

Supplemental Budget Request

County Clerk

Suppl ID # 4386 **Fund 1** **Cost Center 3154** **Originator: David Reynolds**

Year 1 **2023** Add'l FTE Priority **1**

Name of Request: Conflict Counsel request 2023

X

Department Head Signature (Required on Hard Copy Submission) **Date**

Costs:	<i>Object</i>	<i>Object Description</i>	<i>Amount Requested</i>
	6110	Regular Salaries & Wages	\$29,569
	6210	Retirement	\$3,016
	6230	Social Security	\$2,250
	6245	Medical Insurance	\$4,171
	6255	Other H&W Benefits	\$483
	6259	Worker's Comp-Interfund	\$182
	6269	Unemployment-Interfund	\$26
	6610	Contractual Services	\$160,000
	8301	Operating Transfer In	(\$199,697)
	Request Total		\$0

1a. Description of request:

We are in need of staff conflict counsel, as well as an increase in professional services monies to pay for the significant increase in cases being referred to assigned counsel. We are in an absolute crisis. Conflict Counsel salary and benefits through the end of 2023.

The new position will be a Staff Conflict Council Attorney.

1b. Primary customers:

Criminal Justice Defendants

2. Problem to be solved:

Right to Counsel is the cornerstone of the criminal justice system. The Public Defenders office is charged with the representation of indigent defense. However, when there is a conflict of interest or they are at case load standards, defendants are referred to Assigned Counsel for representation. Historically we have contracted with private attorneys for this service. While we still contract for these services, the number of referrals has increased significantly and the number of attorneys available has significantly decreased. As a result we have a number of unrepresented clients in violation of their constitutional right to counsel. In addition to local attorneys we have contract with attorneys in Pierce, Snohomish, Skagit, Island and San Juan helping us and it is still not enough. We need to bring on an conflict counsel attorney that can help with these cases. While they are unrepresented, their cases can't move forward a simply adds to the backlog of pending cases.

3a. Options / Advantages:

We have exhausted all other option.

3b. Cost savings:

While we will still have conflict attorneys on contract, the number of referrals to them should decrease as this staff will be able to absorb the cases. It will also speed up the disposition of cases, saving court time, and jail space. simply adds to the backlog of pending cases.

Supplemental Budget Request

County Clerk

Suppl ID # 4386

Fund 1

Cost Center 3154

Originator: David Reynolds

4a. Outcomes:

All indigent defendants will have access to legal counsel

4b. Measures:

We should see an immediate impact as cases will assigned representation.

5a. Other Departments/Agencies:

Prosecuting Attorneys Office, Public Defenders Office, Superior and District Court.

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

6. Funding Source:

ARPA Fund 138.

Supplemental Budget Request

Status: Pending

Sheriff

Operations

Suppl ID # 4440

Fund 1

Cost Center 1003523002

Originator: Donn Duling

Expenditure Type: One-Time Year 1 2023 Add'l FTE Add'l Space Priority 1

Name of Request: OCDETF FY2024 DEA #RL-23-0005

X		10/17/23
	Department Head Signature (Required on Hard Copy Submission)	Date

Costs:	Object	Object Description	Amount Requested
	4342.1013	Reimb Drug Enforcement	(\$5,000)
	6140	Overtime	\$5,000
	Request Total		\$0

1a. Description of request:

The U.S. Department of Justice Drug Enforcement Administration (DEA) authorized funding for the Whatcom County Sheriff's Office to participate in the Organized Crime Drug Enforcement Task Forces (OCDETF) and assist with the investigation and prosecution of major drug trafficking organizations. DEA will reimburse the Sheriff's Office for overtime of deputies engaged in these investigations.

The initial FY2024 allocation for this case is \$5,000.

1b. Primary customers:

Citizens of Whatcom County

2. Problem to be solved:

Budget authority is needed to use OCDETF FY2024 funds for this case.

3a. Options / Advantages:

Funds were authorized specifically for overtime on OCDETF investigations. They may not be used for any other purpose.

3b. Cost savings:

Overtime reimbursement of \$5,000.

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

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

6. Funding Source:

The U.S. Department of Justice Drug Enforcement Administration will provide \$5,000 from State and Local Overtime (SLOT) Funds.

