

CLEARANCES	Initial	Date	Date Received in Council Office	Agenda Date	Assigned to:
Originator:	MJC	1/4/18	<b>RECEIVED</b>  JAN 09 2018  WHATCOM COUNTY COUNCIL	1/16/18	Intro
Division Head:				1/30/18	Finance Committee; Council
Dept. Head:					
Prosecutor:	ZK	1-4-18			
Purchasing/Budget:	MJC	1/4/18			
Executive:	TMS	1-8-18			

**TITLE OF DOCUMENT:** 2018 Supplemental Budget Request #3

**ATTACHMENTS:** Ordinance, Memoranda & Budget Modification Requests

SEPA review required? ( ) Yes ( X ) NO	Should Clerk schedule a hearing? ( ) Yes ( X ) NO
SEPA review completed? ( ) Yes ( X ) NO	Requested Date:

**SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:** (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

**Supplemental #3 requests funding from the General Fund:**

- To appropriate \$500,000 in Non-Departmental to fund Opportunity Council Housing Rehab Grant program.
- To appropriate \$13,113 in The Sheriff's Office to fund ballistic vests from grant proceeds.

**From the Countywide Emergency Medical Fund:**

- To appropriate \$185,000 to fund Electronic Patient Care Reporting System and EMS manager vehicle.

**From the Whatcom County Emergency Management Fund:**

- To appropriate \$55,000 to fund communications van satellite system from donation proceeds.

**From the Public Utilities Improvement Fund:**

- To re-appropriate \$1,100,000 funding for the City of Bellingham waterfront project.

**From the Equipment and Revolving Fund:**

- To appropriate \$35,000 to fund EMS manager vehicle acquisition.

<b>COMMITTEE ACTION:</b>	<b>COUNCIL ACTION:</b>
	1/16/2018: Introduced 6-0

<b>Related County Contract #:</b>	<b>Related File Numbers:</b>	<b>Ordinance or Resolution Number:</b>

**ORDINANCE NO.  
AMENDMENT NO. 3 OF THE 2018 BUDGET**

**WHEREAS**, the 2017-2018 budget was adopted December 6, 2016; and,  
**WHEREAS**, changing circumstances require modifications to the approved 2017-2018 budget; and,

**WHEREAS**, the modifications to the budget have been assembled here for deliberation by the Whatcom County Council.

**NOW, THEREFORE, BE IT ORDAINED** by the Whatcom County Council that the 2017-2018 Whatcom County Budget Ordinance #2016-068 is hereby amended by adding the following additional amounts to the 2018 budget included therein:

Fund	Expenditures	Revenues	Net Effect
<b>General Fund</b>			
Non Departmental	500,000	(500,000)	-
Sheriff	13,113	(13,113)	-
<b>Total General Fund</b>	<b>513,113</b>	<b>(513,113)</b>	<b>-</b>
Countywide Emergency Medical Services Fund	185,000	-	185,000
Whatcom County Emergency Management Fund	55,000	(55,000)	-
Public Utilities Improvement Fund (EDI)	1,100,000	-	1,100,000
Equipment Rental and Revolving Fund	35,000	-	35,000
<b>Total Supplemental</b>	<b>1,888,113</b>	<b>(568,113)</b>	<b>1,320,000</b>

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WASHINGTON

\_\_\_\_\_  
Dana Brown-Davis, Council Clerk

\_\_\_\_\_  
Chair of the Council

APPROVED AS TO FORM:

