

**KITTITAS COUNTY
BOARD OF COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
SPECIAL MEETING**

WEDNESDAY

9:30 A.M.

JULY 10, 2013

Board members present: Chairman Obie O'Brien; Vice-Chairman Paul Jewell and Commissioner Gary Berndt.

Others: Mandy Buchholz, Deputy Clerk of the Board; Judy Pless, Budget and Finance Manager; Patti Johnson, Solid Waste Director/Project Manager and one member of the public.

SPECIAL MEETING BUDGET RETREAT PLANNING COMMISSIONERS

Chairman O'Brien opened a Special Meeting to discuss and plan with County staff the 2013 Annual Budget Retreat.

Commissioner Jewell stated that he would like to get the Board's thoughts on asking WSAC/WACO to make a presentation regarding municipal finances. He stated that he felt it would be appropriate given that all the department heads and elected officials will be attending the retreat. The Board concurred with Commissioner Jewell's suggestion and tasked him with contacting WSAC to see if they can attend and present at the 2013 Budget Retreat.

Judy Pless, Budget & Finance Manager stated that it had been decided that for the 2013 Budget Retreat lunch will be catered and each person has the choice to participate and will pay a set amount to participate. She stated that she will send out a request for a head count later this week.

There was roundtable discussion on Agenda topics, policies and priorities for the retreat. It was determined to include the following: Finance Summary, 2014 Budget Goals, Benefits update, Capital Budget Appropriations, Baseline budgeting, Facilities update, CDS Department Changes -enterprise fund. The Board indicated that there would be discussion on car maintenance replacement operations and how they plan to proceed for future vehicle replacements.

There was roundtable discussion on the policies that were created for budget discussions and subsequent development of the individual department budgets. Each Department 2013 budget will

2013-07-10 MINUTES

APPROVED
8/6/2013

be considered the 2014 starting point. Requests for increases of any line item must be justified in your budget narrative to be considered. Increases in FTE's will not be considered without funding specifically designated to cover a respective request. Vacancy savings may not be spent elsewhere within the department budget without BoCC approval. Full cost recovery is to be implemented. "Rainy Day" funds will not be used and the Board intends to make a contribution to the fund for 2014.

Commissioner Jewell indicated that he would like this next budget year to focus on customer service county-wide and to invest in the "lean" concept. Judy Pless, Budget and Finance Manager suggested that the Board require departments to identify the area(s) to implement the "lean" concept. The Board indicated that they would be looking at areas to fund "lean" experts to come in and work with the County on implementation. Chairman O'Brien stated that he felt it was time to invest training into the County employees as the economy starts coming back. He felt they could begin to encourage managers to look for training opportunities for their staff.

Judy Pless, Budget and Finance Manager briefly reviewed how years past retreats have proceeded. She indicated that the Budget Instructions will be outlined for the 2014 budget planning.

The Board briefly addressed the importance of funding options for the Armory.

REQUEST JAIL CONST. / BUDGET AMENDMENT COMMISSIONERS

Judy Pless, Budget and Finance Manger presented and reviewed a Request for Budget Amendment for the Courthouse Jail Construction Fund 001 General Fund and Fund 302 Courthouse Jail Construction in the amount of \$ 291,470.00. She stated that the request would move \$191,469.32 from the General Fund to fund 302- Courthouse Jail Construction for the Jail Pod project and \$100,000 for Upper Dist. Court Remodel on an *as needed basis*. The Board gave approval to move forward noting that a Public Hearing will need to take place prior to finalizing the request.

OTHER BUSINESS-

Judy Pless, Budget and Finance Manager reviewed a webinar on lodging tax she participated in and provided copies of the slides for the Boards information.

The meeting was adjourned at 10:40 a.m.

DEPUTY CLERK OF THE BOARD


Mandy Buchholz

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Chairman Obie O'Brien