

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> May 6, 2021	<b>PREPARED BY:</b> Laura B. Stark
<b>Meeting Date Requested:</b> May 18, 2021	<b>PRESENTED BY:</b> Curtis McGary
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board <span style="margin-left: 300px;">Time needed:</span>	
<b>SUBJECT:</b> Transfer ownership of LT-1015, a 2021 Ford F150, VIN #1FTFX1E58MKD59994, from the Franklin County Coroner to the Franklin County Equipment Rent and Revolving Fund (ER&R).	
<b>FISCAL IMPACT:</b> Impact to the Franklin County Coroner budget is outlined in Resolution #2020-302 (attached). No further impact is anticipated.	
<b>BACKGROUND:</b> The Franklin County Board of Commissioners approved the Franklin County 2021 Current Expense Budget on December 15, 2020. The Franklin County Coroner budget is contained within the Current Expense Budget. At page 23, line item 101220 64630 authorizes the Franklin County Coroner to purchase a vehicle for \$37,000. The Franklin County Coroner has purchased a 2021 Ford F150 from Bud Clary Ford Hyundai, formerly Columbia Ford, of Longview, Washington, pursuant to Contract #05916 of the Washington State Department of Enterprise Services, for \$32,785.58 as shown on Invoice #3-M474. Said vehicle was delivered to the Coroner on April 13, 2021 and assigned vehicle number LT-1015. The Coroner wishes to transfer ownership of said vehicle to the Franklin County ER&R Fund for asset management pursuant to RCW 43.09.210, and to have a rental rate established pursuant to RCW 36.33A.040.	
<b>RECOMMENDATION:</b> Approve the attached resolution transferring ownership of LT-1015, a 2021 Ford F150, VIN #1FTFX1E58MKD59994 from the Franklin County Coroner to the Franklin County Equipment Rent and Revolving Fund (ER&R) pursuant to RCW 43.09.210, and to have a rental rate established pursuant to RCW 36.33A.040, and to therefore have the ER&R Fund and the County Auditor add the asset to the inventory list of the ER&R Fund.	
<b>COORDINATION:</b> This matter has been discussed with Laura Stark, Public Works Administrative Assistant, Curtis McGary, Coroner, Greg Snyder, Shop Supervisor, and Matt Mahoney, Public Works Director	
<b>ATTACHMENTS:</b> <ul style="list-style-type: none"> <li>• Franklin County Resolution #2020-302 (abbreviated)</li> <li>• Invoice #3-M474</li> <li>• Proposed Resolution</li> </ul>	
<b>HANDLING / ROUTING:</b> <ul style="list-style-type: none"> <li>• Curtis McGary, Franklin County Coroner</li> <li>• Laura Stark, Public Works Administrative Assistant</li> <li>• Matt Beaton, Franklin County Auditor</li> </ul>	

*I certify the above information is accurate and complete.*

*Laura M Stark, JDC*  
Curtis McGary, Franklin County Coroner

FRANKLIN COUNTY RESOLUTION 2020-302

BEFORE THE BOARD OF COUNTY COMMISSIONERS,  
FRANKLIN COUNTY, WASHINGTON

**ADOPTION OF THE FRANKLIN COUNTY 2021 CURRENT EXPENSE BUDGET AND  
AUTHORIZATION FOR THE FRANKLIN COUNTY ADMINISTRATOR TO APPROVE  
INTERNAL TRANSFERS UP TO \$25,000 WITHIN THE CURRENT EXPENSE BUDGET**

WHEREAS, pursuant to RCW 36.40.060 and 36.40.080, a public hearing was conducted December 08, 2020 to take testimony for and against the adoption of the Franklin County 2021 Current Expense Fund Budget, and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and agreed to adopt the 2021 Current Expense Budget in the amount of \$40,830,000 for revenues and expenditures as a bottom line budget by department and fund, under the following restrictions:

- 1) **Four separate categories that may not supplement the other without Board Approval (resolution):**
  - Salary and benefits (BARS Object codes 10's and 20's)
  - Other Than Personnel Services (OTPS) (Combined BARS Object Codes 30's-99's)
  - OTPS-Segregated (used for specific expenditures, BARS Object Codes 30's-99's)
  - Capital (BARS Function Codes 59X)
- 2) **Salary savings included in Ending Fund Balance may be reallocated back to departments by the County Auditor's Office as necessary.**

