November 21, 2017

To: Councilmembers

From: Councilmembers Douglas G. Richardson and Rick Talbert

Hearing Date: November 21, 2017

Attachment: New Exhibits x and xx

Subject: Proposal No. 2017-61s2 (Implementing 2018 Budget) – Pierce County Council Office, Purchasing Procedures and Reimbursement of Expenses

These Code amendments will create, clarify and formalize the Council’s direct purchasing reimbursement and oversight authority when those items relate to the duties and functions of the Council Office or when specifically identified by ordinance.

The amendment is as follows:

1. On page 1 of the proposal, line 18 of the Title, following "Funds," insert "Adopting a New Section 2.106.045 of the Pierce County Code, "Procedure for Purchases of Tangible Personal Property – Office of the Pierce County Council," and Amending Pierce County Code Section 2.106.050, "Procedure for Solicitation and Purchase of Service Contracts," and Section 3.92.150, "Non-Travel Meals and Light Refreshments";"

2. On page 3 of the proposal, beginning on line 19, after "RCW)," insert:

"and

Pierce County Council

Whereas, Section 9.15 of the Pierce County Charter provides that, "[t]he Council shall, by ordinance, establish procedures for procuring supplies, services, materials, and equipment, the awarding of claims, and the sale or refunding of bonds"; and
Whereas, the Council has previously established purchasing procedures codified as Chapter 2.106 of the Pierce County Code, "Purchasing"; and

Whereas, the Council has also established procedures for the reimbursement of expenses codified as Chapter 3.92 of the Pierce County Code, "Reimbursement of Expenses"; and

Whereas, the Council wishes to clarify and formalize procedures for purchasing and reimbursement of expenses related to the duties and functions of the Office of the Pierce County Council

3. On page 4 of the proposal, line 10, insert the following new Sections and renumber the remaining Sections accordingly:

"Section x. A new Section 2.106.045 of the Pierce County Code, "Procedure for Purchases of Tangible Personal Property – Office of the Pierce County Code," is hereby adopted, and Section 2.106.050 of the Pierce County Code, "Procedure for Solicitation and Purchase of Service Contracts," is hereby amended as shown in Exhibit x, which is attached hereto and incorporated herein by reference.

Section xx. Section 3.92.150 of the Pierce County Code, "Non-Travel Meals and Light Refreshments," is hereby amended as shown in Exhibit xx, which is attached hereto and incorporated herein by reference."

4. Insert new Exhibits x and xx to the proposal, as attached.
Chapter 2.106

PURCHASING

"New Section"

Note: The Section number and title shall also be inserted chronologically in the Table of Contents for Chapter 2.106

2.106.045 Procedure for Purchases of Tangible Personal Property – Office of the Pierce County Council.

The Chair of the Council or designee shall be the authorizing authority for purchases of tangible personal property to support the duties and functions of the Office of the Pierce County Council; provided that purchases of tangible personal property in excess of $5,000 shall also require approval by the Rules and Operations Committee. Such purchases shall be funded from the appropriation for the Office of the Pierce County Council except as otherwise designated by Ordinance and shall otherwise meet the requirements of this Chapter.

For all purchases of tangible property by the Office of the Pierce County Council in excess of $25,000.00, or such future limits as may be set by State law, the Agent or designee shall prepare bid specifications and advertise for bids as required by State law. In addition, the Agent shall mail Invitations to Bid to a sufficient number of prospective bidders to elicit adequate competition, such vendors being drawn from established vendor lists and from any other source thought to be of advantage to the County.

2.106.050 Procedure for Solicitation and Purchase of Service Contracts.

A. Annually, the Agent shall determine the County's anticipated requirements for any category or type of service and shall publish an announcement of these requirements. If the County later requires any further, previously unpublished services, it shall publish additional announcements on each occasion when such services are required. All such publications shall include a request that firms interested in providing those services to the County submit a statement of qualifications and performance data to be placed on file.

B. Prior to entering into a service contract for an amount of $5,000.00 or greater, the requesting department or the Agent, when appropriate, shall evaluate all statements on file, together with those that may be submitted by other firms and shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach. Written criteria shall then be developed in consultation with the requesting department, which will be used to determine which firm to recommend for contract award. Such criteria may include the following:

1. Quality of past performance;
2. Known and documented expertise;
3. Documentation, as required, and demonstration of financial capability to perform required work;
4. Cost of performance, where appropriate.
C. Prior to entering into service contracts between $5,000.00 and $25,000.00, at least three vendors, if possible, shall be contacted and provided with the scope of work, including the project description, with responses being submitted, either in writing or by phone. The requesting department or the Agent, when appropriate, shall rank the proposals submitted based on the criteria set forth in subsection B. of this Section and shall award to the vendor best meeting the needs of the County. In the event that a satisfactory contract cannot be negotiated with the highest ranked contractor, the requesting Department or Agent shall then begin negotiations with the next highest ranked contractor.

D. Prior to entering into service contracts exceeding $25,000.00, the Executive or designee, or Council as set forth in PCC 2.106.050 G., shall:
1. Develop specifications with a project description in the form of a Request for Proposal in concert with the requesting County department;
2. Publicly advertise the Request for Proposals and include the name of a contact person from whom the project specifications shall be available;
3. Rank the proposals submitted based on the criteria set forth in subsection B. of this Section and award the contract in a manner that is in the best interest of the County; provided, that in the event the County fails to negotiate satisfactory terms with the highest ranked proposed contractor, the Executive shall then begin negotiations with the next highest ranked contractor;

E. The selection of a Vendor for Architectural and Engineering services may be accomplished by following the procedures set forth by State law Chapter RCW 39.80 RCW.

