

Leo Bowman
District 1
Shon Small
District 2
James Beaver
District 3

Board of County Commissioners BENTON COUNTY

David Sparks
County Administrator

Loretta Smith Kelty
Deputy County Administrator



To view items in detail, please
click on highlighted area

AGENDA BOARD OF BENTON COUNTY COMMISSIONERS Regular Board Meeting Tuesday, October 4, 2011 Benton County Courthouse, Prosser, WA

9:00 AM

Call to Order

Approval of Minutes

❖ September 27, 2011

Review Agenda

Consent Agenda

Auditor

a. Payment Authorization to Tyler Technologies, Inc. for Software Licenses and Support

Board of Equalization

b. Line Item Transfer, Fund No. 0000-101, Dept. 103

Central Services

c. Authorization to Replace and Upgrade Exterior Structured Cabling @ Fairgrounds Buildings

Fairgrounds

d. Amended Contract w/Desertgreen Lawn & Tree Care, LLC

Human Services

e. Authorization for Disbursements from the Homeless Housing Funds per HMIS Agreement

Juvenile

f. Contract w/Crest Counseling Services, P.S.

g. Payment Authorization to Yoder Inc. dba Coffee Refrigeration for Prevailing Wage Fees

h. Truancy Contract w/Richland School District

i. Payment Authorization for Grant Expenditures to The Country Gentleman

Noxious Weed

j. Line Item Transfer, Fund No. 0134-101, Dept. 000

Parks

k. Contract w/Tri City Fence, Inc., to Relocate and Extend Fence @ Horn Rapids Park

l. Contract w/A&B Asphalt, Inc., for the Yard Expansion @ Horn Rapids Park

Personnel

m. Contract w/DNDS Corporation, dba ServPro of TriCities West

n. October Employee of the Month Award

Public Works

o. Contract Amendment w/St of WA Dept of Ecology

p. Authorization to Schedule Call for Bids for Piert Road Phase 2

Sheriff

q. Salary Request Statement

r. Purchase Authorization of Helmet Video Camera System

s. Line Item Transfer, Fund No. 0000-101, Dept. 121

Workforce Development Council

t. Service Contract w/Career Path Srvcs for In-School Youth & Out-of-School Youth Services

u. Service Contract w/Career Path Srvcs for Adult Services

v. Service Contract w/Career Path Srvcs for Dislocated Worker Services

9:05 AM Public Hearing

Surplus Property – S Becken

Short Plat Vacation SPV 11-04 - Shuttleworth

Scheduled Business:

Personnel Resources Strategic Plan – M Wenner

Executive Session:

Litigation Update – R Lukson

Unscheduled Visitors

Board Assignment Update

Draft

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, September 27, 2011, 9:00 a.m.
Commissioners' Conference Room
Benton County Courthouse, Prosser, WA

Present: Chairman Leo Bowman
Commissioner James Beaver
Commissioner Shon Small
Deputy County Administrator Loretta Smith Kelty
Clerk of the Board Cami McKenzie

Absent: County Administrator David Sparks (excused)

Benton County Employees Present During All or a Portion of the Meeting: Deputy Administrator Loretta Smith Kelty; Adam Fyall, Sustainable Development Manager; Finance Manager Keith Mercer; Personnel Manager Melina Wenner; Public Works Manager Steve Becken; Planning Manager Mike Shuttleworth; County Engineer Malcolm Bowie; RJ Lott, Planning; DPA Ryan Brown; Bryan Perry, Safety Coordinator; Dean Docken, Facilities Supervisor. Mr. Sparks arrived later in the meeting.

Approval of Minutes

The Minutes of September 20, 2011 were approved as corrected.

Consent Agenda

MOTION: Commissioner Small moved to approve the consent agenda items “a” through “j”. Commissioner Beaver seconded and upon vote, the Board approved the following:

Commissioners

- a. Approval of Final Capital Improvement Plan – 2011- 2016
- b. Appreciation Letters for 9/11 Memorial
- c. Canvassing Board Appointment

Facilities

- d. Contract Amendment w/Cascade Fire Protection Co.
- e. Authorization to Release Retainage Funds to G2 Commercial Construction, Inc.

Human Services

- f. Contract w/DSHS, Division of Behavioral Health and Recovery

Personnel

- g. Trainer Contract w/S Perry

Planning

h. Certificate of Appreciation

Prosecuting Attorney

i. Amendment to Collective Bargaining Agreement w/Teamsters Local 839 (Roads)

Sheriff

j. Personal Services Contract w/Mel's Inter-City Collision for Auto Body Repair

The Board briefly recessed, reconvening at 9:05 a.m.

Public Hearing – Short Plat Vacation - SPV 11-03

RJ Lott said the Planning Department received a request for vacation and that all four lot owners needed to sign to the vacation under new requirements, however, only three of the four owners had signed (the 4th was out of town on extended leave). Mr. Lott requested the Board continue the public hearing.

The Board continued the public hearing to 9:05 a.m. on October 11, 2011.

Architectural Firm Recommendation

Lisa Small, along with Dean Docken reviewed the RFQ process for Architectural and Engineering Services. Ms. Small said that five firms were interviewed and ultimately narrowed down to two. She said the interview team wanted to recommend Design West Architects out of Kennewick for small routine projects to allow Benton County to work with this firm and review their approach to public works projects.

Chairman Bowman said he agreed with contracting with a local firm and the Board agreed.

MOTION: Commissioner Beaver move to approve the recommendation and authorize the negotiation of a blanket contract with Design West Architects, Kennewick, WA. Commissioner Small seconded and upon vote, the motion carried.

Executive Session – Pending Litigation

The Board went into executive session at 9:11 a.m. with DPA Ryan Brown to discuss two separate potential litigation matters for up to 30 minutes. Also present were Loretta Smith Kelty, Cami McKenzie, Melina Wenner, and PA Andy Miller (via videoconference) and DPA Steve Hallstrom (via/videoconference). The Board came out a 9:41 a.m. Mr. Brown said the Board needed to go back into executive session and asked for another 15 minutes to discuss potential litigation. Mike Shuttleworth, Steve Brown, and Jackie McWhorter were now present and Mr. Miller was absent. Sarah Perry, special counsel joined the executive session at 9:52 a.m. and Ryan Brown and Steve Hallstrom left the executive session. The Board came out at 9:56 a.m. and Ms. Perry said the Board took no action.

The Board briefly recessed, reconvening at 10:02 a.m.

Executive Session – Pending Litigation

The Board went into executive session at 10:02 a.m. with special counsel Sarah Perry for up to 10 minutes to discuss pending litigation. Also present were Loretta Smith Kelty, Cami McKenzie, and Melina Wenner. The Board came out at 10:10 a.m. and Ms. Perry said the Board took no action.

MOTION: Commissioner Small moved to approve signing the informed disclosure letter prepared by Sarah Perry with the addition of a resolution. Commissioner Beaver seconded upon vote, the motion carried.

Unscheduled Visitors

Ruth Swain, W. Richland, thanked the Board for its community service and attending events in W. Richland.

Commissioner Assignment Update

WIRA 31/HH Hills Irrigation project

Commissioner Small and Adam Fyall briefed the Board on the meeting. The meeting was not well attended but there was interest in the project. However, most realized it was not a good economic time to go forward. The 2020 sunset clause for water rights was discussed and Mr. Fyall said he had asked Ecology for a statement regarding this issue and would forward that once received.

Noxious Weed - Funds

Commissioner Small said he was in the process of talking to farmers about this issue.

Time of Remembrance Celebration

Commissioner Beaver said he attended this ceremony and recommended the Board send a thank you letter to West Richland.

HAEIFIC

Commissioner Beaver said the Director of Commerce attended the ceremony along with members of the community to celebrate large checks being written for economic development. He said the Director of Commerce praised the efforts of the local community.

REI – Community Development Grant

Aday Fyall reported on the grants received by Friends of Badger (\$10,000) and Tapteal Greenway (\$10,000).

Commissioner Travel Budget

Commissioner Beaver said there was \$5,000 left in the travel budget for the biennium and that he had one more reimbursable expense for ECA for 2011. He said he was not interested in a travel supplement, regardless of the commitments made and wanted to divide the remaining budget three ways. He also discussed the association dues paid by the Commissioners' office and that he was concerned about spending \$100,000 for these dues.

Chairman Bowman said that Mr. Sparks and Ms. Smith Kelty were planning on a mid-year budget review and it should be discussed as part of that process.

MOTION: Commissioner Small moved to divide the Commissioners' travel budget by three. Commissioner Beaver seconded.

Discussion

Commissioner Beaver discussed this importance of ECA regarding the Hanford complex and its contribution to the local economy and that it was important to stay engaged with ECA with what was happening on a national level. Commissioner Small said he appreciated everyone reviewing the matter and that it was important to lead by example since what the Board did was scrutinized.

Chairman Bowman said he was trying to anticipate that the Board was telling him they should not belong to these associations. He said it would be a mistake to not belong or be involved in those organizations; just as Commissioner Beaver talked about what was happening on the national level affected us at home, what happened in Olympia affected us at home. He said the state legislators were not also county commissioners and could not adequately represent county issues. He said it would be a mistake for Benton County to withdraw from those activities by not having a representative (lobbyist) from WSAC. He agreed his expenses were the most from traveling to Olympia but felt it had value to represent the County. He stated that other local counties were at those meetings to make sure the state legislative decisions and impacts were made informed.

Commissioner Beaver said he was not insinuating the County disengage but that it get tighter and move along with changes by looking to the future; it was about setting a standard.

Commissioner Small said he believed there were other ways to stay engaged; meetings by teleconference and/or phone calls.

Upon vote, the motion carried unanimously.

Vouchers

Check Date: 09/15/2011
Taxes #: 10111094
Total all funds: \$32,441.06

Check Date: 09/15/2011
Warrant #: 232967-232990
Direct Deposit #: 67476-67677
Total all funds: \$115,926.96

Check Date: 9/16/2011
Warrant #: 41403-41643
Taxes #: 01160911
Total all funds: \$1,051,054.37

Check Date: 9/23/2011
Warrant #: 41777-41968
Taxes #: 05019011, 010109112
Total all funds: \$651,218.39

Total amounts approved by fund can be reviewed in the Benton County Auditor's Office.

Resolutions

- 11-611: Adopting the 2011-2016 Benton County Capital Improvement Plan
- 11-612: First Contract Amendment for Blanket Contract Between Benton County and Cascade Fire Protection
- 11-613: Authorizing the Release of Retained Funds Held in Escrow Account to G2 Commercial, Inc.
- 11-614: Prevention & Substance Abuse Treatment Between DSHS and Human Services
- 11-615: Trainer Contract Between Benton County and Sarah Perry
- 11-616: Amendment to 2010-2012 Collective Bargaining Agreement – Benton County and Teamsters Local 839 – Road Department
- 11-617: Contract with Mel's Inter-City Collision for As Needed Automobile Body Repair for the Benton County's Sheriff's Office
- 11-618: Approving the Potential Conflict of Interest – Informed Consent Form with Sarah Perry

There being no further business before the Board, the meeting adjourned at approximately 10:56 a.m.

Clerk of the Board

Chairman

<u>AGENDA ITEM</u>		<u>TYPE OF ACTION NEEDED</u>			
Meeting Date:	<u>October 4, 2011</u>	Execute Contract	_____	Consent Agenda	<u>X</u>
Subject:	<u>Resolution- Software Licenses</u>	Pass Resolution	<u>X</u>	Public Hearing	_____
Prepared by:	<u>B. Chilton</u>	Pass Ordinance	_____	1st Discussion	_____
Reviewed by:	_____	Pass Motion	_____	2nd Discussion	_____
		Other	_____	Other	_____

BACKGROUND INFORMATION

It has been necessary to purchase additional software licenses, annual support, and professional services for the EagleRecorder and Content Management systems from Tyler Technologies for use in the continued document preservation efforts provided by the Benton County Auditor for multiple County departments. These two systems are currently in use by the Auditor and other County departments. The additional software licenses, annual support, and professional services can only be provided by the current vendor Tyler Technologies.

SUMMARY

The Auditor’s Office needs additional software licenses, annual support, and professional services for the EagleRecorder and Content Management systems from Tyler Technologies.

RECOMMENDATION

Pass a resolution authorizing payment to Tyler Technologies for the following: two (2) additional Eagle Recorder Full Use Licenses and additional annual support for each license; two (2) additional Content Management Full Use Licenses and additional annual support for each license; one (1) additional Content Management Scan Station License and additional annual support for said license; and any additional professional services that may be needed for installation of said software licenses.

FISCAL IMPACT

\$12,594, plus any professional services, taxes and delivery, from Auditor’s O&M budget.

MOTION

Move to authorize payment to Tyler Technologies for additional software licenses, annual support, and professional services.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZING THE BENTON COUNTY AUDITOR TO PURCHASE, THROUGH USE OF THE AUDITOR'S OPERATION AND MAINTENANCE FUND, ADDITIONAL SOFTWARE LICENSES, ANNUAL SUPPORT, AND PROFESSIONAL SERVICES FOR TYLER EAGLERECORDER AND TYLER CONTENT MANAGEMENT,

WHEREAS, Tyler Technologies is the vendor that administers the current document recording system, EagleRecorder, in use by the Benton County Auditor; and the current document management system, Content Manager, in use by multiple departments in the County.

WHEREAS, the Benton County Auditor has determined that additional licenses and annual support are needed for both Tyler EagleRecorder and Tyler Content Manager, which licenses and support will be utilized in continued document preservation efforts provided by the Benton County Auditor for multiple County departments; including but not limited to the preservation of records for the Benton County Coroner which have been determined to be permanent and archivable;

WHEREAS, the Benton County Auditor requested, through the Central Services Manager, a sole source quote from Tyler Technologies for additional software licenses, annual support, and professional services.

WHEREAS, minimal additional professional services may be needed for the set up of the software licenses at a cost to be determined; and

WHEREAS, the software, licenses, and professional services identified hereinabove are exclusive to the vendor Tyler Technologies and may not be purchased through another vendor; and RCW 39.04.280(1) provides for an exception to the competitive bidding requirements if the purchase is clearly and legitimately limited to a single source of supply, provided that the Board of County Commissioners pass a resolution stating the basis for the waiver.

BE IT RESOLVED, the Board of Benton County Commissioners hereby authorizes payment to Tyler Technologies for the following: two (2) additional Eagle Recorder Full Use Licenses and additional annual support for each license; two (2) additional Content Management Full Use Licenses and additional annual support for each license; one (1) additional Content Management Scan Station License and additional annual support for

said license; and any additional professional services that may be needed for installation of said software licenses.

Dated this _____ day of _____, 2011.

Chairman of the Board

Member

Member

**Constituting the Board of County
Commissioners of Benton County,
Washington**

Attest: _____
Clerk of the Board

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

**IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN CURRENT
EXPENSE FUND NUMBER 0000-101, DEPARTMENT NUMBER 103**

**BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred
as outlined in Exhibit "A", attached hereto.**

Dated this.....day of....., 20.....

Chairman of the Board

Member

**Member
Constituting the Board of County
Commissioners of Benton County,
Washington**

Attest:
Clerk of the Board

EXHIBIT A

**BENTON COUNTY
LINE ITEM TRANSFERS**

RESOLUTION NO. _____

DEPARTMENT: Board of Equalization

DEPARTMENT NO. 103

FUND NAME: Current Expense

FUND NO. 0000-101

TRANSFER FROM:

TRANSFER TO:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
514.240	1190	Secretary	\$1,200.00	514.240	1188	Director	\$1,200.00

EXPLANATION: Funds need to be transferred due to a high volume of appeals.

