

COMMISSIONERS RECORD 52  
FRANKLIN COUNTY  
Commissioners' Proceedings for August 6, 2014

*This document is a summarized version of the Board of Commissioners proceedings. The minutes are paraphrased, not verbatim. Access to an electronic audio recording of the meeting is available upon request.*

The Honorable Board of Franklin County Commissioners met on the above date. Present for the meeting were Robert E. Koch, Chairman; Brad Peck, Chair Pro Tem; and Rick Miller, Member; Fred Bowen, County Administrator; and Mary Withers, Clerk to the Board. Meeting convened at 9:00 am with the Pledge of Allegiance.

## **PUBLIC WORKS**

Public Works Director Matt Mahoney and Engineer Matthew Rasmussen met with the Board.

Public Hearing regarding Speed Limit Ordinance to consider an ordinance repealing existing sections 10.08.020 and 10.08.050 of the Franklin County Code and replacing them with revised sections

Public Hearing convened at 9:01 am. Present: Commissioners Koch, Peck and Miller; County Administrator Fred Bowen; Public Works Director Matt Mahoney; Engineer Matthew Rasmussen; and Clerk to the Board Mary Withers. Those present in the audience included: Regina Grassl, Roger Lenk, Claudia Bingham, Katherine Bingham, Lana Cline, Jed Crowther, Larry Turner, Linda Robb, Joel Chavez, Dave Wheeler, Ray H. Minor and Sterling Joyner.

Mr. Mahoney reviewed the proposed ordinance.

Mr. Koch asked if anyone in the audience would like to comment.

Lana Cline spoke in favor of the reduced speed limit on Sagemoor Road.

Mr. Koch asked if anyone else would like to comment. There was no response.

**Motion** – Mr. Miller: Mr. Chairman, I move that the Board of County Commissioners hereby adopt the revisions to Sections 10.08.020 and 10.08.050 of the Franklin County Code. Second by Mr. Peck. 3:0 vote in favor. Ordinance 4-2014 was approved. (Exhibit 1)

**Essenprise Road report** (9:07 am)

Mr. Mahoney and Mr. Rasmussen reviewed the Public Works Department report regarding Essenprise Road and answered the Board's questions.

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Sole source purchase of Dossier Fleet Maintenance user licenses and modules from Arsenault Associates (9:18 am)

Josie Koelzer, Becky Mulkey and Melinda Didier joined the audience.

Mr. Mahoney explained the need for purchasing the user licenses and modules. The total cost is \$10,088.94. Motor Vehicle funds will pay \$3236.28. County Roads funds will pay the remainder.

**Motion** – Mr. Peck: I move to approve the resolution provided, authorizing sole source purchase of Dossier Fleet Maintenance User Licenses and Modules from Arsenault Associates and authorizing the chair to sign the necessary documents as presented by Public Works. Second by Mr. Miller. 3:0 vote in favor. Resolution 2014-327 was approved.

Public Works Department – Administrative Services Division staffing needs (9:23 am)

There was extensive discussion about the request for changes to Public Works administrative staffing as shown in the Summary Report (Exhibit 2).

The Board **gave consensus approval** of the organizational changes and asked Mr. Mahoney to bring Change of Status forms to the Board for two positions.

**CITY OF CONNELL (9:39 am)**

Connell City Administrator Jed Crowther and Connell Public Works Director Larry Turner met with the Board. Present in audience: Regina Grassl, Roger Lenk, Claudia Bingham, Katherine Bingham, Linda Robb, Joel Chavez, Josie Koelzer, Becky Mulkey, Melinda Didier, Matt Mahoney, Matthew Rasmussen, Dave Wheeler, Ray H. Minor and Sterling Joyner.

Property Transfer and Utility easement from Franklin County to the City of Connell

Mr. Crowther conveyed the City of Connell's response to the county's proposal discussed in the July 30, 2014, Board meeting for a property transfer and utility easement. He emphasized the urgency for a waterline easement in order to replace a failing waterline. The Connell City Council unanimously rejected the land trade proposal by the Franklin County Commissioners.

Connell is proposing the following: The City will purchase the entire parking lot parcel #109-851-109 owned by Franklin County next to the Community Center for fair market value as determined by appraisal if the county executes the easement agreement in the form recently presented for a 30' easement.

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Discussion included: whether the 30' easement will be sufficient, recognition that the water issue is important, and recognition that access to the mobile home park is a separate issue.

The **Board agreed** to hire an appraiser that is approved by both parties and share the cost of the appraisal.

Mr. Koch asked if the city has expressed interest in purchasing the 60' alley that the easement is in. Mr. Crowther said no.

Mr. Crowther asked for approval of the water line easement so the city can go out for bid.

There was discussion about the work schedule for the water line.

The Board **gave approval** for the easement resolution to be prepared for approval next week and indicated it would be appropriate for the city to start the advertising process.

**TREASURER (9:52 am)**

Treasurer Josie Koelzer and Administrative Accountant Becky Mulkey met with the Board. Present in audience: Regina Grassl, Roger Lenk, Claudia Bingham, Katherine Bingham, Linda Robb, Joel Chavez, Josie Koelzer, Becky Mulkey, Melinda Didier, Matt Mahoney, Matthew Rasmussen, Dave Wheeler, Ray H. Minor and Sterling Joyner.

Inter-Budget Transfer of \$32,500 from 2014 Current Expense Non-Departmental Budget 001-000-700, line 519.90.00.0001 Contingency, to Treasurer's Budget #001-000-650, line 514.22.49.0655 Bond and Banking Fees

Ms. Koelzer explained the need for the transfer and answered the Board's questions.

**Motion** – Mr. Peck: Mr. Chairman, I move for approval of the inter-budget transfer of \$32,500 from 2014 Current Expense budget line to Treasurer's budget line as reflected in the budget resolution presented by the Treasurer's Office. Second by Mr. Miller. 3:0 vote in favor. Resolution 2014-328 was approved.

**OFFICE BUSINESS (9:58 am)**

Administrative Assistant Margo Hines met with the Board. Present in audience: Regina Grassl, Linda Robb, Joel Chavez, Roger Lenk, Jerrod MacPherson, Melinda Didier, Dave Wheeler, Jed Crowther and Larry Turner.

Public Comment

Regina Grassl said she hopes the water line easement issue is pretty much resolved and said it services everybody in Connell.

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Vouchers

**Motion** – Mr. Miller: Mr. Chairman, I move that we approve the vouchers audited and certified by auditing officer dated 8/6/2014. They are fund expenditures as listed. The bottom line is \$429,053.39. They are signed by Mr. Bowen, Jeff Burckhard and Margaret Mathia. Second by Mr. Peck. 3:0 vote in favor. (Exhibit 3)

<u>Fund Expenditures</u>	<u>Warrants</u>		<u>Amount Issued</u>
FC Public Facilities Const Fund	101664	101665	\$602.26
TRAC Operations Fund	101666	101676	\$2,940.63
County Roads	101677	101689	\$64,099.35
Motor Vehicle/Public Works	101690	101695	\$7,270.02
Treasurer O & M	101696	101698	\$7,071.26
Trial Court Improvement Fund	101699	-	\$350.00
Jail Commissary	101700	101702	\$728.67
Ending Homelessness Fund	101703	101705	\$1,553.00
Current Expense	101706	101744	\$38,603.87
Current Expense	101745	101767	\$9,777.81
Current Expense	101768	101777	\$253,396.96
.3% Criminal Justice Const Fnd	101778	101786	\$31,303.52
Landfill Closure Trust Fund	101787	-	5,689.75
Auditor O & M	10788	-	5,666.29
<b>Grand Total:</b>			<b>\$429,053.39</b>

Consent Agenda

**Motion** – Mr. Peck: Mr. Chairman, I move for approval of consent with discussion. Second by Mr. Miller. After discussion, the vote was 3:0 in favor.