( ) Approved      ( ) Denied

\_\_\_\_\_  
Civil Deputy Prosecutor

\_\_\_\_\_  
Jack Louws, County Executive

Date: \_\_\_\_\_

WHATCOM COUNTY				
Summary of the 2018 Supplemental Budget Ordinance No. 3				
Department/Fund	Description	Increased (Decreased) Expenditure	(Increased) Decreased Revenue	Net Effect to Fund Balance (Increase) Decrease
<b>General Fund</b>				
Non Departmental	To fund Opportunity Council Housing Rehab Grant program.	500,000	(500,000)	-
Sheriff	To fund ballistic vests from grant proceeds.	13,113	(13,113)	-
<b>Total General Fund</b>		<b>513,113</b>	<b>(513,113)</b>	<b>-</b>
<b>Countywide Emergency Medical Services Fund</b>	To fund Electronic Patient Care Reporting System and EMS manager vehicle.	<b>185,000</b>	-	<b>185,000</b>
<b>Whatcom County Emergency Management Fund</b>	To fund communications van satellite system from donation proceeds.	<b>55,000</b>	<b>(55,000)</b>	<b>-</b>
<b>Public Utilities Improvement Fund (EDI)</b>	To re-appropriate funding for the City of Bellingham waterfront project.	<b>1,100,000</b>	-	<b>1,100,000</b>
<b>Equipment Rental and Revolving Fund</b>	To fund EMS manager vehicle acquisition.	<b>35,000</b>	-	<b>35,000</b>
<b>Total Supplemental</b>		<b>1,888,113</b>	<b>(568,113)</b>	<b>1,320,000</b>

**WHATCOM COUNTY  
EXECUTIVE'S OFFICE**

County Courthouse  
311 Grand Avenue, Suite #108  
Bellingham, WA 98225-4082



**Jack Louws**  
County Executive

# MEMORANDUM

**To:** Whatcom County Executive Jack Louws  
And Whatcom County Council Members

**From:** Suzanne Mildner, Grant Coordinator *SM*

**Subject:** Budget Supplemental, Opportunity Council Grant

**Date:** December 15, 2017

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The attached supplemental request for \$500,000 is for the purposes of establishing budget authority in order to pass-through an available grant from the Washington State Department of Commerce to the Opportunity Council. The grant application was authorized by the County Council in Spring of 2017.

This is a HUD grant, passed through the state's Commerce's Community Development Block Grant Program, for which Opportunity Council's project qualified for this financial assistance. Whatcom County has been designated by the Dept. of Commerce as the grantee for the purpose of contracting with the Opportunity Council as a subrecipient for this grant award of \$500,000.00.

This project proposes the rehabilitation of up to 25 low-income, owner-occupied housing units over a three-year period. This is a direct benefit project (100% LMI) serving households in greater Whatcom County, excluding the City of Bellingham, as well as households in San Juan and Island Counties.

Please contact me at extension 5211 should you have any questions.

Thank you.

# Supplemental Budget Request

Status: Pending

## Executive

Suppl ID # 2520

Fund 1

Cost Center 4285

Originator: Suzanne Mildner

Expenditure Type: One-Time Year 2 2018 Add'l FTE  Add'l Space  Priority 1

Name of Request: Opportunity Council Housing Rehab Grant

X

Department Head Signature (Required on Hard Copy Submission)

Date

12.18.17

Costs:	Object	Object Description	Amount Requested
	4333.1422	HUD-CDBG	(\$500,000)
	6610	Contractual Services	\$500,000
	<b>Request Total</b>		<b>\$0</b>

### 1a. Description of request:

This is a community development block grant from Washington State Department of Commerce, which will be passed through to Opportunity Council as subrecipient. It supports the OC's housing rehabilitation program for the benefit of low-income citizens in Whatcom, San Juan and Island Counties, and is targeting approximately 25 homes during the contract period.

### 1b. Primary customers:

Low- and moderate-income residents in Whatcom, San Juan and Island Counties

### 2. Problem to be solved:

This state grant source is required to pass through the local jurisdiction. Following the Council's approval of the grant application in March of 2017, the grant contract was awarded. A Subrecipient Agreement has been signed with Opportunity Council, who will complete the project scope of work and fulfill the grant requirements.

### 3a. Options / Advantages:

N/A

### 3b. Cost savings:

N/A

### 4a. Outcomes:

The Opportunity Council's program will provide direct benefit through rehab and repair projects for home improvement for approximately 25 low- and moderate-income households over the course of the contract period, up to 3 years hence.

### 4b. Measures:

Progress reports to be submitted by OC. The final grant closeout report will occur after evidence of all grant requirements having been met; a final public hearing will be conducted at grant closeout.