Supplemental Budget Request

Status: Pending

Sheriff

Operations

Suppl ID # 4441

Fund 1

Cost Center 1003512006

Originator: Donna Duling

Expenditure Type: One-Time

Year 1 2023

Add'l FTE

Add'l Space

Priority 1

Name of Request: ~~Recreational~~ Boating Safety Grant Increase 2023

X

Department Head Signature (Required on Hard Copy Submission)

10/17/23

Date

Costs:	Object	Object Description	Amount Requested
	4333.8701	Boating Safety	(\$5,000)
	6110	Regular Salaries & Wages	\$4,289
	6210	Retirement	\$227
	6230	Social Security	\$328
	6259	Worker's Comp-Interfund	\$145
	6269	Unemployment-Interfund	\$11
	Request Total		\$0

1a. Description of request:

The Sheriff's Office received an increase of \$5,000 to our Recreational Boating Safety (RBS) grant from Washington State Parks and Recreation Commission, WCC#202301001. The additional \$5,000 was awarded for providing Basic Marine Law Enforcement instructor services to WA State Parks and will be used for reimbursement of payroll expenses.

1b. Primary customers:

Whatcom County Sheriff's Office and Washington State Parks Basic Marine Law Enforcement course attendees.

2. Problem to be solved:

Budget authority is needed to use these additional funds.

3a. Options / Advantages:

Grant funds are awarded specifically for Basic Marine Law Enforcement Instructor services

3b. Cost savings:

\$5,000

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

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

6. Funding Source:

Washington State Parks and Recreation Commission, RBS Federal Financial Assistance Grant. Funds originate from Department of Homeland Security, CFDA No 97.012

AMDENDMENT

Rates			
0.053	0.0765	1.70	0.0026

Employee	Description	Hours	Hr Rate 6110	Total Wages	Retirement 6210	Soc Sec 6230	Work Comp 6259	Unempl Ins 6269	TOTAL	Adjusted Hrly Rate
AVERAGE OT	King, M	84.9967	50.460	4,288.93	227.31	328.10	144.49	11.15	\$5,000.00	58.826

Amdendment amt **\$5,000.00**
 Check **\$0.00**

Supplemental Budget Request

Non-Departmental

Suppl ID # 4470	Fund 1	Cost Center 4530	Originator: Andrew Tan
Year 1 2023		Add'l FTE <input type="checkbox"/>	Priority 1

Name of Request: Utilities Increase Companion to Suppl 4434 - GF

X

Department Head Signature (Required on Hard Copy Submission) **Date**

<i>Costs:</i>	Object	Object Description	Amount Requested
	8351.507	Op Trnsfr Out-Admin Svcs	\$120,296
	Request Total		\$120,296

1a. Description of request:

This is a companion to supplemental 4434 submitted by Facilities to pay for 2023 increases in utilities. The following departments that reside in the general fund constitute this increase:

- Assessor
- Auditor
- County Clerk
- County Council
- District Court
- Executive
- Health Department
- Hearing Examiner
- Juvenile
- Law Library
- Prosecuting Attorney
- Public Defender
- Public Works
- Sheriff
- Superior Court
- Treasurer

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

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

Supplemental Budget Request

Non-Departmental

Suppl ID # 4470 **Fund** 1 **Cost Center** 4530 **Originator:** Andrew Tan

6. Funding Source:

General Fund 001.

Supplemental Budget Request

Public Works

Administration

Suppl ID # 4432 **Fund** 108 **Cost Center** 108100 **Originator:** Julia Green

Expenditure Type: One-Time **Year** 1 **2023** **Add'l FTE** **Add'l Space** **Priority** 1

Name of Request: Companion to supplemental #4431

X

By Randy Rydel at 12:27 pm, Oct 12, 2023

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	<i>Object</i>	<i>Object Description</i>	<i>Amount Requested</i>
	8351	Operating Transfer Out	\$2,296
	Request Total		\$2,296

1a. Description of request:

This is a companion to supplemental budget #4431. Since 45% of ferry operations is paid for by the road fund, this companion provides the budget within the road fund to pay their portion.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

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

6. Funding Source:

Road Fund taxes

Supplemental Budget Request

Public Works

Administration

Suppl ID # 4444 Fund 108 Cost Center 108100 Originator: Julia Green

Expenditure Type: One-Time Year 1 2023 Add'l FTE Add'l Space Priority 1

Name of Request: Companion to Suppl #4443- Jackson Rd/Terrell Creek

X

By Randy Rydel at 1:10 pm, Oct 17, 2023

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351	Operating Transfer Out	\$350,000
	Request Total		\$350,000

1a. Description of request:

Companion to supplemental budget #4443-Jackson Rd/Terrell Creek Bridge Rplmt PBB Amend #1.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