1. Approval of Resolution 2014-329, DSHS Program Agreement #1463-17216 between the Juvenile Justice Center and the State of Washington Department of Social and Health Services, Juvenile Rehabilitation Administration
2. Approval of Resolution 2014-330, Fee for Services Contract between the Juvenile Justice Center and Kiona-Benton School District
3. Approval of Resolution 2014-331, Fee for Services Contract between the Juvenile Justice Center and Richland School District
4. Approval of Resolution 2014-332, Fee for Services Contract between the Juvenile Justice Center and Finley School District
5. Approval of Resolution 2014-333, Final Approval of Subdivision SUB 2013-02, applicant Dave Greeno of Big Sky Developers, LLC (Spencer Estates)

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6. Approval of Resolution 2014-334, contract between Franklin County and Central Washington Asphalt, Inc., for CRP 606 / Langford Road Resurfacing and Restoration
7. Approval of award of bid for emulsified asphalt to Western States Asphalt, Inc.
8. Approval of Resolution 2014-335, Grant Number 14-46107-001 Emergency Solutions Grant (ESG), Amendment Number A, between Washington State Department of Commerce, Community Services and Housing Division, Housing Assistance Unit, and Benton and Franklin Counties Department of Human Services, approved by Benton County Resolution No. 2013-904 and Franklin County Resolution No. 2013-469
9. Approval of Resolution 2014-336, First Amendment to Agreement #13/15-SA-IBP-00 between Benton and Franklin Counties Department of Human Services and Ideal Balance PLLC, approved by Benton County Resolution No. 2014 210 and Franklin County Resolution No. 2014-132
10. Approval of Resolution 2014-337, First Amendment to Agreement #13/15-SA-SCC-00 between Benton and Franklin Counties Department of Human Services and Gary & Cathleen Somdahl, a sole proprietorship, dba Somerset Counseling Center, approved by Benton County Resolution No. 2014 180 and Franklin County Resolution No. 2014-101
11. Approval of Resolution 2014-338, First Amendment to Agreement #13/15-SA-CDHS-00 between Benton and Franklin Counties Department of Human Services and Central Washington Comprehensive Mental Health (dba Comprehensive Dependency Health), approved by Benton County Resolution No. 2014 182 and Franklin County Resolution No. 2014-103
12. Approval of Resolution 2014-339, First Amendment to Professional Services Contract #PSC-2013/14- SHELTER PLUS CARE-LCC-00 between Our Lady of Lourdes Hospital at Pasco, dba Lourdes Health Network, and Benton and Franklin Counties Department of Human Services for the reimbursement of expenses of eligible participants of the Shelter Plus Care Program, approved by Benton County Resolution No. 2013 835 and Franklin County Resolution No. 2013-438
13. Approval of Resolution 2014-340, First Amendment to Professional Services Agreement #PSA-2013/15-LARSEN-00 between Benton and Franklin Counties Department of Human Services and Kelly Larsen, approved by Benton County Resolution No. 2014 013 and Franklin County Resolution No. 2014-020
14. Approval of Resolution 2014-341, First Amendment to Agreement #13/15-SA-NECC-00 between Benton and Franklin Counties Department of Human Services and Nueva Esperanza Counseling Center, a subdivision of Tri-Cities Community Health, approved by Benton County Resolution No. 2014 185 and Franklin County Resolution No. 2014-106

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15. Approval of Resolution 2014-342, DSHS Agreement Number 1363-86232, Amendment No. 03, between Department of Social and Health Services, Division of Behavioral Health and Recovery, and Benton and Franklin Counties Department of Human Services, approved by Benton County Resolution No. 2013 655 and Franklin County Resolution No. 2013-323
16. Approval of Resolution 2014-343, Intra Budget Transfer of \$30,000 within 2014 Current Expense Human Resources Budget #001-000-685
17. Approval of Resolution 2014-344, Third Amendment to Professional Services Agreement #PSA-2013/15-Dorsett-00 between Benton and Franklin Counties Department of Human Services and Jennifer Dorsett
18. Approval of Franklin County Commissioner Proceedings for July 23, 2014

**COUNTY ADMINISTRATOR (10:02 am)**

County Administrator Fred Bowen met with the Board. Present in audience: Jerrod MacPherson, Roger Lenk, Melinda Didier and Dave Wheeler.

Workshop to discuss 2014 Economic Development Plan

Mr. Bowen asked for approval to proceed to a public hearing for the 2014 Economic Development Plan. Mr. Peck will review the proposed plan further before scheduling the hearing.

Cyber Insurance

There was discussion about the cyber insurance proposal from the Risk Pool. The Board decided to submit an application for the cyber insurance through the Risk Pool with the knowledge it is not binding at this time. The cost will be known after all possible participating counties have responded to the Risk Pool but prior to the actual commitment to purchase the insurance.

Risk Pool Deductible

The Board **decided** to continue at the \$25,000 deductible rate for liability and property insurance coverage through the Risk Pool for Policy Year 2015 and continue with the \$5,000,000 option \$5M x \$20M "member option" excess liability policy.

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**OTHER BUSINESS (10:17 am)**

Dispatch E911 Consolidation

Mr. Peck reported on committee work that has been done regarding consolidation of the E911 Dispatch system.

Roger Lenk asked if any communications tax proposal can be taken off the table as part of an interlocal agreement related to the Dispatch system consolidation. Mr. Peck said it is not part of the proposal at this time. He cannot rule it out in the future.

The Board gave **consensus approval** to support the consolidation efforts conceptually and proceed to review of a final plan. No commitments are made until the final plan is approved.

Washington State Association of Counties (WSAC)

WSAC has requested support for its Fiscal Sustainability Initiative. The **Board decided** to prepare a resolution of support.

**Adjourned** at 10:34 am.

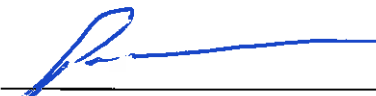
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There being no further business, the Franklin County Board of Commissioners meeting was adjourned until August 13, 2014.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

  
\_\_\_\_\_  
Robert E. Koch, Chairman

  
\_\_\_\_\_  
Brad Peck, Chairman Pro Tem

  
\_\_\_\_\_  
Rick Miller, Member

Attest:

  
\_\_\_\_\_  
Clerk to the Board

Approved and signed August 20, 2014.