### 5a. Other Departments/Agencies:

Opportunity Council and their partner community resource centers in San Juan and Island Counties.

### 5b. Name the person in charge of implementation and what they are responsible for:

Ross Quigley is the Director of the Home Improvement Department at Opportunity Council.

### 6. Funding Source:

HUD, through Washington State Department of Commerce's CDBG Program

WHATCOM COUNTY  
SHERIFF'S OFFICE

BILL ELFO  
SHERIFF

PUBLIC SAFETY BUILDING  
311 Grand Avenue  
Bellingham, WA 98225-4078  
(360) 676-6650



JEFF PARKS  
UNDERSHERIFF  
ART EDGE  
CHIEF DEPUTY  
DOUG CHADWICK  
CHIEF DEPUTY  
STEVE COOLEY  
CHIEF INSPECTOR  
WENDY JONES  
CHIEF OF CORRECTIONS

Memorandum

RECEIVED

TO: Jack Louws, County Executive

FROM: Sheriff Bill Elfo

DATE: December 13, 2017

SUBJECT: Supplemental Budget ID #2518  
City of Bellingham 2017 Justice Assistance Grant – Ballistic Vests

DEC 14 2017

JACK LOUWS  
COUNTY EXECUTIVE

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The attached Supplemental Budget requests budget authority to use Edward Byrne Memorial Justice Assistance Grant (JAG) funds from the City of Bellingham Edward Byrne Memorial Justice Assistance Grant (JAG) FY2017 to purchase ballistic vests for SWAT in 2018.

**Background and Purpose**

The continued trend of violent attacks on innocent citizens at schools and public venues around the country reaffirms that law enforcement must be prepared and equipped to deal with armed suspects in order to effectively mitigate threats to the public. The Sheriff's Office is required to provide ballistic protective equipment to uniformed personnel who are subject to occupational hazards that include gunfire/ballistic threats and currently issues ballistic resistant vests and helmets to all deputy sheriffs. SWAT has a current need for specialized vests designed for their assignment and operational needs.

The City of Bellingham has agreed to provide the County \$13,113 from the Edward Byrne Memorial JAG FY2017 award to purchase ballistic vests.

**Funding Amount and Source**

Funding of \$13,113 will be provided by the City of Bellingham. Funds originate from the U.S. Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY2017, CFDA No. 16.738.

Please contact Undersheriff Jeff Parks at extension 6610 if you have any questions.

Thank you.

# Supplemental Budget Request

Status: Pending

Sheriff

Operations

Suppl ID # 2518

Fund 1

Cost Center 1003517001

Originator: Dawn Pierce

Expenditure Type: One-Time Year 2 2018 Add'l FTE  Add'l Space  Priority 1

Name of Request: SO Grant COB 2017 JAG - Ballistic Vests

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4333.1673	Byrne JAG Grant	(\$13,113)
	6320.001	Office & Op Supplies	\$13,113
	<b>Request Total</b>		<b>\$0</b>

**1a. Description of request:**

The Sheriff's Office received 2017 Byrne Justice Assistance Grant (JAG) Program funds through the City of Bellingham to purchase ballistic vests (W.C. Contract # 201709001)

The continued trend of violent attacks on innocent citizens at schools and public venues around the country reaffirms that law enforcement must be prepared and equipped to deal with armed suspects in order to effectively mitigate threats to the public. The Sheriff's Office is required to provide ballistic protective equipment to uniformed personnel who are subject to occupational hazards that include gunfire/ballistic threats and currently issues ballistic resistant vests and helmets to all deputy sheriffs. SWAT has a current need for specialized vests designed for their assignment and operational needs.

**1b. Primary customers:**

Sheriff's Office deputies

**2. Problem to be solved:**

Budget authority is needed to use grant funds to purchase ballistic vests in 2018.

**3a. Options / Advantages:**

The Sheriff's Office will use grant funds rather than local funds to purchase this ballistic protective equipment.

**3b. Cost savings:**

Cost savings of \$13,113.

**4a. Outcomes:**

SWAT members will receive specialized vests designed for their assignment and operational needs.

