

2025-2026 Supplemental Department Questions

Please answer the following questions in a word document and return to Council. The answers to these questions will be provided to council as supplemental information. While not part of the physical budget presentation to Council, departments should be prepared to answer questions Council may have on these supplemental questions. If you feel that you have provided an answer in a previous question, please don't repeat your answer, simply refer to the earlier question/answer.

Strategic Goals

1. Provide your 2025-2026 strategic goals; How are they reflected in your budget request?

Our strategic goals are to:

- 1.) **Provide for the fair, impartial and timely administration of justice in all matters brought before the Hearing Examiner; and**
- 2.) **Provide efficient administrative support for the Board of Equalization and Boundary Review Board to assist the Boards to maintain compliance with their statutory duties.**

Our budget request for the funding of a Case Management system is key to providing timely administration of justice to parties in all cases that are administered by the Hearing Examiner, Boundary Review Board, and the Board of Equalization. Currently none of these programs have a Case Management system in place; rather, the handling of cases is laborious and time-consuming. Having a case management system will greatly enhance the transparency of the processes and provide access to the public and the parties.

National, state and local landscape:

1. What critical issues are you facing in your department/industry, and how are you addressing them?
2. Are there federal, state, and local issues/mandates that will impact your department, operationally and/or fiscally. Please address what it is, the anticipated impact, and how you plan to mitigate it. **No**

Programs

1. With ARPA funding ending, what programs/services will be impacted and how? What is your plan for mitigating the impacts? **Not applicable to OHA**
2. What new programs are you proposing for 2025-2026? What need or efficiency is that new program addressing? How is that program funded for sustainability? What metrics are in place to determine effectiveness?

Implementation of a Case Management System

3. Are there departmental change requests not in the Executive's Recommended Budget that you feel Council should consider including? If so, please provide the change request number and justification for the inclusion of the request. **No**

Internal Operations

1. Please explain how you intended to meet the Executive's 3% Resource Alignment request.

Our initial request to the Executive's Office was for reduction of the Resource Alignment by 20% (or 80% restoration); the initial proposed amount of over \$27,000 for our office would have wiped out our operational expenses entirely, and we would still have fallen short of meeting the reduction.

2. How are increasing Internal Service Rates impacting your department/programs?

As long as the Council provides related budget increases, there is no impact to our office.

3. To help inform Council on experiences around hiring and retention, please provide a list of all vacant position titles, position codes, FTE amount (1.0, 0.5, etc.), date vacated, and date first posted. Template spreadsheet attached for convenience and conformity; if already tracking information in another format, that is acceptable as well. Please list each vacancy separately.

We currently have no vacancies.

4. When was the last time your department implemented a fee increase? Do you have any plans to increase fees? Are your current fees established based on a full cost recovery model?

The Hearing Examiner and the Board of Equalization do not have the authority to collect any fees.

As established in statute pertaining to the Boundary Review Board, there is a \$50 fee required upon the submission of a Notice of Intention for annexation; if the jurisdiction of the board is subsequently invoked, a \$200 fee is required from the person or entity seeking review (RCW 36.93.120). This statute was last revised in 1987.