



WORK SESSION AGENDA

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street Room 160

Port Angeles, Washington

Monday, November 13, 2023 – 9:00 a.m.

EXECUTIVE SESSION - November 13, 2023 at 8 a.m.

Pursuant to RCW 42.30.110, an executive session will be held at 8 a.m., Monday, November 13, 2023 in the Commissioners Board Room, 223 East 4th Street, Port Angeles, Room 160. No Zoom option will be available.

This executive session is being called to discuss sale of real estate.

The Board may recess into executive session to consider employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate, or other matters per RCW 42.30.110

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Executive Session

Board of Clallam County Commissioner meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

Public comment can be directed to the Clerk of the Board at 360-417-2256 or Loni.Gores@clallamcountywa.gov

Administration ? 9 a.m.

1. Calendar/Correspondence
2. Agreement with Jamestown S?Klallam Indian Tribe for law enforcement duties

Agreement 

3. Agreement with Washington Military Department and U.S. Department of Homeland Security for emergency management

Agreement 

4. Contract amendment E with Salish Behavioral Health Administrative Services Organization for Criminal Justice Treatment Account CJTA for substance use disorder services

Contract amendment E 

Budget

5. Agreement amendment 2 with United Way Clallam County for American Rescue Plan Act Funds ARPA

Agreement amendment 2 

6. Discussion on proposed budget revisions to be considered on November 28 (2a)*

Budget revisions 

7. Discussion on proposed budget reductions to be considered on November 28 (2b)*

Budget reductions 

8. Discussion of proposed supplemental appropriations to be considered on November 28 (2c)*

Supplemental appropriations 

9. Discussion of proposed budget emergencies to be considered on November 28 (2d)*

Budget emergencies 

10. Review of draft budget

Draft Budget 

General Discussion/Items for Future Agendas

- A. Department of Natural Resources Quarterly Report Meeting (November 20 at 1 p.m.)
- B. Department of Transportation Highway 101 Project Discussion (December 11 at 9 a.m.)

Action Items

Consent Agenda

- 1a. Approval of vouchers for the weeks of November 6

Approval of vouchers 

- 1b. Approval of minutes for the week of November 6

Approval of minutes 

Budget

- 2a. Notice that the following budget revisions will be adopted by Resolution on November 28:
Prosecuting Attorney - Coroner
? The Coroner Division opted for a more cost-effective printer/scanner/copier/fax so the remaining funds are requested to be moved to the Professional Services budget line to

cover autopsy costs due to increase in autopsies/\$9,311

? Funds will cover costs related to increased autopsies in 2023 which includes pathologist fees, facility fees, and transport costs/\$45,000

NonDept - Opportunity Fund - The Economic Development Council 3rd and 4th quarter 2022 invoices were not received in time to process in the 2022 Budget so additional funds are

needed to cover these and fulfill our 2023 contractual obligation/\$30,000

Budget revisions

- 2b. Notice that the following budget reductions will be adopted by Resolution on November 28:

Public Works - Solid Waste - Reducing payroll and benefits due to staffing working on other Public Works projects (Clallam Bay Sekiu Sewer project) 1 of 3/\$26,000

Public Works - Carlsborg Sewer - Reducing payroll and benefits due to staffing working on other Public Works projects (Clallam Bay Sekiu Sewer project) 2 of 3/\$24,106

Budget reductions

- 2c. Notice that the following supplemental appropriations will be adopted by Resolution on November 28:

Parks and Facilities - Fair - Olympic Peninsula Visitors Bureau 2023 Tourism Enhancement Grant award for reimbursement of advertising costs related to 2023 Clallam County Fair/\$5,600

Sheriff - OPNET Drug - The Olympic Peninsula Narcotics Enforcement Team OPNET has received more seizure revenue this year than was anticipated. Some of these additional funds are being used to repair a vehicle necessary for Task Force operations, requiring the expenditure line for vehicle repair to be increased/\$9,175

Supplemental Appropriations

- 2d. Resolution calling for a hearing to be held November 28 at 10:30 a.m. for the following debatable emergencies:

Public Works - Clallam Bay-Sekiu Sewer - Additional hours worked by the Utility Program Manager during 2023. The Primary source of the additional hours was to develop the new Clallam Bay/Sekiu Sewer Ordinance/\$50,106

District Court II - Legislative pay increase announced after budget was finalized. District Court Judge salary increased from \$196,447 to \$206,988 full-time annually effective 7/1/23/\$4,910

Budget emergencies

EXECUTIVE SESSION

The Board may recess into Executive Session to consider employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate, or other matters per RCW 42.30.110

The following meetings are scheduled for the Board of Commissioners August 13 - 17:

Monday, November 13:

9:00 a.m. Work Session and action item section

Tuesday, November 14:

8:00 a.m. WSAC Leadership Conference

10:00 a.m. Board Meeting - Cancelled

Wednesday, November 15:

8:00 a.m. WSAC Leadership Conference

Thursday, November 16:

8:00 a.m. WSAC Leadership Conference

- Other items may be added at the discretion of the Board and additional Work Sessions may be scheduled if more time is needed to allow for adequate discussion.
- Written testimony presented by members of the public during the Board meeting is considered a public document and must be submitted to the Clerk of the Board.
- Copies of public documents from Board meetings are available by contacting the Public Records Department.



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Es @ 8am
NOV 13 2023

Department: Sheriff's Office

Executive Session ☒ **Meeting Date: 11-13-23 at 8 a.m.**

Item summary:

- | | | |
|---|--|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other – Executive Session |

Executive summary:

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Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

This executive session is being called to discuss real estate.

County Official signature & print name: A. Bundy C103/Amy Bundy

Name of Employee/Stakeholder attending meeting: BOCC, Sheriff's Office – King, Bundy and Waknitz, Prosecuting Attorney's Office - Boughton and Real Estate – Linda Capps, Real Estate Agent - Nelson

Relevant Departments BOCC, Sheriff's Office – King, Bundy and Waknitz, Prosecuting Attorney's Office - Boughton and Real Estate – Linda Capps

Date submitted: 11-7-23

* Work Session Meeting - Submit 1 single sided/not stapled copy

Executive Session Real estate Sheriff's Office 11-13-23

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Revised: 3-04-2019



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

NOV 13 2023

Department: Sheriff

WORK SESSION ☒ Meeting Date: 11/13/23

REGULAR AGENDA ☒ Meeting Date: 11/21/23

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 811-23-14 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary: This is a renegotiation of rates associated with the services provided under contract 811-22-01, which establishes that the Sheriff's Office will perform law enforcement duties covering the Jamestown S'Klallam Tribal jurisdiction. The rates set forth will be utilized for the 2024 calendar year of the service contract. The previous rate was set at \$250,000 annually, and this agreement increases the 2024 amount to \$288,656 based on current operational expenses.

Budgetary impact: new rate reflected in 2024 budget

Recommended action: Board approval

County Official signature & print name: Brian King, Sheriff 

Name of Employee/Stakeholder attending meeting: SHERIFF

Relevant Departments: Sheriff

Date submitted:

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

2024 COMPENSATION AGREEMENT FOR LAW ENFORCEMENT SERVICES

This Agreement (hereinafter the "2024 Compensation Agreement") is made and entered into by and among the Clallam County Sheriff's Office (hereinafter "CCSO"), the Clallam County Board of Commissioners ("CCBC") and the Jamestown S'Klallam Indian Tribe (hereinafter "Tribe"), who are collectively referred to as the "Parties" to this Agreement.

WHEREAS, the CCSO, the CCBC and the Tribe have entered into an updated separate Interlocal Agreement in which CCSO, with the approval of the CCBC, will provide 24-hour law enforcement services to the Tribe ("2022 ILA"), and to recognize the general peace officer powers of the Jamestown S'Klallam Tribal Public Safety & Natural Resource Officers, for effective and efficient law enforcement by utilizing the existing federal jurisdictional framework, supplemented by Tribal law; and

WHEREAS, the separate 2022 Interlocal Agreement updated the Scope of Work for which CCSO will provide this service thereby terminating the original Interlocal Agreement for these services entered into by the Parties in 2010; and

WHEREAS, CCSO, the CCBC and the Tribe together agree the compensation for these services shall be memorialized under a separate Compensation Agreement that can be amended separately from the Interlocal Agreement.

NOW, THEREFORE, the Parties agree to the following:

- 1) For the services being provided under the terms of the 2022 Interlocal Agreement, federal funds are being made available to the Tribe from the Bureau of Indian Affairs ("BIA"). Upon receipt of the funding, the Tribe will have budgeted funds to pay CCSO; and
- 2) CCSO agrees to provide the Tribe with a quarterly invoice for law enforcement services rendered within 10 days of the start of a given quarter; and
- 3) The Tribe agrees, upon receipt of such quarterly invoice, to generate a quarterly payment to the CCSO, and payments will be made no later than twenty (20) days after receipt of the quarterly invoice.
- 4) The Tribe agrees that for calendar year 2024 the annual compensation amount owed to CCSO is TWO HUNDRED EIGHTY-EIGHT THOUSAND SIX HUNDRED AND FIFTY-SIX DOLLARS (\$288,656.00) for the services outlined in the 2022 Interlocal Agreement.
- 5) The Tribe agrees for each calendar year thereafter the annual compensation amount will be renegotiated at a rate which takes into consideration the wages, benefits, and cost of living increases for CCSO employees that will be covered by the Compensation Agreement under negotiation.
- 6) The parties agree that if the funds to be provided by the BIA to the Tribe for the payment of services hereunder are not appropriated or allocated or are withdrawn, reduced, or otherwise limited, the Tribe may, in its sole discretion, by timely written

notice to the CCSO and the CCBC, request, as appropriate, a renegotiation of the 2024 Compensation Agreement or, if funding is terminated, termination of the 2024 Compensation Agreement and the 2022 Interlocal Agreement. No penalty or expense shall accrue to the Tribe in the event this provision applies.

JAMESTOWN S'KLALLAM INDIAN TRIBE

By: _____

Name: _____

Title: _____

Date: _____

CLALLAM COUNTY BOARD OF COMMISSIONERS

By: _____

Name: _____

Title: _____

Date: _____

CLALLAM COUNTY SHERIFF'S OFFICE

By: _____

Name: BRIAN J. KING

Title: SHERIFF

Date: 11/02/23

Approved as to form:

Bert D. Boughton
Bert D. Boughton
Deputy Prosecuting Attorney



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NOV 13 2023

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Sheriff

WORK SESSION ☒ **Meeting Date:** 11/13/23

REGULAR AGENDA ☒ **Meeting Date:** 11/21/23

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 817-23-8 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary: This is the new fiscal year of the State Homeland Security Program grant our emergency management department receives. The FY23 award is \$41,300 and has a program period of 9/1/23 through 7/31/25. \$27,173 of the award will support the salary of one of our emergency management coordinators, \$9,312 will be used for law enforcement security supplies/equipment, \$3,000 will fund a joint exercise on terrorism prevention, and \$1,815 will fund administrative costs.

Budgetary impact: Included in the 2024 budget

Recommended action: Board approval

County Official signature & print name: Brian King, Sheriff 

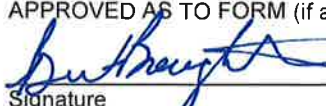
Name of Employee/Stakeholder attending meeting: Beth Waknitz

Relevant Departments: Sheriff

Date submitted:

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Washington Military Department
HOMELAND SECURITY GRANT PROGRAM AGREEMENT FACE SHEET

1. Subrecipient Name and Address: Clallam, County of Sheriff's Office Emergency Management Unit 223 E 4th Street, Suite 12 Port Angeles, WA 98362-3000		2. Grant Agreement Amount: \$41,300		3. Grant Agreement Number: E24-128	
4. Subrecipient Contact, phone/email: Ron Cameron, 360-417-2570 ron.cameron@clallamcountywa.gov		5. Grant Agreement Start Date: September 1, 2023		6. Grant Agreement End Date: July 31, 2025	
7. Department Contact, phone/email: Deborah Henderson, 253-512-7470 Deborah.Henderson@mil.wa.gov		8. Unique Entity Identifier (UEI): JV6JJNELRBS5		9. UBI # (state revenue): 054-004-559	
10. Funding Authority: Washington Military Department (the Department) and the U.S. Department of Homeland Security (DHS)					
11. Federal Funding Identification #: EMW-2023-SS-00063		12. Federal Award Date: 9/11/2023		13. Assistance Listings # & Title: 97.067 - 23HSGP (SHSP)	
14. Total Federal Award Amount: \$14,010,447		15. Program Index # & OBJ/SUB-OBJ: 733SB, 733SC, 733SH, 733SL, 733SQ, 733SZ / NZ			16. EIN 91-6001298
17. Service Districts: BY LEGISLATIVE DISTRICTS: 24 BY CONGRESSIONAL DISTRICTS: 6		18. Service Area by County(ies): Clallam		19. Women/Minority-Owned, State Certified: ☒ N/A ☐ NO ☐ YES, OMWBE # _____	
20. Agreement Classification ☐ Personal Services ☐ Client Services ☒ Public/Local Gov't ☐ Research/Development ☐ A/E ☐ Other _____			21. Contract Type (check all that apply): ☐ Contract ☒ Grant ☒ Agreement ☐ Intergovernmental (RCW 39.34) ☐ Interagency		
22. Subrecipient Selection Process: ☒ "To all who apply & qualify" ☐ Competitive Bidding ☐ Sole Source ☐ A/E RCW ☐ N/A ☐ Filed w/OFM? ☐ Advertised? ☐ YES ☐ NO			23. Subrecipient Type (check all that apply) ☐ Private Organization/Individual ☐ For-Profit ☒ Public Organization/Jurisdiction ☐ Non-Profit ☐ CONTRACTOR ☒ SUBRECIPIENT ☐ OTHER		
24. PURPOSE & DESCRIPTION: The objective of the Federal Fiscal Year (FFY) 2023 Homeland Security Grant Program (23HSGP) is to fund state, local, tribal, and territorial efforts to prevent, protect against, and respond to terrorist attacks, and prepare the nation for threats and hazards that pose the greatest risk to the security of the United States. 23HSGP provides funding to implement investments that build, sustain, and deliver the core capabilities essential to achieving the National Preparedness Goal of a prepared and resilient nation. 23HSGP supports core capabilities across the five mission areas of prevention, protection, mitigation, response, and recovery based on allowable costs. HSGP is comprised of three interconnected grant programs: State Homeland Security Program (SHSP), Urban Areas Security Initiative (UASI), and Operation Stonegarden (OPSG). Together, these grant programs fund a range of preparedness activities, including planning, organization, equipment purchase, training, exercises, and management and administration. The Department is the Recipient and Pass-through Entity of the 23HSGP DHS Award Letter for Grant No. EMW-2023-SS-00063 ("Grant"), which is incorporated in and attached hereto as Attachment C and has made a subaward of funds to the Subrecipient pursuant to this Agreement. The Subrecipient is accountable to the Department for use of Federal award funds provided under this Agreement.					
IN WITNESS WHEREOF, the Department and Subrecipient acknowledge and accept the terms of this Agreement, including all referenced attachments which are hereby incorporated, and have executed this Agreement as of the date below. This Agreement Face Sheet; Special Terms & Conditions (Attachment A); General Terms and Conditions (Attachment B); DHS Award Letter (Attachment C); Work Plan (Attachments D-1, D-2, D-3); Budget (Attachment E); Timeline (Attachment F); Build America, Buy America Act Self-Certification (Attachment G) and all other documents and attachments expressly referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.					
In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: 1. Applicable federal and state statutes and regulations 2. DHS/FEMA Award and program documents 3. Work Plan, Timeline, and Budget 4. Special Terms and Conditions 5. General Terms and Conditions, and, 6. Other provisions of the Agreement incorporated by reference.					
WHEREAS, the parties have executed this Agreement on the day and year last specified below.					
FOR THE DEPARTMENT: _____ Signature Date Regan Anne Hesse, Chief Financial Officer Washington Military Department BOILERPLATE APPROVED TO FORM: Alex Straub 8/31/2023 Assistant Attorney General			FOR THE SUBRECIPIENT: _____ Signature Date Mark Ozias, Chair Board of Clallam County Commissioners APPROVED AS TO FORM (if applicable):  Signature Date Nov. 2, 2023		

SPECIAL TERMS AND CONDITIONS

ARTICLE I. KEY PERSONNEL

The individuals listed below shall be considered key personnel for point of contact under this Agreement. Any substitution of key personnel by either party shall be made by written notification to the current key personnel.

SUBRECIPIENT		DEPARTMENT	
Name	Ron Cameron	Name	Deborah Henderson
Title	Undersheriff	Title	Program Coordinator
Email	ron.cameron@clallamcountywa.gov	Email	Deborah.henderson@mil.wa.gov
Phone	360-417-2570	Phone	253-512-7470
Name	Elizabeth Waknitz	Name	Gail Cram
Title	Grant Coordinator	Title	Program Manager
Email	elizabeth.waknitz@clallamcountywa.gov	Email	gail.cram@mil.wa.gov
Phone	360-417-2393	Phone	253-512-7472
Name	Anne Chastain	Name	Grant Miller
Title	Emergency Management Program Coordinator	Title	Program Assistant
Email	anne.chastain@clallamcountywa.gov	Email	grant.miller@mil.wa.gov
Phone	360-417-2483	Phone	253-512-7061

ARTICLE II. ADMINISTRATIVE AND/OR FINANCIAL REQUIREMENTS

The Subrecipient shall comply with all applicable state and federal laws, rules, regulations, requirements and program guidance identified or referenced in this Agreement and the informational documents published by DHS/FEMA applicable to the 23HSGP Program, including, but not limited to, all criteria, restrictions, and requirements of "The Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Fiscal Year 2023 Homeland Security Grant Program" (hereafter "the NOFO"), the *Fiscal Year 2023 Preparedness Grants Manual*, FEMA Manual (FM) 207-22-0001 Version 4, 2023 (hereafter "the Manual"), the DHS Award Letter for the Grant, and the federal regulations commonly applicable to DHS/FEMA grants, all of which are incorporated herein by reference. The *DHS Award Letter* is incorporated in this Agreement as Attachment C.

The Subrecipient acknowledges that since this Agreement involves federal award funding, the period of performance may begin prior to the availability of appropriated federal funds. The Subrecipient agrees that it will not hold the Department, the State of Washington, or the United States liable for any damages, claim for reimbursement, or any type of payment whatsoever for services performed under this Agreement prior to distribution of appropriated federal funds, or if federal funds are not appropriated or in a particular amount.

A. STATE AND FEDERAL REQUIREMENTS FOR DHS/FEMA PREPAREDNESS GRANTS:

The following requirements apply to all DHS/FEMA Preparedness Grants administered by the Department.

1. SUBAWARDS & CONTRACTS BY SUBRECIPIENTS

- a. The Subrecipient must make a case-by-case determination whether each agreement it makes for the disbursement of 23HSGP funds received under this Agreement casts the party receiving the funds in the role of a subrecipient or contractor in accordance with 2 CFR 200.331.
- b. If the Subrecipient also becomes a pass-through entity by making a subaward to a non-federal entity as its subrecipient, the Subrecipient must make a case-by-case determination whether each agreement it makes for the disbursement of 23HSGP funds received under this Agreement casts the party receiving the funds in the role of a subrecipient or contractor in accordance with 2 CFR 200.330.
 - i. The Subrecipient must comply with all federal laws and regulations applicable to pass-through entities of 23HSGP funds, including, but not limited to, those contained in 2 CFR 200.
 - ii. The Subrecipient shall require its subrecipient(s) to comply with all applicable state and

federal laws, rules, regulations, requirements and program guidance identified or referenced in this Agreement and the informational documents published by DHS/FEMA applicable to the 23HSGP Program, including, but not limited to, all criteria, restrictions, and requirements of the NOFO, the Manual, the DHS Award Letter for the Grant in Attachment C, and the federal regulations commonly applicable to DHS/FEMA grants.

- iii. The Subrecipient shall be responsible to the Department for ensuring that all 23HSGP federal award funds provided to its subrecipients are used in accordance with applicable federal and state statutes and regulations, and the terms and conditions of the federal award set forth in Attachment C of this Agreement.

2. BUDGET, REIMBURSEMENT, AND TIMELINE

- a. Within the total Grant Agreement Amount, travel, subcontracts, salaries, benefits, printing, equipment, and other goods and services or other budget categories will be reimbursed on an actual cost basis upon completion unless otherwise provided in this Agreement.
- b. The maximum amount of all reimbursement requests permitted to be submitted under this Agreement, including the final reimbursement request, is limited to and shall not exceed the total Grant Agreement Amount.
- c. If the Subrecipient chooses to include indirect costs within the Budget (Attachment E), additional documentation is required based on the applicable situation. As described in 2 CFR 200.414 and Appendix VII to 2 CFR 200:
 - i. If the Subrecipient receives direct funding from any Federal agency(ies), documentation of the rate must be submitted to the Department Key Personnel per the following:
 - A. More than \$35 million, the approved indirect cost rate agreement negotiated with its federal cognizant agency.
 - B. Less than \$35 million, the indirect cost proposal developed in accordance with Appendix VII of 2 CFR 200 requirements.
 - ii. If the Subrecipient does not receive direct federal funds (i.e., only receives funds as a subrecipient), the Subrecipient must either elect to charge a de minimis rate of ten percent (10%) or 10% of modified total direct costs or choose to negotiate a higher rate with the Department. If the latter is preferred, the Subrecipient must contact Department Key Personnel for approval steps.
- d. For travel costs, the Subrecipient shall comply with 2 CFR 200.475 and should consult their internal policies, state rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended, and federal maximum rates set forth at <https://www.gsa.gov>, and follow the most restrictive. If travel costs exceed set state or federal limits, travel costs shall not be reimbursed without prior written approval by Department Key Personnel.
- e. Reimbursement requests will include a properly completed State A-19 Invoice Form and Reimbursement Spreadsheet (in the format provided by the Department) detailing the expenditures for which reimbursement is sought. Reimbursement requests must be submitted to Reimbursements@mil.wa.gov no later than the due dates listed within the Timeline (Attachment F).

Reimbursement request totals should be commensurate to the time spent processing by the Subrecipient and the Department.
- f. Receipts and/or backup documentation for any approved items that are authorized under this Agreement must be maintained by the Subrecipient consistent with record retention requirements of this Agreement and be made available upon request by the Department, and federal, state, and local auditors.
- g. The Subrecipient must request **prior** written approval from Department Key Personnel to waive or extend a due date in the Timeline (Attachment F). For waived or extended reimbursement due dates, all allowable costs should be submitted on the next scheduled reimbursement due date

contained in the Timeline. Waiving or missing deadlines serves as an indicator for assessing an agency's level of risk of noncompliance with the regulations, requirements, and the terms and conditions of the Agreement and may increase required monitoring activities. Any request for a waiver or extension of a due date in the Timeline will be treated as a request for Amendment of the Agreement. This request must be submitted to the Department Key Personnel sufficiently in advance of the due date to provide adequate time for Department review and consideration and may be granted or denied within the Department's sole discretion.

- h. All work under this Agreement must end on or before the Grant Agreement End Date, and the final reimbursement request must be submitted to the Department within the time period notated in the Timeline (Attachment F) except as otherwise authorized by either (1) written amendment of this Agreement or (2) written notification from the Department to the Subrecipient to provide additional time for completion of the Subrecipient's subproject(s).
- i. No costs for purchases of equipment/supplies will be reimbursed until the related equipment/supplies have been received by the Subrecipient, its contractor, or any non-federal entity to which the Subrecipient makes a subaward and is invoiced by the vendor.
- j. Failure to submit timely, accurate, and complete reports and reimbursement requests as required by this Agreement (including, but not limited to, those reports in the Timeline [Attachment F]) will prohibit the Subrecipient from being reimbursed until such reports are submitted and the Department has had reasonable time to conduct its review.
- k. Final reimbursement requests will not be approved for payment until the Subrecipient is current with all reporting requirements contained in this Agreement.
- l. For SHSP and UASI Subrecipients, a written amendment will be required if the Subrecipient expects cumulative transfers among subproject totals, as identified in the Budget (Attachment E), to exceed ten percent (10%) of the Grant Agreement Amount. If a Subrecipient has only one subproject, cumulative transfers among solution areas within the subproject that exceed ten percent (10%) of the Grant Agreement Amount shall require an amendment to this Agreement.
- m. For OPSG Subrecipients, any deviations from the approved, direct budget categories will require additional federal approvals and a written amendment.
- n. Subrecipients shall only use federal award funds under this Agreement to supplement existing funds and will not use them to replace (supplant) non-federal funds that have been budgeted for the same purpose. The Subrecipient may be required to demonstrate and document that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

3. REPORTING

- a. With each reimbursement request, the Subrecipient shall report how the expenditures, for which reimbursement is sought, relate to the Work Plan (Attachments D-1, D-2, D-3) activities in the format provided by the Department.
- b. With the final reimbursement request, the Subrecipient shall submit to the Department Key Personnel a final report (in the format provided by the Department) describing all completed activities under this Agreement.
- c. The Subrecipient shall comply with the Federal Funding Accountability and Transparency Act (FFATA) and related OMB Guidance consistent with Public Law 109-282 as amended by section 6202(a) of Public Law 110-252 (see 31 U.S.C. 6101 note) and complete and return to the *Department an Audit Certification/FFATA Form*. This form is required to be completed once per calendar year, per Subrecipient, and not per agreement. The Department's Contracts Office will request the Subrecipient submit an updated form at the beginning of each calendar year in which the Subrecipient has an active agreement.
- d. To document compliance with the National Incident Management System (NIMS), the Subrecipient shall complete the annual NIMS survey conducted by Emergency Management Division staff.

4. EQUIPMENT AND SUPPLY MANAGEMENT

- a. The Subrecipient and any non-federal entity to which the Subrecipient makes a subaward shall comply with 2 CFR 200.317 through 200.327 when procuring any equipment or supplies under this Agreement, 2 CFR 200.313 for management of equipment, and 2 CFR 200.314 for management of supplies, to include, but not limited to:
 - i. Upon successful completion of the terms of this Agreement, all equipment and supplies purchased through this Agreement will be owned by the Subrecipient, or a recognized non-federal entity to which the Subrecipient has made a subaward, for which a contract, subrecipient grant agreement, or other means of legal transfer of ownership is in place.
 - ii. All equipment, and supplies as applicable, purchased under this Agreement will be recorded and maintained in the Subrecipient's inventory system.
 - iii. Inventory system records shall include:
 - A. Description of the property;
 - B. Manufacturer's serial number, model number, or other identification number;
 - C. Funding source for the property, including the Federal Award Identification Number (FAIN) (Face Sheet, Box 11);
 - D. Assistance Listings Number (Face Sheet, Box 13);
 - E. Who holds the title;
 - F. Acquisition date;
 - G. Cost of the property and the percentage of federal participation in the cost;
 - H. Location, use and condition of the property at the date the information was reported;
 - I. Disposition data including the date of disposal and sale price of the property.
 - iv. The Subrecipient shall take a physical inventory of the equipment, and supplies as applicable, and reconcile the results with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the records shall be investigated by the Subrecipient to determine the cause of the difference. The Subrecipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment.
 - v. The Subrecipient shall be responsible for any and all operational and maintenance expenses and for the safe operation of the equipment and supplies including all questions of liability. The Subrecipient shall develop appropriate maintenance schedules and procedures to ensure the equipment, and supplies as applicable, are well-maintained and kept in good operating condition.
 - vi. The Subrecipient shall develop a control system to ensure adequate safeguards to prevent loss, damage, and theft of the property. Any loss, damage, or theft shall be investigated, and a report generated and sent to the Department's Key Personnel.
 - vii. The Subrecipient must obtain and maintain all necessary certifications and licenses for the equipment.
 - viii. If the Subrecipient is authorized or required to sell the property, proper sales procedures must be established and followed to ensure the highest possible return. For disposition, if upon termination or at the Grant Agreement End Date, when original or replacement supplies or equipment acquired under a federal award are no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Subrecipient must comply with the following procedures:
 - A. For Supplies: If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other federal award, the Subrecipient must retain the

supplies for use on other activities or sell them, but must, in either case, compensate the federal government for its share. The amount of compensation must be computed in the same manner as for equipment.

B. For Equipment:

- 1) Items with a current per-unit fair-market value of five thousand dollars (\$5,000) or less may be retained, sold, transferred, or otherwise disposed of with no further obligation to the federal awarding agency.
 - 2) Items with a current per-unit fair-market value in excess of five thousand dollars (\$5,000) may be retained or sold. The Subrecipient shall compensate the federal awarding agency in accordance with the requirements of 2 CFR 200.313 (e) (2).
- ix. Records for equipment shall be retained by the Subrecipient for a period of six (6) years from the date of the disposition, replacement, or transfer. If any litigation, claim, or audit is started before the expiration of the six- (6-) year period, the records shall be retained by the Subrecipient until all litigation, claims, or audit findings involving the records have been resolved.
- b. The Subrecipient shall comply with the Department's Purchase Review Process, which is incorporated by reference and made part of this Agreement. No reimbursement will be provided unless the appropriate approval has been received.
- c. Allowable equipment categories for the grant program are listed on the Authorized Equipment List (AEL) located on the FEMA website at <https://www.fema.gov/grants/guidance-tools/authorized-equipment-list>. It is important that the Subrecipient and any non-federal entity to which the Subrecipient makes a subaward regard the AEL as an authorized purchasing list identifying items allowed under the specific grant program; the AEL includes items that may not be categorized as equipment according to the federal, state, local, and tribal definitions of equipment. The Subrecipient is solely responsible for ensuring and documenting purchased items under this Agreement are authorized as allowed items by the AEL at time of purchase.
- If the item is not identified on the AEL as allowable under the grant program, the Subrecipient must contact the Department Key Personnel for assistance in seeking FEMA approval **prior** to acquisition.
- d. Equipment purchases (those with a current per-unit fair market value in excess of \$5,000) must be identified and explained to the Department. Use, management, and disposition of such equipment is subject to requirements outlined in 2 CFR 200.313. Before making such purchases, the Subrecipient should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances.
- e. Unless expressly provided otherwise, all equipment must meet all mandatory regulatory state and DHS/FEMA adopted standards to be eligible for purchase using federal award funds.
- f. If funding is allocated to support emergency communications activities, the Subrecipient must ensure that all projects comply with SAFECOM Guidance on Emergency Communications Grants, located at <https://www.cisa.gov/safecom/funding>, including provisions on technical standards that ensure and enhance interoperable communications.
- g. Effective August 13, 2020, FEMA recipients and subrecipients, as well as their contractors and subcontractors, may not obligate or expend any FEMA award funds to:
- i. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - ii. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or

- iii. Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

This prohibition regarding certain telecommunications and video surveillance services or equipment is mandated by section 889 of the *John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA)*, Pub. L. No. 115-232 (2018) and 2 CFR 200.216, 200.327, 200.471, and Appendix II to 2CFR200. Recipients and subrecipients may use DHS/FEMA grant funding to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the Manual and the NOFO.

Per subsections 889(f)(2)-(3) of the FY 2019 NDAA, and 2 CFR 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
 - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
 - iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
 - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
- h. For OPSG Subrecipients, items budgeted as equipment in an approved Operations Order should be marked prominently with "Purchased with DHS funds for Operation Stonegarden Use" when practicable.
 - i. The Subrecipient must pass through equipment and supply management requirements that meet or exceed the requirements outlined above to any non-federal entity to which the Subrecipient makes a subaward of federal award funds under this Agreement.

5. ENVIRONMENTAL AND HISTORICAL PRESERVATION

- a. The Subrecipient shall ensure full compliance with the DHS/FEMA Environmental Planning and Historic Preservation (EHP) Program. EHP program information can be found at <https://www.fema.gov/grants/guidance-tools/environmental-historic> all of which are incorporated in and made a part of this Agreement.
- b. Projects that have historical impacts or the potential to impact the environment, **including, but not limited to**, construction of communication towers; modification or renovation of existing buildings, structures, and facilities; or new construction, including replacement of facilities, must participate in the DHS/FEMA EHP review process prior to project initiation. Modification of existing buildings, including minimally invasive improvements such as attaching monitors to interior walls, and training or exercises occurring outside in areas not considered previously disturbed also require a DHS/FEMA EHP review before project initiation.
- c. The EHP review process involves the submission of a detailed project description that includes the entire scope of work, including any alternatives that may be under consideration, along with supporting documentation so FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties.
- d. The Subrecipient agrees that, to receive any federal preparedness funding, all EHP compliance requirements outlined in applicable guidance must be met. The EHP review process **must be**

completed and FEMA approval must be received by the Subrecipient before any work is started for which reimbursement will be later requested. Expenditures for projects started before completion of the EHP review process and receipt of approval by the Subrecipient may not be reimbursed.

6. PROCUREMENT

The Subrecipient shall comply with all procurement requirements of 2 CFR 200.317 through 200.327 and as specified in the General Terms and Conditions (Attachment B, A.10).

- a. For all contracts expected to exceed the simplified acquisition threshold, per 2CFR200.1, the Subrecipient must notify the Department. The Department may request pre-procurement documents, such as request for proposals, invitations for bids and independent cost estimates. This requirement must be passed on to any non-federal entity to which the Subrecipient makes a subaward, at which point the Subrecipient will be responsible for reviewing and approving sole source justifications to any non-federal entity to which Subrecipient makes any award.
- b. For all sole source contracts expected to exceed the micro-purchase threshold per 2 CFR 200.1, the Subrecipient must submit justification to the Department for review and approval. This requirement must be passed on to any non-federal entity to which the Subrecipient makes a subaward, at which point the Subrecipient will be responsible for reviewing and approving sole source justifications to any non-federal entity to which Subrecipient makes any award.
- c. The Subrecipient as well as its contractors and subcontractors must comply with the Build America, Buy America Act (BABAA), which was enacted as a part of the Infrastructure Investment and Jobs Act §§ 70901-70297, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. BABAA requires any infrastructure project receiving federal funding must ensure:
 - i. All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from initial melting stage through the application of coatings, occurred in the United States.
 - ii. All manufactured products must be produced in the United States. For a manufactured product to be considered produced in the United States, the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States must be greater than 55% of the total cost of all minimum amount of domestic content of manufactured product, unless subject to another standard.
 - iii. All construction materials are manufactured in the United States. This means that all manufacturing processes for construction material occurred in the United States.

Additionally, applicable infrastructure projects are subject to domestic preference requirements. A domestic preference does not apply to non-infrastructure spending under an award that also includes a covered project. A domestic preference applies to an entire infrastructure project, even if it is funded by both federal and non-federal funds under one or more awards.

- i. Domestic preferences under BABAA only apply to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a domestic preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of or permanently affixed to the structure.
- ii. Infrastructure, for the purposes of BABAA, includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways and bridges; public transportation; dams, ports, harbors and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

- iii. The Subrecipient's contractors and their subcontractors who apply or bid for an award for an infrastructure project subject to the domestic preference requirement in the BABAA shall file a required certification to the Subrecipient with each bid or offer for an infrastructure project unless a domestic preference requirement is waived by FEMA. Contractors and subcontractors must certify that no federal financial assistance funding for infrastructure projects will be provided unless all the iron, steel, manufactured projects, and construction materials used in the project are produced in the United States. BABAA, Pub. L. No. 117-58, §§ 70901-52. Contractors and subcontractors shall also disclose any use of federal financial assistance for infrastructure projects that does not ensure compliance with BABAA domestic preference requirement. Such disclosures shall be forwarded to the Subrecipient who will forward them to the Department who, in turn, will forward the disclosures to FEMA. The Build America, Buy America Act Self-Certification form is included herein as Attachment G.

If the Subrecipient is interested in applying for a waiver, the Subrecipient should contact the Department Key Personnel to determine the requirements. All waiver requests must include a detailed justification for the use of goods, products, or materials mined, produced, or manufactured outside the United States and a certification that there was a good faith effort to solicit bids for domestic products supported by terms included in requests for proposals, contracts, and nonproprietary communications with potential suppliers.

7. SUBRECIPIENT MONITORING

- a. The Department will monitor the activities of the Subrecipient from award to closeout. The goal of the Department's monitoring activities will be to ensure that subrecipients receiving federal pass-through funds are in compliance with this Agreement, federal and state audit requirements, federal grant guidance, and applicable federal and state financial regulations, as well as 2 CFR Part 200 Subpart F.
- b. To document compliance with 2 CFR Part 200 Subpart F requirements, the Subrecipient shall complete and return to the Department an Audit Certification/FFATA form. Reporting requirements are referenced in section 3.c.
- c. Monitoring activities may include, but are not limited to:
 - i. Review of financial and performance reports;
 - ii. Monitoring and documenting the completion of Agreement deliverables;
 - iii. Documentation of phone calls, meetings (e.g., agendas, sign-in sheets, meeting minutes), e-mails, and correspondence;
 - iv. Review of reimbursement requests and supporting documentation to ensure allowability and consistency with Agreement Work Plan (Attachments D-1, D-2, D-3), Budget (Attachment E), and federal requirements;
 - v. Observation and documentation of Agreement-related activities, such as exercises, training, events, and equipment demonstrations; and
 - vi. On-site visits to review equipment records and inventories, to verify source documentation for reimbursement requests and performance reports, and to verify completion of deliverables.
- d. The Subrecipient is required to meet or exceed the monitoring activities, as outlined above, for any non-federal entity to which the Subrecipient makes a subaward as a pass-through entity under this Agreement.
- e. Compliance will be monitored throughout the performance period to assess risk. Concerns will be addressed through a corrective action plan.

8. LIMITED ENGLISH PROFICIENCY (CIVIL RIGHTS ACT OF 1964 TITLE VI)

The Subrecipient must comply with the Title VI of the Civil Rights Act of 1964 (Title VI) prohibition against discrimination on the basis of national origin, which requires that subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. Providing meaningful access for persons

with LEP may entail providing language assistance services, including oral interpretation and written translation. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies to issue guidance to recipients, assisting such organizations and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The Guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services, selecting language services, and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance at <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <https://www.lep.gov>.

9. NIMS COMPLIANCE

- a. The National Incident Management System (NIMS) identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location, or complexity. NIMS provides a consistent, nationwide approach and vocabulary for multiple agencies or jurisdictions to work together to build, sustain, and deliver the core capabilities needed to achieve a secure and resilient nation.
- b. Consistent implementation of NIMS provides a solid foundation across jurisdictions and disciplines to ensure effective and integrated preparedness, planning, and response. NIMS empowers the components of the National Preparedness System, a requirement of Presidential Policy Directive 8, to guide activities within the public and private sector and describes the planning, organizational activities, equipping, training, and exercising needed to build and sustain the core capabilities in support of the National Preparedness Goal.
- c. In order to receive federal preparedness funding from the Department, the Subrecipient must ensure and maintain adoption and implementation of NIMS. See Agreement Attachment A, Article II section 3.d. for associated reporting requirements. The list of objectives used for progress and achievement reporting can be found at <https://www.fema.gov/emergency-managers/nims/implementation-training>.

B. HSGP SPECIFIC REQUIREMENTS

1. The Subrecipient must use HSGP funds only to perform tasks as described in the Work Plan (Attachments D-1, D-2, D-3), as approved by the Department, and in compliance with this Agreement.
 - a. SHSP-funded projects must assist state, local, tribal, and territorial efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
 - b. UASI-funded projects must assist high-threat, high-density Urban Area efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
 - c. OPSG-funded projects must support enhanced cooperation and coordination among Customs and Border Protection, United States Border Patrol, and federal, state, local, tribal, and territorial law enforcement agencies to support joint efforts to secure the United States' borders along routes of ingress/egress to and from international borders, to include travel corridors in states bordering Mexico and Canada, as well as states and territories with international water borders. State, local, tribal, and territorial law enforcement agencies utilize their inherent law enforcement authorities to support the border security mission and do not receive any additional authority as a result of participation in OPSG.
 - d. State agencies, including law enforcement, must comply with RCW 43.17.425 and may not use agency funds (including this grant), facilities, property, equipment, or personnel, to investigate, enforce, cooperate with, or assist in the investigation or enforcement of any federal registration or surveillance programs or any other laws, rules, or policies that target Washington residents

solely on the basis of race, religion, immigration, or citizenship status, or national or ethnic origin, except as provided in RCW 43.17.425 (3).

2. The Budget (Attachment E) may include the following caps and thresholds:
 - a. If funds are allotted for Management and Administration (M&A), such expenditures must be related to administration of the grant. The maximum percentage of the Grant Agreement Amount that may be used for M&A costs when allocated under this Agreement shall not exceed five percent (5%) but may be less.
 - b. At least thirty percent (35%) of the combined HSGP award allocated under SHSP and UASI must be dedicated to law enforcement terrorism prevention activities (LETPA). To meet this requirement, the Subrecipient has agreed, at a minimum, to meet the LETPA percentage indicated in the Budget. **If the Subrecipient anticipates spending less than the indicated amount, a budget amendment is required.**
 - c. The maximum percentage of the Grant Agreement Amount that may be used for personnel expenses under this Agreement is identified in the Budget. If the Subrecipient anticipates spending more on personnel costs, **an amendment is required.** Additional approval steps may also be required before the personnel percentage can be increased.
3. If funding is allocated to a Fusion Center investment, the Subrecipient must ensure all Fusion Center analytical personnel demonstrate qualifications that meet or exceed competencies identified in the Common Competencies for state, local, and tribal intelligence analysts, which outlines the minimum categories of training needed for intelligence analysts. All training to ensure baseline proficiency in intelligence analysis and production must be completed within six (6) months of hiring unless the analyst has previously served as an intelligence analyst for a minimum of two (2) years. Proof of satisfaction of this requirement must be accessible to the Department Key Personnel as applicable.
4. If funding is allocated to non-DHS FEMA training, the Subrecipient must request **prior** written approval from the Department Key Personnel before attending the training. The Department will coordinate approval with the State Training Point of Contact. Pursuant to DHS/FEMA Grant Programs Directorate Information Bulletin No. 432, Review and Approval Requirements for Training Courses Funded Through Preparedness Grants, https://www.fema.gov/sites/default/files/2020-04/Training_Course_Review_and_Approval_IB_Final_7_19_18.pdf, the training must fall within the FEMA mission scope and be in alignment with the Subrecipient's Emergency Operations Plan. This requirement only applies to training courses and does not include attendance at conferences. Furthermore, additional federal approvals are required for courses that relate to Countering Violent Extremism prior to attendance.
5. For SHSP and UASI, Subrecipients are required to complete the annual Nationwide Cybersecurity Review (NCSR) <https://www.cisecurity.org/ms-isac/services/ncsr> to benchmark and measure progress of improvement in their cybersecurity posture.
6. Except for an elevated National Terrorism Advisory System alert, **prior** written approval is required before SHSP and UASI funds may be used for operational overtime. Requests must be submitted to the Department Key Personnel in advance of the expenditure to ensure all additional approval steps can be met.
7. SHSP Subrecipients shall participate in the State's annual Stakeholder Preparedness Review (SPR), the State's Threat and Hazard Identification and Risk Assessment (THIRA), core capabilities assessments, and data calls. Non-participation may result in withholding of funding under future grant years.
8. UASI Subrecipients shall participate in the annual UASI SPR and THIRA process.
9. Subrecipients should document their preparedness priorities, informed by various factors, including jurisdiction specific threats and hazards (i.e., the THIRA); areas for improvement identified by real-world events and exercises; external requirements such as state or national preparedness reports, homeland security policy, and industry reports; and accreditation standards, regulations, or legislative requirements, and use them to deploy a schedule of preparedness events in a multi-year Integrated Preparedness Plan (IPP). Subrecipients are encouraged to participate in the State's annual

Integrated Preparedness Planning Workshop (IPPW) or may conduct their own local/regional IPPW. Information related to IPPs and Integrated Preparedness Planning Workshops (IPPWs) can be found on the HSEEP website at <https://www.fema.gov/HSEEP> and <https://preptoolkit.fema.gov/>.

C. DHS TERMS AND CONDITIONS

As a subrecipient of 23HSGP funding, the Subrecipient shall comply with all applicable DHS terms and conditions of the 23HSGP Award Letter and its incorporated documents , which are incorporated in and made a part of this Agreement as Attachment C.

**Washington Military Department
GENERAL TERMS AND CONDITIONS
Department of Homeland Security (DHS)/
Federal Emergency Management Agency (FEMA)
Grants**

A.1 DEFINITIONS

As used throughout this Agreement, the terms will have the same meaning as defined in 2 CFR 200 Subpart A (which is incorporated herein by reference), except as otherwise set forth below:

- a. **"Agreement"** means this Grant Agreement.
- b. **"Department"** means the Washington Military Department, as a state agency, any division, section, office, unit or other entity of the Department, or any of the officers or other officials lawfully representing that Department. The Department is a recipient of a federal award directly from a federal awarding agency and is the pass-through entity making a subaward to a Subrecipient under this Agreement.
- c. **"Investment"** means the grant application submitted by the Subrecipient describing the project(s) for which federal funding is sought and provided under this Agreement. Such grant application is hereby incorporated into this Agreement by reference.
- d. **"Monitoring Activities"** means all administrative, financial, or other review activities that are conducted to ensure compliance with all state and federal laws, rules, regulations, authorities and policies.
- e. **"Stakeholder Preparedness Review (SPR)"** The SPR is an annual three-step self-assessment of a community's capability levels based on the capability targets identified in the THIRA.
- f. **"Subrecipient"** when capitalized is primarily used throughout this Agreement in reference to the non-federal entity identified on the Face Sheet of this Agreement that has received a subaward from the Department. However, the definition of "Subrecipient" is the same as in 2 CFR 200.1 for all other purposes.
- g. **"Threat and Hazard Identification and Risk Assessment (THIRA)"** The THIRA is a three-step risk assessment. The THIRA helps communities understand their risks and determine the level of capability they need in order to address those risks. The outputs from this process lay the foundation for determining a community's capability gaps during the SPR process.

A.2 ADVANCE PAYMENTS PROHIBITED

The Department shall make no payments in advance or in anticipation of goods or services to be provided under this Agreement. Subrecipient shall not invoice the Department in advance of delivery and invoicing of such goods or services.

A.3 AMENDMENTS AND MODIFICATIONS

The Subrecipient or the Department may request, in writing, an amendment or modification of this Agreement. However, such amendment or modification shall not be binding, take effect or be incorporated herein until made in writing and signed by the authorized representatives of the Department and the Subrecipient. No other understandings or agreements, written or oral, shall be binding on the parties.

The Agreement performance period shall only be extended by (1) written notification of DHS/FEMA approval of the Award performance period, followed up with a mutually agreed written amendment, or (2) written notification from the Department to the Subrecipient to provide additional time for completion of the Subrecipient's project(s).

A.4 AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, 42 U.S.C. 12101 ET SEQ. AND ITS IMPLEMENTING REGULATIONS ALSO REFERRED TO AS THE "ADA" 28 CFR Part 35.

The Subrecipient must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunication.

A.5 ASSURANCES

The Department and Subrecipient agree that all activity pursuant to this Agreement will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

A.6 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR INELIGIBILITY

As federal funds are a basis for this Agreement, the Subrecipient certifies that the Subrecipient is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency.

The Subrecipient shall complete, sign, and return a *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion* form located at <http://mil.wa.gov/emergency-management-division/grants/requiredgrantforms>. Any such form completed by the Subrecipient for this Agreement shall be incorporated into this Agreement by reference.

Further, the Subrecipient agrees to comply with all applicable federal regulations concerning the federal debarment and suspension system, including 2 CFR Part 180. The Subrecipient certifies that it will ensure that potential contractors or subrecipients or any of their principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in "covered transactions" by any federal department or agency. "Covered transactions" include procurement contracts for goods or services awarded under a non-procurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$25,000, and subawards to subrecipients for any amount. With respect to covered transactions, the Subrecipient may comply with this provision by obtaining a certification statement from the potential contractor or subrecipient or by checking the System for Award Management (<https://sam.gov/SAM/>) maintained by the federal government. The Subrecipient also agrees not to enter into any arrangements or contracts with any party on the Washington State Department of Labor and Industries' "Debarred Contractor List" (<https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx>). The Subrecipient also agrees not to enter into any agreements or contracts for the purchase of goods and services with any party on the Department of Enterprise Services' "Debarred Vendor List" (<http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/Vendor-Debarment.aspx>).

A.7 CERTIFICATION REGARDING RESTRICTIONS ON LOBBYING

As required by 44 CFR Part 18, the Subrecipient hereby certifies that to the best of its knowledge and belief: (1) no federally appropriated funds have been paid or will be paid by or on behalf of the Subrecipient to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; (2) that if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Agreement, grant, loan, or cooperative agreement, the Subrecipient will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; (3) and that, as applicable, the Subrecipient will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352.

A.8 COMPLIANCE WITH APPLICABLE STATUTES, RULES AND DEPARTMENT POLICIES

The Subrecipient and all its contractors and subrecipients shall comply with, and the Department is not responsible for determining compliance with, any and all applicable federal, state, and local laws, regulations, executive orders, OMB Circulars, and/or policies. This obligation includes, but is not limited to: nondiscrimination laws and/or policies, Energy Policy and Conservation Act (PL 94-163, as amended), the Americans with Disabilities Act (ADA), Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Civil Rights Act of 1968, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (PL 93-288, as amended), Ethics in Public Service (RCW 42.52), Covenant Against Contingent Fees (48

CFR Section 52.203-5), Public Records Act (RCW 42.56), Prevailing Wages on Public Works (RCW 39.12), State Environmental Policy Act (RCW 43.21C), Shoreline Management Act of 1971 (RCW 90.58), State Building Code (RCW 19.27), Energy Related Building Standards (RCW 19.27A), Provisions in Buildings for Aged and Handicapped Persons (RCW 70.92), and safety and health regulations.

In the event of noncompliance or refusal to comply with any applicable law, regulation, executive order, OMB Circular or policy by the Subrecipient, its contractors or subrecipients, the Department may rescind, cancel, or terminate the Agreement in whole or in part in its sole discretion. The Subrecipient is responsible for all costs or liability arising from its failure, and that of its contractors and subrecipients, to comply with applicable laws, regulations, executive orders, OMB Circulars or policies.

A.9 CONFLICT OF INTEREST

No officer or employee of the Department; no member, officer, or employee of the Subrecipient or its designees or agents; no member of the governing body of the jurisdiction in which the project is undertaken or located; and no other official of the Subrecipient who exercises any functions or responsibilities with respect to the project during his or her tenure, shall have any personal or pecuniary gain or interest, direct or indirect, in any contract, subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under this Agreement.

The Subrecipient shall incorporate, or cause to incorporate, in all such contracts or subawards, a provision prohibiting such interest pursuant to this provision.

A.10 CONTRACTING & PROCUREMENT

a. The Subrecipient shall use a competitive procurement process in the procurement and award of any contracts with contractors or subcontractors that are entered into under the original agreement award. The procurement process followed shall be in accordance with 2 CFR Part 200.318, General procurement standards, through 200.327, Contract provisions.

As required by Appendix II to 2 CFR Part 200, all contracts entered into by the Subrecipient under this Agreement must include the following provisions, as applicable:

- 1) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 2) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-federal entity including the manner by which it will be affected and the basis for settlement.
- 3) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "*Equal Employment Opportunity*" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "*Amending Executive Order 11246 Relating to Equal Employment Opportunity*," and implementing regulations at 41 CFR part 60, "*Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor*."
- 4) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "*Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction*"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a

provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or Subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency.

- 5) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 6) Rights to Inventions Made Under a Contract or Agreement. If the federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or Subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or Subrecipient must comply with the requirements of 37 CFR Part 401, "*Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements*," and any implementing regulations issued by the awarding agency.
- 7) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 8) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "*Debarment and Suspension*." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 9) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.
- 10) Procurement of recovered materials – As required by 2 CFR 200.323, a non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource

Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- 11) Notice of federal awarding agency requirements and regulations pertaining to reporting.
- 12) Federal awarding agency requirements and regulations pertaining to copyrights and rights in data.
- 13) Access by the Department, the Subrecipient, the federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- 14) Retention of all required records for six years after the Subrecipient has made final payments and all other pending matters are closed.
- 15) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871).
- 16) Pursuant to Executive Order 13858 “*Strengthening Buy-American Preferences for Infrastructure Projects*,” and as appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, as required in 2 CFR Part 200.322, in every contract, subcontract, purchase order, or sub-award that is chargeable against federal financial assistance awards.
- 17) Per 2 C.F.R. § 200.216, prohibitions regarding certain telecommunications and video surveillance services or equipment are mandated by *section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018)*.

- b. The Department reserves the right to review the Subrecipient’s procurement plans and documents and require the Subrecipient to make changes to bring its plans and documents into compliance with the requirements of 2 CFR Part 200.317 through 200.327. The Subrecipient must ensure that its procurement process requires contractors and subcontractors to provide adequate documentation with sufficient detail to support the costs of the project and to allow both the Subrecipient and Department to make a determination on eligibility of project costs.
- c. All contracting agreements entered into pursuant to this Agreement shall incorporate this Agreement by reference.

A.11 DISCLOSURE

The use or disclosure by any party of any information concerning the Department for any purpose not directly connected with the administration of the Department’s or the Subrecipient’s responsibilities with respect to services provided under this Agreement is prohibited except by prior written consent of the Department or as required to comply with the state Public Records Act, other law or court order.

A.12 DISPUTES

Except as otherwise provided in this Agreement, when a bona fide dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a dispute resolution board to resolve the dispute. A request for a dispute resolution board shall be in writing, state the disputed issues, state the relative positions of the parties, and be sent to all parties. The board shall consist of a representative appointed by the Department, a representative appointed by the Subrecipient, and a third party mutually agreed upon by both parties. The determination of the dispute resolution board shall be final and binding on the parties hereto. Each party shall bear the cost for its member of the

dispute resolution board and its attorney fees and costs and share equally the cost of the third board member.

A.13 LEGAL RELATIONS

It is understood and agreed that this Agreement is solely for the benefit of the parties to the Agreement and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement.

To the extent allowed by law, the Subrecipient, its successors or assigns, will protect, save and hold harmless the Department, the state of Washington, and the United States Government and their authorized agents and employees, from all claims, actions, costs, damages or expenses of any nature whatsoever by reason of the acts or omissions of the Subrecipient, its subcontractors, subrecipients, assigns, agents, contractors, consultants, licensees, invitees, employees or any person whomsoever arising out of or in connection with any acts or activities authorized by this Agreement.

To the extent allowed by law, the Subrecipient further agrees to defend the Department and the state of Washington and their authorized agents and employees in any litigation; including payment of any costs or attorneys' fees for any claims or action commenced thereon arising out of or in connection with acts or activities authorized by this Agreement.

This obligation shall not include such claims, costs, damages or expenses which may be caused by the sole negligence of the Department; provided, that if the claims or damages are caused by or result from the concurrent negligence of (1) the Department, and (2) the Subrecipient, its agents, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Subrecipient, or the Subrecipient's agents or employees.

Insofar as the funding source, FEMA, is an agency of the Federal government, the following shall apply:

44 CFR 206.9 Non-liability. The Federal government shall not be liable for any claim based upon the exercise or performance of, or the failure to exercise or perform a discretionary function or duty on the part of a federal agency or an employee of the Federal government in carrying out the provisions of the Stafford Act.

A.14 LIMITATION OF AUTHORITY – AUTHORIZED SIGNATURE

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement. Only the Department's Authorized Signature representative and the Authorized Signature representative of the Subrecipient or Alternate for the Subrecipient, formally designated in writing, shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Agreement. Any alteration, amendment, modification, or waiver of any clause or condition of this Agreement is not effective or binding unless made in writing and signed by both parties' Authorized Signature representatives, except as provided for time extensions in Article A.3.

Further, only the Authorized Signature representative or Alternate for the Subrecipient shall have signature authority to sign reimbursement requests, time extension requests, amendment and modification requests, requests for changes to projects or work plans, and other requests, certifications and documents authorized by or required under this Agreement.

A.15 LOSS OR REDUCTION OF FUNDING

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion or end date, the Department may unilaterally reduce the work plan and budget or unilaterally terminate all or part of the Agreement as a "Termination for Cause" without providing the Subrecipient an opportunity to cure. Alternatively, the parties may renegotiate the terms of this Agreement under "Amendments and Modifications" to comply with new funding limitations and conditions, although the Department has no obligation to do so.

A.16 NONASSIGNABILITY

Neither this Agreement, nor any claim arising under this Agreement, shall be transferred or assigned by the Subrecipient.

A.17 NONDISCRIMINATION

During the performance of this agreement, the Subrecipient shall comply with all federal and state nondiscrimination statutes and regulations. These requirements include, but are not limited to:

- a. Nondiscrimination in Employment: The Subrecipient shall not discriminate against any employee or applicant for employment because of race, color, sex, sexual orientation, religion, national origin, creed, marital status, age, Vietnam era or disabled veteran status, or the presence of any sensory, mental, or physical handicap. This requirement does not apply, however, to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution or society of its activities.
- b. The Subrecipient shall take action to ensure that employees are employed and treated during employment without discrimination because of their race, color, sex, sexual orientation religion, national origin, creed, marital status, age, Vietnam era or disabled veteran status, or the presence of any sensory, mental, or physical handicap. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment selection for training, including apprenticeships and volunteers.

A.18 NOTICES

The Subrecipient shall comply with all public notices or notices to individuals required by applicable local, state and federal laws and regulations and shall maintain a record of this compliance.

A.19 OCCUPATIONAL SAFETY/HEALTH ACT and WASHINGTON INDUSTRIAL SAFETY/HEALTH ACT (OSHA/WISHA)

The Subrecipient represents and warrants that its workplace does now or will meet all applicable federal and state safety and health regulations that are in effect during the Subrecipient's performance under this Agreement. To the extent allowed by law, the Subrecipient further agrees to indemnify and hold harmless the Department and its employees and agents from all liability, damages and costs of any nature, including, but not limited to, costs of suits and attorneys' fees assessed against the Department, as a result of the failure of the Subrecipient to so comply.

A.20 OWNERSHIP OF PROJECT/CAPITAL FACILITIES

The Department makes no claim to any capital facilities or real property improved or constructed with funds under this Agreement, and by this subaward of funds does not and will not acquire any ownership interest or title to such property of the Subrecipient. The Subrecipient shall assume all liabilities and responsibilities arising from the ownership and operation of the project and agrees to defend, indemnify, and hold the Department, the state of Washington, and the United States government harmless from any and all causes of action arising from the ownership and operation of the project.

A.21 POLITICAL ACTIVITY

No portion of the funds provided herein shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot issue.

A.22 PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The assistance provided under this Agreement shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such assistance or any other approval or concurrence under this Agreement provided, however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

A.23 PUBLICITY

The Subrecipient agrees to submit to the Department prior to issuance all advertising and publicity matters relating to this Agreement wherein the Department's name is mentioned, or language used from which the connection of the Department's name may, in the Department's judgment, be inferred or implied. The Subrecipient agrees not to publish or use such advertising and publicity matters without the prior written consent of the Department. The Subrecipient may copyright original work it develops in the course of or under this Agreement; however, pursuant to 2 CFR Part 200.315, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use the work for government purposes.

Publication resulting from work performed under this Agreement shall include an acknowledgement of FEMA's financial support, by the Assistance Listings Number (formerly CFDA Number), and a statement that the publication does not constitute an endorsement by FEMA or reflect FEMA's views.

A.24 RECAPTURE PROVISION

In the event the Subrecipient fails to expend funds under this Agreement in accordance with applicable federal, state, and local laws, regulations, and/or the provisions of the Agreement, the Department reserves the right to recapture funds in an amount equivalent to the extent of noncompliance. Such right of recapture shall exist for the life of the project following Agreement termination. Repayment by the Subrecipient of funds under this recapture provision shall occur within 30 days of demand. In the event the Department is required to institute legal proceedings to enforce the recapture provision, the Department shall be entitled to its costs and expenses thereof, including attorney fees from the Subrecipient.

