

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Special Board Meeting – Budget Workshop
Tuesday, October 25, 2016, 10:00 a.m.
Commissioners' Conference Room
Benton County Courthouse, Prosser, WA

Present: Chairman Shon Small
Commissioner Jerome Delvin
Commissioner James Beaver
County Administrator David Sparks
Clerk of the Board Cami McKenzie

Benton County Employees Present During All or a Portion of the Meeting: Deputy Administrator Loretta Smith Kelty; Sustainable Development Manager Adam Fyall; Auditor Brenda Chilton; Clerk Josie Delvin; District Court Administrator Jacki Lahtinen; IT Manager Teri Holmes; Erhiza Rivera, Treasurer's Office; Assessor Bill Spencer and Mary Christen; Financial Analyst Paul Schut, Aileen Coverdell and Rosie Sparks, Auditor's Office. Marianne Ophardt and Gwen-Alyn Hoheisel, WSU Benton County Extension; DPA Ryan Brown; Sheriff Steve Keane; Undersheriff Jerry Hatcher.

Revenue & Expenditures

Mr. Sparks updated the Board on the proposed 2017-2018 budget and provided a copy of the preliminary Revenue and Expenditures Summary Sheet dated October 25, 2016. He said the major changes were a correction to District Court (double expenditure), adjustments for real and personal property, could still add \$600,000 if the Board decided to take the 1% and keep the levy rate the same, retail sales, intergovernmental revenues, decrease in other (tried to equal weight between juvenile and jail for expenses) and it had a corresponding decrease in non-departmental expenses; workman's compensation expenditure (asked them to recoup their losses over a longer period); redistribution of IT costs; and increase to Elections funding (not as much in reserve). With the changes, they currently had a \$2.8 million deficit without requests.

Commissioner Beaver commented that he and Mike Shuttleworth met with the Richland and Kennewick school districts and they were looking at land outside the city limits, which might have an impact on the budget.

Assessor

Bill Spencer presented the Assessor's budget. He said he moved things around where he saw the need and his office was working on efficiencies. He said they went from 14 cars down to 6 and used the pool vehicles but still travelled 14,000 miles more and were getting through the evaluation process quicker. He said when the new software was implemented, it would be a huge savings in

IT and they would be truly mobile and almost paperless. He mentioned they had a lot of turnover and so a lot of training was required. His requests included increases in training and travel, especially for the new appraisers, fuel costs as they were doing more evaluations in the rural areas, and minor equipment and small tools to replace old and dilapidated equipment.

Mr. Sparks asked about the request for IT costs. Mr. Spencer said they needed more I-pads for the mobile program for more appraisers and that it was pretty important to the process and would be integrated into the new system. He said the \$20,000 request for development costs he was hoping for but understood if they couldn't approve it. He added they were working really hard to pick up new construction and said the Board of Equalization process had gone down as they were really trying to work with taxpayers and educating them on what they were doing.

Auditor

Brenda Chilton said she did not have any requests to her budget and she presented the Auditor's 2017-2018 strategic plan and discussed accomplishments from last budget including:

- 4% increase of registered voters; use of outside agency for ballot assembly; expect a 2-4% increase in registered voters
- 2nd piece of e-recording and electronic document recording in place
- Financial Services Dept. – implementing electronic time sheeting; vouchers, p-cards and payroll; electronic pay stubs
- Elections – drive up drop box at the Kennewick Annex;
- Purchased equipment and software to duplicate ballots submitted electronically; on-line chat to streamline questions by voters
- Vehicle Licensing in Richland – opened an additional sub-agency in the City of Richland

Ms. Chilton said she was requesting software and support in the amount of \$340,000 for a new ballot tabulation system. The current one was 12-13 years old, all systems had to be certified and their system had timed out. She said the vendor would not seek certification in the next 2-3 versions of windows and it would need to be replaced.

WSU/Benton County Extension

Marianne Ophardt and Gwen-Alyn Hoheisel presented the WSU/Benton County Extension budget. Ms. Ophardt said the only increase was \$14,156.00 to contract services for the contract with WSU. Ms. Hoheisel discussed grants that were not reflected from donations for programs.

There being no further business, the meeting adjourned at 10:47 a.m.

