

**ORDINANCE NO.
AMENDMENT NO. 1 OF THE 2019 BUDGET**

WHEREAS, the 2019-2020 budget was adopted November 20, 2018; and,
WHEREAS, changing circumstances require modifications to the approved 2019-2020 budget; and,

WHEREAS, the modifications to the budget have been assembled here for deliberation by the Whatcom County Council,

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that the 2019-2020 Whatcom County Budget Ordinance #2018-064 is hereby amended by adding the following additional amounts to the 2019 budget included therein:

Fund	Expenditures	Revenues	Net Effect
General Fund			
Non Departmental	25,000	-	25,000
Total General Fund	25,000	-	25,000
Stormwater Fund	35,000	(35,000)	-
Trial Court Improvement Fund	205,000	-	205,000
Public Utilities Improvement Fund - EDI Program	513,500	-	513,500
Total Supplemental	778,500	(35,000)	743,500

In addition, Exhibit B – Capital Appropriations in the 2019-2020 Budget Ordinance should be amended to add the capital appropriations listed in Attachment #1.

In addition, Exhibit C – Position Control Changes should be amended to add 1 FTE Pre Trial Services Coordinator to Superior Court Administration.

ADOPTED this ____ day of _____, 2019.

ATTEST:

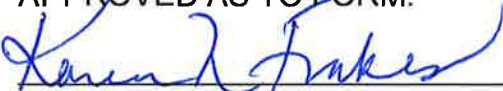
WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Chair of Council

APPROVED AS TO FORM:

() Approved () Denied



Civil Deputy Prosecutor

Jack Louws, County Executive

Date: _____

WHATCOM COUNTY				
Summary of the 2019 Supplemental Budget Ordinance No. 1				
Department/Fund	Description	Increased (Decreased) Expenditure	(Increased) Decreased Revenue	Net Effect to Fund Balance (Increase) Decrease
General Fund				
Non Departmental	To re-appropriate funds for agenda management from current expense's historic preservation fund balance.	25,000	-	25,000
Total General Fund		25,000	-	25,000
Stormwater Fund	To fund completion of the Lake Whatcom funding process.	35,000	(35,000)	-
Trial Court Improvement Fund	To re-appropriate funds to upgrade criminal justice audio visual systems.	205,000	-	205,000
Public Utilities Improvement Fund				
EDI Program	To fund expanded scope of Tri-Funder Economic Development Project.	263,500	-	263,500
EDI Program	To fund Port of Bellingham Walsh Marine Building expansion project.	250,000	-	250,000
Total Public Utilities Improvement Fund		513,500	-	513,500
Total Supplemental		778,500	(35,000)	743,500

ATTACHMENT #1

Exhibit B

**Capital Appropriations
2019-2020 Budget**

Department	Fund	Suppl Req #	Capital Description	Budget Year	Cost
Non-Departmental	Trial Court Improvement	2683	General Government Equipment and Software Criminal Justice Audio Visual Systems	2019	\$ <u>205,000</u>



MEMORANDUM

TO: Jack Louws, County Executive
Whatcom County Council

FROM: Dana Brown-Davis, Clerk of the Council
Perry Rice, IT Manager *PJR MCE for DBD*

RE: Supplemental Budget Request – Countywide Agenda Management

DATE: January 2, 2019

Enclosed for your consideration is a supplemental budget request to re-appropriate \$25,000 to complete the Countywide Agenda Management project implementation.

• **Background and Purpose**

Initial funding of \$72,400 was budgeted in the 2017 – 2018 Biennial Budget to implement a countywide agenda management system (ASR #2017-5532) using the Historic Preservation Restricted Fund balance.

In 2017 the County contracted with Granicus, Inc. to implement their software solution and in 2018 the design, core configuration and training was completed. We plan to Go Live with the Granicus solution starting with the January 15, 2019 Council meeting.

The re-appropriation is necessary for the final milestone payment, data migration, a sandbox site, audio-visual system integration and post-implementation support.

A summary of the project budget through 12/31/2018 follows:

Initial Budget	\$72,400.00
2017 Expenditures	(\$11,571.37)
2018 Expenditures	(\$21,706.06)
Balance	\$39,176.57

The overall costs of the project have been lower than expected to date. The project team believes that the project can be completed with \$25,000 out of the remaining \$39,176.57.

• **Funding Request and Source**

This Supplemental Budget Request is a re-appropriation of \$25,000 from the Historic Preservation Restricted Balance Fund.