WHEREAS, The County Auditor will not process OTPS, OTPS-Segregated, or Capital expenditures if doing so would cause a category or the overall department budget to go negative, and

WHEREAS, the Franklin County Administrator is responsible for the routine business of Franklin County including matters potentially impacting safety, security, interests and the ongoing welfare of Franklin County and the Board of Franklin County Commissioners has deemed it in the best interest of the County to authorize the Franklin County Administrator to approve internal transfers up to \$25,000 within the Current Expense budget.

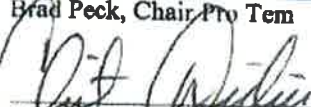
NOW, THEREFORE, **BE IT RESOLVED** the Franklin County Board of Commissioners hereby adopt the Franklin County 2021 Current Expense Budget as a bottom line budget, as described above, for Department Numbers 101020 through 101720, in the amount of \$40,830,000 for revenue and expenditures. Also, the Franklin County Administrator is authorized to approve internal transfers up to \$25,000 within the Current Expense budget.

**APPROVED** this 15th day of December 2020

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

  
\_\_\_\_\_  
Robert Koch, Chair

Brad Peck  
Approved Telephonically

Brad Peck, Chair, Pro Tem  
  
\_\_\_\_\_  
Clint Didier, Member

Attest:

  
\_\_\_\_\_  
Clerk to the Board - *act 1/1/21*

**COPY**

**FRANKLIN COUNTY**  
**Budget Status Report**  
 As of 1/1/2021



Dept	Key	Object	Working Budget	YTD Actual	MTD Actual	Encumbrance	Balance	%
<b>101220 - CORONER</b>								
<b>RESOURCE ACCOUNTS</b>								
101220		33606920 - ST AUTOPSY COSTS	12,000	0	0	0	(12,000)	0.00 %
		TOTAL OPERATING REVENUE	12,000	0	0	0	(12,000)	0.00 %
<b>RESOURCE ACCOUNTS TOTAL</b>								
			12,000	0	0	0	(12,000)	0.00 %
<b>EXPENDITURES AND USES</b>								
101220		1000 - SALARIES AND WAGES	169,737	0	0	0	169,737	0.00 %
101220		2010 - SOCIAL SECURITY	12,986	0	0	0	12,986	0.00 %
101220		2020 - MEDICAL & DENTAL	24,473	0	0	0	24,473	0.00 %
101220		2030 - RETIREMENT	12,353	0	0	0	12,353	0.00 %
101220		2040 - INDUSTRIAL INSURANCE	4,716	0	0	0	4,716	0.00 %
101220		2050 - UNEMPLOYMENT	450	0	0	0	450	0.00 %
101220		2055 - PAID FMLA	250	0	0	0	250	0.00 %
		TOTAL PERSONNEL SERVICES	224,965	0	0	0	224,965	0.00 %
101220		3100 - OFFICE AND OPERATING SUPPLIES	3,000	0	0	0	3,000	0.00 %
101220		3599 - NON-BASELINE SM TOOLS & EQUIP	2,300	0	0	0	2,300	0.00 %
101220		4203 - CELL PHONE REIMBURSED	1,320	0	0	0	1,320	0.00 %
101220		4300 - TRAVEL	6,422	0	0	0	6,422	0.00 %
101220		4501 - COPIER LEASE	540	0	0	0	540	0.00 %
101220		4503 - VEHICLE RENTALS AND LEASES	15,060	0	0	0	15,060	0.00 %
101220		4601 - INSURANCE BOND	200	0	0	0	200	0.00 %
101220		4801 - REP AND MAINT VEHICLES	0	0	0	0	0	0.00 %
101220		4901 - DUES AND SUBSCRIPTIONS	3,000	0	0	0	3,000	0.00 %
101220		4914 - AUTOPSIES	32,000	0	0	0	32,000	0.00 %
		TOTAL OTHER THAN PERSONNEL SERVICES	63,842	0	0	0	63,842	0.00 %

