

2021-2022 Budget Preparation - Regular Additional Service Request

Council

ASR # 2021- 6200

Fund 1

Cost Center 1100

Originator: Cathy Halka

Expenditure Type: Ongoing

Add'l FTE

Add'l Space

Priority 1

Name of Request: **Granicus agenda management services**

Costs:	Object	Object Description	2021 Requested	2021 Approved	2022 Requested	2022 Approved
	6625	Software Maint Contracts	\$1,500	\$4,000	\$1,600	\$6,000
	Totals		\$1,500	\$4,000	\$1,600	\$6,000

1. Description of Request:

a) Describe the proposed activity or service, and indicate whether it is a higher or lower priority than existing services in your department budget.

Assist Whatcom County staff with the Granicus agenda management cloud hosted software solution. Granicus allows staff to prepare agenda items remotely in coordination with Council Staff, which can then link all agenda items and back up materials for online viewing by the public. Granicus not only provides agenda management but serves as a records retention database for related files. Granicus also provides an encoding appliance that allows for live, on-demand webcasting performance (i.e. it allows live streaming of Council meetings online on the Legislative Information Center).

b) Who are the primary customers for this service?

Whatcom County staff, residents, and businesses.

2. Describe the problem this request addresses and why Whatcom County needs to address it.

The Agreement automatically renews in perpetuity for terms of one (1) year each, unless either party notifies the other in writing that they do not wish to renew. Granicus Managed Service Fees may automatically increase from the previous Managed Service Fees by up to five (5) percent per annum. The increase in fees is the reason for this ASR.

3. Options

a) What other options have you considered? Why is this the best option?

Granicus is the current provider of agenda management services. The initial set up of an agenda management system is costly and time consuming, and the County has a commitment to continue this services into the future.

b) What are the specific cost savings? (Quantify)

Agenda management systems provide efficiencies for interdepartmental coordination as well as communications and transparency with the general public.

4. Outcomes / Objectives

a) What outcomes will be delivered and when?

Agenda management as well as customer service and communications to the public.

b) How will you know whether the outcomes happened?

Council agendas are clear, posted in a timely manner, and provide access to county policy making and related reference documents as well as public participation through webcasting.

5. Other Departments/Agencies

a) Will this ASR impact other departments or agencies? If so, please identify the departments and/or agencies impacted and explain what the impact(s) will be.

Agenda management affects all County departments and operations.

b) If another department or agency is responsible for part of the implementation, name the person in charge of implementation and what they are responsible for.

Agenda management affects all County departments and operations.

6. What is the funding source for this request?

General Fund

2021-2022 Budget Preparation - Cost Maintenance Request

Health

Administration

ASR # 2021- 6421

Fund 122

Cost Center 122900

Originator: Kathleen Roy

Expenditure Type: One-Time

Relative Priority 1

Name of Request: Technical Correction - Shelter Grant

Description: The Health Department recently received a new Shelter Grant from the state which must start being utilized in 2020, with the bulk of the service provided in 2021. The Health Dept submitted a supplemental budget request for spending authority for this grant in 2020. However, the revenue contract was received after the Department submitted its' proposed 2021 budget, so was unable to include an ASR for 2021 spending. In order to execute subcontracts without a lapse in service, a technical correction is requested for the appropriate spending authority.

Costs:	Object	Object Description	2021 Requested	2021 Approved	2022 Requested	2022 Approved
	4334.0421	Commerce Grant	(\$850,000)	(\$850,000)	\$0	\$0
	6610	Contractual Services	\$850,000	\$850,000	\$0	\$0
	Totals		\$0	\$0	\$0	\$0

2021-2022 Budget Preparation - Cost Maintenance Request

Public Works

Equipment Services

ASR # 2021- 6420

Fund 501

Cost Center 501100

Originator: R Rydel/E Schlehuber

Expenditure Type: One-Time

Relative Priority 1

Name of Request: Technical Correction - add Medical Outreach Van

Description: Due to COVID-19 impacts to all vehicle manufacturers for 2020 and 2021 model year vehicles, additional time is needed to procure and order a van from a manufacturer that meets the specific requirements of this specialized unit. Pricing has been delayed several months from the usual September window with no firm ETA on when pricing will be available other than early 2021.

