significant portion of their time and resources.

Liability/Risk/Safety Impacts:

This position would be located in the building to handle safety and security issues as they arise.

Positive Impact to Citizens:

Provide citizens who use the services of CCH a customer service presence and someone who can address building operational items.

Efficiency Gains:

Take the burden off of staff and tenants of CCH from dealing with the daily operation needs of the building.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Tenants of CCH will continue to rely on the General Services staff located at the Public Service center to provide these services to them.

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	\$ 94,083	(\$ 94,083)	\$ 0	\$ 193,811	(\$ 193,811)
Totals			\$ 0	\$ 94,083	(\$ 94,083)	\$ 0	\$ 193,811	(\$ 193,811)

ITS-01-17RA Information Services Transfer collected telecom support into project

New Request

Contact: name: Steve Dahlberg email: steve.dahlberg@clark.wa.gov phone: x4793

Over the past number of years, there has been a surcharge of \$1.00 per phone line each month collected as part of the internal telecom billing process. This purpose was to pay for telecom-related expenses that were not directly allocated to the users but that support all users equitably.

Over time, this balance has grown to \$180,613.55. This Decision Package requests these funds be transferred into the telephone replacement project in Fund 3194 to help reimburse the project for prepaying the 5 year support agreement. While the original telephone replacement project request intended to cover the first year support costs, the new telecom vendor offered a very sizable discount by prepaying 5 years of support. The vendor offered the County a 5 year support package for \$475,438 if paid in full, a 5 year savings of \$103,461. If the County purchased the typical annual maintenance and support, the total cost over 5 years would have been \$578,899, increasing costs by 21.8%.

This original request for the telephone replacement was initiated in the December 2015 re-adopt for a total of \$2,443,000. The components of this project are as follows:

- * \$ 1,075,300 - Voice System (all voice hardware including voice gateways, phone handsets, licensing, servers, voice software, services, and first year maintenance).
- * \$ 454,200 – Implementation over a projected 14 month timeframe.
- * \$ 500,000 – Core network upgrade.
- * \$ 338,000 – Network cabling and upgraded power provided by Facilities.
- * \$ 75,500 – Uninterruptible power supplies to all network switches.

This project replaces the current telephone system and updates the infrastructure to support the new telecom platform for the County. The existing county's NEC phone system has been at the end of vendor support since 2014. The County needs to move to a new, current technology platform, 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 must be upgraded and expanded.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

None

Efficiency Gains:

Lower support costs for the new telecom system

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

The telecom project will run out of money before the project has been completed as a result of paying for a 5 year support agreement.

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	\$ 180,614	\$ 180,614	\$ 0	\$ 0	\$ 0	\$ 0
5193	Major Maintenance Fund	One-Time	\$ 0	\$ 180,614	(\$ 180,614)	\$ 0	\$ 0	\$ 0
Totals			\$ 180,614	\$ 361,228	(\$ 180,614)	\$ 0	\$ 0	\$ 0

ITS-02-17RA Information Services Move 1 FTE from BOCC to IT

New Request

Contact: name: Steve Dahlberg

email: steve.dahlberg@clark.wa.gov

phone: x4793

The Technology Services Department (IT) is requesting approval to move position BOC0017 (Program Manager II) from the Board of County Councilors' operating budget to the IT operating budget. In 2017, IT realized that there was an unfilled need for an administrative manager to serve the department and provide supervision, coaching, oversight, and guidance to the Department Finance Manager and the administrative team as a whole. This will bring improved efficiencies and effectiveness in support of our technical staff, as well as opportunities to enhance the services we provide our customers. Over the past 4 months, the individual that currently occupies this position has been able to start this work with IT. IT would like to make this a permanent change by moving the position to the IT operating budget.

As the Administrative Manager, this position will help create administrative efficiencies for all of the administrative team members. With recent changes in the department including the addition of GIS and increasing use of technology throughout the county, finance and administrative work has increased in volume and complexity. This position shall serve in both a strategic and a tactical capacity in the areas of process improvement, organizational change management, workforce planning and development, organizational effectiveness and performance metrics. Metrics will be used to measure the efficiency and effectiveness of Technology Services' and business users' projects, initiatives, operations, methods, programs, and processes, which support data-based decision making. The Administrative Manager will report directly to the County's Chief Information Officer and serve as a member of the IT leadership team.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

This position does not impact citizens directly but it will have an indirect impact through its positive affect on staff performance.

Efficiency Gains:

This position will contribute to efficiency gains for the Department through internal review, process improvements, coaching and better acceptance of organization change.

Workforce Engagement and Contributions:

This position will improve workforce engagement by providing supervision, coaching, oversight, and guidance to the Department Finance Manager and the administrative team as a whole.

Impacts/Outcomes if not approved:

The individual that currently resides in this position has already been working with IT in the capacity of an Administrative Manager. If this request is not approved, IT will not be able to realize the on-going strategic benefits of this management role and will have a gap in the management structure. Furthermore many strategic initiatives will not be managed or coordinated as effectively as they have been with the incumbent present.

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

ITS-03-17RA Technology Services Ongoing increases in vendor support agreements

New Request

Contact: name: Steve Dahlberg email: steve.dahlberg@clark.wa.gov phone: x4793

As we renew vendor support and maintenance agreements, the renewals nearly always have rate increases. It's been typical to experience support agreements having a 1-5% increase. When considering the number of vendor agreements within IT, these increases can add up to a significant amount of expenses within our department without additional budget to cover these changes. Over time, this adds up significantly. During this time, we have cut some support outright, requesting a multi-year quote resulting in a lower annual cost, as well as request a lower increase directly from the vendors, unfortunately, most vendors are not being cooperative to our requests.

Here's a short list of vendors where we've see increases:

INSEEGO North America LLC	Microsoft Software Assurance
SmartNet	Symantec
Sophos	Infoblox
Solarwinds	VMWare
	System Maintenance Services
	RightFax
	Avamar
	DataDomain
	Connectrex

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

None

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

The uncommitted portion of our budget will continue to deteriorate, leaving less money available for other purchases. The potential purchases or upgrades that may be affected include a wireless analyzer tool that enables our staff to view the overall health of the wireless infrastructure, help with proper placement of wireless access points, and troubleshooting the RF Spectrum at specific locations. Another item that will be affected is Solarwinds, a network diagnostic and monitoring tool supporting the County networking infrastructure, as we are about to exceed the for device count and must move up to the enterprise version. Both these tools will be increasingly important as the demand for more and more wireless is required as well as supporting the increasing network bandwidth and usage of all the on-site and cloud based applications across 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)

ITS-04-17RA Information Services New Van for Technology Services

Previously Approved by Council

Contact: name: Steve Dahlberg email: steve.dahlberg@clark.wa.gov phone: ext. 4793

The current van used by the IT Department is a 1992 Chevy Astro. This van was acquired in 2007 from another department that was giving it up in order to purchase a new vehicle. Instead of purchasing a new vehicle, our department took ownership of this vehicle instead of having Public Works sell it through the wholesale process. This original intent of this 1992 Astro van was a short term solution, it's now been 10 years. This saved our department money over the last decade, but did not build up a reserve in order to fund the next replacement. Today, this van must to be replaced, before it truly fails, leaving someone stranded, as well as before repair costs are much more than the value of this vehicle.

We are working directly with the Public Works Fleet Manager, following County policy and recommendations while aware there may be an impact from the fleet study that's in progress. This new van will be purchased from existing budget. By purchasing a new van, the safety of the passengers and equipment is greatly increased as well as reliability. This van would be set-up on an ER&R plan for planned maintenance and future long-term replacement. This van is used by a wide variety of Technology Service's staff members to provide service and maintenance across 30 locations within county. The van is used to transport personnel and a wide variety of technology and network equipment out in the field.

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
0001	General Fund	One-Time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 30,000	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 30,000	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 0

ITS-05-17RA Technology Services Revenues to support new Sheriff's regional system

Previously Approved by Council

Contact: name: Steve Dahlberg

email: Steve.Dahlberg@clark.wa.gov

phone: x4793

The Clark County Sheriff's Office implemented a new Multi-agency Records Management system (RMS) and went live in 2016. All agencies who participate in this system agree to pay support costs related to this new system. These support costs includes the vendors annual support plus a set amount for the ongoing support and replacement of the server hardware of this platform. This budget proposal formalizes the revenues coming into the County for this on-going support. The revenues into the General Fund are from both internal (CCSO) as well as external entities and are to be used for the offset of the vendor support while the revenues for the hardware support will go into Fund 5090, the Server/storage fund.

Impacts/Outcomes if not approved:

This platform already went live and the first installment by the various police departments have been invoiced and paid in the first quarter of 2017. The annual support billing will continue for the next 4 years at the prescribed contracted rates, billed each January.

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	\$ 167,280	\$ 167,280	\$ 0	\$ 167,280	\$ 167,280	\$ 0
5090	Server Equipment Repair & Replacement Fund	Ongoing	\$ 21,860	\$ 21,860	\$ 0	\$ 21,860	\$ 21,860	\$ 0
Totals			\$ 189,140	\$ 189,140	\$ 0	\$ 189,140	\$ 189,140	\$ 0

JUV-01-17RA Juvenile Accept Grant Funding for CSEC Taskforce

Budget Neutral

Contact: name: Jodi Martin email: Jodi.martin@clark.wa.gov phone: 360-397-2201 ext. 4528

The purpose of the Commercial Sexual Exploitation of Children (CSEC) Taskforce Support Grant is to provide support to the CSEC taskforce agencies that identify, address, and provide appropriate services to youth who are at risk of, or have been commercially sexually exploited. The \$50,000 grant funds will support training and technical assistance for taskforce and community members, emergency funding for identified victims or at risk youth, and community outreach services.

Impacts/Outcomes if not approved:

Less service and support for identified victims/at risk youth; community outreach/education efforts would diminish.

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	\$ 50,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 50,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0

JUV-02-17RA Juvenile Accept grant to reduce racial/ethnic disparities

Budget Neutral

Contact: name: Jodi Martin email: jodi.martin@clark.wa.gov phone: ext. 4528

The Juvenile Court is requesting to accept a grant in the amount of \$57,750 for 2017-2018 from the Office of Juvenile Justice to Reduce Racial and Ethnic Disparities (RED) at Arrest and Referral.

The goals of the RED Initiative are to: reduce the disparities experienced by youth of color coming into contact with the juvenile justice system and reduce implicit bias in policies, practice, and decision making.

This grant will allow Clark County to review policies and practices that may contribute to disparities, raise awareness of racial and ethnic disparities through training opportunities, and bring together key stakeholders to reduce implicit and possible structural biases that exist in policies, practices and decision making at the points of arrest and referral.

Impacts/Outcomes if not approved:

This is the third year we have received the RED grant. Evaluation and planning have been underway during the first two years to allow for training and collaboration for key stakeholders (i.e. law enforcement agencies, schools and court staff) to address racial and ethnic disparities in our systems. If the decision package is not approved, we will not have funding to provide training and progress to reduce and eliminate disparities will be impacted.

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	\$ 57,750	\$ 57,750	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 57,750	\$ 57,750	\$ 0	\$ 0	\$ 0	\$ 0

JUV-03-17RA Juvenile Accept community donation for youth music program

Budget Neutral

Contact: name: Eric Gilman email: eric.gilman@clark.wa.gov phone: 360-397-2201 ext. 4500

The purpose of this donation is to provide individual and group music lessons (voice and instrumental) to youth on probation who have expressed an interest in developing their abilities in music. The funding comes from a local private foundation (the Snowman Foundation) to provide these lessons. No public monies will be expended. All lessons will be provided during regular work hours at the Juvenile Justice 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
0001	General Fund	One-Time	\$ 2,000	\$ 2,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 2,000	\$ 2,000	\$ 0	\$ 0	\$ 0	\$ 0

JUV-04-17RA Juvenile Accept Juvenile Detention Alternatives(JDAI) Grant

Budget Neutral

Contact: name: Jodi Martin email: jodi.martin@clark.wa.gov phone: ext. 4528

In April 2012, the Clark County Superior Court Judges supported the Clark County Juvenile Court implementing the Juvenile Detention Alternatives Initiative (JDAI), a juvenile justice reform initiative through the Annie E. Casey Foundation. In 2012, the Office of Juvenile Justice (OJJ) provided a one year grant in the amount of \$50,000 to support Clark County's development and implementation of the JDAI core strategies. The Office of Juvenile Justice renewed the JDAI grant for 2013-2014 for \$50,000, 2014-2015 for \$30,000, 2015-2016 for \$26,177 and 2016-2017 for \$22,000. This year, the grant amount is \$22,000. In 2017-2018, JDAI grant funds will continue to help fund costs related to detention alternatives, provide evaluation of the initiative and alternative programs, and any travel related expenses associated with the initiative.

Impacts/Outcomes if not approved:

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

Fund	Fund Name	Request Type	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	\$ 22,000	\$ 22,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 22,000	\$ 22,000	\$ 0	\$ 0	\$ 0	\$ 0

JUV-05-17RA Juvenile Increase in Consolidated Block Grant Allotment

Budget Neutral

Contact: name: Christine Simonsmeier email: Christine.simonsmeier@clark.wa.gov phone: 360-397-2201

This is a request to reflect a \$96,122 increase in the Consolidated Grant awarded by the State of Washington. The additional funds will be used to expand the courts menu of evidenced based programming aimed at reducing recidivism. Currently the court offer's Evidenced Based Programming to moderate and high risk offenders, the additional funding will allow the court to expand services to low risk offenders assigned to Diversion, Deferred, and Low Risk caseloads.

Liability/Risk/Safety Impacts:

The funding formula for the Consolidated Block Grant is largely based on a courts ability to provide Evidenced Based Programming to court involved youth. The formula incentivizes the number of youth who start such programs. Our current programming for moderate and high risk offenders is maximized; an area of growth for Clark County is service to its low risk offenders, thereby maximizing our performance within the funding formula.

Positive Impact to Citizens:

Coordination of Services is the low risk program that we plan to develop and offer to youth in 2018. This program has shown a reduction in recidivism for this population, supporting our mandate to increase community safety. By focusing on low risk offenders, the opportunity to avoid further penetration into the criminal justice system is good for our community. In addition, this program has a strong community collaboration component, engaging partners from mental health, schools, drug and alcohol prevention, and more.

Efficiency Gains:

Based on the structure of the Consolidated Grant funding formula, as we increase the number of youth served in Evidenced Based Programming our award allotment is projected to increase each biennium as well.

Workforce Engagement and Contributions:

Expanding our Evidenced Based Programming will provide an additional tool for our probation counselors to access in serving youth.

Impacts/Outcomes if not approved:

The impact for the court would be the inability to expand our evidenced based services into the low risk population, thereby increasing the youth’s risk of further immersion into the criminal justice system. The Consolidated Block Grant Funding formula will not be maximized, and some funding may not be realized in years to come.

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	\$ 96,122	\$ 96,122	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 96,122	\$ 96,122	\$ 0	\$ 0	\$ 0	\$ 0

JUV-06-17RA Juvenile Add .5 FTE to Detention Alt Program (1033) 2018

New Request

Contact: name: Christine Simonsmeier email: Christine.simonsmeier@clark.wa.gov phone: 360-397-2201

In 2013, the Juvenile Court created detention alternative programming for youth who are deemed low risk to community safety, thereby minimizing the increase in risk factors often caused by the use of secure detention. The court currently runs a Community Support and Evening Reporting program. Recent program reviews have shown the need to modify the structure of our Evening Reporting program. The modifications involve changing the schedule to include weekend days for programming and to increase program capacity from 6 youth to 10. The weekend hours and the increased capacity require the addition of one .5 staff to support the programming and transportation needs. This position will also support flexibility in staffing to absorb vacation and absences within the unit. The juvenile court is utilizing a (1033 funded) vacant position from October 1, 2017 through August 31, 2018 to fill this need. This vacant Post-Doctoral Fellows position will be filled as of September 1, 2018, when the next Fellows yearlong commitment begins. This request (utilizing fund 1033) to add a .5 staff will continue the work of the Community Support and Expanded Evening Reporting Program.

Liability/Risk/Safety Impacts:

The increase to program participants requires the additional staff to support transporting, supervision and engagement of program youth.

Positive Impact to Citizens:

The collaboration with the Boys and Girls Club and the Clark County Food Bank supports community involvement in the reintegration of at risk youth. The prosocial engagement and modeling have shown to have impacts on changing youth behavior.

Efficiency Gains:

This position will provide the unit with the ability to absorb vacation and other absences, thereby minimizing the need for temporary staff and/or impacts to program capacity for youth.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If not approved the number of youth these programs are able to serve will have to be decreased in the fall of 2018. This increases the potential for youth to enter secure detention that would otherwise be eligible for an alternative. The proper use of both secure and non-secure detention supports the courts mandate to provide rehabilitative services while maintaining community safety.

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	\$ 11,345	(\$ 11,345)	\$ 0	\$ 70,664	(\$ 70,664)
Totals			\$ 0	\$ 11,345	(\$ 11,345)	\$ 0	\$ 70,664	(\$ 70,664)

PAT-01-17RA Prosecuting Attorney Add 1.0 FTE Office Manager - Criminal Office

New Request

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

The Prosecuting Attorney's Office (PA) organizational structure is very flat and the Office has traditionally kept the number of managers at a minimum. Line supervisors are attorneys who carry caseloads and have limited time for activities outside of prosecuting cases. The office administrator has management oversight for 60 support staff located in five different buildings. The office administrator also serves as the human resources manager, finance manager, and coordinator for facilities and IT projects. While this lean and flat structure makes good use of staff to manage a legal caseload, it makes it impossible to provide timely and adequate supervision of support staff. The PA has become increasingly aware of the impact on support staff when they do not receive feedback on their performance. Because of the lack of management level staff, most of the employees have not received feedback at all regarding their performance. Only about four of the 60 support staff received feedback in the last year.