F. Exceptions to the competitive solicitation provisions of this Section:
1. Services of Special Deputy Prosecuting Attorneys.
2. Services of attorney(s) appointed pursuant to legal mandate by the Courts or the Department of Assigned Counsel.
3. Services (e.g., professional, forensic, technical, consultant) deemed necessary by the Courts or the Department of Assigned Counsel to provide effective assistance of counsel and services deemed necessary by the Prosecuting Attorney to provide effective legal representation.
4. Appointment of service providers whose selection is solely within the discretion of the Courts.

G. Council Service Contracts. The Pierce County Council shall follow the procedures in this Chapter when contracting for services to support the duties and functions of the Office of the Pierce County Council. The Chair of the Council, or designee, shall be authorized to enter into contracts and contract modifications for such services when approved by the Rules and Operations Committee. Council service contracts shall be funded from appropriations for the Office of the Pierce County Council or Special Projects. Special Projects appropriations for Council service contracts shall be designated through an appropriation Ordinance.

The Executive or designee shall have the authority to modify service contracts to accomplish the original scope of services rendered to the County when it is deemed to be in the best interest of Pierce County; provided, the Executive or designee shall make a quarterly report to the Council's Fiscal Management Rules and Operations Committee regarding all instances where additional compensation paid to the vendor exceeded 50 percent of the original contract amount and the original contract amount was $5,000.00 or greater.
3.92.150 Non-Travel Meals and Light Refreshments.

A. Non-travel meals and light refreshments may be funded with County resources and served to Elected and appointed County officials, County employees, and invited attendees at County meetings, trainings, and events, as determined by the appropriate elected official or designee in their respective office.

B. The Chair of the Pierce County Council or designee shall be the authorizing authority for the funding of non-travel meals and light refreshments served to County elected and appointed officials, County employees, and invited attendees to meetings, training, and events held in support of the Council's legislative duties and functions. These expenditures may be funded with appropriations for the Office of the Pierce County Council or Special Projects. Special Projects appropriations in support of the Council's legislative duties and functions shall be designated through an appropriation Ordinance. All expenditures shall require prior authorization by the Chair of the Council, or designee.
November 21, 2017

To: Councilmembers

From: Councilmember Douglas G. Richardson

Hearing Date: November 21, 2017

Attachment: Report to Strengthen Pierce County’s Approach to Information Technology

Subject: Proposal No. 2017-62s2 (Implementing the 2018 Budget by Requesting Certain County Departments, Boards and Commissions to Take Certain Actions) – Information Technology (IT) Division

The amendment below would have the Information Technology Division (IT) report to the Council regarding its implementation of the Report to Strengthen Pierce County’s Approach to Information Technology (Report). Moss Adams LLC was contracted through the Performance Audit Office in 2012 to study whether there are opportunities for cost savings and improved efficiencies in changing the organization of IT in the County; whether the current charging model, through which departments pay for IT services, is accurate and effective; and how Pierce County compares with peers in cost and service delivery. The Report is wide ranging and very thorough. Based on an analysis of the then County’s current operations, the Report made several recommendations for improving the way IT is delivered and managed in the County.

The major finding of the Report was that Pierce County’s model for delivering IT services was very decentralized, which is unusual for an organization of the County’s size. The Report makes recommendations on how to address the resulting inefficiencies in staffing, product procurement, and make versus buy decisions for technology. The Report also noted that Pierce County’s method for charging for IT services is dated, and should be rebuilt based on the principles of transparency and equity.

The IT Division was in agreement with the Report’s recommendations and presented an implementation plan to the Performance Audit Committee. I can provide implementation updates that have been provided to the Performance Audit Committee at your request.

1) On page 3 of Proposal No. 2017-62s2 at line 39, insert a new Section x as follows:

"Finance Department – Information Technology Division

Section x. The Information Technology Division is requested to provide the Pierce County Council Rules and Operations Committee with an update regarding its implementation of the report to Strengthen Pierce County’s Approach to Information Technology conducted by Moss Adams LLC as accepted by the Performance Audit Committee on August 23, 2012. The update shall include, but not be limited to: the extent to which the Report’s recommendations have been implemented or not implemented; the costs associated with implementation actions; the return on investment for each item implemented; a description of and reasons why any of the Report’s recommendations have not been implemented; and the number of staff and time utilized to implement the Report.”
November 21, 2017

To: Councilmembers

From: Councilmembers Connie Ladenburg and Douglas G. Richardson

Hearing Date: November 21, 2017

Attachment: None

Subject: Proposal No. 2017-62s2 (Implementing the 2018 Budget by Requesting Certain County Departments, Boards and Commissions to Take Certain Actions) – Behavioral Health Fund – Regular Implementation and Reporting Updates

The amendment below is intended to foster an ongoing discussion between the behavioral health operations of the Human Services Department and the Council through its Human Services Committee. A continuing dialogue, we believe, will result in the best continuity of effort regarding behavioral health integration throughout Pierce County.

We want to encourage a continuing dialogue so that the Council, as the County’s policymaking body, and the behavioral health operations within the Human Services Department, as the implementer of County policy, are both kept apprised of each others’ efforts regarding behavioral health integration in Pierce County. Our desire is that the more often and ongoing communications in this regard will result in the best behavioral health system for our County and its citizens.