A.25 RECORDS

- a. The Subrecipient agrees to maintain all books, records, documents, receipts, invoices and all other electronic or written records necessary to sufficiently and properly reflect the Subrecipient's contracts, subawards, grant administration, and payments, including all direct and indirect charges, and expenditures in the performance of this Agreement (the "records").
- b. The Subrecipient's records related to this Agreement and the projects funded may be inspected and audited by the Department or its designee, by the Office of the State Auditor, DHS, FEMA or their designees, by the Comptroller General of the United States or its designees, or by other state or federal officials authorized by law, for the purposes of determining compliance by the Subrecipient with the terms of this Agreement and to determine the appropriate level of funding to be paid under the Agreement.
- c. The records shall be made available by the Subrecipient for such inspection and audit, together with suitable space for such purpose, at any and all times during the Subrecipient's normal working day.
- d. The Subrecipient shall retain and allow access to all records related to this Agreement and the funded project(s) for a period of at least six (6) years following final payment and closure of the grant under this Agreement. Despite the minimum federal retention requirement of three (3) years, the more stringent State requirement of six (6) years must be followed.

A.26 RESPONSIBILITY FOR PROJECT/STATEMENT OF WORK/WORK PLAN

While the Department undertakes to assist the Subrecipient with the project/statement of work/work plan (project) by providing federal award funds pursuant to this Agreement, the project itself remains the sole responsibility of the Subrecipient. The Department undertakes no responsibility to the Subrecipient, or to any third party, other than as is expressly set out in this Agreement.

The responsibility for the design, development, construction, implementation, operation and maintenance of the project, as these phrases are applicable to this project, is solely that of the Subrecipient, as is responsibility for any claim or suit of any nature by any third party related in any way to the project.

Prior to the start of any construction activity, the Subrecipient shall ensure that all applicable federal, state, and local permits and clearances are obtained, including, but not limited to, FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, and all other environmental laws, regulations, and executive orders.

The Subrecipient shall defend, at its own cost, any and all claims or suits at law or in equity, which may be brought against the Subrecipient in connection with the project. The Subrecipient shall not look to the Department, or to any state or federal agency, or to any of their employees or agents, for any performance, assistance, or any payment or indemnity, including, but not limited to, cost of defense and/or attorneys' fees, in connection with any claim or lawsuit brought by any third party related to any design, development, construction, implementation, operation and/or maintenance of a project.

A.27 SEVERABILITY

If any court of rightful jurisdiction holds any provision or condition under this Agreement or its application to any person or circumstances invalid, this invalidity does not affect other provisions, terms or conditions of the Agreement, which can be given effect without the invalid provision. To this end, the terms and conditions of this Agreement are declared severable.

A.28 SINGLE AUDIT ACT REQUIREMENTS (including all AMENDMENTS)

The Subrecipient shall comply with and include the following audit requirements in any subawards.

Non-federal entities, as Subrecipients of a federal award, that expend **\$750,000** or more in one fiscal year of federal funds from all sources, direct and indirect, are required to have a single or a program-specific audit conducted in accordance with 2 CFR Part 200 Subpart F. Non-federal entities that spend less than **\$750,000** a year in federal awards are exempt from federal audit requirements for that year, except as noted in 2 CFR Part 200 Subpart F. As defined in 2 CFR Part 200, the term "non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

Subrecipients that are required to have an audit must ensure the audit is performed in accordance with Generally Accepted Government Auditing Standards (GAGAS) as found in the Government Auditing Standards (the Revised Yellow Book) developed by the United States Comptroller General and the OMB Compliance Supplement. The Subrecipient has the responsibility of notifying its auditor and requesting an audit in compliance with 2 CFR Part 200 Subpart F, to include the Washington State Auditor's Office, a federal auditor, or a public accountant performing work using GAGAS, as appropriate. Costs of the audit may be an allowable grant expenditure as authorized by 2 CFR Part 200.425.

The Subrecipient shall maintain auditable records and accounts so as to facilitate the audit requirement and shall ensure that any subcontractors also maintain auditable records. The Subrecipient is responsible for any audit exceptions incurred by its own organization or that of its subcontractors. Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Subrecipient must respond to Department requests for information or corrective action concerning audit issues or findings within 30 days of the date of request. The Department reserves the right to recover from the Subrecipient all disallowed costs resulting from the audit.

After the single audit has been completed, and if it includes any audit findings, the Subrecipient must send a full copy of the audit and its Corrective Action Plan to the Department at the following address no later than nine (9) months after the end of the Subrecipient's fiscal year(s):

**Contracts Office
Washington Military Department
Finance Division, Building #1 TA-20
Camp Murray, WA 98430-5032**

OR

Contracts.Office@mil.wa.gov

The Department retains the sole discretion to determine whether a valid claim for an exemption from the audit requirements of this provision has been established.

Conducting a single or program-specific audit in compliance with 2 CFR Part 200 Subpart F is a material requirement of this Agreement. In the absence of a valid claim of exemption from the audit requirements of 2 CFR Part 200 Subpart F, the Subrecipient's failure to comply with said audit requirements may result in one or more of the following actions in the Department's sole discretion: a percentage of federal awards being withheld until the audit is completed in accordance with 2 CFR Part 200 Subpart F; the withholding or disallowing of overhead costs; the suspension of federal awards until the audit is conducted and submitted; or termination of the federal award.

A.29 SUBRECIPIENT NOT EMPLOYEE

The Subrecipient, and/or employees or agents performing under this Agreement, are not employees or agents of the Department in any manner whatsoever. The Subrecipient will not be presented as nor claim to be an officer or employee of the Department or of the State of Washington by reason hereof, nor will the Subrecipient make any claim, demand, or application to or for any right, privilege or benefit applicable to an officer or employee of the Department or of the State of Washington, including, but not limited to, Workers' Compensation coverage, unemployment insurance benefits, social security benefits, retirement membership or credit, or privilege or benefit which would accrue to a civil service employee under Chapter 41.06 RCW; OFM Reg. 4.3.1.1.8.

It is understood that if the Subrecipient is another state department, state agency, state university, state college, state community college, state board, or state commission, that the officers and employees are employed by the State of Washington in their own right.

If the Subrecipient is an individual currently employed by a Washington State agency, the Department shall obtain proper approval from the employing agency or institution before entering into this contract. A statement of "no conflict of interest" shall be submitted to the Department.

A.30 TAXES, FEES AND LICENSES

Unless otherwise provided in this Agreement, the Subrecipient shall be responsible for, pay and maintain in current status all taxes, unemployment contributions, fees, licenses, assessments, permit charges and expenses of any other kind for the Subrecipient or its staff required by statute or regulation that are applicable to Agreement performance.

A.31 TERMINATION FOR CONVENIENCE

Notwithstanding any provisions of this Agreement, the Subrecipient may terminate this Agreement by providing written notice of such termination to the Department Key Personnel identified in the Agreement, specifying the effective date thereof, at least thirty (30) days prior to such date.

Except as otherwise provided in this Agreement, the Department, in its sole discretion and in the best interests of the state of Washington, may terminate this Agreement in whole or in part ten (10) business days after emailing notice to the Subrecipient. Upon notice of termination for convenience, the Department reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the Subrecipient from incurring additional obligations of funds. In the event of termination, the Subrecipient shall be liable for all damages as authorized by law. The rights and remedies of the Department provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

A.32 TERMINATION OR SUSPENSION FOR LOSS OF FUNDING

The Department may unilaterally terminate or suspend all or part of this Grant Agreement, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this Grant Agreement. The Department will email the Subrecipient ten (10) business days prior to termination.

A.33 TERMINATION OR SUSPENSION FOR CAUSE

In the event the Department, in its sole discretion, determines the Subrecipient has failed to fulfill in a timely and proper manner its obligations under this Agreement, is in an unsound financial condition so as to endanger performance hereunder, is in violation of any laws or regulations that render the Subrecipient unable to perform any aspect of the Agreement, or has violated any of the covenants, agreements or stipulations of this Agreement, the Department has the right to immediately suspend or terminate this Agreement in whole or in part.

The Department may notify the Subrecipient in writing of the need to take corrective action and provide a period of time in which to cure. The Department is not required to allow the Subrecipient an opportunity to cure if it is not feasible as determined solely within the Department's discretion. Any time allowed for cure shall not diminish or eliminate the Subrecipient's liability for damages or otherwise affect any other remedies available to the Department. If the Department allows the Subrecipient an opportunity to cure, the Department shall notify the Subrecipient in writing of the need to take corrective action. If the corrective action is not taken within ten (10) calendar days or as otherwise specified by the Department, or if such corrective action is deemed by the Department to be insufficient, the Agreement may be terminated in whole or in part.

The Department reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the Subrecipient from incurring additional obligations of funds during investigation of the alleged compliance breach, pending corrective action by the Subrecipient, if allowed, or pending a decision by the Department to terminate the Agreement in whole or in part.

In the event of termination, the Subrecipient shall be liable for all damages as authorized by law, including, but not limited to, any cost difference between the original Agreement and the replacement or cover Agreement and all administrative costs directly related to the replacement Agreement, e.g., cost of administering the competitive solicitation process, mailing, advertising and other associated staff time. The rights and remedies of the Department provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

If it is determined that the Subrecipient: (1) was not in default or material breach, or (2) failure to perform was outside of the Subrecipient's control, fault or negligence, the termination shall be deemed to be a termination for convenience.

A.34 TERMINATION PROCEDURES

In addition to the procedures set forth below, if the Department terminates this Agreement, the Subrecipient shall follow any procedures specified in the termination notice. Upon termination of this Agreement and in addition to any other rights provided in this Agreement, the Department may require the Subrecipient to deliver to the Department any property specifically produced or acquired for the performance of such part of this Agreement as has been terminated.

If the termination is for convenience, the Department shall pay to the Subrecipient as an agreed upon price, if separately stated, for properly authorized and completed work and services rendered or goods delivered to and accepted by the Department prior to the effective date of Agreement termination, the amount agreed upon by the Subrecipient and the Department for (i) completed work and services and/or equipment or supplies provided for which no separate price is stated, (ii) partially completed work and services and/or equipment or supplies provided which are accepted by the Department, (iii) other work, services and/or equipment or supplies which are accepted by the Department, and (iv) the protection and preservation of property.

Failure to agree with such amounts shall be a dispute within the meaning of the "Disputes" clause of this Agreement. If the termination is for cause, the Department shall determine the extent of the liability of the Department. The Department shall have no other obligation to the Subrecipient for termination. The Department may withhold from any amounts due the Subrecipient such sum as the Department determines to be necessary to protect the Department against potential loss or liability.

The rights and remedies of the Department provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

After receipt of a notice of termination, and except as otherwise directed by the Department in writing, the Subrecipient shall:

- a. Stop work under the Agreement on the date, and to the extent specified, in the notice;
- b. Place no further orders or contracts for materials, services, supplies, equipment and/or facilities in relation to this Agreement except as may be necessary for completion of such portion of the work under the Agreement as is not terminated;
- c. Assign to the Department, in the manner, at the times, and to the extent directed by the Department, all of the rights, title, and interest of the Subrecipient under the orders and contracts so terminated, in which case the Department has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and contracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and contracts, with the approval or ratification of the Department to the extent the Department may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to the Department and deliver in the manner, at the times, and to the extent directed by the Department any property which, if the Agreement had been completed, would have been required to be furnished to the Department;
- f. Complete performance of such part of the work as shall not have been terminated by the Department in compliance with all contractual requirements; and
- g. Take such action as may be necessary, or as the Department may require, for the protection and preservation of the property related to this Agreement which is in the possession of the Subrecipient and in which the Department has or may acquire an interest.

A.35 MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the State of Washington encourages participation in all its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). To the extent possible, the Subrecipient will solicit and encourage minority-owned and women-owned business enterprises who are certified by the OMWBE under the state of Washington certification program to apply and compete for work under this contract. Voluntary numerical MWBE participation goals have been established and are indicated herein: Minority Business Enterprises (MBE's): 10% and Woman's Business Enterprises (WBE's): 6%.

A.36 VENUE

This Agreement shall be construed and enforced in accordance with, and the validity and performance shall be governed by, the laws of the state of Washington. Venue of any suit between the parties arising out of this Agreement shall be the Superior Court of Thurston County, Washington. The Subrecipient, by execution of this Agreement, acknowledges the jurisdiction of the courts of the state of Washington.

A.37 WAIVERS

No conditions or provisions of this Agreement can be waived unless approved in advance by the Department in writing. The Department's failure to insist upon strict performance of any provision of the Agreement or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any right under this Agreement.

**23HSGP Award Letter
EMW-2023-SS-00063****Award Letter**

U.S. Department of Homeland Security
Washington, D.C. 20472

Bret Daugherty
Washington Military Department
Building 20
Camp Murray, WA 98430 - 5122

Re: Grant No.EMW-2023-SS-00063

Dear Bret Daugherty:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2023 Homeland Security Grant Program has been approved in the amount of \$14,010,447.00. You are not required to match this award with any amount of non-Federal funds.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2023 Homeland Security Grant Program Notice of Funding Opportunity.
- FEMA Preparedness Grants Manual

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, Unique Entity Identifier (UEI) number, EIN and banking information. Please ensure that the UEI number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help us to make the necessary updates and avoid any interruptions in the payment process.

PAMELA SUSAN WILLIAMS

U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES
Homeland Security Grant Program

GRANTEE: Washington Military Department
PROGRAM: Homeland Security Grant Program
AGREEMENT NUMBER: EMW-2023-SS-00063-S01

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Article I - Summary Description of Award

The purpose of the FY 2023 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community.

This HSGP award consists of State Homeland Security Program (SHSP) funding in the amount of \$6,190,947, Urban Area Security Initiative (UASI) funding in the amount of \$6,250,000 (Seattle Urban Area), and Operation Stonegarden (OPSG) funding in the amount of \$1,569,500. The following counties shall receive OPSG subawards for the following amounts: Adams, \$95,000; Clallam, \$150,000; Ferry, \$84,500; Island, \$100,000; Lower Elwha Tribe, \$75,000; Makah Tribe, \$75,000; Nooksack, \$99,000; Okanogan, \$100,000; Pend Oreille, \$150,000; Quileute Tribe, \$50,000; San Juan, \$100,000; Spokane, \$121,000; Stevens, \$150,000; Swinomish Tribe, \$45,000; Whatcom, \$175,000. These grant programs fund a range

of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

Article II - HSGP Performance Goal

In addition to the Biannual Strategy Implementation Report (BSIR) submission requirements outlined in the Preparedness Grants Manual, recipients must demonstrate how the grant-funded project addressed the core capability gap associated with this project and identified in the Threat and Hazard Identification and Risk Analysis (THIRA) or Stakeholder Preparedness Review (SPR) or sustains existing capabilities as applicable. The capability gap reduction must be addressed in the Project Description of the BSIR for each project.

Article III - DHS Standard Terms and Conditions Generally

The Fiscal Year (FY) 2023 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2023. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations. All legislation and digital resources are referenced with no digital links. The FY 2023 DHS Standard Terms and Conditions will be housed on dhs.gov at www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions.

Article IV - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances Non-Construction Programs, or OMB Standard Form 424D Assurances Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency.

II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.

III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. section 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

Article V - General Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS.

II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.

III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.

IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.

V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. DHS Civil Rights Evaluation Tool | Homeland Security

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

Article VI - Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article VII - Activities Conducted Abroad

Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article VIII - Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article IX - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article X - Best Practices for Collection and Use of Personally Identifiable Information

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

Article XI - Civil Rights Act of 1964 - Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article XII - Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XIII - Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XIV - Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict

federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XV - Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

Article XVI - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons.

Article XVII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Article XVIII - E.O. 14074 - Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety

Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.

Article XIX - Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XX - False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XXI - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XXII - Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.

Article XXIII - Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative

guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article XXIV - Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a.

Article XXV - John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. sections 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute - as it applies to DHS recipients, subrecipients, and their contractors and subcontractors - prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Article XXVI - Limited English Proficiency (Civil Rights Act of 1964 - Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XXVII - Lobbying Prohibitions

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXVIII - National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXIX - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXX - Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXXI - Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article XXXII - Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XXXIII - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XXXIV - Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXXV - Reporting of Matters Related to Recipient Integrity and Performance

General Reporting Requirements:

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVI - Reporting Subawards and Executive Compensation

Reporting of first tier subawards:

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVII - Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Recipients must comply with the Build America, Buy America provisions of the Infrastructure Investment and Jobs Act and E.O. 14005. Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- (1) all iron and steel used in the project are produced in the United States-this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (2) all manufactured products used in the project are produced in the United States-this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (3) all construction materials are manufactured in the United States-this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding,

brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. Information on the process for requesting a waiver from these requirements is on the website below.

(a) When the Federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:

- (1) applying the domestic content procurement preference would be inconsistent with the public interest;
- (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described at "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov.

The awarding Component may provide specific instructions to Recipients of awards from infrastructure programs that are subject to the Build America, Buy America provisions. Recipients should refer to the Notice of Funding Opportunity for further information on the Buy America preference and waiver process.

Article XXXVIII - SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XXXIX - Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XL - Trafficking Victims Protection Act of 2000 (TVPA)

Trafficking in Persons:

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

Article XLI - Universal Identifier and System of Award Management

Requirements for System for Award Management and Unique Entity Identifier Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article XLII - USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.

Article XLIII - Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XLIV - Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

Article XLV - Environmental Planning and Historic Preservation (EHP) Review

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. General guidance for FEMA's EHP process is available on the DHS/FEMA Website. Specific applicant guidance on how to submit information for EHP review depends on the individual grant program and applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archaeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

Article XLVI - Applicability of DHS Standard Terms and Conditions to Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

Article XLVII - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to: ASK-GMD@fema.dhs.gov if you have any questions.

Article XLVIII - Disposition of Equipment Acquired Under the Federal Award

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state sub-recipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state sub-recipients must follow the disposition requirements in accordance with state laws and procedures.

Article XLIX - Prior Approval for Modification of Approved Budget

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308.

For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently

\$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved.

For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work.

You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article L - Indirect Cost Rate

2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.

Article LI - Operation Stonegarden Program Hold

The recipient is prohibited from drawing down OPSG funding under this award or reimbursing OPSG subrecipients of this award until each unique, specific, or modified county level, tribal, or equivalent Operations Order or Fragmentary Order (FRAGO) has been reviewed by FEMA/GPD and Customs and Border Protection/United States Border Patrol (CBP/USBP). The recipient will receive the official notification of approval from FEMA/GPD.

Article LII - OPSG Program Performance Goal

In addition to the Biannual Strategy Implementation Report (BSIR) submission requirements outlined in the Preparedness Grants Manual, recipients must demonstrate how the grant-funded project addressed the core capability gap associated with this project and identified in the Threat and Hazard Identification and Risk Analysis (THIRA) or Stakeholder Preparedness Review (SPR) or sustains existing capabilities as applicable. The capability gap reduction or capability sustainment must be addressed in the Project Description of the BSIR for each project.

Article LIII - Funding Hold: SHSP National Priorities

FEMA has placed a funding hold on the following investments under the national priority areas, and \$180,728.41 of SHSP funds is on hold in the FEMA financial systems. Until the hold is released, the recipient is prohibited from drawing down funds or reimbursing subrecipients, and the subrecipients are prohibited from obligating or expending SHSP funds, for the costs or activities identified below. The hold only applies to the amount of funds identified for each SHSP investment under the national priority areas below. To release this hold, additional information is required for the investments identified below which must be submitted in the December 2023 Biannual Strategy Implementation Report (BSIR).

1. Soft Targets and Crowded Places; \$180,728.41

If you have questions about this funding hold or believe it was placed in error, please contact the DHS/FEMA Headquarters Preparedness Officer.

Article LIV - Funding Hold: UASI National Priorities

FEMA has placed a funding hold on the following investments under the national priority areas, and \$187,500 of UASI funds is on hold in the FEMA financial systems. Until the hold is released, the recipient is prohibited from drawing down funds or reimbursing subrecipients, and the subrecipients are prohibited from obligating or expending UASI funds, for the costs or activities identified below. The hold only applies to the amount of funds identified for each UASI investment under the national priority areas below. To release this hold, additional information is required for the investments identified below which must be submitted in the December 2023 Biannual Strategy Implementation Report (BSIR).

Seattle Urban Area

1. Soft Targets and Crowded Places; \$187,500

If you have questions about this funding hold or believe it was placed in error, please contact the DHS/FEMA Headquarters Preparedness Officer.

BUDGET COST CATEGORIES

Personnel	\$547,241.00
Fringe Benefits	\$199,741.00
Travel	\$20,976.00
Equipment	\$0.00
Supplies	\$9,218.00
Contractual	\$13,127,575.00
Construction	\$0.00
Indirect Charges	\$105,696.00
Other	\$0.00

Obligating Document for Award/Amendment

1a. AGREEMENT NO. EMW-2023-SS-00063-S01

2. AMENDMENT NO. ***

3. RECIPIENT NO. 916001095G

4. TYPE OF ACTION AWARD

5. CONTROL NO. WX05650N2023T , WX05652N2023T , WX05651N2023T

6. RECIPIENT NAME AND ADDRESS
Washington Military Department
Building 20
Camp Murray, WA, 98430 - 5122

7. ISSUING FEMA OFFICE AND ADDRESS
FEMA-GPD
400 C Street, SW, 3rd floor
Washington, DC 20472-3645
POC: 866-927-5646

8. PAYMENT OFFICE AND ADDRESS
FEMA Finance Center
430 Market Street
Winchester, VA 22603

9. NAME OF RECIPIENT PROJECT OFFICER
Gail Cram

PHONE NO. 2535127472

10. NAME OF FEMA PROJECT COORDINATOR
Central Scheduling and Information Desk
Phone: 800-368-6498
Email: Askcsid@dhs.gov

11. EFFECTIVE DATE OF THIS ACTION
09/11/2023

12. METHOD OF PAYMENT
PARS

13. ASSISTANCE ARRANGEMENT
Cost Reimbursement

14. PERFORMANCE PERIOD
From: 09/01/2023
To: 08/31/2026
Budget Period
09/01/2023 08/31/2026

1 5. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
Homeland Security Grant Program	97.067	2023-FA-GG01-P410- -4101-D	\$0.00	\$6,190,947.00	\$6,190,947.00	See Totals
Homeland Security Grant Program	97.067	2023-FA-GG02-P410- -4101-D	\$0.00	\$1,569,500.00	\$1,569,500.00	See Totals
Homeland Security Grant Program	97.067	2023-FA-GH01-P410- -4101-D	\$0.00	\$6,250,000.00	\$6,250,000.00	See Totals
			\$0.00	\$14,010,447.00	\$14,010,447.00	\$0.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.

N/A

16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Homeland Security Grant Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)

Gail Cram,

DATE

Wed Sep 27 21:07:31 UTC
2023

18. FEMA SIGNATORY OFFICIAL (Name and Title)

DATE

PAMELA SUSAN WILLIAMS,

Mon Sep 11 13:23:50 UTC
2023

23SHSP Investment Justification

Washington is comprised of 39 counties with geography including forests, mountains, islands, rainforests, rivers, lakes, and plains. The U.S. Bureau of Economic Analysis ranked Washington 34 of 50 states for gross domestic product in 2022; several world-class organizations headquarter their operations within the state. Washington has marine, aviation, rail, and road transportation infrastructure to support its position as a bustling trade center. Over half of Washington's 7.77 million population lives in the Seattle metropolitan area located along the Puget Sound. This area is the center of transportation, business, and industry and is the fastest growing region in the state. A vast majority of the state's population lives in densely settled urbanized areas. Understanding Washington's population is critical in order to mitigate vulnerabilities, respond to incidents, and effectively concentrate recovery efforts.

Furthermore, Washington is subject to 10 natural and 7 human-caused hazards. The 2022 THIRA focuses on four of those risks: cyber-attack, earthquake, complex coordinated terrorist attack, and pandemic-human (biological). The 2023 Washington State Risk Profile scored the state's relative risk as 9.60, ranking it as the 10th highest at-risk state. Washington State has consistently had a high relative risk score (ranked in the top 25% of states for the past seven years) and must be prepared to prevent, respond to, mitigate, and recover from acts of terrorism.

The FY23 SHSP projects were selected to build upon or sustain a range of Core Capabilities identified in the 2022 SPR as having significant gaps as well as to support the six National Priority Areas. The investments support the Planning, Organization, Equipment, Training, and Exercise solution areas with a focus in the following Core Capabilities: Community Resilience; Environmental Response/Health & Safety; Infrastructure Systems; Intelligence & Information Sharing; Interdiction & Disruption; Logistics & Supply Chain Management; Mass Search & Rescue Operations; On-scene Security, Protection, & Law Enforcement; Operational Communications; Operational Coordination; Physical Protective Measures; Planning; Public Information & Warning; and Screening, Search, & Detection.

Regional Risks - Reasons for the Work

Region 2 terrorist targets include:

Military facilities
 County fairs
 Festivals, markets, convention center, golf clubs, and other large public venues
 Critical transportation infrastructure
 Transportation hubs (ferry, bus terminals, bridges, etc.)

23SHSP ENDURING NEEDS SUBPROJECTS WORK PLAN

Clallam County Sheriff's Office Emergency Management Unit

ENDURING NEEDS AMOUNT \$36,300

Investment #1: WA SHSP Sustainment

The State is divided into nine Homeland Security Regions which differ in geography (marine to desert), major industry (large business to agricultural), and population (dense urban settings to rural). Each region as well as state agency partners develop projects to address their specific risks and hazards which sustain previously built capabilities or close identified gaps. Most initiatives can be tied back to building regional capability to prevent, protect, respond, and recover and be in a state of readiness should a natural or human-caused catastrophic incident occur.

Gaps identified in: -Community Resilience: Lack of publications & no current funding source to assist communities with equipment & supplies for resiliency kits, CERT training, & other resources and lack of community trainings -Cybersecurity: Lack of dedicated cyber incident response plans -Environmental Response/Health/Safety: Lack of developed policies, plans, procedures, mutual aid agreements, & strategies in hazardous debris removal -Infrastructure Systems: Lack of equipment to facilitate communication during a disaster & a lack of information sharing among privately owned critical infrastructure & state agency stakeholders - Interdiction & Disruption: Need to replace expiring equipment & improve ballistic protection & communications equipment used in law enforcement operations & special teams need updated training to the latest laws & techniques -Mass SAR Operations: Gaps in rescue equipment & training in rescue & structural collapse operations -On-Scene Security/Protection/LE: Lack of local funding to maintain & replace aging and/or expiring equipment & lack of ability to conduct trainings in protecting response personnel - Operational Comms: Aging equipment, differing technology, & geographical challenges hamper interoperable communications - Operational Coord: Lack of staffing, developed plans, & equipment to meet coordination needs and the need for integrated training and exercises between partners -Planning: A need to evaluate, update, coordinate, and better socialize plans and there is a lack of local funding to support planning efforts -Public Information/Warning: Need for continued funding for mass notification systems and better coordinated public messaging procedures and policies, high turnover within the Public Information discipline, and a need for culturally and linguistically appropriate messaging -Screening/Search/Detection: Lack of equipment for specialized operations.

SHSP: EN Project #2: Region 2- Homeland Security Project

Region 2 will prioritize subprojects based on numerous regionally identified gaps. Specific gaps include Operational Coordination due to a lack of developed policies, plans, procedures, mutual aid agreements, and strategies in command, control, and coordination; a need to update software systems; and a need for position-specific EOC training; Community Resilience due to a need to conduct more CERT classes to build community capability to sustain themselves following a major emergency and due to a lack of trained volunteers in individual teams, overall organizational structure, and leadership; Public Information & Warning due to high levels of turnover in the Public Information discipline and the need for improved public messaging; On-scene Security, Protection, & Law Enforcement due to the lack of local funding to maintain and replace aging and/or expiring equipment; and Environmental Response/Health & Safety due to a lack of developed policies, plans, procedures, mutual aid agreements, and strategies in hazardous debris removal.

Through the solution areas of planning, organization, equipment, training, and exercise, activities will include: Operational Coordination: Establish regional priorities, facilitate regional meetings, and provide oversight of regional projects such as the credentialing system; purchase software tools for effective messaging on multiple platforms; and conduct training of EOC partners, stakeholders, and the public, including business owners and non-profits. Community Resilience: Recruit and train additional citizens for CERTs; purchase expiring supplies; conduct training for local government, businesses, and non-profits; and recruit more volunteers through preparedness fairs. Public Information & Warning: create, produce, and distribute outreach and education materials. On-Scene Security, Protection, & Law Enforcement: Purchase body armor, ballistic helmets, and first aid kits for local SWAT Teams. Environmental Response/Health & Safety: coordinate with partners to update, finalize, and implement a Clallam County Debris Management Plan. The funding priorities specified above will support the region in its effort to reduce and/or close identified capability gaps related to terrorism risks which will improve the region's ability to identify, prevent, and respond to a terrorist threat.

SUBPROJECT #1

Clallam Ready - Guide to Neighborhood Response

CORE CAPABILITIES

Community Resilience		Core Capability #1
Sustaining or Enhancing?	Sustaining	

Long-Term Vulnerability Reduction				Core Capability #2 (optional)	
Sustaining or Enhancing?		Sustaining			
SOLUTION AREAS					
PLANNING	ORGANIZATION	EQUIPMENT	TRAINING	EXERCISE	TOTAL
\$4,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
GAP(S) IDENTIFIED Planning There is no current funding source to assist unincorporated county residents or our communities with equipment and supplies for resiliency kits, CERT training and resources, CPOD starter kits, or supplies for drills to support the training for these operations (2022 State SPR Page 204)					
ACTIVITIES TO BE PERFORMED Clallam County is working to create a program to replace the no longer supported 'Map Your Neighborhood' (MYN) program for community preparedness and resiliency. This project includes the creation of the documents used to teach the program, marketing plan for the implementation, and incentivizing of the public to complete the program as well as training and support of community instructors to ensure program expansion and longevity.					
ASSOCIATED DELIVERABLES/OUTPUTS (IMMEDIATE) As a coastal county with an international border that had a terrorist attempt to cross the border with explosives, we must always consider a terrorist incident as not only possible but likely. Increasing the resilience of the individual neighborhoods and increasing their ability to work together after an event will lessen the burden on the County to provide immediate assistance.					
DESIRED OUTCOMES (INTERMEDIATE AND LONG-TERM) Response to any event whether due to terrorism or natural disaster has the potential to create disruptions to the normal flow of goods and services to the Peninsula. Increasing the preparedness of the citizens will decrease the dependence on outside response and increase the amount of time citizens can support themselves while waiting for government support from the State or Federal response agencies.					
NEXUS TO TERRORISM A resilient and prepared community is less vulnerable to the fear and panic that terrorists desire to inspire in their victims.					

SUBPROJECT #2		Clallam County Debris Removal Plan			
CORE CAPABILITIES					
Environmental Response/Health & Safety		Core Capability #1			
Sustaining or Enhancing?		Enhancing			
Operational Coordination		Core Capability #2 (optional)			
Sustaining or Enhancing?		Enhancing			
SOLUTION AREAS					
PLANNING	ORGANIZATION	EQUIPMENT	TRAINING	EXERCISE	TOTAL
\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00
GAP(S) IDENTIFIED Lack of developed policies, plans, procedures, mutual aid agreements, strategies, and other publications, including the collection and analysis of intelligence and information in Hazardous Debris Removal. -22SPR p.295-296 We have had a draft Debris Removal Plan in place for many years. It has not been completed nor has it been finalized. Recent flooding response shows a need to have the plan in place.					
ACTIVITIES TO BE PERFORMED Coordination with our Environmental Health, Public Works and Department of Community Development partners to update, finalize and implement a County Debris Management Plan.					

ASSOCIATED DELIVERABLES/OUTPUTS (IMMEDIATE)

Finalized County Debris Plan

DESIRED OUTCOMES (INTERMEDIATE AND LONG-TERM)

Having a plan in place will minimize delays and confusion regarding the clean up after a terrorist attack, storms, and other natural or man-made events. Planning ahead will also decrease related environmental concerns regarding the safe disposal of debris.

NEXUS TO TERRORISM

Any terrorist event involving explosives would cause immediate and obvious debris on a scale depending on the target of the explosion. Shooting events causing panic, or destruction of public infrastructure potentially leading to increased public unrest would both cause increased debris as well, caused by vandals or fleeing citizens. Having a plan to recover after an incident will streamline the recovery of our community.

SUBPROJECT #3**Clallam County Operational Area Collaboration and Volunteer Recruitment****CORE CAPABILITIES**

Community Resilience

Core Capability #1

Sustaining or Enhancing?

Sustaining

Operational Communications

Core Capability #2 (optional)

Sustaining or Enhancing?

Sustaining

SOLUTION AREAS

PLANNING

ORGANIZATION

EQUIPMENT

TRAINING

EXERCISE

TOTAL

\$4,000.00

\$6,173.00

\$0.00

\$0.00

\$0.00

\$10,173.00

GAP(S) IDENTIFIED

2022 SPR pg. 514 - 23% out of 22 Local Respondents Lack of staffing in individual teams, overall organizational structure, and or leadership at each level in the structure in Communication Between Responders and the Affected Population. Clallam relies heavily on our volunteers, and they are aging out rapidly. The recruitment of new volunteers requires training, outreach, and support. Continuing to support our volunteer agencies both within the EOC and among our stakeholder partners is critical to maintaining response capability.

With the loss of access to the peninsula for fuel, food and other resources, local residents will need to be personally resilient and self-reliant. Encouraging citizens to engage in groups like HAM Radio, CERT, Medical Reserve Corps and other groups can help them care for themselves and provide the support we need to fully staff our EOC, and augment the operational area support we will need.

ACTIVITIES TO BE PERFORMED

Launch of Volunteer Recruitment effort through a series of Preparedness Fairs. Reaching out to the community to increase participation in the many volunteer groups that support our EM duties. Groups include CERT, ARES, DART, EOC Team and local response agencies.

Conduct Preparedness fairs throughout the county to promote the efforts of existing volunteer groups and to aid in recruitment of new volunteers. Continued support of local training and exercise opportunities enabling the groups to work together with EM.

ASSOCIATED DELIVERABLES/OUTPUTS (IMMEDIATE)

Increasing our volunteer contact list will allow us to provide future training invitations. An increased pool of volunteers will offer greater bench depth in our EOC team, a greater scope of skills and experience to flexibly support a broad array of needs as they arise, greater participation in response groups and training opportunities, as well as a higher level of resiliency throughout the county's general citizenry.

DESIRED OUTCOMES (INTERMEDIATE AND LONG-TERM)

Long term increase in community participation in response to and recovery from events.

NEXUS TO TERRORISM

With a Navy Base to the south of us and an international border to the north, a terrorist event that compromises the integrity of the Hood Canal bridge will decimate our supply chain. Encouraging citizens to be prepared and to participate in response will be crucial to our response.

SUBPROJECT #4

Clallam County Law Enforcement Security and Protection

CORE CAPABILITIES

On-Scene Security, Protection, & Law Enforcement

Core Capability #1

Sustaining or Enhancing?

Sustaining

Interdiction & Disruption

Core Capability #2 (optional)

Sustaining or Enhancing?

Sustaining

SOLUTION AREAS

Do not enter amounts- These amounts will populate from the Enduring Needs Estimates tab.

PLANNING

ORGANIZATION

EQUIPMENT

TRAINING

EXERCISE

TOTAL

\$0.00

\$0.00

\$9,312.00

\$0.00

\$0.00

\$9,312.00

GAP(S) IDENTIFIED

2022 SPR pg. 76 - There is a need to replace expiring equipment and improve electronics, ballistic protection, communication, and other equipment used in law enforcement operations.

2022 SPR pg. 500 - 6% out of 17 Local Respondents Lost some equipment, supplies, and systems which enable Law Enforcement; Protecting Response Personnel; Securing Disaster Areas.

ACTIVITIES TO BE PERFORMED

Purchase supplies or equipment to enhance or replace aging supplies, such as first aid equipment or protective gear, affecting the security of first responders when faced with hazardous situations.

ASSOCIATED DELIVERABLES/OUTPUTS (IMMEDIATE)

First responders maintain higher levels of personal safety and are better able to assist the community during emergency response situations.

DESIRED OUTCOMES (INTERMEDIATE AND LONG-TERM)

Responders feel confidence in the safety their gear provides, reducing their anxiety in response situations. Responders can convey this confidence to frightened civilians that may be impacted.

NEXUS TO TERRORISM

We have seen an increase in domestic terrorism events in our region, from a shooter making threats while taking refuge in the national park to domestic violence or hostage situations involving large scale law enforcement responses. The equipment of our law enforcement responses needs to be capable of meeting and reducing the dangers of the threats they face, both for the responder's safety and for the safety of civilians they may be evacuating or protecting.

23SHSP NATIONAL PRIORITY AREA PROJECTS

Clallam County Sheriff's Office Emergency Management Unit

National Priority Areas

\$5,000

In assessing the national risk profile for FY 2023, six priority areas attracted the most concern. Due to the unique threats that the nation faces in 2023, DHS/FEMA has determined that these six priorities should be addressed by allocating specific percentages of HSGP funds to each of the six areas. The following are the six priority areas for FY 2023:

- 1) Enhancing the protection of soft targets/crowded places (ST/CP)
- 2) Enhancing information and intelligence sharing and analysis (IIS)
- 3) Combating domestic violent extremism (DVE)
- 4) Enhancing cybersecurity (CS)
- 5) Enhancing community preparedness and resilience (CP&R)
- 6) Enhancing election security (ES)

Washington State will meet the 23SHSP priorities across multiple state and local projects.

Investment #2: WA SHSP National Priority: Soft Targets and Crowded Places

Soft targets and crowded places (ST-CPs) are increasingly appealing to terrorists and other violent extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the prevalent use of simple tactics and less sophisticated attacks. Segments of our society are inherently open to the general public, and by nature of their purpose do not incorporate strict security measures. Given the increased emphasis by terrorists and other violent extremist actors to leverage less sophisticated methods to inflict harm in public areas, it is vital that the public and private sectors collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, and similar facilities. Per the DHS Soft Targets and Crowded Places Security Plan Overview, "Reducing the risk of attacks against ST-CPs and reducing impacts of attacks that do occur is a shared mission..." In the 2022 State SPR, the following gaps were identified related to preventing, preparing for, and responding to a terrorist attack on a ST-CP:

-On-Scene Security, Protection, & LE: Lack of local funding to maintain and replace aging and/or expiring equipment, lack of equipment surge capability, need for more PPE, lack of training and exercises relating to Protecting Response Personnel, need to exercise with local and federal partners, need UAV technology during large festivals and public events to identify and monitor suspicious activity.

-Screening, Search, & Detection: Need to purchase specialized equipment for the continued support to LE and the communities they serve.

-Mass SAR Operations: Lack of Mass Search and Rescue equipment and PPE across the state's local jurisdictions and need up-to-date training to ensure response readiness.

-Interdiction & Disruption: Need to replace expiring equipment and improve electronic equipment, ballistic protection, communication, and other equipment used in LE operations. and

-Physical Protective Measures: Need surveillance cameras and alarm systems.

Through a collaborative ranking and selection process, Washington has identified several key projects to address gaps and sustain/enhance core capabilities directly related to the ST-CPs National Priority Area.

PROJECT #1 ***SHSP: NPA ST/CP: Joint Terrorism Exercise with Customs and Border Patrol (Investment 2, Project 3)***

Note: FEMA has placed a hold on the funding for this project. Expenses for this project will not be reimbursed until FEMA deems the project effective and releases the associated hold.

BRIEF PROJECT DESCRIPTION

CCEM will collaborate with local Customs and Border Patrol, local law enforcement, fire, and EMS on an exercise. Scenario will be a terrorist attack on our local Crab Festival. Heavily attended by tourists and county residents, the festival also draws in a large number of international visitors from the Coho Ferry between here and Victoria, BC. This will be a TTX, exercising Law Enforcement and EMS response to a high casualty event from a car driven into the crowd. The County EOC will exercise standing up a JIC, coordinating resources, and coordinating response with multiple responding agencies. Establishment of a family support center and mass fatality management will also be objectives set by the exercise.

CORE CAPABILITIES

On-Scene Security, Protection, & Law Enforcement		Core Capability #1
Sustaining or Enhancing?	<i>Sustaining</i>	

Operational Coordination		Core Capability #2 (optional)			
Sustaining or Enhancing?		Sustaining			
SOLUTION AREAS					
PLANNING	ORGANIZATION	EQUIPMENT	TRAINING	EXERCISE	TOTAL
\$2,000.00	\$1,000.00	\$0.00	\$0.00	\$2,000.00	\$5,000.00
GAP(S) IDENTIFIED 50% out of 17 Local Respondents Lack of staffing in individual teams, overall organizational structure, and/or leadership at each level in the structure in Law Enforcement. State 2022 SPR Pg 506 By their nature, organizations are county-centric working closer with adjoining jurisdictions and less with regional partners, including State and Federal resources. State 2022 SPR pg. 506 ACTIVITIES TO BE PERFORMED Exercise dispatch and response establishment of a safe perimeter around a mass casualty event. Coordinate with Federal partners and adjoining jurisdictions to contain and neutralize a threat and maintain order and safety of the scene allowing for proper investigation of the event. COLLABORATION Local Customs and Border Patrol, WSP, City Police, City Fire/EMS, Utilities, County EOC, County Sheriff's Dept. and ARC. ASSOCIATED DELIVERABLES/OUTPUTS (IMMEDIATE) Evaluation of efficacy and value of plans and policies currently in place. The participating agencies will identify needed improvements and updates to the plans and gaps present in local response capabilities. DESIRED OUTCOMES (INTERMEDIATE AND LONG-TERM) A more robust collaboration between multiple jurisdictions with a greater understanding of how we would respond to and recover from such a complicated event. NEXUS TO TERRORISM Directly related to Terrorism as the scenario is to be an act of domestic terrorism					

23SHSP Budget

Clallam County Sheriff's Office Emergency Management Unit

AGREEMENT AMOUNT \$41,300

AMOUNT

LETPA \$12,312.00

30% of the agreement total

PERSONNEL \$28,522.14

69% of the agreement total

M&A \$1,349.14

3% of the agreement total

Enduring Needs Subproject(s)

		AMOUNT
SUBPROJECT #1	Clallam Ready - Guide to Neighborhood Response	\$9,000.00
SUBPROJECT #2	Clallam County Debris Removal Plan	\$6,000.00
SUBPROJECT #3	Clallam County Operational Area Collaboration and Volunteer Recruitment	\$10,173.00
SUBPROJECT #4	Clallam County Law Enforcement Security and Protection	\$9,312.00
	M&A	\$1,349.14
	SUBTOTAL	\$35,834.14
	INDIRECT	\$465.86
	TOTAL	\$36,300.00

National Priority Area Project(s)

		AMOUNT
PROJECT #1	SHSP: NPA ST/CP: Joint Terrorism Exercise with Customs and Border Patrol (Investment 2, Project 3)	\$5,000.00
	M&A	\$0.00
	SUBTOTAL	\$5,000.00
	INDIRECT	\$0.00
	TOTAL	\$5,000.00

23SHSP Timeline

Clallam County Sheriff's Office Emergency Management Unit

DATE	TASK
September 1, 2023	Grant Agreement Start Date
January 1, 2024	Estimated date work scheduled for one or more subprojects/projects
NLT January 31, 2024	Submit proof of completion of Nationwide Cybersecurity Review (NCSR) - <i>NCSR system closes February 28, 2024</i>
April 30, 2024	Submit Reimbursement Request and Progress Report
July 31, 2024	Submit Reimbursement Request and Progress Report
October 31, 2024	Submit Reimbursement Request and Progress Report
January 31, 2025	Submit Reimbursement Request and Progress Report
April 30, 2025	Submit Reimbursement Request and Progress Report
July 31, 2025	Grant Agreement End Date
September 14, 2025	Submit Final Reimbursement Request and Closeout Report

HSGP Performance Period: September 1, 2023 to August 31, 2026

BUILD AMERICA, BUY AMERICA ACT SELF-CERTIFICATION

The undersigned certifies, to the best of their knowledge and belief, that:

The Build America, Buy America Act (BABAA) requires that no federal financial assistance for "infrastructure" projects is provided "unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States." Section 70914 of Public Law No. 117-58, §§ 70901-52.

The undersigned certifies that for the Insert Project Name and Location that the iron, steel, manufactured products, and construction materials used in this contract are in full compliance with the BABAA requirements including:

1. All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
2. All manufactured products purchased with FEMA financial assistance must be produced in the United States. For a manufactured product to be considered produced in the United States, the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55% of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
3. All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

"The [Contractor or Subcontractor], _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the [Contractor or Subcontractor] understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any."

Signature of [Contractor's or Subcontractor's] Authorized Official

Enter Name and Title

Name and Title of [Contractor's or Subcontractor's] Authorized Official



4
NOV 13 2023

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Juvenile Services

WORK SESSION ☒ **Meeting Date:** 11/13/2023

REGULAR AGENDA ☒ **Meeting Date:** 11/21/2023

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 851.23.015 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Contract amendment between Salish Behavioral Health Administrative Services Organization (SBH-ASO) and Clallam County Juvenile & Family Services True Star Behavioral Health Services related to our Criminal Justice Treatment Account (CJTA) for substance use disorder services.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

The resulting revenue has already been figured into the budget. Budget change not necessary.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Review and sign

County Official signature & print name:

Jody Jacobson Jody Jacobson

Name of Employee/Stakeholder attending meeting:

Cindy Hanson / Jody Jacobson

Relevant Departments: _____

Date submitted: 11/8/2023

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

SBH-ASO contract 2024
Revised: 3-04-2019

CONTRACT AMENDMENT E

This CONTRACT AMENDMENT is made and entered into between SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION, through Kitsap County, as its administrative entity, a political subdivision of the State of Washington, with its principal offices at 614 Division Street, Port Orchard, Washington 98366, hereinafter "SBHASO", and True Star Behavioral Health Services, hereinafter "CONTRACTOR."

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Contract, numbered as Kitsap County Contract No. KC-486-20, and executed on January 11, 2021, amended March 8, 2022, November 14, 2022, March 13, 2023, and October 23, 2023, shall be amended as follows:

1. **Page 1: Amount** is amended as follows:
\$130,074.19
2. **Page 1: Contract Term** is amended as follows:
January 1, 2021 – December 31, 2024
3. **Attachment C: Budget** is deleted entirely and replaced as attached.
4. If this Contract Amendment extends the expiration date of the Contract, then the Contractor shall provide an updated certificate of insurance evidencing that any required insurance coverages are in effect through the new contract expiration date. The Contractor shall submit the certificate of insurance to:

Program Lead, Salish Behavioral Health Administrative Services Organization
Kitsap County Department of Human Services
614 Division Street, MS-23
Port Orchard, WA 98366

Upon receipt, the Human Services Department will ensure the submission of all insurance documentation to the Risk Management Division, Kitsap County Department of Administrative Services.

5. Except as expressly provided in this Contract Amendment, all other terms and conditions of the original Contract, and any subsequent amendments, addenda or modifications thereto, remain in full force and effect.

This amendment shall be effective January 1, 2024.

Dated this ____ day of _____, 2023.

**SALISH BEHAVIORAL HEALTH
ADMINISTRATIVE SERVICES
ORGANIZATION, By
KITSAP COUNTY BOARD OF
COMMISSIONERS, Its Administrative
Entity**

Charlotte Garrido, Chair

Katherine T. Walters, Commissioner

Christine Rolfes, Commissioner

DATE _____

ATTEST _____

Dana Daniels, Clerk of the Board

**CONTRACTOR:
True Star Behavioral Health
Services**

Mark Ozias, Chair
Clallam County Board of
Commissioners

I attest that I have the authority to sign
this contract on behalf of True Star
Behavioral Health Services.

DATE


Approved as to form
Deputy Prosecuting Attorney

ATTACHMENT C: BUDGET/RATE SHEET

Budget Summary			
Contractor: True Star Behavioral Health			
Contract No:	KC-486-20		
Contract Period:	01/01/21 - 12/31/24		
Expenditure	Previous	Changes this Contract	Current
Period 1: 01/01/21 - 12/31/21			
CJTA	\$35,061.00	\$0.00	\$35,061.00
SUD Youth Services and Supports (DMA)	\$6,850.00		\$6,850.00
Period 1 Budget Total	\$41,911.00	\$0.00	\$41,911.00
Period 2: 01/01/22 - 12/31/22			
CJTA	\$23,061.20	\$0.00	\$23,061.20
Period 2 Budget Total	\$23,061.20	\$0.00	\$23,061.20
Period 3: 01/01/23 - 12/31/23			
CJTA	\$32,417.66	\$0.00	\$32,417.66
Period 3 Budget Total	\$32,417.66	\$0.00	\$32,417.66
Period 4: 01/01/24 - 12/31/24			
CJTA	\$0.00	\$32,684.33	\$32,684.33
Period 4 Budget Total	\$0.00	\$32,684.33	\$32,684.33
Contract Total	\$97,389.86	\$32,684.33	\$130,074.19

Visit our tips page to learn how to best use the Exclusions Database. If you experience technical difficulties, please email the webmaster at webmaster@oig.hhs.gov.

Exclusions Search Results: Entities

No Results were found for

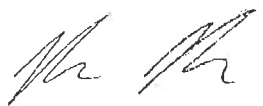
- True Star Behavioral Health

 If no results are found, this individual or entity (if it is an entity search) is not currently excluded. Print this Web page for your documentation

[Search Again](#)

Search conducted 10/24/2023 2:12:50 PM EST on OIG LEIE Exclusions database.

Source data updated on 10/10/2023 8:00:00 AM EST

CERTIFICATE OF MEMBERSHIP IN THE WASHINGTON COUNTIES RISK POOL	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE JOINT SELF-INSURANCE LIABILITY COVERAGE AFFORDED BY THE WASHINGTON COUNTIES RISK POOL.	
MEMBER COUNTY: Clallam County, Washington Attn: Tom Reyes, Risk Manager 223 East Fourth St. Suite 16 Port Angeles, WA 98362	Liability Coverage Afforded by the: Washington Counties Risk Pool 2558 RW Johnson Rd SW, Suite 106 Tumwater, WA 98512-6103
Clallam County (the "County") is a member of the Washington Counties Risk Pool (the "Pool"), as authorized by RCW 48.62.031, and the County is covered by the Pool's Joint Self-Insurance Liability Program. The Pool's Joint Self-Insurance Liability Program was created by interlocal cooperative agreement amongst the Pool's member counties to share risks by "jointly, self-insuring" certain third-party liabilities. The Pool is NOT an insurance company. Claims that are covered under a Memorandum of Liability Coverage ("MLC") from the Pool and were submitted under Chapter 4.96 RCW ("Actions against political subdivisions, municipal and quasi-municipal corporations") against the County, its employees, officers, volunteers and agents and/or actions in connection with or incidental to the performance of an agreement/contract which the County and/or its officers, employees or volunteers are found to be liable for will be paid by the Pool and/or the County.	
MLC NUMBER: MLC EFFECTIVE DATE: MLC EXPIRATION DATE: LIMITS OF LIABILITY EACH OCCURRENCE BI AND PD COMBINED:	20232024RISKPOOL-CLCO 10/1/2023 10/1/2024 \$10,000,000
TYPES OF LIABILITY COVERAGE AFFORDED: Including:	<u>General Liability</u> Bodily Injury Personal Injury Property Damage Errors and Omissions/Professional Advertising Injury <u>Automobile Liability</u>
DESCRIPTION OF OPERATIONS/LOCATION/VEHICLE	CANCELLATION
Various contracts to provide services During the MLC Period 10/1/23 - 10/1/24	SHOULD THE ABOVE DESCRIBED MLC BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUER WILL ENDEAVOR TO PROVIDE THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION NOR LIABILITY OF ANY KIND UPON THE ISSUER OR ITS AGENTS OR REPRESENTATIVES.
CERTIFICATE HOLDER:	ISSUE DATE:
Salish Behavioral Health Administrative Services Organization (SBIASO) Kitsap County 614 Division St, MS-23 Port Orchard, WA 98366	September, 11th 2023  Bryden Barbee, Risk Analyst



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AGENDA ITEM SUMMARY

NOV 13 2023

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date: 11/13/2023**

REGULAR AGENDA ☒ **Meeting Date: 11/21/2023**

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

ARPA DIRECT GRANT ASSISTANCE AGREEMENT AMENDMENT #2 – UNITED WAY OF CLALLAM COUNTY

ARPA Direct Grant Assistance Agreement to the United Way executed on April 19, 2022, and subsequently amended on March 28, 2023, provided support for their Clallam Resilience Project in the amount of \$59,000. The final event was held on October 3rd, 2023, completing this project.

Amendment #2 will reduce the ARPA funding in the agreement from \$59,000 to \$51,871.68, aligning the Scope of Work to the actual costs reimbursed to the program. **A reduction of \$7,128.32 in total ARPA funding commitment under this Agreement, which will be available to be reallocated to other ARPA-eligible uses.**

United Way has submitted their final reimbursement request invoice for \$3,666.59 that is working its way through our payment process. Once paid, along with the execution of Amendment 2, will close out the amounts due under this agreement.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

No additional funding will be needed.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

We request the Commissioner's approval to execute this amendment during the 11/21/2023 BOCC meeting so that staff can proceed in releasing the funding and close out the grant.

County Official signature & print name: Mark Lane 

Name of Employee/Stakeholder attending meeting: Angi Klahn

Relevant Departments: BOCC & PROS ATTY

Date submitted: 11/3/2023

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



ARPA DIRECT GRANT ASSISTANCE AGREEMENT AMENDMENT #2

THIS AMENDMENT is entered into between CLALLAM COUNTY, a political subdivision of the State of Washington, (hereinafter called "County" or "Clallam County") and United Way of Clallam County, a Washington State Non-Profit 501(c)(3) ("Recipient"), and changes the following attachments to the agreement entered into on April 19, 2022, subsequently amended on March 28, 2023.

This Amendment is comprised of the text found on Attachment 1.

The term of this Amendment shall commence on the ____ day of ____, 2023 and shall terminate as provided elsewhere in the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on this ____ day of ____ 2023.

RECIPIENT



Print name: Christy Smith

Title: Chief Executive Officer

Date: November 2, 2023

CLALLAM COUNTY BOARD OF COMMISSIONERS

_____, Chair

Originals: BOCC
United way of Clallam County
Finance Department



THIS CONTRACT HAS BEEN APPROVED AS TO
FORM BY THE CLALLAM COUNTY PROSECUTING
ATTORNEY.

AMENDMENTS TO THE ORIGINAL AGREEMENT

Original Agreement dated 4/19/2022 – Page 3, Item #2 amended as follows:

2. ARPA Funds. The County agrees to provide the Recipient a total sum not to exceed \$51,871.68 on a reimbursement basis for eligible costs incurred from the effective date of this agreement through December 31, 2024 based on eligibility criteria outlined in Attachment D.

Attachment D, Scope of Work, is amended to read as follows:

ATTACHMENT D**SCOPE OF WORK**

The Board of Commissioners are directing to provide the Recipient a total sum not to exceed \$51,871.68 of ARPA funds to support the Clallam Resilience Project in hosting no less than twelve cost-free Community Meetings, planning a Collaborative Learning Academy in 2022 and hosting the event no later than April 2023, and conducting activities and events in support of Resilience.

Expenses under this grant must meet the eligibility criteria outlined below:

1. Eligible Costs

Funds are to be used for the Community Meetings and to reestablish a Collaborative Learning Academy commencing no later than April 2023.

Such eligible costs incurred for the Clallam Resilience project may include:

- Collaborative Learning Academy supply costs, including:
 - o Curriculum binders;
 - o Agency and individual resilience building tools; and
 - o Other meeting supplies
- Attendee stipends of up to \$26,000 for the Collaborative Learning Academy allowing local agencies to participate
 - o Providing up to a \$100 per class financial stipend (with a 4-person limit per agency) as financial support to enable local agencies to attend the 9-month Collaborative Learning Academy
- Personnel wages/salary of staff support for Community Meetings and Collaborative Learning Academy costs, including:
 - o Supporting staff to host Community Meetings at a cost of up to \$1,000 per monthly meeting;

- Supporting staff to re-launch and conduct one or more Collaborative Learning Academies; and
- Other personnel, supplies and event-related costs incurred in support of Resilience Month

2. Program Funding and Award Amount

The County shall make \$51,871.68 of ARPA funds available under the IGA that will be paid to the Recipient on a reimbursement basis.

All funds are to be disbursed no later than December 31, 2024.

3. Reporting

The ARPA funding will be provided via reimbursement to the Recipient upon its submission to the County of expenditure details, together with copies of invoices, receipts and other supporting documentation for each expense for which reimbursement is requested, along with a signed certification by the Recipient that such expenses represent eligible expenses incurred by the Recipient based on the eligibility criteria outlined above and that such expenses have not been nor will be reimbursed under any other government or private entity program. The Recipient may only submit one request for Reimbursement per month.

This will ensure the eligibility of the expenditures consistent with the application requirements prior to payment.

Within 30 days of funds being fully depleted, the Recipient shall provide an executive summary narrative describing how the funds granted under this Agreement were utilized in support of the Clallam Resilience Projects cost-free Community Meetings and the Collaborative Learning Academy including; enrollment statistics, list of attending agencies, and other relevant information regarding program outcomes.



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

6
NOV 13 2023

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 11-13-23

REGULAR AGENDA ☒ **Meeting Date:** 11-13-23

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached budget revisions on November 28, 2023.

Budget revisions – Transfer or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice – Budget revisions.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



NOTICE OF BUDGET REVISION MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget revision shown below on November 28, 2023 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Prosecuting Attorney – Coroner

- The Coroner Division opted for a more cost-effective printer/scanner/copier/fax so the remaining funds are requested to be moved to the Professional Services budget line to cover autopsy costs due to increase in autopsies/\$9,311
- Funds will cover costs related to increased autopsies in 2023 which includes pathologist fees, facility fees, and transport costs/\$45,000

NonDept – Opportunity Fund – The Economic Development Council 3rd and 4th quarter 2022 invoices were not received in time to process in the 2022 Budget so additional funds are needed to cover these and fulfill our 2023 contractual obligation/\$30,000

A copy of the budget change forms may be reviewed at the office of the Board of County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: November 14, 2023

Mark Ozias, Chair

Publish: November 18

Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

OCT 24 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 10/23/2023 Budget Hearing/Meeting Date: 11/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ✓ ✓ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.843 ✓	Budget Name	Prosecuting Attorney - Coroner
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.843 ✓	Prosecuting Attorney - Coroner ✓	59463.64.5500 ✓	Information Technology Capital	9,311. ✓
Total				9,311. ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.843 ✓	Prosecuting Attorney - Coroner ✓	56320.41.0030 ✓	Coroner Services	9,311. ✓
Total				9,311. ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Coroner Division opted for a more cost-effective printer/scanner/copier/fax. The remaining funds are requested to be moved into the Professional Services budget line to cover autopsy costs due to the increase in autopsies this year.

County Official Approval: Mah Mah

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

OCT 24 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 10/23/2023

Budget Hearing/Meeting Date: 11/28/2023

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ✓ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.843 ✓	Budget Name	Prosecuting Attorney - Coroner ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.843 ✓	Prosecuting Attorney – Coroner ✓	51535.10.0600 ✓	Extra Help	28,255. ✓
00100.843 ✓	Prosecuting Attorney – Coroner ✓	56320.10.0600 ✓	Extra Help	16,745. ✓
Total				45,000. ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.843 ✓	Prosecuting Attorney – Coroner ✓	56320.41.0030 ✓	Coroner Services ✓	45,000. ✓
Total				45,000. ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The above funds requested will cover the costs related to increased autopsies in 2023 – including pathologist fees, facility fees, and transport costs. Since July, our autopsies per month have doubled, mainly due to the increase in drug overdose deaths (which require an autopsy). In 2022, we had 26 drug overdose deaths and a total of 52 autopsies for the year. Through mid-October of this year, we have 41 suspected drug overdoses and 60 autopsies.

