



To: Budget Office, County Manager and County Council
From: Gayle Hutton, Prosecuting Attorney's Office Administrator
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

Potential relocation of the Domestic Violence Prosecution Center or an increase in budget authority for a new lease at the current office space located at 1101 Broadway.

Rule

Provision of office space for County employees

Analysis

The Prosecutor's Office is currently leasing space in a building shared with the City of Vancouver, with the lease set to expire on May 31, 2026. The City Attorney's Office has indicated they will not renew their portion of the lease, and the Vancouver Police Department (VPD) may also choose not to renew. If VPD does renew, a new rent-share distribution plan will be required, necessitating an increased budget for the Prosecutor's Office to cover its share of the rent. If VPD opts not to renew, the Prosecutor's Office will need either an increased budget to cover the entire rent or a relocation to another County building.

Currently, there are no available office spaces at existing Prosecutor's Office locations to accommodate the affected positions. Any new location must provide sufficient office space to ensure operational continuity, including walkable access to the Clark County Courthouse.

Conclusion

A solution must be considered as part of the budget process to align with budget timing requirements.



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Change Request: PAT-02-26AD

Issue or Issues that Need to be Considered by Council

We were previously funded by Washington Auto Theft Prevention Association (WATPA) for two Deputy Prosecuting Attorney positions through June 2025. However, the new funding award for the period from July 2025 through June 2027 has allocated resources for only one Deputy Prosecuting Attorney position. Consequently, we have experienced a reduction of 1.0 FTE due to the loss of funding.

The reduction in staffing has coincided with a sustained increase in workload demands. This heightened demand is adversely impacting our operational efficiency and the outcomes of our cases. Our team continues to experience high caseload volume across multiple dockets. The complexity and administrative requirements of each case have increased, necessitating more time for thorough case management and litigation. As a result, our current staffing levels are insufficient to maintain service quality and meet mandated timelines.

Rule

RCW 36.27.020(4) – The prosecuting attorney shall prosecute all criminal and civil actions in which the state or the county may be a party...

Analysis

Funding this 1.0 FTE from the General Fund will directly address these challenges by:

- Alleviating pressure on current staff to prevent burnout
- Improving turnaround times for case management tasks
- Ensuring consistent coverage across all dockets
- Enhancing overall department productivity and responsiveness

The department requests consideration for this budget increase to sustain the high standards we strive for and that our community expects and deserves.

Conclusion

The continued pressure on our current staff to manage the caseload previously handled by the eliminated position is significant. This increased burden is likely to result in burnout and decreased productivity among our team members. The well-being of our staff is paramount, and the current situation is unsustainable in the long term.