**ORDINANCE NUMBER 4-2014**

**BEFORE THE BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, WASHINGTON:**

**AN ORDINANCE REPEALING EXISTING SECTIONS 10.08.020 AND 10.08.050 OF THE FRANKLIN COUNTY CODE (ORDINANCE 2-2005, §2 AND §5, RESPECTIVELY), AND REPLACING THEM WITH REVISED SECTIONS.**

**WHEREAS**, the Board of Franklin County Commissioners is given authority to pass regulatory ordinances under the Washington State Constitution Article 11, §11 and RCW 36.32.120(7); and

**WHEREAS**, the existing regulations regarding speed limits within Franklin County were passed under Ordinance 2-2005 (codified as Chapter 10.08 Franklin County Code); and

**WHEREAS**, development within Franklin County has occurred since the passing of Ordinance 2-2005, resulting in said ordinance being incomplete and inaccurate with respect to the needs of all County roads; and

**WHEREAS**, Franklin County has also adopted a new standard severability section for Franklin County ordinances, which differs substantially from Section 10.08.050 Franklin County Code, the current severability clause for the speed limit ordinance; and

**WHEREAS**, the proposed changes to the speed limits will better match the use and zoning of all areas within Franklin County, as well as delineate those areas with variable speed limits due to school zones; and

**WHEREAS**, it appears to be in the public interest to update the existing speed limit ordinance;

**NOW, THEREFORE, BE IT ORDAINED** that existing Franklin County Code Sections 10.08.020 and 10.08.050 (Ordinance 2-2005, §2 and §5, respectively) are hereby repealed; and

**BE IT FURTHER ORDAINED BY FRANKLIN COUNTY**, as follows:

**SECTION 2. Franklin County maximum speed limits.**

In accordance with RCW 46.61.400, the maximum speed limit on county roads outside of the urban growth boundary shall be fifty (50) miles per hour, unless otherwise posted as provided in this chapter:

Road Name	Road No.	From	M.P.	To	M.P.	Miles
<b>20 MPH COUNTY ROADS</b>						
Price Frontage Rd	3200	R-170 Rd	0.00	R-170 Rd	0.20	0.20
Frontage Rd	6140	Beginning of Road	0.00	Glade North Rd	0.14	0.14
<b>25 MPH COUNTY ROADS</b>						
Welch Rd	2410	SR-260	0.00	End of Road	0.06	0.06

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Access Rd	2420	Clark StWest	0.00	SR-260	0.49	0.49
Bailie Blvd	3130	R-170 Rd	0.00	Canal Blvd North	0.64	0.64
Loen Dr	3150	R-170 Rd	0.00	Canal Blvd North	0.44	0.44
Basin Dr	3160	First Avenue	0.00	Canal Blvd North	0.26	0.26
Canal Dr	3180	Canal Blvd North	0.00	First Ave	0.15	0.15
Canal Blvd North	3230	Bailie Blvd	0.00	R-170 Rd	0.54	0.54
First Ave	3280	Canal Blvd North	0.00	Bailie Blvd	0.50	0.50
First Pl	3320	Loen Dr	0.00	Bailie Blvd	0.15	0.15
Park Dr	3340	Bailie Blvd	0.00	End of Road	0.10	0.10
Estella Dr	3350	First Ave	0.00	Canal Blvd North	0.47	0.47
Second Ave	3360	Basin Dr	0.00	Bailie Blvd	0.23	0.23
Center St	5920	R-170 Rd	0.00	Second St East	0.16	0.16
Short Rd	5930	R-170 Rd	0.00	First Ave	0.06	0.06
First St East	5940	Glade Rd North	0.00	Center St	0.14	0.14
Second St East	5950	Glade Rd North	0.00	Center St	0.14	0.14
Walla Walla Ave	6250	Eltopia West Rd	0.00	Fifth St	0.34	0.34
Fifth St	6280	Eltopia West Rd	0.00	Seattle Ave	0.14	0.14
Tacoma Ave	6290	Fifth St	0.00	Seattle Ave	0.35	0.35
Fourth St	6300	Seattle Ave	0.00	Walla Walla Ave	0.12	0.12
Seattle Ave	6310	Eltopia West Rd	0.00	Tacoma Ave	0.75	0.75
Third St	6330	Walla Walla Rd	0.00	Tacoma Ave	0.05	0.05
Giesler Rd	9070	Sagemoor Rd West	0.00	End of Road	0.44	0.44
Gemini Dr	9230	Birch Rd	0.00	End of Road	0.57	0.57
Pisces Dr	9270	Aquarius Dr	0.00	End of Road	0.19	0.19
Aquarius Dr	9290	Gemini Dr	0.00	End of Road	0.21	0.21
Aries Dr	9300	Gemini Dr	0.00	End of Road	0.21	0.21
Fir Rd West	9700	Fir Way	4.26	Columbia River Rd N	5.54	1.28
Rivershore Rd	9920	Columbia River Rd	0.00	Ridgeview Dr	0.07	0.07
Ridgeview Dr	9940	Rivershore Rd	0.00	Cul-de-sac	0.28	0.28
Hill Dr	9950	School Rd	0.00	Eltopia West Rd	0.53	0.53
Summit Loop	9960	Hill Dr	0.00	Hill Dr	0.52	0.52
School Rd	9970	Eltopia West Rd	0.00	End of Road	0.31	0.31
Spur Ct	9980	Summit Loop	0.00	Cul-de-sac	0.21	0.21
Rd 70 North	10020	Kau Trail Rd	0.00	Melody Ln West	0.13	0.13
Rd 76 North	10030	Kau Trail Rd	0.00	End of Road	0.13	0.13
Rd 58 North	10060	Overton Rd	0.00	Cul-de-sac	0.12	0.12
Rd 56 North	10070	Sandifur Pkwy	0.00	Overton Rd	0.13	0.13
Rd 36 North	10120	Clark Rd	0.00	End of Road	0.76	0.76
Rd 52 North	10130	Janet Rd	0.00	Clark Rd	0.13	0.13
Rd 42 North	10140	Beginning of Road	0.00	Janet Rd	0.43	0.43
Quail Rd	10150	Rd 36 North	0.00	Cul-de-sac	0.25	0.25
Janet Rd	10160	Rd 36 North	0.00	End of Road	1.00	1.00
Overton Rd	10170	Rd 52	0.00	Rd 60	0.50	0.50