• **Contact Information**

Please contact Dana Brown-Davis at x5015 or Perry Rice at x5235 if you have any questions regarding this request.

Supplemental Budget Request

Status: Pending

Administrative Services

Information Technology

Suppl ID # 2684

Fund 1

Cost Center 4019

Originator: D. Brown-Davis / P. Rice

Year 1 2019

Add'l FTE

Priority 1

Name of Request: Re-Appropriate Funds for Countywide Agenda Mgmt.

X

Marcia Engel

R.J.A.

1/2/2019

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7420	Computer-Capital Outlays	\$25,000
	Request Total		\$25,000

1a. Description of request:

Re-appropriate funds not used in 2017 / 2018 to complete the Countywide Agenda Management project implementation. \$72,400 was appropriated in the 2017 - 2018 Biennial Budget (ASR #2017-5532) for the one-time costs to implement this system. Approximately \$39,000 of remains unspent at the end of 2018.

1b. Primary customers:

Whatcom County government departments and the general public.

2. Problem to be solved:

The project is not yet complete and unused funds need to be re-appropriated in order to complete the project. The projected Go Live for the new system is the January 15, 2019 Council meeting.

3a. Options / Advantages:

A contract is in place with one more milestone payment due after the January 15, 2019 Go Live and system acceptance. Other project items that have not yet been completed include data migration from the prior system, a sandbox site, audio-visual system integration and post-implementation support. The best option is to re-appropriate unused funds for this project since the 2019 Council base budget would not be able to absorb these costs.

3b. Cost savings:

We anticipate cost savings for each department that utilizes the electronic agenda management system. However, at this time we can only estimate cost savings for the Council Office, based on estimates from other jurisdictions that use automated agenda systems. We estimate that the Council Office will save at least twenty hours of staff time per month, plus savings in the cost of paper and copying.

4a. Outcomes:

We will be able to complete the Countywide Agenda Management project in the 1st Quarter of 2019.

4b. Measures:

County Departments, Council Staff, Councilmembers and citizens will be using the Granicus Agenda Management System for Council meetings.

5a. Other Departments/Agencies:

All county departments will use this system to submit agenda items to Council. Council staff will use the system to create and publish agendas and minutes.

5b. Name the person in charge of implementation and what they are responsible for:

Council and Information Technology staff are working with all County departments during this implementation.

6. Funding Source:

Historic Preservation Restricted Fund Balance



RECEIVED

JAN 3 - 2019

JACK LOUWS
COUNTY EXECUTIVE

MEMORANDUM

TO: Jack Louws, County Executive

THROUGH: Jon Hutchings, Public Works Director

FROM: Kraig Olason, PMP, Stormwater Program Manager *KO*

DATE: January 2, 2019

RE: Supplemental Budget Request

Requested Action

The Public Works Stormwater Division requests supplemental budget authority to continue establishment of an equitable funding proposal and prepare the fee roll for submittal to the Whatcom County Treasurer for a Lake Whatcom Stormwater Utility.

Background and Purpose

The County Council established a Stormwater Utility Service area for unincorporated Lake Whatcom in December 2017 to supplement funding for the Lake Whatcom Management Program. A budget request was approved in February 2018 for funding a consultant to work with the Advisory Committee to conduct a rate study and prepare rate alternatives.

This supplemental budget request includes funding necessary for the consultants to complete their work for the rate study, and to re-authorize funding for preparation of the fee roll that was not completed in 2018 due to an extended schedule.

Funding Amount and Source

This request is for \$35,000 from the Stormwater Fund (123). The Stormwater Fund is principally supported by the Flood Fund.

Please contact Gary Stoyka at extension 6218 or Kraig Olason at extension 6301 if you have any questions or concerns regarding the terms of this agreement.

Attachment

Supplemental Budget Request

Status: Pending

Public Works

Stormwater

Suppl ID # 2677

Fund 123

Cost Center 123201

Originator: Kraig Olason

Year 1 2019

Add'l FTE

Priority 1

Name of Request: 2019 Completing Lk Whatcom Funding Process

X



1/3/19

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6630	Professional Services	\$35,000
	8301.169	Operating Transfer In	(\$35,000)
	Request Total		\$0

1a. Description of request:

This SBR will provide additional funding to continue the work necessary to establish an equitable funding proposal. The County Council established the Stormwater Utility Service area for unincorporated Lake Whatcom in December 2017 to supplement funding for the Lake Whatcom Management Program. The Council established the Lake Whatcom Stormwater Utility Advisory Committee in May 2018 to assist staff and the council in developing rate and funding recommendations that would be submitted to the council for their consideration. The Council initially requested that the administration develop funding alternatives and recommend rates and charges by the end of 2018. Council approved a budget request in February 2018 to provide funding for a consultant to work with the Advisory Committee to conduct a rate study and prepare rate alternatives.