Clerk of the Board

Chairman

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Special Board Meeting – Budget Workshop
Wednesday, October 26, 2016, 9:00 a.m.
Commissioners' Conference Room
Benton County Justice Center, Kennewick, WA

Present: Chairman Shon Small
Commissioner Jerome Delvin
Commissioner James Beaver
County Administrator David Sparks
Clerk of the Board Cami McKenzie

Benton County Employees Present During All or a Portion of the Meeting: Deputy Administrator Loretta Smith Kelty; Sustainable Development Manager Adam Fyall; Coroner John Hansens; Clerk Josie Delvin; Deputy Clerk Elaine Osborne; District Court Administrator Jacki Lahtinen; IT Manager Teri Holmes; Erhiza Rivera, Treasurer's Office; Treasurer Duane Davidson; Financial Analyst Paul Schut, Rosie Sparks, Auditor's Office; DPA Ryan Brown; Sheriff Steve Keane; Undersheriff Jerry Hatcher; Linda Ivey, Sheriff's Office; Judge Katy Butler; Superior Court Judge Alex Ekstrom; Superior Court Administrator Pat Austin; Van Petty, Auditor's Office; Darryl Banks and Jennifer Bowe, Juvenile Dept.

Coroner

John Hansens presented the Coroner's budget and said he had a decrease in temporary help but was asking for an increase in two part time line items; it would bring up their salary but they were working the same or slightly more hours. He said after talking with Personnel and the County Administrator they decided to increase the salary as an alternative to paying for insurance.

Treasurer

Duane Davidson and Erhiza Rivera presented the Treasurer's budget and requests included: move another .5 FTE to the Treasurer's Investment Pool and another back into Current Expense (net effect was zero for Current Expense). Mr. Davidson said the foreclosure program had been very successful and the workload had increased. He added that the Legislature was proposing to reduce penalties and fees for foreclosure, which would be a huge impact to revenue to the County. Additional requests included \$4,800 for tax statement services - with new software they anticipated they would need to create a new design and shift mailing the reminder coupon from in-house to current vendor; travel and training increase for certification and to have the tax collector manager continue learning best practices; association due increase; interfund increase in the amount of \$285,000 for conversion to the new IT program for maintenance and reconciliation process; and \$11,000 for hardware and software for extension of what they do now for sales tax monitoring.

Clerk

Josie Delvin and Elaine Osborne presented the Clerk's budget. Ms. Delvin said in Current Expense the only additional funding request was \$4,500 for a vehicle (it was costing more to keep repairing it) and she did a lot of shifting from line items to balance with one of her big items being postage.

She said her Collections Dept. was self-funded and had an increase to the percentage for archive specialist (previously assisted from Auditor O & M) and office supplies and postage. Ms. Delvin stated she was closely monitoring the Courthouse Facilitator fund to make sure they were not over spending.

Highlights:

- Scan team – documents were all scanned except documents they were re-scanning from an agency that did a poor job (almost complete); they will then work with District Court and PA's office; also scanned OPD documents.
- Added Liberty to the public access documents and will also have one for attorneys as well;
- Enhancement to the jury program – will be able to fill out jury summons on line

Information:

- Caseloads and hearings - over a period of 5 years cases had decreased about 100 cases/year and hearings slightly
- Fines, fees and interest being waived and decrease in collections due to LFO lawsuit and NW Justice being active in motions to remit
 - 2015 – \$708,000 waived in fines, fees and interest
 - 2016 - \$1.3 million waived in fines, fees and interest (9 month) – she estimated they would waive over \$2 million for 2016
- Crime Victim Fund is down \$24,000; and law library and judicial stabilization account are all down
- Collection Fund – pays for 6 employees and benefits plus 10% admin fee paid to Current Expense - \$145,000; interest collected was to fund judicial officers, attorney, and part time PA for LFO docket
- LFO decrease will affect Current Expense, Crime Victim Fund, and Collection Fund

District Court/Probation

Jacki Lahtinen and Judge Butler presented the District Court and Probation budgets. Ms. Lahtinen said there were a lot of changes: they quashed 5,000 warrants and were getting ready to send to collection; revenue (17%) and caseloads were currently down, but they anticipated it would go back up as the cities hired their officers with the 3/10 sales tax, but they were also reviewing their process and procedures to make changes. Requests included pro tem money and professional services to increase the court interpreters up to the standard hourly rate the state recommended from \$45/hour to \$55; it could possibly come from the 3/10 sales tax. There was a reduction of \$10,000 in publications because they would no longer be receiving hardbound copies. They did not have any increases in Probation; they had a reduction of revenue and had not filled three part-time and one full-time position.

Mr. Sparks said he didn't ever remember cutting a deputy in his career and if filings were still going down, would hiring more officers actually increase filings. Commissioner Delvin said he thought they should look at this over the next two years and wanted to know if they could delay filling a district court judge position right way, depending on the trend.

