



To: Budget Office, County Manager and County Council

From: Clark County Treasurer, Alishia Topper

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

The Treasurer's Office utilizes a mission critical software we term the "Web Portal" to communicate financial information to dozens of taxing districts where we serve as Treasurer, (e.g., schools, fire, library, etc.). This includes providing state-mandated reports, investment information and transactional details. It is updated daily with information from Workday and currently has 120+ active users.

The Web Portal was developed in 2006 and underwent minor system modifications when we transitioned to Workday. At that time, we were made aware that the foundational structure of the portal is operating on an aging technology platform. To ensure this mission critical system remains stable an operational software upgrade is required. IT is aware of this risk, and we will work closely with them on an upgrade or replacement.

Rule

The Treasurer serves as ex officio treasurer for junior taxing districts and performs various financial functions for or on behalf of the districts (RCW 36.29). The Treasurer receives and holds all monies obtained by the districts on behalf of the districts (RCW 43.09.240).

The Web Portal facilitates the processing of cash management transactions, provides districts with quick and easy access to their financial data, and serves as a communication tool for the Treasurer's Office Cash Management Team and authorized district finance staff. It allows districts to monitor cash balances, payments and deposits, and journal requests. Additionally, the Web Portal is where the Treasurer posts monthly financial reports, some of which are state-mandated (RCW 28A.510.270).

Analysis

The Web Portal is a critical tool to communicate effectively and timely with districts. If this system becomes inoperable it would result in multiple inefficiencies, including reverting back to manual processes, which would lead to delays, significant decrease in service levels, and risk not meeting deadlines and requirements in providing state-mandated reports.

Conclusion

The total cost of this project is estimated at \$400,000; however, exact costs will not be known until formal quotes are requested. The project is likely to take two years from contracting to implementation.



Currently, the Treasurer's Office has \$130,000 in Capital funds we request to be repurposed for this project. Additionally, due to reduced banking costs that are likely to extend into 2026, we have \$50,000 in General Fund savings that could be allocated to the project. This leaves a one-time General Fund request of \$220,000. Because the Web Portal supports the taxing districts and our investment program, a portion of the county's General Fund contribution could be recouped through the investment fee charged to districts, approximately \$50,000.

The Web Portal is the main hub for districts to provide and receive financial information from the Treasurer's Office. It is operating on an aging technology platform and requires an upgrade to ensure communications, service levels and data security with districts remain operable and stable.