

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF SPECIAL SESSION -  
SEPTEMBER 26, 2005 - BUDGET WORKSHOP**

The Board of Island County Commissioners met in Special Session on September 26, 2005 beginning at 9:00 a.m. in the Island County Courthouse Annex, Hearing Room, 1 N. E. 6<sup>th</sup> Street, Coupeville, Wa. Commission members Mike Shelton, Chairman, Wm. L. McDowell, Member and William J. Byrd, Member, were present. The purpose of the special session was to conduct a budget workshop. Budget workshop times are approximate and may be adjusted. Proposed budget and supplemental requests are taken under advisement by the Board; no final decisions expected as a result of budget workshops. Hand-outs are on file with the Clerk of the Board.

**PROSECUTING ATTORNEY** [Budget Workbook pages 150-182]

**Presentation by:** Greg Banks  
**Hand-outs:** Power Point Presentation

- 2005 Report
  - update on case loads and trends
    - major cases
    - civil Workload
  - budget compliance [overages and savings)
    - under budget in nearly all line items – and have every year since 1999
  - unprecedented year in terms of both criminal and civil case work
  - virtually no staff turnover in past 18 months
- 2006 Budget Proposal
  1. Bring elected prosecutor's salary in line with prosecutors in comparable counties. Amend ICC 2.02.050 to set salary to be 78% of Superior Court judge's salary rather than current 125% of salary of District 3 Commissioner. An approximate \$11,000 increase, with budget impact to Island County of less than \$5,500.
    - Alternates:
      - A. NDAA prosecutor compensation standard; set salary to be at least that of Superior Court Judge (\$128,143)
      - B. Set salary at 160% of District 3 Commissioner salary (\$113,000)
  2. Reduce estimated cost for code revision from 2005. For 2006 \$2,150 [down from \$3,400 budgeted in 2005]
  3. Reduce estimated revenue from Langley and Coupeville prosecution service contracts. Revenue projection: \$6,840
  4. Capital Budget Request
    - Document Scanner
    - Access to Summit/Spillman [wireless communication from Coupeville to I-COM]

**BUDGET DIRECTOR**

Presentation by: Elaine Marlow

Budget Director's Budget [Budget Workbook pages 24-26]  
 Proposed no changes.

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E-911 [Budget Workbook pages 253-254]

Information in that budget is provided by I-COM Executive Director. Virtually all the expenditures are a pass through from grant contracts [interlocal agreement] with the State of Washington Military Department. Continue to follow I-COM discussions regarding use of "one-time" dollars this year from the State i.e. possibility to return to the that portion to which the County funds (50%) rather than retaining at I-COM.

Public Facilities Fund (Hotel - Motel) [Budget Workbook pages 290-291] Same estimate provided several weeks ago. Revenues are based on what was actually collected the previous year. Proposed revenue for 2006 is \$87,000. Follow-up. Look at actual revenues from one year to the other, see if there has ever been a drop and what that drop was.

Joint Tourism Promotion Fund

**Hand-out:** Whidbey & Camano Islands 2006 Proposed Joint Tourism Board Budget Grand total [if web site is redone] \$159,537.00 expenditure. Revenue shown is a reasonable estimate.

Low Income Housing Surcharge Fund [Budget Workbook pages 281-282]

Budget represents what most likely will be available to award next year, at about \$170,000 available.

Rural County Sales Tax [Budget Workbook pages 293-294]

Budget has not been filled in at this point awaiting Board direction. The fund balance in that account is around 1.5 million.

Revenue Projections & General Review to date.

**Hand-Out:** List of Supplemental Budget Requests

**COUNTY CLERK** [Budget Workbook pages 38-48]

Presentation by: Sharon Franzen

**Handouts:** Copy of Budget Narrative dated 8/12/05 and Supplemental Budget Chart: New Cases & Total Pleadings Filed 1999 – 2004

Three major areas requested for implementation in 2006:

1. Additional staffing

FTE requested, bringing staff up to a bare minimum based on a clerk to judge ratio. The office under-staffed since the late 1980's and the workload continues to increase. The number of pleadings has increased over 70% since 1999 [see chart] which determines the work load.

2. Collection Program

Successful collections program. Comparing 2003, the year before the in-house collections program was implemented, with the first half of 2005, there is a significant upward trend in monies received, directly credited to the personal contact the collections deputy has with defendants. Manages over 1300 criminal cases with open accounts receivable. An annual \$100 service fee will soon be implemented on delinquent accounts, with projected additional revenue in the amount of \$50,000 per year.

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Greg Banks agreed that since the collections clerk has been on board in the Clerk's Office it has really been a successful program. However, the revenue received to the County might not be showing, because at the outset all monies collected for restitution have to be paid to crime victims first, one of the primary aims of the criminal justice system.

3. Scanning & imaging system for court records

In the process of implementing an imaging system for court records. Made visits to other counties in research to develop a good scanning system and a work plan. Plan to image older back-log records stored in the vault and at off-site storage first, in phases over a period of several years (to do that for the back log is estimated at \$108,000 ). The ultimate goal is to do all the records.

**DISTRICT COURT/PROBATION** [Budget Workbook pages 61 – 69]

Presentation by: Peter Strow; Maggie Paczkowski; Karen Lewis

District Court Request for 2006.

Request for video conference capability in Courtroom #2 was actually a little ahead of the technology curve at this point inasmuch as the band width is not available to run two, and therefore not needed at this time. The thought was to use the second video conference for such things as a remote site for expert witness testimony particularly in civil proceedings, appear as witnesses in court, etc. It probably will become critical with the Juvenile Detention facility (estimate need in about two years). The screen is already here and another would be required for the second courtroom.

Replace chairs on the bench, Judge's chambers and Administrator's office; total of 4.

District Court Probation 2006 Request .

Increase Probation Officer I from 20 to 30 hours. Workload has increased dramatically as a result of HB 1402. Defendants charged with domestic violence will be subject to the interstate compact, each case takes a minimum 4 hours. At the present level 20 hours/week is not sufficient to maintain current work load and comply with additional federal regulations of the interstate compact. Takes approximately 40 to 45 separate steps in documentation, collection of information and history, verifying, etc. Talking about a potential of 200 per year subject to that. Also have to bring into compliance all people who have been transferred and are still on active probation in other states..

Reinstate secretarial position to full time. There is no secretarial position at this time, vital to assist with interstate compact work.

Special Session adjourned at 10:30 a.m.; the Board to meet in Regular Session this date Beginning at 11:00 a.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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\_\_\_\_\_  
Mike Shelton, Chairman

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Wm. L. McDowell, Member

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William J. Byrd, Member

ATTEST:

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Elaine Marlow, Clerk of the Board