



To: Budget Office, County Manager and County Council

From: Bryan Farrell, Court Administrator, Clark County District Court

Date: August 11, 2025

Subject: 2026 Annual Budget Process – Executive Summary of General Fund Needs

Issue or Issues that Need to be Considered by Council

Clark County District Court offers numerous services to the public, including the Superior Court, Juvenile Court, Prosecuting Attorney's Office, Defense Counsel, Jail Services, Battle Ground Municipal Court, and Camas/Washougal Municipal Court. The District Court comprises court-related services, probation and pretrial, community restitution, and interpreter services. Many of these services are mandatory requirements or have mandated components.

The District Court has seen a 16% increase from 33,098 cases to 38,296 case filings in overall caseload between 2023 and 2024, with an increase of 22% from 5,791 cases to 7,044 cases in the more complex misdemeanor case types. As caseload filings continue to increase in 2025, we are projecting a total of 46,738 cases this year. This equates to a 19% increase in case filings between 2024 and 2025. Misdemeanors have surpassed pre-COVID numbers already in 2024, with case numbers still on the rise. These numbers in particular affect not only court operations, but Probation, Pretrial, and Community Restitution Services workloads.

District Court has various operational requirements and needs laid out in the request for the annual 2026 Budget related to caseload increases not only in District Court, but also caseload increases from all judicial partners. While some requests directly relate to cost recovery models, other business needs relate to savings in other areas of Clark County (jail cost, for example), contract cost, or yield benefits tied to the sheer presence of programs or program components (Interpreter Services or Community Restitution/Mabry Center). Yet other business needs are tied to District Court's data and document management system, which the Administrative Office of the Courts has scheduled to replace our case management system in July 2027 at no additional cost to Clark County.

District Court has not had an increase in staff positions for at least nine (9) years. District Court has operated by restructuring and reclassifying positions throughout this time.

Revenue

Among the collection of fines and fees, Clark County holds interlocal agreements with the City of Vancouver and the Cities of Camas and Washougal governed by the Interlocal Cooperation Act (RCW, Ch. 39.34) and the City and County Jails Act (RCW, Ch. 70.48, as amended). These agreements allow for operational cost recovery for court operations through a billing model by case types. Respective revenue is received via Revenue Category 'R0134 District Court Services'. For Probation, Pretrial, and Community Restitution, these agreements allow billing through a model to receive revenue for specific units of measurement into revenue categories 'R0201 SB 6211 Corrections Revenue' and 'R0202 Corrections Work Program.'



District Court Operations: Clark County District Court will see a significant increase in cost recovery in 2026 due to updates to our Jurisdiction Billing model that allows for cost recovery by case type. This increase in cost recovery would cover the majority of our 2026 budget requests. In collaboration with the Auditor's Office, District Court has re-worked the revenue recovery model. The new model is expected to yield a projected total of \$4.88 million in cost recovery for 2026 from the municipalities. This is an increase of nearly \$3.1 million from a projected cost recovery of \$1.78 million in 2025. This translates to a recovery of 59% of District Court's 2026 Budgeted cost related to the General Fund in Cost Centers CC121-District Court Services Division and CC296-District Court Administration.

Interpreter Services: The service cost of the Interpreter Services program is offset by being billed back to the municipalities through various interlocal agreements and to the Administrative Office of the Courts via Interagency Agreement IAA24388 and IAA25442. In 2024, a total of \$481,626 was billed back to the municipalities and AOC, with City of Vancouver making up 44%, AOC 52%, and other municipalities 4%. Whereas directly related costs and a percentage of general costs can be recovered from municipalities, the cost for interpreter services related directly to District Court and District Court's judicial partners, Superior Court, Juvenile Court, and others is only marginally recoverable. An interagency agreement for reimbursement of interpreter service costs has not been established between District Court and Superior Court and other judicial partners.

Probation and Pretrial: For Probation and Pretrial, the cost recovery model is currently being reworked and will be billable in 2027. In 2024 District Court recovered over \$2 million in eligible costs under the interlocal agreements, which translates to an approximate recovery of 54% of the entire cost directly related to the General Fund for the District Court Probation and Pretrial Division. However, another major factor to be considered for Probation and Pretrial is the impact of the Electronic Monitoring program as an alternative to incarceration. In 2024, the Electronic Monitoring program had a potential jail cost savings of \$10.5 million.

Community Restitution: A large part of Community Restitution cost can be recovered from the jurisdictions to which these services have been provided. This revenue is reflected in Revenue Category 'R0201 SB 6211 Corrections Revenue' for District Court. In 2024, a total Community Restitution (Cost Center 'CC123 Community Restitution Program') cost of \$2,525,885 related to the General Fund was offset by cost recovery of \$425,143 in Revenue Category 'R0201 SB 6211 Corrections Revenue'. In addition to this, Mabry Center holds other Interlocal agreements that saw income in revenue categories 'R0202 Corrections Work Program' and 'R0158 Work Crew Labor' totaling an additional \$734,126. Altogether, Mabry Center billed-back \$1,159,269 (not including grants) to customers. For 2024, this was an overall cost recovery of 46%. In addition to cost recovery and bill-back for services, Mabry Center provides an alternative to jail time served, offsetting a significant amount of jail costs, and provides the added benefit of extensive public litter cleanup, landscaping, and gardening services with donations to the food bank.

Rule

Rules are listed below by request: (grouped by type and operation)

- **Revenue:**
 - Interlocal Cooperation Act (RCW, Ch. 39.34) and the City and County Jails Act (RCW, Ch. 70.48, as amended);
 - Interagency Agreement between Washington State Administrative Office of the Courts and Clark County District Court (IAA25442 for 2025; renewed IAA expected for FY 2026);



- Interlocal Agreements: #2025-COR-101 (Clark County and City of Vancouver), #2025-COR-103 (Clark County and City of Camas);
- Interlocal Agreement between City of Vancouver and Clark County for Jail, Court, and Correction Services (Jurisdiction/6211 Billing for Work Crew);
- Interagency Agreement: #2025-COR-102 (Clark County District Court and Clark County Department of Public Works).

District Court Operations:

- DST-07-26AD District Court Civil – Court Assistant II: RCW 4.16, RCW 12.04
- DST-09-26AD District Court OnBase Document Management System Subscription: Paperwork Reduction Act, RCW 2.68, RCW 42.56
- DST-14-26AD District Court Administration – Communication Services: RCW 7.105.205
- DST-15-26AD District Court Data Processing and Communication Services: RCW 71.24.908, RCW 10.97.030
- DST-16-26AD District Court – Civil Protection Order e-filing Subscription: Civil Protection Order statute Chapter 7.105 RCW, Washington House Bill E2SHB1320

Interpreter Services:

- DST-06-26AD Interpreter Services Program Manager I and Staff Interpreters: RCW Chapter 2.42; RCW Chapter 2.43
- DST-12-26AD Interpreter Services Increase of Baseline Funding: RCW 2.43; Interagency Agreement between Washington State Administrative Office of the Courts and Clark County District Court (IAA25442 for 2025; renewed IAA expected for FY 2026); various Interlocal Government Agreements.

Probation and Pretrial Services:

- DST-02-26AD Electronic Monitoring Program: RCW 7.105, RCW 2.56.260, RCW 36.28A.330, RCW 10.21.055
- DST-03-26AD Probation and Pretrial Electronic Monitoring Program Positions: RCW 7.105, RCW 2.56.260, RCW 36.28A.330, RCW 10.21.055
- DST-04-26AD Case Manager Lead and Case Managers Probation and Pretrial: Washington Rule ARLJ 11
- DST-08-26AD Probation Service Specialists – Verification: RCW 10.101.010(3)
- DST-17-26AD Probation and Pretrial Risk Assessment Trainer Certification: RCW 10.61.120 (ongoing risk assessment)

Community Restitution:

- DST-13-26AD Community Restitution Supplies: Interlocal Agreements: #2025-COR-101 (Clark County and City of Vancouver), #2025-COR-103 (Clark County and City of Camas); Interlocal Agreement between City of Vancouver and Clark County for Jail, Court, and Correction Services (Jurisdiction/6211 Billing for Work Crew); Interagency Agreement: #2025-COR-102 (Clark County District Court and Clark County Department of Public Works).



Analysis

District Court encourages the review of the individual annual 2026 Budget Requests for more detailed information.

District Court does not comprise a single business model or model of operation as the baseline of operation and related cost and revenue or cost recovery relates to specific business models, data sets, clients served (public, municipal, and justice partners), and modes of operation. For ease of summarization, the following areas are identified: 1. District Court/Court Operations, 2. Interpreter Services, 3. Probation and Pretrial, 4. Community Restitution (Mabry Center).

1. **District Court Operations:** (DST-07-26AD) Court operations have seen a significant increase in caseload. Caseload increases, coupled with operational costs, will yield the aforementioned revenue in the form of cost recovery. In this model, any cost increases will yield additional cost recovery increases. In turn, this cost recovery should be considered for re-investment into services. Civil case filings have increased by 41% from 2023 to 2024, with a projected increase by an additional 25% by the end of 2025. From 2019 to the end of 2025, workload has increased by 35% for each of the currently three (3) staff members, to justify the request for an additional staff member. While civil case types are not billed directly to the municipalities under the existing interlocal agreements, the cost of this position will be built into the cost recover model.

Ongoing request for Communications (Zoom and SysAid): (DST-14-26AD) This request considers the need for Zoom as a tool for virtual courtroom operations with ongoing costs for future years. SysAid is a tool used by the District Court Information Technology Team to operate more efficiently and in tandem with Clark County Information Technology.

Data processing, document management, and e-filing: (DST-15-26AD, DST-16-26AD). These are one-time requests that are expected to phase out with the Washington State Administrative Office of the Courts' implementation of the new data management system (Enterprise Justice and Enterprise Supervision) at District Court in July 2027.