Prepared by: Peggy Brown

Date: 9/27/11

Approved ()

Denied ()

Date: _____

Chairman

Member

Member

AGENDA/WORKSHOP ITEM		TYPE OF ACTION NEEDED	
Meeting Date:	4-October-2011	Execute Contract	_____
Subject:	Fairgrounds Exterior Structured Cabling	Pass Resolution	<u> x </u>
		Pass Ordinance	_____
Prepared By:	J. Randall Reid	Pass Motion	_____
Reviewed By:	Loretta Smith Kelty	Other	_____
		Consent Agenda	<u> x </u>
		Public Hearing	_____
		1 st Discussion	_____
		2 nd Discussion	_____
		Other	_____

BACKGROUND INFORMATION

This project involves replacing old copper cables between buildings at the Fairgrounds with new copper and fiber in new conduit. Specifically, three buildings are involved: the new Maintenance Shop, the Fair Association Building, and the Sundown Building. Fiber will be added to the fairly new conduit between the Maintenance Shop and Sundown Building. Trenching and asphalt replacement will be required to install new copper and fiber in new conduit between the Fair Association Building and the Sundown Building. The existing copper between these two is deteriorated to the point that it is difficult to find viable pairs for phone service. Wall mount racks and fiber termination panels will be installed in the Maintenance Shop and Fair Association Building.

At the Fairgrounds, the Sundown Building is the demarcation point for phone services and the Fair Association Building is the demarcation point for fiber services. Once this cabling is in place, then a fiber circuit can be extended to the Maintenance Building to put it onto the county wide area network and a new phone system can be installed to replace the aging Toshiba system used now.

SUMMARY

The attached resolution authorizes Central Services to approve and pay for work done by Paramount Communications under the State of Washington Department of Information Services contract (T05-MST-005) for telecommunications cabling. A special purchase order was developed in 2008 with the assistance of the Prosecuting Attorney's staff that will be used for this project. It requires a vendor signature acknowledging the terms of the state contract referenced on the purchase order.

RECOMMENDATION

1ST Pass resolution.

2nd

FISCAL IMPACT

Expenses to be paid from the Fairground Improvements fund.

MOTION

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF REPLACING AND UPGRADING EXTERIOR STRUCTURED CABLING BETWEEN FAIRGROUND BUILDINGS.

WHEREAS, Benton County is a participant in the contracts negotiated by the Department of Information Services of the State of Washington (DIS) under Customer Service Agreement #8030-0, Interlocal Agreement #97-INT-070; and

WHEREAS, Paramount Communications, Inc., with its corporate office in Richland, Washington, is a structured cabling installer under DIS Master Contract #T05-MST-005; and

WHEREAS, Paramount Communications has recently done work at the Benton County Fairgrounds and is familiar with the facilities; and

WHEREAS, Paramount Communications provided a quote (Exhibit "A") based on rates established by DIS Master Contract #T05-MST-005 for replacing and upgrading infrastructure cabling; NOW THEREFORE,

BE IT RESOLVED, by the Board of Benton County Commissioners, that the Central Services Manager be authorized to accept the proposal from Paramount Communications dated 31-August-2011 in the amount \$12,983 plus a .05% DIS contract administration fee and plus Washington sales tax; and

BE IT FURTHER RESOLVED, that the total purchases with this award are not to exceed \$14,000 plus Washington sales tax; and

BE IT FURTHER RESOLVED, that the Central Services Manager be authorized to sign any documents relating to the final scope of work and verification that the work has been completed.

Dated this _____ day of _____, _____

Chairman of the Board

Member

Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

R REID

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	
Meeting Date: <u>9-27-11</u>	Execute Contract	<u> </u>
Subject: Desert Green Lawn & Tree Care LLC	Pass Resolution	<u> x </u>
	Pass Ordinance	<u> </u>
Prepared by: cmb <u> </u>	Pass Motion	<u> </u>
Reviewed by: <u> </u>	Other	<u> </u>
	Consent Agenda	<u> x </u>
	Public Hearing	<u> </u>
	1st Discussion	<u> </u>
	2nd Discussion	<u> </u>
	Other	<u> </u>

BACKGROUND INFORMATION

Recently Fairgrounds excavated (5) acres of property in the Horse RV area for additional parking for our user groups. As a final process to this project, bare ground weed control treatment was applied throughout the newly excavated property.

SUMMARY

Desert Green Lawn & Tree Care LLC currently has a spray maintenance contract with the Fairgrounds Facility for 2011 under Resolution 11-199 in the amount of \$17,219.70 excluding WSST. This first contract amendment is necessary in order to change the total amount payable for this additional spray treatment, not to exceed \$20,000.00 including WSST.

RECOMMENDATION

The Board of Benton County Commissioners authorizes the first service contract amendment for additional bare ground spray treatment by Desert Green Lawn & Tree Care LLC at the Benton County Fairgrounds.

FISCAL IMPACT

\$19,385.70 including WSST

MOTION

Move the Resolution for amendment be approved.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON IN THE MATTER OF THE FIRST PERSONAL SERVICE CONTRACT AMENDMENT BETWEEN BENTON COUNTY AND DESERT GREEN LAND & TREE CARE LLC

WHEREAS, per Resolution 11-199 the parties entered into a Personal Service Contract to provide ground maintenance spraying services at the Benton County Fairgrounds in the amount of \$17,219.70 excluding WST; and

WHEREAS, the parties wish to amend the Personal Service Contract terms and conditions to include additional bare ground spray treatment on the five (5) acres behind the Horse Barn parking area as shown in Exhibit C for an amended amount not to exceed of \$20,000.00; **NOW, THEREFORE**,

BE IT RESOLVED, the Board of Benton County Commissioners, Benton County, Washington hereby approves the first personal service contract amendment between Benton County and Desert Green Lawn & Tree Care LLC attached hereto; and

BE IT RESOLVED, the Board of Benton County Commissioners, Benton County, Washington hereby approves the amount no to exceed \$20,000.00; and

BE IT FURTHER RESOLVED, the Board authorizes the Chairman of the Board to sign the attached first personal service contract amendment.

Dated this _____ day of _____ 2011.

Chairman of the Board

Member

Member

Constituting the Board of Commissioners
of Benton County, Washington

Attest: _____
Clerk of the Board

FIRST SERVICE CONTRACT AMENDMENT

THIS FIRST AMENDMENT is made and entered into this _____ day of _____ 2011 by and between **BENTON COUNTY**, a political subdivision, with its principal offices at 620 Market Street, Prosser, Washington 99350 (hereinafter "COUNTY") and **DESERTGREEN LAWN & TREE CARE, LLC**, a corporation organized under the laws of the State of Washington, with its principal address at 642 Truman Ave, Richland, WA 99352 (hereinafter "CONTRACTOR").

The parties entered into a Service Contract per Resolution 11-199 dated March 21, 2011 (the "CONTRACT") to provide ground maintenance spraying services for the Benton County Fairgrounds; and

Whereas, this first contract amendment is necessary in order to increase the contract amount as the Benton County Facility Supervisor recommended additional bareground weed control treatment on the five (5) acres behind the Horse Barn parking area.

Whereas, this amendment is necessary to change the total amount payable under the contract from \$17,219.70 excluding WSST to \$20,000.00 including WSST.

The parties agree that all provisions of the Contract shall remain in effect except "1. Contract Documents", "3. Services Provided" and "5. Compensation" shall be amended and replaced in their entirety with the following:

1. CONTRACT DOCUMENTS

This Contract consists of these terms and conditions and the following documents:

- a. Exhibit A – Desert Green Lawn & Tree Care LLC 2011 Benton County Fairgrounds Maintenance Agreement
- b. Exhibit B – Washington State Prevailing Wage Rates
- c. Exhibit C – Desert Green Lawn & Tree Care LLC 2011 quote for additional bareground weed control treatment

3. SERVICES PROVIDED

The COUNTY requires and the CONTRACTOR agrees to provide complete grounds maintenance spraying which is consistent with CONTRACTOR's bid proposals attached hereto as Exhibit A and C for services at the Benton County Fairgrounds. In the event that requested work encompasses work that is legally required to be completed by another type of contractor, CONTRACTOR shall inform COUNTY of that fact and shall coordinate with COUNTY to complete the work in conjunction with such other contractor. In the event that requested work requires, under State or local law, the issuance of a building permit, CONTRACTOR shall be responsible for procuring such building permit and arranging for inspection and certification of the work.

AGENDA ITEM	TYPE OF ACTION NEEDED	
Meeting Date: <u>10/4/2011</u>	Execute Contract _____	Consent Agenda <u> x </u>
Subject: <u>HMIS Program</u>	Pass Resolution <u> x </u>	Public Hearing _____
Prepared by: <u>Linda Ivey</u>	Pass Ordinance _____	1st Discussion _____
Reviewed by: <u>Ed Thornbrugh</u>	Pass Motion _____	2nd Discussion _____
	Other _____	Other _____

BACKGROUND INFORMATION

The Department of Human Services and the Department of Commerce entered into the Homeless Management Information System (HMIS) Data Sharing Funding Program Agreement, Resolution 10-253.

The Data Sharing Program includes \$80,000 for eligible expenses such as hardware/software upgrades and training associated with HMIS implementation and/or use. The County or HMIS data submitters are eligible recipients to receive the pass-through funding.

An example of eligible recipients may be the Columbia Basin Veterans Coalition, the Domestic Violence Shelter, Benton-Franklin Community Action Committee who may need upgraded software/hardware to enter data into the HMIS data system.

SUMMARY

Authorize the Benton Franklin Department of Human Services to voucher the County Auditor’s office to make such payments necessary for the disbursement of the Homeless Management Information Data Sharing Funding Program.

RECOMMENDATION

Pass the Resolution

FISCAL IMPACT

There is no impact on the Current Expense Budget.

The funding will come from the Homeless Housing Fund 0154-101, which has already received \$60,000 of the \$80,000 eligible for disbursement.

MOTION

Move for the approval of disbursements of funds necessary for the Homeless Management Information System Data Sharing Funding Program.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF APPROVAL OF DISBURSEMENTS FROM THE HOMELESS HOUSING FUND (0154-101) AS OUTLINED IN THE HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) DATA SHARING FUNDING PROGRAM AGREEMENT.

WHEREAS, The Washington State Department of Commerce and the Benton-Franklin Department of Human Services entered into the Homeless Management Information Data Sharing Funding Program Agreement, Resolution 10-253; and

WHEREAS, The Data Sharing Funding Program includes \$80,000 for eligible expenses such as hardware/software upgrades and training expenses associated with HMIS implementation and/or use by the County or HMIS data submitters; **NOW THEREFORE**

BE IT RESOLVED by the Board of Benton County Commissioners that the Benton Franklin Department of Human Services is authorized to voucher the County Auditor's office to make such payments necessary for the disbursement of the Homeless Management Information System Data Sharing Funding Program.

Dated this day of, 2011.

Chairman

Member

Member
Constituting the Board of County
Commissioners of Benton County,
Washington.

Attest:
Clerk of the Board

cc: Human Services, Auditor; file

JOINT RESOLUTION

BENTON COUNTY RESOLUTION NO. _____

FRANKLIN COUNTY RESOLUTION NO. _____

BEFORE THE BOARDS OF THE COMMISSIONERS OF BENTON AND FRANKLIN COUNTIES, WASHINGTON;

IN THE MATTER OF THE REQUEST FOR SIGNATURE FROM THE CHAIRMAN OF THE BOARDS OF BENTON AND FRANKLIN COUNTY COMMISSIONERS ON THE PERSONAL SERVICES CONTRACT BETWEEN THE JUVENILE JUSTICE CENTER AND JULIE CREST OF CREST COUNSELING SERVICES, P.S. and

WHEREAS, Sharon A. Paradis, Administrator of the Juvenile Court, believes it is in the best interest of the Juvenile Justice Center that the Personal Services Contract between Julie Crest of Crest Counseling Services, P.S., and Benton-Franklin Counties Juvenile Justice Center be approved as presented for a term commencing September 1, 2011 and terminating on June 30, 2013, for a maximum total amount payable by the Counties not to exceed Sixty-Five Thousand Dollars (\$65,000.00). The personal service contract was not received from Julie Crest until September 7, 2011 and is backdated to September 1, 2011 so that services are not interrupted and so that the Juvenile Justice Center can maximize the use of available funds effective September 1, 2011. **NOW, THEREFORE,**

BE IT RESOLVED, that the Chairman of the Board of Benton County Commissioners and the Chairman of the Board of Franklin County Commissioners be and they hereby are authorized to sign, on behalf of their respective county, the Personal Services Contract.

DATED this 27th day of September 2011
BENTON COUNTY BOARD OF COMMISSIONERS

DATED this 21st day of September 2011
FRANKLIN COUNTY BOARD OF COMMISSIONERS

Chairman of the Board

Chairman of the Board

Member

Chairman Pro Tem

Member

Constituting the Board of
County Commissioners,
Benton County, Washington

Member

Constituting the Board of
County Commissioners,
Franklin County, Washington

Attest:

Attest:

Clerk of the Board

Clerk of the Board

JUDGES
Hon. Craig J. Matheson
Hon. Vic L. VanderSchoor
Hon. Robert G. Swisher
Hon. Carrie Runge
Hon. Cameron Mitchell
Hon. Bruce Spanner

BENTON-FRANKLIN COUNTIES JUVENILE JUSTICE CENTER



SHARON PARADIS, Administrator
Juvenile Court Services

SUPERIOR COURT OF THE STATE OF WASHINGTON
5606 W CANAL PLACE, SUITE 106 • KENNEWICK, WASHINGTON 99336-1388
PHONE (509) 783-2151 • FAX (509) 736-2728

LONNA K. MALONE
JOSEPH R. SCHNEIDER
JERRI G. POTTS
Court Commissioners

PERSONAL SERVICES CONTRACT BETWEEN BENTON-FRANKLIN COUNTIES JUVENILE JUSTICE CENTER AND JULIE CREST OF CREST COUNSELING SERVICES, P.S.

This Contract is made and entered into by and between Benton County, a political subdivision, with its principal offices at 620 Market Street, Prosser, WA 99350 and Franklin County, a political subdivision, with its principal offices at 1016 North Fourth Avenue, Pasco, WA 99301, by and for the Benton-Franklin Counties Juvenile Justice Center, a bi-county agency located at 5606 W. Canal Place STE 106, Kennewick, WA 99336-1388, (hereinafter collectively referred to as "Counties"), and Julie Crest of Crest Counseling Services, P.S. with her principal offices at 1430 Summitview Avenue, Yakima, WA 98902 (hereinafter referred to as "Contractor").

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. DURATION OF CONTRACT

The term of this Contract shall be September 1, 2011, through June 30, 2013. The Contractor shall complete all work by the time(s) specified herein, or, if no such time is otherwise specified, no later than the expiration date.

2. SERVICES PROVIDED

A. Pursuant to RCW 13.40.160, the Contractor shall provide the following services for selected first-time, adjudicated sex offenders:

1. Assess offenders prior to disposition of a sex offense to determine amenability to treatment and risk to the community. The assessment shall be completed by the Washington State certified sex offender treatment provider and shall include:
 - a. Respondent's version of the facts;
 - b. Official version of the facts;
 - c. Respondent's offense history;
 - d. Assessment of problems in addition to the alleged deviant behaviors;
 - e. Respondent's, social, educational, and employment situation;
 - f. Other evaluation measures used; and
 - g. Amenability to treatment and risk to the community.

AGENDA ITEM: <u>Consent</u> MEETING DATE: <u>B/C 10-4-11 ; F/C 10/12/11</u> SUBJECT: <u>Approving Payment to Yoder Inc., DBA Coffee Refrigeration for Prevailing Wage Fees</u> Prepared By: <u>Jennifer Bowe</u> Reviewed By: <u>Sharon Paradis</u>	<u>TYPE OF ACTION NEEDED</u> Executive Contract Pass Resolution <u>XX</u> Pass Ordinance _____ Pass Motion _____ Other _____	CONSENT AGENDA <u>XX</u> PUBLIC HEARING _____ 1ST DISCUSSION _____ 2ND DISCUSSION _____ OTHER _____
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BACKGROUND INFORMATION

In accordance with B/C Resolution No. 10-761, and F/C Resolution No. 2010 396, the Boards of Benton County and Franklin County Commissioners by and for the Benton-Franklin Counties Juvenile Justice Center entered into a public works service contract for "as needed" kitchen equipment repair and services with Yoder, Inc., DBA Coffee Refrigeration.

Recently, Washington State Labor and Industries changed the policy for filing Affidavits for prevailing wages. In previous years the Contractor was able to file one Statement of Intent at the beginning of the year and then file one Affidavit of Wages Paid at the end of the year covering all the projects that were performed during that year for a total fee amount of \$80.00. L&I now requires the Contractor to file an Affidavit of Wages Paid after each service call at a rate of \$40.00 each. These fees are above and beyond the regular hourly rates that are referenced in the original contract and shall not be calculated as part of the contract amount not to exceed \$10,000 including WSST.

