

CLARK COUNTY STAFF REPORT

DEPARTMENT: Public Health

CCPH SR2018-566

DATE: 2/14/2018

REQUESTED ACTION:

Clark County Councilors approval to apply for the Washington State Archives Local Records Grant, specifically for organizing the file room. Total remuneration is \$45,000. Additionally, request authorization for Public Health Director to sign amendments associated with this grant.

Consent Hearing County Manager

BACKGROUND

In 2016, the Solid Waste Environmental Outreach program merged with Clark County Public Health. During this transition, a large amount of records were moved and merged into Environmental Public Health records without a master plan. As a result, locating records for Public Records Requests, reviewing and updating operational plans and daily work; are not accurate or attainable in a consistent manner. Organizing and creating an inventory of these records will mitigate concerns about meeting regulated time frames, full disclosure of Public Records, and locating documents that establish specific operational processes and agreements. We are in need of organizing, inventorying and developing a plan for the disposition of records in an accessible and central location.

COUNCIL POLICY IMPLICATIONS

N/A

ADMINISTRATIVE POLICY IMPLICATIONS

N/A

COMMUNITY OUTREACH

N/A

BUDGET IMPLICATIONS

YES	NO	
		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
X		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 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

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
1025 - Local Records Grant Program		28,930		16,070		
Total		28,930		16,070		

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

Grant revenue

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
1025 - Local Records Grant			28,930		16,070		
Total			28,930		16,070		

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual		22,367		12,425		
Supplies		323		179		
Travel						
Other controllables		6,240		3,466		
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total		28,930		16,070		

BUDGET DETAILS

Local Fund Dollar Amount	
Grant Fund Dollar Amount	45,000
Account	1025
Company Name	Public Health


DISTRIBUTION:

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APPROVED: 
 CLARK COUNTY, WASHINGTON
 CLARK COUNTY COUNCIL

DATE: 2-27-18
 SR# 48-18

APPROVED: _____
 Jim Rumpeltes, Interim County Manager

DATE: _____

