

**ISLAND COUNTY COMMISSIONERS - MINUTES OF MEETING**  
**SPECIAL SESSION - SEPTEMBER 10, 2003**

**SPECIAL SESSION - BUDGET WORKSHOPS**

The Board met in Special Session on September 10, 2003 beginning at 9:30 a.m. for the purpose of conducting Budget Workshops on the preliminary 2004 budget with the individual Elected Officials and Appointed Department heads. The special session was held in the Courthouse Administration Building, Conference Room #116, 1 NE 7<sup>th</sup> Street, Coupeville, Wa. Island County 2004 Budget Workshop Notebook provided to each Board member by the Budget Director for use during budget workshops.

Commissioners Wm. L. McDowell, Chairman; William J. Byrd, Member; and Mike Shelton, Member, attended. Elaine Marlow, Budget Director, also attended the session.

**CORONER Page 52**

**Presentation by:** Robert Bishop  
**Staff:** Valarie Freer

Computer presentation covering services provided by and core responsibilities of the Coroner. No increase in budget is requested; it is a hold-the-line budget.

The 1995 Coroner's Budget was \$145,000 and in 2003 increased to \$178,000, averaging over the period 1995-2003 equals \$153,000/year. The budget represents 88% wages and professional services; 12% maintenance and operation. While M&O increased about 8% the number of cases increased by about 18%.

Revenue received from State representing reimbursement for autopsy costs was \$15,000, predicted the same for 2004. At the 7<sup>th</sup> month point in 2003, fairly close on autopsy cost, but it is hard to predict the number of autopsies per year, though he saw no drastic changes forthcoming. Quality of investigations has increased dramatically, yet the cost of each case has actually decreased by about \$25.

**COUNTY CLERK Page 38**

**Presentation by:** Sharon Franzen  
**Hand-out:** Budget Letter

Clerk proposes for 2004 a hold-the-line approach for M&O. Confident she will continue to see an increase in revenue to finish 2003 with more revenue than originally projected. The major concern is that the half-time vault clerk be restored to a full time position in 2004.

Two major undertakings that are looming: (1) the office now will be responsible for collection activities historically that had been handled by the State Department of Corrections; and (2) a significant class-action lawsuit which encompasses more than 120 court files that soon will go to trial.

**CENTRAL SERVICES Page 27**

**Presentation by:** Cathy Caryl

Central Services: hold-the-line budget proposed. Working towards streamlining processes and making best use of technology available. Funding categories proposed to be shuffled a bit, from Capital Outlay to Small Tools line item, but the bottom dollar amount remains the same. Supplemental request is submitted to bring the current 6-month temporary programmer position to a full time position.

Telecommunications: holding its own; might be able to save some money next year on maintenance costs.

Office Equipment: same as last year, \$50,000. The office equipment budget this year was used basically to purchase copiers and FTR Gold recording systems in the Law & Justice facility. There are about 10 computers that need to be replaced. Working now with the Courthouse Annex project as far as determining the type of digital recording system and PA system, setup and wiring. The Commissioners agreed that Cathy check into the possibility of making available [surplus] to the Town of Coupeville the old Lanier recording system.

**GENERAL SERVICES ADMINISTRATION**

**Presentation by:** Betty Kemp  
**Staff:** Lee McFarland

Page 71. GSA. No supplemental request. Revenue is down somewhat because the County no longer receives income from rental of Johnson Building. GSA revenue summary as far as campground fees really is the total of rentals short term and campground fees.

Page 74 Property Management. Operating rentals and leases shows a \$33,600 reduction based on the fact that County-occupied spaces in the Christiansen Building will be vacated, and also based on the County being allowed out of the additional two-year lease on one portion of that building. Awaiting response from lessor at this time; should hear something fairly soon.

Page 160 Public Defense. Revenue: (1) beginning of the year transferred collections to Juvenile; and (2) did not take promissory notes unless requested by the Judge. As far as proposing a person for two and three-tier conflict contracts, not recommended at this time. Work is being spread out among all the attorneys who are willing to take these cases. For 2003, there is a possibility of running over the budgeted amount a little; hard to predict that close for conflict cases.

Page 242 Four Springs Lake Preserve. Proposed for 2004 significantly more rental income if open the first of the year. Opening is based on getting construction done - just now getting cost estimates, concerned about the dollar amount; the cost for civil work appears to be more than anticipated. If open the first of the year will meet or exceed revenue estimate. Propose hiring events coordinator on a contract percentage basis, at about a wage grade level 7.