County Official Approval: Mark Matus
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

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CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 10/26//2023 ✓

Budget Hearing/Meeting Date: 11/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- X ✓ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	19941.291 ✓	Budget Name	NonDept – Opportunity Fund ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19941.291 ✓	NonDept – ✓ Opportunity Fund	55210.49.0163 ✓	City of Forks	30,000
Total				30,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19941.291 ✓	NonDept – ✓ Opportunity Fund	55210.41.0113 ✓	Economic Development Council	30,000
Total				30,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Economic Development Council 3rd and 4th quarter 2022 invoices were not received in time to process in the 2022 Budget. Additional funds are needed to cover these invoices and to fulfill our 2023 contractual obligation.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

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AGENDA ITEM SUMMARY

7
NOV 13 2023

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 11-13-23

REGULAR AGENDA ☒ **Meeting Date:** 11-13-23

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioners will consider adopting by Resolution the attached budget reduction on November 28, 2023.

Budget reductions – a reduction in revenues and/or expenditures.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Approve the attached notice – Budget reductions.

County Official signature & print name: Loni Gores Loni Gores

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



NOTICE OF BUDGET REDUCTION

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget reduction shown below on November 28, 2023 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Public Works – Solid Waste – Reducing payroll and benefits due to staffing working on other Public Works projects (Clallam Bay Sekiu Sewer project) 1 of 3/\$26,000

Public Works – Carlsborg Sewer – Reducing payroll and benefits due to staffing working on other Public Works projects (Clallam Bay Sekiu Sewer project) 2 of 3/\$24,106

A copy of the budget change form may be reviewed at the office of the Board of County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: November 13, 2023

Mark Ozias, Chair

Publish: November 18, 2023

Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

NOV 03 2023



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 11.03.03 ✓

Budget Hearing/Meeting Date: 11.28.23 ✓

- ☐ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☒ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	40201.611 ✓	Budget Name	PW – Solid Waste ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
40201.611 ✓	PW – Solid Waste ✓	53710.10.0010 ✓	Regular Time	\$14,000 ✓
40201.611 ✓	PW – Solid Waste ✓	53710.20.0020 ✓	Benefits	\$12,000 ✓
Total				\$26,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
40201.611 ✓	PW – Solid Waste ✓	50800.00.000 ✓	Ending Fund Balance	\$26,000 ✓
Total				\$26,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reducing payroll and benefits due to staffing working on other PW projects. (Clallam Bay - Sekiu Sewer Projects.) 10/3 007

County Official Approval: Joe Dornier
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

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NOV 03 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 11.03.03 ✓

Budget Hearing/Meeting Date: 11.28.23 ✓

— **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds

— **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.

— **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law

— **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase

X ✓ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	42401.611 ✓	Budget Name	PW – Carlsborg Sewer ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
42401.611 ✓	PW – Carlsborg Sewer ✓	53510.10.0010 ✓	Regular Time	\$20,106 ✓
42401.611 ✓	PW – Carlsborg Sewer ✓	53510.20.0020 ✓	Benefits	\$4,000 ✓
Total				\$24,106 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
42401.611 ✓	PW – Carlsborg Sewer ✓	50800.00.000 ✓	Ending Fund Balance	\$24,106
Total				\$24,106 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reducing payroll and benefits due to staffing working on other PW projects. (Clallam Bay - Sekiu Sewer Projects.) 2023

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)



AGENDA ITEM SUMMARY

NOV 13 2023

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date: 11/13/23**

REGULAR AGENDA ☒ **Meeting Date: 11/13/23**

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached supplemental appropriations on November 28, 2023
 Supplemental appropriations – increased expenditures due to unanticipated federal, state, and local funds.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
 See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
 Approve the attached notice of supplemental appropriations.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
 ** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



NOTICE OF SUPPLEMENTAL APPROPRIATIONS BUDGET MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board, the supplemental budget appropriations in the following funds pursuant to RCW 36.40.100, at 10 a.m. on November 28, 2023 in the Commissioners' Meeting Room (160) of the Clallam County Courthouse.

Parks and Facilities – Fair – Olympic Peninsula Visitors Bureau 2023 Tourism Enhancement Grant award for reimbursement of advertising costs related to 2023 Clallam County Fair/\$5,600

Sheriff – OPNET Drug – The Olympic Peninsula Narcotics Enforcement Team OPNET has received more seizure revenue this year than was anticipated. Some of these additional funds are being used to repair a vehicle necessary for Task Force operations, requiring the expenditure line for vehicle repair to be increased/\$9,175

Copies of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: November 13, 2023

Mark Ozias, Chair

Publish: November 18

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

OCT 31 2023



Date Submitted: October 27, 2023 Budget Hearing/Meeting Date: November 28, 2023 ✓

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.912 ✓	Budget Name	Parks and Facilities – Fair ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.912 ✓	Parks and Facilities - Fair ✓	36991.00.0010 ✓	Other Miscellaneous Revenue	\$5600
Total				\$5600

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.912 ✓	Parks and Facilities – Fair ✓	57370.41.4410 ✓	Advertising ✓	\$5600
Total				\$5600

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Olympic Peninsula Visitors Bureau 2023 Tourism Enhancement Grant award for reimbursement of advertising costs related to 2023 Clallam County Fair.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Handwritten signature]

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CLALLAM COUNTY BUDGET CHANGE FORM

CLALLAM COUNTY FINANCE
COT 25 23



Date Submitted: 10/25/23

Budget Hearing/Meeting Date: 11/28/23 ✓

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	11008.811 ✓	Budget Name	Sheriff – OPNET Drug ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11008.811 ✓	Sheriff – OPNET Drug ✓	36930.00.0020 ✓	Drug Seizures	9,175
Total				9,175 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11008.811 ✓	Sheriff – OPNET Drug ✓	52123.48.0042 ✓	Vehicle – Repair and Maintenance	9,175
Total				9,175 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Olympic Peninsula Narcotics Enforcement Team (OPNET) has received more seizure revenue this year than was anticipated. Some of these additional funds are being utilized to repair a vehicle necessary for Task Force operations, requiring the expenditure line for vehicle repair to be increased.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

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AGENDA ITEM SUMMARY

NOV 13 2023

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date: 11/13/23**

REGULAR AGENDA ☒ **Meeting Date: 11/13/23**

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | |
|---|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # |
| ☐ Resolution | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached debatable emergencies on November 28, 2023.

Debatable emergency – Public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
See attached notice

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice of debatable emergencies.

County Official signature & print name: Loni Gores Loni Gores

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



BUDGET RESOLUTION _____, 2023

CALL FOR HEARING FOR DEBATABLE EMERGENCIES IN THE FUNDS LISTED BELOW

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Pursuant to RCW 36.40.140, the following facts constitute a public emergency that could not reasonably have been foreseen at the time of making the budget:

Public Works – Clallam Bay-Sekiu Sewer – Additional hours worked by the Utility Program Manager during 2023. The Primary source of the additional hours was to develop the new Clallam Bay/Sekiu Sewer Ordinance/\$50,106

District Court II – Legislative pay increase announced after budget was finalized. District Court Judge salary increased from \$196,447 to \$206,988 full-time annually effective 7/1/23/\$4,910

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. A public hearing on the debatable emergencies listed above will be held November 28, 2023 at 10:30 a.m. in Room 160 of the Clallam County Courthouse.
2. A copy of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

PASSED AND ADOPTED this 14th day of November 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Mike French

ATTEST:

Loni Gores, MMC, Clerk of the Board

Publish: November 18, 2023

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

NOV 08 2023



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 11.03.23 ✓

Budget Hearing/Meeting Date: 11.28.23 ✓

— **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds

☒ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.

— **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law

— **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase

— **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	41401.611 ✓	Budget Name	PW – Clallam Bay-Sekiu Sewer ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
41401.611 ✓	PW – Clallam Bay-Sekiu Sewer ✓	50800.00.0000 ✓	Ending Fund Balance	\$50,106
Total				\$50,106 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
41401.611 ✓	PW – Clallam Bay-Sekiu Sewer ✓	53510.10.0010 ✓	Regular Time	\$33,569
41401.611 ✓	PW – Clallam Bay-Sekiu Sewer ✓	53510.20.0020 ✓	Benefits	\$16,537
Total				\$50,106 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional hours worked by Utility Program Manager (UPM) in this fund during 2023. The primary source of the additional hours was to develop the new Clallam Bay;/Sekiu Sewer Ordinance, public presentations and hearings with BOCC, and implementation of the ordinance. More time spent on program by UPM in general including managing treatment plant staff, hiring 3rd operator (in-training), bearing replacements, value planning and nutrient reduction (nutrient reduction hours are 100% reimbursable). The 2024 budget includes an allocation of 60

% of the Utility Program Manager's hours to this program (up from the 30% estimated for the 2023 budget). 30%

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

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NOV 02 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 11/2/2023

Budget Hearing/Meeting Date: 11/28/2023

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☒ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.881 ✓	Budget Name	Clallam County District Court II ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	4910
Total				4910 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.881 ✓	District Court II ✓	51240.10.0010 ✓	Regular Time	4100
00100.881 ✓	District Court II ✓	51240.20.0020 ✓	Benefits	810
Total				4910 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Legislative pay increase announced after budget was finalized. District Court Judge salary increased from \$196,447 to \$206,988 full-time annually effective 7/1/2023.

County Official Approval: CSA
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

CSA

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***CLALLAM COUNTY
DRAFT BUDGET
2024***

INDEX:

- (1) 2024 Draft Budget Executive Summary;
- (2) 2024 Draft Budget Summary—All Funds;
- (3) General Fund 4 Year Comparison of 2024 Draft Budget to Projected/Actual Results for 2023-2020;
- (4) General Fund 4 Year Comparison of 2024 Draft Budget to Adopted Budgets for 2023-2020;
- (5) General Fund Bridge Analysis of Changes Between 2024 Recommended Budget and 2024 Draft Budget;
- (6) General Fund Breakdown Analysis of the Change in Operating Surplus/Deficit between the 2024 Draft Budget Deficit and 2023 Forecasted Surplus/(Deficit);
- (7) 2024 Draft Budget General Fund Revenue, Expenditure and Staffing Charts by Type and by Program;
- (8) 2024 Budget Salary Worksheet Breakdown by Department/Fund;
- (9) 2024 Budgeted Staffing Schedule 10 Year History;
- (10) 2024 Department Requests Over Base Preliminary Budget;
- (11) 2024 Draft Capital Outlay Budget—by Fund;
- (12) 2024 Draft Capital Outlay Budget--Key Strategic Capital Project;
- (13) 2024 Recommended Capital Request Excluded from 2024 Draft Budget; and
- (14) Estimated Sales Tax Impact—WSDOT Infrastructure Projects 2020-2027



AGENDA ITEM SUMMARY
(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Finance

WORK SESSION ☒ **Meeting Date: 11/13/2023**

REGULAR AGENDA ☐ **Meeting Date:**

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|--|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☒ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other Monthly Review |

Documents exempt from public disclosure attached: ☐

EXECUTIVE SUMMARY:

As required by the Clallam County Charter, attached for review and discussion is the 2024 Draft Budget for Clallam County. The submission of this Draft budget is the next step in the budget adoption process, with the following key dates to follow:

- Monday, November 13th—CFO and the Administrator to submit the Proposed Draft Budget to the BOCC;
- Tuesday, November 28th—Clallam County Property Tax Levy Certification
- Monday, December 4th—Special Taxing Districts Property Tax Levy Certification;
- Tuesday, December 5th--Public Hearings at 10:30am and 5pm in the Board Room to adopt final budget by resolution.
- Tuesday, December 12th—Possible extension of hearing for the Board to adopt the final budget by resolution (if needed)

The following materials have been provided to accompany this summary:

- 2024 Draft Budget Summary—All Funds;
- General Fund 4 Year Comparison of 2024 Draft Budget to Projected/Actual Results for 2023-2020;
- General Fund 4 Year Comparison of 2024 Draft Budget to Adopted Budgets for 2023-2020;
- General Fund Bridge Analysis of Changes Between 2024 Recommended Budget and Draft Budget (a summary of what changed between the prior version of the budget and this version);

* Work Session Meeting - Submit 1 single sided/not stapled copy

Agenda Item Summary Draft Budget 2024 11132023

** Regular Meeting -- Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Revised: 3-04-2019

- General Fund Breakdown Analysis of the Change in Operating Surplus/Deficit between the 2024 Draft Budget Deficit and 2023 Forecasted Surplus/(Deficit);
- 2024 Draft Budget General Fund Revenue, Expenditure and Staffing Charts by Type and by Program;
- 2024 Budget Salary Worksheet Breakdown by Department/Fund;
- 2024 Budgeted Staffing Schedule 10 Year History;
- 2024 Department Requests Over Base Recommended Budget, including those Draft for approval that are included in the Draft Budget;
- 2024 Draft Capital Outlay Budget—by Fund;
- 2024 Draft Capital Outlay Budget--By Key Strategic Capital Project;
- 2024 Draft Capital Requests Excluded from 2024 Budget; and
- Estimated Sales Tax Impact—WSDOT Infrastructure Projects 2020-2027

It is important to note that this Draft budget represents each departments’ Recommended budget submissions as adjusted based on the outcomes of budget review meetings conducted in October between the BOCC, County Administrator and Finance Department with each of the departments, in which revenue and expenditure assumptions, department requests for additional budget funding, and capital needs were discussed, evaluated for reasonableness, with changes then incorporated based on discussions with the BOCC in light of current budgetary constraints. As noted in prior budget discussions, all departments have budgeted that all budgeted positions are assumed filled in accordance with how policy currently requires us to budget, which, as previously discussed, has not historically mirrored the County’s actual payroll spending trends where the County has underspent its personnel budgets in the General Fund between \$2.2 million and \$2.5 million each year due to open positions, turnover and retirements (further discussion below).

This budget also reflects estimates for 2024 revenue which are partly dependent on the current revenue forecast assumptions for the remainder of 2023, as well as other variables, including:

- GDP growth and inflationary growth expectations based on most recent Washington State Economic Council forecasts (the most recent published being for the 3rd Quarter 2023),
- Local economic conditions,
- Large road infrastructure projects currently underway in our County which are expected to materially impact the County’s sales & use tax projections in from 2023 thru 2027;
- The expected level of new construction to be captured for purposes of setting 2024 levy amounts for property tax purposes;
- Further changes in long term and short term interest rates as the Federal Reserve continues to combat inflation; and
- Other revenue guidance available thru MRSC, the DNR, and other sources.

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Agenda Item Summary Draft Budget 2024 11132023
Revised: 3-04-2019

Taxes, Intergovernmental taxes (including PILT, Timber excise tax, Leasehold Excise tax, PUD Privilege Tax, etc.), Real Estate Excise taxes (REET), and Timber revenues--representing approximately 59% of the General Fund revenue budget and 42% of the overall County revenue budget of the 2024 Draft budget—are based on projections developed by the Finance Department based on the evaluation of such variables and available guidance. Departmental assumptions for other revenue streams reflected in this Draft budget were discussed and evaluated for reasonableness during the Administrator and CFO discussions with each department in September and October, with any changes based on those discussions reflected in the Draft Budget.

While we are not currently projecting a recession in 2024 in a traditional sense as employment levels remain strong and given the number of national banks (Goldman Sachs, others) and economists (including those of WA State Economic Forecast Council) who have reduced their likelihood of recession in 2024, we do believe higher consumer and commercial borrowing costs will carry over into 2024 as interest rates remain elevated to combat inflationary pressures with the likelihood of any easing on interest rates in 2024 reduced based on past remarks by the Federal Reserve, although there is increasing market speculation that the Federal Reserve may be finished raising rates in 2023. We believe these higher borrowing rates will hold discretionary taxable sales activity to very low single digit growth next year.

Accordingly, for the 2024 Draft Budget, a sales tax growth assumption of 4.65% was used in preparing the 2024 revenue budgets for our various sales-based taxes of the County, and reflects two primary components:

- (1) An assumed **minimal economic growth rate of 1.6%** in overall taxable retail sales activity projected for Washington State by the WA Economic Forecast Council for 2024 in its September 2023 updated forecast (which is a slight improvement over the 1% growth in their last forecast), which presumes further economic cooling in 2024 (short of a recession) as taxable retail sales growth slows from the 5.7% growth rate projected for 2023, and
- (2) The factoring in of **an additional 3.05% estimated incremental sales tax growth impact for the multiple large WSDOT road infrastructure projects occurring in the County in 2024**, including multiple US 101 fish barrier removal projects, the Elwha Bridge Replacement, and other Clallam WSDOT road construction projects with an annual estimated cost 153% higher than seen in recent years. See the attached analysis for a list of these WSDOT projects, their estimated cost, and their estimated sales/use tax impact by year based on each project's duration. These projects in total are expected to generate between \$600k-\$750k of local sales & use tax revenue for the County's General Fund in 2024 and 2025, as compared to the estimated \$230k-\$300k generated from similar projects since 2020. Given these estimates are derived from limited information available for each of these projects on WSDOT's websites, these sales tax projections for WSDOT's projected have been reduced by 20% to allow for project timing differences, payment delays, and unequal distribution of project costs over the duration of the project that may affect the accuracy of our year-to-year projections.

Other non-General Fund revenue streams tied to real estate, particularly REET 1 and REET 2, are expected to decrease a further 8.7% in 2024 after declining an estimated 28% in 2023 due to the slowing of the real estate market caused by rapidly rising mortgage rates.

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Agenda Item Summary Draft Budget 2024 11132023

Revised: 3-04-2019

OVERVIEW OF CHANGES MADE BETWEEN RECOMMENDED BUDGET AND DRAFT BUDGET

Several changes have been made to the 2024 Recommended Budget in arriving at the 2024 Draft Budget. While outlined in more detail in the attached schedule called "Bridge Analysis Between Recommended Budget & Draft Budget", these changes at a high level include:

- **REVENUE CHANGES—increased \$1,970k**, mostly due to:
 - **INTERGOVERNMENTAL REVENUES** increasing **\$1,325k** due to additional grant revenue identified for DCD Environmental Quality of \$1,165k (+\$382k DOC/RCO McDonald Ck Fish Passage Removal, DOC GMA Update of \$262.5k, DOC Climate Planning grant +\$361k, & DOE Lower Elwha Channel Migration Zone +\$159k), Superior Court (+\$60k AOC Rural Court Security grant), and a \$100k increase in DNR Timber Revenues based on revised projections received from DNR as partially adjusted for auction premiums observed this year;
 - **TRANSFERS IN** increasing **\$578k** due to the one-time transfer to the General Fund of \$578k of interest income earned to-date from the County's ARPA funds as such funds are not subject to ARPA usage restrictions;
 - **MISCELLANEOUS REVENUE** increasing **\$109k** mainly due to a \$100k increase in Parks & Facilities camping fees for Dungeness and Salt Creek based on a camping rate market comparison analysis, and \$15k in higher fair revenues related to vehicle storage rental revenues at fairgrounds based on revised rates, as partly offset by a \$6k decrease in DC1 court interest adjustments based on trend;
 - **FINES & PENALTIES** increasing **\$71k** due to higher District Court 1 traffic infraction deferred finding admin fees, and other fines & penalties added based on trend and discussion with District Court staff.

These REVENUE increases were partially offset by the following DECREASES:

- TAXES decreasing (\$69k) primarily due to lowering the Nov-Dec 2023 projected Sales & Use tax revenues to reflect a 4% year-over-year growth rate (vs. 6.25% previously forecast) to better reflect recent trend; as partly offset by 2024 growth rates being increased to 4.65% from 4.07% growth assumed in the Recommended Budget to reflect a slight uptick in 2024 taxable retail sales forecasted per the Q3 2023 WA State Economic Forecast Council report; and
- CHARGES FOR GOODS & SERVICES decreasing (\$45k) due to a \$150k decrease in HHS Administration intrafund services revenue charged from the Foundational Public Health fund due to a correction of a budgeting error, as partly offset by +\$46k in additional Auditor Election Services revenue based on fully billing elections staff time to junior taxing districts to bring the County more in-line with other counties' practices, and a \$59k increase in WSU Extension services to be provided to Roads under its Master Gardener/Weed Control programs;

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

- These EXPENDITURE increases were partially offset by the following DECREASES:**

Questions? Call Loni Gores, Clerk of the Board, ext 2256

- CAPITAL OUTLAYS decreased \$327k due to transition of non-recurring budgeted capital outlays from the General Fund to the ARPA fund in 2024, including Sheriff Jail radio replacements (\$40k), PA Coroner Vehicle (\$100k), Parks & Facilities tractor/loader/mower (\$127k), and IT's domain rebuild project (\$35k). Also due to lower projected Sheriff patrol vehicle replacement costs (\$32k) as offset by Superior Court AOC rural court security grant-funded security equipment costs added (\$7k).
 - TRANSFERS OUT decreased \$83k due primarily to (1) lower Transfers to fund 2024 capital projects in Parks & Facilities Capital Projects Fund (\$7k) and IT Capital Projects fund (\$159k) as a result of shifting several non-recurring capital projects from General Fund-supported capital funds to the ARPA fund, including:
 - Juvenile Services Security Camera Replacement project (\$15k),
 - Fairgrounds WIFI project (\$50k),
 - Door Badge Controls & Cameras project (\$90k), and
 - Expansion of the BOCC Electrical/Network Closet project (\$25k).
 - These decreases were partly offset by an increase in Transfer to the Carlsborg Sewer fund (\$82k) needed to fund increased Sequim pipe charges due to a planned City of Sequim infrastructure project to replace the sewer line connecting Carlsborg to the City's sewer system.
 - SUPPLIES decreased \$29k mainly due to reclassification of Treasurer CashVest and planned Sympro new investment software from supplies to services (-\$46k), as offset by \$13k higher DCD Environmental Quality grant-funded supplies related to the GMA, Climate and Lower Elwha Migration grants.
- **OPERATING DEFICIT/ENDING RESERVES IMPACT OF BUDGET CHANGES**
- After applying the impact of these changes, **the County's overall budgeted net operating deficit for 2024 improved \$751k from the Administrator Recommended Budget, from (\$3,941k) down to (\$3,190k) in this version of the budget.**
 - **After adjusting for expected payroll cost underspend due to position vacancies/attrition, the General Fund's projected net operating deficit is expected to total (\$794k), an improvement of \$793k or 50% from the (\$1,587k) deficit reflected in the prior Administrator Recommended Budget.**
 - **Based on this projected net operating deficit, the General Fund is expected to have ending fund reserves in 2024 of \$12,332k, or 23% of total expenditures, as compared to \$11,709k projected in the prior Administrator Recommended Budget.**

From an expenditure standpoint, there are certain cost changes not yet incorporated into this Draft budget which will be included in final version of the 2024 budget pending further discussion with the departments and/or the BOCC, including:

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- **Deferral of Certain Open Personnel Positions** – based upon evaluation of a small number of currently open positions, it is anticipated that certain of these positions will be placed on an indefinite hold and removed from the final General Fund budget, representing a reduction in budgeted personnel costs of approximately \$525k-\$530k;
- **Capital Outlays/Project Carry Over True-Up** –based on final review of status of 2023 pending capital outlays/projects, it is anticipated that a final true-up of any capital costs that are likely to spill over to 2024 will be made to the extent not already reflected in this budget.

GENERAL FUND BUDGET OVERVIEW

At a high level, the 2024 Draft Budget projects a beginning General Fund Balance of approximately \$13.127 million, Revenues totaling \$52.119 million, Expenditures (including Transfers Out to Parks & Facilities Capital Projects, IT Capital Projects, HHS, Flood Control and other funds detailed later in this document and Capital Outlays) of \$55.309 million, resulting in a budgeted use Reserves of (\$3.190) million, and leaving an ending General Fund Balance of \$9.936 million, representing an ending reserve level of 18% of total expenditures. However, as discussed later, when one adjusts for the historical underspend to our personnel and benefits budgets of \$2.2 million-\$2.5 million, it is likely the Draft budget deficit for 2024 is closer to a (\$794k), as compared to 2023’s projected surplus of \$1,479k, which would leave an ending fund balance of \$12.332 million for 2024, or a reserve of 23% of total expenditures.

Below are the revenue and expenditure highlights behind these results:

REVENUE BUDGET HIGHLIGHTS

In this roll up of the 2024 budget, General Fund Revenues from Operations (which exclude COVID and ARPA Section 605 non-recurring intergovernmental revenues and Transfers In) are projected to total \$50,564k, representing a \$4,533k or +9.9% increase over 2023 projected revenue expected, and a \$3,542k or 7.5% increase over the 2023 originally adopted budget. General Fund non-recurring revenues—consisting of COVID (FEMA) and ARPA 605 Intergovernmental revenues—are projected to total \$0 in 2024, a decrease of \$1,341k from the prior year. Transfers In revenues, consisting mainly of the return of working capital previously provided by the General Fund to other grant-funded projects and the non-recurring transfer of ARPA interest income to the General Fund, is budgeted to total \$1,555k, representing a decrease of \$2,659k or -63.1% from 2023 projected revenue. Total Revenue, including COVID/ARPA 605 revenues and Transfers In, overall is budgeted to total \$52,119k, an increase of \$533k or 1%.

The General Fund’s primary sources of revenue in 2024 in comparison to 2023 consist of the following:

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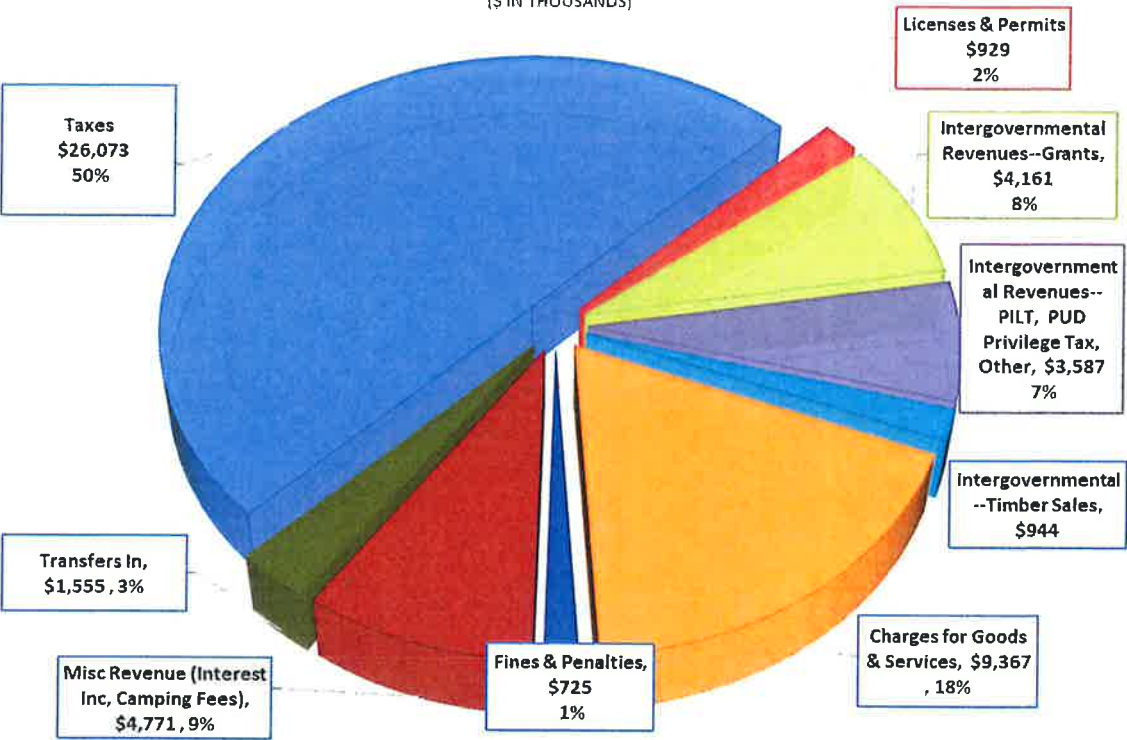
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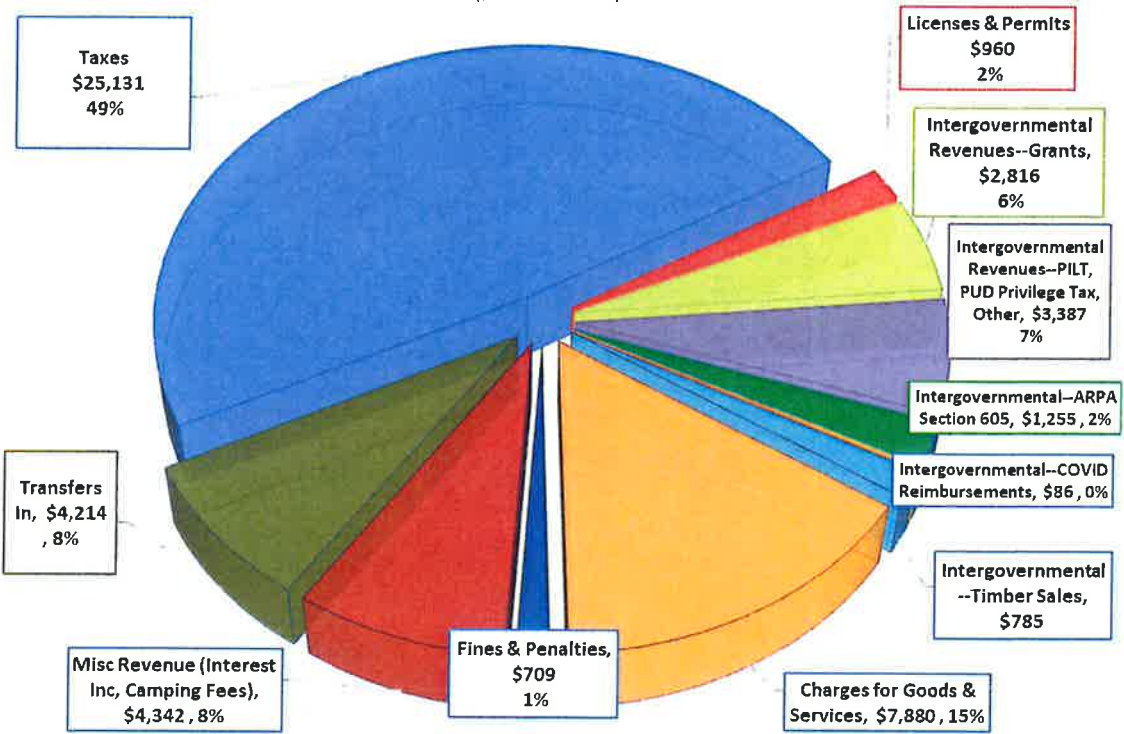
2024 GENERAL FUND --WHAT ARE OUR FUNDING SOURCES?

(\$ IN THOUSANDS)



2023 GENERAL FUND --WHAT ARE OUR FUNDING SOURCES?

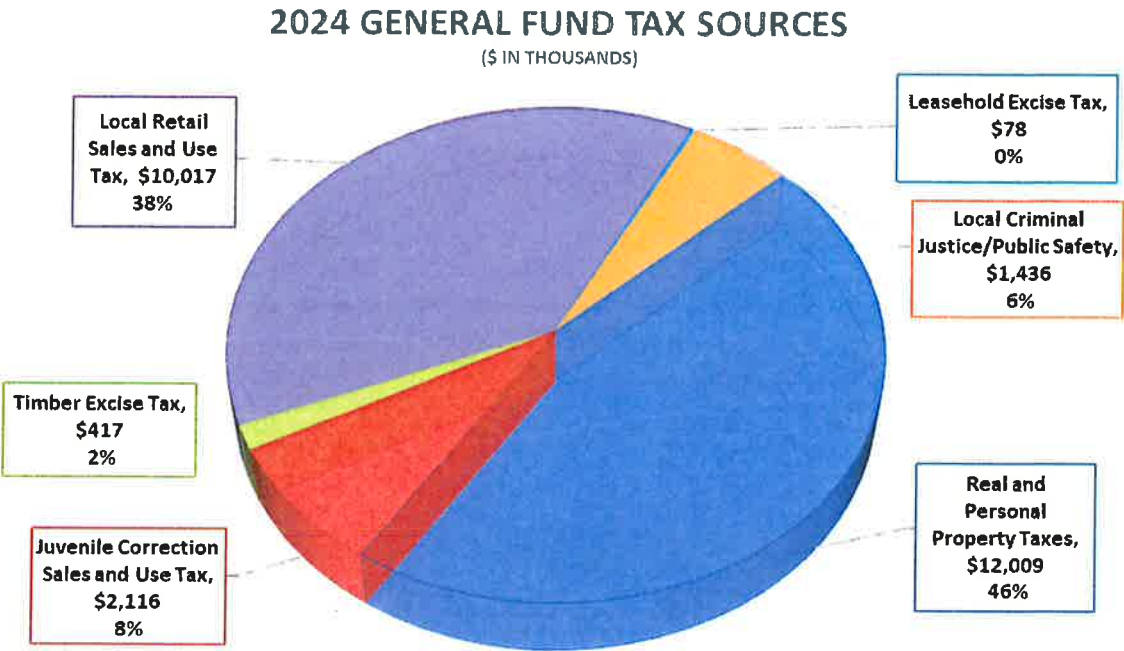
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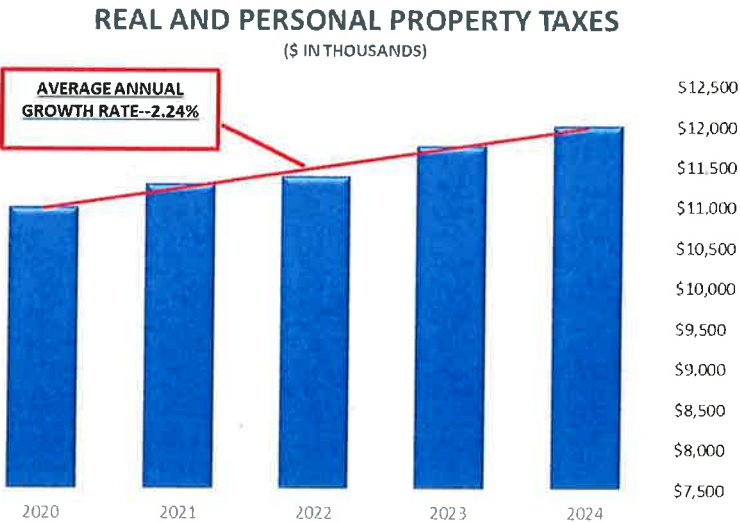
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TAX REVENUES

Representing 50% of General Fund total revenues, Tax revenues are projected to increase \$942k or 3.75% in 2024. Below is a breakdown of the County’s various major tax revenues by source:



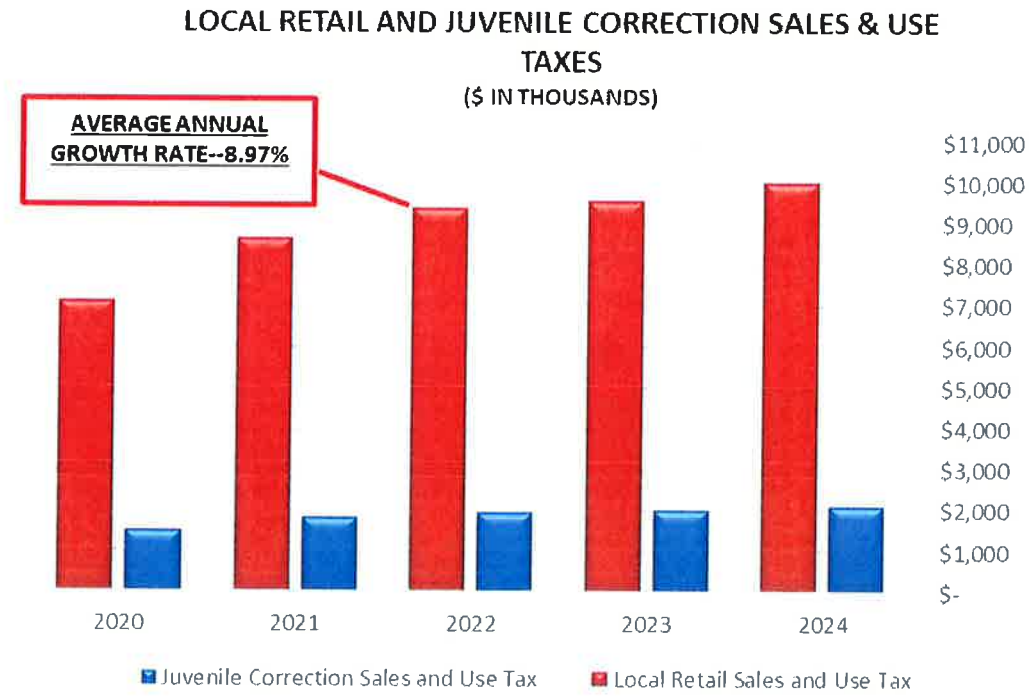
Property taxes, representing 46% of total tax revenue and 23% of total General Fund revenue, are projected to increase \$255k or 2.17% as we assumed the County takes its allowed for 1% annual levy growth limit, as adjusted for new construction assumed captured, as allowed for under statute. It should be noted that new construction estimates used in 2024 levy calculations reflect updated estimates received from the Assessor’s Office and are currently projected at \$165.3 million. Property taxes have trended as follows over the past 4 years:



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Sales-driven taxes including local retail sales & use tax and juvenile correction sales and use taxes—representing 46% of total tax revenue and 23.3% of total General Fund revenue-- are projected to increase a combined \$547k or 4.7%, which again reflects our assumption that sales taxes will grow at a combined growth rate of 4.7%, which is comprised of the 1.6% minimal overall growth in taxable sales forecasted for 2024 by the WA State Economic Forecast Council in its latest forecast plus an additional 3.1% growth factor tied to the multiple WSDOT road infrastructure projects occurring in 2024 through 2025. Sales taxes have trended as follows over the past 4 years:



Local criminal justice and public safety taxes are projected to increase 6.3% in 2024 based on MRSC published guidance. Timber excise & leasehold excise taxes are projected to increase 16.7% from 2023 projections based on a two-year trailing trend.

LICENSES & PERMITS

Licenses & Permits are currently projected to decrease \$31k or (3.2%) from 2023 projections mainly due to continued softening of building permit revenues, land use permit fees, and other fees over 2023 projected trend.

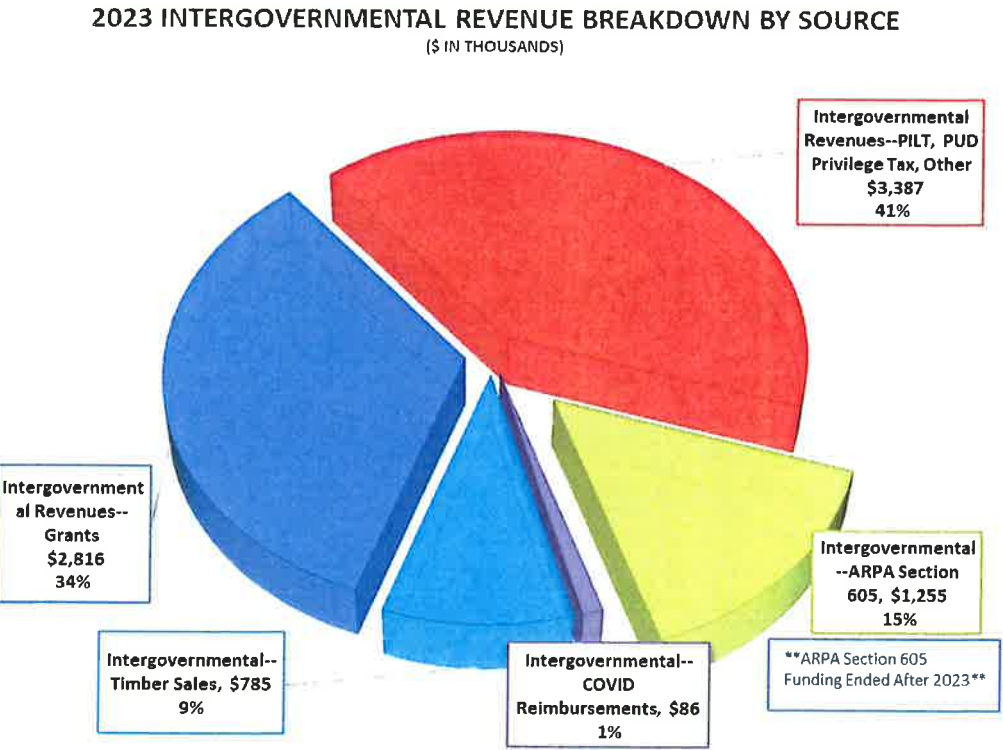
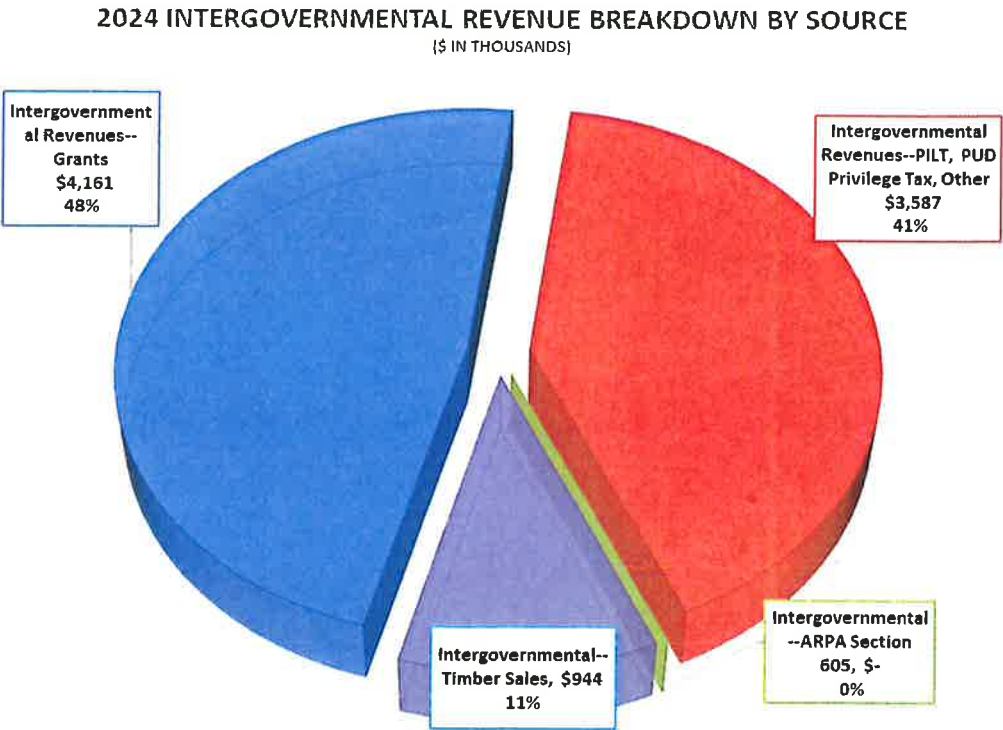
INTERGOVERNMENTAL REVENUES

Overall, Intergovernmental Revenues--consisting of federal and state grants, intergovernmental tax and excise payments received by the County, and now DNR timber sales --is budgeted to total \$8,692k, representing 16.7% of total General Fund revenue budget and reflecting a marginal increase of \$363k or 4.3% in 2024.

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To understand the reason for the year-over-year marginal increase in total Intergovernmental Revenue, below is a side by side comparison of the sources of intergovernmental revenues for 2024 and 2023.



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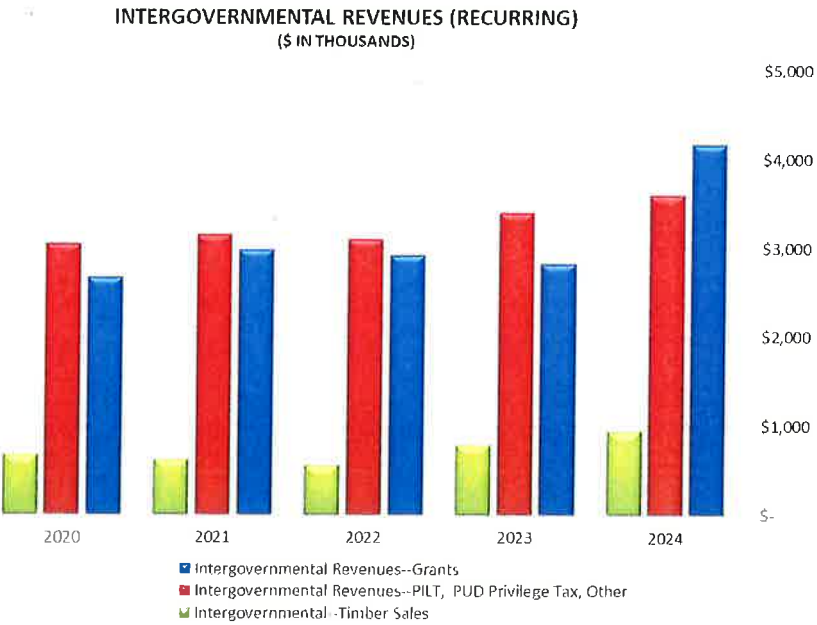
As outlined above, the principal driver of the minimal increase in overall intergovernmental revenue in 2024 is the sunseting of the ARPA Section 605 Local Assistance and Tribal Consistency funding, the final payment of which was received in August 2023 totaling \$1.255 million.

- Intergovernmental grant revenues (excluding ARPA Section 605 and COVID/FEMA funds) are budgeted to increase \$1,346k or 47.8% driven principally by grant gains in:
- DCD Environmental Quality of \$859k (mainly due to new GMA update-related grants including DOC GMA Update grant of \$262.5k and DOC Climate Planning grant of +\$361k, as well as a DOE Lower Elwha Channel Migration Zone grant of+\$159k, and other gains in NOPL, Marine Resources, & NOAA Olympic Oyster restoration grants;
 - Superior Court (+\$60k AOC Rural Court Security grant and +\$16k for AOC Interpreter grant);
 - Juveniles Services (up \$138k in CJS, Becca, HHS HCA CPWI, and Secure Crisis Residential Center grants);
 - Sheriff Ops (up \$29k due to higher Sex Offender Verification Program & Stop Grant);
 - Prosecuting Attorney—Child Support (up \$17k);
 - District Court 1 (up \$26k in AOC Therapeutic Court grant); and gains in other areas.

Intergovernmental tax revenues including PILT, Criminal Justice, PUD Privilege taxes, Liquor and Marijuana excise taxes, and other taxes are projected to increase \$199k or 5.9%, reflecting increases of 3.5%-6.4% based on MRSC published guidance and historical trend.

Intergovernmental timber sales revenue (consisting of DNR timber sales) is projected to increase \$159k or 20.3% based on a revised 2024 estimate derived from June DNR 2023 timber harvest report, as partially adjusted for timber price premium trends observed over several auction cycles.

Below is a summary of how each our recurring sources of Intergovernmental Revenue have performed over the past 4 years:



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CHARGES FOR GOODS & SERVICES

Charges for Goods & Services are projected to increase \$1,487k or 18.9% in 2024 driven by a number of factors, including the ability to leverage additional County funding sources to support General Fund services (i.e. increased usage of HHS Foundational Public Health and Hargrove funds to support General Fund-funded departments including HHS Environmental Health, HHS Administration, Sheriff-Jail Medical, and our courts' various therapeutic courts), assumed continued recovery of certain services revenue streams impacted during COVID or by ongoing staffing shortages existing in certain departments that provide services, or other factors, as outlined below:

- Higher Department of Corrections' utilization of the Sheriff Jail's excess beds with (+\$20k improvement budgeted over forecasted 2023, but still budgeted at one-third of pre-COVID levels);
- Jail staffing levels rebounding to enable resumption of Chain Gang services to the Roads department (+\$200k over forecasted 2023—predicated on Jail staffing levels improving over that seen in 2023 which resulted in Chain Gang services being drastically reduced);
- Increased Sheriff Ops services fees of +\$115k due to higher law enforcement services billed to the Operation Stonegarden fund (\$61k), higher Jamestown contract policing (\$38k), and higher OPSCAN Radio Tech services;
- Increased interfund services provided to the HHS Foundational Public Health and other non-General Fund HHS funds by General-Fund-supported HHS Environmental Health (\$117k) & HHS Administration (\$196k);
- CPI-tied increases under certain interagency criminal justice services agreements (\$56k);
- Higher DCD commercial and residential plan check revenues (+\$53k over 2023 projected);
- Higher HHS Environmental Health On-Site fees (+\$84k over 2023 projected);
- Higher elections services revenue tied to the 2024 Presidential primary (+\$97k);
- Increased Hargrove funding provided to District Court 1's mental health court (\$167k), Jail Medical (\$185k mainly to support additional 1 FTE mental health professional added to support increased inmate mental health demands in jail), Superior Court's family and drug therapeutic courts (\$40k); and
- Increases in other areas.

FINES & PENALTIES

Fines & Penalties are budgeted to marginally increase \$16k or 2.3% over 2023, reflecting slight growth of infraction revenues by both district courts, as partly offset by a continued decline in delinquency penalties on property taxes.

MISCELLANEOUS REVENUE

Miscellaneous Revenue is projected to total \$4.771 million in 2024, and consists mainly of interest income (totaling \$3.0 million in 2024), parks camping fees (totaling \$984k in 2024), Environmental Health operating assessments (\$290k), and fairground rental and concession fees (\$234k). Miscellaneous revenue is budgeted to increase \$429k or 9.9% in 2024, mainly due to modestly higher interest income due to continued gains in investment interest rates achieved during the 2nd half of 2023 enabling the Treasurer to continue to reinvest near-term maturing investments at modestly higher rates, with the assumption that rate increases by the Federal Reserve will slow after 2023 as

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the economy and inflationary pressures cool, as well as due to \$85k in higher unclaimed property revenues. These increases will be partly offset by a \$25k or 7% decline in interest on delinquent property taxes due to RCW changes made in 2021 impacting the amount of interest counties may collect. Campground revenues are currently projected to increase \$149k over 2023 based on historical trend growth and the impact of CPI-based and campsite site rate market comparison-based increases at Dungeness and Salt Creek campgrounds. Environmental Health operating assessments are projected to increase \$14.4k or 5.2%. County fair revenues related to rodeo/logging show purse sponsorships and concessions are budgeted to increase \$51k based on 2023 Fair results and plans to continue expanding event sponsorships. Fairground vehicle storage revenues are projected to increase \$11k based on higher rates being implemented.

TRANSFERS IN

Transfers In for the General Fund--consisting primarily of the return to the General Fund of previously provided working capital funds by the General Fund to various grant-funded projects-- are budgeted to total \$1,555k in 2024, consisting of:

- \$683k from the Lower Dungeness Floodplain Restoration project representing the remaining amount owed to the General Fund of advances made to this grant-funded project;
- \$578k from the non-recurring transfer of all interest income earned to-date on American Rescue Plan Act funds from the ARPA fund to the General Fund as interest earnings on ARPA funds are not subject to ARPA usage guidelines;
- \$250k from the Clallam Bay Sekiu Sewer fund for working capital previously provided it for the Dept of Ecology grant/loan-funded sewer improvement project which is expected to be complete by the end of 2024;
- \$40k recurring transfer to the Sheriff-Jail department from the Trial Courts Improvement fund; and
- \$4k transfer from Public Works for the employee wellness benefit program which is being transitioned to the General Fund's HR department for 2024.

This represents a \$2.659 million decrease from 2023 when \$4 million of the \$4.683 million of working capital funding provided by the General Fund for the Lower Dungeness Floodplain project was reimbursed to the General Fund as the project's major construction phases concluded, with the remainder to be returned to the General Fund upon completion of the project's remaining work in 2024. The remainder of the decrease is due to the \$125k of working capital funding being returned in 2023 to the General Fund following completion of the grant-funded purchase of the new Sheriff vessel purchased in the Boating Safety fund.

INTERGOVERNMENTAL—COVID REIMBURSEMENTS

Consisting of COVID-19 pandemic grant funding received under the CARES Act and under a FEMA grant, this revenue stream ended in 2023 with the final reimbursements being received from FEMA for COVID response costs incurred totaling \$86k. No COVID grant revenue is budgeted in the General Fund for 2024.

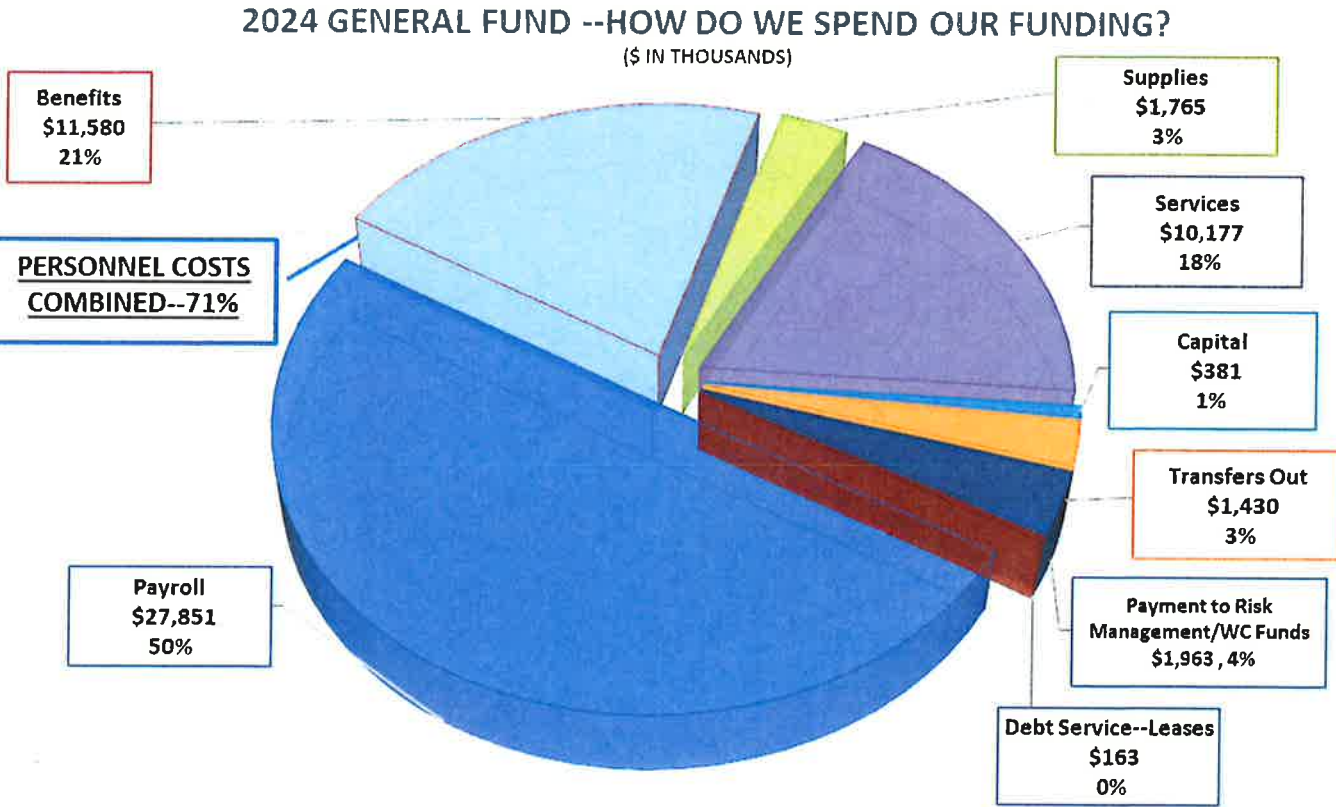
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EXPENDITURE BUDGET HIGHLIGHTS

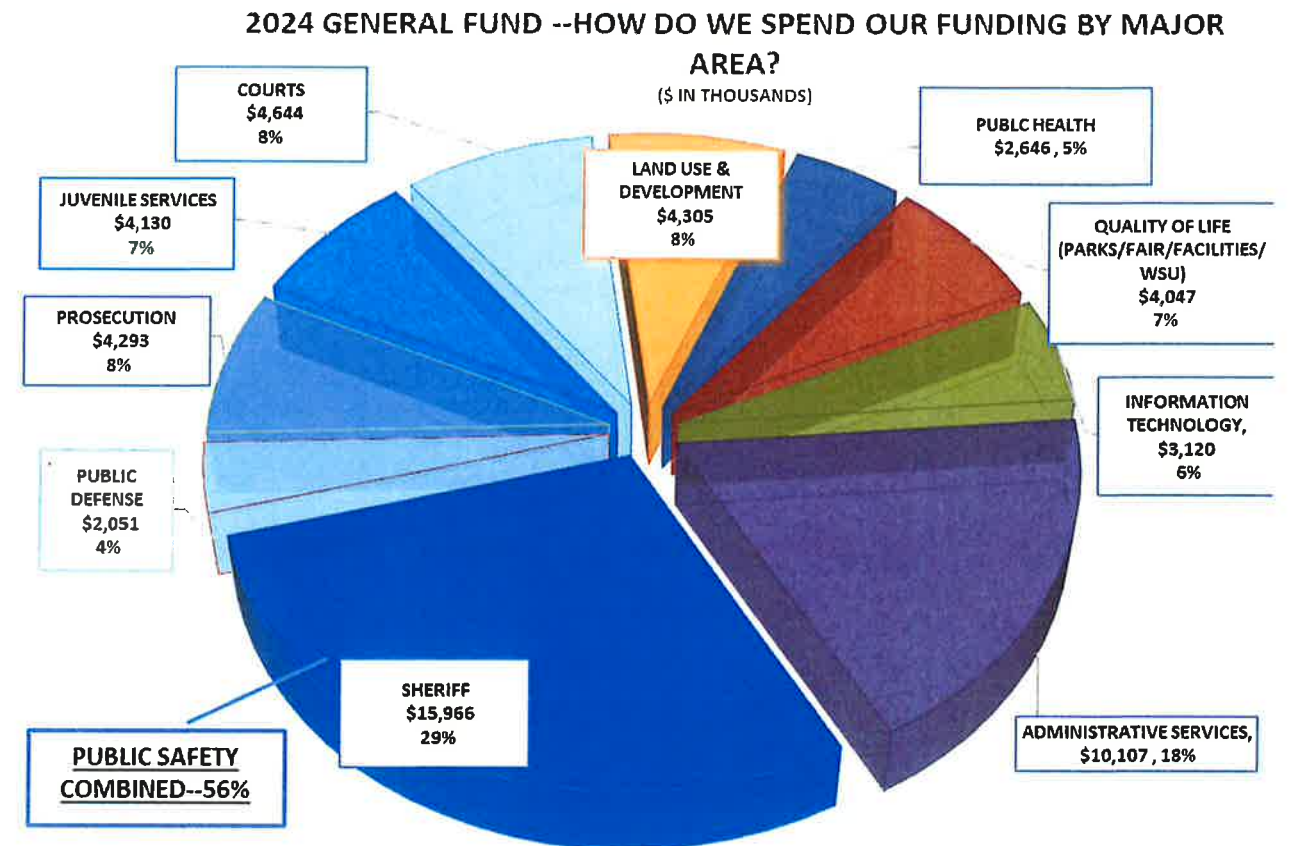
Turning to expenditures, our General Fund Operating Expenditure budget, excluding COVID-related costs and Transfers Out, currently stands at \$53,879k, an increase of \$7,066k or 15.1% from our 2023 projected expenditures, and an increase of \$3,957k or 7.9% over the adopted 2023 budget. Transfers Out—consisting primarily of capital outlay funding provided to the Parks & Facilities Capital Projects and IT Capital Projects fund, working capital funding provided to grant-funded projects that generally are expected to be returned to the General Fund after the project concludes and all grant reimbursements have been received, and transfers provided as a subsidy to certain non-General Fund funds that require supplemental funding to operate (i.e. Veteran’s Relief, Local Crime Victim Witness fund, Solid Waste Fund, etc)—are budgeted to total \$1,430k in 2024, a decrease of \$1,864k or 56.6% from 2023 projected. After including Transfers Out, Total Expenditures are budgeted to total \$55,309k, an increase of \$5,202k or 10.4% over 2023 projected costs.