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Ivy Rd	10180	Rd 36 North	0.00	End of Road	0.88	0.88
Kau Trail Rd	10190	Rd 68 North	0.00	End of Road	0.54	0.54
Roberta Rd	10200	Rd 36 North	0.00	End of Road	0.56	0.56
Melody Ln West	10210	Rd 70 North	0.00	Turnaround	0.02	0.02
Melody Ln	10220	Rd 36 North	0.00	End of Road	0.37	0.37
Rd 44 North	10230	Clark Rd	0.00	Janet Rd	0.12	0.12
Scenic View Dr	10815	Kohler Rd	0.00	Sandy Ridge	0.16	0.16
Scenic View Ct	10816	Scenic View Dr	0.00	Cul-de-sac	0.07	0.07
Jayleen Way	10830	Kohler Rd	0.00	Ricky Rd	0.21	0.21
Ricky Rd	10840	Kohler Rd	0.00	Jayleen Way	0.30	0.30
Ricky Ct	10844	Kohler Rd	0.00	Cul-de-sac	0.08	0.08
Hill Crest Dr	10860	Kohler Rd	0.00	End of Road	0.23	0.23
Sandy Ridge	10870	Hill Crest Dr	0.00	Cul-de-sac	0.30	0.30
Eagle Reach Ct	10880	Kohler Rd	0.00	Cul-de-sac	0.08	0.08
Kohler Rd	10890	Jayleen Way	0.44	End of Road	0.87	0.43
McDonald Dr	10900	Fanning Rd	0.00	Terrace Dr	0.61	0.61
Terrace Dr	10930	McDonald Dr	0.00	McDonald Dr	0.28	0.28
Quail Run Rd	10940	Dent Rd	0.00	Quail Bluff Ln	0.18	0.18
Pelican Ln	10942	Pelican Ct	0.00	Pelican Rd	0.08	0.08
Pelican Rd	10943	Dent Rd	0.00	Pelican Ln	0.19	0.19
Pheasant Ct	10944	Cul-de-sac	0.00	Pheasant Run Rd	0.04	0.04
Pheasant Run Rd	10945	Dent Rd	0.00	Goose Hollow Rd	0.18	0.18
Quail Bluff Ln	10946	Quail Run Rd	0.00	Pelican Ln	0.12	0.12
Pheasant Ln	10947	Pheasant Run Rd	0.00	Pelican Ln	0.18	0.18
Goose Hollow Rd	10948	Dent Rd	0.00	Goose Hollow Rd	0.20	0.20
Pelican Ct	10949	Cul-de-sac	0.00	City Limits	0.03	0.03
Court St West	11000	City Limits	8.03	Leola St	8.26	0.23
Rd 56	11060	Leola St	0.82	Wernett Rd	1.00	0.18
Rd 60	11200	Richardson Rd	1.04	Argent Rd	1.44	0.40
Rd 64	11240	Court St West	0.36	Brothers Dr	0.62	0.26
Rd 64	11240	Richardson Rd	0.99	Argent Rd	1.37	0.38
Rd 72	11320	Wernett Rd	0.50	Argent Rd	1.00	0.50
Rd 76	11360	Ter-Ray Ct	0.45	Argent Rd	1.25	0.80
Rd 80	11400	Agate St	0.32	Argent Rd	1.01	0.69
Elmwood Rd	11410	Rd 96	0.00	End of Road	0.07	0.07
Rd 84	11440	Court St West	0.16	Argent Rd	0.76	0.60
Tuscany Dr	11450	Argent Rd	0.00	Rd 92	0.15	0.15
Sorento Ct	11470	Tuscany Dr	0.00	Cul-de-sac	0.06	0.06
Rd 88	11480	Court St West	0.16	End of Road	0.88	0.72
Sterling Rd	11485	Rd 84	0.00	Rd 88	0.26	0.26
Turquoise Ct	11486	Sterling Rd	0.00	Cul-de-sac	0.02	0.02
Coral Ct	11487	Sterling Rd	0.00	Cul-de-sac	0.04	0.04
Merlot Dr	11490	Rd 96	0.00	Chardonnay Dr	0.14	0.14
Cabernet Ct	11500	Syrah Dr	0.00	End of Road	0.03	0.03

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Syrah Dr	11510	Rd 96	0.00	Merlot Dr	0.20	0.20
Rd 92	11520	Court St West	0.14	FCID Canal	1.20	1.06
Chardonnay Dr	11525	Argent Rd	0.00	Rd 92	0.38	0.38
Riesling Ct	11526	Chardonnay Dr	0.00	Cul-de-sac	0.05	0.05
Colby Ct	11530	Rd 92	0.00	Cul-de-sac	0.09	0.09
Rd 94	11540	Court St West	0.04	Richardson Rd	0.15	0.11
Rd 96	11560	Court St West	0.09	End of Pavement	1.12	1.03
Rd 97	11570	Argent Rd	0.00	End of Road	0.22	0.22
Red Road Ct	11580	Rd 96	0.00	End of Road	0.08	0.08
Richardson Rd	11820	Rd 48	0.00	Rd 96	3.03	3.03
Christina Ct	11825	Beginning of Road	0.00	Rd 72	0.09	0.09
Franklin Rd	11830	Rd 68	0.00	Rd 96	1.76	1.76
Alderman Rd	11835	Beginning of Road	0.00	Rd 72	0.08	0.08
Melville Rd	11840	Rd 80	1.64	End of Road	1.71	0.07
Livingston Rd	11850	Rd 40	0.04	Rd 88	3.07	3.03
Dradie St	11860	Cul-de-sac	0.00	End of Road	2.74	2.74
Star Ln	11870	Rd 97	0.00	End of Road	0.16	0.16
Maple Dr	11890	Cul-de-sac	0.00	End of Road	0.72	0.72
Bell St	11900	Rd 84	0.00	Rd 88	0.26	0.26
Valley View Pl	11910	Rd 68	0.00	Cul-de-sac	0.22	0.22
Sunset Trail	11960	Beginning of Road	0.00	Rd 92	0.28	0.28
Pooler Rd	11970	Rd 92	0.00	End of Road	0.13	0.13
Agate St	12140	Rd 52	1.00	End of Road	1.12	0.12
Pearl St	12160	Rd 44	1.00	Rd 72	2.76	1.76
Leola St	12170	Beginning of Seg	1.13	Rd 56	1.25	0.12
Bumpaous St	12190	Rd 48	0.00	End of Road	0.11	0.11
Walker Way	12210	Rd 48	0.00	End of Road	0.11	0.11
Wernett Rd	12240	Rd 40	0.25	Rd 76	2.52	1.27
Rd 40	12400	Pearl St	1.00	West Argent Pl	1.70	0.70
Rd 44	12440	Pearl St	1.00	Argent Pl	1.69	0.69
Rd 48	12480	Court St West	0.50	Argent Rd	1.50	1.00
Dougville Rd	12600	Rd 44	0.00	Cul-de-sac	0.09	0.09
35 MPH COUNTY ROADS						
Scootene Park Rd	3880	Paradise Rd	0.00	End of Road	0.80	0.80
Sagehill Rd	4000	Rangeview Rd	8.98	Radar Heights Dr	9.21	0.23
Eltopia West Rd	6000	SR-395	0.00	School Rd	1.06	1.06
R-170 Rd	6080	Glade Rd North	6.39	Fairway Ct	7.96	1.57
Hope Valley Rd	6130	Fir Rd	0.00	Hooper Rd	3.02	3.02
Hooper Rd	6170	Eltopia West Rd	0.00	Garfield Rd	3.40	3.40
Pasco-Kahlotus Rd	8070	SR-263	40.71	SR-263	40.78	0.07
Glade North Rd	9010	Eltopia West Rd	12.96	Frontage Rd	13.49	0.53
Alder Rd	9160	Sagemoor Rd West	0.00	Glade North Rd	3.46	3.46