The consultant budgeted for six advisory committee meetings and to conduct a study to determine the average impervious surface area of residential properties; however, the advisory committee asked that the consultant investigate the possibility of measuring the impervious surface area of all residential properties. This request required the consultant to do an additional pilot study. The addition of this pilot study in addition to the committee taking longer than was originally planned to work through other issues will require an estimated four additional advisory committee meetings and additional analysis by the consultant.

This supplement budget request includes funding necessary for the consultant to complete their work.

1b. Primary customers:

Residents within the Lake Whatcom Stormwater Utility Service Area and other Lake Whatcom Management Program partners.

2. Problem to be solved:

Whatcom County currently provides base funding for the Lake Whatcom Management Program (LWMP) with a combination of Flood Control Zone District, Real Estate Excise taxes, and state grants. The needs of the LWMP exceed the level of service that is offered throughout the County for water management services and therefore, exceeds the available funds that can be reasonably provided by the Flood Control Zone District. The County Council established the Lake Whatcom Stormwater Utility to fund services above the base level provided county-wide. Furthermore, these fees will establish more funding equity between residents who live in the incorporated portion of the Lake Whatcom watershed and those that live in the unincorporated portion. Residents within the City of Bellingham pay into a stormwater utility that funds the City's share of the cost of the LWMP and those in the unincorporated portion do not. Some people also believe that residents who live in the Lake Whatcom watershed have a greater impact on the lake and should pay a higher cost for that impact than county residents in general.

Supplemental Budget Request

Status: Pending

Public Works

Stormwater

Suppl ID # 2677

Fund 123

Cost Center 123201

Originator: Kraig Olason

3a. Options / Advantages:

This funding is needed for establishing the funding alternatives of the newly-formed utility. Without this funding, it will not be possible to establish fees and provide the funding needed for implementation of the Lake Whatcom Management Program.

3b. Cost savings:

Establishing the funding mechanism and fee roll will provide the funding that was requested by the County Council.

4a. Outcomes:

Funding will be provided to implement the Lake Whatcom Management Program.

4b. Measures:

Establishment of the fee rolls.

5a. Other Departments/Agencies:

Public Works staff will need to work with staff at the Treasurer's Office to establish the fee rolls and begin fee collection.

5b. Name the person in charge of implementation and what they are responsible for:

Gary Stoyka, Public Works Department

6. Funding Source:

Funding will come from the Flood Control Zone District



MEMORANDUM

TO: Jack Louws, County Executive
Whatcom County Council

FROM: Perry Rice, IT Manager *PJR*

RE: Supplemental Budget Request – Criminal Justice Audio Visual Systems

DATE: December 31, 2018

Enclosed for your consideration is a supplemental budget request to re-appropriate \$205,000 from the Trial Court Improvement Fund (TCIF) to upgrade audio visual systems in five courtrooms and to provide video conferencing capabilities for our criminal justice system.

• **Background and Purpose**

Superior Court and District Court have Justice AV Solutions (JAVS) systems to record proceedings in eight court rooms. In 2015, end-of-life JAVS systems were replaced in two Superior Court rooms. At the end of 2018, procurement was initiated to replace the JAVS system in the Main Jail court room along with a mobile video conferencing system.

The remaining five JAVS recording systems are end-of-life and need to be replaced. This replacement will also provide attorneys with built in presentation capabilities from their computer laptops.

In addition to replacing the court room JAVS recording systems, Superior Court, District Court, the Prosecuting Attorney's Office and the Public Defender's Office will be equipped with video conferencing capabilities to remote correctional facilities when our inmates are relocated for the Main Jail Repairs project in the Spring of 2019.

Associated with this request, the JAVS equipment will be added to the 2019 – 2020 Capital List.

• **Funding Request and Source**

This Supplemental Budget Request is a re-appropriation of \$205,000 from the Trial Court Improvement Fund.

• **Contact Information**

Please contact Perry Rice at x5235 if you have any questions regarding this request.