1. On page 3 to Proposal No. 2017-62s2, at line 39, insert the following new Section x:

"Human Services Department

Section x: The Human Services Department is requested to report to the appropriate Council Committee regarding its behavioral health system integration efforts including, but not limited to, the scope, schedule, and budget (including grants) of those efforts, how the Department is implementing the Pierce County Behavioral Health System Study, and any strategic planning decisions and/or policy actions that may be required by the Council to fully implement those efforts. The reporting frequency shall be as directed by the Committee Chair."

November 21, 2017

To: Councilmembers

From: Councilmember Derek Young

Hearing Date: November 21, 2017

Attachment: None

Subject: Proposal No. 2017-62s2 (Implementing the 2018 Budget by Requesting Certain County Departments, Boards and Commissions to Take Certain Actions) – Public Records Reporting

1. On page 1 of Proposal No. 2017-62s2, line 24, insert the following new Section x:

"Finance Department

Section x. By October 1, 2018, the Finance Department is requested to provide the appropriate committee of the Council, as identified by the Rules and Operations Committee, with preliminary information collected for the purpose of meeting the July 1, 2019 Public Records Report to the Joint Legislative Audit and Review Committee (mandated by Chapter 303, Laws of 2017 Section 6 (5)). The Department should include an analysis of costs comparing Pierce County departments to similar departments in local governments where electronic records charges permitted by Chapter 304, Laws of 2017 Sections 3 (2)(b)(iii-iv) are collected. The Department should further report on whether greater centralization of public records functions and decision-making covering the entire County or some sub-set of the County is advisable given possibly competing legal and operational efficiencies."
November 21, 2017

To: Councilmembers  
From: Councilwoman Pam Roach  
Hearing Date: November 21, 2017  
Attachment: None  
Subject: Proposal No. 2017-62s2 (Implementing the 2018 Budget by Requesting Certain County Departments, Boards and Commissions to Take Certain Actions) – Economic Development Department – Lodging Tax Funding Awards

The amendment requests the Economic Development Department to provide a report to the Economic and Infrastructure Development Committee regarding Lodging Tax Funding Awards.

1. On page 3 of Proposal No. 2017-62s2, line 39, insert the following new Section x and Renumber the remaining sections accordingly:

"Economic Development Department

Section x. The Economic Development Department is requested to provide a Report to the Economic and Infrastructure Development Committee regarding Lodging Tax Funding Awards. The Report shall, at a minimum, provide an accounting of the previous five years of Lodging Tax Funding Awards including revenues collected from each contributing jurisdiction by year, total funding awarded to each recipient, (individual year-end reports per recipient), and outcomes and/or results achieved related to individual funding awards. The Report is requested to be provided to the Economic and Infrastructure Development Committee by March 1, 2017."
November 7, 2017

To: Councilmembers

From: Councilmember Douglas G. Richardson

Hearing Date: November 7, 2017

Attachment: None

Subject: Proposal No. 2017-73s3 (2018 Budget) – Reallocating Positions to the County Executive Budget

The amendments below will reallocate the following staff to the County Executive’s Budget together with the appropriate funding level for the specific position.

- Senior Counsel for Behavioral Health from the Behavioral Health Partnership Fund; cost is $197,900
- 0.5 FTE Behavioral Health Program Manager from the Behavioral Health Partnership Fund; cost is $77,190
- Strategic Advisor for Economic Development from the Economic Development Department; cost is $130,140

The amendments are as follows:

1. On page 2 to Proposal No. 2017-73s3, at line 46, Miscellaneous Current Expense (Behavioral Health Fund allocation), decrease the appropriation by $197,900.

2. On page 6 to Proposal No. 2017-73s3, at line 22, decrease the appropriation for Behavioral Health Partnership Fund by $197,900; transfer 1 FTE and Senior Counsel for Behavioral Health to the Executive’s Department 2018 Budget, increase on page 2, line 11, County Executive, appropriation by $197,900.

3. On page 6 to Proposal No. 2017-73s3, at line 22, decrease the appropriation for Behavioral Health Partnership Fund by $77,190; and transfer 0.5 FTE, Behavioral Health Program Manager, to the Executive’s Department 2018 Budget, increase on page 2, line 11, County Executive, appropriation by $77,190.
4. On page 2 to Proposal No. 2017-73s3, at line 23, decrease the appropriation for Economic Development by $130,140; and transfer 1 FTE, Strategic Advisor for Economic Development to the Executive's Department 2018 Budget, increase on page 2, line 11, County Executive, appropriation by $130,140.

5. Adjust all totals and staffing levels accordingly.
November 21, 2017

To: Councilmembers

From: Councilmember Douglas G. Richardson

Hearing Date: November 21, 2017

Attachment: None

Subject: Proposal No. 2017-73s3 (2018 Budget) – Converting or Creating Positions

The amendment below inserts a new section to the Budget, which specifically requires that the Council be notified fourteen days in advance of the conversion or creation of a position.

1. Page 11 of Proposal No. 2017-73s3, line 35, insert a new Section x as follows:

   "Section x. Departments shall notify the Pierce County Council in writing on any position being converted, or the creation of a new position, not denoted in the staffing summaries of Exhibit A to Ordinance No. 2017-73s3 at least 14 days prior to implementation. The Report to the Council shall state the position that is being created or filled, the position that is not going to be filled, and the reasons for this request. Position changes that occur due to emergency purposes are subject to subsequent 14 day notification."
November 21, 2017

To: Councilmembers
From: Councilmember Douglas G. Richardson
Hearing Date: November 21, 2017
Subject: Proposal No. 2017-73s3 (2018 Budget) – Traffic Impact Fee Fund

This amendment will increase the appropriation of the Traffic Impact Fee Fund in accordance with Council Amendment No. 11 passed by the Council at the November 7, 2017 Council meeting. Amendment No. 11 calls for the increase to be transferred to the Public Works Construction Fund to finance transportation projects.

