

CLARK COUNTY STAFF REPORT

DEPARTMENT: Assessor's Office

DATE: September 24, 2015.

REQUESTED ACTION: Approval signature for professional services contract.

Consent Hearing County Manager

BACKGROUND

To administer the property taxes for businesses which possess assets subject to property tax, the Assessor's Office and the taxpayer must communicate about the number of assets and their attributes. The core system of the Assessor's Office doesn't possess a medium by which taxpayers can efficiently communicate their asset information electronically.

The desired goal is to contract for professional services to develop an external user-friendly interface so that taxpayers may quickly communicate their asset information to the Assessor's Office. Additionally, once loaded, the new system will provide the office with a more effective interface to review, approve, and manage taxpayer asset records in the office's core system.

COUNCIL POLICY IMPLICATIONS

None.

ADMINISTRATIVE POLICY IMPLICATIONS

The contractor was chosen through a competitive bid process by Grant County on 5/7/13 and services are available to be secured from the contractor via an inter-local agreement.

COMMUNITY OUTREACH

BUDGET IMPLICATIONS

YES	NO	
X		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

Local Fund Dollar Amount	\$71,625.30
Grant Fund Dollar Amount	
Account	Technology Reserve Fund, BPP Web Front Project
Company Name	Cities Digital, Inc.

DISTRIBUTION:

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

Willy Traub
Senior Management Analyst, Assessor's Office

Peter Van Nortwick
Clark County Assessor

APPROVED: _____
CLARK COUNTY, WASHINGTON
BOARD OF COUNTY COUNCILORS

DATE: _____

SR# _____

APPROVED: _____
Mark McCauley, Acting County Manager

DATE: _____

BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Authorizes the contracting for professional services using technology reserve funds, Business Personal Property (BPP) Web Front project, to develop a web front to electronically gather data to more efficiently administer the BPP tax program.

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Total						

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
3194 Tech Reserve Fund	0	71,625.30	71,625.30				
0001.000.110 Assessor Contollables – Annual Maint.	0	6,200	6,200	12,400	12,400	12,400	12,400
Total	0	77,825.30	77,825.30	12,400	12,400	12,400	12,400

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual	71,625.30	71,625.30				
Supplies						
Travel						
Other controllable	6,200	6,200	12,400	12,400	12,400	12,400
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total	77,625.30	77,625.30	12,400	12,400	12,400	12,400