**4b. Measures:**

**5a. Other Departments/Agencies:**

The City of Bellingham will administer the grant and provide \$13,113 to Whatcom County Sheriff's Office to purchase ballistic vests per the grant agreement.

**5b. Name the person in charge of implementation and what they are responsible for:**

**6. Funding Source:**

\$13,113 from City of Bellingham. Funds originate from U.S. Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG) Program Fiscal Year 2017, CFDA No. 16.738.

**WHATCOM COUNTY  
EXECUTIVE'S OFFICE**

County Courthouse  
311 Grand Avenue, Suite #108  
Bellingham, WA 98225-4082



**Jack Louws**  
County Executive

# MEMORANDUM

**To:** Whatcom County Council Members  
**From:** Tawni Helms, Administrative Coordinator  
**Subject:** Budget Supplemental – Electronic Patient Care Reporting System and EMS Manager Vehicle  
**Date:** December 14, 2017

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## **BACKGROUND**

With the successful passage of the EMS Levy, efforts have been made to fulfill the recommendations of the Funding Work Group (FWG) adopted by County Council in March, 2016. One of the FWG recommendations was the acquisition of a countywide electronic patient care reporting system (ePCR) and Record Management System (RMS). A new county-wide ePCR software program will provide a common data collection and analysis platform.

To achieve this goal, the Fire Chief's Association in collaboration with the three largest fire agencies, nominated for the task, vetted several vendors to determine which could best accommodate the needs of a new county wide system. Image Trend, a leader in the industry, was determined to be the vendor most suited to Whatcom County needs. The Fire Chief's Association also recognizes that ImageTrend will be able to provide for fire record management systems to further improve all aspects of response, patient care and outcomes.

On July 13, 2017 the Whatcom County EMS Oversight Board unanimously approved for council recommendation the acquisition and subsequent implementation of a county-wide ePCR software program in the amount of \$150,000. Subsequently, the County Council approved the acquisition through Budget Supplemental Ordinance 2017-059. The contract has not yet been completed and is now anticipated for January 2018. This budget supplemental moves the previously approved budget expenditure to 2018.

A new EMS Manager is anticipated to begin work in 2018. This position requires a vehicle to travel to different agencies throughout the County.

## **ACTION:**

The County Executive requests council review and approval of this budget supplemental in the amount of \$150,000 for the acquisition of a new county wide ePCR and RMS system and the purchase of a vehicle for the new EMS Manager.



# Supplemental Budget Request

Status: Pending

## Non-Departmental

Suppl ID # 2516 Fund 130 Cost Center 130100 Originator: T. Helms

Expenditure Type: One-Time Year 2 2018 Add'l FTE  Add'l Space  Priority 1

Name of Request: Vehicle for EMS Manager & EPCR system

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7420	Computer-Capital Outlays	\$150,000
	8351	Operating Transfer Out	\$35,000
	<b>Request Total</b>		<b>\$185,000</b>

### 1a. Description of request:

The EMS Levy allowed for the recruitment of an EMS Manager. In 2017, two separate efforts took place to recruit for the new position. The second recruitment effort has not yet been completed and a candidate has not yet been hired. Once a candidate has been confirmed, a vehicle will be acquired.

On October 24, 2017 Council approved 2017 Supplemental Budget Ordinance #12 which included the acquisition and implementation of a new countywide Electronic Patient Care Reporting System. A contract with the vendor, Image Trend was delayed in 2017 and is now anticipated for approval in January, 2018. This supplemental budgets the previously approved expenditure for 2018.

### 1b. Primary customers:

Whatcom County EMS system providers, Whatcom County and citizens of Whatcom County. ALS and BLS providers, hospitals and patients.

### 2. Problem to be solved:

The new EMS Manager position requires a vehicle as they will be traveling between agencies throughout the County.

The new countywide EPCR system will provide a common data collection and analysis platform helping to improve systemwide efficiencies.

### 3a. Options / Advantages:

### 3b. Cost savings:

### 4a. Outcomes:

Transportation will be available for a position that requires mobility throughout the County.

Implementation of a new countywide electronic patient care reporting system.

