

WEEKLY REVIEW

BENTON COUNTY BOARD OF COMMISSIONERS
October 27, 2020



This document is a weekly review of the Board of County Commissioners' meeting, Tuesday, October 27, 2020. Information related to agenda changes, Consent Agenda, and Public Comment are on the [County website](#).

Public Hearings

2021-2026 Capital Improvement Plan –Robert Blain, Operations/Capital Programs

In conjunction with the biennial budget process the County makes updates to its six-year Capital Improvement Plan which is incorporated into the Capital Facilities portion of the Benton County Comprehensive Plan. The Capital Improvement Plan takes projects submitted by the various departments within the County and, if approved, assigns them a funding source and an estimated completion year. Projects include major construction projects and purchases typically over \$15,000 with a life expectancy exceeding 5 years. The Capital Improvement Plan is reviewed by the Board of County Commissioners and approved as part of the budget process. The Capital Improvement Plan contains approximately \$33 million worth of projects and purchases over the next six years. Of that, \$23 million is contained in the 2021-2022 budget cycle. A project being in the Capital Plan and/or budget does not guarantee funding. **The Board moved and seconded to approve the Resolution adopting the 2021-2026 Benton County Capital Improvement Plan as submitted. Upon vote, the motion carried unanimously.**

Budget Supplement – 2019-2020 Vit Impact Fund – Linda Ivey, Finance Manager

The Board closed the Vit Impact Fund via/Resolution 2019-279, which authorized the transfer of the remaining cash in the Vit Impact Fund to the Capital Projects Fund. A budget adjustment of the current year's expenditures is requested and must be approved in a public hearing. The adjustment is needed so the Auditor's Office can make the proper journal entries.

Budget Supplement – 2019-2020 Current Expense Fund – Linda Ivey, Finance Manager

Benton County was awarded an additional \$4,036,000 in CARES Act funds due to the public health emergency with respect to COVID-19. The award was received after the completion of the 2019-2020 budget process and must be approved in a public hearing. The adjustment is budget neutral as eligible expenditures are reimbursed.

The Board moved and seconded to approve the request for a budget adjustment to the 2019-2020 Vit Impact Fund Number 0153-101 budget in the amount of \$5,563,630. Additionally, to approve the request for a budget adjustment to the 2019-2020 Current Expense Fund 0000-101, Dept. 139 budget in the amount of \$4,036,000. Upon vote, the motion carried unanimously.

Scheduled Business

Preliminary Plat of Country Acres – SUB 2020-007 – Greg Wendt and Michelle Cooke, Planning

The applicant submitted a preliminary plat application (PCM 1.4) and map (PCM 1.5) to subdivide approximately 160.25 acres into 14 residential lots. The preliminary plat is known as Country Acres and the land is zoned Rural Lands Five Acre District. The average lot size in the development is approximately 11.17 acres and the lots are proposed to be served by a new public road and individual wells and septic systems. The property is located south of the KID canal and west of the intersection of Country Heights Drive and Homestead Road in unincorporated Kennewick, WA on parcel 120882000004000. On October 13, 2020, at the conclusion of the open record hearing, the Planning Commission voted (5-1) to forward a positive recommendation to the Board of County Commissioners subject to eight (8) findings of fact and nineteen (19) conditions of approval. With the completion of the open record hearing, the Benton County

Code requires the Board of County Commissioners to conduct a closed record (appeal) hearing with reference to this preliminary plat. All the information submitted to the Planning Commission was submitted to the Board of County Commissioners for inclusion in the public record. The Board moved and seconded to adopt the Planning Commission's Recommendations, Findings of Fact and Conditions as the Board's own and approve the preliminary plat of Country Acres - SUB 2020-007 as recommended by the Planning Commission. Upon vote, the motion carried unanimously.

Change Order No. 4 - Banlin Construction, LLC for New Administration Building Project - Robert Blain - Operations/Capital Programs

On January 28, 2020 the Board approved Resolution 2020-101 and executed a contract with Banlin Construction, LLC for the New Administration Building, plus change orders 1, 2 and 3. Additional unforeseen items were identified consisting of the following: modifying the existing irrigation to connect to the new system, adding new landscaping, moving an electrical panel and meter, thickening the north wall, and revisions to the door hardware. **The Board moved and seconded to approve Change Order No. 4 with Banlin Construction, LLC for the New Administration Building project, increasing the contract by \$101,256.73 plus WSST for a new contract amount not to exceed \$13,576,195.29 plus WSST and increase the contract time by 7 days for a total of 506 calendar days. Upon vote, the motion carried unanimously.**

CARES Act - Childcare Support Grant Program Contracts - Matt Rasmussen - Deputy County Administrator

As a result of the on-going COVID-19 pandemic, there has been a significant reduction in capacity at local childcare providers. This is resulting in a loss of income for these providers which are putting many at risk of closing. The County recognizes that provision of adequate childcare is necessary for our community to reopen its businesses as we recover from the impacts of the pandemic. Working with Childcare Aware, TRIDEC, the Tri Cities Chamber of Commerce and several large area providers, staff has developed a grant program specifically targeted to childcare providers. Staff discussed the program briefly with the Board on October 6 and received direction to continue with developing it. Since that time, a grant application was developed and advertised that Benton County was accepting applications from area providers. The deadline for applications is October 30, 2020. The final step is to approve the agreement that will be used to issue grants to the successful applicants so the County can issue grants during the month of November. The County is dedicating up to \$1,300,000 from its CARES act funds for this program. **The Board moved and seconded to adopt the Resolution approving the agreement for Childcare Assistant Program grant funding and authorize the County Administrator and/or Deputy County Administrator to sign those agreements on behalf of the County. Upon vote, the motion carried unanimously.**

2021-2022 Budget Discussions - Jerrod MacPherson, County Administrator, Matt Rasmussen, Deputy County Administrator, and Linda Ivey, Finance Manager

During budget workshops the prior week, the Current Expense Fund baseline budget had a \$4.5 million shortfall and \$3.2 million in new requests (for a combined total shortfall of \$7.7 million). Administration investigated an array of options including alternative funding sources to alleviate reducing staff and/or services to the public, including Public Safety Tax Fund, 1/10th Criminal Justice Tax Fund, and Human Services Fund (local mental health/millage). Additionally, they were recommending a zero-percentage increase in the property tax levy rate, and to bank the 1%. The total recommended revision to Current Expense Revenues was an increase of \$919,138 and to Expenditures was a reduction of \$3,615,017.

- Revenues - \$142,287,932
- Expenditures - \$142,293,541
- Decrease to fund balance of \$(-5,609) - balanced

It was important to note that not all \$3.2 million in new requests could be accommodated, but the recommendation to the Board did not reduce staff. **The Board moved and seconded to go to public hearing on November 17, 2020 for adoption of the 2021-2022 budget as submitted. Upon vote, the motion carried unanimously.**

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