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Alder Rd	9160	Taylor Flats Rd	7.45	Birch Rd	9.41	1.96
Orchard Rd	9180	Alder Rd	0.00	End of Road	0.58	0.58
Dayton Rd	9190	Alder Rd	1.00	Sagemoor Rd West	3.00	2.00
Rd 68	10000	Canal Row	1.50	City Limits	1.60	0.10
Kohler Rd	10890	Burns Rd	0.00	Jayleen Way	0.44	0.44
Argent Rd	11010	Rd 72	3.36	Rd 72	3.42	0.06
Argent Rd	11010	Rd 84	4.18	Rd 100	5.21	1.03
Rd 52	11020	Agate St	0.76	Argent Rd	1.64	0.88
Broadmoor Blvd	12700	City Limits	0.00	Burns Rd	0.20	0.20
40 MPH COUNTY ROADS						
Sagemoor Rd West	9080	Dayton Rd	4.25	Dayton Rd	5.25	1.00
Clark Rd	10110	Rd 36 North	0.77	Rd 52 North	1.84	1.07
Court St West	11000	Rd 48	3.16	Rd 52	3.34	0.18
Argent Rd	11010	Rd 40	1.34	Rd 44	1.68	0.34
Argent Rd	11010	Rd 52	2.16	Rd 52	2.23	0.07
Argent Rd	11010	Rd 64	2.92	Rd 64	2.95	0.03
45 MPH COUNTY ROADS						
Capitol Ave	8060	City Limits	1.70	Foster Wells Rd E	2.21	0.51
Taylor Flats Rd	9030	Columbia River Rd	0.00	Columbia River Rd N	0.36	0.36
Columbia River Rd	9260	Taylor Flats Rd	0.00	Dent Rd	0.33	0.33
Rd 68	10000	Court St West	0.34	Argent Rd	1.28	0.94
Rd 68 North	10010	City Limits	0.00	Columbia River Rd	1.05	1.05
55 MPH COUNTY ROADS						
Hendricks Rd	3700	Sagehill Rd	9.06	SR-24	16.91	7.85
Sagehill Rd	4000	R-170 Rd	0.00	SR-24	10.50	10.50
Ringold Rd	5060	Glade Rd North	0.00	Taylor Flats Rd	3.07	3.07
Eitopia West Rd	6000	School Rd	1.06	Taylor Flats Rd	9.22	8.16
R-170 Rd	6080	SR-17	0.00	Glade North Rd	6.39	6.39
R-170 Rd	6080	Fairway Ct	7.96	Ringold Rd	15.55	7.59
Blanton Rd	7010	SR-395	0.00	Connell City Limits	17.63	17.63
Pasco-Kahlotus Rd	8070	Commercial Ave	0.62	SR-263	40.71	40.09
East Foster Wells Rd	8840	SR-395	0.00	Pasco-Kahlotus Rd	6.44	6.44
Glade North Rd	9010	City Limits	0.32	Eitopia West Rd	12.96	12.64
Glade North Rd	9010	Frontage Rd	13.49	R-170 Rd	22.59	9.10
Taylor Flats Rd	9030	Columbia River Rd	0.36	Ringold Rd	13.42	13.06
SCHOOL ZONES - VARIABLE 20 MPH COUNTY ROADS						
Bailie Blvd	3130	First Pl	0.22	Second Ave	0.40	0.18
Elm Rd	9600	Taylor Flats Rd	4.00	End of Road	4.65	0.65
Livingston Rd	11850	Rd 84	2.81	Rd 88	3.07	0.26
Pasco-Kahlotus Rd	8070	Snake River Rd	24.12	Snake River Rd	24.58	0.46

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SPEED LIMITS ORDINANCE - REVISION

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R-170 Rd	6080	Price Frontage Rd	7.24	Bailie Blvd	7.40	0.16
Rd 48	12480	Walker Way	0.90	Wernett Rd	1.00	0.10
Rd 84	12440	Court St West	0.16	Livingston Rd	0.51	0.35
Rd 88	11480	Livingston Rd	0.39	Argent Rd	0.64	0.25
Wernett Rd	12240	Rd 48	0.76	Rd 52	0.98	0.22

SECTION 5. Severability.


Should any section or sections of this chapter, for any reason, be declared invalid or unconstitutional, it is the intent of the Board of County Commissioners that it would have passed all other portions of this chapter, independent of any such portion as may be declared invalid or unconstitutional, and accordingly, such declaration of invalidity or unconstitutionality shall not affect the validity or constitutionality of this chapter or any part thereof, other than the part so declared to be invalid or unconstitutional.

APPROVED this 6 day of August, 2014.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

  
Chairman

  
Chairman Pro Tem

  
Member

Attest

  
Clerk of the Board

**Franklin County**  
**Board of Commissioners**  
**Agenda Summary Report**

<b>DATE SUBMITTED: 7/22/2014</b>	<b>PRESENTED BY: Matt Mahoney, Public Works Director</b>
<b>ITEM: (Select One)</b> <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> To Be Brought Before the Board. Suggested Date: August 6, 2014 Time needed: 15 minutes	
<b>SUBJECT / ISSUE:</b> Public Works Department – Administrative Services Division Staffing Needs	
<p><b>FISCAL IMPACT:</b> The base proposal is to create three (3) new positions within the Public Works Department (1 Administrative Assistant, and 2 Administrative Support Specialist) at a average annual increase of \$189,138 per year, and change the Administrative Secretary position from full time (8 Hours/Day) to part time (6 Hours/Day) at an average annual decrease of \$13,285 per year. The base proposal would constitute a net average annual increase of \$175,853 per year (\$189,138 - \$13,285).</p> <p>It is also proposed to promote the current Administrative Secretary to the Administrative Assistant position at Step 2 with the change of status to be effective July 1, 2013, this additional cost, via retroactive payment, would be \$5,088 (APPROXIMATE).</p> <p>Based on the remaining months in 2014 and the proposed retroactive payment, the estimated increase to 2014 Budgets would be \$71,033. The costs of the administrative changes will be paid out of the County Road Fund, Motor Vehicle Fund, and Solid Waste Fund/Probation Work Crew Funds. The costs of which will be equitably distributed based on the actual work completed for each fund.</p>	
<b>ACTION(S) REQUESTED:</b> Review proposed recommendations and provide consensus.	
<p><b>BACKGROUND:</b> The three new positions that are being proposed will fill a need and complete work in the following areas:</p> <ul style="list-style-type: none"> <li>▪ Public support, resources, and services,</li> <li>▪ Employee support and resources,</li> <li>▪ Internal controls (control environment, risk assessment, control activities, information and communication, and monitoring),</li> <li>▪ Office management,</li> <li>▪ Budgeting,</li> <li>▪ Purchasing,</li> <li>▪ Inventory management,</li> <li>▪ Bookkeeping - The actual recording and summarizing of financial transactions,</li> <li>▪ Managerial accounting - The creation of reports (daily, weekly, monthly) for internal planning and decision making. The aim of which is to provide managers with reliable information on the costs of operations and on standards with which those costs can be compared, to assist them in budgeting,</li> <li>▪ Public records request, document archival and retention</li> </ul> <p>As stated in the attached Summary Report, these proposed staffing changes will consolidate the administrative function of the Public Works Department into a centralized location. With the improvements in place, the Public Works Director and County Engineer will be available to focus more energy and devote the necessary time to the Strategic Workload of the Public Works Department while adequate resources (staffing) are assigned to complete the day-to-day administrative and secretarial workload. We will benefit from an increase in efficiency, accountability, and the elimination of departmental risk. This will be realized through our ability to cross train administrative employees across funds and specialized tasks (i.e. County Road, Motor Vehicle, Solid Waste, etc.), the development of Standard Operating Procedures (SOP's) within the administrative</p>	

functions of the Public Works Department, the direct oversight, review, and audit of work by co-workers and administration staff, and full uninterrupted coverage of duties and responsibilities during employee vacations, employee illness, and turn over.

**COORDINATION:** The Summary Report was prepared by Matt Mahoney, Public Works Director, and Matt Rasmussen, County Engineer. It has been discussed with Fred Bowen, County Administrator, and Janet E. Taylor, Senior DPA, LR & HR.

**RECOMMENDATION:** Staff recommends the Board's consensus on the proposed organizational changes and that said changes are implemented immediately.

**HANDLING / ROUTING:** None.

**ATTACHMENTS:**

1. Public Works Department Administrative Services Division Staffing Needs – Summary Report with EXHIBIT A (Proposed Organizational Chart)

I certify the above information is accurate and complete.



