

**CLARK COUNTY
STAFF REPORT**

DEPARTMENT/DIVISION: Environmental Service

DATE: July 13, 2015

REQUEST: The Board of County Councilors is requested to approve the addition of one, half-time position, to be added to the Clean Water section of the DES. The position is necessary to support the work of the Clean Water Code Enforcement Officer that had been provided with half of a full-time 1.0 FTE OA II, shared through an MOA between Community Development's Code Enforcement Department and Clean Water.

CHECK ONE: Consent Hearing Chief Administrative Officer

BACKGROUND: Through a memorandum of agreement signed February 10, 2012 between the Community Development's (CD) Code Enforcement department (CE) and DES' Clean Water Division (CW), CE had agreed to loan 0.5 FTE of one of CE's office assistant II's (OA II) to CW, for four hours a day, five days a week. The loaned OA II provide needed code enforcement support to the CW's code enforcement officer. Because of a recent rebalance of the workload carried by CE's non-office assistant staff, CE feels it is necessary to discontinue loaning 0.5 FTE of their OA II with CW. CE's 1.0 FTE OA II position had always been coded as a 100% CE employee by HR, Budget, and Payroll. The incumbent OA II has recently requested to move to a reduced work schedule, from a 1.0 FTE position, split between CW and CE, to a reduced 0.8 FTE working solely for the CD CE department. That leaves CW with no 0.5 FTE OA II to support CW's Enforcement Officer. The request for the addition of a half-time OA II position is budget neutral. The increase in uncontrollable expense, as a result of the salary and benefits for the new half-time full-time position will be offset by a reduction in CW's Professional Services.

COMMUNITY OUTREACH: None needed.

BUDGET AND POLICY IMPLICATIONS: The request for the addition of a half-time OA II position is budget neutral. The increase in uncontrollable expense, as a result of the salary and benefits for the new half-time position will be offset by a reduction in CW's Professional Services controllable expenses.

FISCAL IMPACTS: Yes (see Fiscal Impacts Attachment) No

ACTION REQUESTED: The Board of County Councilors is requested to approve the addition of one, half-time full-time position, to be added to the Clean Water section of the DES. The position is necessary to support the work of the Clean Water Code Enforcement Officer that had been provided with half of a full-time 1.0 FTE OA II, shared through an MOA between Community Development's Code Enforcement Department and Clean Water.

DISTRIBUTION: Please return original copies of the signed agreement and the approved staff report to Environmental Services Administration and the Budget Office.



*mg
ok
y/n*


FOR
Mick Cimmiyotti
Administrative Services Manager


Don Benton
Environmental Services Director

APPROVED: 
BOARD OF CLARK COUNTY COUNCILORS
CLARK COUNTY, WASHINGTON COUNCILORS

July 21, 2015
SR 147-15

FISCAL 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.

The Board of County Councilors is requested to approve the addition of one, half-time position, to be added to the Clean Water section of the DES. The position is necessary to support the work of the Clean Water Code Enforcement Officer that had been provided with half of a full-time 1.0 FTE OA II, shared through an MOA between Community Development's Code Enforcement Department and Clean Water.

The request is budget neutral; the salary and benefits for the new half-time position will be offset by a reduction in the Clean Water Program Professional Services budget.

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
4420/Clean Water Fund		\$0		\$0		
Total:	\$0	\$0	\$0	\$0	\$0	\$0

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

This action is funded by Clean Water Fee revenues.

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
4420 Clean Water Fund	0.5	\$0	\$0	\$0	\$0		\$0
Total:		\$0	\$0	\$0	\$0	\$0	\$0

III.B = Expenditure by object category

Fund 4420/Clean Water Fund	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits		\$61,522		\$95,260		\$95,260
Contractual		-\$61,522		-\$95,260		-\$95,260
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total:	\$0	\$0	\$0	\$0	\$0.00	\$0.00