The new office manager will perform the following critical tasks:

Assume managerial responsibility for approximately 20 support staff, including conducting performance evaluations and workflow analyses for efficiency. Serve as the liaison on current technical projects, where working knowledge of the existing systems and decision making authority must be combined in order to ensure proper service delivery. During the implementation of the RegJin and EIS police reporting systems, there was a gap in this area that resulted in some of the Prosecutor's needs being overlooked. As we participate in other technical projects (i.e. Clerk's Office system replacement, On-Base, Google docs, etc.) it is important that this gap is closed to ensure a working system for all. Provide direct support to the elected Prosecutor on highly confidential and sensitive projects such as potential impeachment material and Officer Involved Shootings. These projects require not only technical knowledge, but the confidential status of a management position.

In October of 2016 the PA requested assistance from the Department of Human Resources (HR) to address these gaps. We had hoped that a reorganization could address these gaps. However, due to the fact that certain classifications are prohibited from engaging in supervision, HR determined that a reorganization would not be an option that could address these gaps but that the PA would need to create a new Office Manager position.

Therefore, the PA is requesting a budget increase to fund a full time, permanent 1.0 FTE Office Manager. This is the most cost effective, reasonable method to address managerial deficiencies while using the appropriate classification.

This position will be fully funded by the general fund. The total fiscal impact for the 2017-2018 biennium is \$98,186 (\$70,763/salary and \$24,423/benefits). The 2017-2018 amount is for 12 months of expenses. The total on-going fiscal impact for 2019-2020 is \$198,326 (\$143,083/salary and \$55,243/benefits).

Liability/Risk/Safety Impacts:

In the current organizational structure, the staff to management ratio has put the PA at risk regarding administrative operations continuity. Staff performance evaluations are not being conducted on a regular basis and important technical projects are not fully supported.

Positive Impact to Citizens:

A higher level of service delivery will be achieved by providing better management of the work force.

Efficiency Gains:

Adding an Office Manager will eliminate the need to overstaff meetings by sending the administrator or chief criminal deputy to technical meetings in order to guide the decision making process.

Workforce Engagement and Contributions:

The addition of this new position will allow for line staff to receive regular performance feedback and formal performance evaluations. Overall, this will increase employee morale and support the PA with on-going and long term workforce planning efforts. It will also help the PA with the continued implementation of the servant leadership model.

Impacts/Outcomes if not approved:

If this request is not approved, the PA will continue to struggle with workload issues. Management will be unable to provide regular performance feedback to staff and technical projects will not be fully supported. Additionally, the Prosecutor will not receive the required support on highly sensitive and confidential projects.

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	\$ 122,155	(\$ 122,155)	\$ 0	\$ 198,327	(\$ 198,327)
Totals			\$ 0	\$ 122,155	(\$ 122,155)	\$ 0	\$ 198,327	(\$ 198,327)

PAT-02-17RA Prosecuting Attorney Add 1.0 FTE Legal Specialist - Civil Unit

New Request

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

Ten years ago the Prosecuting Attorney’s Office (PA) Civil Division was supported by 2.0 FTE support staff. Since that time, requests from the Public Records Act have evolved to consume 1.5 FTE of those support staff, leaving .5 FTE to support the 7 attorneys in the civil division. In 2015, we added 1.0 FTE, but this still left a .50 FTE deficit within our support staff. Additionally, the PA Civil Division has experienced an increase in litigation over the last few years. Because the PA is controlling more cases, additional staff is necessary in order to provide the legal support required by the litigation attorneys. These lawsuits range from employment cases to road design lawsuits against the county.

In addition, the defense of claims against the county has significantly changed with the change in county liability insurance. With the Washington Counties Risk Pool, the Pool frequently appointed outside counsel to assist in the defense. The county spent between \$50,000 and \$100,000 per case under this system. That fee was paid by the county up to our \$500,000 deductible. After April 2014, the county changed insurers. Under the policy with Starr insurance and its successors, the county moved to a one million dollar self-insured retention (“SIR”, a different type of deductible). Under this policy the county has much more control and responsibility for the defense of claims. By policy, the PA has chosen to use existing in-house attorneys to defend the county, saving the cost of outside counsel. This decision comes with a cost.

Therefore, the PA is requesting a budget increase to fund a full time, permanent 1.0 FTE Legal Specialist. This position will be fully funded by the general fund. The total fiscal impact for the 2017-2018 biennium is \$64,213 (\$42,669/salary and \$21,544/benefits). The 2017-2018 amount is for 12 months of expenses. The total on-going fiscal impact for 2019-2020 is \$131,634 (\$87,471/salary and \$44,163/benefits).

Liability/Risk/Safety Impacts:

Resolution of claims is a liability of the county since the Washington waived its sovereign immunity. Providing that defense/settlement with attorneys and staff is a cost that is an inseparable part of the defense.

Positive Impact to Citizens:

By providing appropriate support to the civil attorneys, they can be more effective in protecting the interests of the citizens of Clark County.

Efficiency Gains:

With the addition of a legal specialist, the workload can be more appropriately allocated, capitalizing on the skill set of the legal assistant to provide higher level support to attorneys.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If not approved, the Civil Unit will continue to provide its best service to the County. Necessarily, a greater degree of prioritization would occur to ensure the highest priority obligations were 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
0001	General Fund	Ongoing	\$ 0	\$ 64,213	(\$ 64,213)	\$ 0	\$ 131,634	(\$ 131,634)
Totals			\$ 0	\$ 64,213	(\$ 64,213)	\$ 0	\$ 131,634	(\$ 131,634)

PAT-03-17RA Prosecuting Attorney Prosecuting Attorney's Civil Unit - Office Remodel

New Request

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

This decision package requests additional REET dollars in the amount of \$150,000 to fund a two part remodel project that will add office space and increased security in the Prosecuting Attorney's (PA) Civil Office on the 3rd floor of the Public Services Building.

The Civil Unit represents the county on highly sensitive and confidential matters. The records contained within the civil offices need to be handled in a secure manner. Currently, the program coordinator sits outside of the civil office and is fully exposed to non-secured staff from other departments. For security purposes, this workspace needs to be incorporated into the rest of the civil office with secured access. There is also a need for additional office space as the PA is seeking a support position to assist with the increase in civil litigation. This will also allow the civil division to take on interns as available to assist with the workload. This first part of the remodel is anticipated to cost \$130,000.

Additionally, the civil office reception area needs to be modified to provide better control over access to the attorney offices by placing a door between reception and the attorney offices. This second phase of the remodel is anticipated to cost \$20,000.

Liability/Risk/Safety Impacts:

Personnel records are exposed and personal information is vulnerable without incorporating this space into the civil division's secured area. The Program Coordinator has had to give up access to search FBI criminal history databases due to the inability to secure the space.

Positive Impact to Citizens:

None

Efficiency Gains:

Incorporating the Program Coordinator space into the rest of the civil office eliminates the need to keep the door between the two spaces locked at all times and provides easier access between the Program Coordinator and the other staff in the office.

Workforce Engagement and Contributions:

By eliminating the barrier between the Program Coordinator and the rest of the civil staff, they are able to interact more easily and share information on a regular basis.

Impacts/Outcomes if not approved:

Information that should be stored in a secure manner remains at risk.

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	\$ 150,000	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 150,000	(\$ 150,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 150,000	\$ 300,000	(\$ 150,000)	\$ 0	\$ 0	\$ 0

PAT-04-17RA Prosecuting Attorney Cell phones for attorneys

New Request

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

This decision package requests additional general fund dollars in the amount of \$25,000/year to fund an increase to the monthly cell phone service plan for all 37 of the Prosecuting Attorney's Office (PA) Deputy Prosecutors. The PA has decided to present this request at this point and time because the county will be switching over to a new telecom system in the near future. The timing of this request will allow the PA to realize some one-time savings by foregoing the purchase of equipment associated with the new telecom system transition.

The very nature of the work performed by the Deputy Prosecutors requires mobility. Most days they are in and out of court proceedings and have to travel back and forth from their offices. Cell phones will enable them to be more productive and efficient in their jobs. They could be fully accessible while they are out of the office, have the ability to communicate with witnesses and staff, and be able to respond to after-hours communication needs and situations while maintaining their individual privacy.

The PA would like to align the transition to cell phones for all Deputy Prosecutors with the implementation of a new county phone system. The timing is opportune since the Deputy Prosecutors will be able to receive all of their calls via cell phone, making the desk phones unnecessary. The PA expects to realize approximately \$7,000-\$8,000 in savings to the overall telecom project by foregoing the purchase of new desk phones and Cisco Jabber Headsets for these staff.

Liability/Risk/Safety Impacts:

Attorneys would be at risk while utilizing their personal cell phones for county business under the public records act.

Positive Impact to Citizens:

Cell phones will enable the Deputy Prosecutors to communicate with witnesses and staff regarding issues and needs for cases in a timelier manner. Ultimately, this will improve the experience for any citizens involved.

Efficiency Gains:

Cell phones will enable the Deputy Prosecutors to be more productive and efficient in their jobs. They could be fully accessible while they are out of the office, have the ability to communicate with witnesses and staff, and be able to respond to after-hours communication needs and situations while maintaining their individual privacy.

Workforce Engagement and Contributions:

The addition of a cell phone as a work tool will allow the Deputy Prosecutors to be more productive and efficient in their jobs.

Impacts/Outcomes if not approved:

The unbudgeted cost of cell phone plans has been prohibitive and, if this package is not approved, the PA would not be able to implement this critical tool for the Deputy Prosecutors. The transition to a new county phone system provides an opportunity to save money in hardware (desk phones/headsets). The PA will continue to conduct business as we have been but the Deputy Prosecutors will not be as productive or efficient as they otherwise could be in their jobs.

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	\$ 50,000	(\$ 50,000)
Totals			\$ 0	\$ 25,000	(\$ 25,000)	\$ 0	\$ 50,000	(\$ 50,000)

PBH-01-17RA Public Health Add 1.0 FTE project Env Health Spec to Food Safety

Previously Approved by Council

Contact: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov phone: ext 8475

Board of County Councilors approved SR 164-17 on August 9, 2017 adding a 1.0 FTE project Environmental Health Specialist I/II position to Clark County Public Health’s (CCPH) Food Safety team.

Environmental Health Specialists I/II positions within the Food Safety program work to prevent foodborne illness within our community. To accomplish this, the position performs a number of services including: plan review for new construction of food service facilities, routine compliance inspections, and follow-up inspections should violations be found during routine inspections, foodborne illness investigations, and foodborne outbreak response.

This new project position will mitigate capacity challenges. Food & Drug Administration (FDA) retail program recommendations are 280-320 inspections per year per full time employee – CCPH’s Food Safety team members were assigned an average 514 inspections per year and with this new position, the average will be reduced to 429 inspection.

The staff report indicated the position would be funded using existing Department fund balance. However, fee work volume in the Food Safety program has been slightly ahead of expectations; an increase in budgeted fee revenue in Food Safety is included to offset some of the position 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
1025	Health Department	One-Time	\$ 63,500	\$ 110,000	(\$ 46,500)	\$ 0	\$ 0	\$ 0
Totals			\$ 63,500	\$ 110,000	(\$ 46,500)	\$ 0	\$ 0	\$ 0

PBH-02-17RA Public Health Add 1.0 FTE Env Health Spec to Septic & Water

Previously Approved by Council

Contact: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov

phone: ext 8475

Board of County Councilors approved SR 165-17 on August 9, 2017 adding a 1.0 FTE Environmental Health Specialist I/II position to Clark County Public Health's (CCPH) Onsite Septic and Drinking Water programs.

Work volume in the Drinking Water Safety program in 2017 is outpacing 2016 by 22.9% and 2015 by 41.6%. Concurrently, work volume in the Onsite Septic Permitting program in 2017 is outpacing 2016 by 10.7% and 2015 by 11.9%. Within the Onsite Septic System (OSS) Permitting program, site evaluations and plan reviews in 2017 are outpacing anticipated volume by 29.41 %collectively. Our current staffing level cannot sustain the increased workload and meet our Department's response time policy. The increased volume of service requests has generated sufficient revenue to support adding a position to work in these programs in order to meet demand.

This work includes OSS and individual water well pre-construction site reviews and approvals; soil characterization verification; OSS design review and approval; post-construction as-built evaluation; water well installation and decommissioning review; small and large drinking water system sanitary surveys; water quality analysis of drinking water wells; land development and land division reviews for septic and drinking water services; database and record keeping upgrades; and coordination with local partners regarding OSS and Drinking Water activities. The addition of this position will improve our ability to meet service delivery response times and eliminate delayed projects.

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	\$ 115,000	\$ 115,000	\$ 0	\$ 162,000	\$ 162,000	\$ 0
Totals			\$ 115,000	\$ 115,000	\$ 0	\$ 162,000	\$ 162,000	\$ 0

PBH-03-17RA Public Health State Local Source Control (LSC) grant

Previously Approved by Council

Contact: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov

phone: ext 8475

Board of County Councilors approved Staff Report 182-17 on September 12 ,2017 granting approval for Clark County Public Health (CCPH) to accept Local Source Control (LSC) grant funds from WA State Department of Ecology and extend project position HEE0807 (0.60 FTE Environmental Health Specialist II) through July 31, 2017. Expected remuneration is \$85,952 per year.

The Local Source Control Specialist will provide technical assistance and educational outreach to small businesses in an effort to prevent pollution to the waters of the state; reduce use of hazardous substances; ensure proper management and disposal of hazardous substances; and minimize potential hazardous substance exposures to site workers and community members.

Public Health has performed LSC technical assistance and outreach work under this grant since June 2016. Since the grant's inception, Public Health has visited more than 130 businesses and provided recommendations for improved hazardous substance storage, handling and disposal, including measures to ensure that hazardous chemicals do not unnecessarily expose site workers or runoff into surface waters. Public Health staff has also coordinated our program work closely with staff in Public Works who have also received grant funds. This coordination has allowed county staff to strategically reach out to business throughout 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	One-Time	\$ 131,928	\$ 131,928	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 131,928	\$ 131,928	\$ 0	\$ 0	\$ 0	\$ 0

PBH-04-17RA Public Health Foundational Public Health Services (FPHS) funding

Previously Approved by Council

Contact: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov

phone: ext 8475

Board of County Councilors approved Staff Report 183-17 on September 12, 2017 granting approval for Clark County Public Health (CCPH) to accept Foundational Public Health Services (FPHS) funding from WA State Department of Health (DOH) and make the following position changes, effective September 1, 2017: add a 1.0 FTE Program Coordinator I position; add a 1.0 FTE Epidemiologist position; add a 1.0 FTE Management Analyst position; increase position HEC0078 (Public Health Nurse II) from 0.80 FTE to 1.0 FTE; increase position HEW0054 (Office Assistant II) from 0.85 FTE to 1.0 FTE; and, eliminate vacant position HEW1000 (1.0 FTE Medical Assistant). Expected remuneration is \$259,570 per year.

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	\$ 250,388	\$ 250,388	\$ 0	\$ 382,009	\$ 382,009	\$ 0
Totals			\$ 250,388	\$ 250,388	\$ 0	\$ 382,009	\$ 382,009	\$ 0

PBH-05-17RA Public Health Health Officer Support for Skamania County

Previously Approved by Council

Contact: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov

phone: ext 8475

Board of County Councilors approved SR 007-17 on January 10, 2017 approving intergovernmental agreement HDC.882 with Skamania County for the provision of Health Officer services and support. The contract period expires December 31, 2017 and is for \$900 per month.

Skamania County officials requested assistance from Clark County Public Health (CCPH) in provision of health officer duties, as defined by RCW 70.05.070, which include:

control of infectious diseases, including response to emerging infectious diseases, agents of bioterrorism, and other public health emergencies;
interpretation and communication of health data and information to identify priorities and emerging trends;

response to environmental health hazards;
 working with other organizations to promote health, including the medical community, government officials, media and the public.

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	\$ 10,800	\$ 10,800	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 10,800	\$ 10,800	\$ 0	\$ 0	\$ 0	\$ 0

PBH-06-17RA Public Health Add 1.0 FTE Env Health Asst to Operations & Maint.

Previously Approved by Council

Contact: name: Jeff Harbison email: Jeff.Harbison@clark.wa.gov phone: ext 8475

Board of County Councilors approved SR 120-17 on June 13, 2017 adding a 1.0 FTE Environmental Health Assistant position to Clark County Public Health's (CCPH) Onsite Septic Operations and Maintenance program.

Clark County's Onsite Septic System (OSS) Operation and Maintenance (O&M) Program is responsible for ensuring that the approximately 33,500 OSS within the County perform effectively to protect the sole-source aquifer that serves over 95% of county residents; prevents public exposure to pathogens from failed OSS; protects homeowner's investments in their OSS; and sustains a high quality OSS professional services industry. While good progress has been made, the number of OSS in the county that are past due on their periodic inspections is close to 11,000.

This new position will enable us to deliver a consistent and sustained effort to bring all OSS systems into compliance and allow for timely follow-up.

This position is proposed to be funded through the Septic Operating Permit fee beginning January 1, 2019. The fee schedule would typically be brought forward for consideration by BOCC during the Fall of 2018, for implementation January 1, 2019. Until then, the position will be funded using existing revenue and/or Public Health Department 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
1025	Health Department	Ongoing	\$ 0	\$ 84,471	(\$ 84,471)	\$ 113,100	\$ 113,100	\$ 0
Totals			\$ 0	\$ 84,471	(\$ 84,471)	\$ 113,100	\$ 113,100	\$ 0

PWK-01-17RA Public Works Roll over budget for 78th St Operations generator

Previously Approved by Council

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

This is a capital project carried over from the previous year for a standby generator to cover emergency power needs of Buildings A, A-1, B and B-1 (including a potential Incident Command Center) during long-term power outages and major or catastrophic events.

This project was previously approved in the 2016 spring budget supplemental. A contract to purchase and install the emergency generator was awarded in early 2017, but funding was not rolled over from the prior biennium. This request is to roll over previously approved funding to complete this project in 2017.

This request is consistent with an action item in the 2017-2018 Public Works Strategic Plan, which calls for the department to update and implement its emergency response plan, and was approved with Staff Report 142-17.