Below is a breakdown of how the General Fund spends its funds both by type of expenditure and by area:



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SALARIES, WAGES & BENEFITS

The largest driver of the budgeted expenditure increase over 2023 projected expenditures is in Payroll and Benefits costs. Representing approximately 71% of our total expenditure budget, Payroll and Benefits are up \$3,280k or 13.4% and \$1,608k or 16.1%, respectively, to the 2023 forecast, mainly due to the fact that the budget assumes all budgeted staff positions are filled for the entire year as required under current policy, which clearly was not the case in 2023 and prior years where due to retirements, voluntary terminations, and other delays in filling positions during the year, the County continued this trend of having more open positions during 2023. This resulted in a projected budget underspend in payroll and benefits in 2023 of approximately \$2.5 million. Based on analysis of its 3-year and 5-year historical average payroll/benefits budget underspend, the County has underspent its Payroll budget between 7.1% to 7.7%, equal to between \$2.24 million and \$2.54 million of budget underspend. While not reflected in the current 2024 Draft budget due to policy, we anticipate a similar level of personnel budget underspend is likely to occur in 2024. **If you adjust our 2024 personnel cost budget for this anticipated historic underspend equal to approximately \$2.366 million based on the 2024 payroll budget, our combined personnel costs in reality are expected to increase \$2.522 million or 7.3% in 2024 as compared to projected 2023 costs.**

This 7.3% increase in overall payroll/benefits costs is largely being driven by collective bargaining-related COLAs of 2.5% in January 2024, pay step increases, pay adjustments due to position salary

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studies and position reclassifications completed and approved in 2023, a \$150k increase in budgeted leave payout costs assumed for 2024, the addition of 6.98 FTEs (outlined below), a \$50-per-month increase in County-paid health premium increases for most collective bargaining units, incremental increases in longevity-based medical premium pay as provided for in the collective bargaining agreements renewed in July 2022 and July 2023, and higher worker's compensation costs due to higher claims costs and increased L&I rates across all employee classifications, as partially offset by savings due to turnover in certain positions that occurred in 2023.

Changes in Budgeted FTEs

As outlined in the attached "Budgeted Staff Schedule History", the 2024 Draft Budget assumes a full staffing level for the General Fund of 342.67 FTEs, which reflects 6.98 more FTEs in 2024 as compared to the 2023 budget, based on the following changes:

- Auditor (-.13 FTE due to combination of a part-time admin support position with a part-time voter registration position);
- BOCC Operations (+.52 FTE due to the decoupling of the County Administrator position from the HR Director position),
- DCD-Administration (+3.6 FTEs, reflecting transfer of 2.6 Code Enforcement FTEs budgeted in the Sheriff's 2023 budget plus hiring of 1.0 additional Code Enforcement FTE in '23);
- DCD—Environmental Quality (+.5 FTE grant-funded admin support position for MRC);
- DCD-Long Range Planning (+.06 FTE to reflect the Principal Planner position transitioning from 37.5 hour work weeks to 40 hour work weeks);
- Human Resources (+0.7 FTE reflecting the decoupling of the HR Director position from the prior County Administrator position, and transition of the payroll fiscal specialist position from part-time to full-time);
- HHS-Administration (+0.2 FTE—due to transition of Deputy Director position to full-time);
- Sheriff Operations (-.14 FTE, reflecting the transition of 2.6 Code Enforcement FTEs to DCD, as offset by 2.5 FTE additions including an additional Patrol Deputy to be hired mid-2024, and a Body Camera Records Specialist and Accountant position added in 2023, as offset by a -0.5 FTE reduction resulting from the combination of a part-time evidence room specialist position and an administrative specialist position);
- Sheriff Jail (-0.5 FTE due to elimination of one part-time Admin Specialist position following realignment of command administrative support);
- Sheriff Jail Medical (+1.0 FTE due to the proposed addition of 1 additional Mental Health Professional in the Jail Medical staff to support the marked increase in the proportion of inmates exhibiting mental health issues which will be fully funded through Hargrove funding provided from the HHS Chemical Dependency/Mental Health fund);
- Prosecuting Attorney—Coroner (+1.0 FTE Deputy Coroner/Death Investigator);
- Superior Court (+0.5 FTE due to transitioning Family/Juvenile Case Management Coordinator position from part-time to full-time in 2023); and
- District Court (-0.3 FTE due to one probation officer moving from full-time to part-time)

Below is a breakdown of General Fund FTE Staff by Major Area:

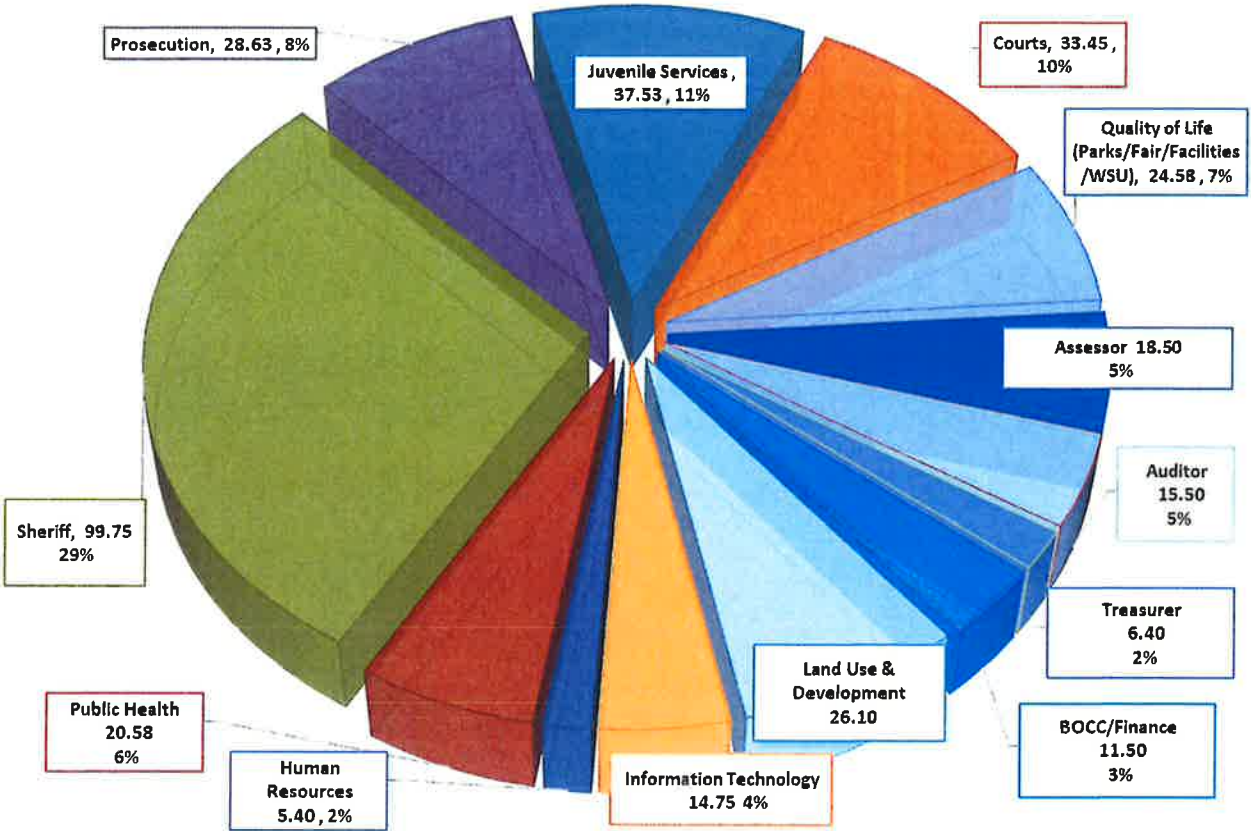
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2024 GENERAL FUND --STAFF FTE COUNT BY MAJOR AREA



SUPPLIES

Supplies are projected to increase \$220k or 14.2% from 2023 as projected. This increase is principally the budgeting in 2024 of mandatory/recurring non-capital IT PC replacement, Arctic Wolf and Microsoft VDA software license and other datacenter and network equipment costs in IT's operating budget (\$172k) rather than in the IT Capital Projects fund as previously budgeted. The remainder of the increase is due to the inclusion of department requested increases in supplies Draft for inclusion in the budget (see attached "2024 Department Requests Over Base Recommended Budget"), as well as trending supplies underspend to budget projected in 2023, and increases in other areas.

SERVICES

Services in 2024 are projected to increase \$1,897k or 22.9% over 2023 projected services costs, and increase \$1,541k compared to the 2023 original budget. This increase is mainly due to the following:

- DCD Environmental Quality Grant-Funded Professional Services--a \$687k increase relating to new GMA update-related grants including the DOC GMA Update and DOC Climate Planning grant, as well as the DOE Lower Elwha Channel Migration Zone grant;
- Higher ER&R vehicle rental costs due to rising replacement vehicle replacement costs (\$272k);

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- Higher software maintenance and support contract costs across multiple areas (DCD-- Energov, Assessor PACs, Sheriff Body Cameras and Jail systems, others);
- Higher election services costs in the Auditor’s Office in 2024 due to the Presidential Primary (+\$37k);
- Higher grant-funded professional services costs in DC1 for the mental health court (\$102k);
- Higher Sheriff contracted services costs in Animal Control (\$27k due to Humane Society contract renewal) and Jail Medical (\$42k increase in Wellpath contract);
- Higher contracted Indigent Defense costs of \$56k;
- Approximately \$296k of Department Requests Draft for approval (see attached “2024 Department Requests Over Base Recommended Budget”); and
- Other increases due to 2023 projected underspend to budget within Services in multiple areas, as partly offset by Blake LFO reimbursement costs transitioning from the Clerk’s Office to the State in mid 2023 (\$75k).

PAYMENT TO RISK MANAGEMENT/WORKERS COMP FUNDS

The General Fund’s share of Risk Management/Workers Compensation funds operating costs is budgeted to total \$1,963k, representing an increase of \$321k or 19.6% increase over 2023. This increase is being driven mainly by an expected 21%+ rise in WAC risk pool costs in 2024 over 2023 due to rising liability and property insurance costs being seen state-wide. 2023 property and liability insurances costs are also expected to exceed the 2023 budget by \$261k or 18% due to similar rising insurance premium costs charged by insurance carriers.

DEBT SERVICE COSTS

Debt service costs, consisting solely of certain office, land, and equipment leases with a lease term greater than one year, are budgeted to total \$163k, representing an increase of \$32k over 2022 that reflects lease rate contractual increases. As noted above, due to a change in accounting for certain of the County's leases that are 1 year or more in duration, lease rental costs must be accounted for as debt service costs rather than as a Services cost in prior years. This change affects multiple departments with office, land and other qualifying leases, with the most notable being the Juvenile Services land lease with Port of PA, as well as District Court II’s office space lease with the City of Forks, Prosecuting Attorney—Child Support office space lease, and Sheriff--Operations Enhanced 911.

TRANSFERS OUT

Transfers Out are budgeted to total \$1,430k, a \$1,864k or -56.6% decrease from projected 2023. This decrease is mainly due to decreases in Transfer to Parks & Facilities Capital Projects fund (\$784k lower; primarily due to the a \$1 million transfer designated for the JPSF project funded in 2023), lower transfer to IT Capital Projects (\$121k; due to transitioning of certain non-recurring IT projects to the ARPA fund as partly offset by the initial costs of migrating the County's financial systems to a new system planned in 2024) and lower transfer to the Clallam Bay Sekiu Sewer fund (\$140k) due to higher budgeted utility revenues reducing the level of subsidy needed. The decrease is also due to lower working capital transfer funding to the Dungeness Reservoir project reflected in 2024 (\$800k of working capital funding from the General Fund was provided in 2023 which should cover this Fund’s working capital needs in 2024), and also due to a \$170k decrease in transfers to the Boating Safety fund due to the 2023 purchase of a grant-funded replacement Sheriff’s vessel. These decreases were partially offset by a \$63k increase in transfer to the Public Works-Solid Waste Fund needed to fund

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the recommencement of monitoring for the closed Lake Creek landfill in 2024 and a \$96k transfer to the Carlsborg Sewer fund to fund a planned City of Sequim infrastructure project to replace the sewer line connecting Carlsborg to the City's sewer system.

Transfers Out from the General Fund included in the 2024 Draft Budget include the following:

• Capital Projects—Parks & Facilities	\$411,000	(\$784k lower from prior year)
• Capital Projects—IT	431,000	(\$121k lower from prior year)
• PW—Solid Waste	70,000	(\$63k higher than prior year)
• HHS Operations	125,000	(same as prior year)
• Local Crime Victim Comp	67,000	(\$15k lower than prior year)
• Veterans Relief	123,000	(\$12k higher than prior year)
• PW--Flood Control	74,000	(\$2k higher than prior year)
• PW—Carlsborg Sewer	96,000	(\$96k higher than prior year)
• Law Library	17,000	(\$2k higher than prior year)
• Employee Healthcare	--	(\$19k lower than prior year)
• HHS Chemical Dependency/Mental Health	6,000	(same as prior year)
• Sheriff Honor Guard	10,000	(\$10k higher than prior year)

TOTAL TRANSFERS OUT—2024 **\$1,430,000**

2024 CAPITAL PLAN INCLUDED IN THE 2024 DRAFT BUDGET

In conjunction with presentation of the updated 5 Year Capital Plan to the BOCC at the October 2, 2023 work session, attached is the breakdown of capital outlay requests included as part of the 2024 Draft Budget, as well as those requests that we propose be deferred at this point. These materials include the following:

- **2024 Draft Capital Outlay Budget--By Fund--** which lists all proposed capital requests sorted by department and fund. Also included at the bottom of this schedule is a Capital Funding Sources and Uses Summary that outlines which fund we propose be used to finance the proposed capital outlays, and the budgeted beginning and ending fund balance and projected revenue and other non-capital expenditures of each respective source fund for 2024;
- **2024 Draft Capital Outlay Budget--By Key Strategic Capital Project--** includes a summary of the proposed capital spending for 2024 by key strategic initiative/grouping category created for the capital planning process;
- **2024 Proposed Capital Requests Excluded from 2024 Budget--** reflects those lower priority capital requests which we recommend be deferred based on current funding limits and level of priority.
- **CAPITAL REQUESTS--** we are proposing a total of **\$24,629,354** of capital outlays for the 2024 budget and deferring \$408,285 of requests identified in the current draft of the 2024 capital plan. Of this amount, **the General Fund capital outlays are budgeted to total \$381k** (of which \$13k is grant funded). In addition, as outlined below, **the General Fund is also budgeted to provide capital outlay transfers totaling \$842k, including to the**

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Parks & Facilities Capital Projects fund (\$411k) and the IT Capital Projects fund (\$431k).

The Draft capital outlays are proposed to be funded through the following sources (source: "Proposed Capital Requests to Include in 2024 Budget" attachment):

- **Parks & Facilities Capital Projects Fund**--\$641k total, made up of \$121k for PFF Unanticipated Projects, \$150k to fund a Building Facility Security and Safety Architectural/Engineering Design plan, \$140k to replace Failed Dock Piles at Lake Pleasant, \$200k for an Office Space Reconfiguration/ Expansion placeholder to cover needs in the Auditor's Office, DCD, & Superior Court and others, \$10k for the cleaning & polishing of the Courthouse's Generator Diesel Fuel Tank, a 3-year project to update & install cuff ports in the jail cell doors, and more); the capital outlays from this fund will require a Transfer from the General Fund of \$411k. It should be noted that monies previously held in this fund for the purpose of the EOC Relocation project are budgeted to be transferred in 2024 to the new EOC Relocation Capital Projects Fund in the amount of \$1,404,038 in order to better account for this jointly-funded, multi-grant capital project.
- **IT Capital Projects Fund**--\$490k total, made up of a placeholder of \$375k for the migration from EDEN to an enterprise accounting system, an ongoing request to upgrade wireless network equipment of \$10k, \$50k for unanticipated IT projects, and an ongoing copier replacement plan request of \$55k; the capital outlays from this fund will require a Transfer from the General Fund of \$431k.
- **REET 1**--\$2,436k (consisting of the Juvenile Services membrane roof replacements of the \$725k (which is for the current Juvie & WSU Extension (old Juvie) buildings), continued replacement of the Courthouse VAV HVAC air system boxes of \$834k (includes \$334 of prior year carryover), \$325k for the replacement of an HVAC chiller at Juvie, a Dungeness Rec Area conduit installation project of \$200k for work to be done in conjunction with the Roads project for the relocation of the road away from the bluffs, \$200k for the roof replacement of the Fairgrounds Art Barn (\$120k of which is a previously approved rollover project from 2023), as well as \$160k of other smaller ongoing requests (courthouse flooring, parks trails & roads maintenance, jail locks replacement, and Historic Courthouse exterior preventative & restorative services).
- **REET 2**—\$1,215k in total, which includes a single capital project of \$56k for the installation of EV chargers at the Courthouse (a carryover project from 2023 that is fully grant funded), and transfers out budgeted of \$1,159k, including \$1,100k to Roads to fund 2024 road projects which includes the carryover \$400k ask approved for in 2022 to help fund the rebuild of Towne Road on the new Lower Dungeness Levy, and \$59k transfer to Carlsborg Water Mitigation fund for the projected remaining costs relating to the Van Lan deep water well and Clallam County PUD water right.
- **EOC Relocation**--\$1,267k consisting of the projected Phase 2b Detailed Design costs currently slated to be wrapped up by the end of 2024. At this point in time, construction work is not expected to begin until 2025 and last through 2026. This phase will be paid through a combination of \$1 million in funding committed each by the County and the City of Port Angeles/PENCOM in 2023 and up to \$0.8 million in grant funding under the WA

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Department of Commerce \$1.7 million grant appropriation from 2021-2023. As noted earlier, this project will be accounted for in its own separate capital project fund beginning in 2024 given the accounting complexities of this multi-agency jointly-funded, multi-grant capital project.

- **American Rescue Plan Act (ARPA)**--\$488k consisting of several non-recurring capital outlays including:
 - \$35k for an IT domain rebuild project (carry over project from 2023);
 - \$40k for Sheriff Jail Correction Officer handheld radio replacements;
 - \$100k for a Coroner truck and equipment which will enable the County to capture significant coroner services savings;
 - \$6k for new water fountains at Juvenile Services that have bottle filling capabilities;
 - \$127k for a John Deere tractor with loader and finish mower (carry over from 2023);
 - \$90k for the installation of additional door badge controls & cameras;
 - \$50k to enhance the WiFi at the Fairgrounds;
 - \$25k for the expansion of the electrical/network closet outside of the BOCC office suite; and
 - \$15k for security camera replacements at Juvenile Services.
- **General Fund**--\$381k consisting primarily of:
 - \$361k of Sheriff Operations/Jail/Emergency Services items (\$310k of which is for vehicle ER&R replacement and vehicle equipment for the scheduled replacement of 5 patrol vehicles, \$7k for interview room recording system improvements, \$6k for the purchase of an infrared-capable camera (fully grant-funded);
 - \$13k in DCD Permit Center for a 36" scanner needed to fully utilize the new Energov Permitting software; and
 - \$7k in Superior Court for Court Security Equipment (fully grant funded).

As noted earlier, Transfers from General Fund will be needed for Parks Facilities and Fair Capital Fund (\$411k) and the IT Capital Projects fund (\$431k) to fully fund the 2024 capital projects in these funds, which are noted in the 2024 Draft Budget;

- **Other Funds Capital Outlays**
 - Roads--\$5.154 million, including \$486k for ER&R vehicle/equipment costs, \$70k allocated for unplanned office or other small equipment purchase, \$3,498k of planned Right of Way and other Roads-based projects, and \$1.1 million of projects covered through REET transfers;
 - OPSCAN--\$175k for radio network equipment replacement;
 - Dungeness Off Channel Reservoir--\$3,050k for the next phase of Dungeness Off Channel Reservoir Project (to be 100% grant funded through grants rec'd to date);
 - Broadband Infrastructure--\$3,114k (includes \$2,800k of grant funding and a \$1,396k Transfer from ARPA for grant matching funds) for initial engineering/design, permitting, project management, materials, and right of way ascertainment;
 - Carlsborg Water Mitigation--\$81k for additional contractual services (with \$59k funded through a transfer from REET 2);

- Clallam Bay Sekiu Sewer--\$5,331k (includes \$4,376k DOE grant/loan funded collection system rebuild project, \$940k to replace two of five pump stations (Opportunity Fund transfer funded), and \$15k for confined space retrieval system equipment;
- Carlsborg Sewer--\$350k for the previously approved Gupster Road Pressure Sewer Line extension project (Opportunity Fund funded); and
- ER&R--\$1,616k, consisting of vehicle and equipment replacements for Roads of \$934k and \$392k for General Fund, \$110k for FuelMaster Live software upgrade, and \$180k for general site maintenance to replace failing gutters on all ER&R buildings

In summarizing the total Draft capital spend by the key strategic initiative or summary categories incorporated into the 2024 Draft Budget, below outlines the capital spending by key initiative/grouping:

- **Broadband Expansion**--\$3,114,434
 - **Courthouse Space Assessment & Re-alignment**--\$225,000
 - **Courthouse/Juvenile Services Building Security**--\$90,000
 - **Deep Water Well/Water Mitigation**--\$3,130,630
 - **EOC Relocation**--\$1,266,667
 - **ER&R Funded Capital Outlays**--\$2,331,880
 - **IT Infrastructure Initiatives**, including:
 - **Applications**--\$375,000
 - **Network**--\$60,000
 - **Juvie Master Plan**--\$1,041,193
 - **Mandatory/Recurring/Regular Replacement**--\$210,309
 - **Non-Recurring Capital Outlay Funded Fully Through Grants/Dedicated Funds (No General Fund/REET Funding Needed)**--\$182,280
 - **Other Non-Recurring Capital Outlay**--\$3,978,000
 - **Previously Approved Carry Over Capital Outlays**--\$2,207,961
 - **Road Projects Supported Thru REET**--\$1,100,000
 - **Sewer System Repair/Replacement Initiatives**--\$5,316,000
- **TOTAL**--\$24,629,354
 - **Total Grant/Loan Funded**--\$12,386,432
 - **Total County (excluding General Fund) Funded**--\$11,133,414
 - **Total General Fund Funded**--\$1,109,508

CONCLUSION/ BUDGET TAKE-AWAYS

Based on this revenue and expenditure Draft budget, the budget reflects utilizing (\$3,190k) of General Fund reserves to fully fund the 2024 budget based on County policy which requires us to budget assuming all personnel positions are fully staffed for the entire year. However, as discussed previously and as outlined in the attached "Breakdown of Draft Budget Deficit", based on historical average underspend to our personnel and benefits budgets of \$2.24 million to \$2.54 million, **the General Fund's 2024 Draft Budget as adjusted would produce a projected deficit for 2024 of (\$794k)**, as compared to 2023's projected operating surplus of \$1,479k, which would leave **an ending fund balance of \$12,332k for 2024, or a reserve of 23% of expenditures.**

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ADDITIONAL ACTIONS TO REDUCE PROJECTED 2024 DEFICIT

While the County’s projected General Fund reserve levels are projected to remain above 20% and has essentially no long-term debt service commitments outside of office/land leases heading into 2024, additional actions are being taken to further reduce the projected funding deficit projected for 2024, including:

- **Deferral of Certain Open Personnel Positions** – as previously noted, based upon evaluation of a small number of currently open positions, it is anticipated that certain of these positions will be placed on an indefinite hold and removed from the final General Fund budget to be presented for BOCC approval and adoption on December 5th. The estimated reduction in budgeted personnel costs is estimated at approximately \$525k-\$530k;
- **Fee and Rate Schedule Review**—In an effort to build on the actions taken in 2023 in reviewing and revising its user fee and rate schedules in certain areas to better reflect market rates and changes in underlying costs (most notably within Parks and Fair), the County Administrator has requested several additional groups including Community Development and HHS Environmental Health to begin a review of their current fee and rate schedules for the services provided relative to those charged by our County’s peers. In many instances, these fees and rates have not been adjusted for over 10 years. While it is premature to estimate the potential revenue impact of these efforts prior to the finalization of the 2024 budget, we believe these rate schedule updates will yield meaningful additional fee revenue for the County’s General Fund that will assist in further reducing the projected operating deficit. We expect to see the results of these rate/fee reviews by the end of the 1st quarter of 2024, and begin implementing any rate/fee increases in the 2nd quarter of 2024.

RISK FACTORS TO CONSIDER:

REVENUES GROWING AT A SLOWER PACE TO EXPENDITURES

When one excludes non-recurring revenue including COVID and ARPA 605 intergovernmental revenues as well as the Transfers In/Out of the General Fund that are largely capital project related or for the provision of short-term working capital funding for large, grant-funded capital projects, and focuses solely on the recurring revenue and expenditures from operations of the General Fund, it is important to note that revenues from operations are growing at a rate lower than expenditures from operations as highlighted below:

	<u>Average Annual Growth Rate</u> <u>(2024-2020)</u>
Revenue from Operations	+6.7%
Expenditures from Operations (less anticipated Personnel cost underspend)	+8.0%

Contributing factors to this dynamic include:

- Our single largest revenue source—property taxes—is limited to 1% annual growth plus new construction.

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- While other tax sources such as sales & use tax help mitigate the minimal growth limits placed on property taxes, overall taxes are still growing at an average rate of 5.7% from 2020-2024 which is well below expenditure growth rates of 8%.
- Continued erosion of several significant revenue streams due to WA state legislative actions and court rulings over the past few years has negatively affected the fines, penalties, interest and other legal fees the County is able to enforce collection on, leading to a 4-year average annual decline of -4.7% in Fines & Penalties revenue.
- State actions taken during the COVID pandemic continue to have an echo effect on certain of the County's inter-agency revenues, most notably the marked decrease in excess jail bed utilization by the WA State Department of Corrections ("DOC") where due to reduced State inmate levels County jail bed revenues earned from DOC declined from an average of \$612k per year pre-COVID to \$160k projected in 2024, a 74% decline.
- The State continues to underfund indigent public defense costs. While the County is budgeted to incur \$2.1 million in Public Defense costs in 2024, the State has only historically contributed \$70k-\$74k per year towards these costs since 2018. Indigent defense costs have increased 7.7% per year since 2018.
- Representing 71% of our General Fund operating expenditures, personnel costs have grown at a rate of 6.3%, which in addition to exceeding average revenue growth, are increasingly being affected by a highly competitive labor market and rising labor costs which have made recruitment more difficult and costly.
- While recent gains in growing the investment interest the County earns on its reserves due to the significant rise in interest rates by the Federal Reserve over the past two years have been a boost to the County's revenue growth, it is unclear how long this will be sustained long-term once inflationary pressures subside and interest rates soften.
- Rapid cost increases in multiple areas over the last few years are placing considerable strain on the General Fund and other County funds, including:
 - WA State Risk Pool insurance costs (20%+ annual increases in insurance premiums becoming the norm, potentially leading to a point in the near future where some counties can simply no longer afford to participate in the pool or secure insurance on their own at an acceptable cost);
 - Rising Worker's Compensation costs due to higher claims costs and L&I rates assessed;
 - Jail Medical costs are projected to increase 12.3% per year from 2020 to 2024, as a result of healthcare staffing shortages and an increasing proportion of inmates with significant mental health, chemical dependency and chronic health issues that require medical treatment; and

- Inflationary cost increases are significantly impacting everything from our cost to replace fleet vehicles and equipment, capital project costs, facilities maintenance, utilities, and supplies, software maintenance costs, fuel costs, etc.

LIQUIDITY IMPACT OF MULTI-YEAR GRANT-FUNDED PROJECTS

2024 will see the County continuing to be engaged in a number of multi-year, multi-million dollar projects which are fully or partially funded by grants and other state/federal resources, including:

- Lower Dungeness Floodplain--\$16.9 million project (Phase 2 construction scheduled for completion in 2022, with remain work involving Towne Road Replacement slated for completion in 2023);
- EOC Relocation/Joint Public Safety--\$20 million project (with approximately \$10.45 million of grants secured)
- Dungeness Reservoir--\$48.25 million project (\$14.75 million of grant funding secured)
- Joyce Broadband Expansion Project--\$22.4 million (fully grant funded with match covered by \$1.77 million committed from ARPA)

As most of these projects are funded through reimbursement grants, the projects have or will require varying levels of working capital funding support from the General Fund at various stages of the project to enable the projects to pay for project design and construction costs in advance of receiving grant funding reimbursements for such costs (with the exception of the Broadband project which will rely on committed ARPA funds for working capital). Once grant reimbursements begin to be received, those grant reimbursement funds then become a perpetual funding source for future project costs until the project is completed. Upon the project’s completion and receipt of all remaining grant reimbursements, the fund that provided the initial working capital funding can then be fully repaid for all funds advanced (assuming the project is 100% grant funded).

As certain granting agencies have limited their grant reimbursement request windows to quarterly rather than monthly (which has affected reimbursements for Dungeness Off Channel Reservoir and Clallam Bay Sekiu Sewer) or have experienced grant reimbursement processing delays due to staffing shortages relating to the pandemic, this has the potential to place greater demand for working capital liquidity from our various reserves, including the General Fund. To mitigate these liquidity pressures, departments have been requested to closely coordinate and communicate with their granting agencies to ensure timely grant reimbursement submission and payment turnarounds, as well as to request as applicable a shortening of grant reimbursement windows to no less frequently than monthly. In 2023, we generally saw good evidence that this strategy is working as grant reimbursements have been timely submitted and reimbursed.

While we believe these projects have sufficient liquidity between grant funding awarded and the working capital provided already or available in the budget to fund their planned expenditures in 2024, continuing liquidity risks exist as it relates to unexpected delays, inflationary and supply chain cost increases creating funding gaps, incurrence of unexpected costs that may not be covered under the terms of the grant source, scope or design changes, etc that will require regular monitoring.

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Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**

This is the Draft version of the rolled up budget for 2024. No budgetary impact until the final adopted budget is approved in December 2023.

Draft action: (Does the Board need to act? If so, what is the department's recommendation?)

County Official signature & print name:  Mark Lane_____

Name of Employee/Stakeholder attending meeting: _____Mark Lane, Todd Mielke, Rebecca Turner, Debi Cook_____

Relevant Departments: _____Finance, BOCC_____

Date submitted:

November 8, 2023

Exhibit A		CLALLAM COUNTY 2024 Draft Budget					
NUMBER FUND & DEPT	Y P E	FUND/ACCOUNT NAME	BEGINNING FUND BALANCE	REVENUES	EXPENDITURES	ENDING FUND BALANCE	TOTAL
GENERAL FUND							
00100. 211	G	Assessor	0	4,515	2,314,667	0	-2,310,152
00100. 221	G	Auditor	0	1,349,675	1,910,607	0	-560,932
00100. 231	G	Treasurer	0	32,214,554	894,813	0	31,319,741
00100. 241	G	Board of County Commissioners - Operations	0	110	1,158,683	0	-1,158,573
00100. 242	G	BOCC - Boundary Review Board	0	150	1,780	0	-1,630
00100. 243	O	BOCC - Port Crescent Cemetery	0	500	3,000	0	-2,500
00100. 244	G	BOCC - Board of Equalization	0	0	74,722	0	-74,722
00100. 291	G	NonDepartmental	0	9,010	3,516,828	0	-3,507,818
00100. 293	~	General Fund Reserves	0	1,510,727	-781,598	0	2,292,325
00100. 331	D	Comm Dev - Administration	0	2,000	875,201	0	-873,201
00100. 332	D	Comm Dev - Environmental Quality	0	1,768,890	1,744,242	0	24,648
00100. 333	D	Comm Dev - Permit Center	0	993,510	1,019,164	0	-25,654
00100. 334	D	Comm Dev - Long Range Planning	0	126,140	623,897	0	-497,757
00100. 361	D	Hearing Examiner	0	0	42,500	0	-42,500
00100. 411	I	Information Technology	0	51,000	2,665,573	0	-2,614,573
00100. 421	I	Geographic Information System	0	0	454,338	0	-454,338
00100. 461	I	Human Resources	0	15,251	1,013,855	0	-998,604
00100. 511	H	HHS - Environmental Health	0	1,568,513	1,781,470	0	-212,957
00100. 513	H	HHS - Administration	0	449,933	864,704	0	-414,771
00100. 811	L	Sheriff - Operations	0	1,218,391	9,202,720	0	-7,984,329
00100. 813	L	Sheriff - Animal Control	0	500	262,052	0	-261,552
00100. 814	L	Sheriff - Search and Rescue	0	1,500	25,490	0	-23,990
00100. 815	L	Sheriff - Jail	0	1,628,341	4,853,558	0	-3,225,217
00100. 816	L	Sheriff - Jail Medical	0	501,777	1,245,278	0	-743,501
00100. 817	L	Sheriff - Emergency Services	0	86,394	377,092	0	-290,698
00100. 831	L	NonDepartmental - Indigent Defense	0	301,181	2,051,386	0	-1,750,205
00100. 841	L	Prosecuting Attorney - Operations	0	296,656	3,504,036	0	-3,207,380
00100. 842	L	Prosecuting Attorney - Child Support	0	334,000	333,990	0	10
00100. 843	L	Prosecuting Attorney - Coroner	0	40,001	455,006	0	-415,005
00100. 851	L	Juvenile Services	0	3,666,827	4,130,148	0	-463,321
00100. 861	L	Superior Court	0	604,862	1,735,031	0	-1,130,169
00100. 871	L	District Court I	0	1,093,182	1,386,199	0	-293,017
00100. 881	L	District Court II	0	97,458	442,385	0	-344,927
00100. 891	L	Clerk	0	279,451	1,079,970	0	-800,519
00100. 911	O	Parks and Facilities	0	1,087,960	2,949,520	0	-1,861,560
00100. 912	O	Parks and Facilities - Fair	0	556,600	604,264	0	-47,664
00100. 931	O	WSU Extension	0	259,140	492,788	0	-233,648
TOTAL GENERAL FUND			13,127,029	52,118,699	55,309,359	9,936,369	-3,190,660
OTHER FUNDS							
10101. 611	P	PW - Roads	6,694,081	22,982,150	26,441,939	3,234,292	0
10135 611	P	PW - Flood Control	15,403	184,885	182,148	18,140	0
11002. 811	L	Sheriff - Honor Guard Donation	4,388	10,500	13,912	976	0
11003 811	L	Sheriff - Boating Safety	22,552	20,647	17,010	26,189	0
11004 811	L	Sheriff - VRF Boating Program	63,778	25,210	31,543	57,445	0
11008 811	L	Sheriff - OPNET Drug	67,514	99,606	135,174	31,946	0
11061 811	L	Sheriff - Nine-One-One Enhanced	154,548	761,025	759,025	156,548	0
11065 811	L	Sheriff - OPSCAN Operations	677,259	398,232	439,216	636,275	0
11068 811	L	Sheriff - Operation Stonegarden	32,633	197,785	202,750	27,668	0
11070 811	L	Sheriff - 24/7 Sobriety Program	63,120	25,000	16,172	71,948	0
11080 811	L	Sheriff - Inmate Commissary and Welfare	84,815	47,500	64,320	67,995	0
11301. 511	H	Health and Human Services - Operations	735,812	2,052,826	2,365,692	422,946	0
11322 511	O	HHS - Homeless Task Force	491,698	450,000	789,230	152,468	0
11323 511	H	HHS - Chemical Dependency/Mental Health	2,757,854	2,123,245	2,531,415	2,349,684	0
11324 511	O	HHS - Affordable Housing	316,254	60,000	124,360	251,894	0
11331 511	H	HHS - Developmental Disabilities	880,290	1,839,776	2,085,041	635,025	0
11341 511	H	HHS - Foundational Public Health Services	621,500	2,100,000	2,361,563	359,937	0
11401. 821	L	Law Library	24,483	44,377	41,005	27,855	0
11701. 841	L	Pros Attny - Local Crime Victim Comp	11,718	218,158	203,041	26,835	0
11901. 841	L	Pros Attny - Racketeering	1,920	35	0	1,955	0
12201. 231	G	Treasurer - Operation and Maintenance	113,117	110,510	149,494	74,133	0
12231 231	G	Treasurer - REET Electronic Technology	84,103	11,800	6,091	89,812	0
12241 231	G	Treasurer - Land Assessment	12,032	25,912	24,865	13,079	0
12401 221	G	Auditor - Document Preservation	570,663	91,000	423,865	237,798	0
12905 861	L	Superior Crt - Dispute Resolution	655	13,105	13,105	655	0
12911 861	L	Superior Crt - Courthouse Facilitator	1,023	9,343	9,343	1,023	0
13001. 381	D	Noxious Weed Control	155,891	309,780	294,394	171,277	0
13051 381	D	Noxious Weed - LMD#2 Lake Sutherland	34,288	18,834	26,397	26,725	0
19910 291	O	Non Dept - Conservation Futures	958,586	339,350	700,000	597,936	0
19913 291	L	Non Dept - Trial Court Improvements	42,580	36,300	40,000	38,880	0
19914 291	O	Non Dept - Veterans' Relief	14,370	382,083	360,564	35,889	0
19915 291	O	Non Dept - Federal Forest Replacement	80,437	39,000	39,000	80,437	0
19925 291	O	Non Dept - Hotel/Motel Tax	1,310,685	1,791,000	1,581,000	1,520,685	0
19941 291	O	Non Dept - Opportunity Fund	7,271,870	2,089,000	4,252,067	5,108,803	0
19951 291	O	Non Dept - Affordable Housing Sales Tax	2,043,874	1,683,000	1,446,431	2,280,443	0
19961 291	L	Non Dept - American Rescue Plan Act	6,079,159	130,000	5,655,159	554,000	0
19991 291	L	Non Dept - Emergency Communication Tax	2,970,010	2,275,000	2,159,340	3,085,670	0
TOTAL SPECIAL REVENUE FUNDS			35,464,963	42,995,974	55,985,671	22,475,266	0
27401. 611	P	PW - RID #149 Osborn Road	836	0	836	0	0
29500. 231	P	Treasurer - LID 3rd Street Sewer Line Extension	14,861	1,538	3,000	13,399	0
TOTAL DEBT SERVICE FUNDS			15,697	1,538	3,836	13,399	0
30101. 911	P	Parks and Facilities - Real Estate Excise Tax Projects	2,522,334	1,027,000	2,435,571	1,113,763	0
30201. 911	P	Parks and Facilities - Real Estate Excise Tax Projects 2	2,190,094	1,082,904	1,214,534	2,058,464	0
30301. 331	D	Comm Dev - Lwr Dungeness Floodplain	776,645	1,552,795	2,204,724	124,716	0
30401. 331	D	Comm Dev -Dungeness Reservoir	1,304,684	3,050,000	3,083,946	1,270,738	0
30501. 911	P	Parks and Facilities - Capital Projects	1,523,442	521,596	2,045,038	0	0
30505. 911	P	Parks and Facilities - Parks Capital Repair & Replacement	0	147,000	0	147,000	0
30605. 811.	L	Sheriff - Joint Public Safety Facility Project	0	2,654,038	1,266,667	1,387,371	0
30701. 411	I	Information Tech - Capital Projects	59,673	430,796	490,469	0	0
30801. 611	P	PW - Broadband Infrastructure Capital Projects	37,123	4,196,000	3,114,370	1,118,753	0
30901. 331	D	Comm Dev - Carlsborg Water Mitigation	22,000	58,630	80,630	0	0
TOTAL CAPITAL PROJECT FUNDS			8,435,995	14,720,759	15,935,949	7,220,805	0
40201. 611	P	PW - Solid Waste	35,384	166,925	172,942	29,367	0
41401. 611	P	PW - Clallam Bay-Sekiu Sewer	270,681	6,537,943	6,226,781	581,843	0
41501. 611	P	PW - Clallam Bay-Sekiu Sewer Cap Replace	11,300	3,315	0	14,615	0
42401. 611	P	PW - Carlsborg Sewer	162,498	590,147	672,881	79,764	0
42501. 611	P	PW - Carlsborg Sewer Capital Repair/Replacement	246,861	48,969	0	295,830	0
43401 611	P	PW - Bullman Beach Water System	54,000	47,756	73,168	28,588	0
TOTAL ENTERPRISE FUNDS			780,724	7,395,055	7,145,772	1,030,007	0
50301. 611	I	PW - Equipment Rental and Revolving	1,994,232	5,582,048	4,552,001	3,024,279	0
50401. 461	I	HR - Risk Management	1,295,712	3,569,834	3,569,234	1,296,312	0
50501. 461	I	HR - Workers' Compensation Claims	338,535	682,974	720,683	300,826	0
50601. 461	I	HR - Employee Health Care Benefit	0	0	0	0	0
50701. 461	I	HR - Unemployment	159,272	48,016	63,399	143,889	0
TOTAL INTERNAL SERVICE FUNDS			3,787,751	9,882,872	8,905,317	4,765,306	0
TOTAL OTHER FUNDS			48,485,130	74,996,198	87,976,545	35,504,783	0
TOTAL BUDGET			61,612,159	127,114,897	143,285,904	45,441,152	0

CLALLAM COUNTY
GENERAL FUND 2024 DRAFT BUDGET--4 YEAR COMPARISON TO ACTUALS/FORECAST
\$ IN 000s

	4 YEAR COMPARISON					\$ INCREASE (DECREASE) FROM PRIOR YEAR				% INCREASE (DECREASE) FROM PRIOR YEAR				AS A % OF TOTAL REVENUE			
	2024	2023	2022	2021	2020	2024	2023	2022	2021	2024	2023	2022	2021	2024	2023	2022	2021
	Draft Budget	Projected	Actuals	Actuals	Actuals	Draft Budget	Projected	Actuals	Actuals	Draft Budget	Projected	Actuals	Actuals	Draft Budget	Projected	Actuals	Actuals
REVENUES:																	
Taxes	26,073	25,131	24,422	23,307	20,899	942	709	1,116	2,408	3.75%	2.90%	4.79%	11.52%	50.03%	48.72%	55.29%	54.24%
Licenses & Permits	929	960	1,019	1,088	1,004	-31	-59	-69	84	-3.24%	-5.81%	-6.31%	8.37%	1.78%	1.86%	2.31%	2.53%
Intergovernmental Revenues (excluding COVID/ARPA 605 funds)	8,692	6,988	6,552	6,723	6,372	1,704	436	-171	351	24.39%	6.65%	-2.54%	5.51%	16.68%	13.55%	14.83%	15.65%
Charges for Goods & Services	9,367	7,880	7,359	7,641	7,479	1,487	521	-282	162	18.88%	7.07%	-3.68%	2.17%	17.97%	15.28%	16.66%	17.78%
Fines & Penalties	725	709	687	985	879	16	22	-298	106	2.27%	3.13%	-30.23%	12.10%	1.39%	1.37%	1.56%	2.29%
Misc Revenue (Interest Inc, Camping Fees, etc)	4,771	4,342	2,278	2,130	2,235	429	2,064	148	-105	9.89%	90.63%	6.93%	-4.70%	9.15%	8.42%	5.16%	4.96%
Nonrevenues (Sale/Use Tax, Lodging Tax--Parks & Facil)	4	19	4	3	50	-15	15	1	-47	-77.11%	400.48%	32.28%	-94.20%	0.01%	0.04%	0.01%	0.01%
Other Financing Sources	1	2	0	0	22	-1	2	0	-22	-30.00%	-	-	-100.00%	0.00%	0.00%	0.00%	0.00%
TOTAL REVENUE FROM OPERATIONS (EXCLUDING COVID REIMB/ARPA 605 FUNDS)																	
Intergovernmental--COVID Reimbursements	0	86	181	824	5,118	-86	-95	-643	-4,294	-100.00%	-52.60%	-77.98%	-83.90%	0.00%	0.17%	0.41%	1.92%
Intergovernmental--ARPA Section 605 Funding	0	1,255	1,255	0	0	-1,255	0	1,255	0	-100.00%	0.00%	-	-	0.00%	2.43%	2.84%	0.00%
TOTAL REVENUE FROM OPERATIONS (INCLUDING COVID/ARPA 605 FUNDS)	50,564	46,031	42,322	41,877	38,939	4,533	3,709	445	2,938	9.85%	8.76%	1.06%	7.55%	97.02%	89.23%	95.82%	97.45%
Transfers In (mainly return of working capital funding previously provided by General Fund to grant-funded projects or one-time transfers from ARPA--SEE DETAIL BELOW)	1,555	4,214	410	270	561	-2,659	3,804	140	-291	-63.09%	927.55%	51.89%	-51.87%	2.98%	8.17%	0.93%	0.63%
TOTAL REVENUE	52,119	51,586	44,169	42,971	44,618	533	7,417	1,198	-1,647	1.03%	16.79%	2.79%	-3.69%	100.00%	100.00%	100.00%	100.00%
EXPENDITURES:																	
Payroll	27,851	24,571	22,768	21,428	20,594	3,280	1,803	1,340	834	13.35%	7.92%	6.25%	4.05%	53.44%	47.63%	51.55%	49.87%
Benefits	11,580	9,972	9,109	8,698	8,466	1,608	863	411	232	16.13%	9.47%	4.73%	2.74%	22.22%	19.33%	20.62%	20.24%
Supplies	1,765	1,545	1,355	1,001	1,110	220	190	355	-110	14.23%	13.99%	35.44%	-9.87%	3.39%	2.99%	3.07%	2.33%
Services	10,177	8,280	6,865	5,800	6,049	1,897	1,415	1,064	-249	22.91%	20.62%	18.35%	-4.12%	19.53%	16.05%	15.54%	13.50%
Capital	381	672	253	60	338	-291	419	193	-278	-43.32%	165.92%	323.28%	-82.33%	0.73%	1.30%	0.57%	0.14%
Payment to Risk Management/Workers Comp Funds	1,963	1,642	1,366	1,237	1,229	321	276	129	8	19.55%	20.19%	10.44%	0.63%	3.77%	3.18%	3.09%	2.88%
Debt Service--Leases	163	131	118	0	0	32	13	118	0	24.13%	11.28%	-	-	0.31%	0.25%	0.27%	0.00%
TOTAL EXPENDITURES FROM OPERATIONS-- EXCLUDING COVID																	
Salaries & Wages--COVID	0	0	0	44	245	0	0	-44	-202	-	-	-100.00%	-82.21%	0.00%	0.00%	0.00%	0.10%
Benefits--COVID	0	0	0	1	13	0	0	-1	-12	-	-	-100.00%	-90.47%	0.00%	0.00%	0.00%	0.00%
Supplies--COVID	0	0	3	65	213	0	-3	-63	-148	-	-100.00%	-96.08%	-69.37%	0.00%	0.00%	0.01%	0.15%
Services--COVID	0	0	90	211	3,207	0	-90	-121	-2,996	-	-100.00%	-57.27%	-93.43%	0.00%	0.00%	0.20%	0.49%
Capital Outlays--COVID	0	0	0	63	702	0	0	-63	-639	-	-	-100.00%	-91.08%	0.00%	0.00%	0.00%	0.15%
Transfers Out--COVID	0	0	0	392	995	0	0	-392	-603	-	-	-100.00%	-60.59%	0.00%	0.00%	0.00%	0.91%
TOTAL EXPENDITURES FROM OPERATIONS-- INCLUDING COVID	53,879	46,813	41,833	38,224	37,787	7,066	4,980	3,610	436	15.09%	11.90%	9.44%	1.15%	106.56%	101.70%	98.84%	91.28%
Transfers Out (mainly for capital funding, working capital for grant-supported projects, and supplemental operational funding provided to other County funds--SEE DETAIL BELOW)	1,430	3,294	6,156	2,967	2,174	-1,864	-2,862	3,189	793	-56.58%	-46.49%	107.49%	36.46%	2.74%	6.39%	13.94%	6.90%
TOTAL EXPENDITURES	55,309	50,107	48,082	41,966	45,336	5,202	2,025	6,116	-3,370	10.38%	4.21%	14.57%	-7.43%	106.12%	97.13%	108.86%	97.66%
NET OPERATING SURPLUS (DEFICIT)-- EXCLUDING COVID/ARPA 605 FUNDS																	
NET SURPLUS (DEFICIT) FROM COVID/ARPA 605 FUNDS	0	1,341	1,344	48	-257	-1,341	-3	1,295	305	-100.00%	-0.21%	2671.16%	-118.89%	0.00%	2.83%	3.07%	0.11%
NET SURPLUS (DEFICIT) FROM TRANSFERS IN/OUT	125	920	-5,746	-2,697	-1,613	-795	6,666	-3,049	-1,084	-86.41%	-116.01%	113.06%	67.18%	0.25%	1.94%	-13.13%	-6.32%

CLALLAM COUNTY
GENERAL FUND 2024 DRAFT BUDGET--4 YEAR COMPARISON TO ACTUALS/FORECAST
\$ IN 000s

	4 YEAR COMPARISON					\$ INCREASE (DECREASE) FROM PRIOR YEAR				% INCREASE (DECREASE) FROM PRIOR YEAR				AS A % OF TOTAL REVENUE			
	2024	2023	2022	2021	2020	2024	2023	2022	2021	2024	2023	2022	2021	2024	2023	2022	2021
	Draft Budget	Projected	Actuals	Actuals	Actuals	Draft Budget	Projected	Actuals	Actuals	Draft Budget	Projected	Actuals	Actuals	Draft Budget	Projected	Actuals	Actuals
NET SURPLUS (DEFICIT)--INCLUDING COVID/ARPA 605 FUNDS/TRANSFERS IN/OUT	-3,190	1,479	-3,913	1,005	-718	-4,669	5,392	-4,918	1,723	-315.70%	-137.79%	-489.44%	-239.86%	-6.12%	2.87%	-8.86%	2.34%
BUDGET ADJUSTMENTS:																	
PAYROLL/BENEFITS HISTORIC BUDGET UNDERSPEND DUE TO POSITION DARK TIME	2,366																
REAL ESTATE TRANSACTION ESCROW	30																
PROJECTED NET OPERATING SURPLUS (DEFICIT)-ADJUSTED FOR HISTORIC PAYROLL UNDERSPEND	-794	1,479	-3,913	1,005	-718	-2,273	5,392	-4,918	1,723	-153.71%	-137.79%	-489.44%	-239.86%	-1.52%	2.87%	-8.86%	2.34%
BUDGETED ENDING FUND BALANCE	9,936	13,127	11,648	15,529	14,524	-3,190	1,479	-3,881	1,005	-24.30%	12.70%	-24.99%	6.92%	19.65%	27.71%	26.62%	36.37%
As a % of Total Expenditures	18%	26%	24%	37%	32%												
As a % of Total Expenditures (excluding Transfers Out)	18%	28%	28%	40%	34%												
PROJECTED ENDING FUND BALANCE	12,332	13,127	11,648	15,529	14,524	-794	1,479	-3,881	1,005	-6.05%	12.70%	-24.99%	6.92%	24.39%	27.71%	26.62%	36.37%
As a % of Total Expenditures	23%	26%	24%	37%	32%												
As a % of Total Expenditures (excluding Transfers Out)	25%	30%	33%	44%	36%												

GENERAL FUND REVENUE DETAIL

TAX SUMMARY:

Real and Personal Property Taxes	12,009	11,755	11,373	11,277	10,992	255	381	97	285	2.17%	3.35%	0.86%	2.59%	23.04%	22.79%	25.75%	26.24%
Juvenile Correction Sales and Use Tax	2,116	2,014	1,943	1,812	1,507	102	71	131	305	5.07%	3.65%	7.23%	20.24%	4.06%	3.90%	4.40%	4.22%
Timber Excise Tax	417	366	324	281	212	51	42	43	69	14.05%	12.85%	15.30%	32.55%	0.80%	0.71%	0.73%	0.65%
Local Retail Sales and Use Tax	10,017	9,572	9,394	8,639	7,097	445	178	755	1,542	4.65%	1.89%	8.74%	21.73%	19.22%	18.56%	21.27%	20.10%
Leasehold Excise Tax	78	75	68	59	70	3	7	9	-11	4.39%	9.88%	15.25%	-15.71%	0.15%	0.14%	0.15%	0.14%
Local Criminal Justice/Public Safety	1,436	1,350	1,320	1,239	1,021	86	30	81	218	6.36%	2.28%	6.54%	21.35%	2.76%	2.62%	2.99%	2.88%
TOTAL TAX REVENUE	26,073	25,131	24,422	23,307	20,899	942	709	1,116	2,408	3.75%	2.90%	4.79%	11.52%	50.03%	48.72%	55.29%	54.24%
OTHER GENERAL FUND REVENUES:																	
Licenses & Permits	929	960	1,019	1,088	1,004	-31	-59	-69	84	-3.24%	-5.81%	-6.31%	8.37%	1.78%	1.86%	2.31%	2.53%
Intergovernmental Revenues--Grants	4,161	2,816	2,910	2,971	2,660	1,346	-95	-61	311	47.79%	-3.25%	-2.06%	11.69%	7.98%	5.46%	6.59%	6.92%
Intergovernmental Revenues--PILT, PUD Privilege Tax, Criminal Justice, Marijuana/ Liquor Excise, Autopsy, Other	3,587	3,387	3,088	3,140	3,040	199	299	-52	100	5.88%	9.69%	-1.65%	3.29%	6.88%	6.57%	6.99%	7.31%
Intergovernmental--Timber Sales	944	785	554	612	672	159	231	-58	-60	20.25%	41.72%	-9.47%	-8.91%	1.81%	1.52%	1.25%	1.42%
Charges for Goods & Services	9,367	7,880	7,359	7,641	7,479	1,487	521	-282	162	18.88%	7.07%	-3.68%	2.17%	17.97%	15.28%	16.66%	17.78%
Fines & Penalties	725	709	687	985	879	16	22	-298	106	2.27%	3.13%	-30.23%	12.10%	1.39%	1.37%	1.56%	2.29%
Misc Revenue (Interest Inc, Camping Fees, etc)	4,771	4,342	2,278	2,130	2,235	429	2,064	148	-105	9.89%	90.63%	6.93%	-4.70%	9.15%	8.42%	5.16%	4.96%
Nonrevenues (Sale/Use Tax, Lodging Tax--Parks & Facil)	4	19	4	3	50	-15	15	1	-47	-77.11%	400.48%	32.28%	-94.20%	0.01%	0.04%	0.01%	0.01%
Other Financing Sources (excluding Timber)	1	2	0	0	22	-1	2			-30.00%				0.00%	0.00%	0.00%	
TOTAL OTHER REVENUE, EXCLUDING COVID REIMBURSEMENTS/ ARPA 605 FUNDS/ TRANSFERS IN	24,490	20,900	17,900	18,570	18,040	3,590	3,000	-671	552	17.18%	16.76%	-3.61%	2.94%	46.99%	40.51%	40.53%	43.22%
Intergovernmental--COVID Reimbursements	0	86	181	824	5,118	-86	-95	-643	-4,294	-100.00%	-52.60%	-77.98%	-83.90%	0.00%	0.17%	0.41%	1.92%

CLALLAM COUNTY
GENERAL FUND 2024 DRAFT BUDGET--4 YEAR COMPARISON TO ACTUALS/FORECAST
\$ IN 000s

	4 YEAR COMPARISON					\$ INCREASE (DECREASE) FROM PRIOR YEAR				% INCREASE (DECREASE) FROM PRIOR YEAR				AS A % OF TOTAL REVENUE			
	2024	2023	2022	2021	2020	2024	2023	2022	2021	2024	2023	2022	2021	2024	2023	2022	2021
	Draft Budget	Projected	Actuals	Actuals	Actuals	Draft Budget	Projected	Actuals	Actuals	Draft Budget	Projected	Actuals	Actuals	Draft Budget	Projected	Actuals	Actuals
Intergovernmental--ARPA Section 605 Local Assistance & Tribal																	
Consistency Funding	0	1,255	1,255	0	0	-1,255	0	1,255	0	-100.00%	0.00%	-	-	0.00%	2.43%	2.84%	0.00%
Transfers In	1,555	4,214	410	270	561	-2,659	3,804	140	-291	-63.09%	927.55%	51.89%	-51.87%	2.98%	8.17%	0.93%	0.63%
TOTAL REVENUE--GENERAL FUND	52,119	51,586	44,169	42,971	44,618	533	7,417	1,198	-1,625	1.03%	16.79%	2.79%	-3.69%	100.00%	100.00%	100.00%	100.00%

TRANSFERS IN/OUT-- DETAIL

REVENUE--TRANSFERS IN FROM:

Lower Dungeness Floodplain Project (return of working capital)	683	4,000	0	230	521	-3,317	4,000	-230	-291	-82.93%	-	-100.00%	-55.85%	1.31%	7.75%	0.00%	0.54%
Clallam Bay Sekiu Sewer (return of working capital)	250	0	0	0	0	250	0	0	0	-	-	-	-	0.48%	0.00%	0.00%	0.00%
Trial Court Improvements--Jail (ongoing)	40	40	40	40	40	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.08%	0.08%	0.09%	0.09%
Employee Health Care Benefit Fund (one-time)	0	49	0	0	0	-49	49	0	0	-100.00%	-	-	-	0.00%	0.09%	0.00%	0.00%
Public Works (Employee Heath Care Wellness Benefit)	4	0	0	0	0	4	0	0	0	-	-	-	-	0.01%	0.00%	0.00%	0.00%
Health & Human Services Fund (Serenity House project)	0	0	370	0	0	0	-370	370	0	-	-100.00%	-	-	0.00%	0.00%	0.84%	0.00%
Boating Program	0	125	0	0	0	-125	125	0	0	-100.00%	-	-	-	0.00%	0.24%	0.00%	0.00%
Dungess Reservoir	0	0	0	0	0	0	0	0	0	-	-	-	-	0.00%	0.00%	0.00%	0.00%
American Rescue Plan Act Fund (interest income)	578	0	0	0	0	578	0	0	0	-	-	-	-	1.11%	0.00%	0.00%	0.00%
TOTAL TRANSFERS IN REVENUE	1,555	4,214	410	270	561	-2,659	3,804	140	-291	-63.09%	927.55%	51.89%	-51.87%	2.98%	8.17%	0.93%	0.63%

EXPENDITURE--TRANSFERS OUT TO:

Lower Dungeness Floodplain Project (working capital)	0	0	3,400	1,277	295	0	-3,400	2,123	982	-	-100.00%	166.26%	332.66%	0.00%	0.00%	7.70%	2.97%
Clallam Bay Sekiu Sewer (working capital/ongoing support)	0	140	250	277	0	-140	-110	-27	277	-100.00%	-44.00%	-9.75%	-	0.00%	0.27%	0.57%	0.64%
Dungeness Reservoir (working capital)	0	800	404	300	30	-800	396	104	270	-100.00%	98.02%	34.67%	900.00%	0.00%	1.55%	0.91%	0.70%
Boating Safety (working capital)	0	170	0	0	0	-170	170	0	0	-100.00%	-	-	-	0.00%	0.33%	0.00%	0.00%
Operation Stonegarden (working capital)	0	0	0	50	0	0	0	-50	50	-	-	-100.00%	-	0.00%	0.00%	0.00%	0.12%
PW--Bullman Beach (working capital)	0	0	0	75	0	0	0	-75	75	-	-	-100.00%	-	0.00%	0.00%	0.00%	0.17%
Capital Projects--Parks Fair & Facilities	411	1,195	1,020	357	818	-784	175	663	-461	-65.61%	17.16%	185.71%	-56.36%	0.79%	2.32%	2.31%	0.83%
Capital Projects--IT	431	552	349	76	1,410	-121	203	273	-1,334	-21.92%	58.17%	359.21%	-94.61%	0.83%	1.07%	0.79%	0.18%
Local Crime Victim Compensation Fund (ongoing)	67	82	77	0	0	-15	5	77	0	-18.29%	6.49%	-	-	0.13%	0.16%	0.17%	0.00%
Employee Healthcare Benefit Fund (ongoing)	0	19	7	19	13	-19	12	-12	6	-100.00%	171.43%	-63.16%	46.15%	0.00%	0.04%	0.02%	0.04%
Law Library (ongoing)	17	15	24	20	0	2	-9	4	20	13.33%	-37.50%	20.00%	-	0.03%	0.03%	0.05%	0.05%
Solid Waste (ongoing)	70	7	7	0	0	63	0	7	0	900.00%	0.00%	-	-	0.13%	0.01%	0.02%	0.00%
Honor Guard	10	0	0	0	0	10	0	0	0	-	-	-	-	0.02%	0.00%	0.00%	0.00%
HHS--Operations Fund (ongoing)	125	125	530	792	545	0	-405	-262	247	0.00%	-76.42%	-33.08%	45.32%	0.24%	0.24%	1.20%	1.84%
HHS--Chemical Dependency/Mental Health (ongoing)	6	6	6	3	3	0	0	3	0	0.00%	0.00%	100.00%	0.00%	0.01%	0.01%	0.01%	0.01%
Public Works--Flood Control (ongoing)	74	72	46	113	55	2	26	-67	58	2.78%	56.52%	-59.29%	105.45%	0.14%	0.14%	0.10%	0.26%
Public Works--Carlsborg Sewer (ongoing)	96	0	0	0	0	96	0	0	0	-	-	-	-	0.18%	0.00%	0.00%	0.00%
Veterans Relief (ongoing)	123	111	36	0	0	12	75	36	0	10.81%	208.33%	-	-	0.24%	0.22%	0.08%	0.00%

TOTAL TRANSFERS OUT EXPENDITURES	1,430	3,294	6,156	3,359	3,169	-1,864	-2,862	2,797	190	-56.58%	-46.49%	83.27%	5.99%	2.74%	6.39%	13.94%	7.82%
SURPLUS/(DEFICIT)--TRANSFERS IN/OUT	125	920	-5,746	-3,089	-2,608	-795	6,666	-2,657	-481	-86.41%	-116.01%	86.01%	18.44%	0.24%	1.78%	-13.01%	-7.19%

Four Year Comparison of Major Budget Items - Draft Budget

Budget Years	2024	2023	2022	2021
Taxes				
Real and Personal Property Taxes	12,009,431	11,754,970	11,431,700	11,251,500
Juvenile Correction Sales and Use Tax	2,116,000	1,949,000	1,904,000	1,470,000
Timber Excise Tax	417,000	348,600	375,000	360,000
Local Retail Sales and Use Tax	10,017,000	9,447,000	9,031,000	6,738,000
Leasehold Excise Tax	78,000	75,450	64,450	74,350
Local Criminal Justice/Public Safety	<u>1,436,000</u>	<u>1,343,000</u>	<u>1,287,000</u>	<u>990,000</u>
Total Taxes	26,073,431	24,918,020	24,093,150	20,883,850
% increase year over year	4.637%	3.424%	15.367%	0.774%
General Fund Major Sources of Budgeted Revenue				
Grants	4,161,329	4,226,458	2,885,495	2,728,087
Sale of County Timber	944,000	634,000	740,100	625,100
Taxes	26,073,431	24,918,020	24,093,150	20,883,850
Licenses and Permits	928,915	1,011,850	1,055,400	1,050,173
Intergovernmental	3,586,700	3,400,700	4,628,100	3,129,600
Charges for Goods and Services	9,367,453	8,382,571	8,276,209	7,845,437
Fines and Forfeits	725,090	770,039	833,378	908,285
Other	<u>4,776,604</u>	<u>3,678,368</u>	<u>1,860,371</u>	<u>2,112,275</u>
Total	50,563,522	47,022,006	44,372,203	39,282,807
Transfers	<u>1,555,177</u>	<u>6,498,019</u>	<u>2,440,000</u>	<u>1,840,000</u>
Total Budgeted Revenue	52,118,699	53,520,025	46,812,203	41,122,807
Plus General Fund Reserves	<u>13,127,029</u>	<u>11,831,000</u>	<u>15,028,000</u>	<u>13,880,000</u>
Total Funds Available	65,245,728	65,351,025	61,840,203	55,002,807
% increase year over year	-0.161%	5.677%	12.431%	-3.866%
General Fund Budgeted Expenditures				
Salaries	27,850,738	26,167,708	24,619,899	22,537,254
Benefits	11,580,206	10,999,229	10,017,552	9,543,856
Supplies	1,764,925	1,453,389	1,518,239	1,242,488
Services	12,139,883	10,278,445	8,971,999	7,763,740
Intergovernmental	0	0	0	0
Capital	380,863	891,901	<u>363,330</u>	<u>184,425</u>
Debt Service	162,614	131,001		
Subtotal	53,879,229	49,921,673	45,491,019	41,271,763
Transfers Used	1,430,130	4,924,063	6,213,350	3,377,857
Interfund Payments Used		<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Expenditures	55,309,359	54,845,736	51,704,369	44,649,620
% increase year over year	0.845%	6.076%	15.800%	-2.797%
General Fund Budgeted Expenditures by Program				
General Government	9,872,100	9,178,531	8,174,821	7,190,582
Law and Justice	31,084,341	29,624,768	27,548,587	25,343,359
Public Works	0	0	0	0
Internal Services	4,133,766	3,533,537	3,171,090	2,738,288
Public Health	2,646,174	2,483,712	2,100,738	1,870,422
Land Use and Development	4,305,004	3,055,661	2,809,217	2,502,693
Other Services	<u>4,049,572</u>	<u>4,022,844</u>	<u>3,565,046</u>	<u>3,342,397</u>
Subtotal	56,090,957	51,899,053	47,369,499	42,987,741
Plus Transfers	1,430,130	4,924,063	6,213,350	3,377,857
Minus Indirect Costs Reimbursement	<u>-2,211,728</u>	<u>-1,977,380</u>	<u>-1,878,480</u>	<u>-1,715,978</u>
Total	55,309,359	54,845,736	51,704,369	44,649,620
% increase year over year	0.845%	6.076%	15.800%	-2.797%
General Fund Staffing by Program				
General Government	51.90	51.54	50.54	46.21
Law and Justice	199.36	197.80	192.45	188.91
Public Works	0.00	0.00	0.00	0.00
Internal Services	20.15	19.45	16.90	16.83
Public Health	20.58	20.38	19.58	17.58
Land Use and Development	26.10	21.94	23.54	22.78
Other Services	<u>24.58</u>	<u>24.58</u>	<u>24.58</u>	<u>24.58</u>
Total	342.67	335.69	327.59	316.89
% increase year over year	2.079%	2.473%	3.377%	-0.158%

CLALLAM COUNTY
GENERAL FUND DRAFT 2024 BUDGET
BRIDGE ANALYSIS BETWEEN RECOMMENDED BUDGET & DRAFT BUDGET
\$ IN 000s

		COMMENTS
OPERATING DEFICIT--2024 RECOMMENDED BUDGET	-3,941	
NET REVENUE CHANGES:		
Primarily due to lowering Nov-Dec 2023 projected Sales & Use tax revenues to reflect a 4% year-over-year growth rate (vs. 6.25% previously forecast) to better reflect recent trend; as partly offset by 2024 growth rates being increased to 4.65% from 4.07% growth assumed in Recommended Budget to reflect a slight uptick in 2024 taxable retail sales per the Q3 2023 WA State Economic Forecast Council report.		
Taxes	-69	
Licenses & Permits	0	
Intergovernmental Revenues	1,325	Reflects additional grant revenue identified for DCD Environmental Quality of \$1,165k (+\$382k DOC/RCO McDonald Ck Fish Passage Removal, DOC GMA Update of \$262.5k, DOC Climate Planning grant +\$361k, & DOE Lwr Elwha Channel Migration Zone +\$159k), Superior Court (+\$60k AOC Rural Court Security grant), and \$100k increase in DNR Timber Revenues based on revised projection received.
Charges for Goods & Services	-45	Decrease due to a \$150k decrease in HHS Administration intrafund services revenue charged from Foundational Public Health fund due to a correction of a budgeting error, as partly offset by +\$46k in additional Auditor Election Svcs revenue based on fully billing elections staff time to junior taxing districts to bring in-line with other county best practices and a \$59k increase in WSU Extension services to be provided to Roads.
Fines & Penalties	71	Reflects addition of \$71k in higher District Court 1 traffic infraction deferred finding admin fees, and other fines & penalties based on trend.
Misc Revenue (Interest Inc, Camping Fees, etc)	109	Mainly due to a \$100k increase in Parks & Facilities camping fees for Dungeness and Salt Creek based on a camping rate market comparison analysis, and \$15k in higher fair revenues related to vehicle storage rental revenues at fairgrounds based on revised rates, as partly offset by \$6k decrease in DC1 court interest adjustments based on trend.
Transfers In	578	Due to the one-time transfer of \$578k of all interest income earned to-date from the ARPA fund to the General Fund as such funds are not subject to ARPA usage guidelines.
TOTAL NET REVENUE CHANGES	1,970	

CLALLAM COUNTY
GENERAL FUND DRAFT 2024 BUDGET
BRIDGE ANALYSIS BETWEEN RECOMMENDED BUDGET & DRAFT BUDGET
\$ IN 000s

			COMMENTS
<u>NET EXPENDITURE CHANGES:</u>			
Payroll	108		Reflects increases relating to (1) Sheriff Ops (+\$20k reflecting the additional of 1 FTE Patrol Deputy position mid-year as offset by .5 FTE savings resulting from realignment of open part-time evidence role position and an admin specialist position, (2) DCD Environmental Quality (\$27k for grant funded .5 FTE admin position in MRC), (3) DCD Permits (+\$7k), (4) IT (+\$22k), (5) NonDepartmental (\$15k), (6) District Court 1 (\$15k increase in extra help to correct an error in prior budget), and WSU Extension weed control (\$9k), as offset by a reduction of \$7k in Treasurer to correctly budget extra help.
Benefits	85		Mainly due to \$194k increased medical insurance related to additional employer match required under current CBA labor agreements, the effect of layering in increase L&I Workers Comp rates (\$97k), as partly offset by benefit savings from staff position realignments in the Auditor's Office elections and admin staff and Sheriff Operations admin staff, and other savings.
Supplies	-29		Decrease is mainly due to reclassification of Treasurer CashVest and planned Sympro new investment software from supplies to services (-\$46k), as offset by \$13k higher DCD Environmental Quality grant-funded supplies related to the GMA, Climate and Lower Elwha Migration grants.
Services	1,465		Increase mainly due to \$990k of DCD Environmental Quality grant-funded professional services related to DOC/RCO McDonald Ck Fish Passage Removal, DOC GMA Update, DOC Climate Planning , & DOE Lwr Elwha Channel Migration Zone grants added. Also includes \$53k in higher Security Grant-funded security services in Superior Court. ER&R increased rental rates of \$272k reflecting higher vehicle replacement costs. Increases also in NonDepartmental of +\$36k (reflecting \$25k increase in NODC to match '23 funding levels, \$17k Opengov, \$10k Evergreen Forest County Group, as offset by lower Historic Preservation (\$15k)), Prosecuting Attorney (+\$43k for Evidence.com software needed to support Axon body camera video evidence that were missed being added to the Recommended Budget that were to be funded through trend cost savings previously identified in the PA's budget), reclassification of Treasurer CashVest and planned Sympro new investment software from supplies to services (\$46k), WSU Extension (+\$36k to support additional weed control support under new Roads Master Gardener agreement), and IT (+\$6k in training to support internal implementation of Microsoft InTune application), and small increases in other areas. As offset by lower Auditor printing and binding elections costs (\$28k) due to shifting of February election printing costs to 2023.

CLALLAM COUNTY
GENERAL FUND DRAFT 2024 BUDGET
BRIDGE ANALYSIS BETWEEN RECOMMENDED BUDGET & DRAFT BUDGET
\$ IN 000s

		COMMENTS
Capital	-327	Due to transition of non-recurring capital outlays from General Fund to ARPA fund in 2024, including Sheriff Jail radio replacements (\$40k), PA Coroner Vehicle (\$100k), Parks & Facilities tractor/loader/mower (\$127k), and IT's domain rebuild project (\$35k). Also due to lower projected Sheriff patrol vehicle replacement costs (\$32k) as offset by Superior Court AOC rural court security grant-funded security equipment (\$7k).
Transfers Out	-83	Due primarily to lower Transfers to fund 2024 capital projects in Parks & Facilities Capital Projects Fund (\$7k) and IT Capital Projects fund (\$159k) as a result of shifting several non-recurring capital projects from General Fund-supported capital funds to the ARPA fund, including the Juvenile Services Security Camera Replacement project (\$15k), the Fairgrounds WIFI project (\$50k), the Door Badge Controls & Cameras project (\$90k), and the Expansion of the BOCC Electrical/Network Closet project (\$25k). These decreases were partly offset by an increase in Transfer to Carlsborg Sewer (\$82k) needed to fund increased Sequim pipe charges due to sewer line replacements costs, and to Law Library (\$1k).
Payment to Risk Management/Workers Comp Funds	-1	
TOTAL NET EXPENDITURE CHANGES	1,219	
NET CHANGE BETWEEN REVENUE & EXPENDITURES-- DRAFT BUDGET VS RECOMMENDED BUDGET	751	
OPERATING DEFICIT--2024 DRAFT BUDGET	-3,190	

CLALLAM COUNTY
GENERAL FUND DRAFT 2024 BUDGET
BREAKDOWN OF DRAFT 2024 BUDGET DEFICIT VS 2023 PROJECTED SURPLUS
\$ IN 000s

		NOTES
TOTAL DRAFT GENERAL FUND OPERATING SURPLUS/(DEFICIT)--2024 BUDGET	-3,190	
TOTAL FORECASTED GENERAL FUND OPERATING SURPLUS/(DEFICIT)--2023 PROJECTED	1,479	
NET CHANGE IN OPERATING SURPLUS/(DEFICIT)--2024 DRAFT BUDGET VS 2023 PROJECTED	-4,669	
<u>MAJOR COMPONENTS OF CHANGE IN OPERATING SURPLUS/(DEFICIT) FROM 2023 TO 2024:</u>		
INCREASE IN TAX REVENUE (PROPERTY TAXES, SALES & USE, JUVENILE SERVICES SALES & USE, ETC)	942	Assumes Property Taxes projected to grow 2.2% based on 1% levy growth allowed plus new construction. Sales Tax revenues assume an annual increase of +4.65% which is reflects two primary components--(1) the assumed minimal growth of 1.6% in overall taxable retail sales activity projected for WA State by the WA Economic Forecast Council for 2024 which presumes further economic cooling expected in 2024, and (2) factoring in of the 3.05% estimated incremental sales tax growth impact of the several large WSDOT US 101 fish barrier removal, Elwha Bridge Replacement, and other Clallam WSDOT road construction projects occurring in 2024 (see attached analysis for a list of these projects). Other taxes for Local Criminal Justice/Public Safety reflect growth of 6.2% in 2024 based on MRSC published guidance.
INCREASE IN INTERGOVERNMENTAL REVENUE--GRANTS	1,346	Intergovernmental Grant revenues increased by +\$1,346k or +47.8%, driven principally by grant gains in DCD Environmental Quality of \$859k (mainly due to new GMA update-related grants including DOC GMA Update of \$262.5k and DOC Climate Planning grant of +\$361k, as well as a DOE Lower Elwha Channel Migration Zone grant of+\$159k, and other gains in NOPL, Marine Resources, & NOAA Olympic Oyster restoration grants). Higher grants are also budgeted in Superior Court (+\$60k AOC Rural Court Security grant and +\$16k for AOC Interpreter grant), Juveniles Services (up \$271k in CJS, Becca, HHS HCA CPWI, Secure Crisis Residential Center & Special Sex Offender Disposition grants), Sheriff Ops (up \$29k due to higher Sex Offender Verification Program & Stop Grant), and gains in other areas.
INCREASE IN INTERGOVERNMENTAL REVENUE--PILT, PUD Privilege Tax, Criminal Justice, Marijuana/ Liquor Excise, Autopsy, Other	199	Reflects 3.5%-6.4% increases in PILT, Criminal Justice, PUD Privilege, and other excise taxes based on historical trend and MRSC published guidance.
INCREASE IN INTERGOVERNMENTAL REVENUE--ARPA Section 605 Local Assistance & Tribal Consistency Funding	-1,255	Decrease due to sunseting of ARPA 605 LATCF revenues in 2023 with the final payment received in August 2023.
INCREASE IN INTERGOVERNMENTAL--Timber Revenue	159	Increase of 20% based on revised 2024 estimate derived from Q2 DNR 2023 timber harvest report and forecast, as partially adjusted for timber price premium trends observed in auction results.

CLALLAM COUNTY
GENERAL FUND DRAFT 2024 BUDGET
BREAKDOWN OF DRAFT 2024 BUDGET DEFICIT VS 2023 PROJECTED SURPLUS
\$ IN 000s

		NOTES
INCREASE IN GOODS & SERVICES REVENUE	1,487	Increase due to assumed recovery of services revenue streams impacted during COVID or by ongoing staffing shortages existing in certain departments that provide services, including the Sheriff Jail's slightly improved jail excess bed usage with DOC (+\$20k over forecasted 2023, but still budgeted at a third of pre-COVID levels) and Jail staffing levels rebounding to enable resumption of Chain Gang services to the Roads department (+\$200k over forecast 2023), increased Sheriff Ops services fees of +\$115k (due to higher law enforcement services (\$61k), \$38k higher Jamestown contract policing, and higher OPSCAN Radio Tech services), increased interfund services provided to the HHS Foundational Public Health and other non-General Fund HHS funds by HHS Environmental Health (\$117k) & HHS Administration (\$196k), CPI-tied increases under certain interagency criminal justice services agreements (\$56k), higher DCD commercial and residential plan check revenues (+\$53k over 2023 projected), higher HHS Environmental Health On Site fees (+\$84k over 2023 projected), higher elections services revenue tied to the 2024 Presidential primary (+\$126k), increased Hargrove funding provided to the DC1 mental health court (\$167k), Jail Medical (+\$185k to support additional 1 FTE mental health professional added to support increased MH demands in jail), Superior Court's family and drug therapeutic courts (\$40k), and increases/decreases in other areas.
INCREASE IN MISC REVENUE	429	Increase mainly due to modestly higher interest income due to continued gains in interest rates during 2023 enabling the Treasurer to continue to reinvest maturing investment funds at higher rates (with assumption that rate increases by the Federal Reserve slow after 2023 as the economy cools), as partly offset by \$25k or 7% decline in interest on delinquent property taxes. Campground revenues reflect growth of \$149k reflecting assumed CPI and market comparison adjustments reflected in '24 proposed rates and assumed growth trend, and higher Fair revenues related to rodeo/logging show purse spondorships, concessions and higher rates to be implemented for long-term vehicle storage (+\$66k).

CLALLAM COUNTY
GENERAL FUND DRAFT 2024 BUDGET
BREAKDOWN OF DRAFT 2024 BUDGET DEFICIT VS 2023 PROJECTED SURPLUS
\$ IN 000s

		NOTES
DECREASE IN TRANSFERS IN	-2,659	Primarily due to a \$3.3 million decrease in Transfer In from the Lower Dungeness Floodplain project as \$4.0 million of the \$4.683 million of funding provided by the General Fund for this project is expected to be received in 2023, with the remaining \$683k to be paid in 2024 when the project's remaining work is completed. Remainder of the decrease is due to the \$125k of bridge funding being returned to the General Fund following completion of the grant-funded purchase of the new Sheriff vessel purchased in the Boating Safety fund, and the transfer of \$49k from the Employee Healthcare Benefit fund in 2023 relating to transitioning of the employee wellness benefit program to the HR department in the General Fund, as offset by the return of working capital previously provided to the Clallam Bay/Seki Sewer fund as the DOE grant/loan funded sewer improvement project concludes in 2024 (\$250k) and the non-recurring transfer of all interest income earned to-date from ARPA fund to the General Fund as such funds are not subject to ARPA usage guidelines (\$578k).
DECREASE IN INTERGOVERNMENTAL--COVID REIMBURSEMENTS	-86	Due to collection of all remaining FEMA COVID grant funding received in 2023 following conclusion of pandemic response efforts.
INCREASE IN PAYROLL	-3,280	Increase due to base budget assuming all positions staffed per current policy (vs savings from position darktime)--see below for estimated dark-time projected underspend. When adjusted to reflect \$1.671 million of historic darktime budget underspend, payroll is projected to increase approximately \$1.609 million, or 6.5%, from 2023 to 2024 which reflects increases due to 2.5-3% COLAs for the various bargaining units, pay step increases, pay adjustments due to position salary studies and position reclassifications, a \$150k increase in budgeted leave payout costs assumed for 2024, and costs related to the decoupling of the County Administrator and HR Director positions, and additional 6.98 FTEs added (3.5 in Sheriff (Body Camera Records Specialist, Accountant, 1 Patrol Deputy (starting 7/1/24), and 1 Hargrove-funded Mental Health Professional in Jail), 1 in DCD Code Enforcement, .5 in DCD Environmental Quality, 1 in PA-Coroner), as partially offset by savings due to turnover that occurred in 2023.

CLALLAM COUNTY
GENERAL FUND DRAFT 2024 BUDGET
BREAKDOWN OF DRAFT 2024 BUDGET DEFICIT VS 2023 PROJECTED SURPLUS
\$ IN 000s

		NOTES
INCREASE IN BENEFITS	-1,608	Increase due to base budget assuming all positions staffed--see below. When adjusted to reflect \$0.695 million of historic darktime budget underspend, benefits are projected to increase approximately \$913k, or 9.2%, from 2023 to 2024 , with this increase reflecting the increase in payroll costs outlined above, the \$50 per month County-paid health premium increases and longevity-based medical premium pay increases that take effect in January each year under the collective bargaining agreements completed in July 2021/2022, and higher worker's comp costs due to higher claims costs and increased L&I rates across all employee classifications.
DECREASE IN TRANSFERS OUT	1,864	Primarily due to decreases in Transfer to PFF (\$784k; primarily due to the \$1 million transfer designated for the JPSF project funded in '23), lower transfer to IT Capital Projects (\$121k; due to transitioning of certain non-recurring IT projects to the ARPA fund as partly offset by the initial costs of migrating the County's financial systems to a new system), and lower transfer to Clallam Bay Sekiu Sewer (\$140k) due to higher ERU-based utility revenues. Also due to lower Transfer Out to Dungeness Reservoir project reflected in 2024 (\$800k of working capital funding from General Fund was provided in '23). Also due to a \$170k decrease in transfers to the Boating Safety fund due to the '23 planned purchase of a grant-funded replacement Sheriff's vessel. These decreases were partially offset by a \$63k increase in transfer to Solid Waste needed to fund the recommencement of closed landfill monitoring costs in '24, and a \$96k transfer to the Carlsborg Sewer fund to fund a planned City of Sequim infrastructure project to replace the sewer line connecting Carlsborg to the City's sewer system.
INCREASE IN SUPPLIES	-220	Increase is primarily due to budgeting of mandatory/recurring non-capital IT PC replacement, Arctic Wolf and Microsoft VDA software license and other datacenter and network equipment costs previously budgeted in the IT Capital Projects fund in IT's operating budget (\$172k) beginning in 2024, department requested increases in supplies recommended for approval, trending supplies savings in 2023, and increases in other areas.

CLALLAM COUNTY
GENERAL FUND DRAFT 2024 BUDGET
BREAKDOWN OF DRAFT 2024 BUDGET DEFICIT VS 2023 PROJECTED SURPLUS
\$ IN 000s

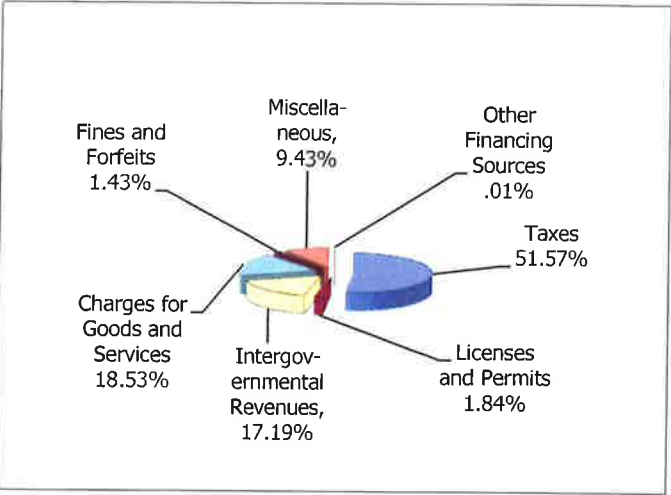
		NOTES
INCREASE IN SERVICES	-1,897	Services increase is mainly due to a \$687k increase in grant-fund professional services in DCD Environmental Quality mainly relating to the new GMA update-related grants including the DOC GMA Update and DOC Climate Planning grant , as well the DOE Lower Elwha Channel Migration Zone grant. The remainder of the increases include higher ER&R vehicle rental costs due to rising replacement vehicle replacement costs (\$272k), higher software maintenance and support contract costs across multiple areas (DCD--Entergov, Assessor PACs, new Sheriff Body Cameras and Jail systems, others), higher elections costs in '24 due to the Presidential Primary (+\$37k), higher grant-fund professional services costs in DC1 for the mental health court (\$102k), higher Sheriff contracted services costs in Animal Control (\$27k due to Humane Society contract) and Jail Medical (\$42k increase in Wellpath contract), \$56k in higher contracted Indigent Defense costs, and due to projected underspend to budget within Services in 2023. Increase also due to approx. \$296k of Department Requests recommended for approval (see attached 2024 Department Requests Over Base Budget). Partly offset by Blake LFO reimbursements transitioning from the Clerk’s Office to the State (\$75k).
INCREASE IN PAYMENT TO RISK MANAGEMENT/WORKERS COMP FUNDS	-321	Due a to \$321k or 19.6% increase in Risk Management assessment over prior year driven by mainly by expected 21%+ rise in WAC risk pool costs in '24 over 2023 due to rising liability and property insurance costs being seen state-wide. 2023 property and liability insurances costs will also exceed the 2023 budget by \$249k or 17%.
DECREASE IN CAPITAL OUTLAYS	291	Due to transition of non-recurring capital outlays to ARPA fund.
INCREASE IN DEBT SERVICE--LEASES	-32	Due to lease rate increases across multiple areas.
REMAINING PROJECTED OPERATING DEFICIT--FINES & PENALTIES/OTHER	-30	
TOTAL CHANGE IN GENERAL FUND OPERATING DEFICIT--DRAFT 2024 BUDGET VS 2023 PROJECTED	-4,669	
PROJECTED GENERAL FUND OPERATING DEFICIT--ADJUSTED FOR AVG COMP UNDERSPEND		
TOTAL GENERAL FUND OPERATING SURPLUS/(DEFICIT)--2024 DRAFT BUDGET	-3,190	

CLALLAM COUNTY
GENERAL FUND DRAFT 2024 BUDGET
BREAKDOWN OF DRAFT 2024 BUDGET DEFICIT VS 2023 PROJECTED SURPLUS
\$ IN 000s

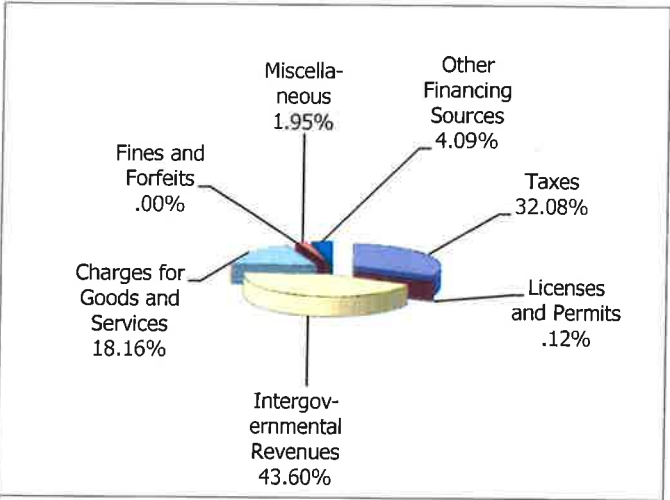
		NOTES
LESS: HISTORICAL AVERAGE BUDGET UNDERSPEND--SALARY AND BENEFITS	2,366	Historically, the General Fund has underspent its salary/benefits budgets on average by \$2.539 million over the last 3 years, and by \$2,239 million over the last 5 years. Many factors contribute to this, with the most significant being that per County policy, each department has to be budgeted assuming it is fully staffed the entire year. In reality, for many departments, this has rarely been the case. Open positions (or "dark time") that occur due to retirements, voluntary terminations/turnover and delays in filling positions create cost savings to budget, as does refilling positions open due to retirement at often lower salary rates than budgeted. While current policy does not allow for budgeting for "dark time" and there is no assurance similar savings will occur at the same level of employment trends/economic conditions change, it is nonetheless an important component in understanding how our actual spending in this area compares to our budget. The County budgets for a \$30k placeholder for real estate transaction escrow payments that may be required for both planned/unplanned purchases of real estate which is designed to be a zero-balance line item once a real estate transaction is concluded.
LESS: REAL ESTATE TRANSACTION ESCROW BUDGET	30	
PROJECTED GENERAL FUND OPERATING DEFICIT--ADJUSTED FOR AVG COMP UNDERSPEND	-794	
<u>PROJECTED 2024 GENERAL FUND BALANCE--BASED ON DRAFT BUDGET AS ADJUSTED</u>		
PROJECTED FUND BALANCE--BEGINNING	13,127	
PROJECTED 2024 GENERAL FUND OPERATING DEFICIT	-794	
PROJECTED FUND BALANCE--ENDING	12,332	

2024 Budgeted Revenue Charts

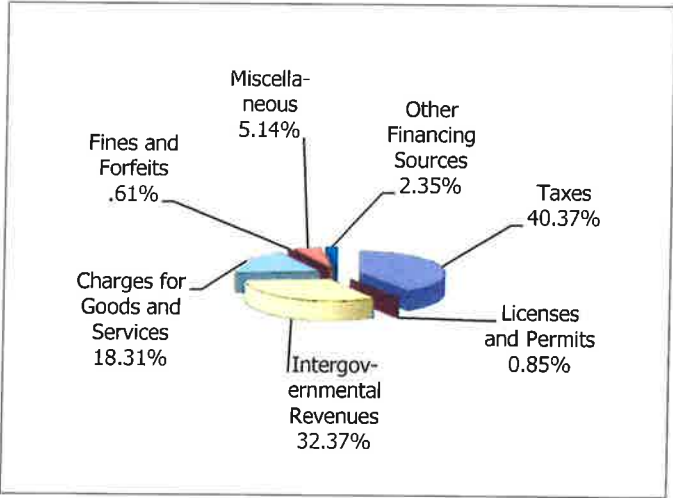
General Fund Budgeted Revenue	
Taxes	26,073,431
Licenses and Permits	928,915
Intergovernmental Revenues	8,692,029
Charges for Goods and Services	9,367,453
Fines and Forfeits	725,090
Miscellaneous	4,770,854
Other Financing Sources	5,750
Subtotal	50,563,522
Plus Transfers	1,555,177
Total Revenue	52,118,699
Reserves Available	13,127,029
Total Funds Available	65,245,728



Other Fund Budgeted Revenue	
Taxes	21,918,641
Licenses and Permits	85,049
Intergovernmental Revenues	29,786,512
Charges for Goods and Services	12,403,402
Fines and Forfeits	1,750
Miscellaneous	1,334,584
Other Financing Sources	2,784,462
Subtotal	68,314,400
Plus Transfers	6,681,798
Total Revenue	74,996,198
Reserves Available	48,485,130
Total Funds Available	123,481,328

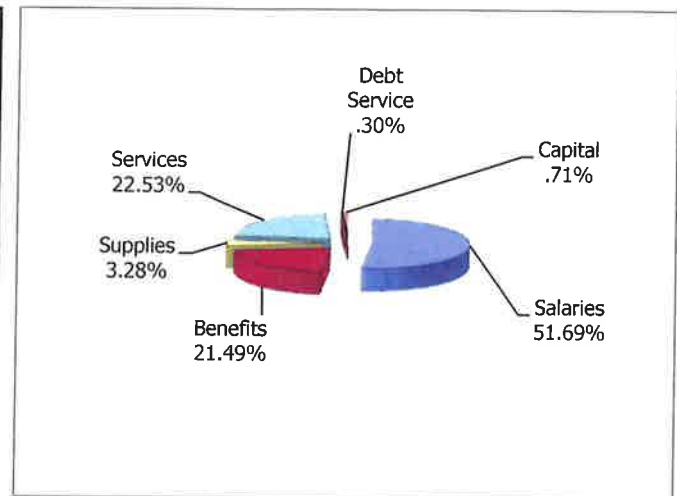


Total General and Other Fund Budgeted Revenue	
Taxes	47,992,072
Licenses and Permits	1,013,964
Intergovernmental Revenues	38,478,541
Charges for Goods and Services	21,770,855
Fines and Forfeits	726,840
Miscellaneous	6,105,438
Other Financing Sources	2,790,212
Subtotal	118,877,922
Plus Transfers	8,236,975
Total Revenue	127,114,897
Reserves Available	61,612,159
Total Funds Available	188,727,056

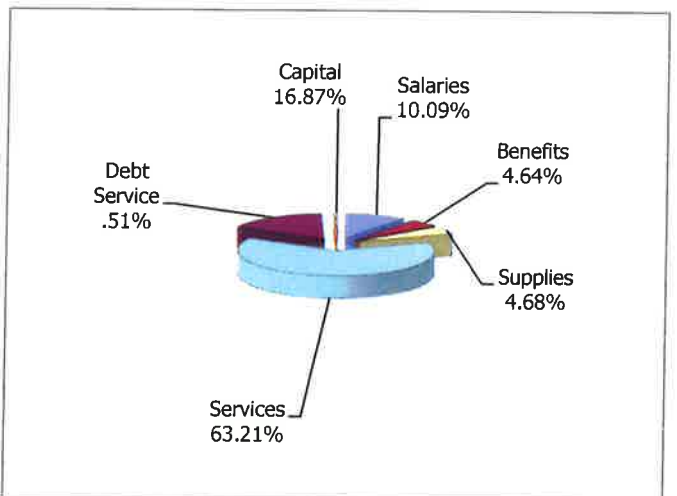


2024 Budgeted Expenditure Charts

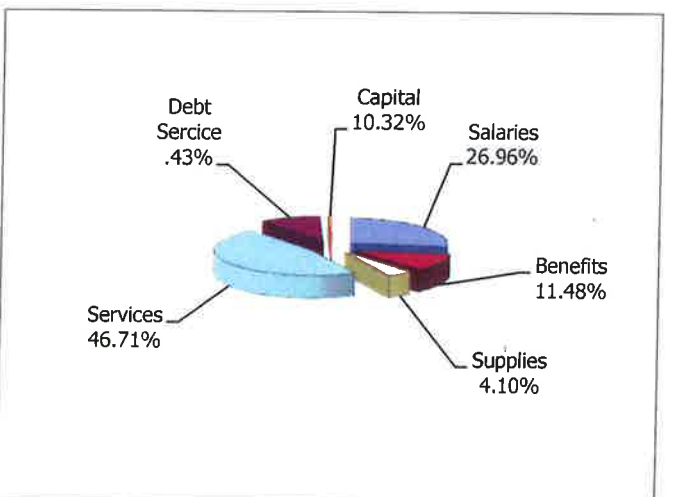
General Fund Budgeted Expenditures	
Salaries	27,850,738
Benefits	11,580,206
Supplies	1,764,925
Services	12,139,883
Debt Service	162,614
Capital	380,863
Subtotal	53,879,229
Transfers Used	1,430,130
Interfund Payments Used	0
Total Budgeted Expenditures	55,309,359



Other Fund Budgeted Expenditures	
Salaries	7,960,788
Benefits	3,661,310
Supplies	3,693,915
Services	49,892,403
Capital	13,323,846
Debt Service	402,372
Subtotal	78,934,634
Transfers Used	6,806,845
Interfund Payments Used	2,235,066
Total Budgeted Expenditures	87,976,545



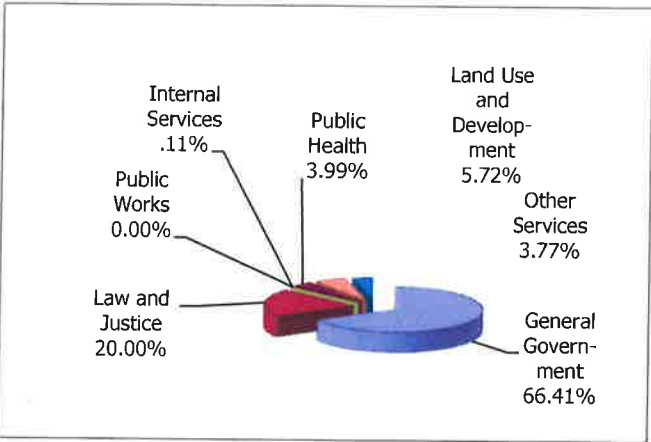
Total General and Other Fund Budgeted Expenditures	
Salaries	35,811,526
Benefits	15,241,516
Supplies	5,458,840
Services	62,032,286
Debt Service	13,486,460
Capital	783,235
Subtotal	132,813,863
Transfers Used	8,236,975
Interfund Payments Used	2,235,066
Total Budgeted Expenditures	143,285,904



2024 Budgeted Revenue by Program

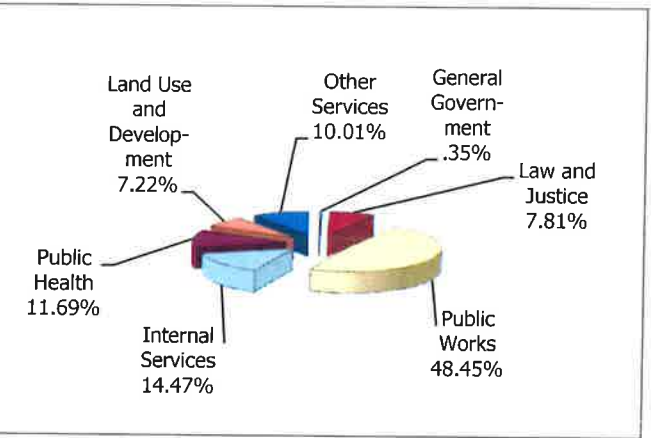
General Fund Budgeted Revenue
by Program

General Government	33,578,014
Law and Justice	10,110,521
Public Works	0
Internal Services	61,801
Public Health	2,018,446
Land Use and Development	2,890,540
Other Services	1,904,200
Subtotal on Chart	50,563,522
Plus Transfers	1,555,177
Total	52,118,699



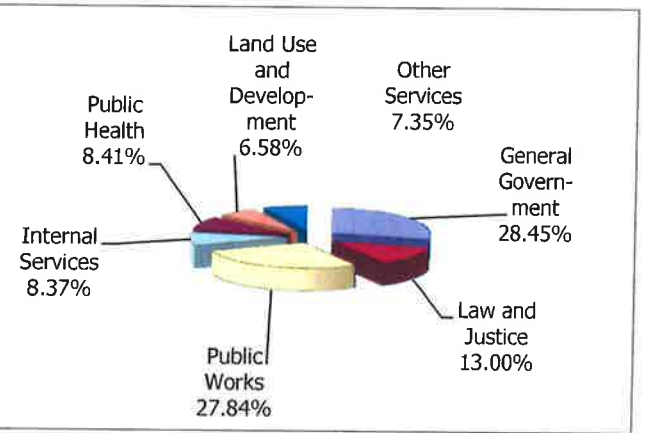
Other Funds Budgeted Revenue
by Program

General Government	239,222
Law and Justice	5,337,946
Public Works	33,100,516
Internal Services	9,882,872
Public Health	7,984,602
Land Use and Development	4,931,409
Other Services	6,837,833
Subtotal on Chart	68,314,400
Plus Transfers	6,681,798
Total	74,996,198



Total General and Other Fund
Budgeted Revenue by Program

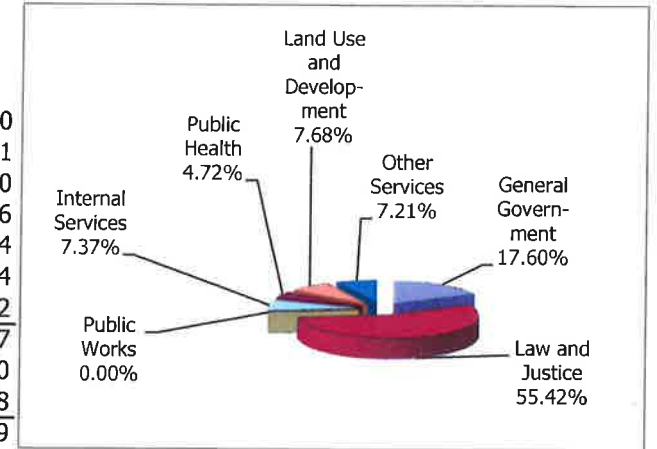
General Government	33,817,236
Law and Justice	15,448,467
Public Works	33,100,516
Internal Services	9,944,673
Public Health	10,003,048
Land Use and Development	7,821,949
Other Services	8,742,033
Subtotal on Chart	118,877,922
Plus Transfers	8,236,975
Total Revenue	127,114,897



2024 Budgeted Expenditures by Program

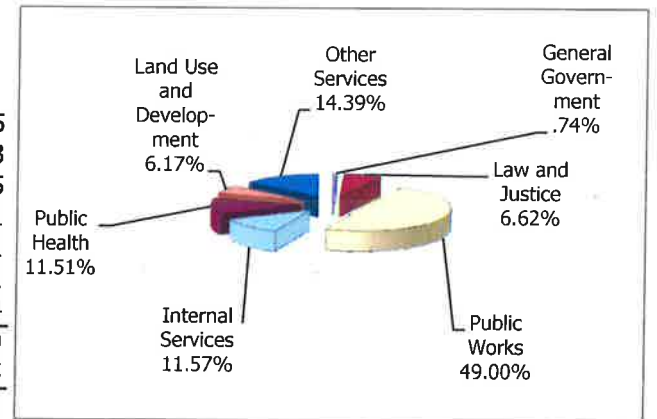
General Fund Budgeted Expenditures by Program

General Government	9,872,100
Law and Justice	31,084,341
Public Works	0
Internal Services	4,133,766
Public Health	2,646,174
Land Use and Development	4,305,004
Other Services	4,049,572
Subtotal on Chart	56,090,957
Plus Transfers	1,430,130
Minus Indirect Costs Reimb.	-2,211,728
Total	55,309,359



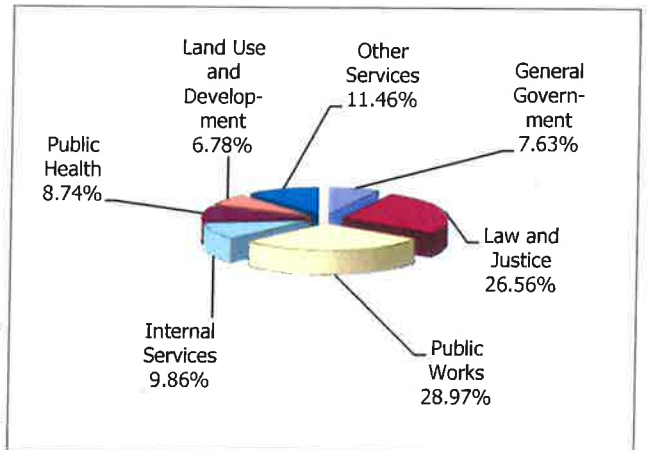
Other Funds Budgeted Expenditures by Program

General Government	604,315
Law and Justice	5,371,623
Public Works	39,764,645
Internal Services	9,394,231
Public Health	9,343,711
Land Use and Development	5,007,091
Other Services	11,684,084
Subtotal on Chart	81,169,700
Plus Transfers	6,806,845
Total	87,976,545



Total General Fund and Other Funds Budgeted Expenditures by Program

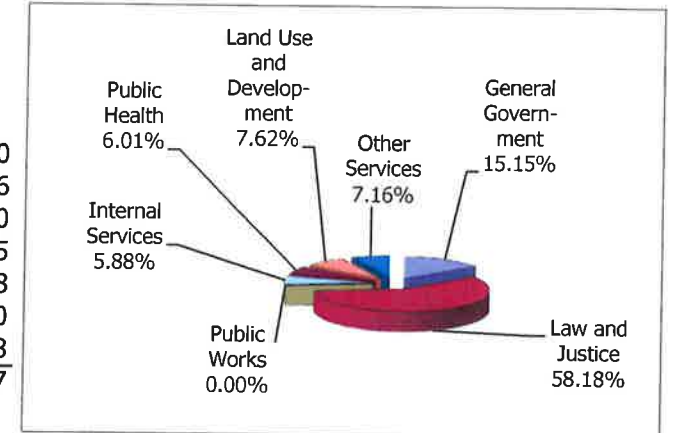
General Government	10,476,415
Law and Justice	36,455,964
Public Works	39,764,645
Internal Services	13,527,997
Public Health	11,989,885
Land Use and Development	9,312,095
Other Services	15,733,656
Subtotal on Chart	137,260,657
Plus Transfers	8,236,975
Minus Indirect Costs Reimb.	-2,211,728
Total	143,285,904



2024 Staffing (Full Time Equivalents) by Program

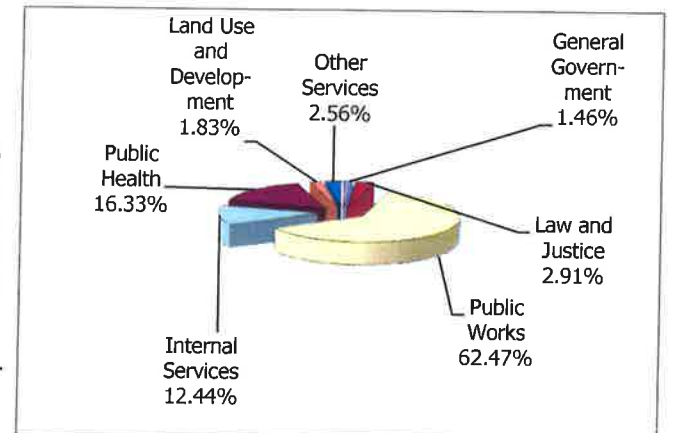
General Fund Staffing by Program

General Government	51.90
Law and Justice	199.36
Public Works	0.00
Internal Services	20.15
Public Health	20.58
Land Use and Development	26.10
Other Services	24.58
Total	342.67



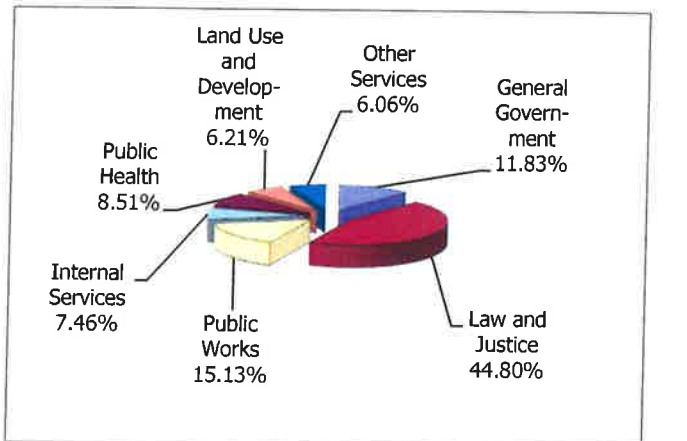
Other Funds Staffing by Program

General Government	1.60
Law and Justice	3.19
Public Works	68.40
Internal Services	13.62
Public Health	17.88
Land Use and Development	2.00
Other Services	2.80
Total	109.49



Total General Fund and Other Funds Staffing by Program

General Government	53.50
Law and Justice	202.55
Public Works	68.40
Internal Services	33.77
Public Health	38.46
Land Use and Development	28.10
Other Services	27.38
Total	452.16



Full Time Equivalents are based on a 40 hour work week.

2024 BUDGET SALARY WORKSHEET BREAKDOWN: Draft Budget												
NUMBER FUND AND DEPT	TYPE	FUND/ACCOUNT NAME	BUDGETED SALARY	FICA / MEDICARE 0.0765	RETIREMENT	401A MATCH / CONTRIBUTION	EMPLOYEE MEDICAL INSURANCE	UNEMPLOYMENT .2%	INDUSTRIAL INSURANCE	PENSION TRUST	COMPENSATION	EMPLOYEES
GENERAL FUND												
00100.	211	G Assessor	1,430,578	109,442	133,481	28,430	306,960	2,636	30,785		2,042,312	18.50
00100.	221	G Auditor	1,045,147	79,951	93,063	19,704	249,315	1,753	6,016		1,494,949	15.50
00100.	231	G Treasurer	503,144	38,490	44,231	9,420	102,588	781	2,293		700,947	6.40
00100.	241	G BOCC - Operations	831,167	63,583	76,378	22,338	102,960	942	2,667		1,100,035	7.50
00100.	242	G BOCC - Boundary Review Board	1,500	115	0	0	0	0	15		1,630	0.00
00100.	244	G BOCC - Board of Equalization	51,483	3,939	3,332	710	7,920	71	390		67,845	0.50
00100.	291	G NonDepartmental	450,548	34,467	40,470	11,594	58,218	892	1,424		597,613	3.50
00100.	331	D Comm Dev - Administration	546,511	41,806	50,936	10,839	127,620	867	10,222		788,801	7.60
00100.	332	D Comm Dev - Environmental Quality	357,944	27,383	32,157	6,831	81,420	713	11,472		517,920	4.50
00100.	333	D Comm Dev - Building	547,995	41,921	51,458	10,944	130,980	1,095	13,290		797,683	8.00
00100.	334	D Comm Dev - Planning	414,271	31,692	38,899	8,267	95,520	827	10,490		599,966	6.00
00100.	411	I Information Technology	1,042,960	79,788	96,002	21,592	195,636	2,056	4,192		1,442,226	11.75
00100.	421	I Geographic Information System	221,233	16,925	20,773	5,239	47,160	443	1,065		312,838	3.00
00100.	461	I Human Resources	542,670	41,514	50,572	15,917	87,426	1,077	1,916		741,092	5.40
00100.	511	H HHS - Environmental Health	1,019,301	77,976	95,712	20,385	224,520	2,040	26,543		1,466,477	14.28
00100.	512	H HHS - Administration	609,306	46,612	56,775	13,390	114,036	1,208	2,236		843,563	6.30
00100.	811	L Sheriff - Operations	4,894,248	374,412	303,016	110,442	999,630	8,987	227,662		6,918,397	54.50
00100.	813	L Sheriff - Animal Control	70,808	5,417	6,649	1,356	17,340	136	5,486		107,192	1.00
00100.	815	L Sheriff - Jail	2,870,496	219,594	272,402	54,981	682,764	5,500	215,827		4,321,564	38.50
00100.	816	L Sheriff - Jail Medical	306,532	23,449	21,628	4,520	49,272	608	6,807		412,816	3.25
00100.	817	L Sheriff - Emergency Services	158,293	12,110	14,865	3,105	47,160	311	967		236,811	2.50
00100.	841	L Prosecuting Attorney - Operations	2,385,001	182,452	223,571	47,612	410,832	4,339	8,628		3,262,435	24.10
00100.	843	L Prosecuting Attorney - Child Support	205,765	15,742	19,321	4,116	48,288	412	976		294,620	2.53
00100.	842	L Prosecuting Attorney - Coroner	180,068	13,776	14,255	3,036	31,440	361	4,970		247,906	2.00
00100.	851	L Juvenile Services	2,479,535	189,682	227,070	48,023	577,146	4,826	99,987		3,626,269	37.53
00100.	861	L Superior Court	1,026,960	46,011	58,482	11,957	96,060	1,335	4,788		1,245,593	9.25
00100.	871	L District Court I	860,926	56,355	72,249	15,358	157,440	1,295	3,863		1,167,486	9.70
00100.	881	L District Court II	290,785	22,244	24,491	5,205	47,400	315	1,200		391,640	3.00
00100.	891	L Clerk	678,574	51,912	70,081	14,586	182,676	1,345	4,081		1,003,255	11.50
00100.	911	O Parks and Facilities	1,233,639	94,374	107,531	23,120	290,846	2,417	72,482	16,640	1,841,049	20.54
00100.	912	O Fair	183,300	14,022	11,935	2,409	37,460	353	6,895	2,080	258,454	2.54
00100.	931	O WSU Extension	110,050	8,418	7,654	1,630	23,580	220	2,463		154,015	1.50
TOTAL GENERAL FUNDS			27,550,738	2,065,574	2,339,439	557,056	5,631,613	50,161	792,098	18,720	39,005,399	342.67
10101.	611	P PW - Public Works	4,279,640	327,388	399,957	85,755	1,024,248	8,519	193,076	68,904	6,387,487	60.35
10135.	611	P PW - Flood Control	107,533	8,226	10,097	2,395	15,720	215	3,056		147,242	1.25
11002.	811	L Sheriff - Honor Guard Donation	2,800	214	148	0	0	0	0		3,162	0.00
11003	811	L Sheriff - Boating Safety	3,500	268	186	0	0	0	0		3,954	0.00
11003	811	L Sheriff - VRF Boating Program	15,000	1,148	795	0	0	0	0		16,943	0.00
11008	811	L Sheriff - OPNET Drug	71,626	5,479	6,726	1,433	16,500	143	355		102,262	1.00
11301.	511	H Health and Human Services - Operations	1,028,350	78,667	96,563	19,802	253,140	2,057	21,259		1,499,838	15.88
11322.	511	H HHS - Homeless Task Force	32,944	2,520	3,093	659	7,860	66	177		47,319	0.50
11323.	511	H HHS -Chemical Dependency/Mental Health	32,944	2,520	3,093	659	7,860	66	177		47,319	0.50
11331.	511	H HHS - Developmental Disabilities	75,669	5,788	7,087	1,509	15,720	151	360		106,284	1.00
11401.	821	L Law Library	7,920	606	0	0	0	16	67		8,609	0.19
11701.	841	L Pros Attny - Local Crime Victim Comp	131,642	10,070	12,361	2,633	31,440	263	710		189,119	2.00
12201.	231	G Treasurer - Operation and Maintenance	31,071	2,377	2,918	621	9,432	62	213		46,694	0.60
12401	221	G Auditor - Document Preservation	64,835	4,960	6,089	997	15,915	99	355		93,250	1.00
13001.	381	D Noxious Weed Control	139,977	10,708	11,719	2,496	31,440	280	4,890		201,510	2.00
19914.	291	O NonDept - Veterans Relief	112,434	8,601	10,558	2,248	31,440	225	639		166,145	1.80
19951.	291	O NonDept -Affordable Housing Sales Tax	109,618	8,386	9,910	2,111	15,840	211	355		146,431	1.00
19961.	291	O NonDept -American Rescue Plan Act	97,167	14,575	0	0	0	0	0	0	111,742	0.00
30301.	331	D Comm Dev - Lwr Dungeness Floodplain	0	0	0	0	0	0	0		0	0.00
30401.	331	D Comm Dev - Dungeness Reservoir	0	0	0	0	0	0	0		0	0.00
30805.	611	P PW - Broadband Indfrastructure Capital Projects	81,976	6,270	7,698	1,822	15,720	164	720		114,370	1.15
40201.	611	P PW - Solid Waste	34,272	2,621	3,219	808	15,720	68	855		57,563	0.35
41401.	611	P PW - Clallam Bay Sekiu Sewer	354,275	27,102	33,222	7,194	47,160	709	15,360		485,022	4.70
42401.	611	P PW - Carlsborg Sewer	52,336	4,003	4,915	1,159	0	104	1,361		63,878	0.60
50301.	611	I PW - ER&R	596,139	45,605	55,910	11,875	126,960	1,190	20,787	10,440	868,906	8.60
50401.	461	I HR - Risk Management	453,708	34,707	31,919	11,728	53,901	900	1,657		588,520	4.67
50501.	461	I HR - Worker's Compensation	43,412	3,321	4,076	1,440	6,069	87	124		58,529	0.35
TOTAL OTHER FUNDS			7,960,788	616,130	722,259	159,344	1,742,085	15,595	266,553	79,344	11,562,098	109.49
TOTAL 2024 BUDGET			35,511,526	2,681,704	3,061,698	716,400	7,373,698	65,756	1,058,651	98,064	50,567,497	452.16
This does not include the Non Dept 300,000 leaving service salary and 2,745 benefits; or the HR payments to claimants of 97,800 (benefits); or Unemployment Comp. of 60,000.												