2. **Interpreter Services:** A continuous rise in caseload directly affects District Court Interpreter Services. Clark County District Court currently manages interpreter assignments for all court-related activities in District Court, Superior Court, Juvenile Court, Prosecuting Attorney's Office, Defense Counsel, Jail Services, Battle Ground Municipal Court, and Camas/Washougal Municipal Court. With increased cost related to an increase in interpreter requirements, District Court has projected an increase in cost due to these services having to be provided at two separate locations in the near future, as District Court is foreseen to move to another location (DST-12-26AD). District Court sees the need for a Program Manager 1 and two in-house staff interpreters (DST-06-26AD). Chuukese and Spanish have the highest language requirements and the greatest contract cost. The cost of the staff interpreter positions can be covered through contract savings and cost recovery of interpreter assignments. Part of the Program Manager position can be recovered through District Court's cost recovery model.
3. **Probation and Pretrial:** Caseload increases, especially related to the misdemeanor case type, directly relate to Probation and Pretrial caseload and clients served. Probation and Pretrial Services have moved from compliance monitoring to evidence-based practices and are in the process of pursuing accreditation in both probation and pretrial. Best practices as defined by the American Parole and Probation Association (APPA) and laid out in a study by the City of Vancouver in 'City of Vancouver,



Washington Correction Services Review for Misdemeanant Populations June 18, 2019 ' show that maintaining services at a quality level requires increased staffing levels (DST-04-26AD). Cost recovery for these positions is provided in the existing and future cost recovery model. The Electronic Monitoring Program has been in existence for the last three years, and grant funding has been gradually replaced by permanent funding without an interruption of services. District Court has requested that the program be defined in its own program category due to the size and impact of services provided (DST-03-26AD). The major impact of this program lies in over \$10.5 million in jail cost savings. This program will be built into the future model of cost recovery for Probation Services. The cost of staff requested for this program (DST-04-26AD) will be recovered in large part via the cost recovery model.

4. **Community Restitution:** Mabry Center offers Work Crew as an alternative sentencing program designed to reduce jail overcrowding by providing District and Superior Court offenders a work option to meet court obligations. This includes the option to work off fines, program fees, community service, and jail sentences. In addition to screening, Probation Services staff monitor the type of work assigned and ensure that offenders complete their assigned tasks. Mabry Center has not had any major tool replacements since 2016 and would like to build a regular tool replacement schedule into the supply budget, based on the average life cycle of small tools. Mabry Center nearly maximized the supply budget over the last three years and does not see building a replacement schedule into the current supply budget as possible and has been requesting one-time funding of \$15,000 from last year (DST-13-26AD). Mabry Center holds various Interlocal Agreements and one Inter-Agency Agreement with Public Works, on which these tools come into daily use. Mabry Center is included in the Probation, Pretrial, and Community Restitution cost recovery model.

Conclusion

Clark County District Court will see a significant increase in cost recovery in 2026 due to updates to our Jurisdiction Billing model that allow for cost recovery by case type. Reinvesting this cost recovery revenue in the areas submitted for the 2026 budget will allow District Court to fill gaps in programming and continue to enable us to provide services to the public in an efficient way. Our budget requests are backed up by our mission statement of delivering exceptional justice services, providing equitable access to the court and its programs, treating everyone with fairness and respect, and promoting diversity in our community and operations.

All District Court programs are in need, and we have identified our critical needs in this executive summary, as well as our staff reports. Data has been a significant driver in our operational decision-making, and it is provided to support our 2026 budget requests.



To: Budget Office, County Manager and County Council

From: Bryan Farrell, Court Administrator, Clark County District Court

Date: August 11, 2025

Subject: 2026 Annual Budget Process – Executive Summary of General Fund Needs

Issue or Issues that Need to be Considered by Council

Clark County District Court will see significant increases in cost recovery revenue in 2026 due to updates to our Jurisdiction Billing model. This revenue increase would cover the majority of our 2026 budget requests. Clark County District Court operates an electronic monitoring program that serves both District Court cases and Superior Court cases. Electronic monitoring has previously been paid for in part through grant funds, which have now expired. District Court has exhausted all other options for obtaining funding. We are requesting permanent financing for this program, knowing that our cost recovery revenue will be increasing. The most significant part of our request is to cover the cost of the Victim Notification program, which is an unfunded mandate.

Due to changes in legislation and external funding components in support of related programs, District Court's Probation and Pretrial Division has implemented an extensive Electronic Monitoring program that comprises electronic home monitoring of clients to include:

- Electronic Monitoring with Victim Notification Technology (EMVNT): In 2020 Washington State Legislature adopted the Tiffany Hill Act that requires courts to offer real time monitoring of domestic violence offenders via Global Positioning System technology per RCW 7.105 and RCW 2.56.260. This technology allows for mobile monitoring of offenders and notification of victims and law enforcement if the offender comes within a specified distance of the victim's location. Both Superior and District Court pretrial defendants are ordered to EMVNT. District Court implemented this program with State grant funding in June 2021 with great success. Grant funding to support indigent defendants ordered to EMVNT has permanently expired.
- Alcohol Monitoring & Electronic Home (Probation) and Alcohol Monitoring (Pretrial) for indigent Driving under the Influence (DUI) offenders: The wearable alcohol monitor tests for alcohol consumption every 30 minutes, around the clock. This meets the 24/7 sobriety program definition in RCW 36.28A.330 and complies with Conditions of Release Requirements in RCW 10.21.055. It also creates enhanced accountability for individuals with alcohol-related offenses, support for behavior change, and increased community safety. The alcohol monitoring component serves both Superior and District Court pretrial defendants. The alcohol and home monitoring component serves District Court supervised probation clients. This part of the program, supporting indigent offenders, had been funded by a State grant, which is now expiring.
- Drug Testing is frequently a pretrial release condition. This part of the program serves both Superior and District Court pretrial indigent defendants and complies with the Conditions of Release Requirements in RCW 10.21.055.

The electronic monitoring programs serve as alternatives to jail. Low-income people and people of color are disproportionately affected by the financial requirements associated with pretrial release. Removing the financial



barrier for indigent defendants' participation in court ordered electronic monitoring serves to ease some of the disparity. Additionally, the cost of imprisonment is on average about six times higher than the cost of electronic monitoring.

According to the Columbian, from 2021 to 2022 there was a 43% increase in the number of individuals entering the homelessness system in Clark County. There has also been an increase in the percentage of indigent defendants for both Superior and District Court.

There has been an increase in criminal case volume in both Superior and District Court, resulting in an increase in cases ordered to pretrial services and supervised probation. Both areas averaged an increase of 13% case volume per year over the last three years, with early indicators reflecting the increase will be higher this year (2025). Criminal filings have increased by an average of 24% so far this year (2025) for District Court.

Demand for the Electronic Monitoring with Victim Notification Technology (EMVNT) part of the program increased by 195% between the first and fourth quarter of 2024. This is largely due to the Clark County Prosecuting Attorney's Office requesting EMVNT be ordered on all domestic violence cases and on some violent non-domestic violence cases where there is an identified increased threat to the victim(s).

Having the ability to utilize this service provides the courts the option of releasing some defendants from the Clark County Jail while their court case is pending. Placing defendants on Electronic Monitoring is an effective way to monitor clients while in the community. This allows clients to continue to provide for their families and engage in services such as substance use treatment or behavioral health services while navigating through the court system. In 2024 Electronic Monitoring participants served 54,109 program days. Utilizing the 2024 cost per bed day jail rate (\$196.85) that is approximately \$10,650,000 in jail cost savings. All program components serve clients of both District Court and Superior Court.

Anticipating the eventual loss or decline of grant funding, District Court had gradually requested permanent budget funding in prior years. For 2025, District Court received budget funding of \$348,400 to support electronic monitoring and related services. District Court had requested a reduction from \$960,000 to \$348,400 for 2025, based upon a projection of existing data and already anticipated grant funding at the time. This projection was done prior to the Prosecution Attorney's Office recommending GPS with Victim Notification on all cases that involved a victim, starting in the latter part of 2024. This unexpectedly caused a spike in cost to exceed any prior budget projections and affects any future projections.

District Court is requesting \$930,000 in additional continuous funding to cover the cost of this program in future years. The following layout shows already existing and anticipated funding, projected program cost, and an anticipated shortfall for which District Court is asking for additional funding with this request.

Rule

RCW 7.105, RCW 2.56.260, RCW 36.28A.330, RCW 10.21.055

**Analysis**

In accordance with Interlocal Agreements per Interlocal Cooperation Act (RCW, Ch. 39.34) and the City and County Jails Act (RCW, Ch. 70.48, as amended), a large part of this cost will be offset by cost recovery from the jurisdictions to which these services have been provided. This revenue is reflected in Revenue Category 'R0201 SB 6211 Corrections Revenue' for District Court. In 2024, a total Probation and Pretrial (Cost Center 'CC122 District Court Probation Division') cost of \$3,854,646 related to the General Fund was offset by cost recovery of \$2,080,512 in Revenue Category 'R0201 SB 6211 Corrections Revenue'. For 2024, this was a cost recovery of 54%. An increase in operational cost for Probation and Pretrial will directly increase cost recovery.

In collaboration with the Clark County Auditor's Office, District Court is in the process of re-working the rate setting model to reflect standard practices as laid out for evidence-based practices of the Probation and Pretrial Division. This model will be ready for billing in 2027. The revision foresees an integration of the Electronic Monitoring Program directly into the billing structure. The City of Vancouver had undergone a major study in 2019, published in 'City of Vancouver, Washington Corrections Services Review for Misdemeanant Populations', by Justice Systems Partners. The City of Vancouver specifically had requested to adopt the evidence-based model for Probation and Pretrial services. The major impact of the Electronic Monitoring program lies in being an alternative to incarceration. In 2024, the Electronic Monitoring program had a potential jail cost savings of \$10.5 million by providing this alternative.