Judge Butler said the number of judicial officers was determined by the case only, not by the number of hours spent. Chairman Small said they were just looking at options since they still had a \$2.5 million deficit.

Ms. Lahtinen said they were also looking at options and were not hiring through attrition and making other adjustments and were currently down three positions. Commissioner Beaver commented that he didn't think the impacts of the 3/10 had hit yet and the cities were looking at alternatives to incarceration.

Juvenile

Darryl Banks, Judge Ekstrom, and Jennifer Bowe presented the Juvenile budget. Mr. Banks said that in general they were asking for baseline budget.

Dept. 175 – asking to eliminate Dept. 175 (it had a singular goal as kitchen equipment replacement) and roll it into Dept. 172 Facilities Dept.). Additionally, they were asking to go back to \$12,000/year (\$24,000 fenced) and start to replace some of the smaller equipment.

Dept. 171 – Ms. Bowe outlined some errors in the budget: a detention officer position that was currently filled was missing and other line items that had minor errors.

Dept. 173 – A line item with a currently funded position was missing and another that was eliminated; all interfund line items were missing.

There was a discussion regarding the percentage split between Benton and Franklin Counties and the proposed admin fee. Ms. Smith Kelty said a proposal had been drafted and sent to Franklin County, however, they had an issue with some of the language so she was working with Ryan Brown. Mr. Brown said the issue was not the admin fee but how they split up the pie and he thought they were getting close to getting it worked out.

Mr. Banks discussed some low cost and no cost programs: expanded new software for teacher assistance to help juveniles get their GED; collaborating with Worksource on a work readiness program; extended work crew to after school program; strengthened mental health program; family violence – training to have some employees become experts in that area; working with United Way on truancy issues.

The Board briefly recessed, reconvening at 10:41 a.m.

Superior Court

Judge Ekstrom and Pat Austin presented the Superior Court budget. Requests included a ½ time FTE guardianship case manager; increase to professional services for mandated interpreters, guardian ad litem, visiting judges, etc; increase for association dues for judicial officers and court reporters; and new line items in current expense for Franklin County's portion of items that were in public safety tax (there would be a corresponding reimbursement); she only wanted those directly out of the 3/10 to be Benton County's expenses.

Ms. Austin said the Court was requesting bi-county non-bargaining court employees receive a COLA and benefit increases comparable to Benton County non-bargaining employees.

Trial Court Improvement Fund – requested increase in professional services; improvements include the new reader boards and electronic warrant system.

Sheriff

Sheriff Keane, Undersheriff Hatcher and Linda Ivey presented the Sheriff's budgets. Sheriff Keane discussed the following highlighted requests:

Dept. 118 – Sheriff Administration - \$45,000 request for computer software updates and renewals to transfer documents to the cloud.

Dept. 119 – Sheriff Clerk & Records - \$5,000 in supplies for concealed pistol licensing increase – anticipate \$11,000 increase in revenue to offset the cost; \$6,950 for minor tools for a new date time stamper and table and chairs; increase in bi-pin fees.

Dept. 120 – Sheriff Custody - Inmate medical services for \$217,000 (built-in inflator); contract with medical services - \$114,000 for additional intake registered nurse; inmate medical professional – \$33,000 for prescriptions, ambulance, ER; custody of prisoners - \$6500 for tables and chairs in training room; Corrections, \$7,500 due to increase in union activity grievances; \$12,000 for Universal Security for contract increase (jail lobby); \$17,500 for training and travel; \$8,000 for repair and maintenance to vehicles to de-install and install certain equipment on new vehicles; jail food services in the amount of \$68,000; \$75,249 for jail on wheels and work crew vehicle for Dept. of Ecology.

Dept. 121- Sheriff Patrol – \$41,000 overtime for the gang team; \$42,000 in overtime – grant related and completely reimbursed; Supplies/computer software, \$4,900; increase for vet costs for k-9 and psychological exams for positions; \$10,000 in postage (mailing to labs due to change in marijuana laws); \$22,000 for training/travel; \$8,750 for repair/maintenance for vehicle costs not done by county shop; IT, \$9,600 for patrol units with cell phones; capital request for \$330,000 to replace portable radios (8 years old and no longer under warranty); \$18,000 for purchase of two k-9's.

Dept. 125 – Sheriff Traffic Control - \$91,000 for replacement of two vehicles and \$76,000 for two work crew vans.

Commissioner Delvin asked how many unfilled positions there were in the Sheriff's budget. Undersheriff Hatcher said at least 12 unfilled positions (Dept. 120 – two that were open and six booking clerks; and three in Dept. 121 would likely be promoted to detective in public safety).