### 4b. Measures:

Vehicle will be acquired. Efficiencies in patient care reporting will be evidenced with use of the new county reporting system.

### 5a. Other Departments/Agencies:

EPCR system will involve Division of Information Technology.

### 5b. Name the person in charge of implementation and what they are responsible for:

Perry Rice

# Supplemental Budget Request

*Status:* Pending

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## Non-Departmental

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Suppl ID # 2516

**Fund** 130

**Cost Center** 130100

**Originator:** T. Helms

### 6. Funding Source:

EMS Levy tax collection

WHATCOM COUNTY  
SHERIFF'S OFFICE

BILL ELFO  
SHERIFF

PUBLIC SAFETY BUILDING  
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Bellingham, WA 98225-4078  
(360) 676-6650



RECEIVED

DEC 14 2017

JEFF PARKS  
UNDERSHERIFF

ART EDGE  
CHIEF DEPUTY

DOUG CHADWICK  
CHIEF DEPUTY

STEVE COOLEY  
CHIEF INSPECTOR

WENDY JONES  
CHIEF OF CORRECTIONS

MEMO JACK LOUWS  
COUNTY EXECUTIVE

**To:** Jack Louws, County Executive

**From:** Sheriff Bill Elfo, Director of Emergency Management  
John Gargett, Deputy Director of Emergency Management

**Subject:** Supplemental Budget Request ID # 2519  
Sheriff's Office Communications Van Satellite System

**Date:** December 13, 2015

Two handwritten signatures are present. The first is a cursive signature that appears to be "Jack Louws". The second is a cursive signature that appears to be "John Gargett".

The attached Supplemental Budget Request seeks authority to purchase a satellite system for the Whatcom County Sheriff's Office Communications Van to be funded by a Phillips 66 Corporate Citizenship Grant.

- Background and Purpose

The Whatcom County Sheriff's Office Communications Van's existing satellite system is at its end of life and needs to be replaced with updated technology. Satellite communications is a critical component of coordination and response to any emergency or disaster in Whatcom County, both county-wide when traditional phone and radio communications are interrupted and in hilly and mountainous terrain where they are routinely unavailable. Once installed, Whatcom County Sheriff's Office will be able to continue to provide critical communications support.

- Funding Amount and Source

\$55,000 from a Phillips 66 Corporate Citizenship Grant.

Please contact John Gargett if you have any questions.

# Supplemental Budget Request

Status: Pending

Sheriff

Emergency Management

Suppl ID # 2519

Fund 167

Cost Center 16786

Originator: Frances Burkhart

Expenditure Type: One-Time

Year 2 2018

Add'l FTE

Add'l Space

Priority 3

Name of Request: Communications Van Satellite System

**X**  1/5/18  
Department Head Signature (Required on Hard Copy Submission) Date

Costs:	Object	Object Description	Amount Requested
	4367.1000	Donations	(\$55,000)
	7410	Equipment-Capital Outlay	\$55,000
	<b>Request Total</b>		<b>\$0</b>

**1a. Description of request:**

Purchase and installation of an updated satellite system for the Whatcom County Sheriff's Office Communications Van.

**1b. Primary customers:**

Whatcom County Sheriff's Office

**2. Problem to be solved:**

The Whatcom County Sheriff's Office Communications Van's existing satellite system is at its end of life and needs to be replaced with updated technology. Satellite communications is a critical component of coordination and response to any emergency or disaster in Whatcom County, both county-wide when traditional phone and radio communications are interrupted and in hilly and mountainous terrain where they are routinely unavailable.

**3a. Options / Advantages:**

Recognizing the challenges of maintaining communications within Whatcom County, a Phillips 66 Corporate Citizenship Grant was awarded to Whatcom County for the purchase of this satellite system.

**3b. Cost savings:**

\$55,000 in direct cost saving due to funding provided by the Phillips 66 Corporate Citizenship Grant.

**4a. Outcomes:**

Whatcom County Sheriff's Office will be able to continue to provide critical communications support.

**4b. Measures:**

The satellite system will be purchased, installed, and tested.