Funding Sources		2026
General Fund		\$ 960,000
1042 Public Safety and General Sales Tax		\$ 250,000
WTSC Grant for (EHM) Alcohol Monitoring Component (expires 2026)		\$ 90,000
TOTAL		\$ 1,300,000
Program Cost 2026 (Projected)		
Electronic Monitoring with Victim Notification Technology (EMVNT)		\$ 1,430,000
Alcohol Monitoring & Electronic Home (Probation) and Alcohol Monitoring (Pretrial)		\$ 750,000
Drug Testing		\$ 49,500
TOTAL Program Cost		\$ 2,229,500
Funding Shortage (Rounded)		\$ 930,000

Electronic Monitoring with Victim Notification Technology is an unfunded mandate per RCW 7.105 and RCW 2.56.260. Additional service components to the entirety of the electronic monitoring program relate to RCW 36.28A.330, RCW 10.21.055 (Alcohol Monitoring & Electronic Home and Alcohol Monitoring for indigent Driving under the Influence (DUI) offenders), and RCW 10.21.055 (Drug Testing). Electronic Home Monitoring has proven to be a cost effective and efficient alternative to serving time in jail. These services are utilized in both District Court and Superior Court. Electronic home monitoring allows clients to go about their daily lives and remain with their families, keep their job, and maintain their home. Serving time in jail has a much higher cost and separates the individual from their family and carries the additional risk and eventual burden of job and home loss. Future funding of Electronic Home Monitoring is not guaranteed by current sources and either other alternatives have to be found or the County will see higher rates and related cost of jail bookings.



Conclusion

Clark County District Court, in light of a significant increase in our cost recovery efforts, requests that, to comply with an unfunded mandate for Victim Notification and to ensure our indigent community members have an equal opportunity to receive all electronic monitoring services, District Court is requesting \$930,000.00 to fund the program for 2026 fully.



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From: Bryan Farrell, Court Administrator, Clark County District Court

Date: August 11, 2025

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Issue or Issues that Need to be Considered by Council

Clark County District Court will see significant increases in cost recovery revenue in 2026 due to updates to our Jurisdiction Billing model. This revenue increase would cover the majority of our 2026 budget requests. Clark County District Court has seen a significant increase in the need for electronic monitoring over the last few years. This is due in part to increasing case loads. In 2021, the Clark County District Court averaged 120 people on some form of electronic monitoring on a daily basis. Fast forward to 2025, we are now averaging 315 people per day on some form of electronic monitoring and have tried to absorb this work without an increase in staff. District Court is at a breaking point where we need dedicated staff to manage this program. Adding dedicated staff will improve efficiencies within this program for District Court, all stakeholders, and the customers that it serves.

The District Court Probation Services Division operates multiple Electronic Monitoring functions each which serve as alternatives to incarceration and fulfill specific oversight functions for both Superior and District Courts. Electronic monitoring has several benefits, including reducing recidivism, increasing supervision and victim safety, reducing jail overcrowding, reducing jail costs, deterring new offending, and supporting prosocial identity and engagement. Over the past year the demand for all electronic monitoring has increased. The program with the largest amount of growth is the Electronic Monitoring with Victim Notification (EMVNT/GPS Alert Notification) program, with an increase in program demand of 195% between the first and fourth quarter of 2024 (81 referrals vs. 239 referrals). This is in part due to Clark County Prosecuting Attorneys Office recommending EMVNT pretrial supervision on all misdemeanor and felony domestic violence cases and non-domestic violence felony cases where there is a threat to the victim. This increase in volume has resulted in a significant additional, and overwhelming, workload for the Probation Services Division.

The Electronic Monitoring Program is part of Clark County District Court's Probation and Pretrial Division and has three components: 1) Electronic Monitoring with Victim Notification for Domestic Violence offenders, 2) Alcohol Monitoring & Electronic Home and Alcohol Monitoring for indigent Driving under the Influence (DUI) offenders, and 3) Drug Testing. In 2024 Electronic Monitoring participants served 54,717 program days. Utilizing the 2024 cost per bed day jail rate (\$196.85) the participant program days served in the scope of this program translates to a saving of over \$10,770,000 in jail costs.

The continued growth of these programs and the administration and work volume associated with them has increased significantly in the past year, with indicators that it will continue to grow as the criminal case volume in Superior and District Court increases. This workload has been absorbed by multiple staff members and Managers, negatively impacting their ability to perform other required tasks. A Program Coordinator II and a Case Manager are needed to manage the program workload.



Program Coordinator II: this position will oversee all components of the electronic monitoring program and supervise the Probation Services Case Manager position assigned to the electronic monitoring program. The Program Coordinator II will work with stakeholders (jail staff, participants, service providers, prosecutor's office, victim advocates, law enforcement, defense, bail bonds, family members, etc.) to ensure program requirements, goals, and objectives are met and to identify and implement program improvements. Additionally, the Program Coordinator II will assess, update, and implement policies and procedures, collect program data, and generate reports as needed. The Program Coordinator II will also train staff and stakeholders on the electronic monitoring program and support management and stakeholder engagement with the program.

Probation Services Case Manager: this position will provide professional program support. This position will support the Program Coordinator II by assisting with day-to-day operations and support for all electronic monitoring program components. This support will include interviewing clients to establish program eligibility, verifying participant information, conveying program information to stakeholders, making referrals, evaluating and investigating non-compliance and non-compliance reports, testifying in court as required, utilizing computer equipment and databases to enter and retrieve data, maintaining files and statistics, performing word processing, and maintaining detailed notes and records.

Both positions will be key members of the Probation Services Division team.

District Court request County Council Approval to add one (1) Program Coordinator II and one (1) Probation Services Case Manager as permanent positions, designated for the administration of the Electronic Monitoring Program under District Court's Probation and Pretrial Division in General Fund. This request will have an impact of \$196,628 on General Fund in 2026 and future years.

Rule

RCW 7.105, RCW 2.56.260, RCW 36.28A.330, RCW 10.21.055

Analysis

During the 2024 grant fiscal year the Alcohol Monitoring component of the program served 439 participants who served 28,530 days on the program. Using the 2024 6211 jail billing rate of \$196.85 this is a jail savings of over \$5,616,000. It is anticipated that the demand on the program will slow in incline during 2025. Using the 2024 program numbers and the 2025 and the jail billing rate of \$209.76 and assuming no program growth this would result in anticipated jail cost savings of over \$5,984,000 during 2025.

During the 2024 fiscal year the Electronic Monitoring with Victim Notification (EMVNT/GPS Alert Notification) component of the program served 25,579 days on the program. Using the 2024 jail billing rate of \$196.85 this is a jail savings of over \$5,035,000. It is anticipated the program demand will likely continue to increase during 2025. Using the 2024 program numbers and the 2025 jail billing rate of \$209.76 this would result in an anticipated jail cost savings of over \$5,365,000.

In collaboration with the Clark County Auditor's Office, District Court is in the process of re-working the rate setting model to reflect standard practices as laid out for evidence-based practices of the Probation and Pretrial Division. This model will be ready for billing in 2027. The revision foresees an integration of the Electronic Monitoring Program directly into the billing structure. The City of Vancouver had undergone a major study in 2019, published in



‘City of Vancouver, Washington Corrections Services Review for Misdemeanant Populations’, by Justice Systems Partners. The City of Vancouver specifically had requested to adopt the evidence-based model for Probation and Pretrial services. The Electronic Monitoring Program is directly tied to Interlocal Agreements per Interlocal Cooperation Act (RCW, Ch. 39.34) and the City and County Jails Act (RCW, Ch. 70.48, as amended), that allow for cost recovery. In 2024 District Court recovered over \$2 million in eligible cost under this agreement, which translates to an approximate recovery of 54% of the entire cost directly related to the General Fund for the District Court Probation and Pretrial Division. The major impact of the Electronic Monitoring program lies in being an alternative to incarceration. In 2024, the Electronic Monitoring program had a potential jail cost savings of \$10.5 million.

All components of the Electronic Monitoring Program have seen a significant increase since inception to the point where a separate program classification has been requested on County level and a staffing requirement is justified. Without added staff, the program components will fall on existing staff. Best practice standards for Probation and Pretrial staff would be difficult to adhere to.

Conclusion

Due to increased needs for electronic monitoring services, the District Court is requesting \$196,628.00 to hire two positions that will stabilize, create significant efficiencies, and enhance our electronic monitoring program. The vast majority of our electronic monitoring program is through victim notification, which is an unfunded mandate. These positions will allow us to maintain compliance with this mandate in an already strained electronic monitoring program.



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Clark County District Court will see significant increases in cost recovery revenue in 2026 due to updates to our Jurisdiction Billing model. This revenue increase would cover the majority of our 2026 budget requests.

Over the last three (3) years the Probation and Pretrial Division has taken steps to meet industry best practice standards in both the probation and pretrial fields. The Division has moved from compliance monitoring to evidence-based practices and is in the process of pursuing accreditation in both probation and pretrial. These changes have included implementing cognitive behavioral therapy classes, risk/needs assessments, public safety assessments, supervision specializations, and case plans. Per union contract, this work must be conducted by a Probation Services Case Manager and cannot be reassigned to a different job classification. Accreditation standards further require the client contact work (intakes, assessments, case planning, office visits, etc.) be handled by degreed professionals. Additionally, the case volume in both supervised probation and pretrial services has continued to increase by an average of 13.2% annually over the past three years. The shift in type of duties and increase in cases has resulted in an increase in professional level workload. Additional positions are required to support the changing nature of the work, evidence based/best practice standards of the disciplines, increased case volume, and professional accreditation requirements. Supervised Probation serves District Court clients. Pretrial Services serves District Court and Superior Court clients.

District Court request County Council Approval to add one (1) Case Manager Lead designated for Probation Services (PG0352 Probation Supervised Probation), four (4) Case Managers designated for Probation Services (PG0352 Probation Supervised Probation) and one (1) Case Manager designated for Pretrial Services (PG0355 Probation Pretrial Services) in General Fund. This request will have an impact of \$488,819 on General Fund in 2026 and future years.

Rule

Washington Rule ARLJ 11

Analysis

Probation (Supervised Probation):

Evidence-based practices in probation offer numerous benefits, including reduced recidivism, improved public safety, efficient resource allocation, better outcomes for individuals on probation.