BUDGETED STAFFING SCHEDULE HISTORY											
FUND/ACCOUNT NAME	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
GENERAL FUND											
Assessor	15.63	16.63	18.50	18.50	17.50	17.50	18.50	18.50	18.50	18.50	18.50
Auditor	11.44	11.50	12.00	12.00	12.00	13.25	12.50	13.50	15.13	15.63	15.50
Treasurer	5.13	5.25	5.90	5.90	5.90	5.40	5.40	5.40	6.40	6.40	6.40
BOCC - Operations	5.70	5.70	6.00	6.00	6.00	6.00	5.50	5.78	6.48	6.98	7.50
BOCC - Board of Equalization	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.53	0.53	0.53	0.50
NonDepartmental	1.00	1.00	1.00	1.00	1.00	1.00	2.50	2.50	3.50	3.50	3.50
Comm Dev - Administration	2.88	3.63	3.94	3.94	5.35	5.21	5.40	5.46	4.60	4.00	7.60
Comm Dev - Environmental Quality	1.00	1.00	1.00	1.00	1.00	1.00	1.50	1.75	2.00	4.00	4.50
Comm Dev - Permit Center (Building)	9.44	9.44	11.81	10.94	11.88	11.88	10.88	10.94	11.94	8.00	8.00
Comm Dev - Long Range Planning (Planning)	4.69	4.75	4.00	5.00	5.48	4.63	5.38	4.63	5.00	5.94	6.00
Hearing Examiner	0.50	0.50	0.00	0.00	0.00						
Information Technology	10.19	10.75	12.75	12.93	12.93	14.18	11.99	11.99	12.00	11.75	11.75
Geographic Information System							2.19	1.94	2.00	3.00	3.00
Human Resources	5.00	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	4.70	5.40
HHS - Environmental Health	11.05	10.64	10.86	11.20	11.20	11.20	12.68	12.68	13.28	14.28	14.28
HHS - Administration				5.00	5.00	4.90	4.90	4.90	6.30	6.10	6.30
Sheriff - Operations	42.11	44.07	44.46	46.00	46.25	47.25	49.25	49.25	50.79	54.64	54.50
Sheriff - Community Projects	1.69	1.00	1.00	1.00	1.00						
Sheriff - Animal Control	0.94	0.94	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sheriff - Jail	38.89	38.41	38.50	38.50	38.50	38.50	39.00	39.00	39.00	39.00	38.50
Sheriff - Jail Medical	1.75	1.75	1.75	1.75	1.75	1.75	2.25	2.25	2.25	2.25	3.25
Sheriff - Emergency Services	1.88	1.88	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.50	2.50
Prosecuting Attorney - Operations	14.72	17.29	23.48	24.58	24.58	24.10	24.10	24.10	24.10	24.10	24.10
Prosecuting Attorney - Child Support	2.34	2.21	2.00	2.90	2.90	2.90	2.90	2.53	2.53	2.53	2.53
Prosecuting Attorney - Coroner									1.00	1.00	2.00
Juvenile Services	36.11	35.36	35.93	35.93	35.93	38.53	36.93	36.53	36.53	37.53	37.53
Superior Court	8.63	8.63	8.75	8.75	8.75	8.75	8.75	8.75	8.75	8.75	9.25
District Court I	6.34	6.44	7.00	7.00	7.00	9.00	9.00	9.00	10.00	10.00	9.70
District Court II	2.54	2.73	2.91	2.91	2.91	2.91	2.91	3.00	3.00	3.00	3.00
Clerk	10.55	10.46	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50
Parks and Facilities	16.18	16.43	17.99	17.99	19.04	19.04	20.54	20.54	20.54	20.54	20.54
Fair	2.39	2.45	2.51	2.54	2.54	2.54	2.54	2.54	2.54	2.54	2.54
WSU Extension	0.65	0.00	1.57	1.00	1.00	1.00	2.00	1.50	1.50	1.50	1.50
GENERAL FUND TOTAL	271.86	274.24	293.51	302.16	305.29	310.32	317.39	316.89	327.59	335.69	342.67
OTHER FUNDS											
PW - Public Works	63.44	63.94	67.50	69.50	70.50	57.50	56.45	56.35	57.35	61.35	60.35
PW - Flood Control							0.05	1.05	1.05	1.05	1.25
Sheriff - Recreation and Boating		0.00	0.00	0.00							
Sheriff - OPNET Drug	0.94	1.43	1.49	1.49	1.49	1.49	1.49	1.49	1.05	1.40	1.00
Sheriff - OPSCAN Operations	0.46	0.46		0.00							
Sheriff - Operation Stonegarden	0.15	0.27	0.00								
Health and Human Services - Operations	14.73	14.85	18.01	10.03	10.83	11.83	12.35	14.55	15.28	14.28	15.88
HHS - Homeless Task Force							0.30	0.35	0.35	0.50	0.50
HHS - Chemical Dep/Mental Health			1.04	0.00			0.30	0.35	1.35	0.50	0.50
HHS - Developmental Disabilities	2.14	2.20	2.33	2.40	2.40	2.60	1.60	1.60	1.00	1.00	1.00
Law Library	0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19
Pros Attny - Local Crime Victim Comp	0.94	0.94	1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00
Treasurer - Operation and Maintenance	0.56	0.56	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60
Treasurer - Reet Electronic Technology			0.50	0.50	0.50						
Auditor - Document Preservation	0.94	1.88	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Noxious Weed Control	1.56	1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00
Non Dept - Veterans' Relief	0.30	0.30	0.00	0.00			1.50	1.50	1.80	1.80	1.80
Lwr Dungeness Floodplain						1.05	1.46	1.46	0.00	0.00	0.00
Probation District Court I	2.23	2.13	2.00	2.00	2.00						
Non Dept - Affordable Housing Sales Tax										1.00	1.00
Non Dept - American Rescue Plan Act										0.00	0.00
DCD - Dungeness Reservoir							0.31	0.00	0.00	0.00	0.00
PW - Broadband Infrastructure Capital Projects										1.00	1.15
PW - Solid Waste						0.40	0.45	0.45	0.45	0.45	0.35
PW - Clallam Bay Sekiu Sewer						2.30	2.80	3.10	3.10	4.10	4.70
PW - Carlsborg Sewer						0.30	0.80	0.60	0.60	0.60	0.60
PW - ER&R						10.00	8.45	8.45	8.45	8.45	8.60
HR - Risk Management (*9)		1.38	1.38	1.50	3.75	3.75	3.25	3.68	3.68	4.18	4.67
HR - Worker's Compensation (*9)		0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
SPECIAL REVENUE FUNDS TOTAL	90.98	94.22	98.39	91.56	95.61	96.36	97.70	101.12	101.65	107.80	109.49
TOTAL	362.84	368.46	391.90	393.72	400.90	406.68	415.09	418.01	429.24	443.49	452.16

2024 Department Requests Over Base Budget - Draft Budget									
GENERAL FUNDS									
Department	Requested Item or Program Change	Request					Funding Source		
			One Time	Ongoing	BOCC Recommended	BOCC Deferred	General Fund Reserve	Other Fund Reserves	Grant/New Funding
									Comments
Assessor .00100.211	Travel Expenses	2,000		2,000	2,000		2,000		Increased cost for attending conferences, educational/skill development opportunities.
	Registration	1,000		1,000	1,000		1,000		Increased training registration costs to maintain certifications.
	SRF: 27" monitors (14)	3,080	3,080		3,080		3,080		Needed to improve viewing of new Eagleview Pictometry and new GIS mapping tools
	SRF: Desktop scanners	3,360	3,360		3,360		3,360		Existing scanners are at end of life
Auditor .00100.221	Office Supplies	3,000		3,000	1,000	2,000	3,000		Increased staff requiring additional supplies.
	SRF: MFP desktop laser print/copier (B/W)	600	600		600		600		
	SRF: Logitech Meetup, mount & NUC 11 mini	1,575	1,575		1,575		1,575		
Treasurer .00100.231	Postage	3,000		3,000	1,500	1,500	3,000		Postage costs have increased.
	Travel - Training	5,000	2,500	2,500	2,500	2,500	5,000		Travel costs have increased (flights, mileage, lodging, etc.). Administrator/CFO Comment--given
	Personnel Services	1,010		1,010	1,010		1,010		Emergency temp worker pay & benefits.
	Senior Accountant position successor	50,000	50,000		30,246	19,754	50,000		Staff succession planning which allows for training time for Senior Accountant replacement. Administrator/CFO Comment--recommend funding approval for 3 month transition period.
	Investment Software - SymPro	28,288	12,288	16,000	28,288		28,288		Implementation of SymPro investment software includes modules for general ledger interfacing (import/export to Eden) and an earnings allocation module (itemize interest on all junior taxing districts and fund accounts). Added \$2,288 tax.
	Dues	1,040		1,040		1,040	1,040		Requested funding allows for active participant in GFOA (Government Finance Officer's Assoc.) and GIOA (Government Investment Officers Assoc.).
	Registration	3,400	2,000	1,400	3,400		3,400		Requested funding allows for CGIP (Certified Government Investment Professional) training and certification.
	SRF: Conference Room A/V conferencing (main)	2,200	2,200		2,200		2,200		
	SRF: Conference Room A/V conferencing (2nd)	1,390	1,390			1,390	1,390		Administrator/CFO Comment--recommend deferring requests for individual office AV conferencing set ups given more cost effective workstation web cameras solutions are available as well as other AV capabilities in department conference room.
	SRF: Adobe Acrobat Pro (2)	450		450	450		450		
Board of County Commissioners .00100.241	Codification Services	19,573	19,573		19,573		19,573		Current code has not been reviewed in many years, likely to contain inconsistencies & errors
DCD -Administration .00100.331	Overtime	350		350		350	350		Additional funds to be used in case of an emergency in which the employee is asked to work overtime. It is highly likely this will not be used.
	Create a Code Enforcement Team Leader	3,500		3,500		3,500	3,500		To perform supervisory duties, coordinate other departments & public outreach, evaluate neighborhoods, set goals & objectives, plan timelines & serve on multi-agency committees and teams. Administrator/CFO Comment--pending preparation of an HR approved job description for Team Leader position, recommend deferring at this time.
DCD -Environmental Quality .00100.332	Environmental Quality Overtime	350		350		350	350		Additional funds to be used in case of an emergency in which the employee is asked to work overtime. It is highly likely this will not be used.
	Streamkeepers Overtime	350		350		350	350		Additional funds to be used in case of an emergency in which the employee is asked to work overtime. It is highly likely this will not be used.
DCD -Permit Center .00100.333	36" Scanner for use with Energov	13,000	13,000		13,000		13,000		With Energov, DCD will need the ability to scan 36" wide building plans. This will replace the current large scanner that is very old.
DCD -Planning .00100.334									
	Principle Planner from 37.5 hrs to 40 hrs	7,292		7,292	7,292		7,292		Principle Planner serves as a subject matter expert, project coordinator, staff to planning division. It is reasonable to assume that 40 hrs per week would be necessary to adequately perform responsibilities of the position. Administrator/CFO Comment--given scope of Principal Planner role and responsibilities, increasing position from 37.5 hours per week to 40 hours per week appears reasonable.
Information Technology .00100.411	Monsido Software	9,672	9,672		9,672		9,672		Monsido is a website validation software that would facilitate the discovery of broken website links, allow global search & replace functionality & provide other efficiency tools to reduce manual labor hours.
	Civic Optimize Software	18,675		18,675	18,675		18,675		Civic Optimize would provide a website application development platform to facilitate replacement of legacy technology solutions; create online forms with automatic integration into existing website; create mobile apps with direct website integration.

	Office365 Governance Deployment	24,400	24,400			24,400	24,400			Professional services for deployment of the Office365 governance module will ensure best practice configuration , use and maintenance of this system. It will also ensure that the county can meet public records requests for substantive content stored in our Office 365 tenant. <u>Administrator/CFO Comment</u> --in discussion with IT, propose deferring this cost to 2025 when the County's current Office365 E3 license comes up for renewal, at which point County to transition to a higher license version (E5) of Office 365 which includes this application, which will result in a much lower incremental cost than purchasing this ala carte. Also deferring to 2025 will enable IT to have staff attend deployment training for this application in 2024, enabling the County to deploy this application in 2025 without the assistance of outside professional services and eliminate this deployment cost.
	Office365 Governance Module	57,491		57,491		57,491	57,491			This module would: improve sensitive data protection/safeguards; identify & remediate critical data security risks; provide a robust tool to investigate & respond to public records requests; provide a methodology to assess compliance with data retention rules associated with public records. <u>Administrator/CFO Comment</u> --in discussion with IT, propose deferring this cost to 2025 when the County's current Office365 E3 license comes up for renewal, at which point County can transition to a higher license version (E5) of Office 365 which includes this application, which will result in a much lower incremental cost than purchasing this ala carte.
Geographic Information System .00100.421	Small Tools & Minor Equipment	1,000		1,000	1,000		1,000			Requested funding would allow replacement of small equipment as needed: plotters, printers, cables, web conferencing equipment, etc.
	Computer Consulting & Programing	12,000		12,000	7,500	4,500	12,000			Requested funding would allow expanding services to constituents & internal stakeholders.
	Travel Training	3,000		3,000	3,000		3,000			Requested funding to enhance GIS staff knowledge base by attending training & conferences.
	ESRI Advantage Plus	65,500	65,500		65,500		65,500			The ESRI Advantage Program is a flexible, scalable framework to help organizations maximize their GIS investment and implement ESRI Technology in a way that meets specific organizational needs.
	SRF: Quonda software	2,500	2,000	500	2,500		2,500			
Sheriff - Operations .00100.811	Less Than Lethal Program	27,365	25,715	1,650	27,365		27,365			WA ST legislation requires all law enforcement agencies to adopt the Attorney General's Office Model Use of Force Policy. Additional tools equipment, registration, travel & overtime are needed to increase our effectiveness & compliance.
	Required Recertification Training	10,000		10,000	10,000		10,000			Additional funding due to unfunded legislative mandated training requirements.
	Firearms Replacement	4,000		4,000	4,000		4,000			Requested funding to replace 5 year old firearms with upgraded handguns that are outfitted with a red-dot sight system. <u>Administrator Comments</u> --need further discussion on red-dot vs non-red dot certifications; maintaining common platforms
	Software for Receiving/Disseminating Crime Reports	33,340	29,667	3,673	33,340		33,340			Requested software will allow community members access to crime statistics & maps, allow collaboration with PAPD & SPD. Implementation & annual costs split & reimbursed from PAPD & SPD. <u>Administrator/CFO Comment</u> --agreement approved by BOCC earlier this year.
	Additional Uniform Funding	6,406		6,406	6,406		6,406			Additional funding due to increased costs.
	Additional Two FTEs - Patrol Deputy Positions	431,868		431,868	49,163	382,705	431,868			The citizens of Clallam County desire our commissioned staffing ratios to be better than average, especially with our added geographic complexities. <u>Administrator/CFO Comments</u> --pending progress being made in filling existing open PD positions, recommend deferring hiring of one position to 7/1/24, and deferring hiring second position pending reassessment staffing needs mid-year.
	AED defibrillator units (23)	49,000	49,000			49,000	49,000			<u>Administrator Comments</u> --pending further discussion/coordination with risk management and evaluation of the need for AEDs as a core function of law enforcement, recommend deferring this request for future consideration.
	SRF: Conference Room A/V conferencing set up (Lg)	3,000	3,000		3,000		3,000			<u>Administrator/CFO Comments</u> --need to provide A/V functionality to detectives areas appears reasonable.
	SRF: Conference Room A/V conferencing set up (Md)	6,000	6,000			6,000	6,000			<u>Administrator/CFO Comments</u> --recommend deferring requests for individual office AV conferencing set ups given more cost effective workstation web cameras and availability of AV in other department areas.
Sheriff - Jail Medical .00100.816	Inmate Medical Costs	34,000		34,000	34,000		34,000			Providing medical care for inmates is a mandatory requirement. The costs of purchasing medicine & supplies had increased.
	Additional Mental Health Professional FTE (to be fully funded through additional allocation of Hargrove funds from the HHS CD/MH fund)	109,919		109,919	109,919		109,919			In the Jail, the mental health & substance use disorders rate is almost 70%. The current Mental Health Professional cannot meet the needs of so many. <u>Administrator/CFO Comment</u> --given the marked increase in inmates with chemical dependency mental issues and that additional funding from the CD/MH Hargrove funds is available to fully fund this position, request appears reasonable.
Sheriff - Emergency Services .00100.817	Volunteer Support	10,000		10,000	10,000	0	10,000			Requested funding for volunteer groups supplies. <u>Administrator/CFO Comment</u> --given budgetary constraints going into 2024, we recommend deferring this request for renewal of this 3 year funding request.

Prosecuting Attorney										Request for Evidence.com Premier software subscription above base free-version currently subscribed to support the County's deployment of the Axon body-camera system in the Sheriff's Department. Additional functionality needed in Premier paid version, including ability to process and store non-Axon camera footage from other agencies, is not included in free version. <u>Administrator/CFO Comment</u> --based on the level of trend spending in several PA cost categories (including professional services, personnel services) that have historically been underspent to budget, we believe this request can be funded by the reallocation of the department's existing budget for these cost areas rather than requiring additional funding. As a result, while this request is approved, it is funded through reallocation of underspend budget in professional and personnel services.
.00100.841	SRF: Subscription Evidence. Com w/Axon	43,000	17,000	26,000	43,000	0	43,000			
Prosecuting Att - Coroner	Coroner Services	20,000		20,000		20,000	20,000			Extra funding needed for increased costs related to autopsies, decedent transport & storage. <u>Administrator/CFO Comment</u> --based on discussions with PA's office, the addition of a Coroner vehicle (included as part of the 2024 capital budget) will enable the County to realize substantial coroner service costs involving pick up and transport of the deceased, negating the need for this additional funding next year.
.00100.843	Disposal of Indigent Remains Contract	15,000		15,000		15,000	15,000			Now that the Coroner's Office has taken over investigating the Indigent Remains Applications, they will also like to assume the contract management with the funeral home. The current Harper Ridgeview contract resides in the NonDepartmental budget in the amount of \$15,000. <u>Administrator/CFO Comment</u> --the budget for this request already exists in the BOCC NonDepartmental budget, so no additional request is warranted at this time, but instead possibly transitioning this budget from the NonDepartmental budget to the PA's budget.
Superior Court	Witness Stand Chair Replacement (Courtrooms 1,2 & 3)	6,000	6,000			6,000	6,000			Request for three witness stand chairs, current chairs have reached their limit & are almost worn out. Upgraded chairs will allow for officer in uniform wearing utility belts and larger sized persons. <u>Administrator/CFO Comment</u> --given budgetary constraints and competing priorities, we recommend deferral of this request at this time.
.00100.861	Family Court - JAVS Sutolog Software Upgrade, Suite 8	4,500	4,500			4,500	4,500			The current JAVS software will no longer be supported. It is used for recording & storing courtroom proceedings. <u>Administrator/CFO Comment</u> --this request relates to equipping the Family Court courtroom with the same comparable features of our other SC full-service jury-capable courtrooms to enable this courtroom to serve as an alternate courtroom in those instances where multiple jury trials occur creating a courtroom availability conflict. Given the relative low level of cases requiring jury trial, the limited number of instances where suitable courtroom availability conflicts have arisen, and given budgetary constraints and competing priorities, we recommend deferral of this request at this time.
	Family Court - Wall Mount TV/Monitor & Installation	5,000	5,000			5,000	5,000			Request for wall-mount TV/Monitor for jury trials to present exhibits & documents electronically for viewing by the jury & courtroom participants. Also allows for witnesses to appear at trial by video. <u>Administrator/CFO Comment</u> --this request relates to equipping the Family Court courtroom with the same comparable features of our other SC full-service jury-capable courtrooms to enable this courtroom to serve as an alternate courtroom in those instances where multiple jury trials occur creating a courtroom availability conflict. Given the relative low level of cases requiring jury trial, the limited number of instances where suitable courtroom availability conflicts have arisen, and given budgetary constraints and competing priorities, we recommend deferral of this request at this time.
	Family Courtroom - Jury Seating/Chairs	23,000	23,000			23,000	23,000			Upgrades to the jury box/seating, 13 floor-mount swivel jury chairs. <u>Administrator/CFO Comment</u> --this request relates to equipping the Family Court courtroom with the same comparable features of our other SC full-service jury-capable courtrooms to enable this courtroom to serve as an alternate courtroom in those instances where multiple jury trials occur creating a courtroom availability conflict. Given the relative low level of cases requiring jury trial, the limited number of instances where suitable courtroom availability conflicts have arisen, and given budgetary constraints and competing priorities, we recommend deferral of this request at this time.
	Family Courtroom - Jury Box Upgrades/Remodel	4,500	4,500			4,500	4,500			Requested remodel to reflect an official jury seating area to include an expansion of the wall & side walls to accommodate for jury trials. Would include space for ADA accommodations & new swivel juror chairs to be installed. <u>Administrator/CFO Comment</u> --this request relates to equipping the Family Court courtroom with the same comparable features of our other SC full-service jury-capable courtrooms to enable this courtroom to serve as an alternate courtroom in those instances where multiple jury trials occur creating a courtroom availability conflict. Given the relative low level of cases requiring jury trial, the limited number of instances where suitable courtroom availability conflicts have arisen, and given budgetary constraints and competing priorities, we recommend deferral of this request at this time.
	Family Courtroom - JAVS Microphone & Wiring Jury Box	2,600	2,600			2,600	2,600			Request to install a microphone for the jury box & wiring for a wall-mount TV/Monitor to provide document & video viewing. <u>Administrator/CFO Comment</u> --this request relates to equipping the Family Court courtroom with the same comparable features of our other SC full-service jury-capable courtrooms to enable this courtroom to serve as an alternate courtroom in those instances where multiple jury trials occur creating a courtroom availability conflict. Given the relative low level of cases requiring jury trial, the limited number of instances where suitable courtroom availability conflicts have arisen, and given budgetary constraints and competing priorities, we recommend deferral of this request at this time.

	Door with Window & Blinds	1,700	1,700		1,700		1,700		Replacement of Court Facilitator office door. Current solid door is a safety security issue.
	SRF: Court Calendar Applications Redesign	33,000	33,000		33,000		33,000		This SRF relates to SC needing to transition off its legacy custom calendar application onto another suitable replacement as the current application can no longer be supported. This request contemplates the estimated development costs to create another custom calendar solution. <u>Administrator/CFO Comment</u> --further discussion between the Administrator, IT, Superior Court and the Clerk's Office is needed to discuss other possible solutions that do not require the custom development of a court calendar solution, including evaluating other off-the-shelf solutions or possibly leveraging the calendar capabilities of the Clerk's Odyssey system to produce a court calendar that meets the needs of the SC. Pending the outcome of these discussions, we recommend deferring this request for now and revisit providing funding once an acceptable solution can be identified.
Clerk .00100.891	SRF: Printer (replc HP LJ 2015D for postcards)	600	600		600		600		
	SRF: Lobby - record search equipment (2)	1,300	1,300		1,300		1,300		
	SRF: "Kiosk" software for public computers (2) support/licensing	1,025	750	275	1,025		1,025		
	SRF: Printer - laser (jury cards)	600	600		600		600		
Parks & Facilities .00100.911	Deputy Director Successor	40,764	40,764		30,883	9,881	40,764		Staff succession planning which allows for training time for Deputy Director replacement. <u>Administrator/CFO Comment</u> --recommend funding approval for 3 month transition period at this time.
	Additional WSU Cooperative Extension Facility costs	50,000	50,000		30,000	20,000	50,000		Adding the WSU Coop Ext Office has resulted in additional operational costs. <u>Administrator/CFO Comment</u> --the conversion of the old Juvie building from storage to operating office space will lead to higher utilities, custodial, supplies, maintenance, and other costs. Recommend deferring \$20k of request at this point until better visibility regarding these higher facility costs are better known.
	Overtime	5,000	5,000		5,000		5,000		As a result of recent pay equalization for maintenance workers, overtime costs have increased.
	Part-time to Full-time Administrative Specialist	33,527	33,527		33,527		33,527		Current part-time Admin Specialist to full-time to improve ability to manage the administrative functions & the continuous increase in workload. <u>Administrator/CFO Comment</u> --based on discussions with PFF, while this position would enable better support of existing and expanding admin responsibilities (including grant administration), the need to defer this request given current budgetary constraints is recognized.
	Additional Full-time Custodian	45,120	45,120		45,120		45,120		Existing staff has been hard-pressed to maintain facilities to an acceptable standard. With the addition of the WSU Facility the is enough work to justify an additional FTE. <u>Administrator/CFO Comment</u> --given significant budgetary constraints and competing priorities, recommend deferral of this request and possibly re-address at the mid-year review.
	Camping Related Expenses	23,000	23,000		23,000		23,000		Increased merchant fees due to increase camping fees, increased cost of firewood.
	SRF: Mini computer for A/V cibf room upgrade	500	500		500		500		
	SRF: Starlink for business (3 camp grounds)	17,700	17,700		17,700		17,700		Request for funding to bring internet access to 3 campgrounds in support of implementing a camping fee kiosk system at each campground to accept electronic payments. <u>Administrator/CFO Comment</u> --as the project to bring a online payment kiosk system to each campground will not occur until 2025, we recommend deferring this request to 2025.
WSU .00100.931	Increase WSU Contract (Community Health Agent & Animal Agriculture Agent)	14,000	14,000		14,000		14,000		Increase due to salary raises of the positions supported through the WSU contract. This increase will continue to make Extension programming viable throughout the state & county level. <u>Administrator/CFO Comment</u> -- the ability for the County to fund this request is difficult given current budgetary constraints and the increase in facility operating costs being incurred in support of WSU's move to its new location.
	Part-time to Full-time Administrative Specialist	35,260	35,260		35,260		35,260		Current part-time Admin Specialist to full-time will provide needed capacity to maintain timely & efficient operations, grant management & customer service. <u>Administrator/CFO Comment</u> -- while converting this position from part-time to full-time would enable better support of WSU Extension's staff of 14 (of which 5.5 FTE staff are funding through the WSU Contract and 1.5 FTEs are FTEs of the County), the ability for the County to fully fund this need is difficult given current budgetary constraints and the increase in facility operating costs being incurred in support of WSU's move to its new location.
General Funds Transfer to Other Funds		128,672	8,000	120,672	60,000	68,672	128,672		Honor Guard 11002.811 \$10,000; Dungeness Levee Compliance Monitoring \$20,382; Dungeness Levee Implementation Monitoring \$48,290;Lake Creek Compliance Monitoring \$50,000. See details below.
TOTALS		1,629,312	494,034	1,135,278	714,722	914,590	1,629,312	0	0

Total General Fund Requests:	Request		Request		Funding Source		
	One Time	Ongoing	BOCC Recommended	BOCC Deferred	General Fund	Other Fund Reserves	Grant/New Funding
	494,034	1,135,278	714,722	914,590	1,629,312	0	0
	1,629,312		1,629,312		1,629,312		

OTHER FUNDS

<i>Department</i>	<i>Requested Item or Program Change</i>	<i>Request</i>	<i>One Time</i>	<i>Ongoing</i>	<i>BOCC Recommended</i>	<i>BOCC Deferred</i>	<i>General Fund Reserve</i>	<i>Other Fund Reserves</i>	<i>New/Grant Funding</i>	<i>Comments</i>
Honor Guard	Revitalization of Honor Guard Program	10,000	8,000	2,000	10,000		10,000			Requested funding for uniforms. CCSO would like to expand the Honor Guard special assignment program increasing participation to our community & be able to present their best face forward.
11002.811										
HHS - CD/MH	Community Trainings	12,000	12,000		12,000			12,000		Request for additional funding for training the behavioral health workforce by offering community education and training events. These events will improve clinical skills, increase awareness of community needs, increase coordination of care between agencies, enhance cultural competence & reduce stigma.
11323.511										
HHS - Developmental Disabilities	Profession Services & School Transitions Program	106,275		106,275	106,275			106,275		(Ongoing request for 2 years.) Request for additional funding for the Request For Proposals to address areas of gaps & needs within the community related to intellectual & developmental disabilities. School Transitions Program has seen increased students accessing the program at each of the three school districts.
11331.511	Community Trainings	10,000	10,000		10,000			10,000		Request for additional funding for developmental disabilities service providers training events & community education. These events will improve skills, increase awareness of community needs, enhance cultural competence & reduce stigma.
DCD - Lwr Dungeness Floodplain	Dungeness Levee Compliance Monitoring	20,382		20,382		20,382	20,382			Request for funding of Compliance category of monitoring needed at the Lower Dungeness Floodplain Restoration Site. Compliance monitoring is required by the US Army Corps of Engineers, at an annual cost (excluding budgeted staff time) of \$40,764. Monitoring will be funded by the RCO grant for the LDFP project for the first half of 2024 until the grant expires on 6/30/2024. This ask is for General Fund support for the 2nd half of 2024 of monitoring totaling \$20,382, but <u>would represent a recurring annual ask of \$40,764 beginning in 2025 and continuing thru 2032</u> (10 year monitoring commitment). <u>Administrator/CFO Comment--</u> based on discussions with DCD, there is a possibility the RCO grant could be extended to the end of 2024, in which case the need for General Fund support would be reduced, and the DCD team continues to explore other grant funding possibilities as well as opportunities to potentially leverage other stakeholders in supporting this monitoring effort. Given this, as there is sufficient grant funding to support these monitoring costs through mid-2024 and until greater visibility is gained whether efforts to secure a RCO grant extension or other grant sources, we recommend deferral of this request for General Fund support and re-visit the need for the request later at the mid-year review.
30301.331	Dungeness Levee Implementation Monitoring	48,290		48,290	0	48,290	48,290			Request for funding of two categories of environmental monitoring needed at the Lower Dungeness Floodplain Restoration Site--Compliance Monitoring and Implementation Monitoring. Compliance monitoring is required by the US Army Corps of Engineers, at an annual cost (excluding budgeted staff time) of \$40,764. Implementation Monitoring, with an annual cost of \$55,816, goes further to assess whether project objectives are being achieved. Both categories of monitoring will be funded by the RCO grant for the LDFP project for the first half of 2024 until the grant expires on 6/30/2024. This ask is for General Fund support for the 2nd half of 2024 of monitoring totaling \$48,290, but <u>would represent a recurring annual ask of \$96,580 beginning in 2025 and continuing thru 2032</u> (10 year monitoring commitment). <u>Administrator/CFO Comment--</u> based on discussions with DCD, there is a possibility the RCO grant could be extended to the end of 2024, in which case the need for General Fund support would be reduced, and the DCD team continues to explore other grant funding possibilities as well as opportunities to potentially leverage other stakeholders in supporting this monitoring effort. Given this, as there is sufficient grant funding to support these monitoring costs through mid-2024 and until greater visibility is gained whether efforts to secure a RCO grant extension or other grant sources, we recommend deferral of this request for General Fund support and re-visit the need for the request later at the mid-year review.
PW - Solid Waste	Lake Creek Landfill Compliance Monitoring	50,000		50,000	50,000		50,000			Funding to keep the Solid Waste fund in compliance with permitting & monitoring of the closed Lake Creek landfill. <u>Administrator/CFO Comment--</u> based on permit and monitoring requirements required for landfills that are not yet in a final closed status with the Department of Ecology and given SAO environmental liability compliance requirements, it is recommended the County fund this request. This will require a recurring transfer from the General Fund to support.
40201.611										
HR Risk Management	Part-time nonbenefitted position	30,000		30,000	10,000	20,000		30,000		Requesting to move this Extra Help Civil Investigator to part-time nonbenefit position. <u>Administrator/CFO Comment--</u> we believe the deferred portion of this request can be funded by a budgetary reduction of this department's Personnel Services budget.
50401.461	TeleMessage Software Purchase	12,500		12,500		12,500		12,500		<u>Administrator/CFO Comment--</u> Deferred pending further evaluation by the department, may be able to cover this additional expense within the existing budget.

TOTALS	299,447	30,000	269,447	198,275	101,172	128,672	170,775	0
Total Other Fund Requests:	Request		Request		Funding Source			
	One Time	Ongoing	BOCC Recommended	BOCC Deferred	General Fund	Other Fund Reserves	New/Grant Funding	
	30,000	269,447	198,275	101,172	128,672	170,775	0	
	299,447		299,447		299,447			
TOTAL ALL	1,928,759	524,034	1,404,725	912,997	1,015,762	1,757,984	170,775	0
		1,928,759				1,928,759		

PROPOSED CAPITAL REQUESTS TO INCLUDE IN 2024 BUDGET

2024	General Fund	Roads	OPSCAN	ARPA	REET 1	REET 2	Dungeness Off-Channel Reservoir	Parks/ Facilities Capital Projects	EOC	IT Capital Projects	Broadband Expansion	DCD - Carlsborg Water Mitigation	PW - Clallam Bay/ Sekiu Sewer	PW - Carlsborg Sewer	ER&R	
Row Labels	Column Labels															
00100.333--General Fund--Comm Dev - Permit Center	00100	10101	11065	19961	30101	30201	30401	30501	30605	30701	30805	30901	41401	42401	50301	Grand Total
1																
36" Scanner for use with Energov	\$	13,000														\$ 13,000
00100.411--General Fund--Information Technology																
1																
Domain Rebuild Project (rollover from 2023)				\$	35,000											\$ 35,000
00100.811--General Fund--Sheriff - Operations																
1																
Capital Outlay- Vehicle Equipment for new patrol cars	\$	152,400														\$ 152,400
Interview room recording system	\$	6,840														\$ 6,840
Capital Outlay- ER&R Additional Funding Needed to Cover Cost of 5	\$	157,343														\$ 157,343
2																
Capital Outlay- Portable radio replacement plan	\$	38,000														\$ 38,000
Infrared capable camera for CIB	\$	6,000														\$ 6,000
00100.815--General Fund--Sheriff - Jail																
1																
Handheld radio replacement				\$	40,000											\$ 40,000
00100.843--General Fund--Prosecuting Attorney - Coroner																
1																
Coroner Vehicle				\$	65,000											\$ 65,000
Coroner Vehicle Equipment				\$	35,000											\$ 35,000
00100.851--General Fund--Juvenile Services																
3																
Water Fountain Replacement/Bottle Dispenser				\$	6,000											\$ 6,000
00100.861--General Fund--Superior Court																
1																
Court Security Equipment	\$	7,280														\$ 7,280
00100.911--General Fund--Parks and Facilities																
1																
John Deere Tractor with Loader and Finish Mower				\$	126,679											\$ 126,679
10101.611--PW - Roads																
1																
Right of Way land purchases for Carlsborg Road, Heath Road, Edgewood Drive (Reddick to Rife)		\$	602,000													\$ 602,000
South Airport Road, Voice of America, Carlsborg Road, & Dry Creek Road work		\$	2,746,000													\$ 2,746,000
Storm drainage management for Carlsborg Road																

CLALLAM COUNTY

2024 PROPOSED DRAFT CAPITAL OUTLAY BUDGET--BY FUND

PROPOSED CAPITAL REQUESTS TO INCLUDE IN 2024 BUDGET

Include in 2024 Budget?		Y																
2024		(Multiple Items)																
		General Fund	Roads	OPSCAN	ARPA	REET 1	REET 2	Dungeness Off-Channel Reservoir	Parks/ Facilities Capital Projects	EOC	IT Capital Projects	Broadband Expansion	DCD - Carlsborg Water Mitigation	PW - Clallam Bay/ Sekiu Sewer	PW - Carlsborg Sewer	ER&R		
2024	Row Labels	Column Labels																
		00100	10101	11065	19961	30101	30201	30401	30501	30605	30701	30805	30901	41401	42401	50301	Grand Total	
	Parks-Road Development and Repair					\$ 15,000											\$ 15,000	
	Parks-Trail Development and Repair					\$ 15,000											\$ 15,000	
3	Parks-Dungeness Recreation Area Site Improvements					\$ 200,000											\$ 200,000	
30201.911--Parks and Facilities - Real Estate Excise Tax Projects 2																		
1	Facilities-Courthouse -Electric Charging Stations (3)						\$ 55,904										\$ 55,904	
30401.331--Public Works -Dungeness Off Channel Reservoir																		
1	Highland Irrigation Ditch ~ 1.5-Mile Piping Project Component							\$ 700,000									\$ 700,000	
	Highland Irrigation Ditch Intake & Lateral Upgrade Project Component							\$ 100,000									\$ 100,000	
	Off-Channel Reservoir Project land acquisition, design, permmitting, outreach, and other related support work.							\$ 2,250,000									\$ 2,250,000	
30501.911--Parks and Facilities - Capital Projects																		
1	Carryover of Courthouse Security Study for Engineering								\$ 40,000								\$ 40,000	
	Courthouse Fuel Polish Diesel Tank								\$ 10,000								\$ 10,000	
	Courthouse Security Engineering								\$ 110,000								\$ 110,000	
	Cuff port purchase plan								\$ 20,000								\$ 20,000	
	Office Space Reconfiguration/Expansion Placeholder								\$ 200,000								\$ 200,000	
	Unanticipated Projects PFF								\$ 121,000								\$ 121,000	
2	Replace Failed Pile At Lake Pleasant								\$ 140,000								\$ 140,000	
30701.411--Information Tech - Capital Projects																		
1	Additional Installation of Door Badge Controls & Cameras				\$ 90,000												\$ 90,000	
	Bring WIFI to Clallam County Fairgrounds				\$ 50,000												\$ 50,000	
	Expansion of electrical/network closet outside BOCC office				\$ 25,000												\$ 25,000	
	Security Camera Annual Replacement				\$ 15,000												\$ 15,000	
	Wireless Network Upgrade / Expansion										\$ 10,000						\$ 10,000	
2	EDEN to MUNIS changeoverPLACEHOLDER FOR CFO										\$ 375,000						\$ 375,000	
	Unanticipated Projects										\$ 50,000						\$ 50,000	
3	Copiers (other department copiers not separately scheduled elsewhere)										\$ 55,469						\$ 55,469	
30805.611--PW - Broadband Infrastructure																		
1	WA. State Broadband Office (WSBO) Infrastructure Grant Project											\$ 2,457,217					\$ 2,457,217	
	WA. State Public Works Board (PWB) Infrastructure Grant Project											\$ 657,217					\$ 657,217	
30901.331--Comm Dev - Carlsborg Water Mitigation																		
1	Continued Support of Public Utility District (PUD) Water Rights/Mitigation Project for the Carlsborg Urban Growth Area (UGA)												\$ 80,630				\$ 80,630	
41401.611--PW - Clallam Bay-Sekiu Sewer																		
1	Collection System Repair & Replacement Project													\$ 4,376,000			\$ 4,376,000	
	Retrieval System for new pump stations.													\$ 15,000			\$ 15,000	
	Sewer Pump Station Repair & Replacement Project													\$ 940,000			\$ 940,000	
42401.611--PW - Carlsborg Sewer																		
3	Gupster Road Pressure Sewer Line Extension (Phase 1) REET Funded														\$ 350,000		\$ 350,000	
50301.611--PW - Equipment Rental and Revolving																		
1	Capital Outlay-General Site Maintenance														\$ 180,000	\$ 180,000		
	Capital Outlay-Schedule C Projected Equipment Replacement--GENERAL FUND FUNDED														\$ 392,000	\$ 392,000		
	Capital Outlay-Schedule C Projected Equipment Replacement--ROADS FUNDED														\$ 934,000	\$ 934,000		
2	Capital Outlay-Schedule C Projected Equipment Replacement-ER&R FUNDED														\$ 110,000	\$ 110,000		
30605.811--Sheriff - Joint Public Safety Facility Project																		
1	EOC Relocation - Schematic Design									\$ 1,266,667							\$ 1,266,667	
Grand Total		\$ 380,863	\$ 5,154,137	\$ 175,000	\$ 487,679	\$ 2,435,571	\$ 55,904	\$ 3,050,000	\$ 641,000	\$ 1,266,667	\$ 490,469	\$ 3,114,434	\$ 80,630	\$ 5,331,000	\$ 350,000	\$ 1,616,000	\$ 24,629,354	

CLALLAM COUNTY
2024 PROPOSED DRAFT CAPITAL OUTLAY BUDGET--BY FUND
PROPOSED CAPITAL REQUESTS TO INCLUDE IN 2024 BUDGET

Include in 2024 Budget? Y
2024 (Multiple Items)

2024	General Fund	Roads	OPSCAN	ARPA	REET 1	REET 2	Dungeness Off-Channel Reservoir	Parks/ Facilities Capital Projects	EOC	IT Capital Projects	Broadband Expansion	DCD - Carlsborg Water Mitigation	PW - Clallam Bay/ Sekiu Sewer	PW - Carlsborg Sewer	ER&R	
Row Labels	Column Labels 00100	10101	11065	19961	30101	30201	30401	30501	30605	30701	30805	30901	41401	42401	50301	Grand Total
	00100	10101	11065	19961	30101	30201	30401	30501	30605	30701	30805	30901	41401	42401	50301	
BEGINNING FUND BALANCE		\$ 6,694,081	\$ 677,259	\$ 6,079,159	\$ 2,522,334	\$ 2,190,094	\$ 1,304,684	\$ 1,523,442	\$ -	\$ 59,673	\$ 37,123	\$ 22,000	\$ 270,681	\$ 162,498	\$ 1,994,232	
INFLOW FUNDING		\$ 21,882,150	\$ 398,232	\$ 130,000	\$ 1,027,000	\$ 1,027,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 490,695	\$ 144,131	\$ 4,938,568	
EXPENDITURES (BEFORE CAPITAL)		\$ (21,287,802)	\$ (264,216)	\$ (3,771,480)	\$ -	\$ -	\$ (33,946)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (645,781)	\$ (322,881)	\$ (2,936,001)	
CAPITAL OUTLAYS (PER ABOVE)		\$ (5,154,137)	\$ (175,000)	\$ (487,679)	\$ (2,435,571)	\$ (55,904)	\$ (3,050,000)	\$ (641,000)	\$ (1,266,667)	\$ (490,469)	\$ (3,114,434)	\$ (80,630)	\$ (5,331,000)	\$ (350,000)	\$ (1,616,000)	
ENDING FUND BALANCE, BEFORE ADDITIONAL FUNDING		\$ 2,134,292	\$ 636,275	\$ 1,950,000	\$ 1,113,763	\$ 3,161,190	\$ (1,779,262)	\$ 882,442	\$ (1,266,667)	\$ (430,796)	\$ (3,077,311)	\$ (58,630)	\$ (5,215,405)	\$ (366,252)	\$ 2,380,799	
TRANSFERS BETWEEN FUNDS								\$ (1,404,038)	\$ 1,404,038							
Transfers to Funds from General Fund														\$ 96,016	\$ 486,137	\$ 486,137
Transfers from Funds to General Fund															\$ 157,343	\$ 253,359
TRANSFERS BETWEEN FUNDS (ARPA)				\$ (1,396,000)									\$ (250,000)		\$ (250,000)	
OTHER GRANTS/LOAN FUNDING AWARDED	\$ 13,280					\$ 55,904	\$ 3,050,000	\$ 110,000	\$ 800,000		\$ 1,396,000		\$ 5,107,248		\$ 11,936,432	\$ -
OTHER GRANTS/LOAN FUNDING NEEDED											\$ 2,800,000				\$ -	\$ -
CITY OF PORT ANGELES FUNDING NEEDED									\$ 450,000						\$ 450,000	
ADDITIONAL REET FUNDING REQUIRED		\$ 1,100,000				\$ (1,158,630)						\$ 58,630			\$ -	
OPPORTUNITY FUND FUNDING REQUIRED													\$ 940,000	\$ 350,000	\$ 1,290,000	
GENERAL FUND FUNDING REQUIRED	\$ 367,583	\$ 3,234,292	\$ 636,275	\$ 554,000	\$ 1,113,763	\$ 2,058,464	\$ 1,270,738	\$ -	\$ 1,387,371	\$ -	\$ 1,118,689	\$ -	\$ 581,843	\$ 79,764	\$ 3,024,279	

CLALLAM COUNTY
2024 PROPOSED DRAFT CAPITAL OUTLAY BUDGET--BY KEY STRATEGIC CAPITAL PROJECT

[illegible]

CLALLAM COUNTY
2024 PROPOSED DRAFT CAPITAL OUTLAY BUDGET--BY KEY STRATEGIC CAPITAL PROJECT

[illegible]

CLALLAM COUNTY
2024 PROPOSED DRAFT CAPITAL OUTLAY BUDGET--BY KEY STRATEGIC CAPITAL PROJECT

Include in 2024 Budget?		Y											
2024		Column Labels											
				COURTHOUSE/ JUVENILE				ER&R SUPPORTED		IT	IT		
		BROADBAND	COURTHOUSE SPACE	SERVICES	DEEP WATER	EOC	ER&R	THRU	ER&R	INFRASTRUCTURE	INFRASTRUCTURE	JUVIE	MANDATORY/RECU
Row Labels		EXPANSION	ASSESSMENT AND RE- ALIGNMENT	BUILDING SECURITY	WELL/WATER MITIGATION	RELOCATION	SUPPORTED THRU ERR	GENERAL FUND	SUPPORTED THRU ROADS	INITIATIVE-- APPLICATIONS	INITIATIVE-- NETWORK	MASTER PLAN	RRING/REGULAR REPLACEMENT
30901													
30901.331--Comm Dev - Carlsborg Water Mitigation													
1													
Continued Support of Public Utility District (PUD) Water Rights/Mitigation Project for the Carlsborg Urban Growth Area (UGA)													
41401													
41401.611--PW - Clallam Bay-Sekiu Sewer													
1													
Collection System Repair & Replacement Project Retrieval System for new pump stations. Sewer Pump Station Repair & Replacement Project													
42401													
42401.611--PW - Carlsborg Sewer													
3													
Gupster Road Pressure Sewer Line Extension (Phase 1) REET Funded													
50301													
50301.611--PW - Equipment Rental and Revolving													
1													
Capital Outlay-General Site Maintenance													
Capital Outlay-Schedule C Projected Equipment Replacement--GENERAL FUND FUNDED													
Capital Outlay-Schedule C Projected Equipment Replacement--ROADS FUNDED													
2													
Capital Outlay-Schedule C Projected Equipment Replacement-ER&R FUNDED													
00100													
00100.333--General Fund--Comm Dev - Permit Center													
1													
36" Scanner for use with Energov													
00100.811--General Fund--Sheriff - Operations													
1													
Capital Outlay- Vehicle Equipment for new patrol cars													
Interview room recording system													
Capital Outlay- ER&R Additional Funding Needed to Cover Cost of 5 Planned Patrol Vehicle Replacements													
2													
Capital Outlay- Portable radio replacement plan													
Infrared capable camera for CIB													
00100.861--General Fund--Superior Court													
1													
Court Security Equipment													
Grand Total		\$ 3,114,434	\$ 225,000	\$ 90,000	\$ 3,130,630	\$ 1,266,667	\$ 110,000	\$ 801,743	\$ 1,420,137	\$ 375,000	\$ 60,000	\$ 1,041,193	\$ 210,309

CLALLAM COUNTY
2024 PROPOSED DRAFT CAPITAL OUTLAY BUDG

Include in 2024 Budget?

2024		NON-RECURRING CAPITAL OUTLAY FUNDED FULLY THROUGH GRANTS/DEDICATED FUNDS (NO GENERAL FUND/REET	OTHER NON- RECURRING CAPITAL OUTLAY	PREVIOUSLY APPROVED CARRY OVER CAPITAL OUTLAYS	ROADS PROJECTS SUPPORTED THRU REET	SEWER SYSTEM REPAIR/REPLACEMEN T INITIATIVES	Grand Total
Row Labels							
10101							
10101.611--PW - Roads							
1							
Right of Way land purchases for Carlsborg Road, Heath Road, Edgewood Drive (Reddick to Rife)			\$ 602,000				\$ 602,000
South Airport Road, Voice of America, Carlsborg Road, & Dry Creek Road work			\$ 2,746,000				\$ 2,746,000
Storm drainage management for Carlsborg Road			\$ 150,000				\$ 150,000
Unknown Office Equipment or Other Small Equipment Replacements			\$ 70,000				\$ 70,000
District 1 - Ford F450 Flatbed 4WD w/ plow							\$ -
District 2 - Pickup Broom							\$ 271,774
District 3 - Pickup Broom							\$ 214,363
2							
REET-SUPPORTED ROADS PROJECTS					\$ 500,000		\$ 500,000
REET-SUPPORTED ROADS PROJECTS--SUPPLEMENTAL REQUEST					\$ 200,000		\$ 200,000
REET-SUPPORTED ROADS PROJECTS--Supplemental Request to Construct Towne Road on top of the Relocated Dungeness River Levee					\$ 400,000		\$ 400,000
11065							
11065.811--Sheriff - OPSCAN Operations							
1							
Capital Outlay-Radio Network Equipment		\$ 175,000					\$ 175,000
19961							
00100.411--General Fund--Information Technology							
1							
Domain Rebuild Project (rollover from 2023)				\$ 35,000			\$ 35,000
00100.815--General Fund--Sheriff - Jail							
1							
Handheld radio replacement			\$ 40,000				\$ 40,000
00100.843--General Fund--Prosecuting Attorney - Coroner							
1							
Coroner Vehicle							\$ 65,000
Coroner Vehicle Equipment							\$ 35,000
00100.851--General Fund--Juvenile Services							
3							
Water Fountain Replacement/Bottle Dispenser			\$ 6,000				\$ 6,000
00100.911--General Fund--Parks and Facilities							
1							
John Deere Tractor with Loader and Finish Mower				\$ 126,679			\$ 126,679
30701.411--Information Tech - Capital Projects							
1							
Additional Installation of Door Badge Controls & Cameras							\$ 90,000
Bring WIFI to Clallam County Fairgrounds							\$ 50,000
Expansion of electrical/network closet outside BOCC office							\$ 25,000
Security Camera Annual Replacement							\$ 15,000
30101							
30101.911--Parks and Facilities - Real Estate Excise Tax Projects							
1							
Facilities-Courthouse VAV Air System Box Replacement				\$ 250,000			\$ 250,000
Facilities-Floor Covering				\$ 70,000			\$ 70,000
Facilities-Jail Lock Repair & Replacement							\$ 35,000

CLALLAM COUNTY
2024 PROPOSED DRAFT CAPITAL OUTLAY BUDG

Include in 2024 Budget?

2024		NON-RECURRING CAPITAL OUTLAY FUNDED FULLY THROUGH GRANTS/DEDICATED FUNDS (NO GENERAL FUND/REET	OTHER NON- RECURRING CAPITAL OUTLAY	PREVIOUSLY APPROVED CARRY OVER CAPITAL OUTLAYS	ROADS PROJECTS SUPPORTED THRU REET	SEWER SYSTEM REPAIR/REPLACEMEN T INITIATIVES	Grand Total
Row Labels	Facilities-Juvenile HVAC Chiller (CH-1)						\$ 325,000
	Facilities-Juvenile Membrane Roof Replacement						\$ 716,193
	Fairgrounds-Art Barn Roof Replacement			\$ 200,000			\$ 200,000
	Historic Courthouse Exterior Preventative & Restorative Se			\$ 25,000			\$ 25,000
	2023 Facilities-Courthouse VAV Air System Box Replaceme			\$ 584,378			\$ 584,378
2	Parks-Road Development and Repair			\$ 15,000			\$ 15,000
	Parks-Trail Development and Repair			\$ 15,000			\$ 15,000
3	Parks-Dungeness Recreation Area Site Improvements		\$ 200,000				\$ 200,000
30201							
30201.911--Parks and Facilities - Real Estate Excise Tax Projects							
1	Facilities-Courthouse -Electric Charging Stations (3)			\$ 55,904			\$ 55,904
30401							
30401.331--Public Works -Dungeness Off Channel Reservoir							
1	Highland Irrigation Ditch ~ 1.5-Mile Piping Project Compon						\$ 700,000
	Highland Irrigation Ditch Intake & Lateral Upgrade Project						\$ 100,000
	Off-Channel Reservoir Project land acquisition, design, perrmitting, outreach, and other related support work.						\$ 2,250,000
30501							
30501.911--Parks and Facilities - Capital Projects							
1	Carryover of Courthouse Security Study for Engineering			\$ 40,000			\$ 40,000
	Courthouse Fuel Polish Diesel Tank						\$ 10,000
	Courthouse Security Engineering	\$ 110,000					\$ 110,000
	Cuff port purchase plan	\$ 20,000					\$ 20,000
	Office Space Reconfiguration/Expansion Placeholder						\$ 200,000
	Unanticipated Projects PFF			\$ 121,000			\$ 121,000
2	Replace Failed Pile At Lake Pleasant			\$ 140,000			\$ 140,000
30605							
30605.811--Sheriff - Joint Public Safety Facility Project							
1	EOC Relocation - Schematic Design						\$ 1,266,667
30701							
30701.411--Information Tech - Capital Projects							
1	Microsoft InTune Deployment Services						\$
	Wireless Network Upgrade / Expansion						\$ 10,000
2	EDEN to MUNIS changeoverPLACEHOLDER FOR CFO						\$ 375,000
	Unanticipated Projects						\$ 50,000
3	Copiers (other department copiers not separately schedul						\$ 55,469
30805							
30805.611--PW - Broadband Infrastructure							
1	WA. State Broadband Office (WSBO) Infrastructure Grant Project						\$ 2,457,217
	WA. State Public Works Board (PWB) Infrastructure Grant Project						\$ 657,217

CLALLAM COUNTY
2024 PROPOSED DRAFT CAPITAL OUTLAY BUDG

Include in 2024 Budget?