1. On page 5 of Proposal No. 2017-73s3, line 21, Traffic Impact Fee Fund, increase the appropriation by $359,000.

2. Adjust all totals accordingly.
November 21, 2017

To: Councilmembers
From: Councilmember Derek Young
Hearing Date: November 21, 2017
Subject: Proposal No. 2017-73s3 (2018 Budget) – Miscellaneous Current Expense

This amendment will provide funding to the Key Peninsula Family Resource Center to help provide services to citizens on the Key Peninsula, and the Key Peninsula Behavioral Health Telehealth Project which will be a pilot program done in partnership with the Key Peninsula Free Clinic.

1. Amend page 127, Exhibit A to Proposal No. 2017-73s3, Miscellaneous Current Expense, under the 2018 Budget column within Expenditures, reduce Unemployment Compensation by $8,000

2. Amend page 126, Exhibit A to Proposal No. 2017-73s3, Miscellaneous Current Expense, insert the following two items under the 2018 Budget column within Expenditures:

   - Key Peninsula Family Resource Center $5,000
   - Key Peninsula Behavioral Health Telehealth Project $3,000
November 21, 2017

To: Councilmembers

From: Michael Transue, Budget Consultant

Hearing Date: November 21, 2017


At each of your requests, the amendments below will amend Exhibit A to Proposal No. 2017-73s3 to implement Councilmembers’ prevention services spending recommendations. Regarding the Communities in Schools Tacoma appropriation $15,000 is appropriated for school resources (backpacks and school supplies) and $5,684 is appropriated for an Oakland High School Health Clinic site Coordinator.

1) On page 332 of Exhibit A to Proposal No. 2017-73s3, strike the County Council Allocation of $144,788 and insert $0.

2) On page 332 of Exhibit A to Proposal No. 2017-73s3, insert and strike as shown:

<table>
<thead>
<tr>
<th>Prevention Services and Programs Expenditures</th>
<th>2018 Budget</th>
<th>2018 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buckley Youth Activities Center</td>
<td>21,780</td>
<td>22,780</td>
</tr>
<tr>
<td>Opportunity Center of Orting</td>
<td>0</td>
<td>17,684</td>
</tr>
<tr>
<td>Prairie Ridge Connections</td>
<td>34,080</td>
<td>36,080</td>
</tr>
<tr>
<td>Sumner Rotary</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>Community in Schools-Puyallup</td>
<td>18,000</td>
<td>10,684</td>
</tr>
<tr>
<td>Step by Step</td>
<td>0</td>
<td>5,000</td>
</tr>
<tr>
<td>Pierce County 4H</td>
<td>0</td>
<td>10,000</td>
</tr>
<tr>
<td>Changing Rein Equine Asst Act</td>
<td>0</td>
<td>4,500</td>
</tr>
<tr>
<td>4H-Graham</td>
<td>0</td>
<td>6,184</td>
</tr>
<tr>
<td>Communities in Schools-Tacoma</td>
<td>0</td>
<td>20,684</td>
</tr>
<tr>
<td>Franklin Pierce Youth First</td>
<td>0</td>
<td>5,842</td>
</tr>
<tr>
<td>Lindquist Dental Clinic</td>
<td>0</td>
<td>5,842</td>
</tr>
<tr>
<td>Family Justice Center</td>
<td>0</td>
<td>5,000</td>
</tr>
<tr>
<td>Daffodil Festival</td>
<td>0</td>
<td>4,000</td>
</tr>
<tr>
<td>Law Enforcement Youth Camp</td>
<td>0</td>
<td>12,684</td>
</tr>
<tr>
<td>NWV Leadership Foundation</td>
<td>0</td>
<td>8,000</td>
</tr>
<tr>
<td>Family Resource Center</td>
<td>0</td>
<td>20,684</td>
</tr>
</tbody>
</table>
November 21, 2017

To: Councilmembers

From: Councilmembers Connie Ladenburg, Rick Talbert, and Derek Young

Hearing Date: November 21, 2017

Subject: Proposal No. 2017-73s3 (2018 Budget) – Miscellaneous Current Expense – United Way of Pierce County’s Centers for Strong Families

This amendment will provide funding for the United Way of Pierce County’s Centers for Strong Families Initiative. It is anticipated that these funds will be used to expand its Bethel Center for Strong Families program.

1. On page 127 of Exhibit A to Proposal No. 2017-73s3, Miscellaneous Current Expense, under the 2018 Budget column within Expenditures, reduce Unemployment Compensation by $75,000.

2. On page 126 of Exhibit A to Proposal No. 2017-73s3, Miscellaneous Current Expense, increase the appropriation as follows:

   Centers for Strong Families   0   $75,000

3. Adjust all totals accordingly.
November 21, 2017

To: Councilmembers

From: Councilmembers Rick Talbert and Connie Ladenburg

Hearing Date: November 21, 2017

Attachment: None

Subject: Proposal No. 2017-73s3 (2018 Budget) – Solid Waste Management Fund

The amendment below allows entities to be reimbursed for its actual costs associated with any solid waste community clean-up event conducted pursuant to this proviso.