Supplemental Budget Request

Status: Pending

Administrative Services

Information Technology

Suppl ID # 2683

Fund 135

Cost Center 135100

Originator: P. Rice for Criminal Justice

Year 1 2019

Add'l FTE

Priority 1

Name of Request: Re-Appropriate Funds to Upgrade JAVS

X



1/2/2019

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7420	Computer-Capital Outlays	\$205,000
	Request Total		\$205,000

1a. Description of request:

Re-appropriate funds originating from the Trial Court Improvement Fund (TCIF) not used in 2018 to upgrade courtroom Justice Audio Visual Systems (JAVS) in District Court (3) and Superior Court (2). The upgrades will also include video conferencing capabilities to connect to Yakima Corrections during the Main Jail Repairs Project for these courtrooms and also for the Prosecuting Attorney's Office and Public Defender's Office.

1b. Primary customers:

Superior Court, District Court, Prosecuting Attorney's Office, Public Defender's Office, Attorneys and Citizens

2. Problem to be solved:

Superior Court and District Court have Justice AV Solutions (JAVS) systems to record proceedings in eight court rooms. In 2015, end-of-life JAVS systems were replaced in two Superior Court rooms. At the end of 2018, procurement was initiated to replace the JAVS system in the Main Jail court room along with a mobile video conferencing system.

The remaining five JAVS recording systems are end-of-life and need to be replaced. This replacement will also provide attorneys with built in presentation capabilities from their computer laptops.

In addition to replacing the court room JAVS recording systems, Superior Court, District Court, the Prosecuting Attorney's Office and the Public Defender's Office will be equipped with video conferencing capabilities to remote correctional facilities when our inmates are relocated for the Main Jail Repairs project in the Spring of 2019.

3a. Options / Advantages:

Courtroom Audio Visual System Upgrades:

The primary alternative is to continue to use the current audio visual recording systems. This is not a good alternative since the equipment is end-of-life and becoming increasingly more difficult for the vendor and Information Technology to support. The courts must have recordings or transcripts of court proceedings.

Criminal Justice System Video Conferencing:

The primary alternative is to transport inmates for court proceedings and to also have Prosecutor's and Public Defender's travel to remote locations to work with inmates. The transport and travel costs in addition to court logistics make this option infeasible.

Supplemental Budget Request

Status: Pending

Administrative Services

Information Technology

Suppl ID # 2683

Fund 135

Cost Center 135100

Originator: P. Rice for Criminal Justice

3b. Cost savings:

The primary cost savings would be to avoid the court interruptions if an end-of-life marginally supported system failed. Court reporters might need to be hired on an emergency basis.

Travel and transport costs would also be avoided when inmates are relocated to accommodate the Main Jail Repairs Project.

4a. Outcomes:

- Five courtroom audio video systems would be upgraded in 2019
- Video conferencing capabilities would be provided to the Courts, Prosecutor's Office and Public Defender's Office

4b. Measures:

Criminal Justice System will have upgraded courtroom audio visual systems and video conferencing capabilities to remote locations during and beyond the Main Jail Repairs Project.

5a. Other Departments/Agencies:

Superior Court
District Court
Prosecutor's Office
Public Defender's Office
Facilities Management
Information Technology

5b. Name the person in charge of implementation and what they are responsible for:

Information Technology, Facilities Management and our vendor will be working closely with our contacts in the Criminal Justice System.

6. Funding Source:

Trial Court Improvement Fund Balance



MEMORANDUM

TO: Jack Louws, Whatcom County Executive
Whatcom County Council

FROM: Tawni Helms, Administrative Coordinator
through Tyler Schroeder, Deputy Executive *TRs*

DATE: January 4, 2019

SUBJECT: Budget Supplemental for Expanded Scope for Tri-Funder Agreement

Background and Purpose:

In 2011 the Parties successfully joined their funding resources on a multi-year basis to increase efficiency in coordination and focus on the shared economic development outcomes expected by the parties.

Recently, the Port of Bellingham submitted an EDI funding proposal requesting an increase to fully fund the Economic Development Office. The increased funding in the amount of \$63,500 from Whatcom County and \$133,379 from the Port of Bellingham will support economic development programs and personnel to facilitate the creation or retention of business/jobs and promote economic development purposes within the county. This funding request was approved by Council through budget ordinance #2017-071.

Increased funding allows for the expanded scope which includes more targeted services utilizing the existing collaboration. Deliverables include the implementation of a countywide strategic plan and a vision for economic development for the entire region. Projects include the facilitation of a countywide rural broadband study; facilitate master plans for Cherry Point District and residential and industrial infrastructure adjacent to the I-5 corridor.

Funding Amount and Source:

Funding source is the Public Utilities Improvement – Economic Development Investment (EDI) Fund.