SUMMARY

The Boards of Benton County and Franklin County Commissioners hereby concur with the recommendation and authorize payment in the amount of \$40.00 to Coffee Refrigeration for each service call that requires Coffey Refrigeration to file an Affidavit of Wages Paid as stated in Section 5 "Compensation" of the contract.

RECOMMENDATION

The Juvenile Justice Center recommends that the Boards of Benton County and Franklin County Commissioners authorize payment to Coffee Refrigeration for the additional fees associated with the prevailing wage requirements.

FISCAL IMPACT

Costs related to these expenditures are included in the approved Juvenile Department #000 Fund No. 0117-101 "Kitchen Fund" budget.

MOTION

I move that the Chairman of the Board of Benton County Commissioners and the Chairman of the Board of Franklin County Commissioners be hereby authorized to sign the Resolution authorizing payment to Yoder, Inc., DBA Coffee Refrigeration for Prevailing Wage fees.

RESOLUTION

BEFORE THE BOARDS OF THE COMMISSIONERS OF BENTON AND FRANKLIN COUNTY,
WASHINGTON:

IN THE MATTER OF THE REQUEST FOR SIGNATURE FROM THE CHAIRMAN OF THE BOARDS OF BENTON AND FRANKLIN COUNTY AUTHORIZING PAYMENT TO YODER INC., DBA/COFFEE REFRIGERATION FOR PREVAILING WAGE FEES

WHEREAS, per Benton County Resolution No. 10-761, executed December 6, 2010 and Franklin County Resolution No. 2010 396 executed December 15, 2011, the Boards of Benton County and Franklin County Commissioners by and for the Benton-Franklin Counties Juvenile Justice Center entered into a public works service contract for "as needed" kitchen equipment repair and services for a contract amount not to exceed \$10,000; and

WHEREAS, Washington State Labor and Industries has changed the policy for filing Affidavits for prevailing wages, as in previous years the Contractor was able to file one Statement of Intent at the beginning of the year and then file one Affidavit of Wages Paid at the end of the year covering all the projects that were performed during that year for a total fee amount of \$80.00; and

WHEREAS, the current contract is in accordance with the hourly rate sheet that was provided by the contract, and the hourly rates do not cover all of the additional fees the Department of Labor and Industries is now requiring; and

WHEREAS, the Juvenile Justice Center recommends that the Boards of Benton County and Franklin County Commissioners authorize payment to Coffee Refrigeration for the additional fees associated with the prevailing wage requirements; **NOW, THEREFORE**

BE IT RESOLVED, the Boards of Benton County and Franklin County Commissioners hereby concur with the recommendation and authorize the payment in the amount of \$40.00 to Coffee Refrigeration for each service call that requires Coffey Refrigeration to file an Affidavit of Wages Paid as stated in Section 5 "Compensation" of the contract; and

BE IT FURTHER RESOLVED, the additional \$40.00 fee for the filing of the Affidavit per service call is above and beyond the regular hourly rates that are referenced in the original contract and shall not be calculated as part of the contract amount not to exceed \$10,000 including WSST.

DATED this 4th day of October 2011
BENTON COUNTY BOARD OF COMMISSIONERS

DATED this 12th day of October 2011
FRANKLIN COUNTY BOARD OF COMMISSIONERS

Chairman of the Board

Chairman of the Board

Member

Chairman Pro Tem

Member

Constituting the Board of
County Commissioners,
Benton County, Washington

Member

Constituting the Board of
County Commissioners,
Franklin County, Washington

Attest:

Attest:

Clerk of the Board
Orig: Juvenile
Cc: Auditor

Clerk of the Board

J. Bowe

AGENDA ITEM: Consent	TYPE OF ACTION	CONSENT AGENDA <u>xx</u> PUBLIC HEARING 1ST DISCUSSION 2ND DISCUSSION OTHER
MEETING DATE: B/C 10-04-11 F/C 10-12-11	NEEDED	
SUBJECT: Truancy Contract for Richland School District for 2011 2012 School Year	Executive Contract <u>xx</u>	
Prepared By: Toni Lehman	Pass Resolution <u>xx</u>	
Reviewed By: Sharon Paradis	Pass Ordinance Pass Motion Other	

BACKGROUND INFORMATION

The State has contracted with both the Benton and Franklin County Boards of Commissioners for several years for the costs/services associated with processing At-Risk Youth (ARY), Children in Need of Services (CHINS), and Truancy Petitions. With the start of the new school (September 1, 2011 through June 30, 2012), the Richland School District wishes to renew their contract with the Juvenile Court so that we may continue to provide services associated with Truancy matters for the term of September 1, 2011, through July 31, 2012.

SUMMARY

Richland has contracted with us to develop, recruit and train a truancy board; implement and follow-up on truancy board recommendations; assist families in obtaining outreach services; provide Family Support counseling; perform drug/alcohol assessment and treatment referrals; assist in the processing of all truancy court referrals; monitor courtroom truancy petitions; and follow-up truancy petition requirements.

The Fee for Service Contract was not received by the Richland School District until September 13, 2011 as revisions were negotiated in the contract. The Fee for Service contract is backdated to September 1, 2011 so that services are not interrupted and so that the Juvenile Justice Center can maximize the use of available funds effective on September 1, 2011.

RECOMMENDATION

We recommend that the Boards of County Commissioners authorize their Chairs to sign the Fee for Service Contract with the Richland School District.

FISCAL IMPACT

These are state funds passed through the school district whereby we are reimbursed for services provided. There is no fiscal impact to the counties.

MOTION

I move that the Chairman of the Board of Benton County Commissioners and the Chairman of the Board of Franklin County Commissioners be hereby authorized to sign, on behalf of their respective county, the Fee for Service Contract with the Richland School District.

JOINT RESOLUTION

BENTON COUNTY RESOLUTION NO. _____

FRANKLIN COUNTY RESOLUTION NO. _____

BEFORE THE BOARDS OF THE COMMISSIONERS OF BENTON AND FRANKLIN COUNTIES, WASHINGTON;

IN THE MATTER OF THE REQUEST FOR SIGNATURE FROM THE CHAIRMAN OF THE BOARDS OF BENTON AND FRANKLIN COUNTY COMMISSIONERS ON FEE FOR SERVICE CONTRACT BETWEEN THE BENTON-FRANKLIN JUVENILE JUSTICE CENTER AND RICHLAND SCHOOL DISTRICT, and

WHEREAS, Sharon A. Paradis, Administrator of the Juvenile Court, believes it is in the best interest of the Juvenile Justice Center that the Fee for Service Contract between Richland School District and Benton-Franklin Juvenile Justice Center be approved as presented for a term commencing September 1, 2011 and terminating on July 31, 2012, for a maximum total amount payable by the District to the Counties not to exceed Thirteen Thousand Nine Hundred Eighty Dollars (\$13,980.00). The Fee for Service contract was not received by the Richland School District until September 13, 2011 as revisions were negotiated in the contract. The Fee for Service contract is backdated to September 1, 2011 so that services are not interrupted and so that the Juvenile Justice Center can maximize the use of available funds effective on September 1, 2011. **NOW, THEREFORE**

BE IT RESOLVED, that the Chairman of the Board of Benton County Commissioners and the Chairman of the Board of Franklin County Commissioners be and they hereby are authorized to sign, on behalf of their respective county, the Fee For Service Contract.

DATED this 4th day of October 2011.

DATED this 12th day of October 2011.

BENTON COUNTY BOARD OF COMMISSIONERS

FRANKLIN COUNTY BOARD OF COMMISSIONERS

Chairman of the Board

Chairman of the Board

Member

Chairman Pro Tem

Member
Constituting the Board of
County Commissioners,
Benton County, Washington

Member
Constituting the Board of
County Commissioners,
Franklin County, Washington

ATTEST:

ATTEST:

Clerk of the Board

Clerk of the Board

JUDGES
Hon. Craig J. Matheson
Hon. Vic L. VanderSchoor
Hon. Robert G. Swisher
Hon. Carrie Runge
Hon. Cameron Mitchell
Hon. Bruce Spanner

BENTON-FRANKLIN COUNTIES JUVENILE JUSTICE CENTER



SHARON PARADIS, Administrator
Juvenile Court Services

SUPERIOR COURT OF THE STATE OF WASHINGTON

5606 W CANAL PLACE, SUITE 106 • KENNEWICK, WASHINGTON 99336-1388
PHONE (509) 783-2151 • FAX (509) 736-2728

LONNA K. MALONE
JOSEPH R. SCHNEIDER
JERRI G. POTTS
Court Commissioners

FEE FOR SERVICES CONTRACT TERMS AND CONDITIONS

This Contract is made and entered into by and between Benton County, a political subdivision, with its principal offices at 620 Market Street, Prosser, WA 99350 and Franklin County, a political subdivision, with its principal offices at 1016 North Fourth Avenue, Pasco, WA 99301, by and for the Benton-Franklin Counties Juvenile Justice Center, a bi-county agency located at 5606 W. Canal Place STE 106, Kennewick, WA 99336 (hereinafter collectively referred to as "Counties"), and Richland School District, with its principal offices at 615 Snow AVE, Richland, WA, 99352, (hereinafter referred to as "District").

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. DURATION OF CONTRACT

The term of this Contract shall be from September 1, 2011, through July 31, 2012, unless terminated prior to that time as provided herein.

2. SERVICES PROVIDED

The Counties shall perform the following services:

- A. Develop, recruit and train a truancy board; implement and follow-up on truancy board recommendations; assist families in obtaining outreach services (in-home when necessary); provide Family Support counseling; perform drug/alcohol assessment and treatment referrals; assist in processing all truancy court referrals; monitor courtroom truancy petitions; and follow-up on truancy petition requirements.
- B. The Counties agree to provide its own labor and materials. Unless otherwise provided in this Contract, no material, labor, or facilities will be furnished by the District.
- C. The Counties shall perform the work specified in this Contract according to standard industry practice and shall perform the work in coordination with the Truancy Court Liaison.

AGENDA ITEM: <u>Consent</u> MEETING DATE: <u>B/C 9-27-11</u> SUBJECT: <u>Approving Payment for Grant Expenditures</u> Prepared By: <u>Jennifer Bowe</u> Reviewed By: <u>Sharon Paradis</u>	<u>TYPE OF ACTION NEEDED</u> Executive Contract Pass Resolution <u>XX</u> Pass Ordinance _____ Pass Motion _____ Other _____	CONSENT AGENDA <u>XX</u> PUBLIC HEARING _____ 1ST DISCUSSION _____ 2ND DISCUSSION _____ OTHER _____
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BACKGROUND INFORMATION

On September 13, 2011 the Benton County Board of Commissioner's office approved Resolution 11-575 approving payment for grant expenditures in the amount of \$681.82 for the following vendors:

- Country Gentleman - \$243.58 (including WSST)
- Aramark - \$70.40 (Including WSST)
- B/F Juvenile Petty Cash - \$59.60 (including WSST))

SUMMARY

The total grant expenditures in the amount of \$681.82 was correct, however the amount outlined as payable to The Country Gentleman in the amount of \$243.58 was incorrect. Resolution should have reflected amounts as follows:

- Country Gentleman - \$551.82 (including WSST)
- Aramark - \$70.40 (Including WSST)
- B/F Juvenile Petty Cash - \$59.60 (including WSST))

Per Resolution 11-575, a voucher has been processed for The Country Gentleman in the amount of \$243.58, Aramark in the amount of \$70.40 and B/F Juvenile Petty Cash in the amount of \$59.60 for a total of \$373.58. This leaves a total balance due of \$308.24 to The Country Gentleman.

RECOMMENDATION

I recommend that the Board of Commissioners of Benton County approve payment in the amount of \$308.24 (Including WSST) to the following vendors specific to grant expenditures.

- Country Gentleman:**
- 6/18/11 - \$154.12
 - 7/26/11 - \$154.12

FISCAL IMPACT

Costs related to these expenditures are included in the approved Juvenile Department #174 "Grants" budget. There is no impact to Juvenile Operations, Dept. 171.

MOTION

I move that the Board of Commissioners of Benton County sign the Resolution authorizing payment in the amount of \$681.82 (Including WSST) to the following vendors: Country Gentleman - \$308.24.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF AUTHORIZING PAYMENT FOR GRANT EXPENDITURES FOR THE BENTON-FRANKLIN COUNTIES JUVENILE JUSTICE CENTER

WHEREAS, Board of Benton County Commissioner's office approved Resolution 11-575 approving payment for grant expenditures in the amount of \$681.82 (Country Gentleman in the amount of \$243.58 (including WSST), Aramark in the amount of \$70.40 (Including WSST) and B/F Juvenile Petty Cash in the amount of \$59.60 (including WSST)); and

WHEREAS, the total grant expenditures in the amount of \$681.82 is correct, however the amount outlined as payable to The Country Gentleman in the amount of \$243.58 was incorrect and should have reflected an amount due of \$551.82; and

WHEREAS, per Resolution 11-575, a voucher has been processed for The Country Gentleman in the amount of \$243.58, Aramark in the amount of \$70.40 and B/F Juvenile Petty Cash in the amount of \$59.60 for a total of \$373.58; and

WHEREAS, the balance due to The Country Gentleman totals \$308.24 (including WSST); and

WHEREAS, costs related to these expenditures are included in the approved Juvenile Department No. 174 "Grants" budget; and

BE IT HEREBY RESOLVED that the Board of Benton County Commissioners hereby approves payment to The Country Gentleman in the amount of \$308.24 (including WSST).

Dated this day of, 2011

Chairman of the Board

Chairman Pro-Tem

Member

Attest:
Clerk of the Board

Constituting the Board of County
Commissioners of Benton County,
Washington

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN
NOXIOUS WEED FUND NUMBER 0134-101, DEPARTMENT NUMBER 000.

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

Chairman of the Board

Member

Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Dept., Auditor, File, LSK

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: Dept Nbr:
 Fund Name: Fund Nbr:

TRANSFER FROM: _____ TRANSFER TO: _____

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
531.600	4909	Education	\$849	531.600	3501	Small Tools & Equipment	\$849
TOTAL			\$849	TOTAL			\$849

Explanation:

Line item transfer needed in order to pay for the replacement of the fax/scanner/printer located in the Noxious Weed office.

Prepared by: Date:

Approved Denied Date: _____

Chairman

Member

Member

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	<u>Parks</u>
Meeting Date: 10/4/2011	Execute Contract _____	Consent Agenda _____
Subject: P. W. Contract	Pass Resolution _____	Public Hearing _____
Prepared by: L. Small	Pass Ordinance _____	1st Discussion _____
Reviewed by: K. Mercer	Pass Motion _____	2nd Discussion _____
	Other _____	Other _____

BACKGROUND INFORMATION

The Benton County Park's Department is working on improvements located around the maintenance compound facility located at Horn Rapids Park.

This is the second phase of a four-phase compound improvement suite of projects. This project calls for enlarging the secured lay-down yard. The shop is contained within an existing 8-foot fenced lay-down area. The project will roughly double the fenced area by moving the south fence line out 50 feet further south, and installing chain link fence on the east and west sides to meet the new dimension. This project includes two (2) new sliding gates (east and west sides) and all of the fencing will be finished with green vinyl slatting to match the existing fence.

Proposals were solicited from three contractors and the following was received:

- Tri City Fence, Inc., West Richland, WA - \$8,392.00 plus WSST
- Frontier Fence, Inc., Pasco, WA - \$10,905.00 plus WSST
- A-1 Landscaping, Inc., Kennewick, WA - Did not respond

Proposals were reviewed and the recommendation is to move forward with a contract for said services with Tri City Fence, Inc. as the lowest bidder.

RECOMMENDATION

Approve the attached Resolution and Contract between Benton County and Tri City Fence, Inc. for a contract to relocate and extend the existing fence located at Horn Rapids Park.

FISCAL IMPACT

The total cost of the project is \$9,088.00 including WSST, with a total contract amount not to exceed \$10,288.50 including WSST to cover any acceptable overages, incidentals and other unanticipated cost.