1) On page 8 of Proposal No. 2017-73s3, line 18, insert a new proviso as follows:

"PROVIDED FURTHER, up to $20,000 of this appropriation may be utilized to reimburse non-profit community organizations for actual costs directly related to its efforts that assist in the coordination, marketing, organization, and management of volunteers of any events conducted pursuant to this proviso."
November 21, 2017

To: Councilmembers

From: Councilmember Douglas G. Richardson

Hearing Date: November 21, 2017

Subject: Proposal No. 2017-73s3 (2018 Budget) – Trueblood Grant Staffing Correction

The amendment would correct staffing for Superior Court and Clerk of the Superior Court by moving the case coordinator position to the latter from the former and modify the budget associated with Trueblood grant funding. The amendment also removes two positions (the Department of Assigned Counsel – Defense Social Worker and the Human Services Department - Data Analyst and Evaluator) and reduces the Behavioral Health Fund appropriation by $229,425. These two positions are removed because we understand the Federal District Court Judge has stated these two positions will not be eligible for Trueblood grant dollars.

1. On page 2 of Proposal No. 2017-73s3, at line 9, Clerk of the Superior Court, increase the appropriation by $112,540.

2. On page 2 of Proposal No. 2017-73s3, at line 45, Superior Court, decrease the appropriation by $112,540.

3. On page 7 of Proposal No. 2017-73s3, insert “Clerk of” before “Superior Court” to read as follows:

| Clerk of Superior Court – Case Coordinator | $112,536 |

5. On page 7 of Proposal No. 2017-73s3, above line 1 in the table, strike the following rows:

<table>
<thead>
<tr>
<th>Department of Assigned Counsel – Defense Social Worker</th>
<th>$112,235</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Services Department – Data Analyst and Evaluator</td>
<td>$117,190</td>
</tr>
</tbody>
</table>

6. On page 231 of Exhibit A to Proposal No. 2017-73s3, Clerk of Superior Court, under the 2018 FTE column within the Staffing Summary, insert:

| Court Case Coordinator | 1.00 |

7. On page 261 of Exhibit A to Proposal No. 2017-73s3, Superior Court, under the 2018 FTE column within the Staffing Summary, amend as follows:

| Court Case Coordinator | 4.00 | 3.00 |

8. On page 11 of Proposal No. 2017-73s3, line 31, insert “Clerk of the” before the words “Superior Court”.

9. On page 11 of Proposal No. 2017-73s3, line 33, Behavioral Health Fund, decrease the appropriation by $229,425; and decrease the “TOTAL” by $229,425.

10. Adjust all totals accordingly.
November 21, 2017

To: Councilmembers

From: Councilmember Douglas G. Richardson

Hearing Date: November 21, 2017

Subject: Proposal No. 2017-73s3 (2018 Budget) – County Road Fund

This amendment will recognize the Tribal Relations Liaison position in the County Road Fund and offsets that position with a reduction of one Engineering Tech 2 position.

1. On page 354 of Exhibit A to Proposal No. 2017-73s3, County Road Fund, Staffing Summary, under the 2018 FTE column make the following changes:

<table>
<thead>
<tr>
<th>Position</th>
<th>2018 FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tribal Relations Manager</td>
<td>1.00</td>
</tr>
<tr>
<td>Engineering Tech</td>
<td>47.00</td>
</tr>
</tbody>
</table>
November 21, 2017

To: Councilmembers

From: Councilmembers Douglas G. Richardson and Connie Ladenburg

Hearing Date: November 21, 2017

Attachment: None

Subject: Proposal No. 2017-73s3 (2018 Budget) – Co-Responder Funding

The proviso limits the co-responder function to contracting out for the co-responder services (no Sheriff Department FTEs are authorized). This will eliminate the need to outfit in-house FTEs with equipment. The proviso also requires the Sheriff's Department and Human Services Departments to report to the Council on their progress in jointly creating a co-responder program and sets forth several parameters regarding their Council briefing.

1. On page 1 of Proposal No. 2017-73s3, at line 32, under “Transfers In” insert:

   “Use of Fund Balance.................................................. 100,000”

2. On page 2 of Proposal No. 2017-73s3, at line 46, Miscellaneous Current Expense, decrease the appropriation by $100,000.

3. On page 2 of Proposal No. 2017-73s3, at line 33, Sheriff, increase the appropriation by $200,000, and insert the following proviso:

   “PROVIDED, of the $200,000 appropriated for the co-responder program efforts, the Sheriff must contract out for these services through a request for proposal process and shall not hire Sheriff Department personnel for such a program. PROVIDED FURTHER, this appropriation shall not be utilized until the Council adopts a Resolution authorizing the use of these funds; and PROVIDED FURTHER, the Sheriff Department and Human Services Department should jointly report to the Council at its December 12, 2017 Council meeting and brief the Council on their progress towards finalizing a Memorandum of Understanding (MOU) between the Departments' regarding, at a minimum, how they put to use best practices for collaboration between them, data sharing needs/requirements (especially to ensure referral and connection with behavioral health services for individuals with unmet needs, including ongoing wraparound support services), the program’s scope, implementation schedule, any...
Council actions that would be necessary to implement the program to ensure its success, measures of success, how the program coordinates with the broader Pierce County behavioral health system, and how the program implements the Pierce County Behavioral Health System Study as presented to the Pierce County Council on September 26, 2016,

4. On page 6 of Proposal No. 2017-73s3, at line 22, Behavioral Health Partnership Fund, decrease the appropriation by $100,000.