Please contact Tyler Schroeder at extension 5207, if you have any questions or concerns regarding the terms of this agreement.

Encl.

Supplemental Budget Request

Status: Pending

Non-Departmental

Suppl ID # 2685 Fund 332 Cost Center 332219 Originator: T. Helms

Year 1 2019 Add'l FTE Priority 1

Name of Request: EDI - Expanded scope for Tri-Funder Economic Dev

X  Department Head Signature (Required on Hard Copy Submission) 1/8/19
Date

Costs:	Object	Object Description	Amount Requested
	6610	Contractual Services	\$263,500
	Request Total		\$263,500

1a. Description of request:

In December, the Port of Bellingham submitted a funding proposal to increase services for Economic Development. This will allow the parties to fully fund the Economic Development operations with the additional \$63,500 and fund the additional scope at a cost of \$200,000 for the facilitation of:

Countywide rural broadband study
 Master plan of Cherry Point District
 Master plan of residential and industrial infrastructure adjacent to the I-5 corridor

1b. Primary customers:

Whatcom County residents, businesses and local governments

2. Problem to be solved:

Whatcom County, the Port of Bellingham and City of Bellingham have joined resources on a multi-year basis to increase efficiency in coordination of countywide economic development services.

3a. Options / Advantages:

Partially fund Economic Development programs or reduce services.

3b. Cost savings:

n/a

4a. Outcomes:

Full funding of the Economic Development programs.

4b. Measures:

Services will be accomplished, master plans will be developed for future implementation.

5a. Other Departments/Agencies:

n/a

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

EDI Fund

**WHATCOM COUNTY
EXECUTIVE'S OFFICE**


County Courthouse
311 Grand Avenue, Suite #108
Bellingham, WA 98225-4082



Jack Louws
County Executive

MEMORANDUM

TO: Whatcom County Council members

FROM: Jack Louws, County Executive 

RE: EDI Program - Interlocal Loan & Grant Agreement with
Port of Bellingham

DATE: January 2, 2019

Attached is a Supplemental budget request for spending authority on an EDI Interlocal Loan and Grant Agreement for which budget authority is required.

At the January 15th, 2019 council meeting, this supplemental budget is being introduced simultaneously with the EDI Board's recommendation to provide funding through the EDI Program for the Port of Bellingham's Walsh Marine building expansion project. An Interlocal Agreement has been drafted and will be presented to the Council for approval at the January 29th meeting concurrently with final approval of this budget supplemental request.

The Port is expecting to proceed with the project in early to mid-2019.

This program funding is derived from the Public Utilities Improvement Fund.

Supplemental Budget Request

Status: Pending

Executive

Suppl ID # 2682 Fund 332 Cost Center 332238 Originator: Suzanne Mildner

Year 1 2019

Add'l FTE

Priority 1

Name of Request: POB Walsh Marine Bldg -EDI

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7220	Intergov Subsidies	\$166,667
	7221	Intergov Subsidies-Grants	\$83,333
	Request Total		\$250,000

1a. Description of request:

This request is for EDI Program funding to support the Port of Bellingham's Walsh Marine building expansion project in Blaine, Washington.

1b. Primary customers:

Port of Bellingham; City of Blaine

2. Problem to be solved:

The County Council has received a recommendation from the EDI Board to approve funding for a grant in the amount of \$83,333.33 and a loan in the amount of \$166,666.67, for a total of \$250,000 in EDI funding to support the Port of Bellingham's project in Blaine, Washington. The project is located in the Blaine marine industrial area, which is an active marine trades area. Construction and expansion of the boatyard will help facilitate further economic development. Budget authority is being requested so that the project may proceed following execution of an Interlocal Agreement between the County and Port of Bellingham.

3a. Options / Advantages:

The EDI Board has determined that this project meets the objectives of the EDI Program project guidelines.

3b. Cost savings:

N/A

4a. Outcomes:

The project is scheduled to begin in 2019 and will involve the construction of a 2,240 square foot pre-fabricated building for use on the Walsh Marine leasehold in conjunction with their boatyard operations. With an office and work building Walsh Marine will increase its business activity.

4b. Measures:

Final project report and budget summary.

5a. Other Departments/Agencies:

Port of Bellingham as owner of the building; and the Port will be paying the balance of projects costs from its capital funds.

5b. Name the person in charge of implementation and what they are responsible for:

Port of Bellingham contact: Brady Scott

6. Funding Source:

Public Utilities Improvement Fund