MOTION

Move to approve the contract between Benton County and Tri City Fence, Inc. for the relocation and extension of the existing chain link fence located at Horn Rapids Park for a total contract amount not to exceed \$10,288.50 including WSST, and authorize the Chairman of the Board to sign said contract.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF A CONTRACT BETWEEN BENTON COUNTY AND TRI CITY FENCE, INC. TO RELOCATE AND EXTEND EXISTING FENCE LOCATED AT HORN RAPIDS PARK

WHEREAS, Benton County will be expanding the Maintenance Compound facility located at Horn Rapids Park; which includes increasing the size of the lay-down yard beside the shop to accommodate greater secured and unsecured outdoor storage capacity; and

WHEREAS, this phase consist of relocating the existing south line chain link fence out 50 feet further south and adding 50 feet of chain link fence on the east and west sides of the extended area; and

WHEREAS, proposals were solicited and received from the following:

- Tri City Fence, Inc., West Richland, WA - \$8,392.00 plus WSST
- Frontier Fence, Inc., Pasco, WA - \$10,905.00 plus WSST
- A-1 Landscaping, Inc., Kennewick, WA - Did not respond

WHEREAS, the Benton County Parks Department reviewed the quotes and recommends awarding the Horn Rapids Park fence relocation and expansion to Tri City Fence, Inc., West Richland, WA - Contractors License No. TRICIF*278LR as the lowest responsive bidder for a proposal amount of \$8,392.00 plus WSST; **NOW, THEREFORE**

BE IT RESOLVED, the Board of Benton County Commissioners, Benton County, Washington hereby agrees with the recommendation and awards the relocation and extension of the existing fence located at Horn Rapids Park to Tri City Fence, Inc., West Richland, WA for a contract amount of \$8,392.00 plus WSST with a total contract amount payable, including acceptable overages, incidentals and other unanticipated costs not to exceed \$9,500.00 excluding WSST; and

BE IT FURTHER RESOLVED, the Board hereby authorizes the Chairman to sign the service agreement attached hereto.

Dated this day of, 20

Chairman of the Board

Chairman Pro-Tem

Member

**Constituting the Board of County
Commissioners of Benton County,**

Attest:

**PUBLIC WORKS SERVICES CONTRACT
TERMS AND CONDITIONS**

THIS CONTRACT is made and entered into by and between **BENTON COUNTY**, a political subdivision of the State of Washington, with its principal offices at 620 Market Street, Prosser, WA 99350 (hereinafter "COUNTY"), and **TRI CITY FENCE, INC.** a corporation authorized to do business in the State of Washington with its principal offices at 4330 Van Giesen, West Richland, WA 99353 (hereinafter "CONTRACTOR").

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. CONTRACT DOCUMENTS

This Contract consists of the following documents:

- a. Exhibit A - Washington State Prevailing Wage Rates

2. DURATION OF CONTRACT

The term of this Contract shall begin upon signature of both parties and shall terminate December 31, 2011, unless earlier terminated pursuant to Section 16 herein. The CONTRACTOR shall complete all work by the time(s) specified herein, or if no such time is otherwise specified, no later than the expiration date.

3. SERVICES PROVIDED

The CONTRACTOR shall perform the following services:

The COUNTY requires and the CONTRACTOR agrees to relocate existing southline chain link fence located at Horn Rapids Park out 50 feet further south; add 50 feet of 8 foot tall chain link fence on the east and west sides of the extended area to meet the new dimension tying on to existing fence; add two (2) new 15-foot cantilever gates on east and west sides; all of the fencing will be finished with green vinyl slatting to match existing fence; all heavy duty.

In the event that requested work requires, under State or local law, the issuance of a building permit, CONTRACTOR shall be responsible for procuring such building permit and arranging for inspection and certification of the work. CONTRACTOR may bill COUNTY for the full cost of the permit and any labor time for any of its employees involved in the permitting process, but may not charge any additional processing or other fees that it does not

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	<u>Parks</u>
Meeting Date: 10/4/2011	Execute Contract _____	Consent Agenda <u> X </u>
Subject: P. W. Contract	Pass Resolution _____	Public Hearing _____
Prepared by: L. Small	Pass Ordinance _____	1st Discussion _____
Reviewed by: K. Mercer	Pass Motion _____	2nd Discussion _____
	Other _____	Other _____

BACKGROUND INFORMATION

The Benton County Park’s Department is working on improvements located around the maintenance compound facility located at Horn Rapids Park.

This is the second phase of a four-phase compound improvement suite of projects. This expansion area is bare dirt and requires grading, leveling and graveling and compact it to finish.

Proposals were solicited from three contractors and the following was received:

- A&B Asphalt, Inc., Benton City, WA - \$3,080 plus WSST
- Quality Backhoe Services, Pasco, WA - \$6,250.00 plus WSST
- Conrad Russell Excavation LLC, Prosser, WA - Did not respond

Proposals were reviewed and the recommendation is to move forward with a contract for said services with A&B Asphalt, Inc. as the lowest bidder.

RECOMMENDATION

Approve the attached Resolution and Contract between Benton County and A&B Asphalt, Inc. for a contract to grade, level, gravel and compact the expansion area located at Horn Rapids Park.

FISCAL IMPACT

The total cost of the project is \$3,080 plus WSST, with a total contract amount not to exceed \$3,600.00 plus WSST to cover any acceptable overages, incidentals and other unanticipated cost.

MOTION

Move to approve the contract between Benton County and A&B Asphalt, Inc. for the yard expansion area located at Horn Rapids Park for a total contract amount not to exceed \$3,600 plus WSST, and authorize the Chairman of the Board to sign said contract.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF A CONTRACT BETWEEN BENTON COUNTY AND A&B ASPHALT, INC. FOR THE YARD EXPANSION LOCATED AT HORN RAPIDS PARK

WHEREAS, Benton County will be expanding the Maintenance Compound facility located at Horn Rapids Park; which includes increasing the size of the lay-down yard beside the shop to accommodate greater secured and unsecured outdoor storage capacity; and

WHEREAS, this phase consist of grading, leveling, and compacting approximately 50 feet by 75 feet in dimension and finish with a treatment of 1 ½ minus basalt gravel to a depth of 3 inches; and

WHEREAS, proposals were solicited and received from the following:

- A&B Asphalt, Inc., Benton City, WA - \$3,080.00 plus WSST
- Quality Backhoe Services, Pasco, WA - \$6,250.00 plus WSST
- Conrad Russell Excavation, LLC, Prosser, WA - Did not respond

WHEREAS, the Benton County Parks Department reviewed the quotes and recommends awarding the Horn Rapids Park yard expansion to A&B Asphalt, Inc., Benton City, WA - Contractors License No. ABASP**239JM as the lowest responsive bidder for a proposal amount of \$3,080.00 plus WSST; **NOW, THEREFORE**

BE IT RESOLVED, the Board of Benton County Commissioners, Benton County, Washington hereby agrees with the recommendation and awards the grading, leveling, compacting and graveling located at Horn Rapids Park to A&B Asphalt, Inc., Benton City, WA for a contract amount of \$3,080.00 plus WSST with a total contract amount payable, including acceptable overages, incidentals and other unanticipated costs not to exceed \$3,600.00 plus WSST; and

BE IT FURTHER RESOLVED, the Board hereby authorizes the Chairman to sign the service agreement attached hereto.

Dated this day of, 20

Chairman of the Board

Chairman Pro-Tem

Member

Attest:
Clerk of the Board

Constituting the Board of County
Commissioners of Benton County,
Washington

**PUBLIC WORKS SERVICES CONTRACT
TERMS AND CONDITIONS**

THIS CONTRACT is made and entered into by and between **BENTON COUNTY**, a political subdivision of the State of Washington, with its principal offices at 620 Market Street, Prosser, WA 99350 (hereinafter "COUNTY"), and **A & B ASPHALT, INC.** a corporation authorized to do business in the State of Washington with its principal offices at 16004 E Field Road, Benton City, WA 99320 (hereinafter "CONTRACTOR").

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. **CONTRACT DOCUMENTS**

This Contract consists of the following documents:

- a. Exhibit A - Washington State Prevailing Wage Rates

2. **DURATION OF CONTRACT**

The term of this Contract shall begin upon signature of both parties and shall terminate December 31, 2011, unless earlier terminated pursuant to Section 16 herein. The CONTRACTOR shall complete all work by the time(s) specified herein, or if no such time is otherwise specified, no later than the expiration date.

3. **SERVICES PROVIDED**

The CONTRACTOR shall perform the following services:

The COUNTY requires and the CONTRACTOR agrees to grade, level, place 3" depth of 1½" minus basalt gravel, water & compact 75'x 50' or 68 tons of gravel in the original yard area and 12' x 79' and 46' x 12' or 27 tons of gravel behind and on the side of the maintenance compound facility located at Horn Rapids Park.

In the event that requested work requires, under State or local law, the issuance of a building permit, CONTRACTOR shall be responsible for procuring such building permit and arranging for inspection and certification of the work. CONTRACTOR may bill COUNTY for the full cost of the permit and any labor time for any of its employees involved in the permitting process, but may not charge any additional processing or other fees that it does not actually incur. The CONTRACTOR agrees to provide its own labor and materials. Unless otherwise provided in this Contract, no material,

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	
Meeting Date: <u>9/27/2011</u>	Execute Contract	<u> x </u>
Subject: <u>ServPro</u> <u>Contract</u>	Pass Resolution	<u> </u>
	Pass Ordinance	<u> </u>
Prepared by: <u>B.Perry</u>	Pass Motion	<u> </u>
Reviewed by: <u>M.Wenner</u>	Other	<u> </u>
	Consent Agenda	<u> x </u>
	Public Hearing	<u> </u>
	1st Discussion	<u> </u>
	2nd Discussion	<u> </u>
	Other	<u> </u>

BACKGROUND INFORMATION

On Monday, May 16th 2011 flood damage was discovered in the lower floor of the engineering building. The floor had approximately 3 to 4 inches of standing water, with interior walls being soaked and stored documents having been damaged by water as well. Not knowing the exact cause of the flooding, along with warmer temperatures and the increased likelihood of mold growth to develop, ServPro of TriCities West was called upon to mitigate current damages to the building, and provide services or solutions to any other problems we may encounter as a result of the flooding. ServPro had provided their services, without a contract, during what was perceived to be an emergency situation.

SUMMARY

ServPro of TriCities West provided service during an emergency situation without a contract in place. A contract has been agreed upon and will be effective pending approval by the Board of Benton County Commissioners.

RECOMMENDATION

Recommend approval of contract and emergency resolution, allowing for compensation of services provided by ServPro of TriCities West.

FISCAL IMPACT

Cost of work performed: \$8,607.58
 Proposed cost of interior wall removal: \$953.15
 Contract not to exceed \$12,000 for any other requested services.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF APPROVING THE PUBLIC WORKS CONTRACT WITH DNDS CORPORATION DBA SERVPRO OF THE TRI-CITIES WEST FOR MITIGATING PROPERTY DAMAGE AND REMOVAL OF WATER DAMAGED MATERIALS FROM THE ENGINEERING BUILDING

WHEREAS, on May 16, 2011, the lower level of the Engineering Building located in Prosser was flooded from surface water runoff from damaged down spouts and backup from a storm water drain; and

WHEREAS, it was determined the problem required a company to mitigate damage and begin removal of water damaged items immediately without having a contract in place; and

WHEREAS, Risk Management contacted Servpro of Tri-Cities West – BID 602 444 533 and Regulatory number CC01 SERVPTW967QP and they were available to come out on site to clean up and remove damaged building materials for an amount of \$8,607.58 including WSST; and

WHEREAS, the attached contract took longer than anticipated to prepare due to negotiations with the vendor and the approval process and therefore the contract is being backdated to cover worked performed in May; **NOW, THEREFORE**

BE IT RESOLVED, the Board of Benton County Commissioners, Benton County, Washington, hereby approves the attached public works contract with DNDS Corporation dba Servpro of the Tri-Cities in an amount not to exceed \$12,000; and

BE IT FURTHER RESOLVED, the attached contract commenced on May 16, 2011 and expires on December 31, 2012.

Dated this day of, 20

Chairman of the Board

Chairman Pro-Tem

Member

Attest:
Clerk of the Board

Constituting the Board of County
Commissioners of Benton County,
Washington

**PUBLIC WORKS CONTRACT
TERMS AND CONDITIONS**

THIS CONTRACT is made and entered into by and between BENTON COUNTY, a political subdivision, with its principal offices at 620 Market Street, Prosser, WA 99350 (hereinafter "COUNTY"), and DNDS Corporation, dba SERVPRO OF TRICITIES WEST, with its principal offices at 5221 W.12th AVE, Kennewick, WA , (hereinafter "CONTRACTOR").

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. CONTRACT DOCUMENTS

This Contract consists of the following documents

- a. Terms and Conditions
- b. Exhibit A - Contractor's Quote for removing damaged materials
- c. Exhibit B - Contractor's Quote for Demolition Services
- d. Exhibit C - Washington State Prevailing Wage Rates for Public Works Contracts

2. DURATION OF CONTRACT

The term of this Contract shall begin May 16, 2011 and shall expire on December 31, 2012. Price adjustments of this contract will only be effective with an executed amendment to this contract. The CONTRACTOR shall complete all work by the time(s) specified herein, or if no such time is otherwise specified, no later than the expiration date.

3. SERVICES PROVIDED

The CONTRACTOR agrees to provide all necessary equipment, labor, materials and supplies for the removal of approximately 11,065.97 square feet of water damaged building materials from the engineering building detailed in Exhibit A. If also requested, the Contractor agrees to conduct demolition services outlined in Exhibit B.

In the event that requested work encompasses work that is legally required to be completed by another type of contractor, CONTRACTOR shall inform COUNTY of that fact and shall coordinate with COUNTY to complete the work in conjunction with such other contractor. In the event that requested work requires, under

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	
Meeting Date: 10/4/11 Subject: Employee of the Month Prepared by: <u>M. Wenner</u>	Execute Contract Pass Resolution Pass Ordinance Pass Motion Other <u>X</u>	Consent Agenda <u>X</u> Public Hearing 1st Discussion 2nd Discussion Other

BACKGROUND INFORMATION

Approval of Employee of the Month for October 2011.

SUMMARY

Same as above.

RECOMMENDATION

Request signatures approving Employee of the Month for October 2011.

FISCAL IMPACT

N/A

Benton County Employee of the Month

We hereby express our sincere appreciation to

Mikaela Weber

*We hereto affix the signatures
of the Board of Benton County Commissioners
in recognition of your accomplishments.*



Commissioner Leo Borum

Commissioner Jim Beaver

Commissioner Shon Small

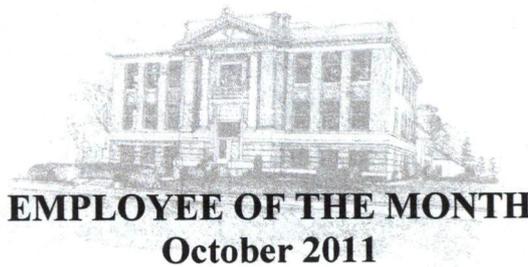
This 1st *Day of* October 2011

Leo Bowman
District 1
Shon Small
District 2
James Beaver
District 3

Board of County Commissioners BENTON COUNTY

David Sparks
County Administrator

Loretta Smith Kelty
Deputy County Administrator



Mikaela Weber
Legal Process Assistant IV
Benton County District Court

Dear Mikaela:

Let us be the first to congratulate you on your achievement of winning the Employee of the Month Award for the month of October 2011. Your performance demonstrates your hard work, sincerity and dedication in making Benton County stand out in a positive way to all other employees and to members of the public visiting or interfacing with Benton County and its services.

Benton County has taken note of and appreciates you going above and beyond in taking charge of the office during the absence of your manager. During the two weeks your supervisor was on vacation, you excelled in your ability to make decisions, exhibited confidence and knowledge, and through your organizational skills were able to give great customer service and oversee the courtroom activities.

Your wonderful demeanor enables you to deal with difficult situations. You have improved customer relations in the Prosser office with your ability to adapt easily to every situation and find a helpful conclusion. You were instrumental in adding an additional customer service window, which has reduced the time our customers have to stand in line. You are a great asset to District Court and to Benton County.