The American Parole and Probation Association (APPA) is the leading professional membership organization for probation and parole professionals and plays a key role in establishing disciplinary professional standards that



promote positive community supervision outcomes for both individuals under supervision and agency staff/operations (National Standards for Community Supervision). The probation caseload standards recommended by APPA emphasize the importance of risk assessment and caseload adjustments based on risk level. APPA Standard VI. Caseload Size, recommends specialized caseloads, with higher-risk offenders having lower caseload ratios.

Case Type	Cases-to-Staff Ratio	
Moderate to High Risk	50:1	
Low Risk	200:1	
Caseload increase		
2024: Total number:	5,192 – 14.3% increase	
2023: Total number:	4,545 – 14% increase	
2022: Total number:	3,986	
Caseload distribution		
2024 Total Caseload:	5,192	Number of staff needed to meet standards
High/Mod:	1173	23
Low:	2179	11
* Administrative:	1840	4
Evidence base staffing:	38	
Current staffing:	18	
Current staffing deficit:	20	

* Administrative caseload is comprised of mandatory monitoring for DUI and Deferred Prosecution cases. National Administrative caseload standards range from 200:1 to 1000:1 depending on level of monitoring. Based on work required 500:1 is the standard that is reasonable in Clark County.

This reflects a deficit of 20 case manager positions in supervised probation based on current best-practice professional standards.

Evidence-based practice standards also require organizational support and a cultural shift. Key components include; leadership commitment, staff development, reduced caseloads, fidelity monitoring, culture of accountability, and data-driven decision making. This means additional leadership support is required. General management span of control for professional positions recommends 8-10 direct reports to one manager, this can decrease with complexity of work, such as fidelity monitoring and data management. In Clark County Lead positions are utilized to mitigate management workload. The ratio of employee to Lead in District Court has been set at 10:1. Supervised Probation currently has a 1:17 ratio. With additional case management staff another Lead Case Manager is needed to ensure practice efficacy.

Probation – Requested Increase in staffing: 4 Case Managers & 1 Lead Case Manager

Pretrial Services:

Pretrial supervision improves public safety, enhances court efficiency, reduces costs associated with incarceration, and allows for defendants to maintain employment and community connections while a case is pending. Additionally, pretrial supervision fosters a more equitable justice system by expanding release options.



The National Association of Pretrial Services Agencies (NAPSA) Pretrial Standards Revised 2024 highlight the importance of establishing workload and caseload ratios (Standard 4.7). While specific ratios have not been established in pretrial services, due to the different types of supervision provided, it is generally agreed that caseload numbers should be based on risk. The UCLA school of law published a report in 2020 reflecting a 60:1 supervision ratio average. Defense Counsel standards that go into effect in Washington State on January 1, 2026, limit attorney caseload to 150 felonies or 300 misdemeanors per year. While case managers are not attorneys, they are making contact with clients more frequently and tracking all court ordered conditions. Currently, in Clark County, caseloads mixed felony and misdemeanor and are stratified (mixed risk levels). We are working to establish Clark County specific caseload standards for pretrial services, considering the totality of professional standards and the current services level being provided, including factoring in risk for re-offense and failure to appear, frequency of contact, and number of conditions ordered that need to be tracked. Data collected to date suggests optimal pretrial non-stratified caseload ratio of 150:1 high and a 300:1 moderate/low. However, since the current data collection is incomplete, we will be using a stratified caseload size of 300:1 to calculate staffing needs.

Case Type	Cases-to-Staff Ratio
Stratified (mixed risk/conditions)	300:1
Caseload increase	
2024: Total number:	7492 – 10.2% increase
2023: Total number:	6799 – 14.1% increase
2022: Total number:	5959
Caseload distribution	
2024 Total Caseload:	7492
	Number of staff needed to meet standards
Stratified	25
Total staffing:	25
Current staffing:	7
Current staffing deficit:	18
Pretrial – Requested Increase in staffing: 1 Case Manager	

In accordance with Interlocal Agreements per Interlocal Cooperation Act (RCW, Ch. 39.34) and the City and County Jails Act (RCW, Ch. 70.48, as amended), a large part of this cost will be offset by cost recovery from the jurisdictions to which these services have been provided. This revenue is reflected in Revenue Category 'R0201 SB 6211 Corrections Revenue' for District Court. In 2024, a total Probation and Pretrial (Cost Center 'CC122 District Court Probation Division') cost of \$3,854,646 related to the General Fund was offset by cost recovery of \$2,080,512 in Revenue Category 'R0201 SB 6211 Corrections Revenue'. For 2024, this was a cost recovery of 54%. An increase in operational cost for Probation and Pretrial will directly increase cost recovery. District Court is currently working on a revised cost recovery model for Probation and Pretrial under the aforementioned Interlocal Agreements.

The caseload client to Case Manager ratio reflects already existing staffing shortages in District Court's Probation and Pretrial Division. This staffing shortage directly impacts potential time staff can dedicate to deliver quality services to



clients at an increasing caseload. Ultimately, this impacts the long-term establishment of best practice standards in probation and pretrial and delivery of quality services to clients with the intention to benefit the community.

Conclusion

Due to an increase in our cost recovery revenue through jurisdiction billing, Clark County District Court requests \$488,819.00 to increase staffing in our probation and pretrial units. Due to 14% increases in probation and an average of a 12% increase in pretrial caseloads over the last two years, along with a projected 24% increase in misdemeanor case filings in 2025, the District Court needs these positions to maintain these workloads and stay within best practice standards. The approval of these positions will increase the effectiveness of reducing recidivism and support increased public safety.



To: Budget Office, County Manager and County Council

From: Bryan Farrell, Court Administrator, Clark County District Court

Date: August 11, 2025

Subject: 2026 Annual Budget Process – Executive Summary of General Fund Needs

Issue or Issues that Need to be Considered by Council

Clark County District Court will see significant increases in cost recovery revenue in 2026 due to updates to our Jurisdiction Billing model. This revenue increase would cover the majority of our 2026 budget requests. Clark County District Courts Interpreter Services Program is mandated and serves all law and justice partners. Inadequate funding for this program will cause delays in hearing cases. It could cause the dismissal of cases if an interpreter is not available for hearings, trials, and meetings with attorneys. Due to increases in the need for interpreter services, adding a Program Manager Position will allow us to be in full compliance with managing our Language Access Plan (LAP). Converting contractor funds to staff interpreter positions enables us to serve our customers better.

In the realm of ensuring equal access to justice for all individuals regardless of their ability to communicate in English, local trial courts are required by law to provide interpreters for court proceedings, probation and pretrial meetings, and in-custody attorney/client meetings (RCW Chapter 2.42; RCW Chapter 2.43). District Court has taken on the administration of the Interpreter Services Program (PG0557) to provide and coordinate interpreters for assignments at District Court, Superior Court, Juvenile Court, the Prosecutor's Offices, Camas/Washougal Municipal Court and first appearances at Battle Ground Municipal Court. This task now comprises one (1) in-house interpreter scheduler, one (1) in-house staff interpreter, eighty-six (86) contracted interpreters and numerous non-contracted interpreters for over ninety-six (96) languages. An average of twenty-eight (28) scheduling assignments daily are demanded. This program is currently budgeted for the position of a Court Assistant Senior (P000701) and a Court Interpreter (P000729) and interpretation services that are vastly handled through assignment of contracted interpreters. The Interpreter Services Program was fully budgeted at \$743,655 in 2025. Non-controllable cost comprised 27% of this budget. The Interpreter Services Program has shown an annual average growth of 32% in service hours of contracted interpreters year over year from 2021 to end of 2024. Interpreter Services Caseload has seen an average incline of 45% from 2021 to end of 2024. This growth of services directly impacts growth of service cost to justify the addition of two staff interpreters to offset contract cost and the addition of a manager. One staff interpreter is foreseen to be specialized in Spanish and one staff interpreter specialized in Chuukese. These language requirements contribute to the highest amount of service hours.

The Washington State Administrative Office of the Courts (AOC) reimburses fifty percent (50%) of interpreter costs for certified interpreters upon quarterly billing done by District Court. In 2024, AOC reimbursed \$210,535 of interpreter services expenses. Part of the reimbursement requirements is the maintenance and compliance of a language access plan (LAP). The LAP sets out sources for interpreter assignments, recruitment and education/training, assignment coordination, data collection, translation of forms and signage, and various other points to ensure access to the English language.

The main responsibilities of the Program Manager I are:

- Maintain the Language Access Plan (LAP) to ensure reimbursement compliance from AOC.
- Ensure the growth, compliance, and optimal performance of the Interpreter Services Program.



- Provide oversight of data collection and analysis of the Interpreter Services Program.
- Continuous training and onboarding of contracted interpreters.
- Coordinate quarterly meetings with stakeholders and present key performance measures.
- Policy development, maintenance, and compliance.
- Direct supervision of program staff.

Two Staff Interpreters each for the language Spanish and Chuukese.

District Court requests County Council approval to add one (1) Program Manager I and two (2) Staff Interpreters designated for District Court Interpreter Services (PG0557) in General Fund (Fund 0001) as permanent positions. Total projected cost for 2026 is \$301,371.

Rule

RCW Chapter 2.42; RCW Chapter 2.43

Analysis

The following analysis is based on actuals for Quarters 3 & 4 of 2024 and Quarters 1 & 2 of 2025; (source: Interpreter IO database)

For Chuukese, a comparison of average cost per hour of contracted interpreters (\$80.61) to the cost of a staff interpreter (salary + benefits at \$41.76/hour) for the amount of 1,182 interpreting appointment hours performed during the time period would result in a comparable cost savings of \$46,633. Whereas, considering the full annual cost of a staff interpreter is \$86,853, resulting in an effective cost saving of \$9,146. This calculation is not considering cost reimbursement from the Administrative Office of the Courts (AOC) or municipalities, as this reimbursement is contingent on the assignment.