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

6. Funding Source:

The Road Fund

Supplemental Budget Request

Status: Pending

Auditor

Suppl ID # 4414 Fund 109 Cost Center 10930 Originator: Stacy Henthorn

Expenditure Type: One-Time Year 1 2023 Add'l FTE Add'l Space Priority 1

Name of Request: 2024 Information Security Fund OSOS

X *Stacy Henthorn for Diana Bradnck* 10/10/2023
 Department Head Signature (Required on Hard Copy Submission) Date

Costs:	Object	Object Description	Amount Requested
	4334.0031	State Elections Grant	(\$80,000)
	6320	Office & Op Supplies	\$3,862
	6510	Tools & Equip	\$17,079
	7420	Computer-Capital Outlays	\$5,914
	Request Total		(\$53,145)

1a. Description of request:

The purpose of this request is to accept and expend new grant funds from the Office of the Secretary of State (OSOS) to use for election security purposes. Expenditures for network security penetration test and replacement of County Election servers were previously approved through ASR# 3927 on April 25, 2023 but due to time constraints funding lapsed. The OSOS is offering another grant for their fiscal calendar year, July - June, approving the Auditor to purchase Election servers and for the County to perform a network security penetration test. Other items approved for purchase include an accessible voting unit, a new drop box with heavier steel with security measures to prevent intrusion, wireless detection to assure no wireless intrusion, waterproof cover for ballot sorter to protect from water damage, and replacement of uninterruptable power supplies for election computers to ensure safe shutdown in case of a power outage.

1b. Primary customers:

County, voters, and the public.

2. Problem to be solved:

Security continues to be a priority for elections. These funds from the Office of Secretary of State will help strengthen our security measures for our election system.

3a. Options / Advantages:

The advantage of receiving these funds is to allow us to procure equipment and services necessary to ensure security initiatives in elections.

3b. Cost savings:

Acceptance of these funds will allow us to procure needed security enhancements without the use of General fund or Elections Reserve funds.

4a. Outcomes:

Outcomes are the installation of the improved equipment and completion of the penetration test and reporting.

4b. Measures:

Procurement and installation of equipment and completion of the penetration test and reporting.

5a. Other Departments/Agencies:

Perry Rice/Information Technology and Rob Ney/Facilities. The impact to the departments involve quotes, procurement, installation, and testing.

Supplemental Budget Request

Status: Pending

Auditor

Suppl ID # 4414

Fund 109

Cost Center 10930

Originator: Stacy Henthorn

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

The Auditor will oversee the projects coordinating with Perry Rice and Rob Ney.

6. Funding Source:

The funding source is through the Office of the Secretary of State (OSOS) awarding funds through a reimbursement program for those participating in the 2024 Information Security Fund. A previous grant from OSOS of \$80,000 under cost center 10929 was approved through a Supplemental Budget Request #3927 and adopted April 25, 2023 but lapsed due to time constraints. Expenditures granted in the lapsed grant were for the network security penetration test and replacing County Election servers.

Supplemental Budget Request

Auditor

Suppl ID # 4471

Fund 109

Cost Center 10907

Originator: Andrew Tan

Year 1 2023

Add'l FTE

Priority 1

Name of Request: Utilities Increase Companion to Suppl 4434 - AUD

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351.507	Op Trnsfr Out-Admin Svcs	\$2,933
	Request Total		\$2,933

1a. Description of request:

This is a companion to supplemental 4434 submitted by Facilities to pay for 2023 increases in utilities. This companion constitutes the share of utilities increase that is attributable to the Elections Reserve Fund 109.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

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

6. Funding Source:

Elections Reserve Fund 109.

Supplemental Budget Request

Jail

Suppl ID # 4472 Fund 118 Cost Center 118115 Originator: Andrew Tan

Year 1 2023

Add'l FTE

Priority 1

Name of Request: Utilities Increase Companion to Suppl 4434 - Jail

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351.507	Op Trnsfr Out-Admin Svcs	\$45,911
	Request Total		\$45,911

1a. Description of request:

This is a companion to supplemental 4434 submitted by Facilities to pay for 2023 increases in utilities. This companion constitutes the share of utilities increase that is attributable to the Jail Fund 118.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

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

6. Funding Source:

Jail Fund 118.