This award entitles you full access to the Employee of the Month parking spot for the month of October. Please accept our sincere congratulations on your achievement.

Yours truly,



Presiding District Court Judge Terry Tanner

Commissioner Leo Bowman, Chairman

Commissioner Jim Beaver

Commissioner Shon Small

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY,
WASHINGTON:

IN THE MATTER OF BENTON COUNTY SOLID WASTE MANAGEMENT RE:
ACCEPTANCE OF AMENDMENT NO. 4 TO COORDINATED PREVENTION
GRANT NO G1000433

WHEREAS, the Washington State Department of Ecology has proposed Amendment
No. 4 to the Coordinated Prevention Grant No. G1000433, that was approved by the
Board on January 25, 2010; and

WHEREAS, the Amendment increases the total eligible costs allowed under the Grant;
and

WHEREAS, the Public Works Manager recommends acceptance of this Amendment;
NOW, THEREFORE,

BE IT RESOLVED that the Chairman of the Board of County Commissioners is hereby
authorized to sign said Amendment No. 4 to Coordinated Prevention Grant No.
G1000433 on behalf of Benton County.

Dated this 4th day of October, 2011.

Chairman.

Chairman Pro-Tem.

Member.
Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	
Meeting Date: <u>Oct. 4, 2011</u>	Execute Agreement <u>XX</u>	Consent Agenda <u>XX</u>
Subject: <u>Grant Amendment</u>	Pass Resolution <u>XX</u>	Public Hearing _____
Prepared by: <u>dlh</u>	Pass Ordinance _____	1st Discussion _____
Reviewed by: <u>SWB</u>	Pass Motion _____	2nd Discussion _____
	Other _____	Other _____

BACKGROUND INFORMATION

Washington State Department of Ecology (DOEc) has proposed Amendment No. 4 to the Coordinated Prevention Grant No. G1000433, that was approved by the Board on January 25, 2010. The proposed Amendment increases the total eligible costs allowed under the Grant by \$231,026.

SUMMARY

Amendment No. 4 has been prepared by the DOEc to provide changes to the original grant.

RECOMMENDATION

Approve authorization for Chairman to sign the Amendment.

FISCAL IMPACT

Increases the grant funding by \$231,026, with matching funds of \$57,757 provided by the County and partner Cities in the following amounts:

- Benton County: \$11,932
- City of Benton City: \$1,008
- City of Prosser: \$1,743
- City of Richland: \$16,174
- City of West Richland: \$3,981

MOTION

Authorize Chairman to sign Amendment.

AMENDMENT NO.4 TO AGREEMENT NO. G1000433

BETWEEN THE

STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

BENTON COUNTY

Purpose: To amend the above referenced grant agreement between the Department of Ecology (Department) and **Benton County Solid Waste** (Recipient). This amendment will change the scope of work for Task No. 1, Moderate Risk Waste Collection and Disposal, and provide funding to reimburse costs incurred from July 01, 2011 – December 31, 2011 only.

IT IS MUTUALLY AGREED that the agreement is amended as follows:

1. The total maximum eligible cost for this agreement increases by \$231,026 from \$328,795 to \$559,821.
2. The state share amount for this agreement increases by \$173,270 from \$246,596 to \$419,866.
3. Under the Moderate Risk Waste Category, the current Task No. 1, Moderate Risk Waste Collection and Disposal is hereby deleted and replaced with the following:

1. **TASK TITLE:** Managing Moderate Risk Waste and Planning for a Future Facility and Program

Maximum Eligible Task Cost: \$453,767

Summary Description: The RECIPIENT provides the residents and businesses of Benton County with household hazardous waste (HHW) and small quantity generator (SQG) hazardous waste collection services. Materials were collected at the fixed moderate risk waste (MRW) facility located at the Horn Rapids Landfill in Richland until the facility was lost in a fire in June of 2010. Subsequently, MRW was collected and disposed through periodic collection events. In addition to providing a mobile collection event on October 15, 2011, the RECIPIENT plans to commission a feasibility and development study for building a new fixed facility in 2012.

Goal Statement: The RECIPIENT will provide opportunities for the proper disposal of HHW and SQG MRW with a mobile collection event and, in the future, with a new fixed facility. Proper disposal of MRW will help ensure safe drinking water and a healthy environment for future generations.

Outcome Statement: During Quarters 7 & 8, the RECIPIENT will stage one collection event. Over the two-year grant period, the RECIPIENT expects to divert 225 tons of MRW, 50 tons of latex paint, 5 tons of batteries, 20 tons of used motor oil, and 9 tons of antifreeze from the waste stream by

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY ROADS, RE: SCHEDULING AND ADVERTISING A CALL FOR BIDS AND SIGNING PLANS FOR CE 1619 CRP – PIERT ROAD PHASE 2 - CID CANAL REALIGNMENT;

WHEREAS, it is the intention of the Board of County Commissioners to construct a new portion of Piert Road, thereby requiring a realignment of a portion of Columbia Irrigation District (CID) Canal for an approximate length of 1291 feet; NOW, THEREFORE,

BE IT RESOLVED that the County Engineer is authorized to schedule and advertise a call for bids for CE 1619 CRP – Piert Road Phase 2 - CID Canal Realignment, and

BE IT FURTHER RESOLVED that the Plans for this project, heretofore signed by the County Engineer, be and hereby are approved, and the Chairman is authorized to sign Sheet 1 of said Plans on behalf of Benton County.

Dated this 4th day of October 2011.

Chairman

Chairman Pro-Tem

Member

Attest: _____
Clerk of the Board

Constituting the Board of County
Commissioners of Benton County,
Washington

B. Thorp

APPROVED BY:

BENTON COUNTY ENGINEER

DATE

CHAIRMAN OF THE BOARD
OF COUNTY COMMISSIONERS

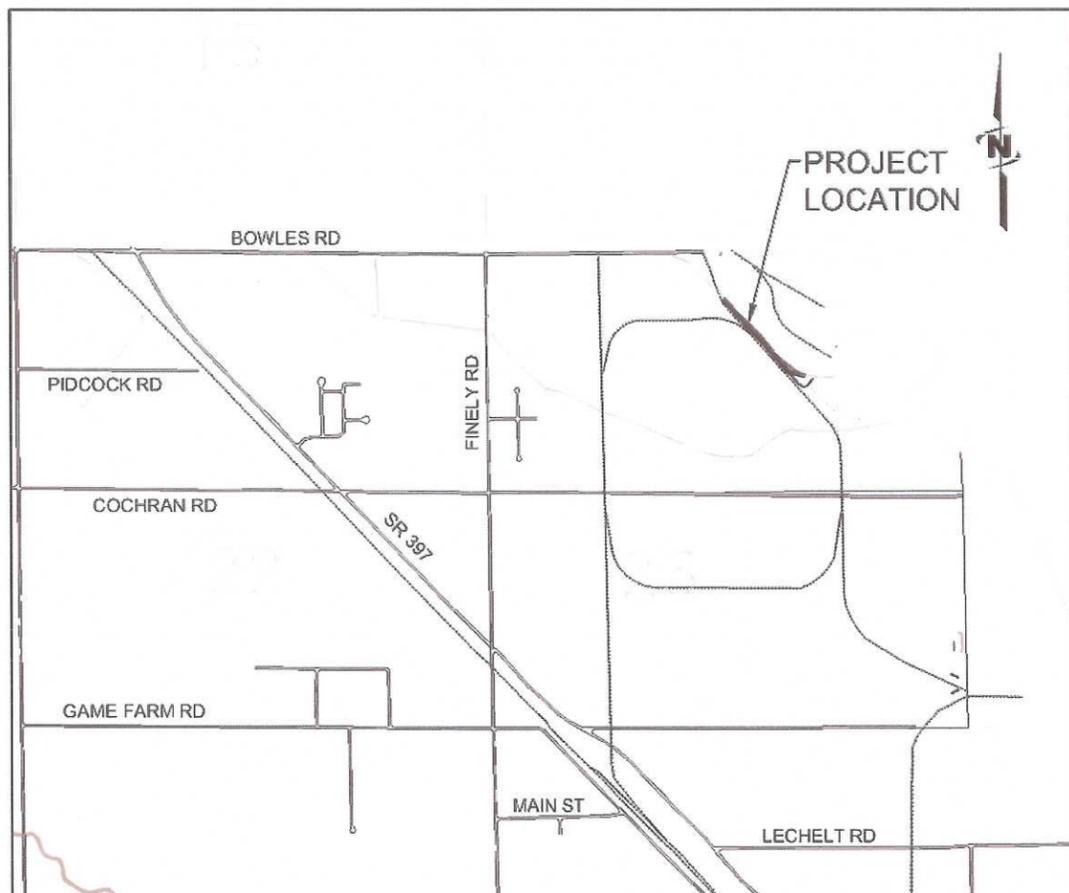
DATE

CLERK OF THE BOARD
OF COUNTY COMMISSIONERS

DATE

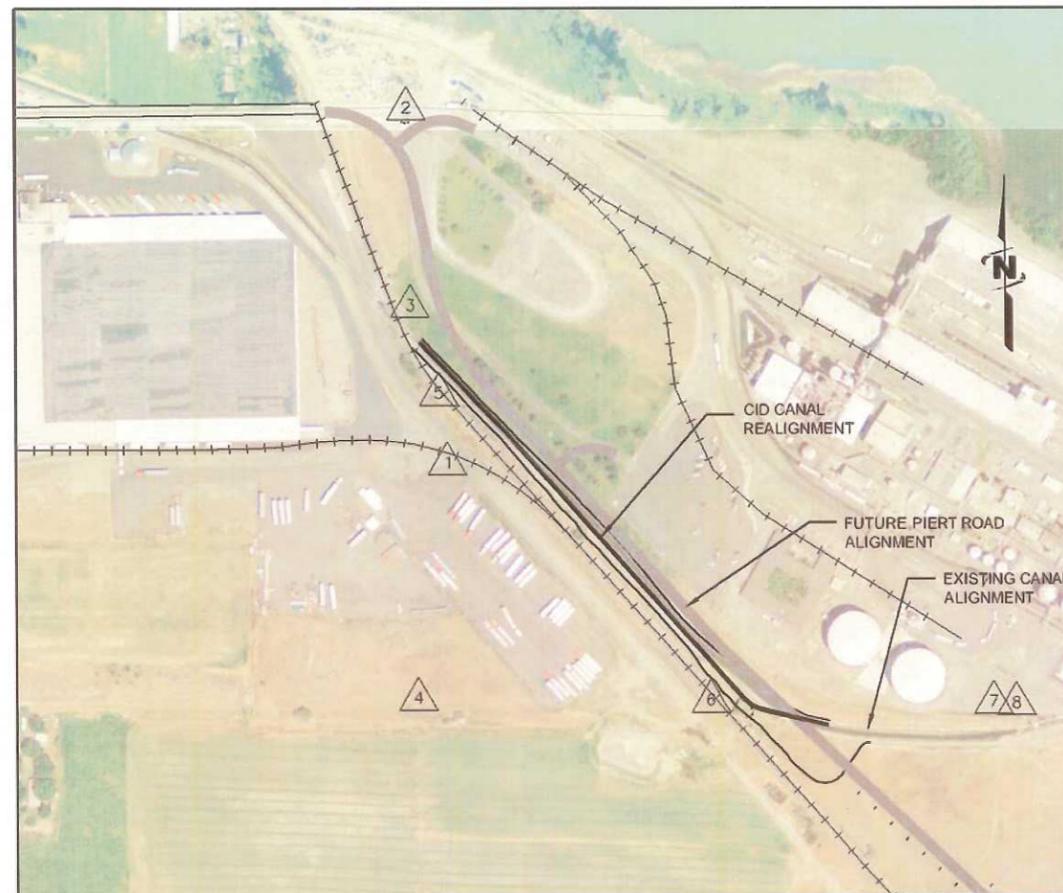
CID CANAL REALIGNMENT/CE 1619 CRP

BENTON COUNTY PUBLIC WORKS DEPARTMENT



LOCATION MAP

NTS



CONSTRUCTION CONTROL MAP

NTS

SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
1	COVER SHEET
2	PLAN & PROFILE STA. 9+87 TO STA. 13+50
3	PLAN & PROFILE STA. 13+50 TO STA. 18+25
4	PLAN & PROFILE STA. 18+25 TO STA. 22+86
5	ROADWAY C
6	CROSS SECTIONS STA. 9+87 TO STA. 15+00
7	CROSS SECTION STA. 16+00 TO STA. 22+86
8	DETAIL SHEET
9	DETAIL SHEET

**DRAFT
NOT FOR
CONSTRUCTION
SEPTEMBER 2011**



J-U-B ENGINEERS, Inc.
2810 W. Clearwater Avenue
Suite 201
Kennewick, Washington 99336
Phone: 509.783.2144
Fax: 509.736.0790
www.jub.com

SURVEY CONTROL POINTS				
NUMBER	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	407195.43	2114769.43	361.31	PK NAIL - COLSTOR
2	407992.67	2114681.25	362.32	5/8" PIN - WORLEY
3	407548.69	2114688.56	365.09	5/8" PIN - STRATTON
4	406666.93	2114702.60	354.92	5/8" PIN - STRATTON
5	407352.15	2114751.15	362.23	5/8" PIN - STRATTON
6	406661.99	2115359.21	358.04	5/8" PIN - STRATTON
7	406657.57	2115998.64	364.31	5/8" PIN - STRATTON
8	406654.19	2116038.46	365.09	5/8" PIN - STRATTON

Plot Date: 9/27/2011 1:22 PM, Plotted By: M. K. H. H. H., Date Created: 9/27/2011, WORKFILES PUBLIC PROJECTS\2011\PIERT ROAD/FATES/0111/DESIGN/CANAL REALIGNMENT/20110927/0111.CID, 0111.DWG

<u>AGENDA ITEM</u>		<u>TYPE OF ACTION NEEDED</u>			
Meeting Date:	<u>October 4, 2011</u>	Execute Contract	_____	Consent Agenda	<u>X</u>
Subject:	<u>Authorization to Purchase – Helmet Video Camera System</u>	Pass Resolution	<u>X</u>	Public Hearing	_____
		Pass Ordinance	_____	1st Discussion	_____
		Pass Motion	_____	2nd Discussion	_____
		Other	_____	Other	_____
Prepared by:	<u>J. Thompson</u>				
Reviewed by:	<u>J. Thompson</u>				

BACKGROUND INFORMATION / SUMMARY

The Benton County Sheriff's Office was authorized to participate in the FFY 2010 Homeland Security Buffer Zone Protection Plan per contract E11-242 (Resolution 11 288). The approved equipment list was revised and amended per Resolution 11 493.

The "Approved Equipment List" identified the helmet video camera system as an approved purchase for the Benton County Sheriffs' Office. The Benton County Sheriff's Office consulted the vendors list and solicited the following vendors:

- Fisher Safety, Suwanee, GA (\$10,874.86 including W.S.S.T and shipping)
- Tactical Electronics, (\$11,621.25 including W.S.S.T and shipping)
- Tactical Products Canada Inc., Toronto, ON (\$12,688.32 including W.S.S.T and shipping) – Not a valid quote because the company didn't comply with active vendor list requirement.

Fisher Safety has the lowest price for the helmet video camera system.

RECOMMENDATION

Authorize the purchase of the helmet video camera system from Fisher Safety.

FISCAL IMPACT

- \$11,000 – Grant Related Expenditure

Grant related supplement is needed at a later date.

MOTION

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZING THE PURCHASE OF HELMET VIDEO CAMERA SYSTEM FROM FISHER SAFETY FOR THE BENTON COUNTY SHERIFF'S OFFICE

WHEREAS, per resolution 11-402, "if any county department other than Public Works desires to purchase or lease from a vendor on Benton County's vendor list and not advertise and solicit formal sealed bids, it shall secure written quotes from at least three (3) different vendors on the vendor list, unless the product is such that it is not reasonable to obtain three price quotes"; and

WHEREAS, per resolution 11-288 and resolution 11-493, the Benton County Sheriff's Office was authorized to participate in the FFY10 Buffer Zone Protection Program (BZPP); and

WHEREAS, the helmet video camera system is part of the FFY10 BZPP approved equipment list; and

WHEREAS, the Benton County Sheriff's Office solicited the following companies to provide a quote for helmet video camera system; and

Fisher Safety, Suwanee, GA (\$10,874.86 including W.S.S.T and shipping)

Tactical Electronics, (\$11,621.25 including W.S.S.T and shipping)

Tactical Products Canada Inc., Toronto, ON (\$12,688.32 including W.S.S.T and shipping) - Company did not comply with the vendor list requirement and therefore the quote cannot be considered.