Matt Mahoney, Public Works Director



# FRANKLIN COUNTY



**PUBLIC WORKS DEPARTMENT  
ADMINISTRATIVE SERVICES DIVISION  
STAFFING NEEDS**

**SUMMARY REPORT**

**Prepared By: Matt Mahoney, Public Works Director**

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## Background

This report is intended to address the proposed staffing levels and organization of the Administrative Services Division within the Public Works Department. In 2012, the Board of County Commissioners elected to split the duties of the County Engineer/Public Works Director into two separate positions and to transfer the financial accounting and payroll functions of the Public Works Department to the County Auditor. These strategies were implemented to insure better separation of duties, improve the control environment, and increase effectiveness of management. In conjunction with these strategies, Public Works has identified specific needs, within the Administrative Services Division, for the continued maximization of the benefits within this new management structure.

## Past Model

Historically the Public Works Department has utilized a fairly traditional and reactionary approach in defining staffing needs. This has included the following:

- Staff planning as a component of the department's annual budget planning process in that it requested specific managers/supervisors to define future staffing needs for the year of the planning period (usually in terms of headcount, not required capabilities). This process was at a very low level of detail and was based on common planning parameters (e.g., Engineering & Traffic Services Division define requirements at a job-specific level for the coming year based on the Annual Construction Program).
- Creation of positions based on the current needs without any regard for the future needs of the department. This in turn has contributed to the development of limited use employees. These employees can do one thing extremely well, and no one else in the organization knows how to, or can do their job. This is not, and has not been without great risk to the department.

Unfortunately, this approach has done very little in identifying the overall picture of needs, and never resulted with specific staffing and development plans that were actually implemented. Instead, this approach has contributed to inefficiencies, poor usage of resources, and risk. These can be defined as follows:

- Hiring of new employees (temporary or otherwise)
- Training and/or education of temporary or short term employees
- Divisions that are over/under and/or inappropriately staffed
- Reductions-in-force (employee lay-offs)
- Employees completing work outside of their capabilities and/or current classification
- Lack of necessary cross training and backup of core duties and functions

### Vision Moving Ahead

As we continue to move forward, a more strategic approach will provide greater benefit to the department in the short-term and the future. The purpose of a more strategic approach is to define and integrate short term staffing actions with the longer term context of business strategy, and to identify and develop a skilled workforce to meet the changing needs of the department. Through the utilization of a strategic approach, we will improve our ability to:

- Recruit, develop, and deploy the talent required to meet future demands.
- Adjust overall staffing to meet our changing business issues.
- Improve staff utilization.
- Retrain or redeploy employees as our organizational needs change.
- Address critical employee and organizational resource issues in an organized and integrated way.
- Define future staffing requirements to assist employees in identifying career preferences and development efforts.
- Enhance more efficient use of resources.
- Achieve a diverse workforce.
- Identify and utilize appropriate external resources (i.e. consultants, shared services, partnerships, etc.)

Our goal, for this report, is to focus on the Administrative Services Division. Through our on-going analysis of all divisions of Public Works, we have identified this division as the one having the greatest need of improvement.

Over the last year of observation, we have been able to identify specific needs within the Administrative Division:

- Public support, resources, and services,
- Employee support and resources,
- Internal controls (control environment, risk assessment, control activities, information and communication, and monitoring),
- Office management,
- Budgeting,
- Purchasing,
- Inventory management,
- Bookkeeping - The actual recording and summarizing of financial transactions,
- Managerial accounting - The creation of reports (daily, weekly, monthly) for internal planning and decision making. The aim of which is to provide managers with reliable information on the costs of operations and on standards with which those costs can be compared, to assist them in budgeting,
- Public records request, document archival and retention

To meet the needs and demands within these areas, it is recommended that the following positions be established within the Public Works Department – Administrative Services Division (SEE EXHIBIT A):

- 1 FTE - Administrative Assistant (Existing Classification: Grade 17, Non-Bargaining, Exempt)
- 2 FTE's – Administrative Support Specialist (New Classification: Grade 14, Bargaining, Non-Exempt). This position has been classified by the Classification Committee.

Further, consistent with the departmental needs and demands listed above, I will be transferring the direct supervision of the Parts Tech position, currently under the direct supervision of the Shop Superintendant within the Public Works Department – Motor Vehicle Division, to the Public Works Department – Administrative Services Division. This move will solidify the consolidation of administrative duties of all Public Works Funds and Divisions to a centralized core location. It will also create a distinct separation between the staff utilizing the inventory and the person managing it.

### **Detailed Analysis**

#### **Administrative Assistant**

Currently, the Public Works Department has an Administrative Secretary position. This position was intended to work in concert with those positions that were previously transferred (Director of Administration and Accounting Services, and 2 Accounting Assistant III positions), as discussed above. Due to those transfers, it has been necessary to assign new duties and responsibilities, as necessary, to maintain day to day operations.

New duties and responsibilities assigned to this position are consistent and exact of those duties of the County's other Administrative Assistant positions. These include the following:

- Performing senior-level secretarial and administrative duties to contribute to efficient office operations within the department,
- Providing administrative and confidential secretarial support to the Public Works Director, County Engineer and to other departmental supervisors as needed,
- Working in areas of specialty, including any or all of the following: budget, personnel, payroll, purchasing, departmental risk management, finance or billing services, computer support, and other department or subject matter specific services, activities or programs,
- Responsibility for ensuring the supporting administrative areas of assignment are completed in accordance with laws, policies, and procedures, by given deadlines,
- Developing work processes and procedures,
- Serving the administrative needs of several managers or supervisors.
- Exercising a high degree of independent judgment, confidentiality and maintaining an extensive working knowledge of departmental operations,
- Performing accounting functions to maintain and control complex fiscal records and reports,
- Budget preparation and compliance,
- Bookkeeping responsibilities,
- Administration of special projects,

- Assistance and back up to Auditor's staff in the preparation of payroll, processing vouchers, and reimbursements,
- Analyzing financial data,
- Public records requests,
- Coordination of various inter-departmental and public matters,
- Establishing and maintaining detailed records,
- Filing, scheduling, and processing of personnel related records.

Therefore, I recommend that the department's current Administrative Secretary be promoted to the Administrative Assistant position.

It must be noted that the current employee, whom occupies the Administrative Secretary position, within our department, has accepted responsibility and work that is above and beyond their current classification. This transition from the duties of their current position to the duties of an Administrative Assistant began January 1, 2013. This employee has been performing Administrative Assistant level work (SEE LIST ABOVE) full time since July 1, 2013, and their major accomplishments are summarized as follows:

- Proactively sought out training to enhance management abilities
- Took on responsibility and administration of the LOURDES drug testing program from A-Z
- Sorted and organized all Accounting office files, logged purged items, cleaned out office
- Updated the MSDS book to bring us into compliance to December 31, 2013
- Was a liaison with Auditor's Office staff to ensure transition was as smooth as possible, including financial and procedural tasks and continues to do so
- Was a liaison with Human Resources staff, ensuring transition was as smooth as possible including the transfer of duties and files. Currently tracks employee anniversaries, prepares change of status forms, and maintains Management Files
- Has worked extensively with staff to ensure coding of invoices is correct, assisting in the implementation and function of the department's purchase authorization system
- Acting backup to the Auditor's staff in the preparation of department payroll worksheets for submittal to the payroll clerk

This employee has been a stabilizing force in our department during this time of transition. This employee has exhibited confidence in their self and the department's ability to function at a high level throughout. This employee has been and will continue to be a vital part of this department's transition as we diligently continue to effect the necessary change in culture, and work environment within the Public Works Department.

Therefore, I respectfully request that the Board consider the promotion of the department's current Administrative Secretary to Administrative Assistant, Grade 17, Step 2, with the Change of Status effective July 1, 2013.