**FRANKLIN COUNTY**  
**Budget Status Report**  
 As of 1/1/2021

**COPY**

Dept	Key	Object	Working Budget	YTD Actual	MTD Actual	Encumbrance	Balance	%
101200	4701	UTILITIES - 1016 N 4TH AVE	203,870	0	0	0	203,870	0.00%
101200	4702	UTILITIES - 404 AND 412 W CLAR	36,770	0	0	0	36,770	0.00%
101200	4703	UTILITIES - 3508 STEARMAN	8,400	0	0	0	8,400	0.00%
101200	4704	UTILITIES - ALLY BY ATOMIC FOOD	1,500	0	0	0	1,500	0.00%
101200	4712	UTILITIES - JUSTICE CENTER	81,586	0	0	0	81,586	0.00%
101200	4801	REP AND MAINT VEHICLES	16,465	0	0	0	16,465	0.00%
101200	4805	REP AND MAINT - PSB	107,000	0	0	0	107,000	0.00%
101200	4807	REP AND MAINT - COURTHOUSE	112,000	0	0	0	112,000	0.00%
101200	4808	REP AND MAINT - MUS FACILITIES	9,700	0	0	0	9,700	0.00%
101200	4809	REP AND MAINT - ANNEX	27,100	0	0	0	27,100	0.00%
101200	4810	REP AND MAINT - CORRECTIONS	20,000	0	0	0	20,000	0.00%
101200	4845	REP AND MAINT - VETERANS CENTER	5,000	0	0	0	5,000	0.00%
101200	4846	REP AND MAINT - JUSTICE CENTER	51,670	0	0	0	51,670	0.00%
101200	4859	R&M - 502 BOEING PLANNING	12,000	0	0	0	12,000	0.00%
101200	4899	NON-BASELINE REP & MAINT	20,570	0	0	0	20,570	0.00%
		<b>TOTAL OTHER THAN PERSONNEL SERVICES</b>	<b>747,276</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>747,276</b>	<b>0.00%</b>
		<b>TOTAL CAPITAL OUTLAY</b>	<b>34,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34,000</b>	<b>0.00%</b>
		<b>EXPENDITURES AND USES TOTAL</b>	<b>1,136,907</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,136,907</b>	<b>0.00%</b>

# INVOICE

PLEASE PAY FROM THIS INVOICE

Invoice Delivery Date: 4/13/2021

Invoice Number: 3-M474 K789

This is 1 of 1 unit(s)

Terms: Payment is due within 30 calendar days of vehicle delivery.  
\$300 Prompt Payment Discount available only if payment is remitted within 20 calendar days of delivery.  
1% Late Fee per month will be added to any unpaid balance after 30 days.

**SOLD TO:**  
  
**11100-012**                      **FIN: QG941**  
**Franklin County Coroner**  
  
**1016 N 4th Ave**  
**Pasco**                                      **WA 99301**  
  
Customer P.O. Number:            **FC12162021GS**  
Dealer Reference Number:        **20-1035**  
CARS Quote Number:                **2020-12-478**

**DELIVER TO:**  
  
**11100-014**  
**Franklin County Coroner**  
**c/o Public Works**  
**3414 Stearman Ave.**  
**Pasco**                                      **WA 99301**  
  
Contact:                                **Greg Snyder**  
Telephone:                            **509-545-3539**  
Receiving Hours:                    **7am to 5pm M-Th**

YEAR	MAKE	COLOR	MODEL	VEHICLE IDENTIFICATION NUMBER (VIN)
<b>2021</b>	<b>Ford</b>	<b>Oxford White</b>	<b>X1E F150 SC 4x4</b>	<b>1FTFX1E58MKD59994</b>

**DELIVERED WITH VEHICLE:**  
 Invoice  
 Title Application  
 Odometer Disclosure  
 Certificate of Origin (MSO)  
 Pre-Delivery Inspection Checklist  
 Owner's Manual  
 \_\_\_\_\_  
 \_\_\_\_\_  
  
NA Keys # P4065  
4 Remote Keyless Entry FOBS (w/ Integrated Key)  
NA Remote Keyless Entry FOBS (No Key)  
Keypad Code (if equipped) # NA  
  