Supplemental Budget Request

Non-Departmental

Suppl ID # 4468	Fund 138	Cost Center 138100	Originator: Andrew Tan
Year 1 2023		Add'l FTE <input type="checkbox"/>	Priority 1

Name of Request: Conflict Counsel Companion to Suppl 4386

X

Department Head Signature (Required on Hard Copy Submission) **Date**

<i>Costs:</i>	<i>Object</i>	<i>Object Description</i>	<i>Amount Requested</i>
	4331.2102	American Rescue Plan Act	(\$39,697)
	8351	Operating Transfer Out	\$39,697
	Request Total		\$0

- 1a. Description of request:**
 This is a companion to Conflict Counsel request 2023 supplemental 4386 to address needs in the County Clerk's office to address conflict cases. \$160,000 has already been designated from ARPA funding for the purposes of conflict cases in 2023 and in 2024. This supplemental will provide funding for costs in excess of our earlier designation.
- 1b. Primary customers:**
- 2. Problem to be solved:**
- 3a. Options / Advantages:**
- 3b. Cost savings:**
- 4a. Outcomes:**
- 4b. Measures:**
- 5a. Other Departments/Agencies:**
- 5b. Name the person in charge of implementation and what they are responsible for:**
- 6. Funding Source:**
 ARPA Fund 138.

Supplemental Budget Request

Status: Pending

Auditor

Suppl ID # 4439

Fund 166

Cost Center 16600

Originator: Stacy Henthorn

Expenditure Type: One-Time Year 1 2023 Add'l FTE Add'l Space Priority 1

Name of Request: Replacement of Recording Servers - Additional Fees

X  10/18/23
Department Head Signature (Required on Hard Copy Submission) Date

Costs:	Object	Object Description	Amount Requested
	6520	Software	\$4,700
	6630	Professional Services	\$6,400
	7420	Computer-Capital Outlays	\$2,900
	Request Total		\$14,000

1a. Description of request:

Perform a lifecycle replacement of the Recording System servers. The Recording System went into production in 2016 using re-purposed servers predominantly purchased in 2013. The server equipment is being replaced by Supplemental Budget Request #3833 approved earlier this year. However, funding is needed for software, licenses, and vendor support to migrate the current server data to the new servers.

1b. Primary customers:

Auditor's Office, Citizens using the Online Digital Research Room application and the Online Marriage License application, Businesses performing electronic recording.

2. Problem to be solved:

The servers for the Auditor's Recording System are 9 years old, end-of-life, and are out of storage space. The servers are ordered but funding is needed for licenses, software, and Helion's technicians to migrate from current servers to the new servers.

3a. Options / Advantages:

There are no other options. The Auditor Recording servers are already short on storage space and it is advantageous to migrate current servers to new servers by year end.

3b. Cost savings:

Completing this work by year end will contain annual operating cost increases and minimize operational disruptions to the Auditor's Office.

4a. Outcomes:

The lifecycle replacement of the Auditor's Recording System servers will be complete by end of the year.

4b. Measures:

The Helion Auditor Recording System will be fully operational on new servers.

5a. Other Departments/Agencies:

In order to complete the lifecycle refresh of the servers, there would be an outage impacting the Auditor's Office use of the system.

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

County IT will work closely with Auditor's Office and Helion for a successful implementation.

6. Funding Source:

Auditor O&M Fund

Supplemental Budget Request

Status: Pending

Parks & Recreation

3240623001

Suppl ID # 4387

Fund 324

Cost Center 32460

Originator: Dave Bramer

Expenditure Type: One-Time

Year 1 2023

Add'l FTE

Add'l Space

Priority 1

Name of Request: Silver Lake Park Lodge Roof Replacement

X

Department Head Signature (Required on Hard Copy Submission)

Date

10/16/2023

Costs:	Object	Object Description	Amount Requested
	7380	Other Improvements	\$38,000
	Request Total		\$38,000

1a. Description of request:

Reroof the approximately 6100 sq. ft. Silver Lake Lodge building. The project is located within Silver Lake Park at 9006 Silver Lake Rd., Maple Falls, WA 98266.

This request adds additional funding to an existing approved budget (Supplemental ID # 6924). The project was publicly bid on September 26, 2023. AS Finance received a low bid from Masterwork Roofing, Inc. that exceeded budget authority. Because of the urgency of needed building repairs, Parks is requesting additional funding to complete work as originally described.

1b. Primary customers:

This project benefits the over 1.7 million residents and visitors that annually use Whatcom County parks and trails; including the more than 318,000 visitors to Silver Lake Park by preserving park infrastructure while avoiding expensive unbudgeted repairs or replacement in the future.