5. On page 6 of Proposal No. 2017-73s3, at line 33, Behavioral Health Partnership Fund, within the table the sixth row strike the following:

| Co-Responder efforts | $100,000 |
November 21, 2017

To:       Councilmembers

From:    Councilmember Connie Ladenburg

Hearing Date: November 21, 2017

Attachment: None

Subject: Proposal No. 2017-73s3 (2018 Budget) – Homeless Empowerment Labor Program (Miscellaneous Current Expense)

The amendment below requests the County Executive or his designee to report to the appropriate Council Committee, at a minimum, on the Homeless Empowerment Labor Program’s (HELP), scope, implementation schedule (including any anticipated request for information/proposal process), measures of success, impact on and coordination with the remainder of the County’s and other entities’ homelessness efforts, and any future Council actions that will be required or essential to ensuring the Program’s success. The amendment requires the Council’s adoption of a resolution releasing the funds for that purpose.

1. On page 3 of Proposal No. 2017-73s3, at line 17, insert the following proviso:

   “PROVIDED, $250,000 of this appropriation for the Homeless Empowerment Labor Program shall not be expended until the Executive or his designee provides a report to the appropriate Council Committee regarding the Program’s scope, implementation schedule (including any anticipated contracting out actions), measures of success, coordination with other homelessness efforts in Pierce County (public and private), possible future Council implementation actions, and the Council adopts a Resolution releasing the funds for this purpose.”
At the request of several Councilmembers, the following amendment will require the appropriate Executive department to report to the Council on the details, scope, efficacy, need, and proposed use for each study or evaluation noted. The amendment also requires the Council adopt a resolution authorizing the use of funds before the particular study or evaluation proceeds. Please note the following three specific directives contained in the Executive's proposed budget are maintained:

a. public health feasibility study, page 3, lines 1-9 (Miscellaneous Current Expense);

b. on-site waste water and portable water permitting activities, page 3, lines 28-33 (Planning and Land Services); and

c. Tacoma-Pierce County Health Department's use of security services provided by Pierce County, page 7, lines 178-19 (Facilities Management Fund).

The reporting requirements for all the studies and evaluations within this amendment will supplement and not impact them; they cannot move forward until the Council adopts a Resolution.

1. On page 9, line 41, insert the following new Section and renumber the remaining Sections accordingly:

"Section x. For the studies and evaluations enumerated in this Section, the Executive or his designee shall submit a report to the Council regarding the details, need, efficacy, scope, and use for each study or evaluation and the Council adopts a Resolution authorizing the expenditure for the study or evaluation to move forward."
- Public Health Capacity Feasibility Study; Miscellaneous Current Expense; $25,000
- Tacoma-Pierce County Health Department cost examination for use of County's security services; Facilities; no cost contained in Budget
- Poor health conditions; $25,000 (General Fund support); Human Services Fund
- Internet performance measure and benchmarking system
- Strategic planning and performance measurement initiative; Communications Department; working to get cost estimate
- Public surveys; $40,000; Communications Department
- Customer satisfaction surveys; Human Resources Department
- Evaluate replacement of construction management software; Facilities Management Department; $201,000
- Consolidated water study and review of failing systems; Planning and Public Works Department; $25,000
- Puget Sound Regional Council engagement strategy; Planning and Public Works Department; $25,000
- Planning and Public Works Department; $50,000; consolidated septic and water use permitting services with Tacoma-Pierce County Health Department
- Evaluation and potential replacement of sewer billing system; $2,100,000
- DOJ/OJP/BJA; Co-Responder program parameters; $75,000; Sheriff
- Tourism Promotion and Capital Facilities Fund; $100,000; Continuation of Tourism Market Study/Strategic Plan
- Regional Homeless Initiative; $50,000; Miscellaneous Current Expense"
November 21, 2017

To: Councilmembers

From: Douglas G. Richardson

Hearing Date: November 21, 2017

Attachment: None

Subject: Proposal No. 2017-73s3 (2018 Budget) – Homeless Document Recording Fee Fund -- Arlington Drive Youth Facility and Young Adult Overnight Shelter

This amendment was requested by the Executive and reauthorizes the expenditure of unspent funds from the 2017 Budget to support the Arlington Drive Youth Facility and Young Adult Overnight Shelter. To achieve this, the amendment modifies the Homeless Document Recording Fee Fund to add $250,000 for the Arlington Drive Youth Facility and $250,000 for the Young Adult Overnight Shelter.

1. On page 4 of Proposal No. 2017-73s3, line 30 Homeless Document Recording Fee Fund, increase the appropriation by $500,000, and insert the following proviso:

   "PROVIDED, $250,000 of this appropriation shall be allocated to the Arlington Drive Youth Facility; PROVIDED FURTHER, $250,000 of the appropriation shall be allocated to the Young Adult Overnight Shelter."

2. On page 319 of Exhibit A to Proposal No. 2017-73s3, increase "Budgeted Use of Fund Balance" by $500,000.

3. On page 320 of Exhibit A to Proposal No. 2017-73s3, increase "Other Services and Charges" by $500,000.

4. Adjust all totals accordingly.
November 21, 2017

To: Councilmembers

From: Michael Transue, Budget Consultant
Paul Bocchi, Senior Legislative Analyst

Hearing Date: November 21, 2017

Attachment: None

Subject: Proposal No. 2017-73s3 (2018 Budget) – Technical Changes

The technical amendments and language to clarify previously adopted amendments are suggested as follows:

1. On page 11 of Proposal No. 2017-73s3, at the end of line 23, strike “this position” and insert “these positions, programs and services”.