**VEHICLE INSPECTED AND ACCEPTED BY:**  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Sold under the terms and conditions of Washington State Contract with all required equipment and options as ordered.  
Contract Number: **05916**  
Commodity Code: **2021-0830-001**

Vehicle Price		<b>\$30,245.00</b>
Sales Tax	<b>8.4% eff 4/1/2017</b>	<b>\$2,540.58</b>
Title Fees		<b>\$0.00</b>
<b>TOTAL AMOUNT DUE:</b>		<b>\$32,785.58</b>

(Formerly Columbia Ford)  
Please remit payment to:  
**Bud Clary Ford Hyundai**  
**PO Box 127**  
**Longview WA 98632**  
  
Questions? (360) 423-4321, Government Sales Dept.



**FRANKLIN COUNTY RESOLUTION NO. \_\_\_\_\_**

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

***AUTHORIZING TRANSFER OF COUNTY ASSET FROM FRANKLIN COUNTY  
CORONER TO FRANKLIN COUNTY EQUIPMENT RENT AND REVOLVING  
(ER&R) FUND***

**WHEREAS**, the Franklin County Coroner has requested the transfer of one (1) vehicle, a 2021 Ford F150, VIN #1FTFX1E58MKD59994, ID #LT-1015, from the Franklin County Coroner Fund to the Equipment Rent and Revolving (ER&R) Fund, and that a rental rate be established; and

**WHEREAS**, pursuant to RCW 36.33A.050, the legislative authority of the County may, from time to time, place moneys in the fund from any source lawfully available to it and may transfer equipment, materials, and supplies of any office or department to the ER&R Fund with or without charge consistent with RCW 43.09.210; and

**WHEREAS**, pursuant to RCW 36.33A.030, the County Engineer, or other appointee of the county legislative body, shall administer the ER&R Fund and shall be responsible for establishing the terms and charges for the sale of any material or supplies which have been purchased, maintained, or manufactured with moneys from the fund. The terms and charges shall be set to cover all costs of purchasing, storing, and distributing the material or supplies, and may be amended as considered necessary; and

**WHEREAS**, pursuant to RCW 36.33A.040, rates of the rental of vehicles and equipment owned by the fund shall be set to cover all costs of maintenance and repair, material and supplies consumed in operating or maintaining the equipment, and the future replacement thereof. The rates shall be determined by the County Engineer or other appointee of the county legislative body and shall be subject to annual review by the legislative body; and

**WHEREAS**, the Franklin County Board of Commissioners appointed the Public Works Director as the administrator of the fund, and to determine the rates for the rental of equipment owned by the fund; and

**WHEREAS**, the ER&R rate structure has been established to cover all costs associated with the operation of the fund which is composed of five (5) components: 1) expenses due to maintenance and operation – employee wages, building rental, equipment repair, supplies, etc.; 2) depreciation of equipment; 3) a surcharge for equipment replacement; 4) corrections for prior year charges; 5) fleet overhead rate for emergency reserve; and

**WHEREAS**, the rate established for the asset recommended for transfer of one (1) 2021 Ford F150, VIN #1FTFX1E58MKD59994, ID #LT-1015 is \$627.15 per month; and

**WHEREAS**, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems the transfer of the equipment and adoption of the proposed rate to be in the best interest of the County,

**NOW, THEREFORE, BE IT RESOLVED** The Board of Franklin County Commissioners authorize the transfer of one (1) 2021 Ford F150, VIN #1FTFX1E58MKD59994, ID #LT-1015, from the Franklin County Coroner to the ER&R Fund, and to therefore have the ER&R Fund and the County Auditor add the assets to the inventory list of the ER&R Fund; and

**FRANKLIN COUNTY RESOLUTION NO. \_\_\_\_\_**

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

**BE IT FUTHER RESOLVED**, the 2021 Ford F150, VIN #1FTFX1E58MKD59994, ID #LT-1015 be added to the Municipal Vehicles and Public Works Equipment, Equipment Rental Services 2021 ER&R Rental rates, for the 2021 calendar year (January 1, 2021 through December 31, 2021) with an established rental rate of \$627.15 per month.

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Chairman Pro Tem

\_\_\_\_\_  
Member

Attest

\_\_\_\_\_  
Clerk of the Board