WHEREAS, Fisher Safety has the lowest price for the helmet video camera system; and

WHEREAS, the Patrol Captain has reviewed the quotes for completeness and recommends Fisher Safety; **NOW THEREFORE**,

BE IT RESOLVED, by the Board of Benton County Commissioners, Benton County Washington, the Board hereby authorizes the purchase of the helmet video camera system from Fisher Safety, Suwanee, GA in the amount of \$10,874.86 including W.S.S.T. with the total amount payable not to exceed \$11,000 including W.S.S.T.

Dated this _____ day of _____, 2011.

Chairman of the Board

Member

Member

Constituting the Board of Commissioners
of Benton County, Washington.

Attest.....
Clerk of the Board

Orig: Sheriff's Office
cc: Auditor, Purchase file

Prepared by: J. Thompson

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	
Meeting Date: <u>October 4, 2011</u>	Execute Contract	_____
Subject: <u>Line Item Transfer</u>	Pass Resolution	<u>X</u> _____
<u>Sheriff Patrol-</u>	Pass Ordinance	_____
<u>Dept 121</u>	Pass Motion	_____
Prepared by: <u>J Thompson</u>	Other	_____
Reviewed by: <u>J Thompson</u>		
	Consent Agenda	<u>X</u> _____
	Public Hearing	_____
	1st Discussion	_____
	2nd Discussion	_____
	Other	_____

BACKGROUND INFORMATION / SUMMARY

Line item transfer needed to properly code the expenditure relating to the cost of a tracking device used by members of the Detective Division of the Sheriff's Office.

RECOMMENDATION

Approve attached line item transfer

FISCAL IMPACT

- \$0.00 – Part of the approved 2011/2012 biennium budget.

MOTION

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN
CURRENT EXPENSE FUND NUMBER 0000-101, SHERIFF PATROL
DEPARTMENT NUMBER 121.

BE IT RESOLVED, by the Board of Benton County Commissioners, that 2011
funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

Chairman of the Board

Member

Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: Sheriff Patrol
 Dept Nbr: 121
 Fund Name: Current Expense
 Fund Nbr: 0000-101

TRANSFER FROM:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
521.210	3106	Operating Supplies	\$751	521.210	3501	Small Item - Equipment	\$751
TOTAL			\$751	TOTAL			\$751

Explanation:

Line item transfer needed to cover the cost associated with a tracking device used by the Detective Division within the Benton County Sheriff's Office.

Prepared by: Julie Thompson
 Date: 27-Sep-2011

Approved Denied

Chairman

Member

Member

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF REVIEW OF SERVICE PROVIDER CONTRACT BETWEEN BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL AND CAREER PATH SERVICES FOR PROGRAM YEAR 2011/12 IN THE AMOUNT OF \$165,652 FOR IN-SCHOOL YOUTH SERVICES AND \$248,477 FOR OUT-OF-SCHOOL YOUTH SERVICES

WHEREAS, the Master Agreement between the counties of Benton and Franklin and the Benton-Franklin Workforce Development Council (WDC) signed by Benton County on March 27, 2000, states that the Benton County Commissioner on the WDC Executive Council shall, pursuant to section II.C.5, review all service provider contracts approved by the WDC; and,

WHEREAS, Benton and Franklin Counties' Interlocal Cooperation Agreement for the Workforce Investment Act Administration signed by Benton County on March 27, 2000, indicates section II.C.3 and 4 that the commissioner appointed to the WDC Executive Council shall present service provider contracts and modifications to his or her Board of Commissioners so that such Board can make a determination as to whether it wishes to advise the WDC that the respective county disagrees with and rejects the proposed contract; and,

WHEREAS, the WDC has presented a contract between the WDC and Career Path Services for the WIA In-School Youth and Out-of-School Services for PY11/12; NOW, THEREFORE,

BE IT RESOLVED that the Benton County Board of Commissioners has received and reviewed the proposed contract between the WDC and Career Path Services, in the amounts of \$165,652 and \$248,477 for In-School Youth and Out-of-School Youth Services respectively, effective July 1, 2011 through June 30, 2012, and does not object to such contract; and,

BE IT FURTHER RESOLVED that the Chairman is hereby authorized to sign said contract indicating the Board's receipt and review on behalf of the Board of Benton County Commissioners.

Dated this _____ day of _____, 2011.

Chairman of the Board

Member

Member

Constituting the Board of County
Commissioners of Benton County,
Washington.

Attest: _____
Clerk of the Board

T. Kopf

DeLo

u. Service Contract w/Career Path Svcs for Adult Services

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF REVIEW OF SERVICE PROVIDER CONTRACT BETWEEN BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL AND CAREER PATH SERVICES FOR PROGRAM YEAR 2011/12 IN THE AMOUNT OF \$358,503 FOR ADULT SERVICES

WHEREAS, the Master Agreement between the counties of Benton and Franklin and the Benton-Franklin Workforce Development Council (WDC) signed by Benton County on March 27, 2000, states that the Benton County Commissioner on the WDC Executive Council shall, pursuant to section II.C.5, review all service provider contracts approved by the WDC; and,

WHEREAS, Benton and Franklin Counties' Interlocal Cooperation Agreement for the Workforce Investment Act Administration signed by Benton County on March 27, 2000, indicates section II.C.3 and 4 that the commissioner appointed to the WDC Executive Council shall present service provider contracts and modifications to his or her Board of Commissioners so that such Board can make a determination as to whether it wishes to advise the WDC that the respective county disagrees with and rejects the proposed contract; and,

WHEREAS, the WDC has presented a contract between the WDC and Career Path Services for the WIA Adult Services for PY11/12; NOW, THEREFORE,

BE IT RESOLVED that the Benton County Board of Commissioners has received and reviewed the proposed contract between the WDC and Career Path Services, in the amount of \$358,503.00 for Adult Services, effective July 1, 2011 through June 30, 2012, and does not object to such contract; and,

BE IT FURTHER RESOLVED that the Chairman is hereby authorized to sign said contract indicating the Board's receipt and review on behalf of the Board of Benton County Commissioners.

Dated this _____ day of _____, 2011.

Chairman of the Board

Member

Member

Constituting the Board of County Commissioners of Benton County, Washington.

Attest: _____
Clerk of the Board

T. Kopf

COPY

**WORKFORCE INVESTMENT ACT
SERVICE PROVIDER CONTRACT**
CFDA #17.258 BF-WDC Contract No. S-PY11/12-ADULT

This contract is between Career Path Services Employment & Training, a Washington Non-Profit Corporation, hereinafter referred to as the "Contractor" and the Benton-Franklin Workforce Development Council, a Washington Non-Profit Corporation, Inc., hereinafter referred to as the "BF-WDC". All activities performed pursuant to this contract and all subsequent modifications will be in accordance with the Workforce Investment Act (WIA) of 1998, and its accompanying regulations, and all applicable federal, state, and local laws, rules, and regulations, Washington State policies and guidelines, and the BF-WDC policies and guidelines.

All rights and obligations of the parties to this contract shall be subject to and governed by the General Terms and Conditions attached hereto as Exhibit A, the Statement of Work attached as Exhibit B, the Budget attached as Exhibit C, Certification Regarding Lobbying attached as Exhibit D, and the Certification Regarding Debarment attached as Exhibit E.

The period of performance of this Contract shall commence on July 1, 2011, regardless of the date of execution, and be completed on June 30, 2012, unless terminated sooner as provided herein. If the BF-WDC fails to receive sufficient WIA funds to meet any or all of its contractual obligations due to fund reduction, rescission, suspension or termination or other causes, the BF-WDC shall have the right to immediately and unilaterally reduce the maximum amount due, as identified below, or terminate all or part of this contract. If this contract is terminated early, the Contractor is only entitled to reimbursement of actual WIA expenditures prior to the date of termination.

Payments to the Contractor by the BF-WDC for services performed prior to October 1, 2011, may not exceed \$29,237, and the total amount of payments under this contract is limited to and may not exceed \$358,503.

This contract may only be modified by a subsequent, signed written contract modification document. No oral conversation shall be considered to be a contract modification. The parties agree to all contract provisions, including this page and all exhibits, by signing below.

FOR THE BF-WDC

FOR THE CONTRACTOR

 9/20/11

Executive Director

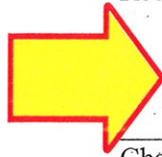
Date

CEO

Date

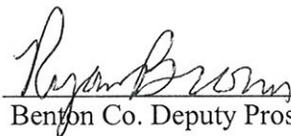
Received & Reviewed:

Approved as to form:



Chairman, Benton Co. Commissioners

Date

 9/15/11

Benton Co. Deputy Prosecuting Attorney

Date

Chairman, Franklin Co. Commissioners Date

Franklin Co. Deputy Prosecuting Attorney Date

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF REVIEW OF SERVICE PROVIDER CONTRACT BETWEEN BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL AND CAREER PATH SERVICES FOR PROGRAM YEAR 2011/12 IN THE AMOUNT OF \$288,767 FOR DISLOCATED WORKER SERVICES

WHEREAS, the Master Agreement between the counties of Benton and Franklin and the Benton-Franklin Workforce Development Council (WDC) signed by Benton County on March 27, 2000, states that the Benton County Commissioner on the WDC Executive Council shall, pursuant to section II.C.5, review all service provider contracts approved by the WDC; and,

WHEREAS, Benton and Franklin Counties' Interlocal Cooperation Agreement for the Workforce Investment Act Administration signed by Benton County on March 27, 2000, indicates section II.C.3 and 4 that the commissioner appointed to the WDC Executive Council shall present service provider contracts and modifications to his or her Board of Commissioners so that such Board can make a determination as to whether it wishes to advise the WDC that the respective county disagrees with and rejects the proposed contract; and,

WHEREAS, the WDC has presented a contract between the WDC and Career Path Services for the WIA Dislocated Worker Services for PY11/12; NOW, THEREFORE,

BE IT RESOLVED that the Benton County Board of Commissioners has received and reviewed the proposed contract between the WDC and Career Path Services, in the amount of \$288,767.00 for Dislocated Worker Services, effective July 1, 2011 through June 30, 2012, and does not object to such contract; and,

BE IT FURTHER RESOLVED that the Chairman is hereby authorized to sign said contract indicating the Board's receipt and review on behalf of the Board of Benton County Commissioners.

Dated this _____ day of _____, 2011.

Chairman of the Board

Member

Member

Constituting the Board of County Commissioners of Benton County, Washington.

Attest: _____
Clerk of the Board

T. Kopf

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	
Meeting Date: <u>Oct 4, 2011</u>	Execute Agreement _____	Consent Agenda <u>XX</u>
Subject: <u>Surplus Equipment</u>	Pass Resolution <u>XX</u>	Public Hearing _____
Prepared by: <u>slc</u>	Pass Ordinance _____	1st Discussion _____
Reviewed by: <u>LJM</u>	Pass Motion _____	2nd Discussion _____
	Other _____	Other _____

BACKGROUND INFORMATION

The Public Works ER&R Fund has two (2) each 1990 International truck cab and chassis with a two-way dump box, a mid-mounted sander, and front mounted snowplow which have been replaced with new equipment and are no longer required for Public Works operations and have no benefit to maintain and operate. These trucks are Equipment #358, VIN #1HTSDTVR3LH241890 and #371, VIN #1HTSDTVR5LH241891. It has been determined the trucks are not desired by any other county department or office.

Each truck cost \$73,461.58 and the researched current value of each truck appears to be over \$15,000.

A public hearing is being held October 4, 2011, in accordance with the County adopted personal and real property management policy (Resolution 07-752) for personal property valued over \$5,000 but under \$50,000. The Personal Property Manager, the County Auditor, has recommended that the two (2) trucks should be declared surplus.

A consignment agreement(s) will be prepared, for the chairman's signature, by the Public Works Department detailing the duration and minimum sale price after the public hearing has been held and the equipment has been declared surplus.

SUMMARY

The Public Works ER&R Fund has 2 trucks that are no longer needed. We would like them to be declared surplus so they can be sold on consignment.

RECOMMENDATION

First, surplus the two (2) trucks as personal property; second, authorize the two (2) trucks to be sold on a consignment basis or by private negotiation; third, authorize the chairman to sign the "Consignment Agreement(s)" authorizing the consignor to sell the equipment on consignment; and finally, authorize the Personal Property Manager to take all action necessary to transfer title of the equipment upon sale of said equipment.

FISCAL IMPACT

No negative fiscal impact. The proceeds of the sale return to the Public Works ER&R Fund.

MOTION

Sign the resolution to surplus the property, authorize the sale of the trucks, authorize the signing of the Consignment Agreement, and authorize transfer of title of the equipment after the sale.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF COUNTY POLICY, RE: SURPLUS OF PERSONAL PROPERTY IN ACCORDANCE WITH RESOLUTION 07-752

WHEREAS, the Public Works ER&R Fund has two (2) each 1990 International truck cab and chassis with a two-way dump box, a mid-mounted sander, and front mounted snowplow. The trucks, with Vehicle Identification Numbers: 1HTSDTVR3LH241890 and 1HTSDTVR5LH241891; have been replaced with new equipment and are no longer required for Public Works operations; and have no benefit to maintain and operate; and

WHEREAS, by resolution 07-752 the county adopted personal and real property management policies requiring a public hearing be held to surplus personal property with an estimated value of \$5,000 or more; and

WHEREAS, a notice of public hearing was published and a public hearing was held Tuesday, October 4, 2011, at 9:05 am., Local Time, by the Board of County Commissioners; and

WHEREAS, each truck acquisition cost was \$73,461.58; and

WHEREAS, the researched current value of each truck appears to be over \$15,000; and

WHEREAS, the Benton County Auditor is the Personal Property Manager and maintains an updated inventory listing of county Personal Property; and

WHEREAS, the Personal Property Manager has determined that the trucks are not desired by any other county department or office; and,

WHEREAS, it is the recommendation of the Personal Property Manager and the Public Works Manager that the two (2) trucks should be declared surplus; and,

WHEREAS, the Board finds it to be in the best interest of the citizens of Benton County to surplus antiquated and obsolete personal property; NOW, THEREFORE

BE IT RESOLVED, that, based on the recommendation of the Personal Property Manager and the Public Works Manager, the two (2) trucks are hereby surplused as personal property; and

BE IT FURTHER RESOLVED, that the surplused personal property be sold on a consignment basis or by private negotiation. The consignment agreement(s) duration and minimum sale price shall be detailed in an agreement, prepared by the Public Works Department between the consignor and the County; and

BE IT FURTHER RESOLVED, that the chairman of the Board of County Commissioners is hereby authorized to sign the "Consignment Agreement(s)" as prepared by the Public Works Department, for the equipment, authorizing the consignor to sell the equipment on consignment; and

BE IT FURTHER RESOLVED, that upon successful sale of the above-mentioned equipment, the Personal Property Manager shall be authorized to take all action necessary to transfer title of the equipment.

Dated this 4th day of October, 2011.

Chairman of the Board

Member

Member

Constituting the Board of County
Commissioners of Benton County,
Washington

Attest: _____
Clerk of the Board

Prepared by L. Moser

<p>AGENDA ITEM: SPV 11-04 MTG. DATE: Oct. 4, 2011 MEMO. DATE: Sept 26, 2011 SUBJECT: Short Plat Vacation -SPV 11-04, Brent Nieman Prepared By: R.J. Lott Reviewed By: Michael Shuttleworth</p>	<p><u>TYPE OF ACTION NEEDED</u> Execute Contract Pass Resolution Pass Ordinance Pass Motion X Other</p>	<p>Consent Agenda Public Hearing X 1st Discussion 2nd Discussion Other</p>
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BACKGROUND INFORMATION

Short Plat 2854 was recorded on February 24, 2005, which created 4 Lots and included a 50-foot radius turnaround easement at the convergence of Lots 1, 2 and 3. Brent and Vicki Nieman, owners of Lot 3, Short Plat 2854, have submitted an application requesting that the 50-foot radius turnaround easement be vacated off the face of the Short Plat and replaced with a "hammerhead" designed turnaround easement.