### **Administrative Support Specialist**

The Administrative Support Specialist positions (2 FTE's) will provide administrative office support work. Areas of specialty may include any or all of the following: budget, personnel, payroll, purchasing, departmental risk management, finance or billing services, computer support, and other department or subject matter specific services, activities or programs. They will have responsibility for ensuring the supporting administrative areas of assignment are completed in accordance with laws, policies, and procedures, by given deadlines. Develop work processes and procedures and may serve the administrative needs of several managers or supervisors. Problem solving will require research and analysis involving the identification and analysis of the components of the problem situation. Completed work is evaluated for conformity to policy and requirements. They will exercise a high degree of independent judgment and will be required to have an extensive working knowledge of departmental operations.

The duties and responsibilities assigned to this position are widely varied and include areas of administrative support, customer support, internal control practices, inventory, and procurement of equipment, materials, and supplies, data management, security, policy, planning, and management. The duties include the following:

- Assists in the coordination, administration, and management of special projects for the Public Works Director and County Engineer; researches and prepares reports on administrative matters for associates, managers, and others.
- Responsible for the management, accuracy, and maintenance of the County Road Cost Distribution System (CRCDS), including system maintenance, data input, reporting, and management assistance.
- Responsible for the management, accuracy, and maintenance of the Maintenance Management System (MMS), including system maintenance, data input, reporting, and management assistance.
- Assists in the management of County Roads Grants (FHWA, RAP, CAPP, BOR, BLM, etc.), including applications, reporting and submittals, request for reimbursement.
- Assists with departmental records management, including preparation, maintenance, and the updating of books for all County Roads, Motor Vehicle, and Solid Waste Budgets, and County Road Projects.
- Assist the Public Works Director and County Engineer in the thorough accounting of all equipment, parts, supplies, and other resources.
- Assist the Public Works Director and County Engineer in the preparation of budgets, and reporting.
- Assist Public Works Director and County Engineer in the preparation, updating, and reporting for the 6-Year Transportation Improvement Plan (TIP), and Annual Construction Program and County Arterial Preservation Program.
- Assists in the preparation, documentation, and reporting requirements for GASB 34.
- Processes, codes, and maintains property control, purchasing, claims, and/or fiscal records; performs mathematical calculations; compiles reports for manager's information.

- Compiles and analyzes data; prepares statistical and other reports for customers and managers.
- Assist in the development of group operational procedures.
- Assists in the preparation of documents, claims, department paperwork, requisitions, purchases, delivery of service, equipment, commodities, materials, and supplies; resolves problems with customers, contractors, agencies, vendors, departments and/or providers; maintains records of activities to coordinate workflow, maintain schedules, and meet quality requirements.
- Maintains, monitors, processes, and tracks statistics, grants, financial, and other information on behalf of management.
- Conducts analysis and reviews paperwork, reports, bills, claims, applications, and other records covering government related costs and requests for services, processes claims; refers service providers, customers, and employees to others for assistance; maintains data bases, record systems, documents, and case files.
- Operates personal computer and performs data processing functions including using available software packages, encoding data, report generation, data entry, retrieval and other specialized and routine computer operations.

The employee that currently occupies the Parts Tech Position possesses the institutional knowledge and experience concerning the operations of the county's maintenance shop, including the fleet management and repair software, and vehicle maintenance services and operations. This institutional knowledge makes this employee a valuable asset to the administrative function of the department.

Therefore, I recommend we promote our current Parts Tech to Administrative Support Specialist. In doing so, we will have a vacancy at the Parts Tech Position which will be filled by recruiting through in-house and outside job postings.

The second Administrative Support Specialist Position will be filled by recruiting through in-house and outside job postings.

#### **Administrative Secretary**

The Administrative Secretary position (1 PTE) will perform a full range of intermediate-level secretarial functions to contribute to efficient office operation within the department. Duties may include: word processing; composition and editing to prepare recurring correspondence, reports, tables, and memos; composition of meeting minutes; bookkeeping responsibilities; and responding to general questions regarding established department procedures, policies, and services. This position will also have the responsibility for clerical and receptionist functions.

The Administrative Secretary will perform duties for the entire Public Works Department (i.e. County Roads, Motor Vehicle, Solid Waste, etc.). Currently, the County Road and Motor Vehicle divisions each have their own secretaries, whose duties are being completed by the Administrative Secretary and Parts Tech Positions.

The full duties of the Administrative Secretary title are as defined in the Franklin County Classification Description.



### Schedule for Implementation

We need to employ these changes immediately beginning with the implementation of the proposed organizational chart (EXHIBIT A). Following the approval of the flow chart, we will reassign the Administrative Secretary to the Administrative Assistant position; reassign the current Parts Tech to one of the Administrative Support Specialist positions; and recruit (through in-house and outside job postings) for the Administrative Secretary, the second Administrative Support Specialist, and Parts Tech positions.

### Financial Summary

The projected annual costs of these changes are as follows:

Annual Salary + Benefits & Taxes (Est.) - Based on 2012 Franklin County Seven Step Matrix – Grade 17

	1	2	3	4	5	6	7+
Administrative Assistant	\$62,497	\$65,592	\$68,871	\$72,315	\$75,930	\$79,727	\$83,713
<b>Cost Increase/Decrease</b>	<b>\$62,497</b>	<b>\$65,592</b>	<b>\$68,871</b>	<b>\$72,315</b>	<b>\$75,930</b>	<b>\$79,727</b>	<b>\$83,713</b>

Table 1

Annual Salary + Benefits & Taxes (Est.) - Based on 2011 Public Works Seven Step Matrix – Grade 14

	1	2	3	4	5	6	7+
Administrative Support Specialist	\$50,072	\$52,592	\$55,190	\$57,956	\$60,861	\$63,904	\$67,085
Administrative Support Specialist	\$50,072	\$52,592	\$55,190	\$57,956	\$60,861	\$63,904	\$67,085
<b>Cost Increase/Decrease</b>	<b>\$100,144</b>	<b>\$105,184</b>	<b>\$110,380</b>	<b>\$115,912</b>	<b>\$121,722</b>	<b>\$127,808</b>	<b>\$134,170</b>

Table 2

Annual Salary + Benefits & Taxes (Est.) - Based on 2011 Public Works Seven Step Matrix – Grade 13

	1	2	3	4	5	6	7+
Administrative Secretary (6 Hours/Day)	\$34,262	\$35,970	\$37,782	\$39,656	\$41,656	\$43,738	\$45,925
Administrative Secretary (8 Hours/Day)	\$45,682	\$47,959	\$50,376	\$52,875	\$55,541	\$58,318	\$61,234
<b>Cost Increase/Decrease</b>	<b>(\$11,420)</b>	<b>(\$11,989)</b>	<b>(\$12,594)</b>	<b>(\$13,219)</b>	<b>(\$13,885)</b>	<b>(\$14,580)</b>	<b>(\$15,309)</b>

Table 3

Based on the tables above, the average annual increase to the Public Works Department is **\$175,853 per year (Approximate)**.

Organizational strategies that have been employed since 2012 within the Public Works Department are as follows:

- The Public Works Director/County Engineer position was split into two separate positions (Public Works Director and County Engineer/Assistant Public Works Director). This accounts for an **average annual decrease of \$10,700 per year (Approximate)**.
- The accounting function within the Public Works Department was transferred to the Auditor's Office (equivalent to three Full Time Employees). This accounts for an **average annual decrease of \$25,000 per year (Approximate)**.
- The Road Superintendant Position was removed with duties being transferred to the Road Supervisor Positions and the County Engineer/Assistant Public Works Director Position. The Road Supervisor Positions were re-evaluated by the Classification Committee. This accounts for an **average annual decrease of \$65,000 per year (Approximate)**.
- The Design Engineer Position was removed and replaced by an additional Associate Engineer. This accounts for an **average annual decrease of \$9,800 per year (Approximate)**.