2. Problem to be solved:

The Silver Lake Lodge roof has exceeded its useful life, has required numerous repairs in recent years, and needs replacement. The current roof is a combination of metal and membrane roofing materials. The roof is in excess of 6100 Square Feet and materials will be replaced in-kind. The Department holds the responsibility of preserving the infrastructure owned and operated by the department. This project provides for necessary reroofing as required as part of that responsibility.

3a. Options / Advantages:

The department has deferred replacement of the Silver Lake Lodge roof to the point where it requires frequent repairs to protect the building envelope. Some materials have seen significant decline in recent years and are in need of replacement. This is planned capital maintenance to preserve, protect, and maintain department infrastructure. Options include completing the work now or deferring to a later date. This work has been previously deferred and is to a point where it requires completion.

3b. Cost savings:

None, this is a capital maintenance project.

4a. Outcomes:

Contract execution will occur in late 2023 with work proceeding as weather allows with project completion in spring of 2024.

4b. Measures:

Project outcomes will include replacement of the roofing system. This effort will stabilize the structure and is anticipated to have a 35-year lifespan.

5a. Other Departments/Agencies:

Yes. Planning and Development Services will be involved in regulatory review and approval.

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

Tuesday, October 10, 2023

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Parks & Recreation

Suppl ID # 4387

Fund 324

Cost Center 32460

Originator: Dave Bramer

Unknown at this time.

6. Funding Source:

REET II

Supplemental Budget Request

Public Works

Ferry & Docks

Suppl ID # 4431 **Fund 444** **Cost Center 444100** **Originator: Elizabeth Kosa**

Expenditure Type: Ongoing **Year 1 2023** **Add'l FTE** **Add'l Space** **Priority 1**

Name of Request: 2023 Temp Help for WC Ferry Advisory Committee

X		10/13/2023
Department Head Signature (Required on Hard Copy Submission)		Date

Costs:	<i>Object</i>	<i>Object Description</i>	<i>Amount Requested</i>
	6120	Extra Help	\$1,467
	6230	Social Security	\$113
	6255	Other H&W Benefits	\$3
	6259	Worker's Comp-Interfund	\$18
	6320	Office & Op Supplies	\$500
	6510	Tools & Equip	\$3,000
	8301	Operating Transfer In	(\$2,296)
	Request Total		\$2,805

1a. Description of request:

Public Works is requesting the budget authority to hire a Clerk III extra help in order to provide the required ongoing administrative support to Whatcom County Ferry Advisory Committee under the newly amended ordinance. Public Works is required to provide this support under WCC 2.145.060.

1b. Primary customers:

Members of the Whatcom County Ferry Advisory Committee.

2. Problem to be solved:

On October 10th, 2023, Ordinance 2023-057 amending the Lummi Island Ferry Advisory Committee was passed. Under 2.145.060-Committee Staffing, the ordinance states that:

“Ongoing administrative support to the committee shall be provided by the county Public Works Department to ensure the committee complies with County Code requirements, the Open Public Meetings Act (OPMA), and the Public Records Act, including but not limited to:

- A. entering into agreements for and paying the cost of meeting rental venues,
- B. ensuring meeting agendas and minutes and other required meeting information are posted to the County website per OPMA and County Code requirements and
- C. responding to public records requests and maintaining committee’s records.”

Whatcom County Public Works does not have the capacity to support the Whatcom County Ferry Advisory Committee, so a Clerk III extra help must be hired in order to fulfill the requirements per the amended ordinance.

3a. Options / Advantages:

Public Works doesn’t have the capacity to fulfill this new requirement without hiring extra help. The Department is losing their long time, 30-year Ferry Senior Master in December 2023. The employee filling this Senior Master role, and the crew will require significant support during this time to ensure a successful transition. The Ferry division has a single full-time administrative staff that manages the day-to-day operations of the division, and is it capacity with those responsibilities. The only option is to hire an extra help employee to provide this support per the amended ordinance.

Supplemental Budget Request

Public Works

Ferry & Docks

Suppl ID # 4431

Fund 444

Cost Center 444100

Originator: Elizabeth Kosa

3b. Cost savings:

There are no cost savings. Public Works is required to provide this support per the amended ordinance.

4a. Outcomes:

The position would be advertised as soon as this request is approved, with the goal of having the position hired by the time the new Whatcom County Ferry Advisory Committee is appointed.

4b. Measures:

The Department will be able to fulfill the ongoing administrative support required under Ordinance 2023-057.