Hanford – DOE Contract – lost one employee but had not heard there would be any cuts.

Boat Patrol – received match funds of about \$60,000.

Work Crew – went down from six to five but no other changes.

Prosecuting Attorney

Andy Miller and Margaret Ault via/videoconference presented the Prosecuting Attorney's budget.

Mr. Miller said his budget was very frugal. He said he had one opening in Child Support and the numbers were lower and they did not fill a position; only one county (Benton) was within the caseload and the other counties had too many staff and could eliminate positions.

He said he they still prosecuted for the Sheriff and WA State Patrol so didn't believe their District Court numbers had went down. He said it was his impression the Sheriff's office had not changed their charging policy.

Victim Witness Budget – he said he was watching it very closely as it was only funded by fees and that was going down but they were expecting about \$47,000+ extra from the State. He discussed an employee that assisted with the Spanish speaking interviews and was involved in the forensics interview testimony and believed it was now time to ask for reimbursement for her time. He said there was a possibility of getting a grant and he wanted to do that before asking for reimbursement; it was his recommendation to not change the budget yet but if it got worse he would have to lay someone off.

Mr. Sparks said with the current revenue and expenditures they now had a \$2.8 million deficit (just base line budget, not requests). He said if they added in the requests, it would be a \$5 million deficit.

There being no further business before the Board, the meeting adjourned at approximately 11:50 a.m.

Clerk of the Board

Chairman

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Special Board Meeting – Budget Workshop
Wednesday, October 27, 2016, 9:00 a.m.
Commissioners' Conference Room
Benton County Justice Center, Kennewick, WA

Present: Chairman Shon Small
Commissioner Jerome Delvin
Commissioner James Beaver
County Administrator David Sparks
Clerk of the Board Cami McKenzie

Benton County Employees Present During All or a Portion of the Meeting: Deputy Administrator Loretta Smith Kelty; Sustainable Development Manager Adam Fyall; Clerk Josie Delvin; Deputy Clerk Elaine Osborne; District Court Administrator Jacki Lahtinen; Dixie Jamison, District Court; IT Manager Teri Holmes; Erhiza Rivera, Treasurer's Office; Shyanne Faulconer, Community Programs/PR; Financial Analyst Paul Schut, Rosie Sparks, Auditor's Office; DPA Ryan Brown; Sheriff Steve Keane; Undersheriff Jerry Hatcher; Linda Ivey, Sheriff's Office; Judge Katy Butler; Superior Court Judge Alex Ekstrom; Superior Court Administrator Pat Austin; Darryl Banks and Jennifer Bowe, Juvenile Dept.; PA Andy Miller; Robert Head, IT; Tara Symons, Mental Health Coordinator.

.3% Public Safety Tax (PST)

Clerk

Ms. Delvin stated there were two funded positions in the last biennium. This biennium she added 50% of an Archives Specialist; funding for overtime; and a small amount for supplies.

She said it was her understanding there was funding in the Juvenile Drug Court PST for her department's clerking time but did not believe it was budgeted in Adult Drug Court. She said she calculated just over \$17,000 of Clerk time for Adult Drug Court that could be added to the Public Safety Tax Fund.

District Court

Jacki Lahtinen said they currently had a .5 FTE clerk and that she had requests in District Court that might qualify for funding in PST (\$15,000 pro tem and \$23,000 interpreter costs).

Mental Health Court

Jacki Lahtinen, Tara Symons, and Judge Butler presented the PST Mental Health Court budget and said that many of the adjustments were to reflect a 24 month budget from a 9 month budget.

Judge Butler said the requests included increasing the Case Program Manager salary to be competitive from a 16H to an 18H and adding a pro tem or court commissioner. She said when the sales tax committee met, there was a discussion regarding adding a pro tem or commissioner and as the mental health judge she had not given up her regular docket. However, they anticipated adding another ½ time docket and this would be to cover that cost.

Ms. Symons discussed the following requests: second case manager and probation manager just to accommodate program growth and part-time court reporter to be consistent with other programs. Ms. Lahtinen said the part-time person was in her department currently and was already trained and it would benefit Mental Health Court and District Court.

Additional requests included one peer specialist and two client advocates (very part-time under temporary help); \$7,000 in incentives (rent, medical, first appointment fees); one vehicle; and other requests included that were not in the last budget.

Commissioner Beaver asked if there were any standards for participants and employees and Ms. Symons said they were currently modeled after Spokane, however there were differences. Additionally, they were unique in that they were the only one in the state running both tracks out of the same office.

