



**FRANKLIN COUNTY, WASHINGTON
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES
OCTOBER 5, 2016**

CALL TO ORDER

Commission Chairman, Rick Miller called the Franklin County Commissioners' Regular Board Meeting to order at 9:00 a.m., in the Commissioners' Meeting Room in the Franklin County Courthouse located at 1016 North Fourth Avenue, Pasco, Washington.

Commissioners Present: Commission Chair Rick Miller, Chair Pro Tem Robert E. Koch and Member Brad Peck.

Staff Present: County Administrator Keith Johnson, Auditor Matt Beaton, Chief Deputy Auditor Jeff A. Burckhard , Sheriff Jim Raymond, Treasurer Josie Koelzer, Civil Deputy Prosecuting Attorney Timothy Dickerson, Director of Finance Thomas C. Westerman, Accounting Supervisor Tim Anderson, Chief Deputy for Treasurer Andrew Hicks, Human Resources Director Carlee Nave, Public Works Director Matt Mahoney, Coroner Dan Blasdel, Horticultural Pest And Disease Control Board Coordinator Tom Wilson , Office of Public Defense Administrator Larry Zeigler, Office of Public Defense Assistant Whitney Conner and Clerk to the Board Karin Milham.

PLEDGE OF ALLEGIANCE

Commissioner Miller led the Pledge of Allegiance.

PRESENTATION OF 2017 FRANKLIN COUNTY PRELIMINARY BUDGETS

Presented by Director of Finance Thomas C. Westerman and Accounting Supervisor Tim Anderson.

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2017 Preliminary Budget Overview

Presented by the Franklin County Auditor's Office

- **The 2017 Preliminary budget is separated into two categories**
 - The Current Expense Fund (or the General Fund)
 - Miscellaneous Funds

- **The Current Expense Fund preliminary starting point is (\$1,031,968). The following assumptions were used to arrive at this figure:**
 - Department Heads provided revenue estimates
 - Current pay and benefits used for (including Bi-County)
 - Baseline expenditures approved for 2016 with a few exceptions:
 - Mid Year permanent changes (OPD costs, e.g.).
 - Removing some 2016 one-time expenditures (capital, e.g.)
 - Status Quo Dispatch budget
 - Beginning Fund Balance - \$2,500,000 (Rough)
 - (\$2,750,000, used for 2016 (\$3,527,764 actual))
 - Ending Fund Balance \$ 2,041,618 (7% of Operating budget per the County's Fiscal Policy).
 - (\$1,200,000 used for 2016)
 - There is no Road Shift or 1% increase in the property tax revenue estimate of \$8,185,271. For 2016 the Road Shift was \$650,000.
 - **Other Highlights on Page 2**

- **Next Steps**
 - October 5th – October 24th – Opportunity for Board to Review Preliminary Budget, and "fix" per RCW 36.40.050
 - October 24th – October 28th – Budget Workshop Week
 - The Board will be receiving workshop materials with departmental attachments before the meetings.
 - December 7th. Scheduled date to adopt budget



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1) 2017 Preliminary Budget vs 2016 Adopted

	2017			%
	Preliminary	2016 Adopted	Variance	Change
Revenues	\$ 28,975,628	\$ 29,663,726	\$ (708,098)	-2.4%
Expenditures	30,007,596	29,663,726	323,870	1.1%
Variance - Surplus (Deficit)	\$ (1,031,968)	\$ -	\$ (1,031,968)	

2) Major Revenues - Increases (Decreases)

	2017		Increase	%
	Preliminary	2016 Adopted	(Decrease)	Change
Property Taxes	\$ 8,185,271	\$ 7,950,000	\$ 235,271	3.0%
Road Shift	-	\$ 650,000	\$ (650,000)	-100.0%
Total Property Taxes	\$ 8,185,271	\$ 8,600,000	\$ (414,729)	
Sales Taxes	3,600,000	3,700,000	(100,000)	-2.7%
CJ Local Sales Tax 1st & 2nd 1/10th	1,845,000	1,765,000	80,000	4.5%
.3% Criminal Justice Funds	1,137,525	1,137,525	-	0.0%
Rm & Board Prisoners/City of Pasco	1,320,000	1,210,000	110,000	9.1%
Beginning Fund Balance	2,500,000	2,750,000	(250,000)	-9.1%
Totals - Memo	10,402,525	10,562,525	(160,000)	
Grand Totals - Memo	18,587,796	19,162,525	(574,729)	

3) Baseline Expenditures Changes

a) Personnel Services

	2017		Increase	%
	Preliminary	2016 Adopted		Change
Salary	\$ 12,853,441	\$ 12,445,436	\$ 208,003	1.7%
Benefits*	5,344,884	5,173,269	171,615	3.3%
Total	17,998,325	17,618,707	379,618	2.2%

*DRS had significant retirement increase 7/1

b) Contingencies & Reserves (no change)

	2017		Variance
	Preliminary	2016 Adopted	
Reserved Ending Fund Balance	2,041,618	1,200,000	841,618.00
Miscellaneous	\$ 243,263	\$ 243,263	\$ -
Salaries & Benefits	75,000	75,000	-
Vacation Sick Cash Outs	30,000	30,000	-
Jury & Witness	13,053	13,053	-
Total	\$ 2,402,934	\$ 1,561,316	\$ 841,618

c) Other Baseline Expenditure Changes

	2017		Favorable
	Preliminary	2016 Adopted	(Unfavorable)
Debt Service Transfer for JJ/Jail Const (1995)	\$ -	\$ 419,754	\$ 419,754
Capital Outlay	\$ 51,732	\$ 323,613	\$ 271,881
Totals - Memo	51,732	743,367	691,635

d) 2017 Departmental Expenditure Requests Not Included in Preliminary Baseline Budget

