

CLARK COUNTY STAFF REPORT

DEPARTMENT: Auditor – Recording and Auto Licensing Departments

DATE: August 4, 2020

REQUESTED ACTION:

Approve the use of CARES Act funds to reimburse for the installation of protection shields installed in the Auto Licensing and Recording Departments to meet L&I employee safety requirements.

☒ Consent ☐ Hearing ☐ County Manager

BACKGROUND

Due to the COVID-19 pandemic and the employee/public safety issues caused by it, we must install protection shields in the Recording and Auto License Departments due to the workspace configuration of these offices. Both departments have low cubicle configurations (42 inches high), therefore, to meet L&I requirements for safety, we must install plexiglass protection shields between cubicle workspaces and public facing to a height of at least 12 inches higher than the head of the employee and this must be done on three sides of the cubicle. Scott Gage with Occupational Health and Safety has visited our workspaces and approved the plans for the installation of the of the protection shields as meeting the requirements of L&I. Without the installation of the protection shields the staff will be unable to carry out their duties safely.

In Recording we do have one-half of the staff working remotely, but due to the configuration of the workspace and height of the cubicle walls, we must install the plexiglass in order to avoid staff being required to wear masks at all times, even at their workstations. We are unable to further reduce staff in the office and meet the customer service needs of the department.

In Auto Licensing we are unable to work remotely due to the requirement to use the State DRIVES database and the Department of Licensing requirement to use their equipment to access the system. We are not allowed remote access to DRIVES.

We are requesting CARES Act funds for this installation as we do not have budget capacity to absorb this expense. We have already spent funds for COVID-related expenditures and have exhausted our current budget.

COUNCIL POLICY IMPLICATIONS

There are no changes to Council policy as a result of this request.

ADMINISTRATIVE POLICY IMPLICATIONS

There are no changes in administrative policy as a result of this action.

COMMUNITY OUTREACH

N/A

BUDGET IMPLICATIONS

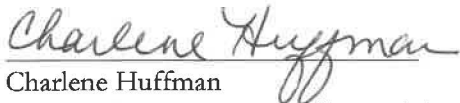
| YES | NO | |
|-----|----|--|
| | X | Action falls within existing budget capacity. |
| | X | Action falls within existing budget capacity but requires a change of purpose within existing appropriation |
| X | | Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager. |

BUDGET DETAILS


| | |
|--------------------------|-------------------|
| Local Fund Dollar Amount | \$9,741 |
| Grant Fund Dollar Amount | |
| Account | General fund 0001 |
| Company Name | Anderson Glass |

DISTRIBUTION:

Council staff will post all staff reports to The Web. <https://www.clark.wa.gov/council-meetings>


Charlene Huffman

Program Manager – Recording and Auto Licensing


Greg Kimsey
Clark County Auditor

Primary Staff Contact: Charlene Huffman #4791:

APPROVED:

CLARK COUNTY, WASHINGTON
CLARK COUNTY COUNCIL

DATE: _____

SR# _____

APPROVED: _____
Kathleen Otto, Interim County Manager

DATE: _____

BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

Approving this request would enable the use of CARE Act funds to reimburse the department that does not have capacity in the 2020 budget to absorb the expenditures.

Part II: Estimated Revenues

| Fund #/Title | 2020 Annual Budget | | 2021 Annual Budget | | 2022 Annual Budget | |
|-------------------------------|-----------------------|-------|-----------------------|-------|-----------------------|-------|
| | GF | Total | GF | Total | GF | Total |
| 0001 General Fund (CARES Act) | 9,741 | 9,741 | 0 | 0 | 0 | 0 |
| | | | | | | |
| | | | | | | |
| Total | 9,741 | 9,741 | 0 | 0 | 0 | 0 |

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up

| Fund #/Title | FTE's | 2020 Annual Budget | | 2021 Annual Budget | | 2022 Annual Budget | |
|---------------------------|-------|-----------------------|-------|-----------------------|-------|-----------------------|-------|
| | | GF | Total | GF | Total | GF | Total |
| Recording PG0390 CC116 | | 6082 | 6082 | 0 | 0 | 0 | 0 |
| Auto License PG0470 CC114 | | 3659 | 3659 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| Total | | 9741 | 9741 | 0 | 0 | 0 | 0 |

III. B – Expenditure by object category

| Fund #/Title | 2020 Annual Budget | | 2021 Annual Budget | | 2022 Annual Budget | |
|----------------------|-----------------------|-------|-----------------------|-------|-----------------------|-------|
| | GF | Total | GF | Total | GF | Total |
| Salary/Benefits | | | | | | |
| Contractual | | | | | | |
| Supplies | 9741 | 9741 | | | | |
| Travel | | | | | | |
| Other controllables | | | | | | |
| Capital Outlays | | | | | | |
| Inter-fund Transfers | | | | | | |
| Debt Service | | | | | | |
| Total | 9741 | 9741 | 0 | 0 | 0 | 0 |



2516 E 4th plain blvd
Vancouver, Wa 98661
360-696-0194
7/24/20

Estimate

JOB: County Recording Department

SCOPE: Glass tops on existing furniture

Price to supply and install extensions onto existing furniture.

Stanchions on ends to 6'

Tempered safety glass

Top of glass to be 6' off floor

Infill sections in 2 spots where furniture needs to be extended.

Price includes PW

\$5610.00 + tax if applicable.

Thanks, Mike



2516 E 4th plain blvd
Vancouver, Wa 98661
360-696-0194
7/27/20

Estimate

JOB: Department of Licensing

SCOPE: sneeze shields

**Price to put up sneeze shields onto existing furniture (cubicles)
They are to be put up between stations and across the front.**

**1/4" clear tempered safety glass
Posts to 6' at ends of cubicles for support
U channel on walls**

**We are leaving existing sneeze shields and adding to them.
Price includes PW**

\$3375.00 + tax if applicable.

Thanks, Mike