2. On page 11 of Proposal No. 2017-73s3, line 5, strike “Community Connections” and insert “Human Services”.

3. On page 3 of Proposal No. 2017-73s3, lines 1 – 3, strike the following proviso in its entirety:

   "PROVIDED, the Executive shall report to the Council regarding the details of such sale and acquisition, and the Council adopts a Resolution authorizing the expenditure of these funds for property acquisition purposes."

4. On page 3 of Proposal No. 2017-73s3, line 1 insert the following proviso:

   "PROVIDED, to the extent that proceeds become available from the sale of surplus property, the Executive shall report to the Council regarding the details of such sale and any related acquisition of property for citing a Behavioral Health Diversion Center, and the Council adopts a Resolution authorizing the expenditure of these funds for property acquisition purposes."
To: Councilmembers

From: Councilmembers Douglas G. Richardson and Derek Young

Hearing Date: November 21, 2017

Subject: Proposal No. 2017-73s3 (2018 Budget) – Miscellaneous Current Expense – WSAC Communications Expenses

This amendment appropriates $40,311 to be used to support the Washington State Association of Counties litigation and strategic communications expenses.

1. On page 127 of Exhibit A to Proposal No. 2017-73s3, insert:

   “WA State Association of Counties – Litigation & Communication $40,311”

2. On page 126 of Exhibit A to Proposal No. 2017-73s3, “Homeless Empowerment Labor Program” reduce the appropriation by $25,000; on page 127, “Unemployment Compensation” reduce the appropriation by $15,311.
November 21, 2017

To:        Councilmembers
From:      Councilmembers Douglas G. Richardson and Derek Young
Hearing Date:  November 21, 2017
Attachment: None
Subject:   Proposal No. 2017-73s3 (2018 Budget) – Prosecuting Attorney

This amendment authorizes the hiring of a Crime Victim Advocate in the Prosecuting Attorney’s office. This position is expected to be primarily funded with a grant from the State of Washington Office of Crime Victim Advocacy. It is expected that the individual will be located in the Special Assault Unit.

1. On page 255 of Exhibit A to Proposal No. 2017-73s3, amend the 2018 FTE column under the Prosecuting Attorney Staffing Summary as follows:

   Crime Victim Advocate  45   16

2. On page 1 of the Ordinance, line 39 (Prosecuting Attorney) insert the following proviso:

   "PROVIDED, the Council directs the Finance Department to make salary and benefit savings in the Prosecuting Attorney’s Office, accrued under Section 11 of this Ordinance, available in an amount sufficient to fund an additional Crime Victim Advocate. This position is contingent upon receipt of a grant from the Washington State Office of Crime Victim Advocacy."
Whereas, the Council has previously established purchasing procedures codified as Chapter 2.106 of the Pierce County Code, "Purchasing"; and

Whereas, the Council has also established procedures for the reimbursement of expenses codified as Chapter 3.92 of the Pierce County Code, "Reimbursement of Expenses"; and

Whereas, the Council wishes to clarify and formalize procedures for purchasing and reimbursement of expenses related to the duties and functions of the Office of the Pierce County Council"

3. On page 4 of the proposal, line 10, insert the following new Sections and renumber the remaining Sections accordingly:

"Section x. A new Section 2.106.045 of the Pierce County Code, "Procedure for Purchases of Tangible Personal Property – Office of the Pierce County Code," is hereby adopted, and Section 2.106.050 of the Pierce County Code, "Procedure for Solicitation and Purchase of Service Contracts," is hereby amended as shown in Exhibit x, which is attached hereto and incorporated herein by reference.

Section xx. Section 3.92.150 of the Pierce County Code, "Non-Travel Meals and Light Refreshments," is hereby amended as shown in Exhibit xx, which is attached hereto and incorporated herein by reference."

4. Insert new Exhibits x and xx to the proposal, as attached.
November 21, 2017

To: Councilmembers

From: Councilmember Douglas G. Richardson

Hearing Date: November 21, 2017

Subject: Proposal No. 2017-73s3 (2018 Budget) – Council Staffing

This amendment will amend Exhibit A to Proposal No. 2017-73s3, the County Council Staffing Summary. It will add the Chief of Staff position, decrease Council Administrative position, and add 1 FTE Council Senior Legislative Analyst.

1. On page 108 of Exhibit A to Proposal No. 2017-73s3, under the 2018 FTE column in the County Council Staffing Summary insert the following into the table and change the 2018 FTE column as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>2018 FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of Staff</td>
<td>1.00</td>
</tr>
<tr>
<td>Clerk to the Council</td>
<td>1.00</td>
</tr>
<tr>
<td>Council Administrative</td>
<td>5.60 5.00</td>
</tr>
<tr>
<td>Council Administrator</td>
<td>1.00</td>
</tr>
<tr>
<td>Council Deputy Clerk</td>
<td>1.00</td>
</tr>
<tr>
<td>Council Legislative Analyst</td>
<td>4.00 2.00</td>
</tr>
<tr>
<td>Council Office Manager</td>
<td>4.00</td>
</tr>
<tr>
<td>Council Senior Legal Analyst</td>
<td>1.00</td>
</tr>
<tr>
<td>Council Senior Legislative Analyst</td>
<td>4.00 5.00</td>
</tr>
<tr>
<td>Councilmember</td>
<td>7.00</td>
</tr>
<tr>
<td>Councilmember Assistant</td>
<td>7.00</td>
</tr>
</tbody>
</table>

Total 29-60 31.00
November 21, 2017

To: Councilmembers

From: Councilwoman Pam Roach

Hearing Date: November 21, 2017

Attachment: None


This amendment establishes an appropriation for the Outdoor Sports and Recreation Council to fund various administrative expenditures. These expenditures will be under the direction of the County Council.