Impacts/Outcomes if not approved:

If not approved, the department won't be able to adequately sustain continuity of operations for an extended period during an emergency or long-term power outage. Dispatch and other operations will not be sustained.

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	\$ 236,500	(\$ 236,500)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 236,500	(\$ 236,500)	\$ 0	\$ 0	\$ 0

PWK-02-17RA Public Works Move Outreach Coord frm Solid Waste to Clean Water

Previously Approved by Council

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

Clean Water in the Public Works Department has a reimbursement agreement with Solid Waste in the Public Health Department to use an Environmental Outreach Specialist to address the requirements of the National Pollutant Discharge Elimination System Permit and ongoing outreach needs associated with the 2015 Stormwater Manual.

In May 2017, managers met to discuss how this shared position was working. Participants agreed that Solid Waste was not efficiently using this position and Clean Water had a clear need for additional outreach support. Accordingly, participants agreed it was best to convert this shared position to a full-time position in Clean Water, as of June 1, 2017. This was approved with Staff Report 150-17.

Impacts/Outcomes if not approved:

If not approved, Clean Water will not be able to meet all of its outreach 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
4420	Clean Water Fund	Ongoing	\$ 0	\$ 130,347	(\$ 130,347)	\$ 0	\$ 130,347	(\$ 130,347)
4014	Solid Waste Fund	Ongoing	\$ 0	(\$ 130,347)	\$ 130,347	\$ 0	(\$ 130,347)	\$ 130,347
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

PWK-03-17RA Public Works Implement the Van Mall North Annexation

Previously Approved by Council

Contact: name: Cherie Sabug

email: cherie.sabug@clark.wa.gov

phone: ext. 1605

The city of Vancouver annexed the Van Mall North area, effective Aug. 1, 2017. The Board of County Councilors approved inter-local agreements involving Public Works, Parks, Stormwater and Community Development on July 25, 2017. The Vancouver City Council approved the agreements on Aug. 7, 2017. This decision package implements the already approved budget changes, as quantified in the budget impact attachment of the annexation staff report, Staff Report 159-17.

Specifically, this decision package reduces forecasted Park Impact Fees in District 7 flowing to the county by \$102,000 for 2017-2018. These fees will flow to the city of Vancouver. The package also recognizes an increase in revenue to the County Road Fund. Per the annexation agreement, the city of Vancouver will begin to regularly contribute to cover a portion of the Public Works Trust fund liability associated with the annexed area, an amount of \$64,143 for 2017-2018. Finally, this decision package allocates sufficient budget to transfer \$263,000 in already collected Park Impact Fees in District 7 associated with the annexed area to the city of Vancouver. \$261,000 was previously approved; the increase of \$2,000 is due to accrued interest.

Impacts/Outcomes if not approved:

If not approved, the budget capacity necessary to implement the approved agreement will not be created. This will disrupt the efficient execution of the agreement and place governmental services to the annexed area at risk.

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	\$ 64,143	\$ 0	\$ 64,143	\$ 64,143	\$ 0	\$ 64,143
3277	PIF District 7- Acquis& Develop. combined	Ongoing	(\$ 102,000)	\$ 0	(\$ 102,000)	(\$ 102,000)	\$ 0	(\$ 102,000)
3277	PIF District 7- Acquis& Develop. combined	One-Time	\$ 0	\$ 263,000	(\$ 263,000)	\$ 0	\$ 0	\$ 0
Totals			(\$ 37,857)	\$ 263,000	(\$ 300,857)	(\$ 37,857)	\$ 0	(\$ 37,857)

PWK-04-17RA Public Works Add an Office Assistant II FTE to Road Fund

Budget Neutral

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

The Engineering and Construction Division requires administrative staff to support the development, design, property acquisition, bidding and construction of capital projects. For more than five years, this has included a project or temporary office assistant working nearly full-time year-round, in addition to four permanent office assistants.

There has been no reduction in workload for the division, and records and documentation requirements continue to increase.

This decision package is offset by reducing the temporary budget in the Engineering and Construction Division, therefore making it budget neutral.

Liability/Risk/Safety Impacts:

Temporary or project workers on short-term assignments do not gain the experience of permanent employees and often leave on short notice. This increases the potential for errors that could result in findings from the State Auditor’s Office.

Positive Impact to Citizens:

None

Efficiency Gains:

Using temporary or project workers has not been efficient, and those best qualified have often left for permanent positions. The cost of adding a permanent position will be offset by eliminating the need for a temporary employee and reducing overtime.

Workforce Engagement and Contributions:

This is consistent with collective bargaining agreements and council policy that ongoing and long-term staffing needs will be provided through permanent positions. Rotating through project and temporary employees has been frustrating for staff and is inherently inefficient.

Impacts/Outcomes if not approved:

Public Works will continue to use temporary employees, which is less efficient, has an increased potential for errors and is frustrating for other employees.

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	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

PWK-05-17RA Public Works Add an Engineer III FTE to Road Fund

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

The Preservation section historically has been responsible for programming pavement preservation treatments throughout the county. Additional county assets, namely culverts, have been identified for the Preservation section to manage. The existing culvert inventory is incomplete, and there is no condition data available. There is estimated to be over 10,000 culverts in Clark County with approximately 5,000 of those culverts running under our roads. This program needs to be developed and implemented so concerns are addressed through regular inspection cycles, rather than as damage occurs.

This position will be responsible for developing and implementing the culvert management program, as well as, being a resource to Pavement Management.

Liability/Risk/Safety Impacts:

When culverts fail, the road can be washed out quickly making it dangerous for motorists, bicyclists, and pedestrians. Currently without a complete culvert inventory that is inspected regularly, we are unable to identify and address these needs prior to failure. Best practices indicate that we should be proactively inspecting and planning to address defects before they become catastrophic. The ranking system would identify the culvert condition as good, fair, poor, or critical. Culverts ranked as critical would then be scoped for repair or replacement and prioritized based on safety risk to the public, fish barrier issues, and available funding.

With this position we will be able to organize and manage the process to get the culvert asset program off the ground. Currently only maintenance data is being collected, and without additional resources, we are unable to get timely inspections completed to include making recommendations for repairs, rehabilitation or replacements before failure can occur.

Positive Impact to Citizens:

Citizens will experience a reduced risk of culvert failure when traveling on county roads. This position will provide a significant contribution in maintaining infrastructure at acceptable levels by reducing the risk of failure and meeting industry best practices.

Efficiency Gains:

Culvert work will be performed proactively rather than reactively. This should result in lower overall costs to operate and maintain and improve the county’s ability to apply for grant funding for rehabilitation and replacement. It will also allow forces to plan for work rather than be in the midst of a storm and trying to shore up failing slopes, roadway shoulders and/or close roads. The best time to do inspections and repair work is during low flow periods from mid-late summer and early fall. This allows inspectors to be able to see and get access to defects as well as work with operations crews to do work when flow is low enough to collect and/or divert water which cannot be done during high flow events.

Workforce Engagement and Contributions:

Being able to have a positive impact on the community will improve employee morale. This group has experienced added responsibilities beyond its historical pavement focus. Their asset management role in all of our transportation facilities has grown as our asset management programs get more sophisticated. This position will reduce overall stress and overtime, and employees will be able to accomplish more work for the community.

Impacts/Outcomes if not approved:

If this position were not filled, we will remain in the reactive mode related to dealing with culvert failures rather than a proactive program. It will mean we continue to close roads during high flow events if deficiencies are noted and some closures could be as long as the winter season until repairs can be completed in the summer. Most streams cannot have active construction in them except during a ‘fish window’ during drier months. Unnecessary closures, detours, and inconvenience, as well as, a higher risk of washouts can occur if the culverts are not inspected on a regular cycle.

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	\$ 99,088	(\$ 99,088)	\$ 0	\$ 207,183	(\$ 207,183)
Totals			\$ 0	\$ 99,088	(\$ 99,088)	\$ 0	\$ 207,183	(\$ 207,183)

PWK-06-17RA Public Works Reduce expense budget by \$2M for Road Maintenance

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

This is to eliminate excess budget capacity in the Road Maintenance and Safety Division. It will better align the budget in more with predicted expenses for 2017-2018. Public Works has done an analysis on historical usage, and this reduction will have no effect on current workload and, therefore, not reduce the current level of service.

Public Works is doing a deeper review from performance based budgeting and we are scrutinizing all expenses. This process will look at reducing budget capacity where appropriate.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

None

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

None

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	(\$ 2,000,000)	\$ 2,000,000	\$ 0	(\$ 2,000,000)	\$ 2,000,000
Totals			\$ 0	(\$ 2,000,000)	\$ 2,000,000	\$ 0	(\$ 2,000,000)	\$ 2,000,000

PWK-07-17RA Public Works Update budget for Traffic Impact Fees

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

This request is to add additional budget capacity to Traffic Impact Fee transfers to accommodate the transfer in of money into the Road Fund. These dollars help fund the Transportation Improvement Program by funding a variety of projects and providing “private” match for state and federal grants.

The Traffic Impact Fee forecast has been compared to actuals. This request will make the budget more aligned with the forecast for both the Traffic Impact Fee revenues and the transfer of money from the Traffic Impact Fee funds to Road Fund.

By adding additional budget capacity, it allows for the transfer of the Traffic Impact Fees into Road Fund.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

Additional revenue increases ability to fund road projects.

Efficiency Gains:

Matching dollars are available through Transportation Improvement Program grants.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If not approved, Traffic Impact Fees collected will not be transferred to fund capital road projects.

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	\$ 12,453,000	\$ 0	\$ 12,453,000	\$ 0	\$ 0	\$ 0
3059	Rural 1 Traffic Impact Fee Fund	One-Time	\$ 0	\$ 400,000	(\$ 400,000)	\$ 0	\$ 0	\$ 0
3060	Lakeshore Road Impact Fee Fund	One-Time	\$ 0	\$ 2,000	(\$ 2,000)	\$ 0	\$ 0	\$ 0
3061	Mt. Vista Road Impact Fee Fund	One-Time	(\$ 550,000)	\$ 600,000	(\$ 1,150,000)	\$ 0	\$ 0	\$ 0
3062	Hazel Dell/Felida Road Impact Fee Fund	One-Time	\$ 50,000	\$ 700,000	(\$ 650,000)	\$ 0	\$ 0	\$ 0
3063	Orchards Road Impact Fee Fund	One-Time	\$ 0	\$ 51,000	(\$ 51,000)	\$ 0	\$ 0	\$ 0
3064	Evergreen Road Impact Fee Fund	One-Time	\$ 375,000	\$ 500,000	(\$ 125,000)	\$ 0	\$ 0	\$ 0
3065	Cascade Park Impact Fee Road Fund	One-Time	\$ 0	\$ 10,000	(\$ 10,000)	\$ 0	\$ 0	\$ 0
3067	North Orchards Traffic Impact Fee Fund	One-Time	\$ 3,000,000	\$ 5,000,000	(\$ 2,000,000)	\$ 0	\$ 0	\$ 0
3068	South Orchards Traffic Impact Fee Fund	One-Time	\$ 50,000	\$ 350,000	(\$ 300,000)	\$ 0	\$ 0	\$ 0
3069	119th St Transition Traffic Impact Fee Fund	One-Time	\$ 0	\$ 375,000	(\$ 375,000)	\$ 0	\$ 0	\$ 0
3163	Orchards Overlay TIF Fund	One-Time	\$ 675,000	\$ 1,500,000	(\$ 825,000)	\$ 0	\$ 0	\$ 0
3166	Hazel Dell 2 TIF	One-Time	\$ 600,000	\$ 700,000	(\$ 100,000)	\$ 0	\$ 0	\$ 0
3167	Mt. Vista 2 TIF	One-Time	\$ 550,000	\$ 800,000	(\$ 250,000)	\$ 0	\$ 0	\$ 0
3168	Orchards 2 TIF	One-Time	\$ 925,000	\$ 1,250,000	(\$ 325,000)	\$ 0	\$ 0	\$ 0
3169	Rural Combined TIF	One-Time	\$ 225,000	\$ 225,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 18,353,000	\$ 12,463,000	\$ 5,890,000	\$ 0	\$ 0	\$ 0

PWK-08-17RA Public Works Update budget for Park Impact Fees

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

This request is to align budget for Park Impact Fees accounts. These funds provide money for the acquisition of park property and also for the development of park property in all Park Impact Fee districts. Due to the economy the park impact fees are coming in at a higher rate than was anticipated, and will allow for the revenue fluctuation.

The forecast was adjusted based on actuals received through June 30, 2017. This request will better align Park Impact Fee revenues.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

None

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If not approved, Park Impact Fees will not align in the 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
3277	PIF District 7- Acquis& Develop. combined	One-Time	\$ 10,000	\$ 0	\$ 10,000	\$ 0	\$ 0	\$ 0
3275	PIF District 5 - Acquis& Develop. combined	One-Time	\$ 450,000	\$ 0	\$ 450,000	\$ 0	\$ 0	\$ 0
3276	PIF District 6- Acquis& Develop. combined	One-Time	\$ 1,750,000	\$ 0	\$ 1,750,000	\$ 0	\$ 0	\$ 0
3278	PIF District 8- Acquis& Develop. combined	One-Time	\$ 1,200,000	\$ 0	\$ 1,200,000	\$ 0	\$ 0	\$ 0
3279	PIF District 9- Acquis& Develop. combined	One-Time	(\$ 300,000)	\$ 0	(\$ 300,000)	\$ 0	\$ 0	\$ 0
3280	PIF District 10- Acquis& Develop. combined	One-Time	\$ 410,000	\$ 0	\$ 410,000	\$ 0	\$ 0	\$ 0
Totals			\$ 3,520,000	\$ 0	\$ 3,520,000	\$ 0	\$ 0	\$ 0

PWK-09-17RA Public Works Increase janitorial position from 0.50 to 1.0 FTE

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

This was a full-time position until 2008, when it was reduced to 0.5 FTE during the Great Recession. The work continues to exist, and shops staff have struggled without a full-time custodian. A full-time custodian is needed for sanitary concerns and to create a healthy environment for staff and customers.

Custodial work is valuable for meeting specific cleaning needs that have been neglected for years in absence of a full-time custodian. The current custodian has given us an excellent idea of what shops would look like if the position were full-time.

A full-time custodian would free up technicians so they can focus on providing superior service in a timely manner to customers. Technicians and other support staff are in the business of delivery high-quality products and service to customers. A clean, sanitized facility is critical for delivering a top-notch customer experience. Every time the custodian cleans the facility, customers notice the cleanliness.

This request will impact general fund in future 2019/2020 biennium by approximately 41% of the total ongoing costs.

Liability/Risk/Safety Impacts:

Lack of proper and timely custodial activities affects safety and health of the Shops employees.

Positive Impact to Citizens:

The positive impact to the citizens will be seen in the high level of cleanliness each and every vehicle leaving the Public Works' shops.

Efficiency Gains:

Create a clean environment for staff and technicians to focus on their core duties.

In June 2016, technicians spent 51 hours performing custodial duties. Part of those 51 hours could contribute to a full-time custodian.

The quality and level of cleaning by department technicians is not comparable to what a full- or part-time custodian would provide.

Workforce Engagement and Contributions:

To ensure department employees have a safe and healthy work environment and avoid possible work-related injuries and health issues.

Impacts/Outcomes if not approved:

If not approved, Fleet Services will continue to provide the best service possible but some safety and health issues may arise. A clean facility breeds a healthy and positive experience for staff and customers.

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	Ongoing	\$ 0	\$ 25,686	(\$ 25,686)	\$ 0	\$ 53,707	(\$ 53,707)
Totals			\$ 0	\$ 25,686	(\$ 25,686)	\$ 0	\$ 53,707	(\$ 53,707)

PWK-10-17RA Public Works Allocate 40% of RDS0082 for Railroad Coordinator

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

In 2016, management responsibility of the Chelatchie Prairie Railroad Program was transferred to Public Works. Approximately 800 hours of railroad management oversight is required annually. General fund support is needed for the salaries and benefits component of managing the railroad program. There is currently no budget in the railroad program for salaries and benefits. This package will provide the funding for the work being performed. The 2017 expenses incurred have been reimbursed through an invoicing process. This eliminates the additional staff time needed for this extra work.

Liability/Risk/Safety Impacts:

This position reduces liability/risk by managing the county's maintenance and capital obligations regarding the railroad.

Positive Impact to Citizens:

The railroad is Clark County's asset. The Railroad Advisory Board, lawmakers and local officials are working to develop land along the rail corridor for family wage job creation.

Efficiency Gains:

The railroad provides opportunities for revenue enhancement and leveraging funding through leased operations, grant funding and public/private partnerships.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If not approved, Public Works will be unable to manage the railroad program to meet critical program objectives and to support the Railroad Advisory Board.

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	\$ 55,906	(\$ 55,906)	\$ 0	\$ 116,892	(\$ 116,892)
1012	County Road Fund	Ongoing	\$ 0	(\$ 55,906)	\$ 55,906	\$ 0	(\$ 116,892)	\$ 116,892
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

PWK-11-17RA Public Works Request budget for Railroad grade crossing at 503

Previously Approved by Council

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

Washington State Department of Transportation (WSDOT) wishes to have a bus pullout constructed on SR 503 at railroad mile post 4.48 to move buses stopping at the tracks out of traffic. This requires the installation of concrete crossing panels to provide a crossing surface. Through this agreement, Clark County will install the crossing panels and will be reimbursed by WSDOT.

This project will improve the safety and traffic flow at the intersection of SR 503 and the Chelatchie Prairie Railroad.

Impacts/Outcomes if not approved:

If not approved, vehicles required to stop at railroad tracks will continue to do so in the travel lanes and increase the potential for crashes. This project moves these vehicles from the travel lanes to a pullout.

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	\$ 120,000	\$ 120,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 120,000	\$ 120,000	\$ 0	\$ 0	\$ 0	\$ 0

PWK-12-17RA Public Works Increase Farm Ops Specialist from .50 to .75

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

The Parks and Lands Division assumed management and oversight of the 78th Street Heritage Farm in 2016. The weekly farm duties require more hours for on-site maintenance and scheduled work than what a half time position (20 hours per week) can manage. Increasing the position to 0.75 FTE will rectify the labor resource deficit.