Costs:	Object	Object Description	2021 Requested	2021 Approved	2022 Requested	2022 Approved
	7410	Equipment-Capital Outlay	\$100,000	\$100,000	\$0	\$0
	Totals		\$100,000	\$100,000	\$0	\$0

2021-2022 Budget Preparation - Cost Maintenance Request

Public Works

Equipment Services

ASR # 2021- 6417

Fund 501

Cost Center 501100

Originator: Randy Rydel

Expenditure Type: One-Time

Relative Priority 1

Name of Request: Tech Correction - Reduce Capital Line #2

Description: The requested Equipment Rental and Revolving fund includes \$750,000 of 2021 funding for the replacement of a paint striper.

While the paint striper is on the 2020 replacement schedule, at 2021-2022 budget time it was unclear whether a replacement for this vital piece of equipment would be obtained in 2020. As we are now further along in the year, we have obtained bids within budget and will be able to move forward with a purchase in 2020. Therefore we are removing the Paint Striper from the 2021 replacement list and the associated \$750,000 from the capital budget line.

However, since there will still be an equity shortfall of \$345,000, we request to only reduce the equity transfer in by \$171,110.

Costs:	Object	Object Description	2021 Requested	2021 Approved	2022 Requested	2022 Approved
	7410	Equipment-Capital Outlay	(\$750,000)	(\$750,000)	\$0	\$0
	8301.108	Operating Transfer In	\$171,110	\$171,110	\$0	\$0
	Totals		(\$578,890)	(\$578,890)	\$0	\$0

2021-2022 Budget Preparation - Cost Maintenance Request

Public Works

Equipment Services

ASR # 2021- 6416

Fund 501

Cost Center 501100

Originator: Randy Rydel

Expenditure Type: One-Time

Relative Priority 1

Name of Request: Tech Correction - Reduce Capital Line Item

Description: Equipment Rental and Revolving fund requests ASR-6155, ASR-6157, ASR-6407, and ASR-6409 all requested upgrades or modifications to equipment already scheduled for replacement. These ASR's were produced using the full expenditure value of the new purchase in order to show the full cost of the request. In addition the involved equipment was included in the standard replacement schedule as it was due for replacement even if their upgrade request was turned down. As the upgrade requests have been approved, it is appropriate to remove these items from the standard replacement list at this time. Doing so reduces the capital line budget for ER&R by the amounts listed in this reduction request.

Costs:	Object	Object Description	2021 Requested	2021 Approved	2022 Requested	2022 Approved
	7410	Equipment-Capital Outlay	(\$826,500)	(\$826,500)	(\$279,800)	(\$279,800)
	Totals		(\$826,500)	(\$826,500)	(\$279,800)	(\$279,800)

2021-2022 Budget Preparation - Cost Maintenance Request

Public Works

Maintenance & Operations

ASR # 2021- 6418

Fund 108

Cost Center 108100

Originator: Randy Rydel

Expenditure Type: One-Time

Relative Priority 1

Name of Request: Technical Correction - Reduce Equity Transfer

Description: Technical correction to ASR 2021-6365 Paint Striper Replacement to lower amount needed for the equity transfer on the paint striper to be purchased the end of 2020. Paint striper actual amount will be less than amount originally budgeted.