1. On page 2 of the Proposal, line 23, Economic Development, decrease the appropriation by $5,000.

2. On page 3 of the Proposal, line 20, Special Projects, increase the appropriation by $5,000.

3. On page 460 of Exhibit A to Proposal No. 2017-73s3, Special Projects, in the Program Expenditures table, insert under the 2018 Budget column the following:

   “Outdoor Sports and Recreation Council” $5,000

4. Adjust all totals accordingly.
November 21, 2017

To: Councilmembers
From: Councilwoman Pam Roach
Hearing Date: November 21, 2017
Attachment: None
Subject: Proposal No. 2017-73s3 (2018 Budget) – Miscellaneous Current Expense – City of Sumner’s Bill Heath Sports Complex lighting project

This amendment provides $50,000 to the City of Sumner’s Bill Heath Sports Complex lighting project. The amendment is as follows:

1. On page 126 of Exhibit A to Proposal 2017-73s3, Miscellaneous Current Expense, in the Expenditures table, insert:
   
   “City of Sumner – Bill Heath Sports Complex Lighting $50,000”

2. On page 126 of Exhibit A to Proposal 2017-73s3, Miscellaneous Current Expense, in the 2018 Budget column, decrease Homeless Empowerment Labor Program by $25,000 and on page 127 decrease Retiree Excess Compensation by $25,000.

3. On page 2 of Proposal No. 2017-73s3, line 46 Miscellaneous Current Expense, insert the following proviso:

   “PROVIDED, $50,000 is appropriated as a match for the City of Sumner’s Bill Heath Sports Complex lighting project.”

4. Adjust all totals accordingly.
November 21, 2017

To: Councilmembers

From: Councilmember Connie Ladenburg

Hearing Date: November 21, 2017

Attachment: None

Subject: Proposal No. 2017-73s3 (2018 Budget) – Senior Center

This amendment provides $50,000 of additional funding for senior centers. The amount is to be allocated by the committee that is responsible for the annual allocation of senior center appropriations.

1. On page 1 of Proposal No. 2017-73s3, line 30 (Miscellaneous Revenue), increase the appropriation by $50,000 (Interest Revenue).

2. On page 2 of Proposal No. 2017-73s3, line 46 (Miscellaneous Current Expense), increase the appropriation by $50,000.

3. On page 127 of Exhibit A to Proposal 2017-73s3, Miscellaneous Current Expense, amend the 2018 Budget column as follows:

   Senior Centers $475,000 $225,000

4. Adjust all totals accordingly.
November 21, 2017

To: Councilmembers

From: Councilwoman Pam Roach

Hearing Date: November 21, 2017

Attachment: None

Subject: Proposal No. 2017-73s3 (2018 Budget) – County Council

This amendment provides $90,000 in additional funding to the County Council and authorizes the hiring of one FTE as assigned (Council Legislative Analyst).

1. On page 1 of Proposal No. 2017-73s3, line 30 (Miscellaneous Revenue), increase the appropriation by $90,000 (Interest Revenue).

2. On page 2 of Proposal No. 2017-73s3, line 10 (County Council), increase the appropriation by $90,000.

3. On page 108 of Exhibit A to Proposal 2017-73s3, County Council – Staffing Summary, amend the 2018 FTE column for Council Legislative Analyst, as follows:

    Council Legislative Analyst 1 2

4. Adjust all totals accordingly.
November 21, 2017

To: Councilmembers
From: Councilmembers Rick Talbert and Connie Ladenburg
Hearing Date: November 21, 2017
Subject: Proposal No. R2017-108s (Implementing 2018 Budget) – Senior Center Funding

1. On page 2 of Proposal No. R2017-108s, line 4, insert a new Whereas before the words “Now Therefore,” as follows:

   SENIOR CENTERS

   “Whereas, Pierce County has spent many years struggling with providing the necessary and adequate funding for Pierce County’s senior centers; and

   Whereas, the County believes that the fiscal year 2018 Budget maintains the traditional funding level at $312,500; and

   Whereas, the Council requests that the County’s General Fund appropriation for senior centers increase in fiscal year 2019 and in fiscal year 2020.

   Whereas, Pierce County desires to express its intent to not fund senior centers individually as has been historically done but rather to increase funding levels to senior centers wholistically and allocate those funds through a request for proposal process beginning in fiscal year 2019 that combines and consolidates all the County’s General Fund senior center funding efforts.

   Whereas, the Council believes that senior center personnel should be fully educated by the Human Services Department on how best to navigate and participate in any request for proposal process that is developed as a result of this policy or that is developed from the request in Ordinance No. 2017-62s2 that the Performance Audit Committee’s 2018 work program include an evaluation of the Senior Center request for proposal processes and program.”
2. On page 2 of Proposal No. R2017-108s, line 13, insert a new Section x as follows:

**SENIOR CENTERS**

"Section x. The Pierce County Council hereby adopts as the policy of Pierce County its intent to fund senior centers at a level higher than in fiscal year 2018, and its intent that these funds, in total, be recommended for appropriation to the Council through a specified and transparent request for proposal process beginning in the fiscal year 2019 County Budget."