For Spanish, a comparison of average cost per hour of contracted interpreters (\$76.42) to the cost of a staff interpreter (salary + benefits at \$41.76/hour) for the amount of 1,182 interpreting appointment hours performed during the time period would result in a comparable cost savings of \$40,943. Whereas, considering the full annual cost of a staff interpreter is \$86,853, resulting in an effective cost saving of \$3,457. This calculation is not considering cost reimbursement from the Administrative Office of the Courts (AOC) or municipalities, as this reimbursement is contingent on the assignment.

Adding both staff interpreters would result in a total contract cost savings of \$12,604, essentially being net neutral to contract cost. This calculation did not consider cost reimbursement from the Administrative Office of the Courts (AOC) or municipalities. In 2024, the total service line item cost for interpreters was \$680,211 of which \$481,626 were reimbursed. This is a 70% cost reimbursement in 2024. The added benefit of having a staff interpreter on hand to take on court assignments, translations of documents and forms, and ad hoc interpretations for clients at court or for judicial partners is not included in this calculation. This cost saving from contract cost is continuous and would pay for both staff interpreter positions.

Without funding for the Program Manager I, District Court will continue to operate the growing program with one Interpreter Coordinator. The backup for the Interpreter Coordinator is currently improvised between the staff interpreter and an accounting assistant and District Court may face challenges in filling all interpreter requests,



providing access to justice, and meeting compliance requirements that have changed over recent years. The Interpreter Services Program has grown by 167% since 2022 from 2,951 cases to 7,889 cases in 2024 due to factors outside of District Court's control, such as caseload increases and demographic growth in Clark County which affects an increase in demand for interpreters throughout the court system. Without approval of staff interpreters, District Court will continue to operate the Interpreter Services Program with contracted interpreters, with the understanding that interpreter shortages may lead to cases having to get set over/re-scheduled and future increases in competitive contract cost.

Conclusion

Clark County District Court is requesting \$301,371.00 to enhance our interpreter services program. Although we are asking for this funding, we anticipate overall cost savings, increased cost recovery revenue, and increased efficiencies for all justice system partners by utilizing the current budget for contracted interpreters and converting these positions to staff interpreter roles. Effectively, the Program Manager 1 Position will be the only newly funded position for interpreter services, which would be covered by increased cost recovery revenue already in place for 2026.



To: Budget Office, County Manager and County Council

From: Bryan Farrell, Court Administrator, Clark County District Court

Date: August 11, 2025

Subject: 2026 Annual Budget Process – Executive Summary of General Fund Needs

Issue or Issues that Need to be Considered by Council

Clark County District Court will see significant increases in cost recovery revenue in 2026 due to updates to our Jurisdiction Billing model. This revenue increase would cover the majority of our 2026 budget requests. District Court requests County Council approval to add one (1) Court Assistant II in support of District Court's Civil Unit (PG0551-District Court Civil) in General Fund (Fund 0001) as permanent position to cover increased caseload filings (please see Analysis below). Total projected cost for 2026 is \$75,565 and in subsequent years.

Rule

RCW 4.16, RCW 12.04

Analysis

District Court has jurisdiction to hear civil cases if the amount in controversy does not exceed \$100,000. Causes for action on civil cases can arise from various grounds, such as contractual obligations, damages for personal injuries, personal property, or real property if the issue does not involve title or possessions, for example.

Comparing Year 2023 to Year 2024, civil case filings increased by 41%. District Court's civil caseload filings have seen an average month over month increase of 4% from June 2024 to current. Comparing the periods of January to May 2024 to 2025, civil filings have increased by 21%. With a 4% month-over-month increase District Court projects to end 2025 with 11,145 civil case filings. This projection would be a 25% increase over 2024 numbers, which is not out of reach. At an increase of 21% from 2024, District Court projects to end 2025 with 10,830 civil case filings. District Court anticipated the number of civil case filings to rebound after the COVID years 2020-2023. Civil case filings have rebounded beyond pre-Covid Levels. In 2019, civil case filings totaled 7,999. A ten year analysis shows that in years 2014, 2015, and 2016 consecutively civil case filings hovered just above 9,000. It is unknown at this time when civil case filings will level off, as they are driven by numerous factors with population growth as the main component. With a projected additional 21% increase, District Court would end 2026 with 13,104 civil case filings. Even without the projection into 2026, the workload per staff has increased by 35% from 2019 to end of 2025 to justify adding a staff member for 2026.

While civil cases are not billable to the municipalities, District Court charges a fee per civil case. In addition, Interlocal Agreements per Interlocal Cooperation Act (RCW, Ch. 39.34) and the City and County Jails Act (RCW, Ch. 70.48, as amended) allow for operational cost recovery via Revenue Category 'R0134 District Court Services'. The cost of this position will be included with other items in the cost recovery model as an indirect cost. District Court projects a revenue recovery of \$1.78 million in 2025. In collaboration with the Auditor's Office, District Court has re-worked the revenue recovery model. The new model is expected to yield a projected total of \$4.88 million in revenue recovery



for 2026 from the municipalities. This translates to a recovery of 59% of District Court's 2026 Budgeted cost related to General Fund in Cost Centers CC121-District Court Services Division and CC296-District Court Administration.

Civil case filings have increased by 41% from 2023 to 2024, ending the year with 8,950 cases. District Court projects to end 2025 at 11,145 cases. Even if the case filings hold steady for 2026, the workload for currently three (3) Court Assistant II staff members processing civil cases has increased by 35% each. If this position is not approved, District Court will have to cover this workload with existing employees.

Conclusion

Due to drastically increasing civil case filings and our inability to move other staff around to manage this workload District Court needs an additional position to maintain legal deadlines for the processing of civil cases. Civil case work is a critical part of the judicial process, allowing parties to resolve disputes civilly. Without this position, we will likely be severely challenged to ensure processing cases within established time frames.



To: Budget Office, County Manager and County Council

From: Bryan Farrell, Court Administrator, Clark County District Court

Date: August 11, 2025

Subject: 2026 Annual Budget Process – Executive Summary of General Fund Needs

Issue or Issues that Need to be Considered by Council

Clark County District Court will see significant increases in cost recovery revenue in 2026 due to updates to our Jurisdiction Billing model. This revenue increase would cover the majority of our 2026 budget requests. District Court request County Council Approval to add two (2) Probation Services Specialists designated for Pretrial Services/Financial Screenings (PG0355 Probation Pretrial Services) in General Fund. This request will have an impact of \$151,130 on General Fund in 2026 and future years.

Rule

RCW 10.101.010(3)

Analysis

Public defense systems help in making the promise of the Bill of Rights a reality. The Sixth Amendment to the United States Constitution guarantees the right to counsel to people charged with crimes that could result in jail or prison time. In *Gideon v. Wainwright*, the U.S. Supreme Court held that this means the State must provide an attorney to any criminal defendant who cannot afford to hire one (indigency).

In Washington State indigent defense is primarily the responsibility of counties and municipalities. Indigency is determined by a person's income and ability to pay for counsel, with specific RCW definitions outlining what constitutes indigency in Washington. The process for determining who is eligible for a court appointed attorney involves the completion of a Financial Screening.

District Court's Pretrial Services Unit has recently been tasked with completing Financial Screenings for in-custody defendants appearing on first appearance dockets in District Court and Superior Court. This service was previously handled by Public Defense, with Court staff serving as backup. This process involves interviewing in-custody defendants in the Clark County Jail in the morning, prior to the first appearance dockets being heard by the judge. Staff meet with each defendant and ask them financial questions, determine a recommendation regarding indigency based on RCW 10.101.010(3), and submit the recommendations to the court for consideration.

In accordance with Interlocal Agreements per Interlocal Cooperation Act (RCW, Ch. 39.34) and the City and County Jails Act (RCW, Ch. 70.48, as amended), a large part of the cost for these positions will be offset by cost recovery from the jurisdictions to which these services have been provided. This revenue is reflected in Revenue Category 'R0201 SB 6211 Corrections Revenue' for District Court. In 2024, a total Probation and Pretrial (Cost Center 'CC122 District Court Probation Division') cost of \$3,854,646 related to the General Fund was offset by cost recovery of \$2,080,512 in Revenue Category 'R0201 SB 6211 Corrections Revenue'. For 2024, this was a cost recovery of 54%. An increase in operational cost for Probation and Pretrial will directly increase cost recovery. District Court is



currently working on a revised cost recovery model for Probation and Pretrial under the aforementioned Interlocal Agreements. This model will be used for billing in 2027. By systematic verification of client indigency, these positions will further contribute to cost savings for public defense.

If not approved, financial screenings/verification of indigency may fall on other Probation Service Specialist staff. This may have a direct impact on scheduling and time requirements set aside for other tasks of existing Probation Service Specialists. Financial screenings may not be conducted in a systematic manner to contribute to cost savings for public defense requirements.

Conclusion

Indigency screening for court-appointed counsel is an essential part of the law and justice system. Providing attorneys to those who are unable to afford one is a constitutional right. Screening clients once they enter the system allows us to appoint attorneys to only those who are indigent, ultimately saving budget in the area of public defense services. With the population growth in Clark County and the increasing number of criminal cases coming into the system, it now takes dedicated staff to administer these screenings each day and within enough time to have recommendations prepared for the court by afternoon dockets.



To: Budget Office, County Manager and County Council
From: Bryan Farrell, Court Administrator, Clark County District Court
Date: August 11, 2025
Subject: 2026 Annual Budget Process – Executive Summary of General Fund Needs

Issue or Issues that Need to be Considered by Council

District Court requests Clark County Council for budget appropriation of \$92,570 for District Court's document management system OnBase, provided by Hyland Software. Purchase Order PO00031312 with terms running from April 1 to March 30 in the following year.

Rule

No law requires the court to utilize a digital document management system, but internal practice drives the use of this software. More than fifteen years ago District Court went to a digital document management system to improve efficiencies and reduce physical space. Two RCWs outline the goal of becoming paperless as a court system.