Liability/Risk/Safety Impacts:

Currently, the farm site manager position has been working at a pace that presents safety risks in effort to keep up with workload demands. Since hiring this position, the employee expended approximately 700 of the 1,040 hours from April 15 to August 15, a four-month period. Tasks performed on the farm include mowing, fixing irrigation, plowing, seeding, herbicide spraying, and other maintenance activities. The farm specialist has been averaging 30 to 35 hours per week, and even with the seasonal nature of this position, an average of twenty hours per week would not be sufficient to meet the needs of the farm. In past years, the farm specialist was assisted with the use of contracted Department of Natural Resources corrections work crews. The crews were eliminated this year due to unavailability and the farm specialist has been responsible for taking on the added body of work.

Positive Impact to Citizens:

Service delivery to our citizens will be improved by the added work that can be accomplished on the farm. There are many user groups and stakeholders at the farm who rely heavily on the position to meet their program needs. The Clark County Food Bank will benefit greatly from this assistance through increased produce yield from leased fields at the farm.

Efficiency Gains:

The added work hours will allow for faster response time and additional projects on the farm to be completed as intended and on schedule. The farm specialist will be able to devote more hours per week on average to the farm, through the busy spring, summer, and fall seasons, meaning less time spent re-mobilizing for each project on a daily basis.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Necessary farm maintenance and projects will be delayed and the county will be at risk of the position becoming unstable with regard to keeping qualified experienced staff. This was a difficult position to fill. Lease agreements with the Master Gardeners, Clark County Food Bank, and others will be jeopardized, ultimately meaning fewer services for the general public.

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	\$ 17,008	(\$ 17,008)	\$ 0	\$ 35,561	(\$ 35,561)
1032	MPD-Operations Fund	Ongoing	\$ 17,008	\$ 17,008	\$ 0	\$ 35,561	\$ 35,561	\$ 0
Totals			\$ 17,008	\$ 34,016	(\$ 17,008)	\$ 35,561	\$ 71,122	(\$ 35,561)

PWK-13-17RA Public Works Add a Grant Writer/Planner position for Parks

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

Camp Bonneville, Lewis and Clark Trail and Chelatchie Prairie Rail with Trail are examples of large projects that typically require multiple grants. The Comprehensive Parks, Recreation and Open Space Plan identifies a multitude of acquisition and development projects requiring grant funding. The new position is needed to focus solely on project scoping, permitting and oversight of all capital parks projects and will work with the Parks Manager to identify public and private funding sources. A strong focus on local, state and federal grants will be required for this position. This is specialized work that current parks staff do not have time (with current workload) or the expertise to perform. This request is for one FTE employee, computer equipment, telephone and vehicle. Ongoing costs include salaries, benefits, and vehicle maintenance costs. One-time costs include the purchase of computer equipment and one vehicle. These costs will be funded 20% by General Fund, 50% by Greater Clark Parks District, 15% by Conservation Futures, and 15% by Camp Bonneville Timber Fund.

Liability/Risk/Safety Impacts:

The largest risk faced by not hiring an additional staff member to focus on local, state, and federal grant opportunities comes from the loss of opportunity. Clark County misses out on parks and recreation related funding opportunities each year because we do not have adequate staffing to focus the necessary time and effort on developing good quality grant applications.

Positive Impact to Citizens:

The PROS plan, Conservation Areas Acquisition Plan, and Heritage Farm master plan identify a multitude of planned acquisitions and development projects that are a priority to the citizens of Clark County. Grant funding is crucial to leveraging limited county funds. A grant writer/capital projects manager will help to bridge the project funding gap, search for public and private funding sources, and assist staff in meeting the needs and expectations of our citizens.

Efficiency Gains:

Grant funding can be leveraged with other funding sources to support project goals with a reduced need for county funding support. There are many sources of grant funding at the local, state and federal levels, and private funding is also available. A grant writer/capital project manager is needed to focus on funding opportunities for several projects at once. Hiring professional consultants on a continuous basis is an expensive alternative to staff, and often requires a good deal of staff time to become familiar with projects, goals and the Clark County area.

Workforce Engagement and Contributions:

A new grant writer/planner will definitely be a welcomed relief to staff who have been doing their best to write grants with meager results.

Impacts/Outcomes if not approved:

Clark County Parks & Lands will not have the added help and expertise necessary to initiate and complete a multitude of capital parks projects as identified in the PROS 6 and 20 years Capital Facilities Plan, the Conservation Areas Acquisition Plan, and the Heritage Farm Master Plan. Currently, the Parks & Lands division passes on many funding opportunities for trails, parks, sports fields and Legacy Lands because of inadequate staffing to lead the necessary grant proposal efforts.

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	\$ 16,698	(\$ 16,698)	\$ 0	\$ 34,888	(\$ 34,888)
0001	General Fund	One-Time	\$ 0	\$ 7,376	(\$ 7,376)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 28,000	\$ 28,000	\$ 0	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	Ongoing	\$ 16,698	\$ 58,047	(\$ 41,349)	\$ 34,888	\$ 121,321	(\$ 86,433)
1032	MPD-Operations Fund	One-Time	\$ 7,376	\$ 23,152	(\$ 15,776)	\$ 0	\$ 0	\$ 0
1014	Bonneville Timber Fund	Ongoing	\$ 0	\$ 12,327	(\$ 12,327)	\$ 0	\$ 25,771	(\$ 25,771)
1014	Bonneville Timber Fund	One-Time	\$ 0	\$ 4,200	(\$ 4,200)	\$ 0	\$ 0	\$ 0
3085	Conservation Future Fund	Ongoing	\$ 0	\$ 12,327	(\$ 12,327)	\$ 0	\$ 25,771	(\$ 25,771)
3085	Conservation Future Fund	One-Time	\$ 0	\$ 4,200	(\$ 4,200)	\$ 0	\$ 0	\$ 0
Totals			\$ 52,074	\$ 166,327	(\$ 114,253)	\$ 34,888	\$ 207,751	(\$ 172,863)

PWK-14-17RA Public Works Install automated park fee pay stations

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

Funding is requested from the General Fund to support a one-time capital purchase and installation of three automated pay stations to modernize parking fee collection in three General Fund-supported regional parks (Lewisville, Vancouver Lake and Frenchman's Bar). Automated pay stations will enhance customer satisfaction by allowing the use of credit cards and phone based payments as alternatives to paying with cash only. Pass sales will take less time to process which will reduce time waiting in line to pay. Public safety will also be improved by reducing lines that can often times back up into street traffic or Highway traffic.

Liability/Risk/Safety Impacts:

On busier days when fee booths are not staffed, a line of cars waiting to pay can extend into the street or highway at these park locations. This creates safety and liability concerns and frustrated customers. Modernized stations can also reduce the volume, cost and risk associated with handling cash.

Positive Impact to Citizens:

Offering multiple payment options will diversify services to the public while saving them time resulting in higher customer satisfaction.

Efficiency Gains:

The additional pay stations will shorten customer time from the existing pay stations, reduce the time required to collect cash from existing pay stations, deposit those collections at the bank and reduce the time spent reconciling cash collected.

Workforce Engagement and Contributions:

The automated pay stations will improve accountability by reducing the amount of cash received and bank related cash handling expenses.

Impacts/Outcomes if not approved:

The current pay system is not time efficient for customers or staff and creates public safety issues with long lines waiting to enter the parks. If not approved, the current process will remain for 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	One-Time	\$ 0	\$ 60,000	(\$ 60,000)	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	One-Time	\$ 60,000	\$ 60,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 60,000	\$ 120,000	(\$ 60,000)	\$ 0	\$ 0	\$ 0

PWK-15-17RA Public Works Increase Park Ground Maint FTE from 9 to 12 months

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

An increase in labor resources is needed to balance the added work load by the addition of four Metropolitan Parks District parks in 2016 and 2017. Additional amenities and increased parks use by patrons in General Funded parks has also contributed to increased maintenance workload. By increasing a current 9-month position to regular 12-month full-time position, this will help rectify the imbalance. An increase of 520 hours is necessary to accommodate the additional workload in parks maintenance.

Liability/Risk/Safety Impacts:

Accidents and Injuries occur when staff are rushed to meet service demands. Additional assistance is necessary to safely keep pace with additional parks maintenance work. The additional hours will help restore a balance to workload.

Positive Impact to Citizens:

Service delivery to citizens will be improved by increased parks maintenance. Staff is stretched thin, with frequent delays in necessary maintenance.

Efficiency Gains:

The added work hours will allow for faster response time and additional projects in parks to be completed as intended and on schedule.

Workforce Engagement and Contributions:

Parks maintenance has asked for assistance to keep pace with added work-loads from new parks. There is significant work to be done, which is currently being delayed.

Impacts/Outcomes if not approved:

Clark County Parks maintenance staff won't have added help to keep up with parks inventory growth.

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	\$ 8,774	(\$ 8,774)	\$ 0	\$ 17,303	(\$ 17,303)
1032	MPD-Operations Fund	Ongoing	\$ 8,774	\$ 17,548	(\$ 8,774)	\$ 17,303	\$ 34,606	(\$ 17,303)
Totals			\$ 8,774	\$ 26,322	(\$ 17,548)	\$ 17,303	\$ 51,909	(\$ 34,606)

PWK-16-17RA Public Works Replace and add new vehicles for Parks

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

Both the parks volunteer and operations programs need functional, reliable vehicles to perform efficient, effective service delivery. The existing vehicles are not reliable and are several years beyond the time when they are typically replaced.

A 1995 Ford F150 was transferred to Clark County from the city of Vancouver in 2013 as a roll-over vehicle when the Vancouver-Clark Parks and Recreation Inter-Local Agreement was dissolved. The vehicle is no longer reliable. It frequently stalls out in warm weather, has a high maintenance expense history and is affecting staff performance with unexpected downtime.

A 1999 GMC Sonoma is used heavily by the volunteer program. It is obsolete and no longer reliable, with a history of field breakdowns, leaving occupants stranded. This vehicle is on the 2019/2020 replacement schedule and has sufficient capital replacement funding to support an out-of-cycle replacement. This is to approve and add budget capacity for this out of cycle replacement in 2018.

One new additional fleet vehicle (Ford Escape or equivalent) is needed to support the shared use by the new full-time Volunteer Program Assistant and the Parking Fee Collection Program staff. The current lack of vehicles is resulting in delays to planned projects and field tasks.

Liability/Risk/Safety Impacts:

Both vehicles requested for replacement have a history of stalling in high-traffic areas, causing prolonged unsafe conditions for workers and public.

Positive Impact to Citizens:

Volunteers and citizens won't have to experience unexpected delays in service by staff. Vehicle breakdowns are debilitating to planned or scheduled events and tasks.

Efficiency Gains:

Staff will be able to perform their duties and tasks as planned and scheduled. Vehicle breakdowns result in wasted staff time away from work. Breakdowns can trigger cancellation of volunteer projects, where volunteers are onsite and awaiting instruction.

Workforce Engagement and Contributions:

Staff will be assured their scheduled tasks likely will be completed without unexpected breakdowns and resulting delays or cancellations of planned projects.

Impacts/Outcomes if not approved:

Operational efficiency will continue to suffer using the aged vehicles. Due to other important operational needs, this request has been necessary but delayed since the inception of the Parks Division in January 2014. The need for reliable transportation is critical for the ongoing success of parks 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
0001	General Fund	Ongoing	\$ 0	\$ 1,522	(\$ 1,522)	\$ 0	\$ 3,044	(\$ 3,044)
0001	General Fund	One-Time	\$ 0	\$ 9,800	(\$ 9,800)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 28,000	\$ 86,000	(\$ 58,000)	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	Ongoing	\$ 1,522	\$ 4,349	(\$ 2,827)	\$ 3,044	\$ 8,698	(\$ 5,654)
1032	MPD-Operations Fund	One-Time	\$ 9,800	\$ 28,000	(\$ 18,200)	\$ 0	\$ 0	\$ 0
Totals			\$ 39,322	\$ 129,671	(\$ 90,349)	\$ 3,044	\$ 11,742	(\$ 8,698)

PWK-17-17RA Public Works Irrigation Project at 78th Street Heritage Farm

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

The manual irrigation system is decades old, contains asbestos and has failed several times. Several years of system repairs has proven unreliable, with major irrigation mainline breaks resulting in costly temporary repairs and high loss of well water. New mainlines and isolation valves need to be installed throughout the agricultural area of the farm to re-establish reliability, eliminate water waste and prevent further unnecessary costs for temporary repairs.

Liability/Risk/Safety Impacts:

Exposure to asbestos particles when performing repairs poses safety and health risks to staff. The existing system must be abandoned.

Positive Impact to Citizens:

None

Efficiency Gains:

Multiple leaks are allowing for hundreds of gallons per day to leak out of the system. Constant repairs are affecting staff time, requiring other important duties to be put on hold. Efficiency will greatly improve with a new irrigation system.

Workforce Engagement and Contributions:

Staff has requested a complete replacement of the irrigation system for years. With so many maintenance tasks to be completed on a daily basis, a considerable amount of valuable time and resources are wasted on frequent repairs.

Impacts/Outcomes if not approved:

The existing irrigation system will continue to deteriorate and repair expenses will continue to escalate. Wasted staff time in making repairs is also a chronic issue. Finally, staff will continue to be potentially exposed to asbestos particles, which could result in medical and legal claims against 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
5193	Major Maintenance Fund	One-Time	\$ 325,000	\$ 325,000	\$ 0	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 325,000	(\$ 325,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 325,000	\$ 650,000	(\$ 325,000)	\$ 0	\$ 0	\$ 0

PWK-18-17RA Public Works Purchase equipment for 78th St Heritage Farm

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext.4461

Washington State University (WSU) owns most of the essential equipment used at the 78th Street Heritage Farm. The equipment is old, lacks modern day safety features, and is in need of significant repair. Trying to find parts to make repairs are difficult to find. Because it is owned by WSU, the equipment is not on an Emergency Repair and Replacement (ER & R) schedule. WSU does not have sufficient funding to replace this equipment but may be able to contribute to the monthly County ER & R expenses.

The disc-harrow is approximately 57 years old, parts are scarce and repairs will be costly.

The gas powered John Deere 2wd tractor was built circa 1970. The tractor has about 5,500 hours of use. The tractor also uses a lot of fuel per hour. If the tractor is not replaced this year, it will need a new clutch and hydraulic pump.

The 2wd Ford 4600 tractor was built circa 1980. Unit currently has 4,100 hours of use. If tractor is not replaced this year, it will need brake and engine work.

Liability/Risk/Safety Impacts:

The pull-type disc-harrow is safer and faster to hitch and unhitch than the existing three-point hitch mounted model.

Four-wheel drive tractors are more stable, reliable and safer to use on the hilly terrain, particularly in wet weather. Modern tractors also have improved braking systems and are designed with improved ergonomics. Safety devices such as roll-over protection systems are now built to a higher standard. Fuel consumption of modern tractors is approximately 50% more efficient than the existing ones.

Positive Impact to Citizens:

The benefit will be the years of trouble-free service, safer equipment, ongoing parts availability and improvement in performance that can be measured in a reduction of time and fuel spent in the field and more reliable support to our partners at the farm. The equipment will be owned by the County and placed on an ER & R schedule.

Efficiency Gains:

WSU Extension is willing to contribute to the purchase, and/or ER & R for this equipment and reduce the county outlay, below. However, to generate the revenue, WSU will go through the State of Washington's General Services surplus property process to dispose of unneeded equipment at the farm. At this time it is too difficult to determine what the net proceeds from the surplus of equipment would yield, thus, full county budget authority is requested for the purchase of equipment and the ER & R schedule.

Workforce Engagement and Contributions:

Employee safety, comfort and productivity will all increase with purchase of the new equipment. Equipment needs were solicited from the Farm Operations Specialist who uses, and makes many repairs to, the equipment at the farm. He is familiar with the new equipment and will need little training to use it safely and effectively.

Impacts/Outcomes if not approved:

Initially, the county will need to pay for significant needed repairs in order for the equipment to function next growing season. Repairs are possible, but expensive and many required parts may be unavailable as all the equipment is very dated. Safety features will still be lacking.

The ongoing issue will be the possibility of a catastrophic breakdown of equipment that may result in its being unavailable for use during the growing season as well as the lack of a proactive repair and replacement budget authorization, if such failures occur.

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	\$ 84,000	(\$ 84,000)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 84,000	\$ 84,000	\$ 0	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	Ongoing	\$ 11,034	\$ 11,034	\$ 0	\$ 22,068	\$ 22,068	\$ 0
1032	MPD-Operations Fund	One-Time	\$ 84,000	\$ 84,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 179,034	\$ 263,034	(\$ 84,000)	\$ 22,068	\$ 22,068	\$ 0

PWK-19-17RA Public Works Budget adjustment to Bonneville Timber Fund

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

Forest operations to include variable retention harvest and thinning began during the late-summer 2017 and are planned to continue in 2018. Current expense authority in the 2017-2018 budget is \$450,000. This budget is expected to be exhausted when thinning operations continue in spring 2018. The forest management plan calls for thinning up to 2 million board feet annually. Harvest totals are expected to reach one million board feet in 2017 and two to three million board feet in 2018. We are requesting an additional \$200,000 budget for expense authority to continue logging operations for 2018.

Revenue estimated for timber operations in the 2017-2018 biennium was initially proposed as \$1,200,000 one-time, but was entered as \$2,400,000 ongoing. This decision package requests an additional \$200,000 expense budget, which should generate another \$500,000 in one-time revenues. However, in order to correct the biennium revenue target, the total should be reduced to \$1,700,000 and listed as one-time to show the initial estimate of \$1,200,000 plus the additional \$500,000.

Liability/Risk/Safety Impacts:

Camp Bonneville thinning operations have been precluded by clean-up operations in recent years, meaning that implementation of the forest management plan has been delayed. The major risks associated with delaying the forest management plan include compromised forest health, increased fire danger in an urbanizing area of the county and loss of potential revenue.