Non-Departmental

PA Andy Miller and Shyanne Faulconer submitted the programs portions of the PST Fund. Mr. Miller stated that he previously said he would not support the public safety tax unless it included Mental Health Court. He said he had been working with a lot of community groups and sitting in on review of the contract proposals; they were being frugal and making sure they were doing what they said they would do. Additionally, he said they had made it very clear the working group was only making recommendations and the ultimate decision was up to the Board of Commissioners.

Ms. Faulconer said there were five programs currently for 2016 and they received four new applications they were currently reviewing. She said the goal was to have the new contracts and extensions approved to begin January 2017. The budget included contracts to end 2018 (Nurse Family Partnership and Safe Harbor) plus \$500,000 per year for new contracts (total \$1.7 million).

Mr. Miller said they had been working very hard to find a space for at risk middle school kids to go after school in east-central Kennewick area to assist with gang prevention; that is one service they had not done. He said that no funding was automatic but felt the Boys & Girls Club was the most likely group to provide this service. He said it was not included in the request but when the working group made recommendations this might be included.

Prosecuting Attorney

Mr. Miller said he was requesting to continue with the two deputy prosecutors and he talked about the success of the Mental Health Court and the involvement of his deputy. He said he had worked with Ms. Smith Kelty and they were requesting a treatment court deputy (for Mental Health Court and Drug Courts).

Sheriff – Custody

Sheriff Keane, Undersheriff Hatcher and Linda Ivey presented the Public Safety Tax Budgets for the Sheriff's Department.

Sheriff Keane said that with the exception of the inmate programming and capital purchases, all requested line items were just to get the budget up to a two year program and they had not deviated from the original proposal that was submitted at the onset of this tax measure (other than not filling some positions in Corrections). Increases included monitors and contracts for the redirection housing program, contracts (adding an additional mental health professional in the jail) and workstation licenses.

Sheriff Patrol

Two vehicles for positions filled - ordered two vehicles and they were budgeted in both this budget and next, depending on when the vehicles were delivered.

Sheriff Metro Drug Task Force

Request included a vehicle for Metro; again it was already ordered and would be paid for either from current budget or 2017-2018.

Mr. Miller said Metro was originally funded by a grant through the feds but the revenues and grant kept going down and the PA's office kept absorbing the costs of the deputy (it was originally funded fully through the grant). They were looking into whether the PA position should be moved to the Metro budget and also what they would do if the grant went to zero and some positions were put in there contingent upon that. He said he went to the Members of the Executive Metro Council to talk about the budget and using PST funds only if the grant went to zero; the only thing they should be spending money on right now was a deputy sheriff.

Superior Court

Judge Ekstrom and Pat Austin presented for Superior Court and requested an additional .50 FTE Court Commissioner. Judge Ekstrom discussed the request for warrants that were handled at all hours: electronically, telephonically and personally.

Public Safety Administration

Adam Fyall and Shyanne Faulconer presented. Mr. Fyall said that ½ of Shyanne’s position was funded through Sustainable Development and ½ through PST for the external programming contracts.

Adult Drug Court

Judge Ekstrom and Pat Austin presented the budget for Adult Drug Court and said they were proposing to keep drug court at the same level of 45 persons. Ms. Austin said as of July they were at 45 and meeting the current need with a minimal wait list; she said she didn’t believe they would need to jump to 70 until at least 2019. She added that they lost funds for administration of the drug court (money was now restricted to treatment). Additionally, they had built in the prosecutor time into the budget and Franklin County’s Clerk was built into the budget; however, they had not added clerk time (\$17,000 strictly to Benton County) but could add that to the Drug Court. The Board agreed.

Office of Public Defense

Eric Hsu said the 2017-2018 budget reflected a continued case load increase; while filings were down, actual appointments in his office had gone up. His requests included one contract per year in District Court and one staff defender for Superior Court; the other requests were mainly to support the addition of staff defender.

Juvenile

Judge Ekstrom, Daryl Banks and Jennifer Bowe said they were asking for baseline again to fund functional family therapy and selective aggressive probation.

Recap

Mr. Sparks said there were \$1.6 million of additional requests from baseline.

The Board discussed how to sustain the fund through the 10 years, problems that might occur and adopting a policy that would cap the expenditures.

The Board also discussed the jail budget and contract with the cities. Mr. Sparks said he had a meeting with Marie Mosley and provided a worksheet so they were aware of potential costs with revenue and without revenue sharing. He said he had four proposals to talk to the Board about so it was a matter of deciding which formula to use.

There being no further business before the Board, the meeting adjourned 10:24 a.m.

Clerk of the Board

Chairman of the Board