Page 244 Insurance Reserve. Held the line on operating costs. Premiums are out of staff control.

Page 254 Motor Pool. Sheriff's vehicles same as last year. In Current Expense, plan to replace 6 vehicles this year, including one for the Health Department.

Page 217 Cornet Bay Dock. No change in the budget. Dock structural survey being performed and is due on the 17<sup>th</sup>. After receipt of that report, staff and Board will have the basis on which to make an informed decision as far as what to do with the dock.

Page 66 Dog Control. CASA asking for increase and may be interested in talking about combining animal control with the shelter [Camano Island]. One of the issues is that CASA is receiving an increased number of cats left at the facility. County has not received any complaints on the animal control side and see no reason to change; the system is working now; propose not return to combining CASA with the shelter.

Page 267 Veterans Assistance. Reviewing whether or not it will be necessary for the County to make the statutory levy. The Auditor has provided the Assessor with the dollar amount cash balance, less any out-standing warrants. When property tax rolls are closed the Assessor will do a calculation to see if we have to levy or not [usually sometime in October]. Budget Director has programmed a levy in there just in case [\$88,000 – 90,000]; no other changes proposed.

Page 219. Fair

Attending from the Fair: Jim Eakin; Mary Ann Davis; Judy Roccia

Others: Suzanne Sinclair, Island County Auditor

Hand-out: Two-page "Things to do At the Fair" 2003-2004 Improvements Needed

Discussed list of improvements. Fair requests \$15,000 from the County to go towards the top priorities on the list: Chicken House; the barn in most in need of repair; and fencing the Fiddle Faddle farm area. Hope to get additional volunteer help. A major problem is drainage from the Fairground property to the school. Last bid for repair came to \$2,800. It is an unbudgeted item at this time, but a problem that will once again surface when the rains come. Initially the City of Langley had agreed to pay up to 15% of the cost at that time but did not know if the school would pay a portion.

Mr. Eakin thought some dollars should still be encumbered on the roof job for the Pole Building, since it has not passed inspection. Some amount of the contract was held back until the contractor takes care of completing paperwork, the building is inspected, and takes care of anything outstanding as far as confirming payment of prevailing wages in accordance with State law.

\$25,000 additional is proposed for the budget over last year. Revenue this year looks surprisingly good in light of what happened this year. Food vendors were down only by \$2,000 from last year; gates down about 8-10%. Carnival proceeds were way down from last year but not nearly as bad as initially thought.

Ms. Sinclair asked about the visit the Fair had from the State Auditor's office who expressed concerns about cash management and recommended that all vendors have a cash register next year. She asked whether the Fair anticipated as a means of accommodating State Auditor concerns.

Ms. Roccia noted that a cash register had been used at the ticket booth for the first time. Service booths are run by service

organizations with people who are not normally familiar with operation of a cash register so that would be a problem. She was sure there were other methods besides cash registers but nothing was presented to her thus far. She was audited as far as cash handling in the Fair office and the State Auditors seemed happy with the way that was being handled.

With regard to vendors at the Fair, Commissioner Shelton heard it said that the State auditor seemed to think that once dollars come across the counter for a purchase that became "public money". Ms. Sinclair supposed that was their viewpoint; the Fair Board is an agent under the cap of the County.

Commissioner Shelton encouraged quickly that a meeting be held between the Fair Board and County Commissioners. Good will is not created in the community by not allowing people to speak at Fair meetings. The case law quoted by the Prosecutor's Office indicates that while the Fair Board and Fair Association are 501 3C's, that does not relieve the County of its responsibilities because under the law the County could run the Fair and there are some responsibilities there. One thing that has to be reconciled is how to deal with difficult public issues. Clearly there are some changes that have to be made.

Mary Ann Davis suggested help from the County in terms of some clerical work during the Fair and asked about money in the County's park budget to help the Fair.

Commissioner Shelton realized that many county fairs were run as departments of the County. For that kind of a fair in terms of expenses he thought became greater since ticket prices usually go up in price to accommodate that. A lot of work is now done by volunteers and common sense says if you have county employees doing that work or part of that work the dollars have to come from somewhere.

Follow-up:

- Budget Director check/verify to see if REET Funds are available [\$15,000].
- Commissioners agreed that Island County, City of Langley and the School District should each pay 1/3 of the cost of the needed drainage work, total estimated at \$2 800.
- Request for County help staff-wise is something to be considered:

#### Family Resource Centers Community Mental Health Facility

Family Resource Centers. Replacement funds frozen at present level; included 3% figure for purposes of preliminary budget as far as utility costs on the income side to cover any increases. The first issues to come up will be carpet and paint.