2024		NON-RECURRING CAPITAL OUTLAY FUNDED FULLY THROUGH GRANTS/DEDICATED FUNDS (NO GENERAL FUND/REET	OTHER NON- RECURRING CAPITAL OUTLAY	PREVIOUSLY APPROVED CARRY OVER CAPITAL OUTLAYS	ROADS PROJECTS SUPPORTED THRU REET	SEWER SYSTEM REPAIR/REPLACEMEN T INITIATIVES	Grand Total
Row Labels							
30901							
30901.331--Comm Dev - Carlsborg Water Mitigation							
1							
Continued Support of Public Utility District (PUD) Water Rights/Mitigation Project for the Carlsborg Urban Growth Area (UGA)							\$ 80,630
41401							
41401.611--PW - Clallam Bay-Sekiu Sewer							
1							
Collection System Repair & Replacement Project						\$ 4,376,000	\$ 4,376,000
Retrieval System for new pump stations.			\$ 15,000				\$ 15,000
Sewer Pump Station Repair & Replacement Project						\$ 940,000	\$ 940,000
42401							
42401.611--PW - Carlsborg Sewer							
3							
Gupster Road Pressure Sewer Line Extension (Phase 1) REE				\$ 350,000			\$ 350,000
50301							
50301.611--PW - Equipment Rental and Revolving							
1							
Capital Outlay-General Site Maintenance				\$ 180,000			\$ 180,000
Capital Outlay-Schedule C Projected Equipment Replaceme							\$ 392,000
Capital Outlay-Schedule C Projected Equipment Replaceme							\$ 934,000
2							
Capital Outlay-Schedule C Projected Equipment Replaceme							\$ 110,000
00100							
00100.333--General Fund--Comm Dev - Permit Center							
1							
36" Scanner for use with Energov			\$ 13,000				\$ 13,000
00100.811--General Fund--Sheriff - Operations							
1							
Capital Outlay- Vehicle Equipment for new patrol cars							\$ 152,400
Interview room recording system							\$ 6,840
Capital Outlay- ER&R Additional Funding Needed to Cover							\$ 157,343
2							
Capital Outlay- Portable radio replacement plan							\$ 38,000
Infrared capable camera for CIB			\$ 6,000				\$ 6,000
00100.861--General Fund--Superior Court							
1							
Court Security Equipment		\$ 7,280					\$ 7,280
Grand Total		\$ 182,280	\$ 3,978,000	\$ 2,207,961	\$ 1,100,000	\$ 5,316,000	\$ 24,629,354

CLALLAM COUNTY

2024 PROPOSED DRAFT CAPITAL OUTLAY BUDGET--BY FUND

PROPOSED CAPITAL REQUESTS EXCLUDED FROM 2024 BUDGET

Include in 2024 Budget?	N	
2024	(Multiple Items)	
2024	Column Labels	
Row Labels	00100	Grand Total
00100.231--General Fund--Treasurer		
2		
Counter Reconfiguration	\$ 85,000	\$ 85,000
00100.331--General Fund--Comm Dev - Administration		
2		
Capital Outlay- Funding Needed to Cover Cost of Refurbishment	\$ 10,000	\$ 10,000
00100.333--General Fund--Comm Dev - Permit Center		
1		
Capital Outlay- Funding Needed for replacement of Building Inspector vehicle #51	\$ 36,550	\$ 36,550
00100.811--General Fund--Sheriff - Operations		
2		
Mobile Data Terminal (MDT) (10) or 23 AED's & 2 MDT's	\$ 63,000	\$ 63,000
00100.851--General Fund--Juvenile Services		
2		
Metrasens Security Screening	\$ 13,000	\$ 13,000
Replace Fleet Vehicles	\$ 5,000	\$ 5,000
3		
Replace Furnishings	\$ 10,000	\$ 10,000
00100.861--General Fund--Superior Court		
1		
One Entrance Courthouse	\$ 33,000	\$ 33,000
3		
Remodel of Therapeutic Court Administrative Offices	\$ 75,000	\$ 75,000
00100.871--General Fund--District Court I		
1		
Courtroom Furniture	\$ 20,582	\$ 20,582
3		
Courtroom Furniture for Historic Courtroom	\$ 32,153	\$ 32,153
00100.931--General Fund--WSU Extension		
2		
New vehicle for Extension office	\$ 25,000	\$ 25,000
Grand Total	\$ 408,285	\$ 408,285

CLALLAM COUNTY
ESTIMATED SALES TAX IMPACT--WSDOT ROADS PROJECTS--GENERAL FUND
2020-2027
UPDATED FOR DRAFT 2024 BUDGET

UPDATED FOR DRAFT 2024 BUDGET						ESTIMATED TAXABLE COST BY YEAR							
PROJECT	DATE START	DATE END	# OF MONTHS DURATION	COST	CLALLAM SHARE	2020	2021	2022	2023	2024	2025	2026	2027
SR 112--JIM CREEK LANDSLIDES	Dec-20	Jul-21	8	\$ 1,400,000	100%		\$ 1,400,000						
SR 112/CLALLAM BAY EMERGENCY REPAIRS	Nov-21	Jul-22	9	\$ 1,300,000	100%			\$ 1,300,000					
SR 112 JIM CREEK WEST EMERGENCY REPAIRS	Nov-21	Jun-22	8	\$ 1,100,000	100%			\$ 1,100,000					
SR 112 W RASMUSSEN CREEK AND HOKO RIVER	Jan-22	Sep-22	9	\$ 1,600,000	100%			\$ 1,600,000					
SR113 S OF OLD SAPPHO-PHSHT HWY-STABILIZE SLOPE	Nov-21	Aug-22	10	\$ 1,900,000	100%			\$ 1,900,000					
US 101-BAGLEY CREEK AND SIEBERT CREEK FISH BARRIERS	May-20	Dec-21	20	\$ 36,000,000	100%	\$ 14,400,000	\$ 21,600,000						
US 101 ELWHA RIVER BRIDGE REPLACEMENT	Apr-23	Dec-24	20	\$ 36,000,000	100%				\$ 10,800,000	\$ 25,200,000			
US 101 INDIAN CREEK FISH BARRIER	Feb-22	Mar-23	14	\$ 16,400,000	100%			\$ 13,418,182	\$ 2,981,818				
US101 JEFFERSON AND CLALLAM COUNTY FISH BARRIERS (1 JEFFERSON, 5 CLALLAM)	Jul-23	Oct-25	28	\$ 109,900,000	83%				\$ 13,083,333	\$ 39,250,000	\$ 39,250,000		
US 101--MAY CREEK IN VIC OF DOWANS CREEK ROAD--FISH BARRIER	Oct-23	Oct-25	24	\$ 9,000,000	100%				\$ 375,000	\$ 4,500,000	\$ 4,125,000		
US101--SR109 GRAYS HARBOR, JEFFERSON & CLALLAM--FISH BARRIERS (TOTAL OF 25, 2 IN CLALLAM)	Apr-23	Oct-26	43	\$ 190,000,000	8%				\$ 2,474,419	\$ 4,241,860	\$ 4,241,860	\$ 4,241,860	
US 101 AND SR 115/OLYMPIC PENINSULA CHIP SEAL	May-22	Nov-22	7	\$ 7,800,000	100%			\$ 7,800,000					
US 101/SOUTH OF FORKS EMERGENCY REPAIRS	Apr-22	Aug-22	5	\$ 1,300,000	100%			\$ 1,300,000					
US101/SR116 NORTH OLYMPIC PENINSULA--FISH BARRIERS (4, of which 3 in Unincorp Clallam)	Oct-24	Dec-27	39	\$ 105,000,000	75%					\$ 2,019,231	\$ 24,230,769	\$ 24,230,769	\$ 28,269,231
TOTAL SIGNIFICANT WSDOT PROJECTS--CLALLAM COUNTY				\$ 518,700,000		\$ 14,400,000	\$ 23,000,000	\$ 28,418,182	\$ 29,714,570	\$ 75,211,091	\$ 71,847,630	\$ 28,472,630	\$ 28,269,231
SALES TAX RATE--GENERAL FUND						1%	1%	1%	1%	1%	1%	1%	1%

ESTIMATED SALES TAX GENERATED BY WSDOT ROADS PROJECTS

YEAR OVER YEAR CHANGE \$	\$ 86,000	\$ 54,182	\$ 12,964	\$ 454,965	\$ (33,635)	\$ (433,750)	\$ (2,034)
YEAR OVER YEAR CHANGE %	60%	24%	5%	153%	-4%	-60%	-1%

TOTAL LOCAL RETAIL SALES AND USE TAX--GENERAL FUND	\$ 7,097,191	\$ 8,865,501	\$ 9,637,601	\$ 9,828,614
Less: Sales & Use Tax from WSDOT	\$ (144,000)	\$ (230,000)	\$ (284,182)	\$ (297,146)
TOTAL LOCAL RETAIL SALES AND USE TAX--GENERAL FUND (EXCLUDING WSDOT ROADS PROJECTS)	\$ 6,953,191	\$ 8,635,501	\$ 9,353,419	\$ 9,531,468
% YOY CHANGE		24%	8%	2%

2024 PROJECTION FOR GROWTH--SALES & USE TAX GENERAL FUND

	20%
20% HAIRCUT TO WSDOT PROJECTS ESTIMATE (TO ALLOW FOR TIMING DIFFERENCES OF COSTS BEING INCURRED YEAR-TO-YEAR	
2023 LOCAL RETAIL SALES & USE TAX--GENERAL FUND (EXCLUDING WSDOT ROADS PROJECTS)	\$ 9,531,468
ASSUMED 2024 TAXABLE SALES GROWTH RATE (CONSISTENT WITH 0.9% PROJECTED TAXABLE RETAIL SALES GROWTH--WA STATE ECONOMIC FORECAST--Q3 2023)	1.60%
2024 PROJECTED LOCAL RETAIL SALES & USE TAX--GENERAL FUND (EXCLUDING WSDOT ROADS PROJECTS)	9,683,972
PLUS: 2024 ESTIMATED WSDOT PROJECTS SALES & USE TAX	\$ 601,689
TOTAL 2024 PROJECTED LOCAL RETAIL SALES & USE TAX--GENERAL FUND	10,285,661
6.18%	4.65%

BLENDED IMPLIED SALES TAX GROWTH RATE--2024

Transfers for the 2024 Clallam County Budget

#							Debit	Credit
1	19913.291.	Trial Court Improvements	59723.00.0010	Transfer	to	Jail	40,000	
	00100.815.	Jail	39723.00.0010	Transfer	from	Trial Court Improvements		40,000
2	00100.293.	General Fund Reserves	59768.00.0000	Transfer	to	PW - Flood Conrol	74,000	
	10135.611	PW - Flood Control	39768.00.0000	Transfer	from	General Fund Reserves		74,000
3	00100.293	General Fund Reserves	59766.00.1000	Transfer	to	HHS - Chemical Dep/Mental Health	6,245	
	11323.511	HHS - Chemical Dep/Mental Health	39766.00.1000	Transfer	from	General Fund Reserves		6,245
5	29500.231.	LID 3rd Street Sewer Line	59752.00.0000	Transfer	to	Opportunity Fund	3,000	
	19941.291.	Opportunity Fund	39752.00.0000	Transfer	from	LID 3rd Street Sewer Line		3,000
6	10101.611	Public Works - Roads	59717.00.0010	Transfer	to	Employee Health Care Benefit	2,000	
	10135.611.	Public Works - Flood Control	59717.00.0010	Transfer	to	Employee Health Care Benefit	5	
	40201.611.	Public Works - Solid Waste	59717.00.0010	Transfer	to	Employee Health Care Benefit	50	
	41401.611.	Public Works - Clallam Bay Sekiu Sewer	59717.00.0010	Transfer	to	Employee Health Care Benefit	340	
	42401.611.	Public Works - Carlsborg Sewer	59717.00.0010	Transfer	to	Employee Health Care Benefit	500	
	50301.611.	Public Works - Equipment Rental Revolving	59717.00.0010	Transfer	to	Employee Health Care Benefit	1,555	
	00100.461.	Employee Health Care Benefit	39717.00.0010	Transfer	from	Public Works		4,450
7	30301.331	Lwr Dungeness Floodplain	59714.00.0080	Transfer	to	General Fund Reserves	683,000	
	00100.293	General Fund Reserves	39714.00.0080	Transfer	from	Lwr Dungeness Floodplain		683,000
8	00100.293.	General Fund Reserves	59762.00.0000	Transfer	to	Health and Human Services	125,000	
	11301.511	Health and Human Services	39762.00.0000	Transfer	from	General Fund Reserves		125,000
9	00100.293	General Fund Reserves	59718.00.0100	Transfer	to	Law Library	16,877	
	11401.821	Law Library	39718.00.0100	Transfer	from	General Fund Reserves		16,877
10	00100.293	General Fund Reserves	59712.00.0030	Transfer	to	Local Crime Victim Comp	67,000	
	11701.841	Local Crime Victim Comp	39712.00.0030	Transfer	from	General Fund Reserves		67,000
11	00100.293	General Fund Reserves	59771.00.0000	Transfer	to	Veterans Relief	122,600	
	19914.291	Veterans Relief	39771.00.0000	Transfer	from	General Fund Reserves		122,600
12	41401.611	Clallam Bay-Sekiu Sewer	59735.00.0016	Transfer	to	General Fund Reserves	250,000	
	00100.293	General Fund Reserves	39735.00.0016	Transfer	from	Clallam Bay Sekiu Sewer		250,000
13	00100.293.	General Fund Reserves	59718.00.0020	Transfer	to	Information Technology Capital	430,796	
	30701.411	Information Technology Capital	39718.00.0020	Transfer	from	General Fund Reserves		430,796
14	00100.293.	General Fund Reserves	59718.00.0030	Transfer	to	Capital Projects	411,596	
	30501.911	Capital Projects	39718.00.0030	Transfer	from	General Fund Reserves		411,596
15	00100.293.	General Fund Reserves	59735.00.0060	Transfer	to	Solid Waste	70,000	
	40201.611	Solid Waste	39735.00.0060	Transfer	from	General Fund Reserves		70,000
16	00100.293	General Fund Reserves	59773.00.0020	Transfer	to	Honor Guard	10,000	
			39773.00.0020	Transfer	from	General Fund Reserves		10,000
17	00100.293	General Fund Reserves	59768.00.0010	Transfer	to	Carlsborg Sewer	96,016	
	42401.611	Carlsborg Sewer	39768.00.0010	Transfer	from	General Fund Reserves		96,016
18	30201.911.	Real Estate Excise Tax 2	59742.00.0000	Transfer	to	Roads	1,100,000	
	10101.611.	Roads	39742.00.0000	Transfer	from	Real Estate Excise Tax 2		1,100,000
19	19941.291	Opportunity Fund	59735.00.0014	Transfer	to	Clallam Bay-Sekiu Sewer	940,000	
	41401.611	Clallam Bay-Sekiu Sewer	39735.00.0014	Transfer	from	Opportunity Fund		940,000
20	19961.291	American Rescue Plan Act	59790.00.0010	Transfer	to	Broadband Infrastructure	1,396,000	
	30805.611	Broadband Infrasructure	39790.00.0010	Transfer	from	American Rescue Plan Act		1,396,000
21	30201.911.	Real Estate Excise Tax 2	59780.00.0000	Transfer	to	Carlsborg Water Mitigation	58,630	
	30901.331	Carlsborg Water Mitigtion	39780.00.0000	Transfer	from	Real Estate Excise Tax 2		58,630
22	19941.291	Opportunity Fund	59735.00.0035	Transfer	to	Carlsborg Sewer	350,000	
	42401.611	Carlsborg Sewer	39735.00.0035	Transfer	from	Opportunity Fund		350,000
23	19961.291	American Rescue Plan Act	59790.00.0015	Transfer	to	General Fund Reserves	577,727	
	00100.293	General Fund Reserves	39790.00.0015	Transfer	from	American Rescue Plan Act		577,727
24	30501.911	Capital Projects	59773.00.0025	Transfer	to	Joint Public Safety Facility	1,404,038	
	30605.811	Joint Public Safety Facility	39773.00.0025	Transfer	from	Capital Projects		1,404,038
							8,236,975	8,236,975

2024 Indirect Cost Charges					
FUND & DEPT NUMBER		BARS	FUND/ACCOUNT NAME	INDIRECT COST CHARGES	SUBTOTAL
10101.	611	51820	PW - Property Management Services	119,498	
		51970	PW - Roads - Jobbing and Contract Work	4,259	
		52170	PW - Roads - Traffic Policing	0	
		52510	PW - Roads - Emergency Services	0	
		54230	PW - Roads - Roadway Maintenance	59,059	
		54240	PW - Roads - Drainage Maintenance	66,801	
		54250	PW - Roads - Structures Maintenance	3,646	
		54260	PW - Roads - Traffic and Pedestrian Services	80,672	
		54270	PW - Roads - Roadside Maintenance	56,450	
		54290	PW - Roads - Maintenance and Administration Overhead	60,080	
		54310	PW - Roads - Management	4,457	
		54330	PW - Roads - General Services	117,970	
		54350	PW - Roads - Facilities	12,499	
		54420	PW - Roads - Engineering	41,648	
		54440	PW - Roads - Planning	24,784	
		54470	PW - Roads - Miscellaneous	0	
		54490	PW - Roads - Operations Administration and Overhead	93,194	
		55310	PW - Roads - Soil and Water Consevation	16,521	
		55350	PW - Roads - Diking/Drainage	8,338	
		58900	PW - Roads - Other Nonexpenditures	0	
		59510	PW - Roads - Road Construction and Other Infrastructure	57,752	
		59520	PW - Roads - Right-of-Way	2,757	
		59530	PW - Roads - Roadway Construction	2	
		59540	PW - Roads - Storm Drainage Construction	0	
		59550	PW - Roads - Structures Construction	2	
		59560	PW - Roads - Sidewalk Projects	2	
		59570	PW - Roads - Roadside Development	2	
		59590	PW - Roads - Construction Administration and Overhead	3	830,396
10135	611	55310	PW - Flood Control - Soil and Water Conservation	21,901	
		55330	PW - Flood Control - Flood Control	0	
		55350	PW - Flood Control - Diking/Drainage	0	
		55360	PW - Flood Control - Weed Control	0	21,901
11008	811	52123	Sheriff - OPNET Drug	636	
11061	811	52870	Sheriff - Nine-One-One Enhanced	14,760	
11065	811	52880	Sheriff - OPSCAN Operations	20,666	
11068	811	52120	Sheriff - Operation Stonegarden	7,890	
11070	811	52130	Sheriff - 24/7 Sobriety Program	172	
11301.	511	56210	Health and Human Services - Operations - General	497,822	
11322.	511.	56540	HHS - Homeless Task Force	35,311	
11323	511	56611	HHS - Chemical Dependency/Mental Health	65,907	
11331	511	56800	HHS - Developmental Disabilities	89,445	
11401.	821	51270	Law Library	16,877	
11701.	841	51570	Pros Attny - Local Crime Victim Comp	11,722	
11901.	841	51530	Pros Attny - Racketeering	0	
12231.	231	59414	Treasurer - REET Electronic Technology	6,081	
12241.	231	51422.	Treasurer - Land Assessment	990	
12401	221	51410	Auditor - Document Preservation	12,213	
13001.	381	55360	Noxious Weed Control	40,334	
13051	381	55360	Noxious Weed - LMD#2 Lake Sutherland	791	
19914	291	56520	Non Dept - Veterans' Relief	76,193	
19941	291	55210	Non Dept - Opportunity Fund	25,193	
19991	291	52870	Non Dept - Emergency Communication Tax	42,340	
30301.	331	55310	Comm Dev - Lwr Dungeness Floodplain	58,497	
30401.	331	55310	Comm Dev - Dungeness Reservoir	33,946	
40201	611	53710	PW - Solid Waste - Garbage and Solid Waste Utilities	1,226	
		53720	PW - Solid Waste - Comprehensive Management Plan	2,246	
		53750	PW - Solid Waste - Maintenance	0	
		53780	PW - Solid Waste - General Operations	0	
		59430	PW - Solid Waste - Capital Assets	0	3,472
41401.	611	53510	PW - Clallam Bay-Sekiu Sewer - General Administration	9,895	
		53540	PW - Clallam Bay-Sekiu Sewer - Training	422	
		53550	PW - Clallam Bay-Sekiu Sewer - Maintenance	2,196	
		53580	PW - Clallam Bay-Sekiu Sewer - General Operations	31,706	
		59430	PW - Clallam Bay-Sekiu Sewer - Capital	5,912	50,131
42401.	611	53510	PW - Carlsborg Sewer - General Administration	5,594	
		53550	PW - Carlsborg Sewer - Maintenance	0	
		53580	PW - Carlsborg Sewer - General Operations	0	
		59430	PW - Carlsborg Sewer - Capital Expenditures	2,057	7,651
43401.	611	53450	PW - Bullman Beach Water System	9,456	
50301.	611	54820	PW - Equipment Rental and Revolving - Pits and Quarries	16,184	
		54830	PW - Equipment Rental and Revolving - Mechanical Shops	66,005	
		54840	PW - Equipment Rental and Revolving - Parts Stores	9,096	
		54850	PW - Equipment Rental and Revolving - Fuel Depots	3,638	
		54860	PW - Equipment Rental and Revolving - Equipment Rental Services	20,920	
		59410	PW - Equipment Rental and Revolving - Capital	0	115,843
50401.	461.	51960	HR - Risk Management	82,139	
50501.	461	51768	HR - Workers Compensation Claims	29,554	
50701.	461	51771	HR - Unemployment Compensation	3,399	
				2,211,728	



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NOV 13 2023

Date of report: November 8, 2023

General	\$206,409.35
Other	\$1,162,101.72
Credit Card	\$53,500.70
Total	\$1,422,011.77

STATE OF WASHINGTON

County of Clallam

This is to certify that the foregoing Final Check Lists a.k.a., Register of Warrants for the period herein indicated, is a full, true, and correct representation of the corresponding payments for services rendered to and supplies and equipment received by all Clallam County government operations as recorded in the books or original entry maintained by this office.

WITNESS MY HAND AND OFFICIAL SEAL THIS _____ DAY OF _____ 2023.

SHOONA RIGGS COUNTY AUDITOR

CLALLAM COUNTY BOARD OF COMMISSIONERS does hereby certify that the services and merchandise herein specified have been received and that the claims listed and numbered above are hereby approved for payment:

BOARD OF COMMISSIONERS
CLALLAM COUNTY, WASHINGTON

MARK OZIAS, Chair

MIKE FRENCH

RANDY JOHNSON

TODD MIELKE (County Administrator)

Weekly Expenditures

Nov. 6 - 10, 2023

Fund #	Department	Expenditures		Use Tax	
		General Fund	Other	General Fund	Other
00100.221	Auditor	341.11			
00100.241/291	Commissioners (BOCC)	3,422.19			
19914.291	BOCC - Veterans Relief		2,336.12		
19961.291	BOCC - American Rescue Plan Act		32,680.19		
00100.331-334	Dept. of Community Develop't (DCD)	1,852.73			
00100.871	District Court I	2,900.55			
00100.881	District Court II	194.64			
11301.511	Health & Human Services (HHS)		17,904.66		
00100.511	HHS - Environmental Health	2,915.02			
00100.513	HHS - Admin	271.69			
00100.461	Human Resources (HR)	7,983.24			
50401.461	HR - Risk Management		4,010.17		
50501.461	HR - Workers Compensation		4,659.93		
00100.411	Information Technology (IT)	2,395.84			
00100.851	Juvenile Services	3,050.38		34.67	
00100.911/912	Parks Fair Facilities (PFF)	17,749.78		120.21	
30101.911	PFF - REET 1 (Real Estate Excise Tax)		32,213.72		
30201.911	PFF - REET 2 (Real Estate Excise Tax)		68,017.79		
30501.911	PFF - Capital Projects		100,291.20		
00100.841-843	Prosecuting Attorney	6,511.39			
	Public Works (PW)				
10101.611	PW - Roads		602,692.64		
30401.331	PW - Dungeness Reservoir		30,368.70		
40201.611	PW - Solid Waste		134.31		
41401.611	PW - Clallam/Seki Sewer		8,598.61		
42401.611	PW - Carlsborg Sewer		8,983.29		
43401.611	PW - Bullman Beach Water System		1,023.75		
50301.611	PW - ER&R (Equip'l Rental & Revolving)		237,221.69		
00100.811-815,817	Sheriff	17,415.14			
00100.816	Sheriff - Jail Medical	49,858.75			
11004.811	Sheriff - VRF Boating Program		3,420.00		
11008.811	Sheriff - OPNET Drug		281.43		
11065.811	Sheriff - OPSCAN Operations		1,292.10		
11068.811	Sheriff - Stonegarden		5,890.68		
11080.811	Sheriff - Inmate Commissary		74.21		6.53
00100.861	Superior Court	31,217.01			
00100.891	Superior Court Clerk	623.76			
00100.231	Treasurer	21.75			
00100.931	WSU Extension	57,529.50			
Total		206,254.47	1,162,095.19	154.88	6.53

VISA Current Charges:	53,500.70
Statement Date:	11/06/23

Report Reconciliation		Totals			
Total	1,368,349.66	General Fund	206,409.35		
Final Check Lists	1,368,349.66	Non-GF	1,162,101.72		
Difference	-	VISA Charges	53,500.70		
		Grand Total	1,422,011.77	Use Tax	161.41

COPY

Prepared by:

Sara DeBiddle, Clallam County Auditor's Office

Invoice History Use Tax Report
CLALLAM COUNTY

Tran Date	Vendor Name	Invoice / Credit Memo No.	Doc Group	Taxable Amount	Tax Amount	Invoice Total
11/14/2023	BOB BARKER CO INC	INV1953182	moliver3	393.97	34.67	393.97
11/14/2023	R J THOMAS MFG CO INC	267151	mearley	1,366.00	120.21	1,366.00
11/14/2023	SWANSONS SERVICES CORP.	1773935	jminnoch1	74.21	6.53	74.21
Totals:				1,834.18	161.41	1,834.18



U.S. BANK
P.O. BOX 6343
FARGO ND 58125-6343



000000067 03 SP 106481878721324 P
CLALLAM COUNTY
223 E 4TH ST
SUITE 1
PORT ANGELES WA 98362-3000

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 11-06-2023
AMOUNT DUE \$51,648.81
NEW BALANCE \$51,648.81
PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED

\$

Please make check payable to
U.S. BANK

U.S. BANK
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

[REDACTED] 005164881 005164881

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY								
CLALLAM COUNTY [REDACTED]	Previous Balance	Purchases And Other + Charges +	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$54,280.67	\$53,500.70	\$0.00	\$0.00	\$0.00	\$3,921.58	\$52,210.98	\$51,648.81

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0044251	FANE, ALEX	Fane 10-27-23	10/27/2023	MILEAGE FOR WEST END DF	114.10	114.10
11/14/2023	0047584	MURRAIN, GLENN	MurRAIN 10-26-23	10/26/2023	10/26/23 MILEAGE FOR EAST	184.57	184.57
11/14/2023	0047585	JANNI, DARRELL	Janni 10-30-23	10/30/2023	10/30/23 MILEAGE FOR EAST	42.44	42.44
Sub total for U S BANK:							341.11

0**
341.11+
36,102.38+
1,852.73+
2,900.55+
194.64+
21,091.37+
16,653.34+
2,395.84+
3,050.38+
1,251.38+
217,021.11+
6,511.39+
237,221.69+
30,368.70+
602,692.64+
18,739.96+
28,373.56+
49,858.75+
31,217.01+
623.76+
21.75+
2,336.12+
57,529.50+
1,368,349.66*+
0**

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11/08/2023 8:07:32AM

Final Check List
CLALLAM COUNTY

BOCC

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023 0000753		PENINSULA HOUSING AUTH	52309302023	11/2/2023	SEPTEMBER PAYMENT PER C	29,013.60	29,013.60
11/14/2023 0000842		IMAGINE IT FRAMED	30742	11/2/2023	DISTRICT MAP	1,064.65	
			30727	11/2/2023	RON CAMERON 38 YRS	119.92	1,184.57
11/14/2023 0001240		PITNEY BOWES	3318242700	11/2/2023	POSTAGE METER MACHINE I	2,237.62	2,237.62
11/14/2023 0001615		UNITED WAY OF CLALLAM CC	United Way Sept	11/2/2023	PERSONNEL SUPPORT FOR	3,666.59	3,666.59
Sub total for U S BANK:							36,102.38

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11/08/2023 8:24:07AM

Final Check List
CLALLAM COUNTY

DCD

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0000546	EXPRESS SERVICES, INC	29814477	10/18/2023	CE PRO SERVICES	75.10	75.10
11/14/2023	0002337	BAUMANN, CHERYL	BAUMANN 10-1	10/25/2023	G133 WA SALMON COALITIOI	74.00	74.00
11/14/2023	0004730	EMERY, BRUCE	EMERY 10-25-2	10/27/2023	ADMIN TRAVEL GMA	255.60	255.60
11/14/2023	0004732	WACE, WAASSN OF CODE EN	FRICKER 09-13	11/1/2023	CE WACE CONF REGISTRATI	350.00	
			FRICKER 2023 I	11/1/2023	CE WACE MEMBERSHIP FRIC	55.00	405.00
11/14/2023	0045837	FLEMING, HOLDEN	FLEMING 10-24	10/27/2023	ADMIN TRAVEL GMA	196.82	196.82
11/14/2023	0046683	ODP BUSINESS SOLUTIONS	L336846209001	10/18/2023	CE - PLANNING - ADMIN OPE	192.45	
			336345971001	10/18/2023	LRP OFFICE SUPPLY	127.26	319.71
11/14/2023	0049141	PENROSE, TERRY	REF 10-17-23	10/25/2023	REFUND BPT2023-00887	526.50	526.50
Sub total for U S BANK:							1,852.73

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11/08/2023 8:31:35AM

Final Check List
CLALLAM COUNTY

District Court I

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0001344	REDWOOD TOXICOLOGY LAE	809658	10/11/2023	REDWOOD TOXICOLOGY - U	321.21	
			809659	10/11/2023	REDWOOD TOXICOLOGY - U	168.25	489.46
11/14/2023	0001641	VERIZON WIRELESS	9947694514	10/24/2023	MENTAL HEALTH CELL PHON	104.72	104.72
11/14/2023	0001693	WA STATE BAR ASSOCIATION	WSBA-DN-2024	11/2/2023	WSBA - JUDGE NEUPERT DU	50.00	50.00
11/14/2023	0004931	HANSEN, ELIZABETH	EH-WSADCP	11/2/2023	ELIZABETH HANSEN - WSAD	244.06	244.06
11/14/2023	0021386	STAPLES ADVANTAGE	3550036262	10/14/2023	STAPLES - PRINTER CARTRI	270.90	
			3550036263	10/14/2023	STAPLES - PROBATION OFFI	239.02	
			3550532564	10/21/2023	STAPLES - RECEIVED DATE S	170.33	680.25
11/14/2023	0026382	NEUPERT, DAVE	DN-WSADCP	11/2/2023	JUDGE DAVID NEUPERT - WS	244.06	244.06
11/14/2023	0049146	NEPENTHE LABORATORY SV	3336	7/31/2023	PROBATION - RANDOM UA'S	552.00	
			3334	5/31/2023	PROBATION - RANDOM UA'S	264.00	
			3335	6/30/2023	PROBATION - RANDOM UA'S	180.00	
			3337	7/31/2023	MENTAL HEALTH - RANDOM I	92.00	1,088.00
Sub total for U S BANK:							2,900.55

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Final Check List
CLALLAM COUNTY

District Court II

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
	11/14/2023	0049136	HOLMQUIST, SERGEI	512553	11/14/2023	UKRAINIAN INTERPRETER - I	60.00	60.00
	11/14/2023	0019100	PLUMLEY, WILLIAM L	671489	11/14/2023	SPANISH INTERPRETER - GC	60.00	60.00
	11/14/2023	0021386	STAPLES ADVANTAGE	8071955556	11/14/2023	OFFICE SUPPLIES	74.64	74.64
Sub total for U S BANK:							194.64	

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Final Check List
CLALLAM COUNTY

HHS

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0000087	ANGELES ELECTRIC INC	20580	10/18/2023	HOPS - ELECTRICAL FOR HE	11,789.26	11,789.26
11/14/2023	0000546	EXPRESS SERVICES, INC	29814481	10/18/2023	HOPS - EXTRA HELP	1,279.20	1,279.20
11/14/2023	0001395	SANOFI PASTEUR, INC.	VO7237647	9/8/2023	HOPS - MENINGOCOCCAL C	735.12	735.12
11/14/2023	0016427	MCKESSON MEDICAL-SURGI	21209295	10/11/2023	HOPS - GLOVES, COTTON B/	186.61	186.61
11/14/2023	0033201	WESTSIDE PIZZA	WP 10-20-23	10/20/2023	HOPS - HRHC GROUP SUPP	138.61	
			WP 10-27-23	10/27/2023	HOPS - HRHC GROUP SUPP	138.61	277.22
11/14/2023	0046683	ODP BUSINESS SOLUTIONS	L335985854001	10/12/2023	HOPS - CHAIR, CHAIR MAT	489.84	
			335826401001	10/18/2023	HOPS - CALENDARS, STENO	288.24	
			336665128001	10/16/2023	HOPS - CALENDARS, PAPER,	170.51	
			335826405001	10/17/2023	HOPS - LEGAL RULED PADS	40.25	
			335826471001	10/17/2023	HOPS - GLASS CONTAINER	21.75	
			335826408001	10/18/2023	HOPS - NOTEBOOK	17.51	1,028.10
11/14/2023	0048759	MAXWELL, ADRIENNE	4	10/30/2023	HOPS - WIC DIETICIAN - OCT	2,535.00	2,535.00
11/14/2023	0049142	GALLENTINE, MADISON	MG BT 10-25-23	10/25/2023	HOPS - BUSINESS MILEAGE -	74.15	74.15
11/14/2023	0000360	CLALLAM COUNTY ER&R	2023.307E	10/27/2023	ONSITE - MONTHLY VEHICLE	1,368.00	1,368.00
11/14/2023	0049131	COX, CHRISTY & KATHRINE	CC Incentive10-	10/19/2023	ONSITE - SEPTIC SYSTEM	625.69	625.69
11/14/2023	0036231	FISHER SCIENTIFIC COMPAN	6971590	10/16/2023	WATER LAB - LAB SUPPLIES	769.92	
			7008638	10/17/2023	WATER LAB - LAB SUPPLIES	80.63	
			7008637	10/17/2023	WATER LAB - LAB SUPPLIES	70.78	921.33
11/14/2023	0046683	ODP BUSINESS SOLUTIONS	L336589693001	10/16/2023	HADM - PENS, CALENDARS, :	134.74	
			336651207001	10/16/2023	HADM - CHAIR MAT	65.27	
			336653503001	10/13/2023	HADM - WALL CALENDARS	36.97	
			336653502001	10/14/2023	HADM - MAGNETIC TAPE, PEI	34.71	271.69
Sub total for U S BANK:							21,091.37

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Final Check List
CLALLAM COUNTY

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Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0000087	ANGELES ELECTRIC INC	20579	11/1/2023	INV 20579	556.98	556.98
11/14/2023	0000522	<i>redacted</i>	LEOFF OCT 23	11/1/2023	LEOFF OCT 23 DE	4,793.16	4,793.16
11/14/2023	0000546	EXPRESS SERVICES, INC	29837973	11/1/2023	INV 29387973	336.72	336.72
11/14/2023	0001179	PACIFIC OFFICE EQUIPMENT	1130413	11/1/2023	INV 1130413 HR CONF ROOM	2,513.37	
			1131498	11/1/2023	INV 1131498	2,146.56	4,659.93
11/14/2023	0001297	PUBLIC SAFETY TESTING INC	PST123-312	11/1/2023	INV PST123-312	1,666.75	1,666.75
11/14/2023	0002036		LEOFF OCT 23	11/1/2023	LEOFF OCT 23 DL	164.90	164.90
11/14/2023	0002038		LEOFF OCT 23	11/1/2023	LEOFF OCT 23 DR	164.90	164.90
11/14/2023	0002042	<i>redacted</i>	LEOFF OCT 23	11/1/2023	LEOFF OCT 23 RC	339.55	339.55
11/14/2023	0002047		LEOFF OCT 23	11/1/2023	LEOFF OCT 23 RS	148.50	148.50
11/14/2023	0022748		LEOFF OCT 23	11/1/2023	LEOFF OCT 23 FD	148.50	148.50
11/14/2023	0025115	RADIA INC PS	DOS 1062023 E	11/1/2023	DOS 1062023 EB	115.20	
			DOS 7282023 N	11/1/2023	DOS 7282023 NC	56.00	171.20
11/14/2023	0034245	CASTLE BRANCH INC	0903420	11/1/2023	INV 0903420	463.75	463.75
11/14/2023	0043159	MAJOR, JESSE	WAPRO 23 JM	11/1/2023	WAPRO 23 JESSE MAJOR	188.50	188.50
11/14/2023	0045292	BATES, JERRY	00072	11/1/2023	INV 00072	2,850.00	2,850.00
Sub total for U S BANK:							16,653.34

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Final Check List
CLALLAM COUNTY

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Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0000289	CDW GOVERNMENT, INC.	MR05597	11/14/2023	BOCC20231020 - REPLACEMI	1,315.38	1,315.38
11/14/2023	0004211	CENTURYLINK	206T222202-11C	11/14/2023	COURTHOUSE T-1 (#2)	490.14	
			3604574863-110	11/14/2023	JUVIE FAX LINES (3)	315.00	
			3604574397-110	11/14/2023	JUVIE COURTOOM FAX	71.54	
			3604570323-110	11/14/2023	PA SHOP PHONE SWITCH	65.46	
			3604576843-110	11/14/2023	JUVIE PHONE SWITCH	65.46	1,007.60
11/14/2023	0023718	AT&T	3604574863LD-	11/14/2023	JUVIE FAX LINES LONG DIST	72.86	72.86
Sub total for U S BANK:							2,395.84

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Final Check List
CLALLAM COUNTY

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Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0000023	ADVANCED TRAVEL	6213	10/20/2023	ADV TRVL-REIMB J PETTY #6	180.00	180.00
11/14/2023	0000159	BOB BARKER CO INC	INV1953182	10/18/2023	DET SUPPLIES	393.97	393.97
11/14/2023	0001957	PETTY, JENNIFER	102623JP	10/30/2023	TRVL TRNG-REIMB J.PETTY	414.60	414.60
11/14/2023	0002271	JACOBSEN, JODY	102523JJ	10/21/2023	TRVL TRNG-REIMB J.JACOBSEN	86.25	86.25
11/14/2023	0003688	BURNS, KIMBERLY	63262P	10/30/2023	FOOD	18.22	18.22
11/14/2023	0017787	DAIRY FRESH FARMS INC	8122329715	10/24/2023	DET FOOD	126.23	
			8122330416	10/31/2023	DET FOOD	120.40	246.63
11/14/2023	0023574	EVERT, SUMMER	103123SE	10/31/2023	CAP VOL-MILEAGE	158.77	158.77
11/14/2023	0029825	MARCOUX, ELIZABETH "BETT"	103123BM	10/26/2023	CAP VOL-MILEAGE	517.45	517.45
11/14/2023	0045712	RAUCH, NANCY	100223NR	10/31/2023	CAP VOL-MILEAGE & TRVL/B	575.73	
			102423NR	10/31/2023	CAP VOL-MILEAGE & TRVL/B	367.06	942.79
11/14/2023	0048811	ANDERSON, EILEEN	103123EA	10/25/2023	CAP VOL-MILEAGE	91.70	91.70
Sub total for U S BANK:							3,050.38

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Final Check List
CLALLAM COUNTY

Parks Fair Facilities(1) Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0003572	SEQUIM PRAIRIE GRANGE #1	2023 fair	11/2/2023	2023 FAIR GRANGE WINNER	150.00	150.00
11/14/2023	0004048	NOXIOUS WEED BOARD	2023 fair	11/2/2023	2023 FAIR GRANGE WINNER	60.00	60.00
11/14/2023	0014673	JONES, DEBORAH	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	9.50	9.50
11/14/2023	0020592	NORTH OLYMPIC PENINSULA	2023 fair	11/2/2023	2023 FAIR GRANGE WINNER	125.00	125.00
11/14/2023	0020593	CRESCENT GRANGE #1123	2023 fair	11/2/2023	2023 FAIR GRANGE WINNER	100.00	100.00
11/14/2023	0020963	MASTER GARDENER FOUND	2023 fair	11/2/2023	2023 FAIR GRANGE WINNER	35.00	35.00
11/14/2023	0025855	BREHAN, SANDY	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	28.50	28.50
11/14/2023	0033311	JOHNSON, RANDALL	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	33.63	33.63
11/14/2023	0040936	GREGORY, NADINE	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	9.50	9.50
11/14/2023	0046816	ST JOHN, CHRISTINA	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	19.00	19.00
11/14/2023	0049110	ADOLPHSEN, JILL	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	12.35	12.35
11/14/2023	0049111	ADOLPHSEN, AMY	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	8.55	8.55
11/14/2023	0049112	BATSON, CHARLENE	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	28.50	28.50
11/14/2023	0049113	CERUTTI, SHERRIE	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	19.00	19.00
11/14/2023	0049114	CONCHHEART, FRED	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	28.50	28.50
11/14/2023	0049115	COFFIN, MARELLA	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	84.55	84.55
11/14/2023	0049116	CURRIE, FINN	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	19.95	19.95
11/14/2023	0049117	GARLING, BECKY	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	19.95	19.95
11/14/2023	0049118	HACKIE, EDWARD	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	9.50	9.50
11/14/2023	0049119	JINDRICH, JOSIAH	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	16.15	16.15
11/14/2023	0049120	KITHCART, JOSEPHINE	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	58.90	58.90
11/14/2023	0049121	KUBAS, GRADEN	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	49.40	49.40
11/14/2023	0049122	LINDE, BAYLEE	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	46.55	46.55
11/14/2023	0049123	LINDE, BRYNN	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	69.35	69.35
11/14/2023	0049124	MEYER, LILY	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	27.55	27.55
11/14/2023	0049125	PARRISH, ANGEL	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	8.55	8.55
11/14/2023	0049126	ROBINSON, KRISTINA	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	12.35	12.35
11/14/2023	0049127	ROSS, KEITH	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	60.80	60.80
11/14/2023	0049128	SKERBECK, RAE	2023 Fair Premiu	11/2/2023	2023 FAIR PREMIUM	60.80	60.80
11/14/2023	0049129	CLALLAM YOUTH GRANGE	2023 fair	11/2/2023	2023 FAIR GRANGE WINNER	40.00	40.00
Sub total for U S BANK:							1,251.38

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Final Check List
CLALLAM COUNTY

Pams Fair Facilities (2)
Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0000084	ANGELES COMMUNICATIONS	34790	11/2/2023	OFFC SPC RECONFIG AUDIT	13,217.70	13,217.70
11/14/2023	0000087	ANGELES ELECTRIC INC	20684	11/2/2023	2303FG SEC LGHT PWR POL	4,962.75	4,962.75
11/14/2023	0000206	BLUE MOUNTAIN TREE SERV	13430	11/2/2023	FG HAZARD TREE REMOVAL	4,243.20	
			13447	11/2/2023	FG HAZARD TREE REMOVAL	1,632.00	5,875.20
11/14/2023	0000289	CDW GOVERNMENT, INC.	74583622	11/2/2023	CDJ PRINTER	291.75	
			74585976	11/2/2023	CDJ PRINTER BACK UP POW	193.75	485.50
11/14/2023	0000329	CO-OP FARM AND GARDEN, T	93361	11/2/2023	SMPK PAN VISTA TABLE NUT	70.40	70.40
11/14/2023	0000359	CLALLAM COUNTY PUBLIC W	2023-296e	11/2/2023	FG 19.6 GALLONS GAS	109.73	109.73
11/14/2023	0000374	CLEANTECH CARPET CARE	554	11/2/2023	2007FAC SCRUB WAX	3,345.00	
			557	11/2/2023	2007FAC REPAIR SCRAPE SC	1,400.00	4,745.00
11/14/2023	0000427	CRESCENT WATER ASSOCIA	1507 10/23	11/2/2023	SC OCT WATER	498.30	498.30
11/14/2023	0000427	CRESCENT WATER ASSOCIA	1459 10/23	11/2/2023	FWB OCT WATER	55.00	55.00
11/14/2023	0000699	HAASE WOODWORKS, INC.	1566	11/2/2023	OFC SPC RECONFIG AUDITO	74,629.00	
			1565	11/2/2023	OFC SPC RECONFIG AUD OF	1,915.97	76,544.97
11/14/2023	0000714	HARTNAGEL BLDG SUPPLY IN	859186	11/2/2023	SC CONNECTOR EXT HOOK	31.65	31.65
11/14/2023	0000725	HEARTLINE, THE	a19633	11/2/2023	CH 12 VOLT CHAIR LIFT	189.26	189.26
11/14/2023	0000742	HOCH CONSTRUCTION	1710CH pay app	11/2/2023	1710CH LANDSCAPE IMPR P/	62,618.75	62,618.75
11/14/2023	0000812	JIFFY CLEANERS	54496	11/2/2023	2301CH RSTR JV BLD DRAPE	218.80	
			56607	11/2/2023	2301 CH RSTR JV BLD DRAPE	39.17	257.97
11/14/2023	0001179	PACIFIC OFFICE EQUIPMENT	1130818	11/2/2023	ADM COPIER SERV	163.83	163.83
11/14/2023	0001253	PORT ANGELES SOLID WAST	1166020	11/2/2023	CHDUMP FEE	91.17	
			1164767	11/2/2023	2302UP RH STRM DMG DUMF	64.01	
			1164547	11/2/2023	SMPK FWB DUMP FEE	31.04	
			1165332	11/2/2023	2302UP RH STRM DMG DUMF	21.34	
			1164974	11/2/2023	JV DUMP FEE	12.29	
			1165836	11/2/2023	CH DUMP FEE	5.12	224.97

Bank : apbank U S BANK

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0001300	PUBLIC UTILITY DISTRICT	75463 10/23	11/2/2023	SC OCT ELECT	636.95	
			13572 10/23	11/2/2023	SC OCT ELECT	475.57	
			13573 10/23	11/2/2023	SC OCT ELECT	447.90	
			22650 10/23	11/2/2023	CB OCT WATER & ELECT	349.78	
			13575 10/23	11/2/2023	SC OCT ELECT	278.74	
			57419 10/23	11/2/2023	DL OCT ELECT	94.68	
			13573 10/23 2	11/2/2023	SC OCT ELECT	50.34	
			13571 10/23	11/2/2023	SC OCT UNMETERED LIGHT	20.92	
			126922 10/23	11/2/2023	LKPLSNT UNMETERED LIGH	14.09	
			54219 10/23	11/2/2023	WLKPLSNT UNMETERED LIG	14.09	2,383.06
11/14/2023	0001540	SWAIN'S GENERAL STORE IN	319102	11/2/2023	JAIL THREADLOCKER FOR C	9.32	9.32
11/14/2023	0001767	WEST WASTE & RECYCLING	298566	11/2/2023	CDJ CB LKPLSNT WASTE DIS	359.19	359.19
11/14/2023	0001769	WESTERN DETENTION PROD	20232622	11/2/2023	2008FAC JAIL LOCK REPR RE	2,295.74	2,295.74
11/14/2023	0002252	R J THOMAS MFG CO INC	267151	11/2/2023	RH MEMORIAL BENCH	1,366.00	1,366.00
11/14/2023	0004950	FAIRCHILD FLOORS	4257	11/2/2023	2007FAC AUD OFFICE CARPE	17,478.06	
			4258	11/2/2023	2007FAC AUD REMODEL BAS	1,420.29	18,898.35
11/14/2023	0005583	DAVIES, LAURIE	61142	11/2/2023	2024 FAIR BANNER RENTAL F	180.00	180.00
11/14/2023	0035592	CAMPLIFE INC	17108166	11/2/2023	DRA SC ONLINE RESERV SY	470.50	470.50
11/14/2023	0036323	BUCK'S NORTHWEST LANDS	3094	11/2/2023	1710CH LANDSCAPE IRRIGA	1,251.20	
			3093	11/2/2023	1710CH LANDSCAPE	1,131.52	2,382.72
11/14/2023	0037765	HARRINGTON INDUSTRIAL PL	007n6671	11/2/2023	CDJ WATER FILTERS	3,655.68	3,655.68
11/14/2023	0038174	COASTAL FARM & RANCH	2506	11/2/2023	SMPK SPRING SUSP	92.54	92.54
11/14/2023	0040829	A&A ROCK INC	10/2/23	11/2/2023	2009PT ROCK & DELIVERY TC	635.85	635.85
11/14/2023	0041605	HOME DEPOT PRO	769737412	11/2/2023	SC HANDSOAP NITRILE GLO	2,044.08	
			772551222	11/2/2023	CH BLK LINER DUST MOP SA	915.01	
			772128195	11/2/2023	CH MULTIFOLD TOWEL BATH	832.47	
			771171345	11/2/2023	2301CH RSTR JV BLD CF CM	418.06	
			771204542	11/2/2023	CH VACUUM BAGS	96.09	4,305.71
11/14/2023	0041765	CALL LUKE LLC	3901	11/2/2023	CH REFILL RODENT BAIT ST/	131.65	131.65
11/14/2023	0048758	GIORDANO RESTORATIONS	1510	11/2/2023	CH MTHR ROOM REPAIR SUF	4,687.50	
			1511	11/2/2023	CH MTHR RM MOLD MITIGAT	2,100.00	6,787.50
11/14/2023	0048912	HOCH CONSTRUCTION RETA	1710CH pay app	11/2/2023	1710CH LANDSCAPE IMPR P/	3,016.32	3,016.32
Sub total for U S BANK:							217,021.11

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Final Check List
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Prosecutor

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Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023 0001140		OLYMPIC PRINTERS INC	218 11/2/23	11/14/2023	SEXUAL ASSAULT PROTOCO	530.94	530.94
11/14/2023 0001154		OLYMPIC VIEW PROPERTIES	OVP 11/2/23	11/14/2023	LEASE PAYMENT FOR FAMIL\	5,520.00	5,520.00
11/14/2023 0001239		PIERCE COUNTY SHERIFF	141909	11/14/2023	PROCESS SERVER FEES	137.00	137.00
11/14/2023 0001252		PORT ANGELES, CITY OF	74359-155474 1	11/14/2023	CITY OF PA UTILITIES	214.98	214.98
11/14/2023 0034625		SCHLOSSER, LYNNE	SCHLOSSER 11	11/14/2023	MILEAGE REIMBURSEMENT	73.36	73.36
11/14/2023 0047008		CINCOTTO, KARI	CINCOTTO 11/2	11/14/2023	MILEAGE REIMBURSEMENT	35.11	35.11
Sub total for U S BANK:							6,511.39

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0000091	ANGELES MILLWORK & LUMB	341893	10/24/2023	Propane - PA 830	22.90	
			342222	10/30/2023	Misc Fasteners - PA FG117	11.27	34.17
11/14/2023	0000172	BAXTER A/P OFFICE	15663-55980	10/31/2023	Bulb - PA	28.39	28.39
11/14/2023	0000377	PACWEST MACHINERY LLC	20365765	9/27/2023	Rubber Plates - PA 1038	1,223.56	1,223.56
11/14/2023	0000555	FASTENAL COMPANY	WAPOR95181	10/12/2023	Safety Glass, Gloves - PA	192.77	192.77
11/14/2023	0000592	FORKS AUTO ELECTRIC	961524	9/28/2023	Battery - LC 910	173.71	
			961548	10/9/2023	Steplight Repair - LC 240	72.56	246.27
11/14/2023	0000677	GRAINGER INC	9848472156	9/22/2023	Tank Fitting - PA	18.29	18.29
11/14/2023	0000772	INDUSTRIAL HYDRAULICS INC	A345568	10/27/2023	Straight Thread Elbow - PA	143.55	143.55
11/14/2023	0000848	PAPE KENWORTH NORTHWE	14231471	10/17/2023	Exhaust Pipes - LC 203	1,155.83	
			14257274	10/26/2023	Busings, Nuts, Bolts, Spigots - I	928.00	
			14238129	10/18/2023	Bushings, Nuts, Bolts - PA 238	331.97	
			14251705	10/26/2023	Knob, Buttons - PA Stores	82.99	
			14239730	10/18/2023	Glass-KENW - PA 238	47.11	
			14239747	10/18/2023	Glass-KEN - PA 242	30.28	2,576.18
11/14/2023	0000894	LARSCO INC	1116034-01	10/26/2023	Seal Plug - PA	41.24	41.24
11/14/2023	0001179	PACIFIC OFFICE EQUIPMENT	1130642	10/31/2023	Loaner Printer Copies - ER&R	708.16	
			1130643	10/31/2023	Billable Copies - Admin 6553	244.80	
			1130845	10/31/2023	Billable Copies - Engineering 62	108.80	
			1130847	10/31/2023	Billable Copies - ER&R	35.62	1,097.38
11/14/2023	0001187	PAPE MACHINERY INC	14738660	10/26/2023	Hydraulic MO - PA 454	2,098.03	
			14868106	10/26/2023	CYL TILT, Harness - PA 455	1,142.51	
			14573739	10/25/2023	GRD CLP, Deflector, Wshrs, BI	1,053.14	
			6607482	9/24/2023	Tractor Repair - PA 440	619.76	
			14883532	10/31/2023	Blades - PA FG173	167.92	
			14851319	10/16/2023	Freight Charge - PA RH210, FG	38.08	5,119.44
11/14/2023	0001255	PRICE FORD LINCOLN MERC	15050925	10/18/2023	Rear Axle Oil - PA Stores	423.54	
			5051087	10/28/2023	Sender and Pump - PA 108	341.66	
			5050940	10/19/2023	Fuel Cannister - PA 183	249.89	
			5051050	10/26/2023	Fuel Sender ASY - PA 108	122.40	
			5051072	10/26/2023	Oil Drain Plug - PA	12.93	1,150.42
11/14/2023	0001300	PUBLIC UTILITY DISTRICT	9896-102523	10/25/2023	Electric Utility Chrg- 160 Grant	449.41	
			21685/102423	10/24/2023	Electric utility charges-51 Bedro	443.09	
			109032/112223	11/22/2023	Electric utility - Gravel Pit Rd 20	100.86	993.36

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023 0001364		CLALLAM CO RISK MANAGEM	2NDHALF2023E	11/3/2023	2nd Half 2023 ERR	187,699.76	187,699.76
11/14/2023 0001405		LES SCHWAB TIRE CENTERS	38000828535	10/24/2023	225/70R Tires - PA 150	3,113.50	
			38000828874	10/25/2023	LT245/75R Tires - PA S338	1,164.88	4,278.38
11/14/2023 0001426		SEQUIM, CITY OF	1295.0 11012023	11/1/2023	Utility Charges (Water & Sewer)	226.35	226.35
11/14/2023 0001551		TACOMA SCREW PRODUCTS	140094577-00	10/25/2023	Fittings, Drill Bits - PA	664.70	
			140092391-00	10/2/2023	Cleanerl, Paint - PA	505.58	
			140091090-00	9/18/2023	Washers, Pins, Fittings - SQ	194.68	
			100237143-00	9/29/2023	Flap Discs - LC	173.27	
			140094578-00	10/25/2023	Safety Glasses - PA	159.10	
			140092692-00	10/11/2023	Fittings - PA	28.56	
			140092693-00	10/11/2023	Fittings - PA	28.56	1,754.45
11/14/2023 0001641		VERIZON WIRELESS	9947513769-503	10/22/2023	PA Sign Shop Laptop Line -PA	80.02	80.02
11/14/2023 0001767		WEST WASTE & RECYCLING	0000300941	10/31/2023	Sanican, 410 Frontier St - CB	120.00	
			0000298404	10/31/2023	Garbage Collection, 51 Bedrock	72.00	
			0000298405	10/31/2023	Garbage Collection, 410 Frontie	36.00	228.00
11/14/2023 0001781		WHITEHEADS AUTO PARTS	IN267962	9/18/2023	Fuel Filter, Cut Off Wheel - LC	269.48	
			267912	9/18/2023	Fluid Filter - LC 208	113.80	
			269772	10/11/2023	Seal Marker, Marker Lamp - LC	21.52	404.80
11/14/2023 0004211		CENTURYLINK	4295169B/10232	10/23/2023	Phone services - ER&R 169B P	41.17	41.17
11/14/2023 0004448		DAREN'S POINT S TIRE & AUTO	0095417	10/31/2023	Mount and Balance - PA 130	162.87	162.87
11/14/2023 0017663		ARAMARK UNIFORM SVCS	IN5120345930	10/31/2023	Laundry Services - PA	45.87	
			5120345830	10/31/2023	Laundry Services - LC	16.30	62.17
11/14/2023 0021386		STAPLES ADVANTAGE	7614578525	9/6/2023	Pens, Files - PA	65.01	65.01
11/14/2023 0022435		RACE STREET AUTO PARTS	651440-23	10/26/2023	Batteries - PA 336	502.20	
			651728-23	10/30/2023	Starter, Filters, Wiper Blades - I	184.42	
			651839-23	10/31/2023	Filters - PA FG173	73.86	
			651475-23	10/26/2023	Oil Filters - PA Stores	34.79	
			651778-23	10/30/2023	Temperature Sensor - PA A48	22.97	
			646772-23	9/18/2023	Wiper Blades - PA S346	14.24	
			651877-23	10/31/2023	Air Filter - PA S344	11.64	
			651697-23	10/30/2023	Lights - PA	9.68	853.80
11/14/2023 0023338		CENTRAL WELDING SUPPLY	PT 151113	8/30/2023	Weld Aid, Steel Wire, Flux - PA	151.93	
			PT 151057	8/28/2023	Centrashield - PA	103.73	255.66
11/14/2023 0024311		DC BACKFLOW SERVICE	13892	10/13/2023	Backflow Assembly Test - PA 20	124.00	124.00
11/14/2023 0038374		IRONCLAD COMPANY	16717	7/31/2023	Tube Broom - PA Stores	2,524.16	2,524.16

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0042872	PROPANE NORTHWEST	1510319344	6/15/2023	Propane - SQ	224.34	224.34
11/14/2023	0043469	PETROCARD	0502812-IN	10/27/2023	Unleaded - PA	10,617.09	
			0503119-IN	10/31/2023	Unleaded - LC	3,365.70	13,982.79
11/14/2023	0046926	SNAP ON CREDIT	09272322252	9/27/2023	Air Engraving Pen - PA 20-SMT	108.80	108.80
11/14/2023	0049084	PACIFIC GOLF & TURF LLC	S883191SNO	5/3/2023	Vehicle Purchase - PA FG361	10,336.00	10,336.00
11/14/2023	0049150	AUTOGLASS CLINIC & MOBILI	66764	10/27/2023	Windshield Repair - LC 178	944.14	944.14
Sub total for U S BANK:							237,221.69

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Final Check List
CLALLAM COUNTY

Public Works (2)

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	11/14/2023	0036990	ANCHOR QEA LLC	20160	10/18/2023 DUNGENESS OFF CHANNEL	24,717.80	
			20154	10/18/2023	DUNGENESS OFF CHANNEL	5,650.90	30,368.70
					Sub total for U S BANK:		30,368.70

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0000091	ANGELES MILLWORK & LUMB	342109	10/27/2023	MAINTENANCE SUPPLIES- TI	125.76	
			342238	10/30/2023	MAINTENANCE SUPPLIES-PA	32.62	158.38
11/14/2023	0000172	BAXTER A/P OFFICE	15663-52381	8/31/2023	MAINTENANCE SUPPLIES-PA	282.60	
			15663-55677	10/25/2023	MAINTENANCE SUPPLIES-SC	62.64	345.24
11/14/2023	0000196	BILLS PLUMBING & SANIKAN	S3665645	11/1/2023	ODT SANIKAN SERVICE	310.00	
			S3665948	11/15/2023	SANIKAN 1453 W WASHINGT	100.00	410.00
11/14/2023	0000332	CLALLAM CO AUDITORS TAX	10/23-SUT 1010	10/31/2023	10/23 SALES AND USE TAX	1,062.21	1,062.21
11/14/2023	0000360	CLALLAM COUNTY ER&R	2023.308E	10/27/2023	10/23 EQUIPMENT RENT	112,026.03	112,026.03
11/14/2023	0000546	EXPRESS SERVICES, INC	29814477-10101	10/18/2023	EXPRESS EMPLOYMENT 10/C	1,542.62	1,542.62
11/14/2023	0000709	HARBOR SAW & SUPPLY	773395	10/19/2023	MAINTENANCE SUPPLIES- P/	384.06	
			773230	10/18/2023	MAINTENANCE SUPPLIES- P/	52.22	436.28
11/14/2023	0001094	NORTHWEST LININGS INC	0099705-IN	10/20/2023	MAINTENANCE SUPPLIES	1,063.37	1,063.37
11/14/2023	0001148	OLYMPIC SPRINGS INC	361653-103123	10/31/2023	LC DRINKING WATER	58.32	58.32
11/14/2023	0001364	CLALLAM CO RISK MANAGEM	RISKINS223-10	11/3/2023	2023 RISK INSURANCE -2ND	483,184.18	483,184.18
11/14/2023	0001540	SWAIN'S GENERAL STORE IN	319299	10/24/2023	MAINTENANCE SUPPLIES-PA	663.11	663.11
11/14/2023	0001551	TACOMA SCREW PRODUCTS	140092691-00	10/11/2023	MAINTENANCE SUPPLIES- P/	419.13	
			140094737-00	10/25/2023	MAINTENANCE SUPPLIES-PA	157.71	576.84
11/14/2023	0001641	VERIZON WIRELESS	9947513769-101	10/22/2023	VERIZON - ROADS 9/23-10/22	487.77	487.77
11/14/2023	0017663	ARAMARK UNIFORM SVCS IN	5120345920	10/31/2023	LAUNDREY SERVICE - PA	16.32	
			5120345839	10/31/2023	LAUNDREY SERVICE-LC	16.30	32.62
11/14/2023	0022435	RACE STREET AUTO PARTS	650426-101823	10/18/2023	MAINTENANCE SUPPLIES-SC	61.74	61.74
11/14/2023	0041605	HOME DEPOT PRO	771171402	10/18/2023	MAINTENANCE SUPPLIES-PA	108.76	
			771171394	10/18/2023	MAINTENANCE SUPPLIES- P/	26.31	135.07
11/14/2023	0044766	NORTHWEST TECHNICAL SV	111173	11/1/2023	LEAK TEST/ CALIBRATION	448.86	448.86
Sub total for U S BANK:							602,692.64

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0000332	CLALLAM CO AUDITORS TAX	10/23-SUT 4140	10/31/2023	10/23 SALES AND USE TAX	599.01	599.01
11/14/2023	0001364	CLALLAM CO RISK MANAGEM	RISKINS223-414	10/3/2023	2023 RISK INSURANCE -2ND	335.79	335.79
11/14/2023	0000360	CLALLAM COUNTY ER&R	2023.309E	10/27/2023	10/2023 EQUIPMENT RENT	1,444.81	1,444.81
11/14/2023	0041654	CONSTRUCTION INSPECTION	1855	10/31/2023	CONSTRUCTION INSPECTION	2,797.94	2,797.94
11/14/2023	0001300	PUBLIC UTILITY DISTRICT	23007-102423	10/24/2023	9/19-10/18 176 FRONT ST	759.23	
			23193-102623	10/26/2023	09/19-10/18 HWY 112 ACROSS	283.70	
			22991-102423	10/24/2023	09/19-10/18 HWY 112 OPP 151	211.06	
			23040-102423	10/24/2023	9/19-10/18 FRONT STREET	168.17	
			23221-102423	10/24/2023	9/19-10/18 12901 HWY 112	160.54	1,582.70
11/14/2023	0001641	VERIZON WIRELESS	9947513769-414	10/22/2023	CLALLAM BAY -VERIZON ROM	66.36	66.36
11/14/2023	0001700	WA ST DEPT OF ECOLOGY	OP-24MALAKO6	11/1/2023	WASTEWATER OPERATOR C	135.00	
			OP-24DUSTIN94	11/1/2023	WASTEWATER OPERATOR C	135.00	270.00
11/14/2023	0001767	WEST WASTE & RECYCLING	0000298412	10/31/2023	GARBAGE SRVICE-WWTP	37.00	37.00
11/14/2023	0020614	WOOD HAWK, INC	2068	10/30/2023	WASTE TRANSFER SERVICE	1,465.00	1,465.00
11/14/2023	0000332	CLALLAM CO AUDITORS TAX	10/23-SUT 4240	10/31/2023	10/23 SALES AND USE TAX	173.73	173.73
11/14/2023	0001364	CLALLAM CO RISK MANAGEM	2023RISK2-4240	11/3/2023	2023 RISK INSURANCE 1ST H	201.47	201.47
11/14/2023	0000360	CLALLAM COUNTY ER&R	2023.310E	10/27/2023	10/2023 EQUIPMENT RENT	67.41	67.41
11/14/2023	0001300	PUBLIC UTILITY DISTRICT	119586-102523	10/25/2023	9/20-10/19 1453 W WASHINGT	94.59	94.59
11/14/2023	0001426	SEQUIM, CITY OF	4405.0.1023 SU	10/31/2023	REGIONAL SEWER USAGE	5,951.97	
			4405.0.1023 SB	10/31/2023	REGIONAL SEWER BASE	2,341.00	8,292.97
11/14/2023	0001641	VERIZON WIRELESS	9947630986	10/23/2023	CARLSBORG SEWER VERIZO	153.12	153.12
11/14/2023	0000332	CLALLAM CO AUDITORS TAX	10/23-SUT 4340	10/31/2023	10/23 SALES AND USE TAX	23.91	23.91
11/14/2023	0049143	CROSS, HENRY SR	947546-CROSS	10/12/2023	MAINTENANCE SUPPLIES-RE	23.12	23.12
11/14/2023	0000546	EXPRESS SERVICES, INC	29814477-43401	10/18/2023	EXPRESS BB CROSS 10/9-10	908.88	908.88
11/14/2023	0001300	PUBLIC UTILITY DISTRICT	24561-102423	10/24/2023	9/22-10/20 BULLMAN BEACH	67.84	67.84
11/14/2023	0001364	CLALLAM CO RISK MANAGEM	2023RISK2-4020	11/3/2023	2023 RISK INSURANCE - 2ND	134.31	134.31
Sub total for U S BANK:							18,739.96

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0000360	CLALLAM COUNTY ER&R	2023.314E	10/27/2023	VEHICLE RENTAL - CHAIN GA	3,800.00	3,800.00
11/14/2023	0000628	GALLS LLC	026020194	10/20/2023	UNIFORMS - NEWHOUSE	250.19	
			026045617	10/24/2023	UNIFORMS - CAMERON	163.18	
			026044251	10/23/2023	UNIFORMS - HNAT	78.61	
			026005186	10/19/2023	UNIFORMS - CAMERON, ROS	72.07	
			0265016523	10/20/2023	UNIFORMS - ANDREWS	53.31	
			026008221	10/19/2023	UNIFORMS - JOHNSON, A.	16.27	633.63
11/14/2023	0001140	OLYMPIC PRINTERS INC	33398	10/25/2023	BODY WORN CAMERA ADVIS	119.68	
			32579	10/18/2023	SIGNATURE STAMP	42.43	162.11
11/14/2023	0001300	PUBLIC UTILITY DISTRICT	115366-Nov23	10/25/2023	UTILITIES - EDWARDS ROAD	277.41	277.41
11/14/2023	0001543	SWANSONS SERVICES CORP	1773935	10/24/2023	JAIL TRAINING - WENZL	74.21	74.21
11/14/2023	0001701	WA ST DEPT OF FISH & WILD	237142.2	4/14/2023	STONEGARDEN FY20 - OFFIC	5,890.68	5,890.68
11/14/2023	0001735	WASHINGTON ST SHERIFFS	INV031436	10/24/2023	JAIL TRAINING - WENZL	100.00	100.00
11/14/2023	0001828	NIKOLA ENGINEERING INC	48796	10/25/2023	END POINTES OCT 1-31, 2023	1,179.20	1,179.20
11/14/2023	0022435	RACE STREET AUTO PARTS	651327	10/25/2023	AUTO PARTS - EMER MGMT	11.96	11.96
11/14/2023	0026586	EASTMAN, GEORGE	10.19.23	10/19/2023	MILEAGE-TOFROM NEAH BA	104.80	104.80
11/14/2023	0036085	MORSE, EMILY	11.2.23	11/2/2023	MILEAGE-TRAINING	67.20	67.20
11/14/2023	0040427	NORPOINT GROUP LLC	1333 NPG	11/7/2023	CL CO COURTHOUSE & JUV	9,900.00	9,900.00
11/14/2023	0041605	HOME DEPOT PRO	771171352	10/18/2023	JAIL & KITCHEN SUPPLIES	940.84	
			771171378	10/25/2023	KITCHEN SUPPLIES	520.39	
			771171360	10/25/2023	JAIL SUPPLIES	137.09	1,598.32
11/14/2023	0042874	BAGLEY CREEK OUTFITTERS	20348	11/1/2023	APPAREL DECORATION	69.63	
			20349	11/1/2023	EMBROIDERY - GREGOIRE	43.52	113.15
11/14/2023	0046683	ODP BUSINESS SOLUTIONS	L334601216001	9/26/2023	SUPPLIES	152.31	
			331307758001	10/20/2023	SUPPLIES - PAPER	129.12	
			336204591001	10/12/2023	SUPPLIES	21.11	302.54
11/14/2023	0047572	GEIGER	5312923	10/26/2023	DRAWSTRING BAGS	738.35	738.35
11/14/2023	0049042	INVENTECH MARINE SOLUTIO	2845-2	9/5/2023	NEW BOAT - 21' T-TOP LIFE F	3,420.00	3,420.00
Sub total for U S BANK:							28,373.56