Positive Impact to Citizens:

Increased budget authority will mean increased revenue from thinning operations, which will improve the county's capability to implement future master planning and eventual development of a regional park. Implementation of the forest management plan will also result in enhanced forest health, which will benefit future users of the park.

Efficiency Gains:

None

Workforce Engagement and Contributions:

The county forester has worked to update and continue implementing the Camp Bonneville forest management plan. Implementation of the plan will foster greater employee satisfaction and engagement.

Impacts/Outcomes if not approved:

If not approved, Public Works will continue to delay the implementation of the forest management plan for Camp Bonneville. As suggested above, this will result in compromised forest health, increased fire risk, potential timber revenue loss and a likely delay in the eventual master plan and development of a regional park.

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	(\$ 700,000)	\$ 200,000	(\$ 900,000)	\$ 0	\$ 0	\$ 0
Totals			(\$ 700,000)	\$ 200,000	(\$ 900,000)	\$ 0	\$ 0	\$ 0

PWK-20-17RA Public Works Funding to implement Camp Hope Park Master Plan

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

Camp Hope of Southwest Washington is an educational, non-profit youth camp organization, located across the river from Lewisville Park at the historic Girl Scout camp called Camp Juliana. The mission of Camp Hope is to compassionately invest in our youth by providing a safe place for mentoring and teaching. Work has already begun to renovate existing structures on this old camp into viable uses. A master plan was also developed and adopted by the Board of County Councilors to provide direction for the adaptive re-use of this county-owned special use park facility as called for in the county’s Parks, Recreation and Open Space Plan (PROS Plan).

A recent pre-application conference with the Community Development Department suggests that implementation of the master plan over the next 5-10 years will require a site plan review process involving multiple land use, engineering, and environmental permits and may even require a public hearing. The total cost estimate for these permits, including hiring a consultant team to prepare the necessary permit application submittals, and county staff to manage the project is estimated to be \$225,000. The Camp Hope master plan is identified in the PROS Plan and the capital improvements to this site, including the design, engineering, and permitting processes associated with those improvements, are eligible for Real Estate Excise Tax (REET) funding.

Liability/Risk/Safety Impacts:

Camp Hope has been upgrading facilities at this special use park facility for several years now, and is currently operating a camping facility for local youth on a county park property without going through the site plan review process. This camp property has not been actively used for this purpose, prior to Camp Hope’s involvement, in more than 20 years. As such, the infrastructure may not meet current standards in the engineering and building codes, putting camp users at risk. Continuing to operate the camp while not meeting county code requirements increases the county’s liability should an accident occur related to these sub-standard code requirements.

Positive Impact to Citizens:

Implementation of the master plan provides for outdoor recreational amenities that will enhance the activities of various organized groups and youth served by the Camp Hope of Southwest Washington. Camp Hope is working to provide a dynamic, year-round facility to strengthen and serve the next generation. The camp is available for field trips, summer camps, day schools, overnight camping, family groups and much more.

Efficiency Gains:

Working in partnership with Camp Hope, the county will provide for the site plan review and permitting of the infrastructure improvements. The non-profit organization will hold a long-term lease, and with the help of community investments, gradually develop the infrastructure improvements over time to meet the goals of the master plan. A developer’s agreement will be drafted between the county and Camp Hope to document this partnership.

Workforce Engagement and Contributions:

Camp Hope, community investors, and County staff have already given a great deal of time and resources to this project, from forest management to master planning and making infrastructure improvements. Continuing to implement the master plan will engage these partners more fully and provide for a greater sense of pride and accomplishment in developing such a wonderful community resource for the youth of Clark County.

Impacts/Outcomes if not approved:

If not approved, Camp Hope runs the risk of losing community support and investment in their program, and the property would not be in compliance with county code requirements. The county could then potentially lose a dynamic partner and would be forced to maintain the property using county funds. Ultimately, the community would lose a significant resource in Camp Hope, as the county would not be able to continue providing the camping and recreational amenities as currently provided at this special use park facility.

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
3083	Real Estate Excise Tax II Fund	One-Time	\$ 0	\$ 225,000	(\$ 225,000)	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	One-Time	\$ 225,000	\$ 225,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 225,000	\$ 450,000	(\$ 225,000)	\$ 0	\$ 0	\$ 0

PWK-22-17RA Public Works GF request for Heritage Farm master plan update

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

The original 78th Street Heritage Farm Master Plan was completed in 2010. Since that time, planned infrastructure improvements to the farm have been made that will require an update to the master plan for accuracy purposes when seeking grants for site development. There is also a strong public interest by the Farm Advisory Board, stakeholders and neighbors to engage in a cooperative effort to update the plan with priorities for future use. A professional consulting service will be hired to assist in the plan update.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

Farm users and citizens will have the opportunity to engage in a planning process that will determine the future infrastructure layout of the farm.

Efficiency Gains:

The revised plan will be used to seek grant funding to leverage county funds and donations toward site development.

Workforce Engagement and Contributions:

Volunteers make up a majority of the work force at the farm. They will appreciate infrastructure improvements that will serve to benefit the community.

Impacts/Outcomes if not approved:

The farm will remain status quo with no changes.

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	\$ 6,500	(\$ 6,500)	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	One-Time	\$ 6,500	\$ 6,500	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 6,500	\$ 13,000	(\$ 6,500)	\$ 0	\$ 0	\$ 0

PWK-23-17RA Public Works Budget authority for Camp Bonneville Master Plan

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

The original Camp Bonneville Reuse Plan, last updated November 15, 2005, is out of date. Although many of the planned recreational facilities originally identified in the reuse plan will carry forward, several changes and additions must be incorporated due to changing environmental regulations, areas available for public use, public demand for recreational facilities not previously identified, revised user fees to offset ongoing operational expenses and other considerations.

Liability/Risk/Safety Impacts:

Camp Bonneville's central valley floor has been 99 percent cleared of munitions of explosive concern and is deemed safe for public use. The master plan will identify all usable areas where improvements can safely be made.

Positive Impact to Citizens:

Camp Bonneville always has been closed to the public. Although the entire 3,840 acres will never be open for public use, it is expected that approximately 2,500 acres will be available for public use. Once developed, Camp Bonneville will become the largest regional park in Clark County, with amenities to serve a broad range of recreational needs. A regional mountain bike and BMX multi-track challenge course, a tournament-level disc golf course and zip lines are examples of new recreational amenities in public demand. They also could generate needed revenue to support park operations.

Efficiency Gains:

One of the many priorities of the master plan is to identify revenue generation models that will serve to make the park self-supporting and not burden the general fund. Battle Ground Lake State Park is an example where annual revenues exceed expenditures.

Workforce Engagement and Contributions:

Camp Bonneville will require additional staffing and volunteers to manage recreation programming and maintenance. The development of the park will create new jobs and opportunities in Clark County.

Impacts/Outcomes if not approved:

The site will remain status quo, with no recreational value to the citizens of Clark County. A master plan is the first critical step to changing the future use of the site.

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	\$ 600,000	(\$ 600,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 600,000	(\$ 600,000)	\$ 0	\$ 0	\$ 0

PWK-24-17RA Public Works Build parking lot at Grove Airfield for off-leash

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

This package requests funding for the terms of a future Inter-local agreement between Clark County and the Port of Camas/ Washougal for county use of 5.5 acres of port-owned land for an off-leash dog area adjacent to Grove Airfield in Fern Prairie. Also requested is one-time use of real estate excise taxes to support design, permitting and construction of a parking area with 20 spaces to support the off-leash area.

A multi-jurisdictional collaborative effort is being proposed involving the Port of Camas/ Washougal, city of Washougal, city of Camas and Clark County to site a 5.5-acre off-leash area at Grove Airfield. This site will help fill a void created when the 8-acre Stevenson off-leash area in Washougal closed due to the sale of the property for development. There is a strong need for an off-leash area to serve the cities and unincorporated area in east Clark County. The port and two cities have been asked to budget \$60,000 each for the parking lot. With a \$60,000 contribution from Clark County, REET fund 3083, a total amount of \$240,000 should be sufficient to accomplish this first critical step. Once completed, DOGPAW, a 501c3 non-profit organization, will develop and manage the off-leash area on an ongoing basis. The ongoing maintenance costs will be the responsibility of the Port of Camas/Washougal.

Liability/Risk/Safety Impacts:

The port-owned land is in a reserve area adjacent to the airport and is considered a safe, suitable site for an off-leash dog park.

Positive Impact to Citizens:

The citizens of Camas, Washougal and unincorporated Clark County will have access to a needed off-leash area in east Clark County.

Efficiency Gains:

Residents in east Clark County currently have to drive long distances to the nearest off-leash area, at Pacific Community Park (NE 18th Street & NE 164th Avenue).

Having an off-leash area at Grove Field will reduce traffic and provide a savings to the county and citizens.

Workforce Engagement and Contributions:

DOGPAW will manage and maintain the site via a use agreement. This project is a good model of different public agencies working with a non-profit to serve county residents.

Impacts/Outcomes if not approved:

The off-leash area in Pacific Community Park already is heavily used. Crowded conditions will continue and likely worsen with additional growth, resulting in frustration and discontent among dog users asking for this amenity.

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
3083	Real Estate Excise Tax II Fund	One-Time	\$ 0	\$ 60,000	(\$ 60,000)	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	One-Time	\$ 60,000	\$ 60,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 60,000	\$ 120,000	(\$ 60,000)	\$ 0	\$ 0	\$ 0

PWK-26-17RA Public Works Funding for Railroad Signal Maintenance

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

Public Works' Signal Engineering and Operations Section maintains 18 active railroad crossings for the Chelatchie Prairie Railroad. The traffic signals section has few pieces spare equipment for the railroad system. Currently, when a railroad crossing malfunctions, the gate is placed out of commission until it can be repaired and brought back into service.

While the crossing is "out of service," the railroad must stop the train and have employees get off, stop the traffic using flaggers and then move the train through the crossing. Trains with only two railroad employees would be required to add a third person to accommodate flagging on both sides of the tracks. The flagging of traffic is necessary for Federal Railroad Administration compliance and has safety implications to the public and the railroad employees, especially on major road crossings.

The purpose of the funding is so repairs can be completed in a timely manner without delay for acquiring necessary parts from suppliers. If equipment is not available, it can cause a crossing to be out of service for a few months, as opposed to days if materials are available on-hand. If the 78th St crossing is out of service, additional cost would be incurred in the form of Public Works employees being dispatched to manually override the nearby traffic signals. Each dispatch would require two employees for approximately 1.5 hours per employee roundtrip. Train crossings occur between 1 and 12 times per day.

This will be reimbursed by General Fund money.

Liability/Risk/Safety Impacts:

The budget modification is to provide spare equipment and training to allow quick replacement of malfunctioning equipment in the active railroad crossings. Much of the equipment has long lead times, 6 to 10 weeks from order to delivery.

Positive Impact to Citizens:

Approving this budget transfer will allow the purchase of spare equipment. Approval will increase safety and efficiency of county employees, rail operators and drivers.

Efficiency Gains:

Having spare equipment on-hand will decrease the time that crossings are inoperable, making repairs more efficient and reducing inconvenience to drivers, pedestrians, rail operators and county staff.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

The current situation results in risks to Clark County, railroad staff and the public. In addition, Public Works is running out of equipment from salvaged materials.

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	\$ 50,000	(\$ 50,000)	\$ 0	\$ 25,000	(\$ 25,000)
1012	County Road Fund	Ongoing	\$ 50,000	\$ 50,000	\$ 0	\$ 25,000	\$ 25,000	\$ 0
Totals			\$ 50,000	\$ 100,000	(\$ 50,000)	\$ 25,000	\$ 50,000	(\$ 25,000)

PWK-27-17RA Public Works Increase OAI from .50 to 1.0 FTE for Road Fund

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

This position is at the 78th Street Operations Center. The operations center houses the department’s customer service phone call center, which handles more than 6,000 phone calls per year. Since 2015, the additional phone calls has been an extra 700 – 900 phone calls a year. This requires additional work load in terms of responding to customers, creating work orders, following up on work orders and closing them.

This position will also assist the Operations Superintendents and the Operations Manager with office work, allowing them more time in the field.

Liability/Risk/Safety Impacts:

Calls not being answered and Public Works crews dispatched on an immediate basis.

Positive Impact to Citizens:

Citizens will get quicker responses from additional help at the call center.

Efficiency Gains:

Workload will be more evenly distributed throughout staff at Operations.

Workforce Engagement and Contributions:

Staff will not be as stressed knowing there will be additional help.

Impacts/Outcomes if not approved:

Calls will be handled at a slower pace.

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	\$ 20,736	(\$ 20,736)	\$ 0	\$ 43,359	(\$ 43,359)
Totals			\$ 0	\$ 20,736	(\$ 20,736)	\$ 0	\$ 43,359	(\$ 43,359)

PWK-28-17RA Public Works Increase expense authority for Treatment Plant

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

On May 2, 2017, sludge normally contained in the Sludge Blend Tank overflowed and seeped into adjacent buildings, causing electrical and mechanical failures. These failures were a result of inundation of equipment and caused power to Building 77 to be interrupted. Several systems have been found to be beyond reasonable repair and need replacement. Clark Regional Wastewater District’s engineer declared this to be an emergency situation, an action the district’s board of directors ratified on May 9.

Cleanup required additional staff time and equipment expenses. Repair and replacement activities require an engineering consultant, procurement of new equipment and installation and testing of the new equipment. The initial cleanup and troubleshooting is expected to cost approximately \$250,000. An additional \$600,000 will be necessary for design and construction needed to restore the plant’s operations.

The overflow is covered under the insurance policy with the Water and Sewer Risk Management Pool. A claim has been initiated, but there will be a \$25,000 deductible. All work related to the cleanup, design and construction will be tracked for submittal to the insurance underwriter. The claim process may take an extended amount of time to adjudicate, and additional funding may be required to keep the project moving forward in an expedited manner until settlement funds are received.

The portion of this that pertains to the Salmon Creek Wastewater Treatment Plant is \$36,000. This increase in budget will provide for the work related to the cleanup that was done, in addition to regular salary and benefits, staff overtime, professional services and equipment needed for the cleanup.

The County is basically a service provider, and the Discovery Clean Water Association owns all of the treatment plant assets. The funding comes from sewer rates and is a pass through to the Treatment Plant fund.

Liability/Risk/Safety Impacts:

This replaces the budget used for normal operations of the treatment plant. It will enable the plant to run safely in the future.

Positive Impact to Citizens:

None

Efficiency Gains:

None

Workforce Engagement and Contributions:

Staff will budget to continue with the normal maintenance and operations of the treatment plant.

Impacts/Outcomes if not approved:

The treatment plant will not be able to run its normal daily activities.

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	One-Time	\$ 0	\$ 36,000	(\$ 36,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 36,000	(\$ 36,000)	\$ 0	\$ 0	\$ 0

PWK-29-17RA Public Works Add a Deputy Public Works Director

New Request

Contact: name: Heath Henderson

email: heath.henderson@clark.wa.gov

phone: ext. 4358

A Deputy Public Works Director position existed between 2007 and 2010. Since 2014, several programs have been added to Public Works, including Parks (following dissolution of Vancouver-Clark Parks and Recreation), the Chelatchie Prairie Railroad and the 78th Street Heritage Farm. Public Works’ responsibilities and total FTEs have grown over the past several years.

Out of 39 counties in Washington, only nine counties, including Clark County, have only one “director” level position. Most agencies with 100 or more FTEs have at least two “director” positions.

Clark County Public Works organized into 10 divisions in 2016, resulting in 14 total direct reports to the Director. A general guideline suggests no more than six to eight direct reports per manager. In early 2017, Public Works reorganized into six divisions, which resulted in nine direct reports to the Director.

Given the breadth of responsibilities, regional initiatives, an increasingly challenging regulatory environment and the total size of the organization, Public Works requests to re-establish the position of Deputy Public Works Director. The actual organizational structure with a Deputy Director has yet to be determined, but this action likely would shift some daily operational activities to the deputy, allowing the Director to focus on higher-level strategic work, regional initiatives and County Engineer responsibilities.

Liability/Risk/Safety Impacts:

Some liability and risk exists under the current organizational structure due to the large span of control.

Positive Impact to Citizens:

Access to top management in Public Works is currently limited. Adding a deputy will improve access to top management for the Board of County Councilors, staff and ultimately the citizens, all of which will improve overall performance and accountability.

Efficiency Gains:

A deputy will also provide some redundancy in authority, as well as create communication efficiencies and improve responsiveness.

Workforce Engagement and Contributions:

Public Works develops a biennial Strategic Plan along with its biennial budget. The workforce is engaged in developing and implementing this strategic plan. Additional operational support at the director level will help support successful implementation of strategic initiatives and foster an engaged, productive workforce. The Public Works Senior Management Team will analyze and develop a revised organizational structure prior to recruiting a deputy.

Impacts/Outcomes if not approved:

Public Works can continue to operate under its current structure, but it may be limited in its ability to participate in larger, regional and state initiatives. Director responsiveness would continue to be constrained by availability.

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	\$ 146,064	(\$ 146,064)	\$ 0	\$ 305,407	(\$ 305,407)
Totals			\$ 0	\$ 146,064	(\$ 146,064)	\$ 0	\$ 305,407	(\$ 305,407)

PWK-30-17RA Public Works Add a Senior Management Analyst for Public Works

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext.4461

Since 2014, several programs have been added to Public Works, including Parks (following dissolution of Vancouver-Clark Parks and Recreation), the Chelatchie Prairie Railroad and the 78th Street Heritage Farm. The addition of these programs, along with increasing grant requirements, state auditor engagement, and increasing documentation requirements has created additional work for the Administration/Finance Division. In order to keep up with the additional workload, additional staff is needed. This will help to ensure full compliance with all of the regulatory agencies that our Finance Division interacts with on a regular basis.

Liability/Risk/Safety Impacts:

This will increase compliance with grants.

Positive Impact to Citizens:

Better stewardship of funds.

Efficiency Gains:

Staff will be able to devote additional time to new grant regulations, reports, and monitoring budgets.