Paperwork Reduction Act, RCW 2.68, RCW 42.56

Analysis

Related to the Paperwork Reduction Act, District Court has been utilizing software that allows for electronic management of all court related documents into a database and linking these documents to related court cases. District Court's main database, Judicial Information System (JIS), is a state-wide system, maintained by the Administrative Office of the Courts (AOC). This system does not have document management and retention capabilities. District Court has relied on a third-party provider for electronic document management. The subscription to OnBase is business essential to District Court, as there are no other electronic means to properly maintain electronic records at this time.

In the past, District Court user licenses were provided through the Clark County Clerk's Office. For the past three years (2022-2025) user licenses were paid via the Clerk's Office through American Rescue Plan Act (ARPA) funds. A new contract with the third-party provider and means of payment was negotiated outside of District Court. In early 2025, District Court was confronted with the message that the subscription cost of user licenses would now fall on the departments comprising this subscription. There was no indication from any of the negotiating parties that departments would have to carry the subscription cost to OnBase in the future. This left District Court facing an unforeseen and unbudgeted cost of \$87,744 for 2025 and subsequent years. This request is for \$92,570 to cover the subscription cost in the 2026 Annual Budget.

The OnBase subscription contract is a three (3) year contract related to Purchase Order PO00031312 with terms running from April 1 to March 30 in the following year. District Court will request subsequent funding in the appropriate budget cycles.



The Administrative Office of the Courts has Clark County District Court scheduled in July 2027 to migrate from the current Judicial Information System (JIS) to Enterprise Justice and Enterprise Supervision, a new state-wide case management system. This new case management system is provided to District Court at no cost by the State of Washington via the Administrative Office of the Courts. The new case management system contains an integrated document management system. As far as the Administrative Office of the Courts can maintain their implementation schedule, District Court is looking forward to the implementation of the new case management system and the subscription to OnBase falling away as a requirement after July 2027.

District Court currently uses the electronic Document Management System and subscription to OnBase as a business requirement to comply to paper reduction efforts. All physical court records are electronically stored in this system. The alternative to an electronic filing system would be to revert back to a paper filing system. This would greatly impact the efficiency of District Court in additional staff time for paper filing, space for manual filing systems, and accessibility of files to justice partners. Even if reverting back to a paper management system were possible, the already retained electronic records would require access to the document management system. If not approved, District Court is highly likely to exceed budgeted service cost.

Conclusion

Onbase document management system is critical to the operations in District Court. For more than fifteen years, the District Court has been utilizing an electronic document management system to improve efficiencies with the court and physical space. This system is temporary as we will be moving to a new electronic document management system in June of 2027, free of charge.



To: Budget Office, County Manager and County Council

From: Bryan Farrell, Court Administrator, Clark County District Court

Date: August 11, 2025

Subject: 2026 Annual Budget Process – Executive Summary of General Fund Needs

Issue or Issues that Need to be Considered by Council

Clark County District Court will see significant increases in cost recovery revenue in 2026 due to updates to our Jurisdiction Billing model. This revenue increase would cover the majority of our 2026 budget requests. The mission of the Clark County District Court is to serve people by delivering exceptional justice services, providing equitable access to the court and its programs, treating everyone with fairness and respect, and promoting diversity in our community and operations.

In the realm of ensuring equal access to justice for all individuals regardless of their ability to communicate in English, local trial courts are required by law to provide interpreters for court proceedings, probation and pretrial meetings, and in-custody attorney/client meetings (RCW Chapter 2.42; RCW Chapter 2.43). This is a mandated program. Clark County District Court currently manages interpreter assignments for all court-related activities in District Court, Superior Court, Juvenile Court, Prosecuting Attorney's Office, Defense Counsel, Jail Services, Battle Ground Municipal Court, and Camas/Washougal Municipal Court.

District Court requests Clark County Council's approval for a one-time budget increase of \$440,000 from the General Fund (Fund 0001) to cover the increased cost of the Interpreter Services Program (PG0557) in 2026. This increase is related to the Interpreter Services Program, which will be located at two locations starting from 2026.

Rule

RCW 2.43; Interagency Agreement between Washington State Administrative Office of the Courts and Clark County District Court (IAA25442 for 2025; renewed IAA expected for FY 2026); various Interlocal Government Agreements.

Analysis

The mission of Clark County District Court is to serve people by delivering exceptional justice services; providing equitable access to the court and its programs; treating everyone with fairness and respect; and promoting diversity in our community and operations.

In the realm of ensuring equal access to justice for all individuals regardless of their ability to communicate in English, local trial courts are required by law to provide interpreters for court proceedings, and probation and pretrial meetings, and in-custody attorney/client meetings (RCW Chapter 2.42; RCW Chapter 2.43). This is a mandated program. Clark County District Court currently manages interpreter assignments for all court related activities in District Court, Superior Court, Juvenile Court, Prosecuting Attorney's Office, Defense Counsel, Jail Services, Battle Ground Municipal Court, and Camas/Washougal Municipal Court.



In 2026 District Court will physically move to a new building on 210 E 13th Street in Vancouver. With this move, the Interpreter Services Program will be run from two locations with the largest support for Superior Court at 1200 Franklin Street in Vancouver. In 2024, interpreter services for Superior Court comprised 48% of District Court's Interpreter Services Program. Interpreter services are tied to increasing caseload for District Court and all justice partners. District Court projects a cost increase for the Interpreter Services Program.

For this projection, District Court considered the following parameters in the forecasting logic:

- Real cost and scheduling data from Year 2024. Source is Interpreter IO, District Court's interpreter scheduling database.
- In-person interpreter assignments that are tied to location, which translates directly into future location.
- Remote assignments were not considered as a factor to drive cost increase, as remote assignments could be performed regardless of location.
- Time blocks (i.e., a pre-arranged number of hours that an interpreter is available for assignments) were considered to last 2 hours. Most block assignments last 2 hours. Block assignments ensure that interpreter time is maximized, regardless of number of interpretation assignments. Otherwise, the minimum payment standard for any single interpreter assignment is 2 hours, per contract. Time block assignments provide the scheduling of more than one assignment within a time block and allow interpreters to plan ahead in setting time aside for Interpreter Services needs.
- Time block assignments were considered by date, language, and location. For example, if there was a language need for District Court and Superior Court at the same time this language need would now be needed in two locations. Two interpreters would be needed to cover this language need.

District Court projects an overall interpreter caseload increase by 8% in 2025. Based on a rolling 12 month cost projection, the service cost for Interpreter Services is estimated to end 2025 at \$713,000. This relates to a 5% cost increase. It is too early yet to say that the lower increase in cost relative to caseload increase is a result of various efficiency measures District Court has implemented for Interpreter Services since mid-year 2023. This effect will be closely monitored to determine if cost increase is truly slowing down relative to caseload increase. It is too early to build this effect into caseload projections on two separate locations for 2026.

At a conservative projection of 8% caseload increase, District Court projects 2025 Interpreter Services caseload to end the year at 8,520 cases. Utilizing the projection of an added 8% interpreter caseload increase in 2025 and adding an additional estimated interpreter caseload increase of 9% for 2026 for both locations on top of the considered parameters for in-person assignments as mentioned above, District Court estimates 2026 to end with a caseload of 12,345 cases (Figure 1). Considering that Interpreter Services is run for two locations, this would result in an overall estimated cost increase of 45% from a 2024 service cost of \$680,211 to \$986,000 (Figure 2).

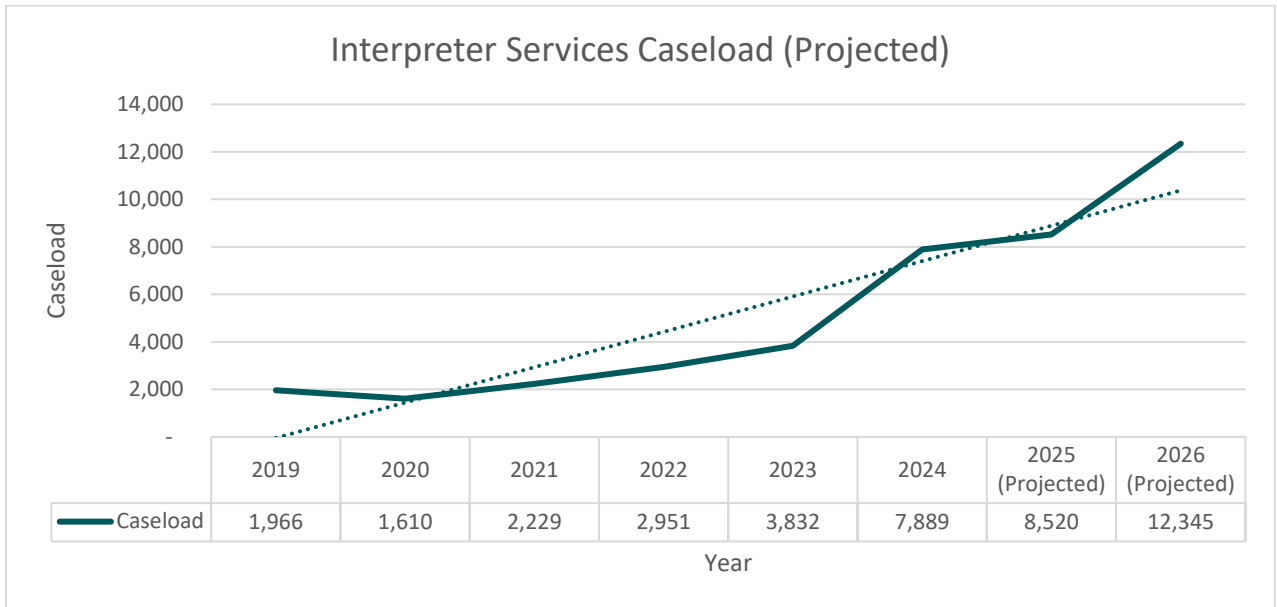


Figure 1 Interpreter Services Caseload over Time; Source: Historic tracking charts (pre-2024); starting at 2024: Interpreter IO