Community Mental Health Facility. The only thing in the budget is providing for short-term maintenance and landscaping maintenance; everything else is a direct cost.

### COMMISSIONERS/LEOFF

Staff: Ellen Meyer; Jan Ford

#### Page 45 Commissioners

Presented a hold-the-line budget. Page 46, line item 143.40.160 showing an additional \$150 is an error - computer glitch which will be corrected. There may need to be some shifting of dollars within the various M&O categories related to travel and communications based on current trend as of September 4, 2003, but the total bottom dollar amount for M&O will remain the same.

Anticipate beginning 2004 using 8-1/2x11" paper for original minutes, to be housed in acid free folders and storage cases instead of the expensive bound volumes with 8.2x14 " paper. No special paper required since the standard 8-1/2x11" paper used now meets archival requirements [at least 20 lb. rag bond, acid free].

#### Page 104 LEOFF

Budget Director has programmed a 23% increase on retirees premiums; actual rate for Group Health not known at this time for these individuals; it is an estimate right now. Some consideration being given for that group to be covered under Zenith. One retiree right now is under Zenith. Medical claims for LEOFF retirees are running pretty even right now.

### CIVIL SERVICE COMMISSION

**Presentation by:** Gene Parmalee, Chairman, Civil Service Commission  
**Staff:** Marie Taylor

Small increase though basically is a hold the line budget. Reviewed with the Board how the Sheriff's Office Civil Service Commission fits into the County umbrella. Covering all employees within the Sheriff's Department except administrative staff. Current hire lists are maintained for Correction officers, Deputy Sheriffs, and a perpetual list for laterals.

Page 165 SHERIFF/JAIL

**Presentation by:** Mike Hawley  
**Staff:** Jan Smith, Russ Linder, Mike Beech  
**Hand-outs:**

1. Island County Sheriff's Office—Calls for Service 1993–2002
2. Typical 24-hour period
3. Demographic Analysis of Persons Booked into Is. Co. Jail 2002

Hand-out #1. E-911 calls for service flat-lined over the last three years. Trend this year is exactly the same and does not expect more than a 1% change one way or the other. Nature of complaints is changing. For example, an unintended consequence of the burn ban is a cost to the County of about \$10,000 in dispatch fees for burn complaints [not counting deputies' time]. Also see an increase in illegal dumping. For the most part normal crimes have been holding or going down.

Hand-out #2. Average response time to E-911 calls is 10 minutes 49 seconds. The hand out shows a random day print out over a 24-hour period in real time for the type of calls received, typical of the variety of complaints a deputy will handle throughout a 24 hour period. Average time out on each call is 27 minutes once the deputy arrives.

Hand-out #3. Statistics for 2002 showing 2,207 booked through the jail. The analysis goes through various demographic factors including gender, age, marital status, citizenship.

Close to having all deputy positions filled. One deputy is on the way back from the mid-East; another open slot is in process of being filled.

Budget revenue and expenditures – changes to be reflected in 2004 budget:

- I-COM dispatch fee will be less in 2004 and line item 151 should reflect \$533,485 instead of what is shown. More grant money for I-COM came in which helped; also the number of calls held steady for the County while it went up for other member agencies of I-COM.
- Jail medical fees – additional \$20,000 to Health Department for medical fees for inmates.
- Page 176 – typo Jail Revenue – line 34280 showing \$12,000 should actually be reflected on the line above. Bottom line revenue remains the same.

**Other Funds:**

Anti-profiteering Fund  
Drug Seizure Fund  
Federal Asset Forfeiture Fund

To be discussed during the budget workshop with the Prosecutor on October 6<sup>th</sup>.

**Adjustments to Preliminary Budget – Revenue**

- Include within the Current Expense Revenue Summary the \$64,000 +/- received as a result of Rural County award by the Legislature
- Contact Executive Director of EDC with regard to other issues concerning the Rural County Designation

There being no further business to come before the Board, the special session adjourned at 2:30 p.m. The next regular meeting of the Board will be held on September 15, 2003, beginning at 9:30 a.m.

**BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON**

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Wm. L. McDowell, Chairman

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William J. Byrd, Member

**ATTEST:**

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Mike Shelton, Member

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Elaine Marlow, Clerk of the Board