Workforce Engagement and Contributions:

This additional FTE reduces the risk of audit findings.

Impacts/Outcomes if not approved:

If this decision package is not approved, there is an increased chance of audit findings. Managers will have greater lag times in assistance with accounting projects/analysis.

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	\$ 107,072	(\$ 107,072)	\$ 0	\$ 223,875	(\$ 223,875)
Totals			\$ 0	\$ 107,072	(\$ 107,072)	\$ 0	\$ 223,875	(\$ 223,875)

PWK-31-17RA Public Works Add two Engineering Technician FTE positions

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

Private development activity has increased significantly in Clark County over the last few years. Due to this growth in private development Public Works construction inspection staff is unable to meet the increasing needs of the development community. The current staffing level for inspection is significantly lower than it was previously for the volume of construction occurring.

Private Development has increased 24% since 2015. The request to add two additional Engineering Technicians to support the necessary construction inspection efforts aligns with and is consistent with ongoing needs associated with private development support throughout Divisions of Public Works and Community Development. The addition of these positions will have no impact to the General Fund as current fee based revenue supports the request for these positions.

Public Works is requesting two additional full-time Engineering Technicians to meet the increased demand. These positions will improve responsiveness and level of service for private development and can be supported with current development inspection fees. Each Engineering Technician will be assigned a portfolio of multiple developments and will require a vehicle to travel between sites for inspection.

Liability/Risk/Safety Impacts:

Inadequate inspection of new infrastructure could jeopardize the quality.

Positive Impact to Citizens:

This will result in more responsive customer service and better quality infrastructure.

Efficiency Gains:

Adequate staffing allows for better planning and the opportunity to address issues promptly when they arise.

Workforce Engagement and Contributions:

Adequate staffing will improve the quality of service and the finished products which increases employee satisfaction.

Impacts/Outcomes if not approved:

The inspection staff is unable to meet the increasing needs of the development community and provide adequate inspection to insure quality.

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	\$ 168,518	(\$ 168,518)	\$ 0	\$ 351,074	(\$ 351,074)
1012	County Road Fund	One-Time	\$ 0	\$ 72,000	(\$ 72,000)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 60,000	\$ 60,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 60,000	\$ 300,518	(\$ 240,518)	\$ 0	\$ 351,074	(\$ 351,074)

PWK-32A-17RA Public Works Quiet Zone at NW 122nd St. & BNSF Tracks

New Request

Contact: name: Lori Pearce

email: Lori.Pearce@clark.wa.gov

phone: ext. 4461

This is in response to a request from a number of property owners in the Felida area to quiet train horns at the NW 122nd Street crossing. Federal regulations for establishing a “quiet zone” require additional safety measures be implemented to compensate for eliminating train horns.

About five years ago, a group of property owners started advocating for a quiet zone so locomotive engineers would no longer be required to sound their horns when approaching the crossing. Residents and county staff evaluated a number of possible safety measures, all of which were expensive to implement. A significantly less-expensive option finally was developed that involves widening a portion of NW 122nd Street and installing medians on both sides of the tracks. The medians discourage motorists from driving around the ends of the crossing arms.

The Federal Railroad Administration approved this proposal earlier this year. The next major step is funding the project. One option is for the county to pay for the entire project. Preliminary estimates indicate it would cost \$144,000 to complete the project’s design, obtain permits and construct the improvements. If the council approves this package for \$144,000, the funding would come out of General Fund.

Liability/Risk/Safety Impacts:

Federal Railroad Administration guidelines indicate the addition of medians will offset the decrease in safety from silencing train horns.

Positive Impact to Citizens:

Quality of life improvement for a number of property owners near the railroad crossing.

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Trains will continue to sound horns near crossing, which disturbs some nearby residents.

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	\$ 144,000	(\$ 144,000)	\$ 0	\$ 0	\$ 0
1012	County Road Fund	One-Time	\$ 144,000	\$ 144,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 144,000	\$ 288,000	(\$ 144,000)	\$ 0	\$ 0	\$ 0

PWK-32B-17RA Public Works RID for Quiet Zone at NW 122nd St. & BNSF Tracks

New Request

Contact: name: Lori Pearce

email: Lori.Pearce@clark.wa.gov

phone: ext. 4461

This is in response to a request from a number of property owners in the Felida area to quiet train horns at the NW 122nd Street crossing Federal regulations for establishing a “quiet zone” require additional safety measures be implemented to compensate for eliminating train horns.

About five years ago, a group of property owners started advocating for a quiet zone so locomotive engineers would no longer be required to sound their horns when approaching the crossing. Residents and county staff evaluated a number of possible safety measures, all of which were expensive to implement. A significantly less-expensive option finally was developed that involves widening a portion of NW 122nd Street and installing medians on both sides of the tracks. The medians discourage motorists from driving around the ends of the crossing arms.

The Federal Railroad Administration approved this proposal earlier this year. The next major step is funding the project. One option is for the county to create a Road Improvement District (RID) so property owners benefitting from the project pay for it. The county would use up to \$80,000 out of its General Fund for studies and other work required to create the RID. Preliminary estimates indicate it would cost \$144,000 to complete the project’s design, obtain permits and construct the improvements. In addition to the \$144,000, the RID would reimburse the General Fund for the \$80,000 cost to create the RID.

Liability/Risk/Safety Impacts:

Federal Railroad Administration guidelines indicate the addition of medians will offset the decrease in safety from silencing train horns.

Positive Impact to Citizens:

Quality of life improvement for a number of property owners near the railroad crossing.

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Trains will continue to sound horns near crossing, which disturbs some nearby residents.

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	\$ 80,000	\$ 80,000	\$ 0	\$ 0	\$ 0	\$ 0
1012	County Road Fund	One-Time	\$ 144,000	\$ 144,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 224,000	\$ 224,000	\$ 0	\$ 0	\$ 0	\$ 0

PWK-33-17RA Public Works Site plan for Felida Community Park

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

In 2016, the Board of County Councilors approved a professional services contract with BergerABAM for design, engineering and permitting of a new overflow parking lot at Felida Community Park. It was recently discovered that a full variance will be required as a condition of plan approval, which will add \$15,000 in engineering and permitting costs.

The Felida Neighborhood Association has been instrumental in design and fundraising for a Children's Garden at Felida Community Park. The Parks Foundation of Clark County awarded a \$10,000 grant in 2016 to support the development of the project. The Felida Neighborhood Association is securing grants and donations for construction (hard costs), but these grants and donations cannot be used for engineering and permitting costs (soft costs), which are estimated at \$80,000. Funding for soft costs will come out of Park Impact Fees in District 9.

No additional ongoing costs is needed for this request.

Liability/Risk/Safety Impacts:

The existing parking lot at Felida Community Park does not have capacity to support the quantity of users engaged in sports and recreational activities. Additional parking will improve public safety by reducing the numbers of cars parked on narrow neighborhood streets.

Positive Impact to Citizens:

Felida Community Park is a high-use location for sports and recreation. Additional parking will allow more space for park users and reduce the need for on-street parking. This will improve safety and enhance the enjoyment of park users. The Children's Garden will be the first all abilities/inclusive play area in a public park in Clark County and could serve thousands of Clark County residents.

Efficiency Gains:

Park access and usability will be greatly improved.

Workforce Engagement and Contributions:

Adding infrastructure to the park will result in a small amount of additional maintenance that can be absorbed by existing staff and the maintenance budget.

Impacts/Outcomes if not approved:

These projects will not go forward. Fundraising to date will be wasted, and the Parks Foundation grant will not be used.

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
3279	PIF District 9- Acquis& Develop. combined	One-Time	\$ 0	\$ 95,000	(\$ 95,000)	\$ 0	\$ 0	\$ 0
3055	Urban REET Parks Fund	One-Time	\$ 95,000	\$ 95,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 95,000	\$ 190,000	(\$ 95,000)	\$ 0	\$ 0	\$ 0

PWK-34-17RA Public Works Site improvements at Hockinson Community Park

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

The 240-acre Hockinson Meadows Community Park was constructed with a single access into the park from Northeast 172nd Avenue. Recent developments along Northeast 152nd Avenue have prompted requests from new residents to provide pedestrian access from the west side of the park so they don't have to drive to the park. The access will require a bridge crossing a China Ditch tributary. Additionally, a bridge crossing, parking improvements and a small shelter is needed to support the future disc golf course on the northern section of the park. The Board of County Councilors approved the disc golf course in November 2016, with \$65,000 in Park Impact Fees from District 5 providing funding for the disc golf course itself.

Liability/Risk/Safety Impacts:

There are safety concerns with residents walking on Northeast 172nd Avenue to the park's entrance. A west pedestrian entry will improve safety for hundreds of park users.

Positive Impact to Citizens:

A west pedestrian access into the park will serve a strong public need. Neighbors want to be able to safely walk to the park rather than drive. The disc golf course will provide a new form of recreation currently in high demand. A bridge over the China Ditch tributary will provide easy access to the course from the existing parking lot.

Efficiency Gains:

Parking spaces will become more available if park users can walk into the park rather than drive.

Workforce Engagement and Contributions:

Staff is excited about providing a disc golf course at the park. The bridge will provide for much easier maintenance access.

Impacts/Outcomes if not approved:

Needed improvements for public access into the park and the future disc golf course will not happen. Other amenities, such as the small shelter and additional parking improvements, will also be cut. New neighbors to the park will be disappointed, as well as future disc golf enthusiasts.

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
3275	PIF District 5 - Acquis& Develop. combined	One-Time	\$ 0	\$ 650,000	(\$ 650,000)	\$ 0	\$ 0	\$ 0
3055	Urban REET Parks Fund	One-Time	\$ 650,000	\$ 0	\$ 650,000	\$ 0	\$ 0	\$ 0
Totals			\$ 650,000	\$ 650,000	\$ 0	\$ 0	\$ 0	\$ 0

PWK-35-17RA Public Works Clean Water treatment facility 3FTEs and equip.

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

The Roads Maintenance and Safety Division maintains more than 1,300 Clean Water treatment facilities, and the inventory is increasing every year. Staff resources have been stretched as far as they can go. Current staff includes one Highway Maintenance Crew Chief, four Highway Maintenance Specialists and 10 seasonal employees. To continue successful management of these facilities, Public Works needs to add staff to divide up an increasing workload.

Approval is requested to purchase the equipment necessary to support these positions including a 1 ton extra-cab pickup with winch, a 1 ½ ton utility dump truck, a riding mower and two utility trailers for maintaining Clean Water treatment facilities.

The Clean Water Division funds facility maintenance, which is mandated by the county's National Pollution Discharge Elimination System (NPDES) Permit.

The amount of stormwater infrastructure assets has increased consistently and substantially since 1991. In recent years the rate of increase has accelerated:

2013: 56

2014: 57

2015: 76

2016: 103

We expect to see this trend continue. The acceleration is due to robust development in the County and new low-impact development regulations in the NPDES permit. This drives a rapid increase in overall stormwater assets, particularly bioretention facilities and other low impact development features, which translates to significant additional workload.

Liability/Risk/Safety Impacts:

The NPDES permit has annual maintenance and repair requirements that must be met for compliance. The county will be at financial risk if it does not comply with the NPDES permit.

Positive Impact to Citizens:

Clean Water compliance will benefit the environment, as well as citizens by protecting the county financially.

Efficiency Gains:

Regular routine maintenance will reduce costly future repairs.

Workforce Engagement and Contributions:

The workload reduction for the current crew will improve facility maintenance.

Impacts/Outcomes if not approved:

The county will be at risk of NPDES noncompliance. Costly facility repairs will increase, and staff morale will decrease.

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	\$ 241,877	\$ 241,877	\$ 0	\$ 503,122	\$ 503,122	\$ 0
1012	County Road Fund	One-Time	\$ 146,500	\$ 146,500	\$ 0	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 146,500	\$ 146,500	\$ 0	\$ 0	\$ 0	\$ 0
4420	Clean Water Fund	Ongoing	\$ 0	\$ 241,877	(\$ 241,877)	\$ 0	\$ 503,122	(\$ 503,122)
4420	Clean Water Fund	One-Time	\$ 0	\$ 146,500	(\$ 146,500)	\$ 0	\$ 0	\$ 0
Totals			\$ 534,877	\$ 923,254	(\$ 388,377)	\$ 503,122	\$ 1,006,244	(\$ 503,122)

PWK-37-17RA Public Works Skid-mounted water tank for median maintenance

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

Roadway median and landscaping maintenance is increasing every year, and many areas do not have irrigation. The skid-mounted water tank can be used with existing hook lift trucks, eliminating the need to purchase a water truck. Water trucks are not always available during the summer because they are used for dust control on roadway projects. Additional watering will improve plant survival and decrease re-planting costs.

Liability/Risk/Safety Impacts:

Increased plant material loss.

Positive Impact to Citizens:

Effective median maintenance and improved community aesthetics.

Efficiency Gains:

Regular watering will reduce costly re-plantings in the future.

Workforce Engagement and Contributions:

The opportunity to have a readily available water resource will increase the effectiveness of median and landscaping maintenance.

Impacts/Outcomes if not approved:

Continued plant stress and loss.

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	\$ 6,575	(\$ 6,575)	\$ 0	\$ 13,150	(\$ 13,150)
1012	County Road Fund	One-Time	\$ 0	\$ 50,000	(\$ 50,000)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & Revolving Fund	One-Time	\$ 50,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 50,000	\$ 106,575	(\$ 56,575)	\$ 0	\$ 13,150	(\$ 13,150)

PWK-38-17RA Public Works Decrease road diversion with 1% property tax levy

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

This would decrease the County Road Fund diversion to the Clark County Sheriff’s Office with 1 percent of the property tax levy. Historically, the Road Fund diversion was supposed to be a temporary measure to assist the General Fund through times of budget crisis. It started in 1991 at an amount of \$234,306 and is now, in 2017, at \$4,352,823. The total amount of Road Fund diversion to the General Fund, from 1991 to 2017, is approximately \$56 million.

The following provides a few examples of annual diversion amounts:

1999 - \$1,290,052

2003 - \$2,195,038

2009 - \$4,480,000

2017 - \$4,532,823

In 2016, Clark County had the second highest Road Fund diversion in the state. King County had the highest division in 2016, with \$6,372,000 transferred from its road fund to the King County’s Sheriff’s Office. King County has more than four times as many people as Clark County.

Clark County Public Works would use this money to leverage grants for road projects. Additional projects that have funding needs include new sidewalks, culvert replacements, safety improvements, preservation, and capital projects such as the corridors on 10th Avenue, 119th Street, and 99th Street.

Liability/Risk/Safety Impacts:

Continuing the Road Fund diversion at current levels affects the department’s ability to obtain federal and state grants.

Positive Impact to Citizens:

County residents would have improved road maintenance, preservation and construction.

Efficiency Gains:

Public Works would be able to leverage additional grants and further stretch local road funds.

Workforce Engagement and Contributions:

Reducing the Road Fund diversion would allow employees to use their expertise to secure additional grants and deliver better service and additional projects to the public.

Impacts/Outcomes if not approved:

None

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	(\$ 614,587)	\$ 0	(\$ 614,587)	(\$ 614,587)	\$ 0	(\$ 614,587)
1012	County Road Fund	Ongoing	\$ 614,587	\$ 0	\$ 614,587	\$ 614,587	\$ 0	\$ 614,587
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

PWK-39-17RA Public Works General Fund Transfer for Heritage Farm support

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext.4461

In the Spring Supplemental, decision package PWK-17 was approved to allocate 18% of PCL0001 position to Metropolitan Parks District (MPD) funding to support the administrative staff time at 78th Street Heritage Farm. The MPD funds are restricted and cannot pay for costs associated with the Heritage Farm. This request is to transfer general fund to MPD fund to support these costs.

Liability/Risk/Safety Impacts:

The risk is getting an audit finding for not using MPD funds appropriately.

Positive Impact to Citizens:

None

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If funding is not approved, Public Works will be unable to meet critical program objectives. Citizens use the Heritage Farm on a year-round basis. The additional budget is needed for the program to be managed adequately.

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	\$ 43,437	(\$ 43,437)	\$ 0	\$ 43,437	(\$ 43,437)
1032	MPD-Operations Fund	Ongoing	\$ 43,437	\$ 0	\$ 43,437	\$ 43,437	\$ 0	\$ 43,437
Totals			\$ 43,437	\$ 43,437	\$ 0	\$ 43,437	\$ 43,437	\$ 0

PWK-40-17RA Public Works Add Park Impact Fee transfer to Clean Water

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

This request is to add budget authority to transfer funds from Park Impact Fee 7 to Clean Water. Acquisition costs are for Curtin Springs Wildlife Habitat that clean water staff worked on this year. Work included project coordination for land donation compliance, volunteer project development, habitat improvement and site improvements.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

None

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If not approved, Park Impact Fees collected will not be transferred to fund acquisition 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
4420	Clean Water Fund	One-Time	\$ 10,000	\$ 0	\$ 10,000	\$ 0	\$ 0	\$ 0
3077	Park District 7 Impact Fee Fund	One-Time	\$ 0	\$ 10,000	(\$ 10,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 10,000	\$ 10,000	\$ 0	\$ 0	\$ 0	\$ 0

PWK-42-17RA Public Works Sidewalk Program funding

New Request

Contact: name: Lori Pearce

email: lori.pearce@clark.wa.gov

phone: ext. 4461

Request to allocate one million dollars (\$1,000,000) in REET to construct additional sidewalks listed and ranked in the Sidewalk Infill Capital Program.

This would increase the budget to construct more sidewalks. Pedestrian facilities are in greater demand as traffic volumes increase. Sidewalks provide alternate means of transportation for safer options to walk to transit stops, schools, business and medical facilities, parks, restaurants, shopping centers, and stores. The Sidewalk Program currently has \$450,000 of road fund allocated each year to construct/replace new sidewalks. In addition, state and federal grants have provided hundreds and thousands of dollars to support the county's pedestrian facilities. The \$1,000,000 in REET would not only construct or replace missing sidewalk, but would allow leveraging of state and federal funds, which would provide more resources to improve the overall transportation infrastructure. Funding partners typically will award additional points in their highly competitive funding programs to local agency matched projects.