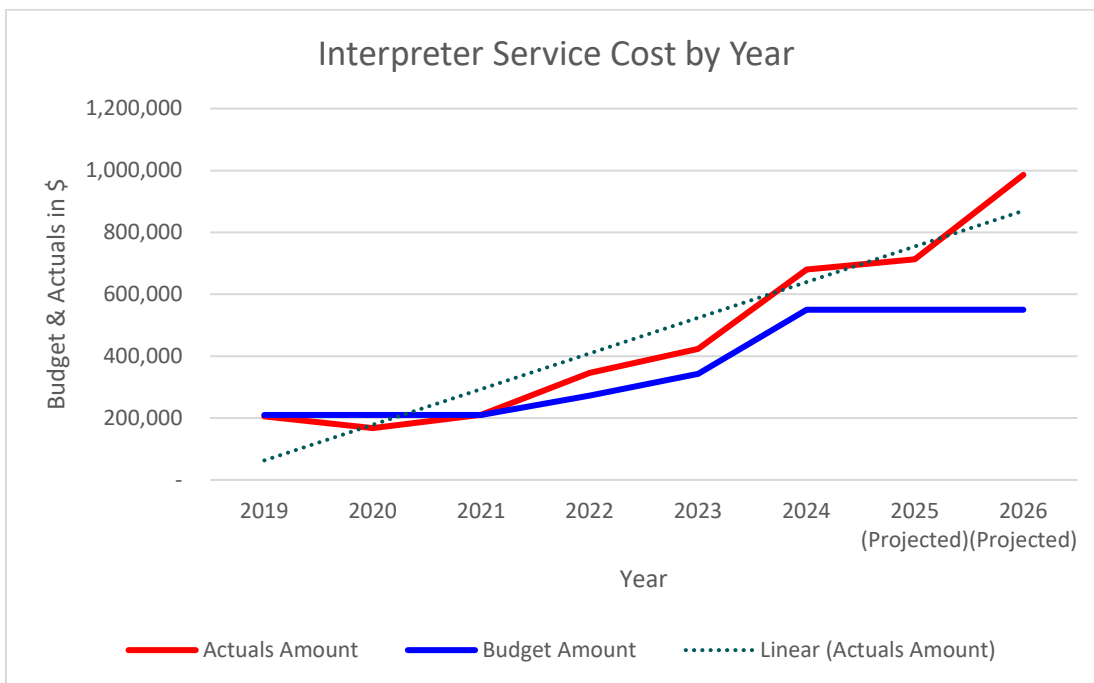


Figure 2 Interpreter Services Actuals and Budget amount in \$ over time; source: Workday Mass Data Download Reports and Questica Budget Module



Contingent on these projections, District Court would like to request a budget increase of \$440,000. District Court would like to consider this as a one-time request for the 2026 Budget until further information as to cost and caseload increase of Interpreter Services is known and a better projection can be made.

The service cost of the Interpreter Services program is offset by being billed back to the municipalities through various interlocal agreements and to the Administrative Office of the Courts via Interagency Agreement IAA24388 and IAA25442. In 2024, a total of \$481,626 was billed back to the municipalities and AOC, with City of Vancouver making up 44%, AOC 52%, and other municipalities 4%. Whereas directly related cost and a percentage of general cost can be recovered from municipalities, the cost for interpreter services related directly to District Court and District Court's judicial partners, Superior Court, Juvenile Court, and others is only marginally recoverable. An interagency agreement for a reimbursement of interpreter service cost has not been established between District Court and Superior Court and other judicial partners.

Access to justice is paramount to the administration of the judicial branch of government. Language interpretation and translation is a key component to providing access to justice. By law the court is required to provide access to interpreters when required. Without adequate funding, access to finding interpreters will be restricted and court cases or proceedings could be delayed or dismissed. Funding this program beyond budget capacity to provide the same level of access to interpreters via the services budget line item would severely impact the budget for services intended to be provided by other programs.

Conclusion

Providing interpreters for limited English proficiency customers is required by law. District Court continuously sees increases in the need for these services each year. This is based on population increases within the county. Without adequate services for interpretation, the courts would have to consider delays in case processing and potentially the dismissal of cases.



To: Budget Office, County Manager and County Council

From: Bryan Farrell, Court Administrator, Clark County District Court

Date: August 11, 2025

Subject: 2026 Annual Budget Process – Executive Summary of General Fund Needs

Issue or Issues that Need to be Considered by Council

Clark County District Court Community Restitution offers multiple services to the community, such as park maintenance, litter pick up, providing food to the food bank, teaching work skills, providing opportunities for customers to work off fines and fees, and partnering with outside agencies to provide services. Part of maintaining this program is to ensure we have working equipment such as lawn mowers, weed eaters, and other equipment that is used daily.

District Court requests Clark County Council approval of a one-time increase of the supply budget baseline for Mabry Center Community Restitution in the amount of \$15,000 from the General Fund (Fund 0001). This funding is intended for the repair and replacement of small power tools for Work Crews and increased operating supply costs.

Rule

Interlocal Agreements: #2025-COR-101 (Clark County and City of Vancouver), #2025-COR-103 (Clark County and City of Camas); Interlocal Agreement between City of Vancouver and Clark County for Jail, Court, and Correction Services (Jurisdiction/6211 Billing for Work Crew)
Interagency Agreement: #2025-COR-102 (Clark County District Court and Clark County Department of Public Works).

Analysis

Mabry Center offers Work Crew as an alternative sentencing program designed to reduce jail overcrowding by providing District and Superior Court offenders a work option to meet court obligations. This includes the option to working off fines, program fees, community service, and jail sentences. In addition to screening, Probation Services staff monitor the type of work assigned and ensure that offenders complete their assigned tasks.

The Work Crew program consists of twelve crews and one crew operating under grant funding. Current customers include Clark County Public Works, Clark County Parks, City of Vancouver Parks and Operations, Port of Vancouver, Clark County Sewer Treatment Plant, Vancouver School District, Environmental Services, City of La Center, Washington State Department of Ecology, and other short-term projects. In 2024, the Work Crew program provided service for 1,455 clients to work in Community Restitution in lieu of serving jail time or paying fines and fees with a total number of 7,750 crew days served.

The majority of the work performed falls within the scope of parks and grounds maintenance, turf and field mowing, leaf blowing, raking, planting, pruning, bio-swale maintenance, and various parks, street, and ecology litter pickup. This work is billed back to the customers for work performed under various negotiated agreements.



The last larger scale equipment purchase occurred in 2016. Tool replacements were held off during the time of COVID, as the Work Crew program paused for some time. Individual small tools purchases took place since then. None of these tools and equipment purchases classify as capital purchases. As court related caseload numbers increase, the Work Crew program experiences an increase in numbers likewise. With small tools aging and experiencing regular wear and tear, equipment repairs have increased, making equipment down-time and a significant increase in repair cost inefficient.

In accordance with Interlocal Agreements per Interlocal Cooperation Act (RCW, Ch. 39.34) and the City and County Jails Act (RCW, Ch. 70.48, as amended), a large part of Community Restitution cost can be recovered from the jurisdictions to which these services have been provided. This revenue is reflected in Revenue Category 'R0201 SB 6211 Corrections Revenue' for District Court. In 2024, a total Community Restitution (Cost Center 'CC123 Community Restitution Program') cost of \$2,525,885 related to the General Fund was offset by cost recovery of \$425,143 in Revenue Category 'R0201 SB 6211 Corrections Revenue'. In addition to this, Mabry Center holds other Interlocal agreements that saw income in revenue categories 'R0202 Corrections Work Program' and 'R0158 Work Crew Labor' totaling to an additional \$734,126. Altogether, Mabry Center billed-back \$1,159,269 (not including grants) to customers. For 2024, this was an overall cost recovery of 46%. In addition to cost recovery and bill-back for services, Mabry Center provides an alternative to jail time served, offsetting a significant amount of jail cost, and provides the added benefit of extensive public litter cleanup, landscaping and gardening services with donations to the food bank.

Mabry Center would like to build a regular tool replacement schedule into the supply budget, based on the average life cycle of small tools. Mabry Center nearly maximized the supply budget over the last three years and does not see building a replacement schedule into the current supply budget possible. Mabry Center received one-time funding of \$15,000. With this and increased cost of operations, Mabry Center is requesting one-time funding of \$15,000 again for 2026 from general fund.

If not approved, Mabry Center can only repair tools as necessary and replace tools as they are absolutely no longer functional and may require funding from other sources. Mabry Center's supply budget has been stretched to its limit in 2022 and 2023 without capacity for tool replacement. The much needed one-time funding for 2025 to replace some tools will be used up by end of 2025.

Conclusion

District Court requests Clark County Council approval of a one-time increase of the supply budget baseline for Mabry Center Community Restitution in the amount of \$15,000 from the General Fund (Fund 0001). This funding is intended for the repair and replacement of small power tools for Work Crews and increased operating supply costs.



To: Budget Office, County Manager and County Council

From: Bryan Farrell, Court Administrator, Clark County District Court

Date: August 11, 2025

Subject: 2026 Annual Budget Process – Executive Summary of General Fund Needs

Issue or Issues that Need to be Considered by Council

Clark County District Court will see significant increases in cost recovery revenue in 2026 due to updates to our Jurisdiction Billing model. This revenue increase would cover the majority of our 2026 budget requests. District Court requests Clark County Council for a one-time budget appropriation of \$36,800 for already existing and enhancing data processing and communication services for Probation and Pretrial and Therapeutic Courts. District Court is scheduled for the migration to a new state-wide data processing and communication case management system. The new case management system contains integrated data management and communication tools that will make part of all of the existing components of this request obsolete after 2027.