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Final Check List
CLALLAM COUNTY

Sheriff Jail Med

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023 0000815		JIM'S PHARMACY	011042-10.25.23	10/25/2023	INMATE MEDICAL	1,794.78	1,794.78
11/14/2023 0024978		CORRECTIONAL HEALTHCARE	INV0111646	11/2/2023	NURSING CONTRACT	48,063.97	48,063.97
Sub total for U S BANK:							49,858.75

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0001037	MUSCATEL, KENNETH, PHD	3253	10/27/2023	22-8-00103-05, IN RE FORSHA	5,000.00	5,000.00
11/14/2023	0001179	PACIFIC OFFICE EQUIPMENT	1129247	10/27/2023	9/30/23-CONTRACT COST RA	107.72	
			1129972	10/27/2023	10/04/23-CARTIDGE LASER H	82.99	
			1129249	10/27/2023	10/2023-CONTRACT BASE RA	27.20	
			1129245	10/27/2023	10/2023-CONTRACT BASE RA	27.20	
			1129250	10/27/2023	9/2023-CONTRACT COST RA	20.35	
			1129248	10/27/2023	9/2023-CONTRACT COST RA	17.41	
			1129246	10/27/2023	9/2023-CONTRACT COST RA	9.69	292.56
11/14/2023	0001764	WEST PAYMENT CENTER, TH	849112966	10/27/2023	OCTOBER 2023 - LAW LIBRA	278.29	278.29
11/14/2023	0020949	ABUAN, ALBERT A, ATTORNE	1924843 ABUAN	10/27/2023	23-4-00275-05, IN RE PRICE (I	728.69	
			192842 ABUAN	10/27/2023	23-4-00251-05, IN RE SENF (U	583.01	1,311.70
11/14/2023	0021517	TUCKER, CHRISTIE	1924871 TUCKE	10/27/2023	13-3-00061-6, TURNER/PETEF	90.00	90.00
11/14/2023	0029825	MARCOUX, ELIZABETH "BETT	1924847 MARCO	10/27/2023	21-3-00176-05, IN RE	900.00	900.00
11/14/2023	0041653	BRENT J ONEAL PHD &, ASSC	1924849 ONEAL	10/27/2023	23-8-00023-05, ST. V. B. MIXO	3,720.00	3,720.00
11/14/2023	0045752	WELLNESS INTEGRATED SVC	SCHABE 2023	10/27/2023	22-1-00332-05, ST. V. SCHIND	5,400.00	
			TRAUMA 10.20	10/27/2023	21-1-00316-05, ST. V. TRUMB	3,000.00	
			MARREB 2023	10/27/2023	23-1-00153-05, ST. V. MARTIN	2,356.25	
			JOMMAT 2023	10/27/2023	22-1-00392-05, ST. V. JOMAI, I	975.00	11,731.25
11/14/2023	0046114	ROWLAND, KRISTIN	1924869 ROWL	10/27/2023	23-4-00345-05, IN RE KERBER	900.00	900.00
11/14/2023	0046756	PENA, KONNING MAURICIO	000021	10/27/2023	9/13/23-ST V. GOMEZ, 23-1-0C	270.00	
			000031	10/27/2023	10/05/23-ST. OJEDA, 23-1-001	198.00	
			000030	10/27/2023	9/28/23-ST. V. GOMEZ, 23-1-0	180.00	
			000029	10/27/2023	9/27/23-ST. V. GOMEZ, 23-1-0	162.00	
			000026	10/27/2023	9/19/23-ST. V. GOMEZ, 23-1-0	135.00	
			000032	10/27/2023	10/05/23-ST. V. GOMEZ, 23-1-0	135.00	
			000033	10/27/2023	10/13/23-ST. V. ROJAS, 23-1-C	135.00	
			000035	10/27/2023	10/27/23-ST V. ROJAS, 23-1-0	135.00	
			000023	10/27/2023	9/14/23-ST V. GOMEZ, 23-1-0C	135.00	
			000025	10/27/2023	9/15/23-ST. V. GOMEZ, 23-1-0	90.00	1,575.00
11/14/2023	0046965	WARREN, MICHELLE	1924876 WARRI	10/27/2023	SEPT. 2023 - MILEAGE REIME	26.20	26.20
11/14/2023	0049041	MONTEJO, CARLA	1924846 MONTE	10/27/2023	23-4-00348-05, IN RE FIELDS	1,189.00	1,189.00
11/14/2023	0049137	PARKER, THERESA	1924848	10/27/2023	10/25/23-ICWA COURT LECTL	80.00	80.00
11/14/2023	0022603	COMTE'S & ASSOCIATES INC	1926335COMTE	11/2/2023	23-8-00040-05, ST. V. MERRIT	3,500.00	3,500.00
11/14/2023	0039420	MUCKLEY, TIFFANY	1926336MUCKL	11/2/2023	OCTOBER 2023 - MILEAGE RI	75.98	75.98

Bank : apbank U S BANK

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0047066	MUNOZ MCCORMICK, RACHE	1926337MUNOZ	11/2/2023	9/24/23-TRAVEL REIMBURSE	115.83	115.83
11/14/2023	0046756	PENA, KONNING MAURICIO	000027	11/2/2023	23-1-00158-05, ST. V. OJEDA,	180.00	
			000037	11/2/2023	23-1-00272-05, ST. V. VILLAN	135.00	
			000036	11/2/2023	23-1-00272-05, ST. V. VILLAN	90.00	405.00
11/14/2023	0046965	WARREN, MICHELLE	1926341 WARRI	11/2/2023	OCTOBER 2023 - MILEAGE RI	26.20	26.20
Sub total for U S BANK:							31,217.01

apChkLst
11/08/2023 11:06:11AM

Final Check List
CLALLAM COUNTY

Clerk

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/14/2023	0001179	PACIFIC OFFICE EQUIPMENT	1130545	11/2/2023	CLERK'S OFFICE SUPPLIES	383.50	
			1130785	11/2/2023	CLERK'S OFFICE CONTRACT	96.02	
			1130784	11/2/2023	CLERK'S OFFICE CONTRACT	95.79	
			1131497	11/2/2023	CLERK'S OFFICE SUPPLIES	32.61	607.92
11/14/2023	0033199	LEMAY MOBILE SHREDDING	481565S185	11/2/2023	CLERK'S OFFICE SHRED	15.84	15.84
Sub total for U S BANK:							623.76

apChkLst
11/08/2023 11:10:08AM

Final Check List
CLALLAM COUNTY

Treasurer

Page: 1

Bank : apbank U S BANK

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
11/14/2023	0046683	ODP BUSINESS SOLUTIONS	L335848309002	10/30/2023	OFFICE SUPPLIES	21.75	21.75
Sub total for U S BANK:							21.75

apChkLst
11/03/2023 8:26:35AM

Final Check List
CLALLAM COUNTY

Veterans Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
11/3/2023	0001252	PORT ANGELES, CITY OF	RM6448 11/2/23	11/2/2023	UTILITIES	228.03	228.03
11/3/2023	0001300	PUBLIC UTILITY DISTRICT	RA9275 11/2/23	11/2/2023	UTILITIES	350.51	
			WT0047 11/2/23	11/2/2023	UTILITIES	257.58	608.09
11/3/2023	0004037	HARPER RIDGEVIEW CHAPEL	WC1067 11/2/23	11/2/2023	DEATH BENIFIT	800.00	800.00
11/3/2023	0020849	U S BANK	SD3429 11/2/23	11/2/2023	FOOD	250.00	
			HJ6311 11/2/23	11/2/2023	FOOD	150.00	
			JM5483 11/2/23	11/2/2023	FOOD	100.00	
			MC2576 11/2/23	11/2/2023	FOOD	100.00	
			TM2565 11/2/23	11/2/2023	FOOD	100.00	700.00
Sub total for U S BANK:							2,336.12

apChkLst
11/08/2023 11:13:58AM

Final Check List
CLALLAM COUNTY

WSU Ext

Page: 1

Bank : apbank U S BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
	11/14/2023	0000360	CLALLAM COUNTY ER&R	2023.312E	11/14/2023 CLALLAM COUNTY PUBLIC W	405.00	405.00
	11/14/2023	0001738	WA STATE UNIVERSITY	C100039015	11/14/2023 WSU MOA CONTRACT	57,124.50	57,124.50
Sub total for U S BANK:							57,529.50



16
NOV 13 2023

BOARD of CLALLAM COUNTY COMMISSIONERS

MINUTES for the week of November 6 – 10, 2023

WORK SESSION – 9 a.m.

The work session convened at 9 a.m., Monday, November 6, 2023. Present were Commissioners Ozias, Johnson and French, and Administrator Mielke.

Items of discussion per the agenda published November 2 were:

- Calendar/Correspondence
- Agreement amendment 13 with Correctional Healthcare Companies, LLC for inmate health care services
- Bid opening clarification regarding Courthouse security service – Bids must be submitted no later than Tuesday, November 14, 2023 at 10 a.m. and the bid opening will be held on Tuesday, November 21, 2023 at 10 a.m.
- Dungeness River Management Team representative appointments
- Quit Claim Deed with the City of Sequim for a portion of West Sequim Bay Road
- Update regarding a Resolution adopting the six-year 2024-2029 Transportation Improvement Program
- Update regarding mature forests in Clallam County
- Notice to call for hearing to be held Tuesday, November 28, 2023 at 10:30 a.m. regarding resolutions on proposed Levies for the General Purpose Property Tax, the Road Fund Property Tax and Conservation Futures Property Tax
- Notice to call for hearing to be held Tuesday, December 5, 2023 at 10:30 a.m. and 5 p.m. regarding adopting the 2024 Clallam County Budget

Meeting concluded at 11:03 a.m.

REGULAR MEETING OF THE BOARD OF CLALLAM COUNTY COMMISSIONERS

Chair Ozias called the meeting to order at 10 a.m., Tuesday, November 7, 2023. Also present were Commissioners Johnson and French and Administrator Mielke.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CRJm to adopt the agenda as presented, CMFs, mc

PUBLIC COMMENT

- Xx
- xx

CONSENT AGENDA

- 1a Approval of vouchers for the week of October 30
- 1b Approval of minutes for the week of October 30
- 1c Proclamation honoring all veterans, the volunteers who assist them and recognizing November 11 as Veterans' Day
- 1d Proclamation recognizing Adoption Day 2023

ACTION TAKEN: CRJm to adopt the consent agenda as presented, CMFs, mc

REPORTS AND PRESENTATIONS

- CRJ presented the Proclamation honoring all veterans, the volunteers who assist them and recognizing November 11 as Veterans' Day
 - Levi Douglas, Northwest Veterans Resource Center, thanked the Board and asked the public to send Veterans to the resource center for support
- CMF presented the Proclamation recognizing Adoption Day 2023
 - Commissioner Elizabeth Stanley, Superior Court, thanked the Board and forwarded an invite on November 16, 2024 for Adoption Ceremony in Superior Court

BOARD of CLALLAM COUNTY COMMISSIONERS
MINUTES for the week of November 6-10, 2023
Page 2

- CRJ commented on Rayonier Breakfast, Washington State Association of Counties timber transactions
- CMF commented on department staff meeting, Recompete, substance and mental health services, Housing Solutions Committee Meeting
- CMO commented on department staff meetings, Washington State Association of Counties meeting and membership update, Dungeness Meadows meeting, Department of Natural Resource letter

ADMINISTRATION

2a Memorandum of Understanding amendment 1 with the City of Forks for the Forks Waste Water Treatment Facility Project

ACTION TAKEN: CRJm to adopt, CMFs, mc

2b Agreement with Recreation and Conservation Office for Camp David Jr. Projects

ACTION TAKEN: CRJm to adopt, CMFs, mc

2c Agreement with Trout Unlimited Inc. for Fish Barrier Removal Projects

ACTION TAKEN: CRJm to adopt, CMFs, mc

2d Agreement amendment 3 with Clallam Economic Development Council for American Rescue Plan Act Funds ARPA

ACTION TAKEN: CRJm to adopt, CMFs, mc

ADMINISTRATION

3a Resolution appointing Deacon Johnston to the Solid Waste Advisory Committee

ACTION TAKEN: CRJm to adopt, CMFs, mc

HEARING(S)

H1 Resolution adopting the six-year 2024-2029 Transportation Improvement Program

- Steve Gray, Public Works/Road Department, provided a staff report

ACTION TAKEN: CRJm to open the public hearing, CMFs, mc

- The following provided testimony:

- Dana Shaltry, Port Angeles (see attached)
- Ed Bowen, Clallam Bay

- The following sent in written testimony: Tom Shindler, Jamestown S'Klallam Tribe (see attached)

ACTION TAKEN: CRJm to close the public hearing and adopt with the addition related to the Jamestown S'Klallam Tribe November 2 letter, CMFs, mc

ADMINISTRATION

3b Subrecipient Monitoring Form for the Community Wildfire Defense Grant Program

ACTION TAKEN: CRJm to approve, CMFs, mc

3c Bid opening clarification regarding Courthouse security service – Bids must be submitted no later than Tuesday, November 14, 2023 at 10 a.m. and the bid opening will be held on Tuesday, November 21, 2023 at 10 a.m.

ACTION TAKEN: CRJm to approve moving the opening date for the courthouse security bids to Tuesday, November 21, 2023 at 10 a.m., CMFs, mc

COMMUNITY DEVELOPMENT

4a Call for request for proposals/qualifications to be received no later than Tuesday, December 5, 2023 at 10 a.m. for Hearing Examiner Services

BOARD of CLALLAM COUNTY COMMISSIONERS
MINUTES for the week of November 6-10, 2023
Page 3

BUDGET

5a Notice to call for hearing to be held Tuesday, November 28, 2023 at 10:30 a.m. regarding resolutions on proposed Levies for the General Purpose Property Tax, the Road Fund Property Tax and Conservation Futures Property Tax

ACTION TAKEN: CRJm to issue notice, CMFs, mc

5b Notice to call for hearing to be held Tuesday, December 5, 2023 at 10:30 a.m. and 5 p.m. regarding adopting the 2024 Clallam County Budget

ACTION TAKEN: CRJm to issue notice, CMFs, mc

PUBLIC COMMENT

- Jim, Oliver, Port Angeles, commented on Department of Natural Resources, Natural Climate Solutions Program, forest
- Peter Steadman, Port Angeles, commented on Natural Climate Solutions Program, timber sales
- Tammy Dziadek, Port Angeles, commented on Natural Solutions Program
- Ellen Manshew, Port Angeles, commented on Power Plant – Elwha River
- Ed Chadd, Port Angeles, commented on Climate Change, forests, Natural Climate Solutions Program, watershed
- Tim Wheeler, Sequim, commented on Power Plant – Elwha River, Department of Natural Resources
- Brian K, Port Angeles, commented on forest
- Bill Hermann, Port Angeles, commented on forest and carbon
- Dennis Olsen, Tacoma, commented on Department of Natural Resources, forest, utility pole electricity
- Kate Smith, Port Angeles, commented Natural Climate Solutions Program, forests
- Jennifer Gallant, Port Townsend, commented on forest supply for Port Townsend Paper Company
- Jim McEntire, Sequim, commented on forest, carbon sequestration, wood sources and supply
- Heath Heikkila, Pierce County, commented forest, carbon sequestration
- Brel Froebe, Whatcom County, commented on forest, Natural Climate Solutions Program

Meeting concluded at 12:03 p.m. and continued to 9 a.m., Monday, November 13, 2023.

The Board of Commissioners attended WSAC Virtual Update, Collaborative Asset Management Outreach Meeting, Coffee with Colleen, KONP Radio Show and Veteran's Day Ceremony – Coast Guard Base during the week of November 6.

PASSED AND ADOPTED this 13th day of November 2023.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias

ATTEST:

Randy Johnson

Loni Gores, MMC, Clerk of the Board

Mike French

KEY TO ABBREVIATIONS:

ATM Administrator Todd Mielke
CMO Commissioner Mark Ozias
CRJ Commissioner Randy Johnson
CMF Commissioner Mike French

m moved
mc motion carried
s seconded

Gores, Loni

H1 11/7/23
Tom Shindler

From: Tom Shindler <tshindler1@gmail.com>
Sent: Saturday, October 28, 2023 1:00 AM
To: French, Mike; Johnson, Randy; Ozias, Mark
Subject: Testimony for the Public Hearing RE: 2024 TIP (Nov 7th?)
Attachments: 2024 TIP Hearing with Maps.pdf

Dear Mike (as my district's commissioner) and Mark and Randy too.

I wished to testify at the public hearing for the 2024 Transportation Improvement Plan approval, but will be out of the country at my son's wedding, so will miss it. Please accept the attached PDF as my testimony. I hope you will read it, as it includes details and maps that took some time and effort to create. As the former president of the Black Diamond Community Club, I have worked with the community and the county toward making the Black Diamond Road corridor safer for non-motorized users in particular, and this project with a few tweaks helps us get there. But please see the tweaks, and recommend their implementation to the Road Dept.

Thank you,

Tom Shindler

Note, I will be able to communicate by email while in the Netherlands, so don't hesitate to contact me that way if you have any questions, or if I must do something else to get these issues considered at the hearing.

October 27, 2023

Testimony to Clallam County Commissioners

In the Public Hearing concerning the **2024 6 year Transportation Improvement Plan**

From **Tom Shindler**
3492 Little River Rd
Port Angeles, WA 98363
360-775-1303

I will be out of the country at the time of the hearing (at my son's wedding!) and so will be unable to attend in person. Please accept this document as my testimony.

As the former president of the Black Diamond Community Club, I have been heavily involved in our community's ongoing efforts to enhance the Black Diamond Road corridor in a way that facilitates safe non-motorized use, and does not encourage faster vehicle speeds. These values, and the community's recommendations are contained in our Neighborhood's section of the Clallam County Comprehensive Plan. We are excited to see that the current project is finally moving forward, as it is the result of collaboration between Road Dept engineers and community members.

There are four issues that I wish to be included in this plan; enclosed is an overview map identifying the locations of each issue, and four detail maps; one for each issue.

1. Since Preliminary Design is slated for 2024, we urge the following be included in that design.

There is a steep slope where the power lines cross, and engineers point out that it will be difficult to get any horizontal separation from the trail there. Unfortunately, it is also a blind turn, so separation is essential. From conversations with engineers, it appears the solution is VERTICAL separation. By raising the trail at least 3 feet above road grade, vehicles will not be able to cross over onto the trail. This is an elegant solution, but will require a wider Right of Way (ROW) below this point, as the trail will need to gradually climb this extra elevation. .

2. We urge that ROW acquisition be included in the 2024 funding to acquire one key parcel.

There is a tight turn on the road right at the Fors Rd intersection, with the house on the east side already very close to the road edge. This was the site of a recent gravel truck roll-over. The parcel on the west side of this road segment (063016310060 - 1082 Black Diamond Rd) has come on the market several times since this plan was placed on the TIP. It would be most efficient for the Road Dept to buy this parcel, split off the needed portion for adequately fitting the trail, and a safer road bend, then re-sell the rest. This would be much easier than negotiating with an occupant owner, and this parcel is essential to a design that meets all the project criteria. I have seen evidence that it may be on the market again soon.

3. **Build this plan now, but promptly begin planning to fill the trail gap between this trail segment and the ones below.**

In the above-referenced Comp Plan section, one community goal is to have the trail built in contiguous segments. This project, as welcome as it is, leaves a gap of over ½ mile between Wellman Road and the upper end of the most recently completed segment one lot below Reservoir Road. Please instruct the Road Dept to identify closing this gap as a project on the TIP.

There are two kinds of gaps below Wellman Rd. (see the map). Between Reservoir Rd and Zenovic's driveway, the road surface is 32 ft wide. By painting the lanes 10 feet wide, and leaving a 2 ft shoulder on the west side, there would be room for a two foot shoulder and a 6 foot trail on the east side, counting the space the stripping occupies. Though not optimal, this would be a cheap, easy solution for ¼ mile of the gap, and could be done at the next chip sealing.

Above and below this segment are two segments where the road is narrow, with no trail. These would need a project similar to this proposed one. However, each segment is only one land-owner, and slopes are not involved, so hopefully they would be less expensive to accomplish.

At this point the request is just to get them on the TIP, as a first step.

4. **Make sure all trail segments are practically inaccessible to motor vehicles before paving.**

See Detail Map #4 for the trail segment that lacks any physical separation from the road. Currently, it's just a wide (unpaved) shoulder. Visually, it gives a sense of a wide road, and can easily be driven and parked on. For safe use by pedestrians, it needs some kind of barrier to easy motor vehicle access. A low curb, such as a string of parking lot barriers would suffice, along with a clear break between the road pavement and the trail pavement. Though this wouldn't change the visuals much, it would be a clear signal that the space is not intended for motor vehicles.

Since it is unofficially assumed that the unpaved segments would be paved when the current project trail paving is done (for efficiency, and because it was always the intent that they be paved), it is important that this element be implemented along with this project. (Note that several mailboxes will need to be relocated, as their present position requires the carrier to drive on the trail.)

Thank you for the opportunity to urge the inclusion of these elements to this project plan, and it's funding. I know this is more detail than you usually consider when approving the TIP, so any way that you can indicate your concurrence with these elements would be appreciated.

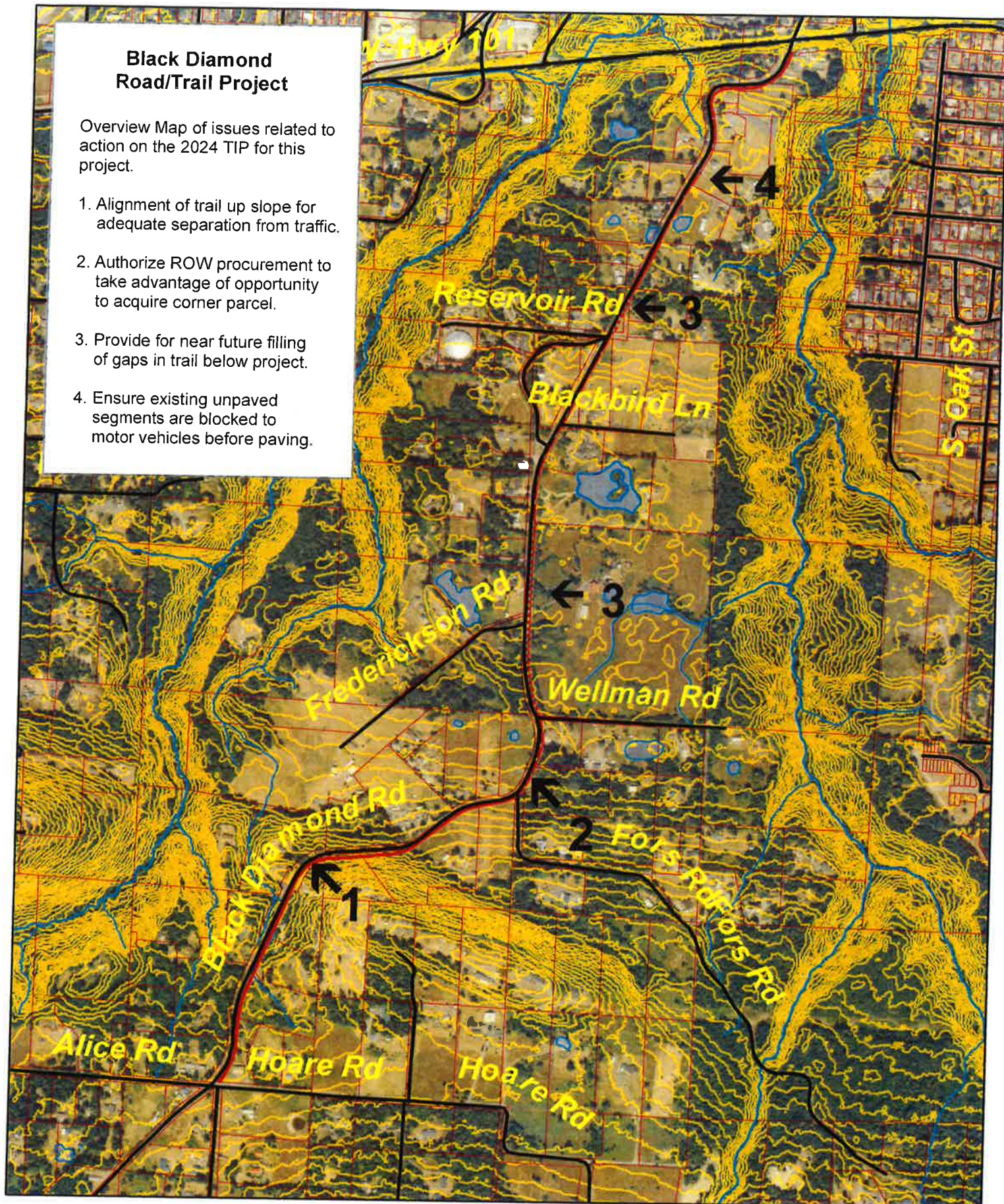


Tom Shindler

Black Diamond Road/Trail Project

Overview Map of issues related to action on the 2024 TIP for this project.

1. Alignment of trail up slope for adequate separation from traffic.
2. Authorize ROW procurement to take advantage of opportunity to acquire corner parcel.
3. Provide for near future filling of gaps in trail below project.
4. Ensure existing unpaved segments are blocked to motor vehicles before paving.



Black Diamond Road/Trail Project Detail #1

Issue #1

Steep slope at the power line road cut (arrow) will limit the horizontal distance between road and trail.

The solution (per engineer) is to elevate the trail above road grade enough to prevent vehicle access to the trail. I advocate for at least a 3 foot elevation difference at the cut (arrow). To achieve this effect the trail will need to climb for most of the slope below this point.

This must be part of the design, and will require increased ROW on that slope.

Black Diamond Rd



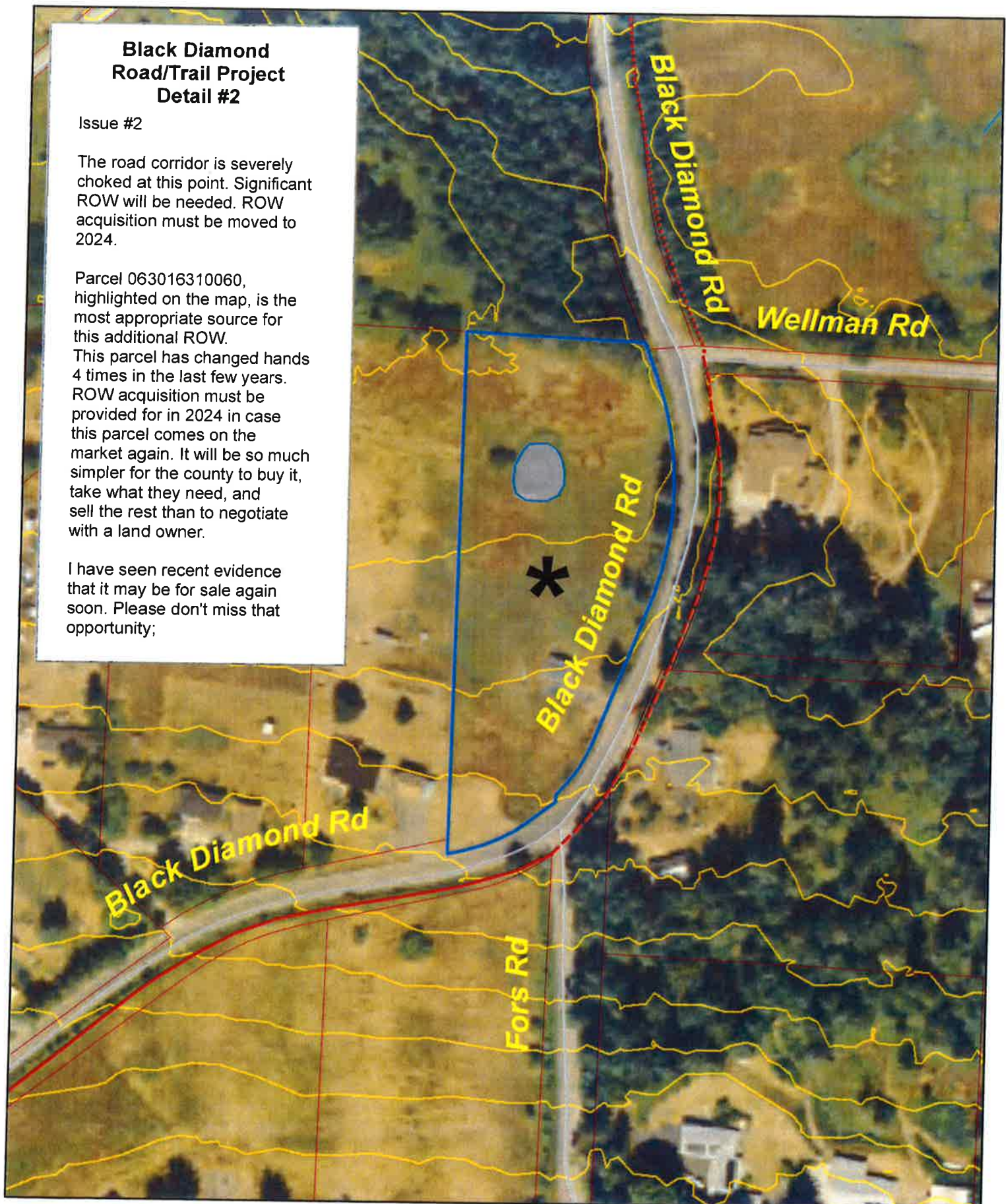
Black Diamond Road/Trail Project Detail #2

Issue #2

The road corridor is severely choked at this point. Significant ROW will be needed. ROW acquisition must be moved to 2024.

Parcel 063016310060, highlighted on the map, is the most appropriate source for this additional ROW. This parcel has changed hands 4 times in the last few years. ROW acquisition must be provided for in 2024 in case this parcel comes on the market again. It will be so much simpler for the county to buy it, take what they need, and sell the rest than to negotiate with a land owner.

I have seen recent evidence that it may be for sale again soon. Please don't miss that opportunity;



Black Diamond Road/Trail Project Detail #3

Issue #3

Missing trail segments below this project need attention.

The Black Diamond Neighborhood Section of the Comp Plan urges that the trail be build in contiguous segments up the road.

This project will leave a gap of over 1/2 mile below. This is not reason to delay the project, but this gap should be addressed, and plans made to fill it.

The map shows two segments where the road is narrow with no trail. Each segment has only one owner. Between them, there is a wide segment, where the vehicle lanes could be moved slightly to the west, and the trail placed on the shoulder of existing pavement. This could be done with the next chip seal for little expense.



Black Diamond Road/Trail Project Detail #4

Issue #4

Trail segments on lower portion of road need separation before paving.

Due to ROW limitations, the trail segment shown on this map, above the finished paved segment was not able to be built with a physical separation from the road surface. We request that there be minimal barriers placed between road and trail to discourage motor vehicle travel on this trail segment prior to paving (which may occur when this project is paved). Parking lot blocks would meet regulations and be adequate.



H1 11/7/23
Jamestown



JAMESTOWN S'KLALLAM TRIBE

1033 Old Blyn Highway, Sequim, WA 98382

360/683-1109

FAX 360/681-4643

November 2, 2023

Steve Gray, Deputy Public Works Director
Clallam County Courthouse
Public Works Department
223 East 4th Street,
Port Angeles, WA 98362

RE: Olympic Discovery Trail Project

Dear Steve,

The draft 2024-2029 Transportation Improvement Plan (TIP) is missing a project that the Tribe has been collaborating with the Public Works Department for the last two years. The Olympic Discovery Trail between Blyn Road and Old Blyn HWY at US101 has received full construction funding from WSDOT through the Ped-Bike Program in the 2023 Legislative session in the amount of \$1,490,500. Design has also been provided through the same source in the amount of \$100,200.

The project is stalled while waiting for the County to reconcile territorial ownership of Old Blyn HWY from the centerline. The cost of acquisition is unknown until the 60-foot road width has been re-established and the designers can develop a right-of-way plan.

The other elements of the TIP are the following:

DESC	Design and Construct a separated paved trail to AASHTO standards from the tribal land trailheads from Blyn Road to Old Blyn HWY	
PE Start	2021	Funding Status Secure
RW Start	2023	Funding Status Secure
CN Start	2024	Funding Status: Secure
Total Cost	\$1,590,700	

Thank you for TIP inclusion and the staff contributions to close a gap in the ODT.

Sincerely,

Wendy Clark-Getzin PE
Tribal Transportation Program Manager

Dana Shaltry
HI 11/7/23

Date: November 7, 2023

From: Dana Shaltry

To: Clallam Commissioners Mike French, Randy Johnson, Mark Ozias

RE: SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM 2024 -2029
TIP Project #1 Black Diamond Road 131030) [698-1507] MP 2.66 to MP 3.40

Good morning, Commissioners,

My name is Dana Shaltry, and I live at 24 Blackbird Lane, off Black Diamond Road.

In 1998, the Black Diamond Community neighborhood joined discussions with the Clallam County Road Department to improve the Black Diamond Road corridor by encouraging slower vehicle speeds and facilitating safe non-motorized use.

We are happy that TIP Project #1 will correct an unsafe section of Black Diamond Road and establish a separate pedestrian and bicycle trail. This project is a product of 25 years of ongoing collaboration between Clallam County Road Department and Black Diamond Community residents.

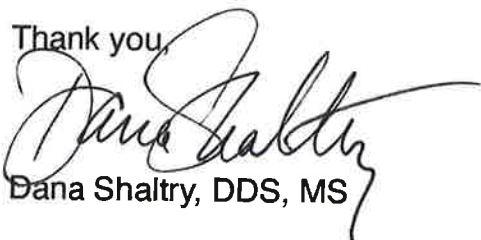
I am submitting documents today illustrating recommendations made by Tom Shindler, a long-term resident of Black Diamond. Tom, a former Geographical Information System and Permit System Coordinator for Clallam County, created these documents. (He cannot attend today's meeting in person due to his son's wedding.)

Tom's expertise is valuable because he served as the Black Diamond Community Club president when the neighborhood and the Road Department began collaborating on the Black Diamond Road back in 1998. Since then, he has been continuously involved in Black Diamond Community surveys, public meetings, and conversations with road engineers, planning commissioners, and county commissioners. With his extensive knowledge of the Black Diamond Road geography and our community's values, we appreciate his perspective and insights.

I urge the commissioners to review the excellent details and maps in the document. The information will certainly aid you in making recommendations to the Road Department. You will find:

1. An explanation for the vertical separation of the trail in Project #1.
2. An opportunity for ROW acquisition of a critical parcel at a potential cost saving.
3. An overview of "gaps" in the trail along Black Diamond Road
4. Suggestions for achieving trail separation on specific road segments.

Thank you,



Dana Shaltry, DDS, MS

October 27, 2023

Testimony to Clallam County Commissioners

In the Public Hearing concerning the **2024 6 year Transportation Improvement Plan**

From **Tom Shindler**

3492 Little River Rd

Port Angeles, WA 98363

360-775-1303

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At this point the request is just to get them on the TIP, as a first step.

4. **Make sure all trail segments are practically inaccessible to motor vehicles before paving.**

See Detail Map #4 for the trail segment that lacks any physical separation from the road. Currently, it's just a wide (unpaved) shoulder. Visually, it gives a sense of a wide road, and can easily be driven and parked on. For safe use by pedestrians, it needs some kind of barrier to easy motor vehicle access. A low curb, such as a string of parking lot barriers would suffice, along with a clear break between the road pavement and the trail pavement. Though this wouldn't change the visuals much, it would be a clear signal that the space is not intended for motor vehicles.

Since it is unofficially assumed that the unpaved segments would be paved when the current project trail paving is done (for efficiency, and because it was always the intent that they be paved), it is important that this element be implemented along with this project. (Note that several mailboxes will need to be relocated, as their present position requires the carrier to drive on the trail.)

Thank you for the opportunity to urge the inclusion of these elements to this project plan, and it's funding. I know this is more detail than you usually consider when approving the TIP, so any way that you can indicate your concurrence with these elements would be appreciated.



Tom Shindler

Black Diamond Road/Trail Project

Overview Map of issues related to action on the 2024 TIP for this project.

1. Alignment of trail up slope for adequate separation from traffic.
2. Authorize ROW procurement to take advantage of opportunity to acquire corner parcel.
3. Provide for near future filling of gaps in trail below project.
4. Ensure existing unpaved segments are blocked to motor vehicles before paving.



Black Diamond Road/Trail Project Detail #1

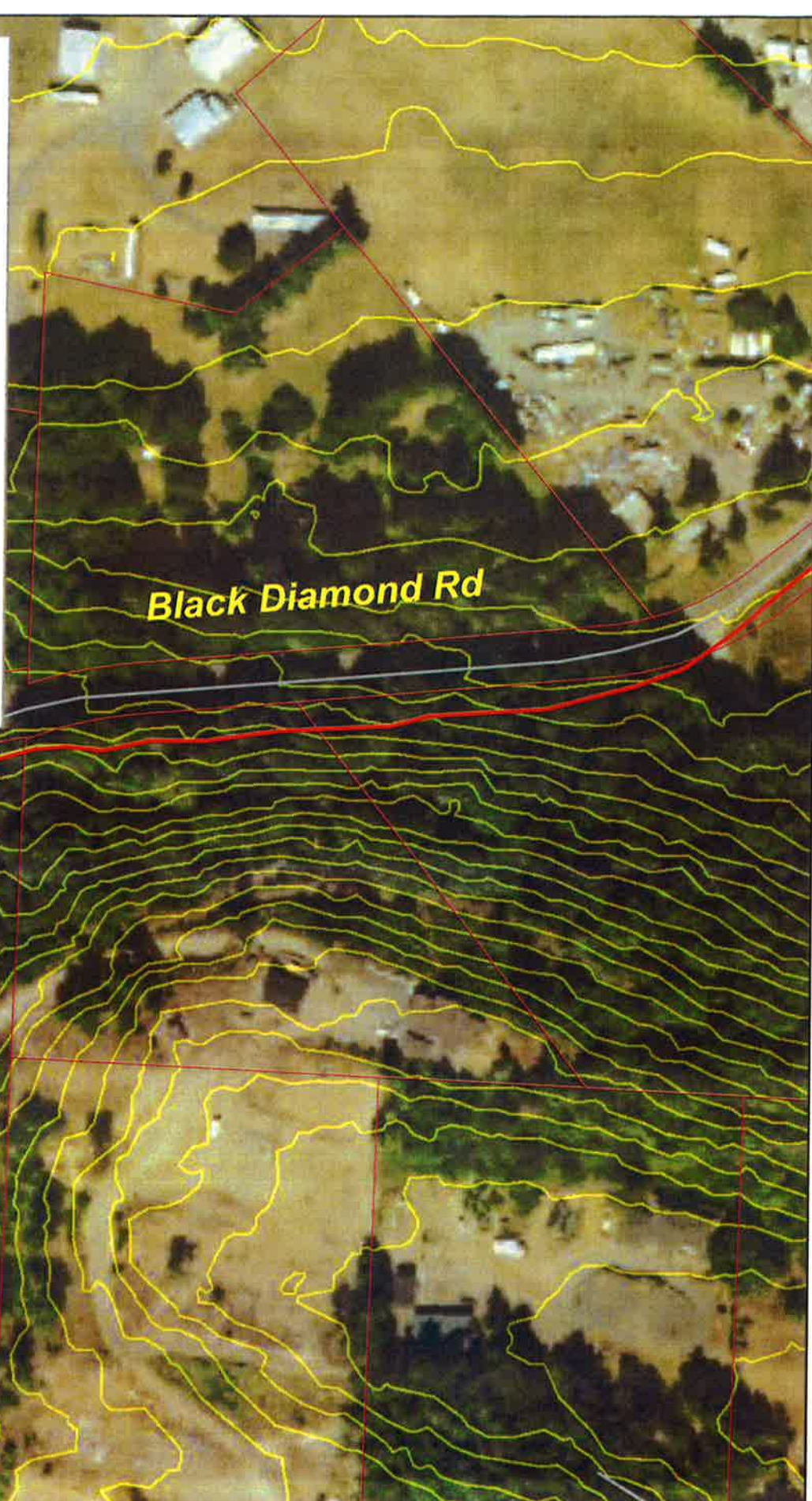
Issue #1

Steep slope at the power line road cut (arrow) will limit the horizontal distance between road and trail.

The solution (per engineer) is to elevate the trail above road grade enough to prevent vehicle access to the trail. I advocate for at least a 3 foot elevation difference at the cut (arrow). To achieve this effect the trail will need to climb for most of the slope below this point.

This must be part of the design, and will require increased ROW on that slope.

Black Diamond Rd

An aerial photograph overlaid with a technical map. The map shows a road, labeled 'Black Diamond Rd' in yellow text, running horizontally across the middle. Below the road, a steep slope is indicated by dense, wavy yellow contour lines. A black arrow points to a specific location on this slope, identified as a 'power line road cut'. Red lines delineate property boundaries or project limits. The background is an aerial view of the terrain, showing trees and some buildings in the upper left.

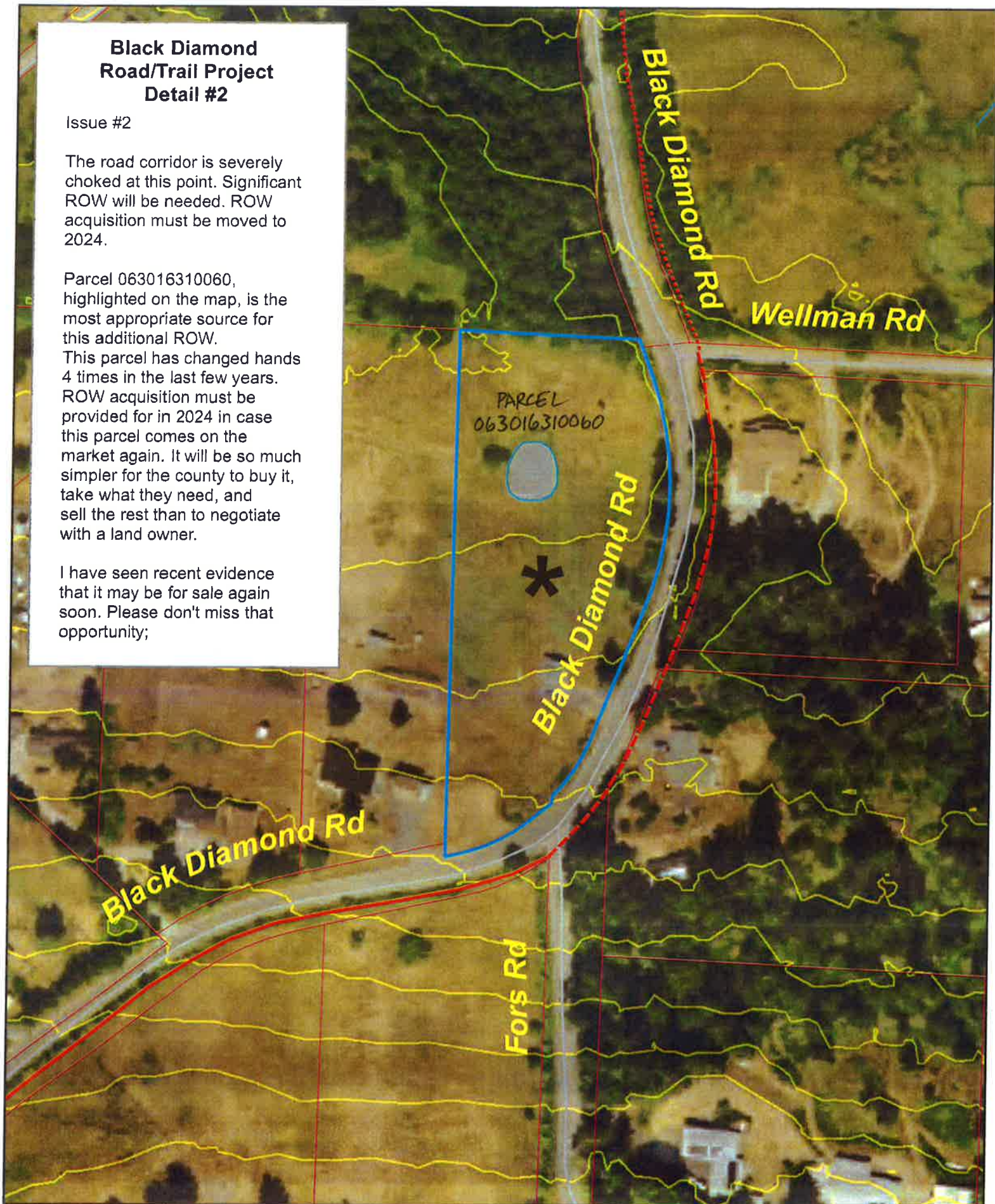
Black Diamond Road/Trail Project Detail #2

Issue #2

The road corridor is severely choked at this point. Significant ROW will be needed. ROW acquisition must be moved to 2024.

Parcel 063016310060, highlighted on the map, is the most appropriate source for this additional ROW. This parcel has changed hands 4 times in the last few years. ROW acquisition must be provided for in 2024 in case this parcel comes on the market again. It will be so much simpler for the county to buy it, take what they need, and sell the rest than to negotiate with a land owner.

I have seen recent evidence that it may be for sale again soon. Please don't miss that opportunity;



Black Diamond Road/Trail Project Detail #3

Issue #3

Missing trail segments below this project need attention.

The Black Diamond Neighborhood Section of the Comp Plan urges that the trail be build in contiguous segments up the road.

This project will leave a gap of over 1/2 mile below. This is not reason to delay the project, but this gap should be addressed, and plans made to fill it.

The map shows two segments where the road is narrow with no trail. Each segment has only one owner. Between them, there is a wide segment, where the vehicle lanes could be moved slightly to the west, and the trail placed on the shoulder of existing pavement. This could be done with the next chip seal for little expense.



Black Diamond Road/Trail Project Detail #4

Issue #4

Trail segments on lower portion of road need separation before paving.

Due to ROW limitations, the trail segment shown on this map, above the finished paved segment was not able to be built with a physical separation from the road surface. We request that there be minimal barriers placed between road and trail to discourage motor vehicle travel on this trail segment prior to paving (which may occur when this project is paved). Parking lot blocks would meet regulations and be adequate.



Bill Hermann
Public Comment
11/7/23



Blue Mt.
Road,

Elwah
overlook



Elwah
overlook





29
NOV 13 2023

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date: 11-13-23**

REGULAR AGENDA ☒ **Meeting Date: 11-13-23**

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached budget revisions on November 28, 2023.

Budget revisions – Transfer or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice – Budget revisions.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Budget Revisions 11-13-23
Revised: 3-04-2019



NOTICE OF BUDGET REVISION MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget revision shown below on November 28, 2023 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Prosecuting Attorney – Coroner

- The Coroner Division opted for a more cost-effective printer/scanner/copier/fax so the remaining funds are requested to be moved to the Professional Services budget line to cover autopsy costs due to increase in autopsies/\$9,311
- Funds will cover costs related to increased autopsies in 2023 which includes pathologist fees, facility fees, and transport costs/\$45,000

NonDept – Opportunity Fund – The Economic Development Council 3rd and 4th quarter 2022 invoices were not received in time to process in the 2022 Budget so additional funds are needed to cover these and fulfill our 2023 contractual obligation/\$30,000

A copy of the budget change forms may be reviewed at the office of the Board of County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: November 14, 2023

Mark Ozias, Chair

Publish: November 18

Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

OCT 24 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 10/23/2023 Budget Hearing/Meeting Date: 11/28/2023

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ✓✓ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.843 ✓	Budget Name	Prosecuting Attorney - Coroner
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.843 ✓	Prosecuting Attorney – Coroner ✓	59463.64.5500 ✓	Information Technology Capital	9,311. ✓
Total				9,311. ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.843 ✓	Prosecuting Attorney – Coroner ✓	56320.41.0030 ✓	Coroner Services	9,311. ✓
Total				9,311. ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Coroner Division opted for a more cost-effective printer/scanner/copier/fax. The remaining funds are requested to be moved into the Professional Services budget line to cover autopsy costs due to the increase in autopsies this year.

County Official Approval: Mark Nichols
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]

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OCT 24 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 10/23/2023

Budget Hearing/Meeting Date: 11/28/2023

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ✓ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.843 ✓	Budget Name	Prosecuting Attorney - Coroner ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.843 ✓	Prosecuting Attorney – Coroner ✓	51535.10.0600 ✓	Extra Help	28,255. ✓
00100.843 ✓	Prosecuting Attorney – Coroner ✓	56320.10.0600 ✓	Extra Help	16,745. ✓
Total				45,000. ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.843 ✓	Prosecuting Attorney – Coroner ✓	56320.41.0030 ✓	Coroner Services ✓	45,000. ✓
Total				45,000. ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The above funds requested will cover the costs related to increased autopsies in 2023 – including pathologist fees, facility fees, and transport costs. Since July, our autopsies per month have doubled, mainly due to the increase in drug overdose deaths (which require an autopsy). In 2022, we had 26 drug overdose deaths and a total of 52 autopsies for the year. Through mid-October of this year, we have 41 suspected drug overdoses and 60 autopsies.

County Official Approval: Mark Nelson
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

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CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 10/26//2023 ✓

Budget Hearing/Meeting Date: 11/28/2023 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- X ✓ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	19941.291 ✓	Budget Name	NonDept – Opportunity Fund ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19941.291 ✓	NonDept – ✓ Opportunity Fund	55210.49.0163 ✓	City of Forks	30,000
Total				30,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19941.291 ✓	NonDept – ✓ Opportunity Fund	55210.41.0113 ✓	Economic Development Council	30,000
Total				30,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Economic Development Council 3rd and 4th quarter 2022 invoices were not received in time to process in the 2022 Budget. Additional funds are needed to cover these invoices and to fulfill our 2023 contractual obligation.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

133



26
NOV 13 2023

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 11-13-23

REGULAR AGENDA ☒ **Meeting Date:** 11-13-23

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | |
|---|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # |
| ☐ Resolution | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioners will consider adopting by Resolution the attached budget reduction on November 28, 2023.

Budget reductions – a reduction in revenues and/or expenditures.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice – Budget reductions.

County Official signature & print name: Loni Gores Loni Gores

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



NOTICE OF BUDGET REDUCTION

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget reduction shown below on November 28, 2023 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Public Works – Solid Waste – Reducing payroll and benefits due to staffing working on other Public Works projects (Clallam Bay Sekiu Sewer project) 1 of 3/\$26,000

Public Works – Carlsborg Sewer – Reducing payroll and benefits due to staffing working on other Public Works projects (Clallam Bay Sekiu Sewer project) 2 of 3/\$24,106

A copy of the budget change form may be reviewed at the office of the Board of County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: November 13, 2023

Mark Ozias, Chair

Publish: November 18, 2023

Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

NOV 03 2023



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 11.03.03 ✓

Budget Hearing/Meeting Date: 11.28.23 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- x ✓ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	40201.611 ✓	Budget Name	PW – Solid Waste ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
40201.611 ✓	PW – Solid Waste ✓	53710.10.0010 ✓	Regular Time	\$14,000 ✓
40201.611 ✓	PW – Solid Waste ✓	53710.20.0020 ✓	Benefits	\$12,000 ✓
Total				\$26,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
40201.611 ✓	PW – Solid Waste ✓	50800.00.000 ✓	Ending Fund Balance	\$26,000 ✓
Total				\$26,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reducing payroll and benefits due to staffing working on other PW projects. (Clallam Bay - Sekiu Sewer Projects.) 10/3 002

County Official Approval: Joe Dornier
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Handwritten signature]

136

NOV 03 2023

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 11.03.03 ✓

Budget Hearing/Meeting Date: 11.28.23 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☒ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	42401.611 ✓	Budget Name	PW – Carlsborg Sewer ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
42401.611 ✓	PW – Carlsborg Sewer ✓	53510.10.0010 ✓	Regular Time	\$20,106 ✓
42401.611 ✓	PW – Carlsborg Sewer ✓	53510.20.0020 ✓	Benefits	\$4,000 ✓
Total				\$24,106 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
42401.611 ✓	PW – Carlsborg Sewer ✓	50800.00.000 ✓	Ending Fund Balance	\$24,106
Total				\$24,106 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Reducing payroll and benefits due to staffing working on other PW projects. (Clallam Bay - Sekiu Sewer Projects.) 2 of 3

County Official Approval:

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

Joe Dorini

[Signature]



26
NOV 13 2023

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☒ **Meeting Date: 11/13/23**

REGULAR AGENDA ☒ **Meeting Date: 11/13/23**

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | |
|---|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # |
| ☐ Resolution | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached supplemental appropriations on November 28, 2023
Supplemental appropriations – increased expenditures due to unanticipated federal, state, and local funds.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice of supplemental appropriations.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



NOTICE OF SUPPLEMENTAL APPROPRIATIONS BUDGET MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board, the supplemental budget appropriations in the following funds pursuant to RCW 36.40.100, at 10 a.m. on November 28, 2023 in the Commissioners' Meeting Room (160) of the Clallam County Courthouse.

Parks and Facilities – Fair – Olympic Peninsula Visitors Bureau 2023 Tourism Enhancement Grant award for reimbursement of advertising costs related to 2023 Clallam County Fair/\$5,600

Sheriff – OPNET Drug – The Olympic Peninsula Narcotics Enforcement Team OPNET has received more seizure revenue this year than was anticipated. Some of these additional funds are being used to repair a vehicle necessary for Task Force operations, requiring the expenditure line for vehicle repair to be increased/\$9,175

Copies of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: November 13, 2023

Mark Ozias, Chair

Publish: November 18

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

OCT 31 2023



Date Submitted: October 27, 2023 Budget Hearing/Meeting Date: November 28, 2023 ✓

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.912 ✓	Budget Name	Parks and Facilities – Fair ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.912 ✓	Parks and Facilities - Fair ✓	36991.00.0010 ✓	Other Miscellaneous Revenue	\$5600
Total				\$5600

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.912 ✓	Parks and Facilities – Fair ✓	57370.41.4410 ✓	Advertising ✓	\$5600
Total				\$5600

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Olympic Peninsula Visitors Bureau 2023 Tourism Enhancement Grant award for reimbursement of advertising costs related to 2023 Clallam County Fair.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]

130

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

OCT 30 2023



Date Submitted: 10/25/23

Budget Hearing/Meeting Date: 11/28/23 ✓

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	11008.811 ✓	Budget Name	Sheriff – OPNET Drug ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11008.811 ✓	Sheriff – OPNET Drug ✓	36930.00.0020 ✓	Drug Seizures	9,175
Total				9,175 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11008.811 ✓	Sheriff – OPNET Drug ✓	52123.48.0042 ✓	Vehicle – Repair and Maintenance	9,175
Total				9,175 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Olympic Peninsula Narcotics Enforcement Team (OPNET) has received more seizure revenue this year than was anticipated. Some of these additional funds are being utilized to repair a vehicle necessary for Task Force operations, requiring the expenditure line for vehicle repair to be increased.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

135



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

2d
NOV 13 2023

Department: BOCC

WORK SESSION ☒ Meeting Date: 11/13/23

REGULAR AGENDA ☒ Meeting Date: 11/13/23

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached debatable emergencies on November 28, 2023.

Debatable emergency – Public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

See attached notice

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Approve the attached notice of debatable emergencies.

County Official signature & print name: Loni Gores Loni Gores

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



BUDGET RESOLUTION _____, 2023

CALL FOR HEARING FOR DEBATABLE EMERGENCIES IN THE FUNDS LISTED BELOW

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Pursuant to RCW 36.40.140, the following facts constitute a public emergency that could not reasonably have been foreseen at the time of making the budget:

Public Works – Clallam Bay-Seki Sewer – Additional hours worked by the Utility Program Manager during 2023. The Primary source of the additional hours was to develop the new Clallam Bay/Seki Sewer Ordinance/\$50,106

District Court II – Legislative pay increase announced after budget was finalized. District Court Judge salary increased from \$196,447 to \$206,988 full-time annually effective 7/1/23/\$4,910

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. A public hearing on the debatable emergencies listed above will be held November 28, 2023 at 10:30 a.m. in Room 160 of the Clallam County Courthouse.
2. A copy of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

PASSED AND ADOPTED this 14th day of November 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Mike French

ATTEST:

Loni Gores, MMC, Clerk of the Board

Publish: November 18, 2023

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

NOV 08 2023



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 11.03.23 ✓

Budget Hearing/Meeting Date: 11.28.23 ✓

— **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds

☒ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.

— **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law

— **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase

— **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	41401.611 ✓	Budget Name	PW – Clallam Bay-Sekiu Sewer ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
41401.611 ✓	PW – Clallam Bay-Sekiu Sewer ✓	50800.00.0000 ✓	Ending Fund Balance	\$50,106
Total				\$50,106 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
41401.611 ✓	PW – Clallam Bay-Sekiu Sewer ✓	53510.10.0010 ✓	Regular Time	\$33,569
41401.611 ✓	PW – Clallam Bay-Sekiu Sewer ✓	53510.20.0020 ✓	Benefits	\$16,537
Total				\$50,106 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional hours worked by Utility Program Manager (UPM) in this fund during 2023. The primary source of the additional hours was to develop the new Clallam Bay/Sekiu Sewer Ordinance, public presentations and hearings with BOCC, and implementation of the ordinance. More time spent on program by UPM in general including managing treatment plant staff, hiring 3rd operator (in-training), bearing replacements, value planning and nutrient reduction (nutrient reduction hours are 100% reimbursable). The 2024 budget includes an allocation of 60 % of the Utility Program Manager's hours to this program (up from the 30% estimated for the 2023 budget). 30% 3

County Official Approval: Joe L. Domini

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

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CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 11/2/2023

Budget Hearing/Meeting Date: 11/28/2023

- ☐ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☒ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.881 ✓	Budget Name	Clallam County District Court II ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	4910
Total				4910 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.881 ✓	District Court II ✓	51240.10.0010 ✓	Regular Time	4100
00100.881 ✓	District Court II ✓	51240.20.0020 ✓	Benefits	810
Total				4910 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Legislative pay increase announced after budget was finalized. District Court Judge salary increased from \$196,447 to \$206,988 full-time annually effective 7/1/2023.

County Official Approval: CSA
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)