Owners of property within 300 feet of the outer perimeter of Short Plat 2854 have been notified, and all owners of all lots within short plat 2854 have signed the short plat vacation application. All concerned agencies such as the Benton County Fire Marshal, the Benton-Franklin Health Department, Benton County Engineer, the Benton Irrigation District and any utility companies have been notified of this proposal. The Benton County Fire Marshal has commented that this proposal has been reviewed and the new "hammerhead" designed easement has been approved. No adverse comments have been received relating the vacation of the 50-foot radius turnaround easement.

SUMMARY

The Planning Department has received a request for the vacation of the 50-foot radius turnaround easement located at the convergence of Lots 1, 2 and 3 in Short Plat 2854 in which the applicants have proposed a "hammerhead" designed turnaround as a replacement. Benton County Code requires that the Board conduct a public hearing on the proposed vacation and allow for public comments regarding the vacation request. The public hearing notice for application SPV 11-04 was published on September 23, 2011, and the public hearing is scheduled for October 4, 2011, Commissioners Meeting Room, 3rd Floor, Courthouse, Prosser.

RECOMMENDATION

It is the recommendation of the Planning Department that the Board conducts a public hearing, and based on the testimony received, either approve or deny the request. Based on the information received thus far, the Planning Department recommends approval of the proposed vacation of the 50-foot radius turnaround easement with a replacement "hammerhead" designed turnaround easement.

MOTION

The Benton County Planning Department recommends the following motion: The Benton County Board of Commissioners approve the vacation of the 50-foot radius turnaround easement at the convergence of Lots 1, 2 and 3 of Short Plat 2854, in the Northwest Quarter of Section 36, Township 10 North, Range 26 East.

This motion is conditioned on the applicant recording with the Benton County Auditor a "hammerhead" designed turnaround easement in Lots 1 and 2 of Short Plat 2854, as shown in their Short Plat Vacation application. That the applicant provide the Planning Department with a copy of the recorded document prior to the signing of the resolution by the Board of County Commissioners. The document must be approved and recorded within 1 year of the date of approval by the Benton County Board of Commissioners or this approval will be null and void.

Benton County

Personnel Resources Department

Strategic Plan

CY 2011-2014

Table of Contents

Section 1: Introduction

1. *Introduction*
2. *Personnel Resources Trends and Challenges*

Section 2: Personnel Resources Department Purpose, Goals, Services, Priorities and Performance Measures

1. *Employee Benefits and Wellness*
2. *Classifications and Compensation*
3. *Employee and Labor Relations*
4. *Equal Employment Opportunity*
5. *Recruitment and Selection*
6. *Safety and Risk Management*
7. *Training and Development*
8. *Personnel Resources Administrative Support*

Introduction

The Personnel Resources Strategic Plan sets the direction for the Department to address the trends and challenges the County will face in the upcoming years. The Personnel Resources Strategic Plan also provides general information about the services provided by the department. Each of the sections includes: 1) Purpose, 2) Goals, 3) Services, 4) Priorities, and 5) Performance Measures. The Personnel Resources Strategic Plan is intended for a variety of audiences, including Personnel Resources Employees, County Employees, Department Managers, Elected Officials, and Members of the Public.

Personnel Resources and Risk Management Trends and Challenges

The demand for Personnel Resources services continues to grow. During the next four years, a broad set of organizational challenges must be addressed that have management, workforce and development, technological, and especially financial implications for our County. These trends and challenges include:

- **Reduced Financial Resources – Identifying efficiencies and innovations to address the budget deficits.** As the County takes steps to reduce costs, there will be increased stress on departments and their employees. Although the County's resources may decrease, customer needs for Personnel Resources support services are expected to grow, requiring increased productivity gains through technology, as well as the adoption of other innovative solutions to meet demand.
- **Changing Workforce – Designing and implementing programs to respond to a changing workforce.** Preparing for this change will require the delivery of targeted training programs, including the use of e-learning solutions where possible. Demographic shifts within our geographic area, as well as within our existing workforce, will require appropriate marketing and communication strategies to attract qualified and diverse candidate pools.
- **Stabilizing Labor and Benefits Costs – Identifying efficiencies / budget reduction strategies to maintain / reduce labor costs.** The Personnel Resources Department will explore sustainable compensation structures and if needed restructure existing benefit plans that are aligned with our current and anticipated economic conditions and operational needs. We plan to promote wellness programs as a cost-effective health and productivity management strategy for the County that will also yield important benefits to our employees and their dependents.
- **Partnerships – Identifying and enhancing opportunities to collaborate with County Departments to increase organizational effectiveness.** The Personnel Resources Department will continue to broaden its service focus to include a consultative approach to personnel resource management, and not just an administrative approach. The increased use of self-service information technology will allow our staff to more personally add value and help departments carry out their strategic plans.

- **Managing Employment Laws and Issues – Identifying and addressing legal trends and employer-employee changes to determine impact to the County.** We expect that anticipated changes to federal and state laws that expand employee rights will require the Department to respond to an increase in employee relations cases. We will continue to be proactive in addressing employment issues by offering regular training and consultations with employees, supervisors, and managers.
- **Personnel Resources Technology – Maximizing technology to streamline personnel resources and risk management.** The Personnel Resources Department is committed to streamlining our business processes in order to decrease costs and improve service. We plan to expand our information technology resources to offer flexible, user-friendly and integrated systems, including the expanded use of employee self-service. This will allow our Department to move beyond just transaction processors to become more consultative partners with our customers.
- **Managing Risk – Identifying, investigating, and evaluating incidents and losses to manage County exposures.** We will continue to manage risk through identifying ever changing County related activities and exposures. By assessing our exposures, we can develop and deliver training and policies, which specifically target those exposures. We will continue to track training attendance through our training database. This will result in reduced frequency and severity of losses and decreased costs incurred in managing and litigating claims.

Personnel Resources Strategic Approach

Mission

To provide innovative services which are customer responsive, cost effective, and aligned with the overall mission of the County.

Employee Benefits and Wellness Programs

Purpose

Administer a comprehensive benefits program; provide benefits education and problem resolution to employees, their dependents, and retirees. Promote wellness to optimize health and productivity and promote a healthy and supportive work environment.

Goals

We accomplish our mission by focusing on the following goals:

1. Provide courteous, accurate and responsive benefits administration services that meet the needs of employees and their dependents within budget constraints.
2. Develop a wellness program that improves employee health and wellbeing and promotes a healthy work environment.

Services

We manage the following programs and services for our customers:

Medical Insurance + Dental Insurance + Vision Insurance + Life Insurance +
 Long Term Disability + COBRA + Retirement & Deferred Compensation +
 Health Reimbursement Accounts (HRA/VEBA) + Employee Assistance Program + Leave
 Programs + Home & Auto Insurance Discount Program + Retiree Health Benefits +
 Wellness Programs +

Priorities

GOAL(S)	PRIORITIES	CY 2011	CY2012	CY2013	CY2014
1,2	Implement use of technology in providing employee health and wellness benefit information and training.	x	x	x	x
1	Continue to explore viable health insurance and benefit options for employees and their dependents.	x	x	x	x
2	Implement a Countywide wellness committee and wellness policy.		x	x	x

Performance Measures

	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Workload				
Number of benefited employees.	659	649	653	655
Number of employee benefit choices.	18	18	19	20
Deliverables Completed as of June 30, 2011				
<ul style="list-style-type: none"> Enhanced the Personnel Resources Intranet website in collaboration with Central Services to include benefit information and forms by bargaining and non-bargaining groups. Provided the 2011 open enrollment information and forms via the County Intranet. Introduced new employee discount home and auto insurance program. Shifted 11 out of 12 bargaining and non-bargaining benefited employee groups from the UEBT A5 to the UEBT A6 composite medical plan to stabilize plan choices and premiums. Prepared 2011 benefit comparisons for bargaining sessions. 				
	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Outcome				
Percent increase in the County's health care premium rates.	8%	8%	18%	11%-13%
Percent increase in national health care trend rates.	10.7%	10.7%	12%-16%	12%-14%

	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Percent of employees with County sponsored health insurance plans.	95%	95%	95%	100%

Classification and Compensation

Purpose

Provide and monitor a competitive and equitable classification and compensation plan.

Goals

We accomplish our mission by focusing on the following goals:

1. Establish a County philosophy for classification and compensation methods, which promotes internal equity and supports County beliefs and values.
2. Ensure that job classification and job specifications accurately reflect the County's current positions.
3. Research and recommend equitable, consistent, and competitive salaries for County positions.
4. Work with departments to plan and implement classification and organizational structure changes.

Services

We provide the following services to our customers:

Classification and Reclassification Studies + Organizational Structure/Classification Reviews +
 Training + Organizational/Classification Consultation + Salary and Benefit
 Compensation Reviews and Updates + Workforce Planning +

Priorities

GOAL(S)	PRIORITIES	CY2011	CY2012	CY2013	CY2014
3	Complete salary and benefit comparisons in preparation for bargaining sessions.	x	x	x	x
2	Enhance Internet/Intranet Personnel Resources website to include job classification information.		x	x	x
2,4	Revise and update job classifications and specifications.				x
1,3	Explore a classification and salary study for non-bargaining employees.				x

Performance Measures

	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Workload				
Number of salary and benefit surveys completed.	13	13	7	7
Deliverables as of June 30, 2011				
<ul style="list-style-type: none"> • Completed salary and benefit comparisons for the 2011 Sheriff Deputy and Corrections negotiations. • Completed benefit comparison information A5 versus A6 Medical Plan for the 2010/2011 bargaining sessions. • Currently working on Crisis Response salary comparison per the 2011 Crisis Response Collective Bargaining Agreement. • Completed Animal Control Position Classification Study for the Animal Control Facility. • Prepared on-call policy for Coroner's Office. • Prepared resolution halting approval of new county and/or bi-county non-bargaining positions and position reclassification as a result of the economic condition facing the county, state, and nation. 				
	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Outcome				
COLA's for non-bargaining and non-binding arbitration bargaining groups.	2.5%	0%	1.0%	1.5%

Employee and Labor Relations

Purpose

Provide guidance, training, and recommendations on managing performance, conduct issues, resolving complaints at the lowest level, and assisting in negotiation agreements.

Goals

We accomplish our mission by focusing on the following goals:

1. Cultivate a work environment that values cooperation.
2. Work with departments to resolve employee-employer problems at the lowest possible level.
3. Develop policies and provide training to managers and supervisors to assist them in developing enhanced skills in employee relations.

Services

We provide the following services to our customers:

Employee Relations Consultation and Resolution ☕ Training in a Variety of Employees and Labor Relations Topics for Managers and Supervisors ☕ Personnel Policies and

Procedures + Departmental Resources for Background Checks + Labor Negotiations Participation + Administer Labor Contracts + Assist in Resolving Grievances and Other Issues Identified by Employee Organizations +

Priorities

GOAL(S)	PRIORITIES	CY2011	CY2012	CY2013	CY2014
1	Participate in 2011, 2012, 2013, and 2014 contract negotiations.	x	x	x	x
1,2,3	Design and present Countywide and department specific training sessions on requested employee/employer relation topics.	x	x	x	x
1,2,3	Develop and maintain an online repository of Countywide and departmental employee policies.	x	x	x	x
3	Develop social media policy and training.		x	x	x

Performance Measures

	CY2009 Actual	CY2010 Actual	CY2011 Projection	CY2012 Projection
Workload				
Number of bargaining sessions.	18	51	75	75
Deliverables as of June 30,2011				
<ul style="list-style-type: none"> • Develop the following policies/programs/guidelines: <ul style="list-style-type: none"> ○ Employee of the Month Program ○ Dress Code ○ Nepotism ○ Outside Employment ○ Corrective Action and Discipline Guidelines • Enhanced the Personnel Resources Intranet website to include benefit information by bargaining and non-bargaining group and collective bargaining agreements and non-bargaining policies and procedures. • Delivered training on the following employee/employer related topics: <ul style="list-style-type: none"> ○ Conducting Excellent Performance Reviews ○ The Coaching and Counseling Process ○ Creating a Respectful Workplace • Participated in the 2010/2011 bargaining negotiations sessions. 				
	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Outcome				
Percent of employment related issues resolved prior to a claim or lawsuit being filed.	100%	100%	98%	100%

Equal Employment Opportunity

Purpose

Promote a diverse workforce by providing training, guidance, reasonable accommodation assessments, and investigation of complaints to support a productive work environment free of discrimination and harassment.

Goals

We accomplish our mission by focusing on the following goals:

1. Attain and retain a workforce that reflects the diversity in the County's labor force, throughout all job classifications and job levels.
2. Promote understanding and awareness of equal employment opportunity and reasonable workplace accommodations.
3. Establish and maintain clear and open lines of communication to prevent and resolve discrimination issues and complaints in a fair and equitable manner.

Services

We provide the following services to our customers:

Equal Employment Opportunity (EEO) ♦ EEO Complaints and Reasonable Workplace Accommodation Inquiries ♦ Equal Employment Opportunity/Anti-Discrimination and Harassment Policy and Procedures ♦ State and Federal EEO Compliance Agencies' Requests and Inquiries ♦ Training for Managers, Supervisors, and Employees on EEO ♦ Technical Assistance and Resources to County Departments, Employees, and Applicants on Issues Pertaining to EEO, Harassment, and Reasonable Workplace Accommodations ♦ Assistance and Resources to Employees Pertaining to Disability Benefits ♦ Temporary Modified Work Program ♦

Priorities

GOAL(S)	PRIORITIES	CY2011	CY2012	CY2013	CY2014
2,3	Deliver Countywide and department EEO specific training programs (e.g., Disability Accommodation, Anti Discrimination and Harassment).	X	X	X	X
1	Assist managers and employees with requests for reasonable accommodation.	X	X	X	X
3	Re-distribute and train employees and managers on the Anti-Discrimination and Harassment Policy and Procedures.	X	X	X	X
2	Distribute new federal and state employment law compliance posters to all County facilities.	X	X	X	X

GOAL (S)	PRIORITIES	CY2011	CY2012	CY2013	CY2014
1	Complete the Annual Title VI Update and Accomplishment Report.	x	x	x	x
1	Complete the EEO-4 Survey.	x		x	

Performance Measures

	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Workload				
Deliverables as of June 30, 2011				
<ul style="list-style-type: none"> Developed County Policy Prohibiting Discrimination on the Basis of Disability and Accommodation Request/Grievance Procedures and posted on County bulletin boards and County Internet website. Delivered training to managers and supervisors on Employee Disability and Medical Accommodations. Delivered training to all new hires on Benton County's Anti-Harassment and Discrimination Policy. Distributed all new federal and state required postings to all County facilities. Revised PAF to include EEO Reporting in the EDEN system for more accurate reporting. Completed Title VI Update and Accomplishment Report. 				
Outcome				
Percent of return to work issues resolved.	100%	100%	100%	100%
Percent of anti-discrimination/harassment complaints resolved.	100%	100%	98%	100%

Recruitment and Selection

Purpose

Provide innovative, responsive, fair, and consistent recruitment and selection services to County departments, employees, and job applicants to ensure the County employs a qualified and diverse workforce that delivers essential services to the public.

Goals

We accomplish our mission by focusing on the following goals:

1. Establish and enhance partnerships with departments to anticipate and respond to changes, priorities, staffing trends, and support succession-planning efforts.
2. Develop recruitment and selection plans with departments that are cost effective.
3. Expand technological capabilities that streamline recruitment, selection, and test administration procedures.

4. Promote the County as an employer of choice through personnel resources ongoing marketing and education of County services and benefits.