Personnel Services (12 FTE)	\$ 892,709
Total Other Than Personnel Services (OTPS)	1,486,703
Capital Expenditures	2,506,329
Total Submitted Requests	\$ 4,885,742



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HORTICULTURAL PEST AND DISEASE CONTROL BOARD 2017 BUDGET

Presented By Coordinator Tom Wilson (Resolution 2016-382)

**FRANKLIN COUNTY
HORICULTURAL PEST AND DISEASE CONTROL BOARD
502 W. BOEING STREET, PASCO, WA. 993301
509-545-3580**

RESOLUTION ADOPTING THE 2017 } RESOLUTIONPB2-2016
BUDGET FOR THE FRANKLIN COUNTY }
HORTICULTURAL PEST AND DISEASE }
CONTROL BOARD }

WHEREAS public hearings were held August 8 and September 12, 2016 at which times
The Board reviewed and adopted the Franklin County Horticultural and Disease
Control Board budget for 2017.

IT IS HEREBY RESOLVED that the Directors of the Franklin County Horticultural pest
And Disease Control Board adopt and set its budget expenditures as follows:

10 Salaries and wages	\$66894
20 Personnel Benefits	18100
30 Supplies	11000
40 Other services	95296
60 Capital Outlay	17540

TOTAL 208830

IT IS FURTHER RESOLVED that revenue sources be set as follows;

Assessments	
\$1.50 x 27805 taxable parcels (Excluding Range, Dry, and Gov't lands)	\$41707
\$4.00 x 19758 acres	79032
Estimated Fund Balance	<u>88091</u>

TOTAL 208830

Dated this 12th day of September 2016

Respectfully submitted

Mike Sullivan
Franklin County Horticultural Pest and Disease Control Board



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- ❖ *Commissioner Bob Koch Moved to approve Resolution 2016-382 Horticultural Pest and Disease Control Board 2017 Budget. Commissioner Brad Peck seconded and the motion was carried.*

INTERBUDGET TRANSFER OF \$35,000 FROM NON-DEPARTMENTAL BUDGET TO CORONERS BUDGET

Coroner Dan Blasdel requested additional funding to hire a special Deputy Chief Coroner for the upcoming inquest. The proposed date is December 12, 2016 at the Columbia Basin College campus.

There was a brief discussion of having a Public Meeting versus an Inquest. Commissioners asked which process would be most effective and please the citizens of the Franklin County. The Board maintained that they would uphold the law and provide the funding of the inquest.

- ❖ *Commissioner Koch moved to approve Resolution 2016-383 authorizing an inter-budget transfer of \$35,000 from non-departmental budget to the Coroners' budget. Commissioner Peck seconded and the motion was approve.*

REQUESTING ADDITIONAL FUNDS FROM COUNTY CONTINGENCY BUDGET TO PUBLIC DEFENSE SERVICES

County Administrator Keith Johnson presented the Board with an update of the Office of Public Defense and changes occurring in the future with the Juvenile Justice Program. He mentioned Public Defense Administrator Larry Zeigler has been critical to our County in the creation of the department this past year. Due to the large number of homicide cases, costs have been higher than expected. Mr. Johnson reminded the Board defense attorneys are mandated by State Law and a transfer of funds was necessary to support the department.

- ❖ *Commissioner Peck moved to approve Resolution 2016-384 authorizing an inter-budget transfer of \$250,000 from non-departmental to Office of Public Defense. Commissioner Koch seconded and the motion was carried.*

PUBLIC COMMENT

Mr. Gabriel Portugal supported the Coroner's desire for inquest. Mr. Portugal has worked hard with the Latino Civil Alliance in Washington State. They are trying to change the law as it is currently written, which makes it difficult to charge an officer in an incident. He believes that the inquest will help heal the community.



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Approval of Consent Agenda

- Resolution 2016-385 Approval of 2016-2018 Sheriff's Clerical and Dispatch Collective Bargaining Agreement
- Resolution 2016-386 Approving Procurement of One County Issued Cellular Phone for County Prosecutor
- Resolution 2016-387 Approval of Joint Powers Agreement between National Joint Powers Alliance and Franklin County
- Approval of August 24, 2016 Minutes

❖ Commissioner Peck moved to approve the Consent Agenda. Commissioner Koch seconded and the motion was carried.

ADMINISTRATION OFFICE BUSINESS

Administrator Keith Johnson

- Economic Development Plan has \$100,000 allocated for the TRAC as a project. The replacement of flooring in the Expo hall will exceed that number. We will hold a Public Hearing on October 19th to make an Amendment to the Economic Development Plan.
 - Memorandum of Agreement between Benton Franklin Counties Human Services and the Washington State Council of County representing employees in the Department's Crisis Response Unit.
- ❖ Commissioner Koch moved to approve Resolution 2016-388 the MOU Crisis Response Agreement. Commissioner Peck seconded and the motion was approved.*



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EXECUTIVE SESSION

RCW 42.30.110 (1) (i) Potential Litigation Matters

Civil Deputy Prosecuting Attorney Timothy Dickerson and Mr. West Campbell

Commissioner Miller recessed into Executive Session at 10:27 a.m., for a discussion of Potential Litigation matters. Executive Session was anticipated to last thirty minutes.

RECONVENE

Commissioner Miller reconvened the Regular meeting at 10:58 a.m.


ADJOURN

With no further business to bring before the board, the meeting was adjourned at 11:00 a.m.


**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**



Rick Miller, Chair




Robert Koch, Chair Pro Tem



Brad Peck, Member

ATTEST:



Clerk to the Board