Through the implementation of the strategies listed above, the Public Works Department has had an **average annual decrease of \$110,050**.

Therefore, the net average annual increase since 2012, due to the recommended organizational changes, is **\$65,803 (\$175,853 - \$110,050)**.

Since the administrative function will be centralized, the additional cost to the Public Works Department would be equitably distributed amongst all the funds (i.e. County Roads, Motor Vehicle, Solid Waste, and Probation Work Crew) based on the actual work completed.

EXAMPLE:

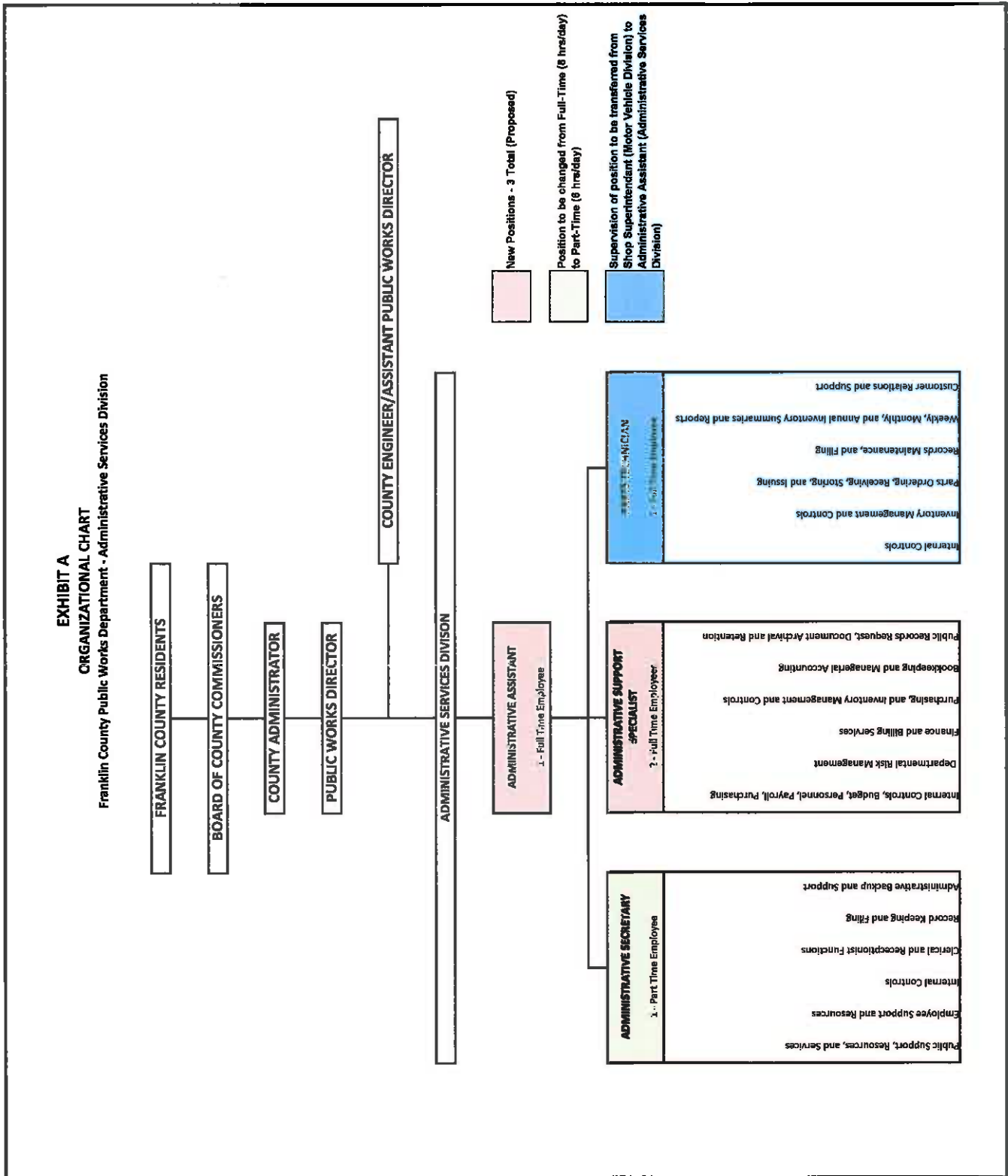
- County Road: \$ 47,773 (72.6%)
- Motor Vehicle: \$ 15,727 (23.9%)
- Solid Waste: \$ 1,645 ( 2.5%)
- Probation Work Crew: \$ 658 ( 1.0%)

Percentages shown are based on the average percentage of Payroll, Vouchers, and Budget for each fund listed, and not necessarily representative of the actual distribution of costs.

**Conclusion & Recommendation**

These staffing changes will consolidate the administrative function of the Public Works Department into a centralized location. With the improvements in place, the Public Works Director and County Engineer will be available to focus more energy and devote the necessary time to the Strategic Workload of the Public Works Department while adequate resources (staffing) are assigned to complete the day-to-day administrative and secretarial workload. We will benefit from an increase in efficiency, accountability, and the elimination of departmental risk. This will be realized through our ability to cross train administrative employees across funds and specialized tasks (i.e. County Road, Motor Vehicle, Solid Waste, etc.), the development of Standard Operating Procedures (SOP's) within the administrative functions of the Public Works Department, the direct oversight, review, and audit of work by co-workers and administration staff, and full uninterrupted coverage of duties and responsibilities during employee vacations, employee illness, and turn over.

Therefore, I recommend the proposed organizational changes be approved, and that the subject changes be implemented immediately.



**FRANKLIN COUNTY AUDITOR**

Matt Beaton, Auditor

8/6/2014

**Franklin County Commissioners:**

Vouchers audited and certified by the auditing officer by RCW 42.24.080, expense reimbursement claims.

Action: As of this date, 8/6/2014

Move that the following warrants be approved for payment:

certified by RCW 42.24.090, have been recorded on a listing, which has been sent to the board members.

<u>FUND Expenditures</u>	<u>WARRANTS</u>		<u>AMOUNT ISSUED</u>
FC Public Facilities Const Fund	101664	101665	\$602.26
TRAC Operations Fund	101666	101676	\$2,940.63
County Roads	101677	101689	\$64,099.35
Motor Vehicle/Public Works	101690	101695	\$7,270.02
Treasurer O & M	101696	101698	\$7,071.26
Trial Court Improvement Fund	101699	-	\$350.00
Jail Commissary	101700	101702	\$728.67
Ending Homelessness Fund	101703	101705	\$1,553.00
Current Expense	101706	101744	\$38,603.87
Current Expense	101745	101767	\$9,777.81
Current Expense	101768	101777	\$253,396.96
.3% Criminal Justice Const Fnd	101778	101786	\$31,303.52
Landfill Closure Trust Fund	101787	-	5,689.75
Auditor O & M	10788	-	5,666.29

In the amount of

\$429,053.39

The motion was seconded by

And passed by a vote of 3 to 0

Reviewed by County Administrator

The attached vouchers have been approved by Auditor or Deputy

Vouchers Audited By : Margaret Mathia