Liability/Risk/Safety Impacts:

Funding for sidewalks affects the department's ability to obtain federal and state grants.

Positive Impact to Citizens:

County residents would have alternate means of transportation for safer options of travel.

Efficiency Gains:

Public Works would be able to leverage additional grants and further stretch local road funds.

Workforce Engagement and Contributions:

Getting additional funding for sidewalks would allow additional leveraging of grants and deliver better service and additional projects to the public.

Impacts/Outcomes if not approved:

If not approved, Public Works will not be able to build additional sidewalks.

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	\$ 1,000,000	\$ 1,000,000	\$ 0	\$ 0	\$ 0	\$ 0
3083	Real Estate Excise Tax II Fund	One-Time	\$ 0	\$ 1,000,000	(\$ 1,000,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 1,000,000	\$ 2,000,000	(\$ 1,000,000)	\$ 0	\$ 0	\$ 0

SHR-01-17RA Sheriff's Office Fund ongoing overtime cost of labor contracts

New Request

Contact: name: Darin Rouhier email: darin.rouhier@clark.wa.gov phone: 360.397.2071

The Sheriff seeks \$500,000 in additional ongoing funding to cover the overtime cost increases that have resulted from past Collective Bargaining Agreements. This includes \$400,000 for Deputy Sheriff's Guild (DSG) overtime and \$100,000 for Corrections Deputy Guild (CDG) overtime.

Prior to the Spring 2016 Supplemental, past budget practice had been to not fund the overtime cost increases that result from labor settlements. 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. This practice was in place from 2004 through 2012 during which time two labor settlements increased DSG hourly pay rates by a total of 23%. This was partially mitigated by a number of unrelated increases to the overtime budget, resulting in a net shortfall in the overtime budget of approximately 12%.

During the Spring 2016 Supplemental hearing, Council debated and ultimately voted to increase the Sheriff's overtime budget to reflect the general wage increases contained in the DSG labor settlement for 2013-2016. That action covered the cost increase tied to that four-year labor settlement, but did not resolve the preexisting 12% budget gap. And again during the 2017/2018 budget process, Council approved funding for the anticipated overtime cost increase tied to the most recent labor settlements, but the action also did not resolve the preexisting 12% budget gap. It's notable that the final DSG labor settlement came in about 2.2% higher than was anticipated in the 2017/2018 budget package, so the preexisting budget gap of 12% has grown to over 14%.

To address this longstanding overtime funding gap, the Sheriff's Office has sought and been granted end-of-biennium supplemental budget increases in each of the last two biennia to cover excess overtime spending. For 2013/2014 biennium, the amount needed was \$355,000, and in 2015/2016 the amount grew to \$500,000. While these end-of-biennium supplemental budget increases solve the immediate budget problem, they have been "one-time" increases that do not carry forward to the next budget cycle, and so do not resolve the budget gap going forward. There were similar end-of-biennium supplemental budget increases in the 2003/2004 and 2005/2006 biennia, further highlighting the long-term nature of this issue.

The Sheriff, in requesting this ongoing increase in overtime funding, seeks a more permanent resolution to this issue that brings the budget into alignment with existing contractual obligations and reduces the need for large end-of-biennium supplemental budget increases that may destabilize the Sheriff's budget and/or General Fund.

Liability/Risk/Safety Impacts:

Unknown at this time and will depend on the subsequent actions of multiple parties.

Positive Impact to Citizens:

None

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Unknown at this time and will depend on the subsequent actions of multiple parties.

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	\$ 500,000	(\$ 500,000)	\$ 0	\$ 500,000	(\$ 500,000)
Totals			\$ 0	\$ 500,000	(\$ 500,000)	\$ 0	\$ 500,000	(\$ 500,000)

SHR-02-17RA Sheriff's Office Increase G4S contract to screen jail visitors

New Request

Contact: name: Darin Rouhier email: darin.rouhier@clark.wa.gov phone: 360.397.2071

In February of 2017 a dangerous pretrial inmate successfully defeated the maximum security measures of his cell gaining limited access to the outside of the jail, just above the outside ground level. The introduction of unknown items was interrupted by a corrections deputy on a security patrol of the exterior of the main jail. This event has resulted in a review of the security processes of the main jail.

The main jail serves as the maximum security holding facility for all jurisdictions in southwest Washington. Jail administration is making improvements within the confines of the physical structure and operating budget. Concurrently there is an ongoing security review of existing security protocols against national best practices showed that visitors conducting business in the jail are not screened for weapons, communications devices or other items that either innocently or intentionally violate the safe and secure operation of the jail and endanger the staff, inmates and other visitors.

This package requests two private security staff, from 8:00am to 8:00pm, 7 days a week, to use the existing metal detector at the main jail to screen unescorted visitors to the main jail. This is a stop gap measure to a full budget package for the 2019-2020 budget process for a full security system for all visitors at the main jail.

The Sheriff requests \$150,000 to fund this necessary interim security measure for the second year of the biennium.

Liability/Risk/Safety Impacts:

Necessary to enhance safety of employees, inmates, visitors, and the public

Positive Impact to Citizens:

Indirect enhancement in safety

Efficiency Gains:

None

Workforce Engagement and Contributions:

Necessary to enhance safety of employees

Impacts/Outcomes if not approved:

Jail is unable to implement the findings of the security review and national best practices to ensure that visitors conducting business in the jail are screened for weapons, communications devices or other items that either innocently or intentionally violate the safe and secure operation of the jail and endanger the staff, inmates and other visitors.

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	\$ 150,000	(\$ 150,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 150,000	(\$ 150,000)	\$ 0	\$ 0	\$ 0

SHR-03-17RA Sheriff’s Office Fund 16,000 s.f. lease for vehicles, boats, etc.

New Request

Contact: name: Darin Rouhier email: darin.rouhier@clark.wa.gov phone: 360.397.2071

The Sheriff’s Office has a need to secure and protect from the elements approximately \$1.3 million worth of specialty vehicles, seized vehicles, and other law enforcement-related equipment. Some of these vehicles have historically been stored at the 78th Street shops, but the Sheriff’s Office was recently asked to remove the vehicles to address space constraints. In all, approximately 20 vehicles with a combined value of up to \$1.5 million are currently unprotected. This includes two armored vehicles (\$670K), three marine patrol boats (\$400K), a DTF Raid Van (\$150K), a Seizure Van (\$60K), three Gators (\$75K), various seized vehicles (\$60K), jet skis (\$10K), and equipment that supports search and rescue, mobile response, and traffic enforcement (\$20K). Exposure to the elements shortens the life of these vehicles and, in the case of the boats, will require that they be decommissioned for the winter making them unavailable for marine response.

To address the near-term need, the Sheriff requests \$100,000 in annual ongoing funding beginning in 2018 to secure 16,000 square feet of suitable leased space. It is hoped that the long-term storage needs for Sheriff's Office vehicles and equipment will be addressed in planned for replacement of Central Precinct.

Liability/Risk/Safety Impacts:

None

Positive Impact to Citizens:

Vehicle, and especially boats, will be ready and available to respond to calls for services and emergency response.

Efficiency Gains:

Vehicles will be sheltered from the damaging effects elements, reducing maintenance and prolonging vehicle life.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Vehicles will continue to be exposed, shortening their life.

Boats will need to be decommissioned for the winter making them unavailable for marine response.

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	\$ 200,000	(\$ 200,000)
Totals			\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 200,000	(\$ 200,000)

SHR-04-17RA Sheriff's Office County's share of cost to replace precinct roof

New Request

Contact: name: Darin Rouhier email: darin.rouhier@clark.wa.gov phone: 360.397.2071

The Sheriff requests \$46,940 in one-time funding to pay the County's share of the cost to replace the roof at the Public Safety Complex building located at NW 179th Street, which houses the Sheriff's West Precinct. The Public Safety Complex building, built in 1999, is owned by Clark County and leased to the Fairground Fire Facility Board (FFFB) through June 30, 2028. The Sheriff's Office subleases 59% of the building for the Sheriff's West Precinct.

Last winter, the roof system of the building failed and began to leak. The FFFB, being obligated under the lease agreement to maintain the building, determined that a roof replacement was necessary. The FFFB sought and received roofing bids and contracted with Amer-X Roofing, Inc. to do the work at a total cost of \$79,565.60 including tax. Based on the cost sharing agreement contained in the lease agreement, Clark County is obligated to pay 59% of the cost to replace the roof, which equates to \$46,943.70.

Liability/Risk/Safety Impacts:

This is a contractual obligation that must be fulfilled. Failure to repay the FFFB for the County’s share of the roof replacement cost would constitute a breach of contract.

Positive Impact to Citizens:

None. The roof will be replaced either way.

Efficiency Gains:

None. The roof will be replaced either way.

Workforce Engagement and Contributions:

None. The roof will be replaced either way.

Impacts/Outcomes if not approved:

The Sheriff will be unable to accommodate the expense within existing 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	One-Time	\$ 46,940	\$ 46,940	\$ 0	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 0	\$ 46,940	(\$ 46,940)	\$ 0	\$ 0	\$ 0
Totals			\$ 46,940	\$ 93,880	(\$ 46,940)	\$ 0	\$ 0	\$ 0

SHR-05-17RA Sheriff's Office Central Precinct Planning/Replacement Study

New Request

Contact: name: Darin Rouhier email: darin.rouhier@clark.wa.gov phone: 360.397.2071

In order to address growing demand for service and provide for needed facilities, the Sheriff requests \$200,000 in one-time funding to study/plan for the replacement of Central Precinct. A similar request was made, but not funded, during the 2015/2016 Mid-biennium Supplemental. The request was made again in the 2017/2018 budget process and, while \$200,000 was appropriated, the funding was redirected to a broader, county-wide capital planning effort. The Sheriff's Office has been unable to utilize that funding to study and plan for the replacement of Central Precinct, so the funding request is being resubmitted to the County Council.

In response to budget cuts and a lack of progress in addressing the needs at Central Precinct, the Sheriff's Office abandoned the Central Precinct location in January 2017. The package narrative from the previous budget request appears below.

Central Precinct, located at 11608 NE 149th Street in Brush Prairie, opened in 1995 and was intended to be a temporary location for deputies while a new precinct was built. Funding was never approved for the new location, which has since become the permanent home for about 40 deputies and one support staff. The forty-one year old building was originally constructed as a manufacturing facility, and Central Precinct occupies what used to be the office portion of that business.

On April 10, 2015 facilities personnel and the Fire Marshal's Office inspected the building in an attempt to find solutions to access and egress issues that had previously been identified. The stairway that leads to the briefing room upstairs does not meet code requirements and limits the occupancy upstairs to nine. This is problematic when dayshift and graveyard shift are in the building at the same time for reports and briefing, as not all deputies can be upstairs. Even with some cosmetic upgrades over its history, the precinct does not have a community room, waiting area, or public restroom. The foyer is only big enough for one person to contact support staff or a deputy. If a second citizen arrived, they were required to wait outside to maintain confidentiality and safety. While deputies continue to meet at the precinct, the facilities are not adequate to meet the needs of the growing population that live in the area of Clark County east of Northeast 50th Avenue. The building was closed to the public on April 6, 2015.

Liability/Risk/Safety Impacts:

Not a new request

Positive Impact to Citizens:

Not a new request

Efficiency Gains:

Not a new request

Workforce Engagement and Contributions:

Not a new request

Impacts/Outcomes if not approved:

The following outcomes would not be realized:

Funding of this study would allow the Sheriff to coordinate with the planning of the new jail facility and solve problems created by the displacement of units within the Sheriff’s Office. This plan would also identify potential partners in need of improved facilities to provide more accessible services to our community.

The benefit the community will receive once the precinct is replaced will be access to services currently offered only at our downtown campus or have been eliminated due to the inadequate facility we currently use.

The Sheriff’s Office has a significant need for an adequate facility to house our patrol and investigative staff that meets current industry standards for security as well as ADA requirements for both employees and the public. Current facilities lack secure parking, covered areas for specialty vehicles and reasonable access to evidence processing areas. We also lack rooms for training, shift briefing and community meetings.

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	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0

SHR-06-17RA Sheriff’s Office Increase Civil Fees; create 18mo Project FTE

Previously Approved by Council

Contact: name: Darin Rouhier email: darin.rouhier@clark.wa.gov phone: 360.397.2071

The Sheriff’s Office has submitted this action item to the County Manager and County Council for action at the Council Hearing to be held on or about September 19, 2017. This package is being submitted with the expectation that, by the time the County Manager and County Council takes action supplemental, that they will have already approved the action via the hearing.

For the sake of clarity, the narrative from the staff report is provided below:

The Sheriff's Office is requesting a change to the fees charged by the Sheriff's Office for official services in civil matters as provided in RCW 36.18.040, along with the addition of a provision to the County Code that sets forth the fees. This request is being made to align charged fees with the actual costs incurred to provide this service and increase the visibility of the fees for the community. This is an action allowed by RCW 36.18.040 and is recommended because costs of service are greater than the fees set by the County's legislative body in 2009. This is an action that prevents subsidy of private litigation with public funds and allows for review every two years.

The 2009 Civil Fee increase created actual revenues in 2010 that equaled fifty-five percent (55%) of the actual cost of the unit. Since that increase, with increasing labor costs, the actual revenue has dropped to approximately forty-five (45%) of the cost of the unit. This requested fee increase will again bring the expected revenues to approximately fifty-five percent (55%) of the actual cost of the unit.

Initially, the Sheriff wishes to utilize this additional revenue to aid in the upcoming transition of the Civil Unit Supervisor. The Sheriff's Civil Unit Supervisor has a very complicated position that entails handling all types of complex civil cases up to, and including, seizing real property. It is anticipated that the current supervisor, who has held the position for twenty-five years, will retire in the first half of 2019. Due to the complexity of the position, it is critical to hire the replacement and provide for twelve to eighteen months of training with the current supervisor. A project position that provides for that training period of up to 18 months is needed to allow for proper succession planning.

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	\$ 46,000	\$ 0	\$ 46,000	\$ 80,000	\$ 0	\$ 80,000
0001	General Fund	One-Time	\$ 0	\$ 83,851	(\$ 83,851)	\$ 0	\$ 41,927	(\$ 41,927)
Totals			\$ 46,000	\$ 83,851	(\$ 37,851)	\$ 80,000	\$ 41,927	\$ 38,073

SHR-07-17RA Sheriff's Office Increments/decrements recommended within study

New Request

Contact: name: Darin Rouhier email: darin.rouhier@clark.wa.gov phone: 360.397.2071

During the 2017 Spring Supplemental, two additional positions were approved for the Sheriff's public disclosure unit with a condition that an outside review be conducted of the Sheriff's Records function. To meet this condition, the Sheriff engaged an outside vendor (PRI Management Group) to conduct an objective, independent review of the records operation to determine workload, operational requirements, and appropriate staff levels.

The study is well underway and, once completed, will likely contain a number of recommendations/findings that the Sheriff and Council may wish to implement. These recommendations, which will not be known until later this fall, may involve additions or reduction in staff or other cost items that, to be implemented, will require a change to the budget. Consequently, the Sheriff is submitting this “placeholder” package to allow the recommendations/findings that may require a supplemental action to be implemented through the 2017 Readopt Supplemental. The alternative would be to wait until the next supplemental process in 2018.

Liability/Risk/Safety Impacts:

Yet to be determined; dependent on study results/findings

Positive Impact to Citizens:

Yet to be determined; dependent on study results/findings

Efficiency Gains:

Yet to be determined; dependent on study results/findings

Workforce Engagement and Contributions:

Yet to be determined; dependent on study results/findings

Impacts/Outcomes if not approved:

Yet to be determined; dependent on study results/findings

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

SHR-08-17RA Sheriff's Office Reverse 2017/2018 fleet budget cut (BGT-05)

New Request

Contact: name: Darin Rouhier email: darin.rouhier@clark.wa.gov phone: 360.397.2071

The 2017/2018 Adopted Budget included a budget package (BGT-05) that reduced the Sheriff’s budget by \$776,481 for the payment of fleet charge to Public Works - Equipment Services. This “placeholder” reduction was implemented in anticipation of savings that might be identified through an independent study of the county’s fleet function. The fleet study is nearing completion and, based on a draft report, the anticipated savings will not be realized and additional funding appears needed to effectively maintain the county fleet.

The fleet study will not be finalized and presented to the County Council until sometime in September 2017, which is after the deadline for budget requests. Therefore, the Sheriff, understanding that the fleet study will recommend the need for more funding and not less, requests that the \$776,481 placeholder cut be reversed.

This package may be amended during the fall supplemental budget process to enable the timely implementation of specific recommendation contained in the fleet study, if accepted by the County Council.

Liability/Risk/Safety Impacts:

Potential indirect adverse impacts depending on subsequent events

Positive Impact to Citizens:

Avoids potential indirect adverse impacts to service delivery that may occur if fleet capabilities are inadequate to support operations

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If the \$776,481 reduction is not reversed and no other changes occur that reduce fleet charges, then the Sheriff will need to suspend payments to Public Works – Equipment Services around June 2018 for the remainder of the biennium. This will likely bring significant adverse financial and operational effects to Public Works – Equipment Services and may jeopardize the Sheriff’s ability to fulfill his statutory duties if the capabilities of the fleet are inadequate to support ongoing 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
0001	General Fund	Ongoing	\$ 0	\$ 776,481	(\$ 776,481)	\$ 0	\$ 776,481	(\$ 776,481)
Totals			\$ 0	\$ 776,481	(\$ 776,481)	\$ 0	\$ 776,481	(\$ 776,481)

SHR-09-17RA Sheriff's Office Accept and budget for state funding

Budget Neutral

Contact: name: John Lawler email: john.lawler@clark.wa.gov phone: (360) 397-2211, x4173

The Washington Association of Sheriffs and Police Chiefs (WASPC), acting as funding authority for the State of Washington, has awarded \$256,209.60 to the Clark County Sheriff's Office (CCSO) acting for all Clark County law enforcement agencies. This award is to be used to "verify the address and residency of all registered sex offenders and kidnapping offenders under RCW 9A.44.130." Verification is to be face to face at a frequency designated by the state that varies based on the offender's designated offense level. The grant period is July 1, 2017 through June 30, 2018.