Services

We provide the following services to our customers:

Recruitment ♦ Selection ♦ Career Guidance ♦ Training ♦ Marketing
 (County Employment) ♦ Consultation ♦ Workforce Planning ♦ Oral
 Board Process Testing ♦

Priorities

GOAL(S)	PRIORITIES	CY2011	CY2012	CY2013	CY2014
2,3,4	Enhance the County Internet website to include County and civil service employment and benefit information.	X	X	X	X
4	Explore social media and other technology to enhance recruitment opportunities and visibility of County employment.	X	X	X	X
1	Deliver training to managers on the hiring process.	X		X	
2,4	Conduct a study on selection and test administration procedures.			X	X

Performance Measures

	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Workload				
Number of applicants.	1078	1169	1150	1080
Number of recruitments.	49	60	50	55
Number of terminations.	122	58	50	54
Number of tests.	---	---	98	100
Number of civil service applicants.	271	138	230	200
Number of civil service oral board days.	36 days	34 days	15 days	20 days
Number of civil service board meetings.	12	12	12	12
Number of civil service certified names.	24	29	33	28

Deliverables as of June 30, 2011

- Enhanced job vacancy information on the County’s Internet website in collaboration with Central Services.
- Developed recruitment related policies and procedures to include:
 - Rehire Retirees Policy
 - Recruitment and Selection Process for Nonpartisan Elective Office Vacancies
 - Relocation Expense Policy
- Updated and revised civil service clerical testing process to include partnership with Work Source to deliver pre-employment testing.
- Updated and revised lateral clerical, corrections and deputies’ application process.
- Revised entry level clerical application process to include job requirements and disqualifiers.
- Enhanced Benton County Civil Service information on the Public Safety Testing website to attract qualified applicants.

	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Outcome				
Time-to-Fill (Vacancies)				
-Internal	3.38 weeks	3.05 weeks	3.00 weeks	3.00 weeks
-External	6.79 weeks	6.14 weeks	5.92 weeks	5.50 weeks
Percent of positions filled with internal candidates.	12.0%	8.0%	10.0%	12.0%
Percent of employees leaving Benton County employment as compared to Bureau of Labor Statistics.				
Benton County Turnover Rate	16.0%	7.6%	6.5%	7.0%
Bureau of Labor Statistics	15.5%	18.5%	17.0%	17.0%

Safety and Risk Management

Purpose

Ensure the financial stability through appropriate identification, assessment and management of potential exposures to County assets and promote employee and public safety through education, training, and compliance.

Goals

We accomplish our mission by focusing on the following goals:

1. Conserve the human and financial resources of the County and protect County assets by controlling loss exposure.
2. Ensure fair and equitable handling of all claims through administrative and legal efforts.
3. Work with departments to provide a healthy and safe working environment for all County employees in compliance with state and federal regulations.

4. Promote safety awareness and safe work habits among County employees and respond timely to concerns, questions, or complaints about health and safety issues.
5. Serve as a consultant liaison to identify risks and determine appropriate strategies to mitigate liabilities/losses to County assets.

Services

We provide the following services to our customers:

Oversight of Third Party Workers' Compensation Program/Temporary Modified Work Programs/Insurance Programs/Disability Leaves ♦ Countywide Safety Committee ♦ County Safety and Risk Management Plan ♦ Hazard and Accident Investigations ♦ County's Defensive Driver Program ♦ Administer Safety and Health Programs ♦ General Liability, Auto Liability, Employment Liability Insurance ♦ Commercial Crime Coverage and Elected Official Bonds ♦ Aircraft Liability ♦ Property ♦ Insurance ♦ Boiler and Machinery Insurance ♦ Marine Insurance ♦ Emergency Action Procedures ♦ Contingency Planning ♦ Insurance and Indemnity ♦ Requirements for Contracts ♦ Ergonomics ♦ Consultative Services ♦ Emergency Management Compensation Board ♦ Driving Record Checks ♦

Priorities

GOAL(S)	PRIORITIES	CY2011	CY2012	CY2013	CY2014
1,5	Update the insurance and indemnity requirements for contracts.	X	X	X	X
1,3,4	Update the safety and risk management manual.		X	X	X
2,4	Automate the workers' compensation claims process.		X	X	X
1,2,5	Complete the risk management and claims processing policy.		X	X	X
1,3,4,5	Review claims data and develop focused training to prevent future losses.	X	X	X	X
3,4	Implement use of technology in providing E-learning for required safety/risk management training.	X	X	X	X
4	Enhance the safety and risk management Intranet website.	X	X	X	X
1,3,4	Finalize emergency response planning and conduct drills for county facilities.	X	X	X	X

Performance Measures

	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Workload				
Number of employee accident/incident reports.	81	74	70	75
Number of workers' compensation claims.	49	45	42	40
Number of third party incidents.	44	29	35	40
Number of third party claims.	25	21	28	22
Number of third party fatalities.	8	2	1	0
Number of ergonomic assessments.	12	14	6	10
Deliverables as of June 30, 2011				
<ul style="list-style-type: none"> • Implemented online supervisor accident report for on the job injuries in collaboration with Central Services. • Implemented online third party incident reporting form. • Updated employee injury reporting packet. • Developed the following safety and risk management policies and procedures: <ul style="list-style-type: none"> ○ Bomb Threat ○ AED ○ Heat Related Illness ○ Respiratory Program ○ Facility Use Agreement • Delivered the following safety and risk management related training: <ul style="list-style-type: none"> ○ Bloodborne Pathogens ○ New Hire Safety Orientation ○ CPR/AED Initial and Recertification ○ First Aid Certification ○ Heat Related Illness ○ Online Defensive Driving • Enhanced the safety and risk management Intranet website in collaboration with Central Services. • Conducted evacuation and emergency procedure drills at Juvenile. • Completed a successful workers' compensation self-insured audit. • Received the Washington Counties Risk Pool Dragon Award for low frequency/loss exposure for third party claims. • 				
	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Outcome				
Experience ranking among WCRP member counties.	2 of 28	3 of 28	4 of 27	4 of 27

County Comparison (frequency vs. severity)			
COUNTY	Frequency Ranking	Severity Ranking	Combined Score
Garfield	3	2	2.5
Douglas	5	1	3.0
Benton	4	4	4.0
Columbia	2	14	8.0
Pend Oreille	6	11	8.5
Pacific	16	6	11.0
Okanogan	15	10	12.5
San Juan	7	18	12.5
Thurston	22	3	12.5
Adams	1	25	13.0
Grays Harbor	8	19	13.5
Cowlitz	12	16	14.0
Clark	23	7	15.0
Skagit	25	5	15.0
Franklin	10	22	16.0
Skamania	11	21	16.0
Jefferson	21	12	16.5
Walla Walla	9	24	16.5
Whatcom	18	15	16.5
Lewis	14	20	17.0
Spokane	26	8	17.0
Yakima	17	17	17.0
Mason	27	9	18.0
Island	24	13	18.5
Clallam	13	27	20.0
Chelan	20	23	21.5
Kittitas	19	26	22.5

Training and Development

Purpose

Create and promote individual and organizational effectiveness by developing and offering an array of innovative and diverse programs in support of the County's commitment to employee development, partnerships, and organizational enrichment.

Goals

We accomplish our mission by focusing on the following goals:

1. Provide quality, cost-effective training and development designed to increase individual and organizational productivity and enrichment.
2. Provide ongoing leadership and support to the County's training and development efforts.

- Promote, support, and leverage technology resources and tools to improve and enhance workflow efficiency and improve customer service.

Services

We provide the following services to our customers:

Countywide Training Programs + New Employee Orientation + Managerial and Supervisory Training Programs + Training Registration and Database + Administration On-Line Training + Ongoing Consultation to Departments + Customized Training for Departments +

Priorities

GOAL(S)	PRIORITIES	CY2011	CY2012	CY2013	CY2014
1	Continue and expand training partnerships (e.g., Risk Pool).	X	X	X	X
2	Implement a management and supervisory training program.			X	X
1,3	Increase the number of online training courses offered.	X	X	X	X
3	Explore additional training space/facilities to support expanded training courses offered.		X	X	X
1	Develop an online training needs assessment tool and training survey.	X	X	X	X
3	Expand the training database to allow managers and supervisor access to the training data.		X	X	X

Performance Measures

	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Workload				
Number of training courses offered.	19	16	18	20
Number of employees trained.	752	835	600	650
Number of employees using online training.		38	200	400
Deliverables as of June 30, 2011				

<ul style="list-style-type: none"> Delivered managerial and supervisory training in the area of personnel/employment law. Served as the host county for the Washington Counties Risk Pool sponsored training "Conducting Excellent Performance Reviews." Introduced online Defensive Driving Training. Arranged department specific training (e.g., Creating a Respectful Workplace.) Delivered requested departmental training (e.g., FMLA). 				
	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Outcome				
Percent of training participants rating training as good or better. (Data Development)	---	---	---	---

Personnel Resources Administrative Support

Purpose

Provide support services for County employees, departments, and the public.

Goals

We accomplish our mission by focusing on the following goals:

1. Meet and anticipate customer needs.
2. Continue to enhance services through technology.
3. Foster an environment that supports and integrates the County's and Department's vision and goals into the delivery of services.
4. Promote financial stewardship through personnel resources management and risk management.

Services

We provide the following services to our customers:

Policy Development ♦ Personnel & Civil Service File Management ♦ Financial Reporting ♦ Budget Development ♦ Budget Monitoring ♦ Audit Reporting ♦ Accounts Payable/Accounts Receivables ♦ Personnel Resources Website Administration ♦ Project Management ♦ IT Strategic Planning ♦ Personnel Services ♦ Public Records ♦ Training ♦ Civil Service File Management ♦ Support Services ♦ Background Check Processing ♦ Civil Service Commission Support ♦ FMLA File Management ♦ New Employee Orientation

Priorities

GOAL(S)	PRIORITIES	CY2011	CY2012	CY2013	CY2014
2	Explore the EDEN Human Resources Module to assist with the compilation of employee data.				X
4	Explore unemployment claims management program to control costs.	X	X	X	X
1,3	Compile and analyze employee demographics data for Countywide and departmental workforce planning.	X	X	X	X
2	Convert personnel/risk management/civil service files into electronic format to allow secure on-demand access to records.			X	X
1,2	Continue to enhance the Personnel Resources Intranet/Internet website to provide access to information and user-friendly online services.	X	X	X	X
1,2,4	Deliver personnel/risk management information electronically to reduce costs.	X	X	X	X
1,3	Move Personnel Resources offices to a centralized location to streamline services and cross train positions.	X			

Performance Measures

	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY 2012 Projection
Workload				
Total number of employees.	846	828	783	784
Number of FMLA files.	79	75	85	80
Number of unemployment claims filed.	62	72	60	70
Number of public records request.	6	17	15	20
Number of new hire orientations.	52	69	63	65
Number of budgets monitored.	4	4	4	4
Deliverables as of June 30, 2011				

- Enhanced the Personnel Resources Intranet/Internet website in collaboration with Central Services.
- Received analysis of unemployment costs and are reviewing possible cost containment strategies.
- Delivered advanced FMLA training for managers and supervisors.
- Delivered reduced insurance management assessments to departments for the 2011-2012 based on positive loss experience.
- Delivered personnel and risk management information via Countywide email.

	CY 2009 Actual	CY 2010 Actual	CY 2011 Projection	CY Projection
Outcome				
Percent of budgets meeting target.	100%	100%	100%	100%
Percent of timely response to public records requests.	100%	100%	100%	100%
Percent of customer survey respondents rating overall satisfaction with services as good or better. (Data Development.)	---	---	---	---



Benton County Personnel Resources

Strategic Plan
CY 2011-2014



Mission Statement

**To provide innovative services which are
customer responsive, cost effective, and aligned
with the overall mission of the County.**

Trends and Challenges

- Reduced Financial Resources
- Changing Workforce
- Stabilizing Labor and Benefit Costs
- Partnerships
- Managing Employment Laws and Issues
- Personnel Resources Technology
- Managing Risk and Safety



Employee Benefits and Wellness Programs

Priorities

- Implement Use of Information Technology in Delivering Health and Wellness Information
- Continue to Explore Viable Benefit Options
- Enhance the Countywide Wellness Program



Classification and Compensation

Priorities

- Review and Update Job Classifications
- Place Job Classifications on the Intranet and Internet
- Explore a Classification and Survey Study for Non-Bargaining Employees
- Complete Salary and Benefit Comparisons for Bargaining Sessions





Employee and Labor Relations

Priorities

- Continue to Offer Employee/Employer Relations Training
- Create an Online Repository of Countywide and Departmental Employee Policies
- Develop Social Media Policy and Training

Equal Employment Opportunity



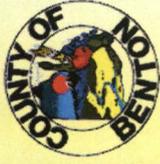
Priorities

- Deliver EEO Training Programs and Redistribute EEO Policies
- Assist in Requests for Reasonable Accommodations
- Complete Annual Title VI Plan
- Complete EEO-4 Survey

Recruitment and Selection

Priorities

- Enhance County and Civil Service Employment and Benefit Information on the Internet
- Explore Social Media and Other Technology for Recruitment
- Deliver Training to Managers on the Hiring Process
- Update Pre-Employment Testing Procedures





Safety and Risk Management

Priorities

- Update Contract Insurance Language
- Update Safety and Risk Management Manual
- Implement E-Learning for Required Training
- Enhance Safety and Risk Management Intranet Website
- Emergency Response Planning & Drills

Training and Development

Priorities

- Expand Training Partnerships
- Develop Management and Supervisory Training
- Deliver Online Training
- Expand Training Space/Facilities
- Implement Training Assessment and Survey
- Expand Training Database



Personnel Resources Administrative Support

Priorities

- Explore EDEN Human Resources Module
- Reduce Unemployment Costs
- Succession Planning
- Electronic File Conversion
- Personnel Resources Intranet/Internet Update
- Centralize the Personnel Resources Office



Accomplishments

Employee Benefits and Wellness

- Stabilized Health Insurance Rates by Moving from UEFT A5 to A6 Medical Plan
- Enhanced the Personnel Resources Intranet Website to Include Benefit and Wellness Information and Forms
- Introduced New Home and Auto Discount Program



Accomplishments

Classification and Compensation

- Stabilized Labor and Benefit Costs
- No New Position or Job Reclassifications in 2011
- 1.5% COLA for County Non-Bargaining and Non-Binding Arbitration Bargaining Groups
- Continue to Hold Health Benefit Premium Rates Under the National Trend
- Moved 95% of Benefited Employees from A5 to A6 Medical Plan



Accomplishments

Employee and Labor Relations

- Established the Employee of the Month Program
- Policy and Guideline Development
 - Dress Code, Nepotism, Outside Employment, Corrective Action and Discipline
- Placed Collective Bargaining Agreements and Employee Policies on the Intranet
- Training
 - Conducting Excellent Performance Reviews, The Coaching and Counseling Process, Creating a Respectful Workplace



Accomplishments

Equal Employment Opportunity

- Developed Policy Prohibiting Discrimination on the Basis of Disability and Accommodation Request/Grievance Procedures
- Delivered Employee Disability and Medical Accommodations Training
- Updated State and Federal Employment Law Required Postings
- Completed Title VI Update and Accomplishment Report

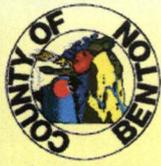


Accomplishments

Recruitment and Selection

- Enhanced County Recruitment and Application Process Through Technology
- Developed Recruitment Policies and Procedures
- Streamlined Civil Service Recruitment and Selection Process
- Partnered with Work Source to Streamline Civil Service Clerical Testing





Accomplishments

Safety and Risk Management

- Top 5 Risk Pool Counties with Favorable Experience Resulting in a Reduction in Premium (WCRP Dragon Award)
- Expanded Information Technology Resources Through User-Friendly Online Reporting and Training
- Mitigated Loss Exposure Through Safety and Risk Management Training and Policy Resulting in Reduced Claims and Costs
- Reduced Insurance Management Assessments to Departments

Accomplishments

Training and Development

- Delivered Personnel/Employment Law Training
- Reduced Travel and Training Expenses Through Partnership with Risk Pool by Hosting “Conducting Excellent Performance Reviews”
- Delivered Training Through Technology
- Reducing Training and Travel Expenses
- Developed and Utilized Online Training Registration and Database



Accomplishments

Personnel Resources

Administration Support

- Updated Personnel Resources Intranet Website
- Unemployment Costs Containment Program
- Increased Productivity Through Enhanced Technology
- Centralized Personnel Resources Offices for Streamlined Service Delivery and Cross Training





“The achievements of an organization are the results of the combined efforts of each individual.”

Vincent Lombardi