**5a. Other Departments/Agencies:**

N/A

**5b. Name the person in charge of implementation and what they are responsible for:**

N/A

**6. Funding Source:**

Whatcom County Sheriff's Office Division of Emergency Management received a Phillips 66 Corporate Citizenship Grant in the amount of \$55,000 to fund this project. These funds were received by Whatcom County and deposited on 11/30/2017.


**WHATCOM COUNTY  
EXECUTIVE'S OFFICE**

County Courthouse  
311 Grand Avenue, Suite #108  
Bellingham, WA 98225-4082



**Jack Louws**  
County Executive

**MEMORANDUM**

**TO:** Whatcom County Council members  
**FROM:** Jack Louws, County Executive   
**RE:** EDI Program - City of Bellingham waterfront project  
**DATE:** December 15, 2017

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Attached is a Supplemental budget request for spending authority on an EDI Interlocal Grant Agreement for which budget authority is required.

On June 14, 2016, the Council adopted the EDI Board's recommendation to provide funding through the EDI Program for the City of Bellingham's Waterfront District Arterial Streets project.

The construction project met with several delays, and funding was reappropriated in 2017. We now request renewed funding authority for the 2018 budget. The construction process is now underway, and the timeline for completion is estimated to be late 2018 or early 2019. This grant funding is expected to be drawn upon by mid-2018.

This program funding is derived from the Public Utilities Improvement Fund.

# Supplemental Budget Request

Status: Pending

## Executive

Suppl ID # 2517

Fund 332

Cost Center 332229

Originator: Suzanne Mildner

Expenditure Type: One-Time

Year 2 2018

Add'l FTE

Add'l Space

Priority 1

Name of Request: COB Waterfront Project - EDI grant

X

Department Head Signature (Required on Hard Copy Submission)

Date

12.18.17

Costs:	Object	Object Description	Amount Requested
	7221	Intergov Subsidies-Grants	\$1,100,000
	<b>Request Total</b>		<b>\$1,100,000</b>

### 1a. Description of request:

EDI Program grant funding to support the City of Bellingham's Waterfront District Arterial Streets project.

### 1b. Primary customers:

City of Bellingham

### 2. Problem to be solved:

In 2007, the EDI Board and the County Council approved a commitment of \$1.1-million in EDI grant funding for a construction-ready project for the benefit of the Bellingham waterfront. In 2016 the City of Bellingham identified a project and entered into an interlocal agreement with Whatcom County. Funds were appropriated at that time, however there have been a number of delays. The project has begun and construction is now underway, and City of Bellingham is anticipating that construction of the primary arterial for the waterfront redevelopment will be continue through 2018.

### 3a. Options / Advantages:

The EDI Board and County Council have determined that this infrastructure project meets the objectives of the EDI Program project guidelines.

### 3b. Cost savings:

N/A

### 4a. Outcomes:

Project is estimated to be 50% complete by May or June of 2018, and full completion is estimated to be January 2019.

### 4b. Measures:

Final project report and budget summary.

### 5a. Other Departments/Agencies:

City of Bellingham

### 5b. Name the person in charge of implementation and what they are responsible for:

Ted Carlson, City of Bellingham's Public Works Director, is overseeing this project

### 6. Funding Source:

Public Utilities Improvement Fund

# Supplemental Budget Request

Status: Pending

Public Works

Equipment Services

Suppl ID # 2528 Fund 501 Cost Center 501100 Originator: Kellie Eiswald

Expenditure Type: One-Time Year 2 2018 Add'l FTE  Add'l Space  Priority 1

Name of Request: Vehicle Purchase for EMS Manager

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7410	Equipment-Capital Outlay	\$35,000
	8301	Operating Transfer In	(\$35,000)
	<b>Request Total</b>		<b>\$0</b>

**1a. Description of request:**

Addition to fleet. Purchase vehicle for EMS Manager.

**1b. Primary customers:**

**2. Problem to be solved:**

**3a. Options / Advantages:**

**3b. Cost savings:**

**4a. Outcomes:**

**4b. Measures:**

**5a. Other Departments/Agencies:**

**5b. Name the person in charge of implementation and what they are responsible for:**

**6. Funding Source:**

Operating Transfer In.