Of the total amount of the award, CCSO would retain \$122,371.36, which would be used to fund salary and benefits of an existing deputy sheriff position. The grant would also pay other expenses related to the program. The remainder of the funds will be passed through to six other law enforcement agencies in Clark County (Battle Ground PD, Camas PD, La Center PD, Ridgefield PD, Vancouver PD, and Washougal PD) in proportion to population. These agencies will use their funding to implement the program for sex offenders living within their cities.

The Sheriff's Office requests a one-time increase to both revenues and expenses of \$256,210 for the 2017-18 for budget. The Sheriff's Office sends performance data, receives grant funds, and distributes appropriate shares to the six city police departments in the county quarterly.

Liability/Risk/Safety Impacts:

None. This is a grant providing funding for sex offender address checks, which the Sheriff's Office does anyway by state statute.

Positive Impact to Citizens:

The funding from Washington state ensures that the Sheriff's Office and other Clark County police agencies will have the financial capability to do a thorough job with the tracking of sex offenders living in the county.

Efficiency Gains:

The grant funding allows the sheriff to dedicate extra personnel hours to the registration and tracking of sex offenders. This increases the overall frequency of address verifications for sex offenders.

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

Loss of state funding for sex offender registration, which would potentially extend beyond the Sheriff's Office to six city police departments.

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	\$ 256,209	\$ 256,209	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 256,209	\$ 256,209	\$ 0	\$ 0	\$ 0	\$ 0

SHR-10-17RA Sheriff's Office Accept and budget for federal law enforcement fund

Previously Approved by Council

Contact: name: John Lawler email: john.lawler@clark.wa.gov phone: (360) 397-2211, x4173

The United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (BJA) has allocated \$93,545 in Justice Assistance Grant (JAG) funds to be shared by Clark County and the City of Vancouver for the federal fiscal year 2017 grant cycle. These grant funds can be used for local initiatives, technical assistance, training, equipment, and information systems that support criminal justice. No local match is required.

BJA requires that the County and the City jointly apply for the funds specifying the amount of the funds to be distributed to each. BJA also requires that a memorandum of understanding be prepared, signed, and sent to them indicating who will serve as the applicant/fiscal agent for the joint funds.

The proposed agreement designates the County as applicant and fiscal agent for the joint funds and provides for a 58% City / 42% County split of funds. This split is based on Law Enforcement Records and Information System (LERIS) cost allocation.

The Sheriff's Office requests a one-time increase to both revenues and expenses of \$93,545. Remaining budget capacity at the end of each biennium will need to be carried forward since the grant period extends from September 1, 2017 through September 30, 2020. Of the grant funds, \$54,256 will be expensed to a pass-through account for transfer to the City of Vancouver. The remaining \$39,289 will be applied to Sheriff's Office projects.

Impacts/Outcomes if not approved:

Loss of federal 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
6315	BJA-Block Grant Fund	One-Time	\$ 93,545	\$ 93,545	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 93,545	\$ 93,545	\$ 0	\$ 0	\$ 0	\$ 0

SUP-01-17RA Superior Court Judicial Assistant for 3 Court Commissioners

New Request

Contact: name: Jeffrey Amram

email: jeff.amram@clark.wa.gov

phone: Ext. 4266

Presently, each full-time judge of the Superior Court has a full-time judicial assistant. The judicial assistants provide a broad range of support to the judges including but not limited to maintaining an electronic record of proceedings; maintaining a calendar of future matters scheduled to be heard; scheduling supplemental services such as transport of prisoners to court, interpreters, telephone hearings and other services that may be required for court proceedings; communicating and corresponding with attorneys and self-represented litigants about cases, legal proceedings and upcoming hearings; compiling needed case files or other documents needed for court; producing copies of electronically recorded court hearings and trials; preparing orders and other documents in certain court proceedings; maintaining courtroom and chambers with necessary supplies and insuring that needed electronic equipment is in working order and acting as court bailiff during jury trials as needed.

Unfortunately, Court Commissioners have not had judicial assistants assigned except in limited circumstances, despite the fact that many of the same (above) services are required for the approximately 8000 hearings they hold each year. Currently, judicial assistants provide limited support to the Court's three Commissioners on an as-available basis. Other support is provided by Superior Court staff when time permits and over approximately the past ten years the Commissioners receive approximately 20-30 hours of support each week from a legal secretary at juvenile court. Unfortunately, this legal secretary has juvenile court responsibilities that are not met because of the support of the court commissioners and the juvenile work is falling behind. If approved, filling this position will permit the legal secretary staff at Juvenile Court to fulfill their responsibilities to probation staff without incurring overtime costs, and provide the Court's Commissioners with the support needed to fulfill the above-described duties. Funding for this position is sought from the General Fund on a permanent basis.

*Over half of the 2,400 Domestic Relations cases filed each year do not utilize attorneys. This places an additional burden on judicial officers and staff to assist and educate the unrepresented parties.

Liability/Risk/Safety Impacts:

Most Court proceedings are on a statutory timeline and must be completed in a timely manner. Many of the proceedings heard by Court Commissioners involve the welfare of children who could be at risk if cases are not heard in a timely manner.

Positive Impact to Citizens:

Overall service improvements, particularly to parties involved in divorce, child custody and child dependency cases. Current understaffing negatively impacts the juvenile caseworkers and the Court's Commissioners.

Efficiency Gains:

This is expected to permit the juvenile legal secretaries to complete their work each week and eliminate the potential for overtime. If this position is not approved, it is likely that Juvenile Court will seek an additional Legal Secretary position.

Workforce Engagement and Contributions:

Staff morale improvement is expected due to timely work completion.

Impacts/Outcomes if not approved:

As the workload of the Legal Secretary unit of Juvenile Court grows, continued use of Juvenile legal secretarial staff to assist the Court Commissioners could result in incomplete work in that department or excessive overtime use or both. Judges’ work may not be completed in a timely manner if staff is diverted to assist commissioners.

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	\$ 64,447	(\$ 64,447)	\$ 0	\$ 131,465	(\$ 131,465)
Totals			\$ 0	\$ 64,447	(\$ 64,447)	\$ 0	\$ 131,465	(\$ 131,465)

SUP-02-17RA Superior Court Purchase Equipment to Implement Video Arraignment

New Request

Contact: name: Jeffrey Amram email: jeff.amram@clark.wa.gov phone: Ext. 4266

The Superior Court Judges conduct arraignments and first appearance hearings daily. The majority of these are heard in the arraignment courtroom on the ground floor of the Courthouse. Defendants in the custody of the Sheriff are transported from the jail to the Courthouse , generally in shackles for the security of the Court staff, public, transport officers and defendants, themselves. Recent appellate court rulings have found that shackling of defendants, not adjudicated as guilty is a civil rights violation and that Courts are required to determine, on an individual basis, whether an inmate must appear in Court in shackles. Given the large number of prisoners transported to court daily, such an individual determination would slow proceedings significantly and would either require additional transport personnel or judicial officers or both. A partial solution implemented in many courts around the country is to arraign defendants via closed circuit television (Video Arraignment) without removing them from the jail. Electronic equipment not currently owned by the Court or County is required to implement video arraignment within the statutory and court rule parameters. TV monitors are needed for the Courtroom and for private attorney-client conferences. Printer(s), software licenses and other equipment for signing forms electronically is required. These are one-time expenditures.

Liability/Risk/Safety Impacts:

Higher courts in Washington State have not yet ruled on the necessity of unshackling defendants, however, there are legal risks to the County if certain court rulings are not adhered-to by trial courts. Additionally, simply unshackling defendants considered to be dangerous enough to be held in jail prior to their hearings/trials would create a significant safety issue for jailers, court staff and the general public. The costs of not conducting arraignments and first appearance hearings in a manner that complies with the higher court rulings while preserving public safety could be considerable.

Positive Impact to Citizens:

Not transporting defendants from jail to court would improve the public’s safety while in the Courthouse.

Efficiency Gains:

Arraignments and first appearance hearings conducted via videoconference would not require the significant staffing increases needed to transport defendants unshackled given the current guild contracts and officer safety rules. Additional court/judge personnel would not be required if videoconferencing utilized compared to a process that transported one defendant at a time, unshackled.

Workforce Engagement and Contributions:

While out-of-custody and other defendants would still come to Court if this proposal is implemented, existing staff would likely be unaffected. It is likely that the same number of transport staff would be required.

Impacts/Outcomes if not approved:

The hours required for criminal court proceedings could increase significantly, transport staffing increases could result and public and staff safety in the courtroom would be reduced. Legal proceedings against the County are also a possibility.

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	\$ 15,000	(\$ 15,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 15,000	(\$ 15,000)	\$ 0	\$ 0	\$ 0

TRS-01-17RA Treasurer’s Office Adjust Tourism Promotion Area Fund budget

New Request

Contact: name: Anthony Glenn email: Anthony.glenn@clark.wa.gov phone: 360-597-2254, Option 4

This budget package proposes to increase ongoing revenue and expense budget capacity by \$500,000 in the Tourism Promotion Area Fund. These adjustments are necessary to record and pass-through higher than anticipated hotel/motel revenues.

Background: In 2004 the County entered into an interlocal agreement with the City of Vancouver and the Southwest Washington Convention & Visitors Bureau (CVB) to establish a City-County Tourism Promotion Area (TPA). The TPA includes the entire unincorporated area of the County and the entire area within the corporate limits of the City. The purpose of the TPA is to collect revenue to fund the promotion of tourism and convention business. TPA revenues are passed through to the CVB for the benefit of tourism-related industries located within the County and the City. Revenues to fund the promotion are generated from a \$2.00 per room per night charge on operators of eligible lodging businesses located within the City-County TPA.

Per the agreement, all TPA revenues received by the County shall be deposited into a TPA Fund established with the Clark County Treasurer. These revenues shall not lapse at the close of any budget cycle during the duration of the agreement. Further, all of the revenues received by the County shall be allocated to the CVB and forwarded within twenty (20) days of receipt by the County.

Liability/Risk/Safety Impacts:

If this package is not approved, the County risks breaching the interlocal agreement.

Positive Impact to Citizens:

Tourism Promotion Fund revenues are passed to the Southwest Washington Convention and Visitors Bureau in order to promote tourism related industries throughout the County.

Efficiency Gains:

None

Workforce Engagement and Contributions:

None

Impacts/Outcomes if not approved:

If this package is not approved, the Treasurer’s Office would be unable to make the necessary transfers to the Convention and Tourism Bureau within the timeframe prescribed in the interlocal agreement. This may place the County out of compliance with the interlocal agreement.

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
1031	Tourism Promotion Area (TPA)	Ongoing	\$ 500,000	\$ 500,000	\$ 0	\$ 500,000	\$ 500,000	\$ 0
Totals			\$ 500,000	\$ 500,000	\$ 0	\$ 500,000	\$ 500,000	\$ 0

TRS-03-17RA Treasurer's Office Required debt fund updates

Previously Approved by Council

Contact: name: Anthony Glenn

email: anthony.glenn@clark.wa.gov

phone: 360-597-2254, Option 4

In March 2017, the Clark County Board of Councilors approved Resolution No. 2017-03-09 authorizing the Treasurer's Office to administer the refinancing of the County's 2006 LTGO Bonds, totaling \$24,500,000. The refunding was completed in May of 2017 and, as with all refundings, requires that additional appropriation be granted to allow for the payoff of the old debt and the issuance of the new refunding bonds. This technical budget package addresses these requirements by increasing the revenue and expense budget in the Debt Fund (2914) to reflect the issuance of the 2017 refunding bonds, as well as the defeasance of the remaining 2006 bonds. Additionally, this budget package increases the revenue and expense budget in the Debt Fund to reflect additional Public Works Trust Fund (PWTF) loan draws that were taken subsequent to the 2017-18 budget adoption. Lastly, this budget package increases revenue in the Economic Development Dedicated REET Fund (3083) to account for the \$146,449 transfer from the Fairgrounds Fire Facility Board Fund (6254) for its portion of the debt payment from the refunding of the 2005 bonds.

Background: In January of 2006, the Board of County Councilors (BOCC) approved Resolution No. 2006-01-07 authorizing the issuance of \$36,285,000 in Limited Tax General Obligation (LTGO) Refunding Bonds. These bonds refunded bonds previously issued in 1999 and 2001. These bonds were instrumental in financing the following major County projects:

- * 1999 LGTO Bonds, \$6,400,000 - Financed the construction of a work center for the detention of eligible low-risk offenders and the purchase of equipment for other County facilities.
- * 2001 LGTO Bonds, \$37,090,000 - Financed the construction, equipping and furnishing of the Public Service Center Building. The proceeds also financed the relocation of County employees and personal property and the construction and equipping of related parking facilities.

Per County debt policy, the Treasurer's Office is responsible for the administration and management of the County's debt. As part of the Office's active debt management strategy, the Treasurer's Office, in coordination with its financial advisor (Public Financial Management Inc. - PFMI), continuously review the County's debt portfolio for savings opportunities. Based on the interest rates and call provisions of the 2006 LTGO Refunding Bonds and the market conditions at the time, the Treasurer's Office and PFMI concluded the County could achieve interest cost savings by refunding those bonds. On May 4, 2017, the Treasurer's Office completed the refunding, achieving a Net Present Value savings of 8.77% over the remaining life of the debt.

This package also budgets a transfer from REET 2 fund 3083 to REET 1 fund 3056 in order to supply revenue to cover eligible debt payments in the amount of \$6.2 million for the biennium, budgeting the eligible debt in REET 1. This is because currently the resources available in REET 2 fund 3083 are greater, allowing to support the debt payments budgeted in REET 1, where the majority of debt payments come from. There is no fund balance impact for these changes for the two REET funds together.

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	\$ 164,176	(\$ 164,176)	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise Tax Fund - I	One-Time	\$ 6,200,000	\$ 5,973,909	\$ 226,091	\$ 0	\$ 0	\$ 0
3083	Real Estate Excise Tax II Fund	One-Time	\$ 146,449	(\$ 228,865)	\$ 375,314	\$ 0	\$ 0	\$ 0
2914	General Obligation Bonds Fund	One-Time	\$ 23,674,220	\$ 23,674,220	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 30,020,669	\$ 29,583,440	\$ 437,229	\$ 0	\$ 0	\$ 0

TRS-04-17RA Treasurer's Office Joint Payment Processing Center Replacement

Previously Approved by Council

Contact: name: Alishia Topper email: Alishia.topper@clark.wa.gov phone: ext. 4470

In response to a recently approved Council action to dissolve the Remittance Processing Center, the Clark County Treasurer's Office requests to eliminate a Program Coordinator 1 (\$148,543) and transfer the majority of the salary & benefits savings, \$134,243, to the Treasurer's Office professional services budget to implement a third party replacement solution. The remaining resources, \$14,300, will be transferred to Animal Control to cover costs related to the new payment processing solution. These General Fund adjustments are ongoing and, at the Countywide level, are budget neutral.

Background: At the request of the Treasurer's Office, in February 2017, the Board of County Councilors approved Resolution No. 2017-02-14 dissolving the Joint Payment Processing Center intergovernmental agreement with Clark Public Utilities. Accordingly, it also terminated all related client agreements in order to end operations at the Joint Payment Processing Center no later than June 30, 2018. Among many other considerations, the basis of this decision largely focused on declining payment volumes and an inability to recover the full costs of the operations without raising rates above private sector pricing.

Since February, the Treasurer's Office has been working to evaluate and select the best replacement payment processing solution for property tax payments and other County departments that are current clients of the Remittance Center, including the Auditor's Office and Community Development (Animal Control). The project team analyzed four distinct remittance operation models to include the following:

In-House. Provides for in-house processing of all County remittance payments leveraging remittance software (SaaS) and physical extraction & scanning equipment.

Outsource. Contracting with a third-party service provider to process all County remittance payments.

Hybrid. Remittance payments processed in-house outside of peak tax season activity and outsourcing payments to a third party service provider during tax season.

Partnership. Recreation of our current remittance processing center operations and memorandum of understanding (MOU). An investment in top of the line software and hardware would be required to be a marketable and profitable provider of this service.

After a full analysis and based on budget impacts, benefits, risks, technology requirements, staff time and ease of implementation, the Treasurer’s Office and Animal Control selected to outsource remittance processing services and contract with Retail Lockbox. The processing of Auditor’s Office payments will be brought in-house and be accomplished within current staffing levels.

The Clark County Treasurer’s Office and Animal Control will be leveraging the City of Tacoma’s RFP FI14-0028F as the competitive process used for vendor selection. This is in compliance with Chapter 39.34 of the Revised Code of Washington and is named the Interlocal Cooperation Act. The contracts will likely be submitted for board approval in the third quarter of 2017. The estimated implementation date is January 1, 2018.

Although payment processing costs are projected to increase for Animal Control, costs for the Treasurer’s Office will decline. This budget neutral request reflects this cost shift. Any savings realized in upcoming years through declining payment volumes or otherwise will either be redirected or offered up in future budget processes.

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-05-17RA Treasurer’s Office Transfer expense budget to Clerk's Office

Budget Neutral

Contact: name: Anthony Glenn email: Anthony.glenn@clark.wa.gov phone: 360-597-2254, Option 4

This budget neutral package proposes to transfer ongoing General Fund expense budget capacity from the Treasurer’s Office to the Clerk’s Office to cover the cost of armored car services. The total amount of the transfer for the 2017-18 biennium is \$2,308. The transfer will be \$1,731 each year thereafter.

Background: The Treasurer’s Office is in the process of renewing the armored car services contract with Loomis. In prior years, the Treasurer’s Office covered this cost for the Clerk’s Office despite having its pickups at different locations. In association with the renewal of the contract, the Clerk’s Office and the Treasurer’s Office have agreed to split the cost of the armored car services based on their respective pickup locations and frequency. This split will allow both offices to monitor their individual deposits and costs more efficiently and will better reflect the total operating costs of each 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	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0