Costs:	Object	Object Description	2021 Requested	2021 Approved	2022 Requested	2022 Approved
	8351	Operating Transfer Out	(\$171,110)	(\$171,110)	\$0	\$0
	Totals		(\$171,110)	(\$171,110)	\$0	\$0

2021-2022 Budget Preparation - Cost Maintenance Request

Adopted Approved as submitted

Council

ASR # 2021- 6422

Fund 1

Cost Cente 1100

Originator: Dana Brown-Davis

Expenditure Type: One-Time

Relative Priority 1

Name of Request: Council action - Redistricting Project

Description: The Whatcom County Charter (Section 4.41 Districting Committee) establishes a process every ten years to create a districting plan for the county, and 2021 is a year for redistricting. The County Council appoints a five-member Districting Committee, which selects from it's members a Redistricting Master to lead the process. The Redistricting Master develops a redistricting plan by May 1 and submits the plan to the Districting Committee for adoption and/or amendment. The County Council office requires additional funds to facilitate the work of Redistricting Committee as required by the Whatcom County Charter, including extra staff time and compensation to the redistricting Master.

Costs:	Object	Object Description	2021 Requested	2021 Final	2022 Requested	2022 Final
	6610	Contractual Services	\$0	\$6,000	\$0	\$0
	Totals		\$0	\$6,000	\$0	\$0

2021-2022 Budget Preparation - Cost Maintenance Request

Adopted **Approved as submitted**

Non-Departmental

ASR # 2021- 6425

Fund 1

Cost Cente 4293

Originator: Council

Expenditure Type: One-Time

Relative Priority 1

Name of Request: Council Action - Firewise

Description: The Whatcom Conservation District provides a robust Community Wildfire Risk Reduction Program that consists of outreach, educaton, and technical assistance to the Whatcom County communities most at risk from wildfire. Services include providing technical assistance for two new communities working to reduce wildfire risk, technical assistance for communities continuing to work to reduce wildfire risk and renew firewise communities, general wildfire risk reduction outreach and education (presentations, printed materials, and online/social media) and partnership building. Funding will allow the Whatcom Conservation District to continue facilitating the Community Wildfire Risk Reduction Program.

Costs:	Object	Object Description	2021 Requested	2021 Final	2022 Requested	2022 Final
	7210	Intergov Prof Svcs	\$0	\$25,000	\$0	\$25,000
	Totals		\$0	\$25,000	\$0	\$25,000

2021-2022 Budget Preparation - Cost Maintenance Request

Adopted Approved as submitted

Health

Administration

ASR # 2021- 6424

Fund 1

Cost Cente 674200

Originator: Council

Expenditure Type: Ongoing

Relative Priority 1

Name of Request: Council Action - NWYS Day Center

Description: Northwest Youth Services operates The Ground Floor, a youth care and case management center for youth experiencing homelessness. It is a low-barrier place where unhoused youth can go for showers, laundry, hygiene supplies, and quiet rooms for rest. The Ground Floor is a place where unhoused youth can also be connected to comprehensive services including case management. The program on average serves 75 unique youth each month. The Whatcom County Council funded this program in 2020 to fill shortfalls in funding, and again in 2021 the program faces similar shortfalls.

<i>Costs:</i>	Object	Object Description	2021 Requested	2021 Final	2022 Requested	2022 Final
	6610	Contractual Services	\$0	\$85,000	\$0	\$85,000
	Totals		\$0	\$85,000	\$0	\$85,000

2021-2022 Budget Preparation - Cost Maintenance Request

Adopted Approved as submitted

Sheriff

Operations

ASR # 2021- 6419

Fund 1

Cost Cente 2920

Originator: Council

Expenditure Type: Ongoing

Relative Priority 1

Name of Request: Council additions - add back 3 deputies

Description: Council action - add back 3 deputy positions previously unfunded

Costs:	Object	Object Description	2021 Requested	2021 Final	2022 Requested	2022 Final
	6110	Regular Salaries & Wages	\$0	\$241,125	\$0	\$253,548
	6210	Retirement	\$0	\$12,852	\$0	\$13,515
	6230	Social Security	\$0	\$18,447	\$0	\$19,395
	6245	Medical Insurance	\$0	\$52,581	\$0	\$55,209
	6255	Other H&W Benefits	\$0	\$7,260	\$0	\$6,801
	6259	Worker's Comp-Interfund	\$0	\$10,608	\$0	\$10,608
	6269	Unemployment-Interfund	\$0	\$627	\$0	\$660
	Totals		\$0	\$343,500	\$0	\$359,736