Rule

RCW 71.24.908, RCW 10.97.030

Analysis

District Court Probation and Pretrial Services and Therapeutic Courts utilize software and technology for case management and data collection for the preparation of program performance metrics. Primary service provider for the software product is are Catalis Courts & Land Records LLC and AutoMon LLC with the software products CePretrial and AIMS. This software has been vetted and approved by the Clark County Information Technology Department. The cost for these services have historically been absorbed in District Court's services budget lines without requesting ongoing expanded budget capacity. The requirement for enhanced software and technology has grown over time to establish data metrics that allow for more strategic navigation and effective delivery of District Court's services. With the growth of this requirement, the costs to service providers have grown also. To ensure continued delivery of program services, District Court is requesting a one-time increase in the services budget baseline by a total of \$33,000 for Probation and Pretrial Services and Mental Health Court.

The Connectrex Case Management System (CMS) utilized by the Supervised Probation unit underwent a recent upgrade that allows for automated task reminders to be sent to clients using text messaging. This includes Short Message Service (SMS) messaging, task reminders, and court appearance reminders. Probation automated reminders are a tool that help case managers, and their clients, manage appointments, deadlines, and other obligations. They streamline communication, reduce missed probation appointments, reduce failure-to-appear rates, and enhance overall compliance with probation terms. This results in cost savings by efficiently scheduling appointments, reducing court docket volume by requiring fewer probation violations and failures to appear, and increased client compliance and engagement. District Court is requesting \$3,800 annually to fund this service improvement.



In total, District Court is requesting a one-time budget appropriation of \$36,800 for existing data management and communication tools.

In accordance with Interlocal Agreements per Interlocal Cooperation Act (RCW, Ch. 39.34) and the City and County Jails Act (RCW, Ch. 70.48, as amended), a large part of this cost will be offset by cost recovery from the jurisdictions to which these services have been provided. This revenue is reflected in Revenue Category 'R0201 SB 6211 Corrections Revenue' for District Court. In 2024, a total Probation and Pretrial (Cost Center 'CC122 District Court Probation Division') cost of \$3,854,646 related to the General Fund was offset by cost recovery of \$2,080,512 in Revenue Category 'R0201 SB 6211 Corrections Revenue'. For 2024, this was a cost recovery of 54%. An increase in operational cost for Probation and Pretrial will directly increase cost recovery. District Court is currently working on a revised cost recovery model for Probation and Pretrial under the aforementioned Interlocal Agreements.

The Administrative Office of the Courts has Clark County District Court scheduled in July 2027 to migrate from the current Judicial Information System (JIS) to Enterprise Justice and Enterprise Supervision, a new state-wide case management system. This new case management system is provided to District Court at no cost by the State of Washington via the Administrative Office of the Courts. The new case management system contains integrated data management systems that will make part of all of the existing data management and communication tools per this request obsolete after 2027, as far as the Administrative Office of the Courts can maintain their implementation schedule.

Both Probation Pretrial Services and Mental Health Courts require the use of data processing software for case management and metrics. Without increased baseline funding, this subscription will continue to be absorbed in District Court's existing budget baseline, decreasing funding requirements for other services.

Conclusion

To ensure proper case management and efficiencies within the pretrial operations as well as therapeutic court operations, the Clark County District Court must have an appropriate case management system. Using these systems allows us to track client progress and data to provide proof that our programs are succeeding. Case management systems also create efficiencies that reduce the need for increased staff levels. Investing in these case management systems allows District Court to automate some duties and provide staff with tools to be successful. A free case management system will replace these systems in June of 2027.



To: Budget Office, County Manager and County Council
From: Bryan Farrell, Court Administrator, Clark County District Court
Date: August 11, 2025
Subject: 2026 Annual Budget Process – Executive Summary of General Fund Needs

Issue or Issues that Need to be Considered by Council

Clark County District Court will see significant increases in cost recovery revenue in 2026 due to updates to our Jurisdiction Billing model. This revenue increase would cover the majority of our 2026 budget requests. District Court requests Clark County Council for budget appropriation of \$9,600 for District Court's subscription to an electronic filing service provider for electronic filing of Civil Protection Orders.

Rule

Civil Protection Order statute Chapter 7.105 RCW, Washington House Bill E2SHB1320

Analysis

Pursuant to the Civil Protection Order statute Chapter 7.105 RCW, Washington House Bill E2SHB1320 was passed to modernize and harmonize Civil Protection Orders in Washington State. Part IV, Section 18 details updated guidelines for electronic methods of service, providing that individuals seeking a Civil Protection Order can do so at any time, with the date of filing determined by the time of submission.

This statute requires District Court to provide the means of electronic filing (e-filing) of Civil Protection Orders. District Court's current system does not provide e-filing means. To meet this requirement, District Court is looking to solicit the e-filing service capabilities of LegalAtoms, who has an online platform for these services. LegalAtoms has established rapport with other courts in Washington State. The cost of a one-year subscription is \$9,600.

The Administrative Office of the Courts has Clark County District Court scheduled in July 2027 to migrate from the current Judicial Information System (JIS) to Enterprise Justice and Enterprise Supervision, a new state-wide case management system. This new case management system is provided to District Court at no cost by the State of Washington via the Administrative Office of the Courts. This new system has an integrated e-filing feature for Civil Protection Orders. As far as the Administrative Office of the Courts can maintain their implementation schedule, District Court is looking forward to the implementation of the new case management system. This will make the annual subscription to LegalAtoms obsolete in the future and will provide a reduction in cost.

With this, District Court requests a one-time budget appropriation of \$9,600. District Court will request this as one-time funding request with subsequent budget submissions until this requirement is integrated in District Court's case management system.



House Bill E2SHB1320 and RCW 7.105 require the Court to implement an electronic filing system for Civil Protection Orders. In order to be in compliance with this unfunded mandate, District Court would exceed existing budget capacity in the services line item.

Conclusion

To comply with new legislation and ensure that Clark County District Court complies with the law, we must implement an electronic filing system for public use by January 1st, 2026. Although we will only need the system until the state provides a new case management and electronic filing system in June 2027, Legal Atoms is a temporary solution used by counties across the state to ensure legal compliance.



To: Budget Office, County Manager and County Council

From: Bryan Farrell, Court Administrator, Clark County District Court

Date: August 11, 2025

Subject: 2026 Annual Budget Process – Executive Summary of General Fund Needs

Issue or Issues that Need to be Considered by Council

Clark County District Court will see significant increases in cost recovery revenue in 2026 due to updates to our Jurisdiction Billing model. This revenue increase would cover the majority of our 2026 budget requests. Clark County District Court Probation Services uses evidence-based practices to work with our clients. Using evidence-based practices reduces overall justice system costs by reducing recidivism. District Court requests County Council Approval for a budget appropriation of \$12,000 to fund Risk Assessment Training for trainer certification. This will enable the Probation Services Division to have qualified in-house trainers available to train other staff. Probation and Pretrial Services has lost previously qualified trainers due to turnover.

Having in-house trainers is a cost-saving measure for Probation Services. Sending staff to facilitator training costs \$1,500 per person. Training a trainer costs \$3,500 per person, but the trainer can train newly hired staff without further cost. Investing in trainers will save Probation Services \$1,500 per new employee.

Rule

RCW 10.61.120 (ongoing risk assessment)

Analysis

Over the last three (3) years the Probation Services Division has taken steps to meet industry best practice standards in both the probation and pretrial fields. The Division has moved from compliance monitoring to evidence-based practices and is in the process of pursuing accreditation in both probation and pretrial. These changes have included implementing cognitive behavioral therapy classes, risk/needs assessments, public safety assessments, supervision specializations, and case plans. Supervised Probation serves District Court clients and clients from Camas/Washougal and Battle Ground courts. Pretrial Services serves both District Court and Superior Court clients.

Evidence-based practices in probation offer numerous benefits, including reduced recidivism, improved public safety, efficient resource allocation, and better outcomes for individuals on probation. Evidence-based practice standards also require organizational support and a cultural shift. Key components include; leadership commitment, staff development, reduced caseloads, fidelity monitoring, culture of accountability, and data-driven decision making.

Risk Assessments are a crucial component of evidence-based probation for several reasons: they help determine the appropriate level of supervision, identify specific needs for intervention, and ultimately, by driving the level of interventions/supports provided (dosage), and reduce recidivism.



To effectively administer risk assessments, Probation Services Case Managers must acquire and maintain certification in the assessment tools. Currently, Probation Services uses multiple risk assessments (ORAS-CSST, ORAS-CSST, WRNA, PSA). The cost to certify one staff member as a trainer in ORAS is \$3,500. The intention is to have staff certified as trainers to train other staff in the use of the assessment. This will result in substantial cost savings. The individual cost of training someone to use the assessment tool is \$1,500 a person. The Probation and Pretrial Division has lost certified trainer staff due to turnover. The costs of recertification and initial training on the other assessments vary. To maintain assessment certifications for existing employees and to support the training of new employees \$12,000 is requested.

In accordance with Interlocal Agreements per Interlocal Cooperation Act (RCW, Ch. 39.34) and the City and County Jails Act (RCW, Ch. 70.48, as amended), a large part of this cost will be offset by cost recovery from the jurisdictions to which these services have been provided. This revenue is reflected in Revenue Category 'R0201 SB 6211 Corrections Revenue' for District Court. In 2024, a total Probation and Pretrial (Cost Center 'CC122 District Court Probation Division') cost of \$3,854,646 related to the General Fund was offset by cost recovery of \$2,080,512 in Revenue Category 'R0201 SB 6211 Corrections Revenue'. For 2024, this was a cost recovery of 54%. An increase in operational cost for Probation and Pretrial will directly increase cost recovery. District Court is currently working on a revised cost recovery model for Probation and Pretrial under the aforementioned Interlocal Agreements.

Certification of trainers to train employees in a qualified manner provides longevity in operational vision by having qualified staff in-house as a resource. Risk is mitigated by having qualified staff. Without approval, Probation and Pretrial Services may possibly have to stagger individual trainings over time. This may entail the risk of not having the same level of knowledge and understanding of the subject matter that an individual in-house trainer may convey.

Conclusion

Clark County District Court is requesting \$12,000 to increase the number of trainers to support evidence-based practices in our Probation Services Division. Investments in staff trainers will reduce the cost of training new staff over time.