5a. Other Departments/Agencies:

n/a

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

n/a

6. Funding Source:

This work is part of the ferry operations and therefore will be funded through 55% Farebox collections and 45% road fund taxes.

Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 4433 Fund 507 Cost Center 50712 Originator: Rob Ney

Expenditure Type: One-Time Year 1 2023 Add'l FTE Add'l Space Priority 1

Name of Request: Additional Budget for Elevator Repairs

X		
Department Head Signature (Required on Hard Copy Submission)		Date

Costs:	Object	Object Description	Amount Requested
	7060	Repairs & Maintenance	\$16,000
	Request Total		\$16,000

1a. Description of request:

One of the two public elevator cabs in the Courthouse is currently not working. The main electronic board that operates the 1992 elevator has failed. Facilities has weighed all options, and the least expensive option is to remove the existing board and have it repaired. The cost of this repair is \$14,568 plus sales tax. Facilities is requesting an additional \$16,000 to perform this repair. Staff is contracting repairs out of the Repair and Maintenance fund, but will utilize these funds to reimburse the expense.

1b. Primary customers:

All County Departments and Citizens that utilize the elevators within the Courthouse.

2. Problem to be solved:

One of the two public elevators in the Courthouse is currently down, and must be repaired to bring back on-line.

3a. Options / Advantages:

There is no other option.

This repair is the least expensive repair that should extend the life of the elevator until such time the elevator is replaced.

3b. Cost savings:

The other option was a new board for over \$60,000.

4a. Outcomes:

The repair will occur as soon as possible to restore service

4b. Measures:

When repairs occur.

5a. Other Departments/Agencies:

Not repairing the elevator taxes the other elevator. Not having a working elevator in the Courthouse would constitute an emergency.
All that reside in the Courthouse.

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

Rob Ney, Project & Operations Manager

6. Funding Source:

Currently this is paid out of REET

Supplemental Budget Request

Administrative Services

Facilities Management

Suppl ID # 4434

Fund 507

Cost Center 50791

Originator: Rob Ney

Year 1 2023

Add'l FTE

Priority 1

Name of Request: Add'l Budget Utilities & Repairs/Maintenance

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6610	Contractual Services	\$29,000
	6960	Water/Sewer	\$50,000
	6970	Gas	\$55,000
	6980	Electric	\$68,000
	6990	Solid Waste	\$13,000
	7060	Repairs & Maintenance	\$210,000
50710	8301	Operating Transfer In	(\$204,474)
	Request Total		\$220,526

1a. Description of request:

The cost for utilities continues to rise. The Council may recall that Facilities requested an additional \$50,000 budget for Natural Gas expenses in the 2023-24 Biennium Budget. The Council might also recall during my budget presentation to Council I informed Council that we were notified of additional rate increases that were not included in the budget. Facilities is projecting a \$215,000 shortfall in the various line item for utilities (all types of utilities are over their budgeted amount).

Additionally, Facilities Repair and Maintenance fund is projected to be \$210,000 short before the end of the year. This fund is used to repair and maintain our existing fleet of buildings, all of which are aging. This budget line item has not historically grown with inflation.

1b. Primary customers:

All County Departments and Citizens that enter our buildings.

2. Problem to be solved:

Facilities is projecting a shortfall in budget for both Utilities and repair and Maintenance. Additional budget must be authorized to continue to pay our utility bills and repair our aging buildings.

3a. Options / Advantages:

There is no other option.

We are obligated to pay for our utility consumption. We must continue to repair our buildings as needed.

3b. Cost savings:

Facilities self-performs maintenance on all items it is training and when it makes economic sense to do so.

4a. Outcomes:

Monthly utility bill will be paid and repairs, as needed, will be performed.

4b. Measures:

When repairs occur, and utility bills are paid.

5a. Other Departments/Agencies:

If additional budget is not provided, we must not perform repairs to our buildings as needed.

All departments and agencies

Supplemental Budget Request

Administrative Services

Facilities Management

Suppl ID # 4434

Fund 507

Cost Center 50791

Originator: Rob Ney

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

Rob Ney, Project & Operations Manager

6. Funding Source:

\$215,000 in utilities will be paid by the following sources based on square footage occupied by each department:

- General Fund 001: \$120,296
- AS Fund 507: \$10,526
- Elections Fund 109: \$2,933
- Jail Fund 118: \$45,911
- Road Fund 108: \$27,479
- Behavioral Health Fund 124: \$7,855

Repairs and Maintenance will be paid for by AS Fund balance 507.