

KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

CDS STUDY SESSION MINUTES

January 12, 2015

THOSE PRESENT: Gary Berndt, Obie O'Brien(BOCC) Stephanie Mifflin, Doc Hansen, Jeff Watson, Mike Flory (CDS) Kathy Jurgens(PW)

GUESTS PRESENT: None.

*Before the study session began, Mike Flory requested the Building Department Vehicles/Budget Amendment item on the agenda be moved to the first topic to allow Kathy Jurgens to head back to work.

Building Department Vehicles/Budget Amendment:

Mike presented the Staff Report (see attached). Mike recommended option one (1) purchasing two Nissans and leasing a truck from Public Works until the Nissans arrive. Commissioner Berndt asked if there would be a contract between Community Development Services (CDS) and Public Works (PW). Kathy stated yes, and that PW would look at the normal wear and tear, have routine maintenance checks, etc. Commissioner O'Brien asked for an update on the fee schedule analysis. Doc stated CDS does not expect to have a report until the end of next month. Commissioner O'Brien recommended that CDS purchase a Nissan and lease a vehicle from PW. Commissioner O'Brien expressed his concerns regarding the outcome of the fee report and stated that report will determine whether or not CDS can purchase another new vehicle. Mike stated that Code Enforcement (CE) budgeted \$25,000 for a new vehicle, that some of that money could be "shifted" to building to help compensate for the CDS vehicle funds, and that CE could purchase a vehicle from PW. Mike stated this would reduce Code Enforcement's budget by \$15,000 which helps the general fund. Kathy stated that purchasing two PW vehicles would be the most cost efficient route, but CDS would still need to submit a budget amendment.

Board Direction: Bring a firm bid price on the Nissan's (one for building, one for CE), Bring a firm bid price on the Silverado's from PW, examine the CE and building department budget and report back to the BOCC.

Open Space PBRs Update:

Jeff stated that the County needs to reassess the 412 Open Space designated parcels per RCW. Jeff stated CDS has roughly \$6,000 left from the 2014 budget for interns, that CDS budgeted \$10,000 for the 2015 interns, for a total of \$16,000. Jeff stated CDS would like to hire work study students from Central to evaluate the Open Space designated parcels. Jeff stated this reassessment needs to be completed by January 1, 2016 so they are "tax-roll ready" by 2017. Commissioner O'Brien asked why the Assessor is not doing this. Doc stated that CDS has the access to interns, that the planning department wants to take control, and that Marsha and Christie from the Assessor's Office have been active participants in the decision.

Board Direction: None.

Vantage to Pomona:

Doc stated CDS is reviewing the SCIS document.

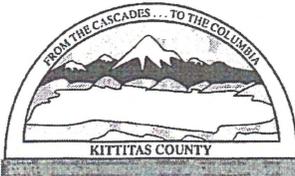
Board Direction: None.

County Website Updates:

Doc stated that the Code is up to date on the County website. Doc stated that if the page is being updated by Staff, there will be a flag at the top of the page stating that the page is under construction.

Board Direction: None.

APPROVED
1.20.15



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STAFF REPORT

TO: Kittitas County BOCC
FROM: Kittitas County Community Development Services Staff
RE: Request for Budget Amendment for CDS Building Dept. vehicle purchases
DATE: January 12, 2015

I. GENERAL INFORMATION

Currently CDS Building Department has two (2) 2014 model Nissan Frontier trucks for building inspection. We also have one (1) 2004 model Ford Escape with 144,000 miles as a spare vehicle. The Ford Escape is not in condition to be used as a daily driver. It can be reliably used for short trips and occasional use.

With the addition of a Building Inspector this year bringing our total to three (3) inspectors, it is necessary to purchase another vehicle capable of daily use. The Nissan Frontier has proven the best vehicle for the job over any former vehicles used by CDS, or any other offered on the State Bid list, and is by far the best value when comparing options it comes with against other vehicle makers. The Nissan Frontier on State Bid list is now nine (9) months out from order date. If we were to order this vehicle this month we could safely say we would see it delivered by October. We will have an immediate need come Late February or early March as the building season begins full swing and all three (3) inspectors are ready (certified) and required.

CDS staff also has need for another reliable vehicle that can be used by all staff, to include times when the building official or another plans examiner needs to meet inspectors, owners, builders and other parties on site to solve issues that come up during inspection. When an inspection vehicle is slated for routine maintenance and service that takes it out of service for a day, another adequate vehicle is needed to cover inspections. This vehicle can also be reliably used by all staff when attending meetings with other jurisdictions, classes and functions across the state as frequently needed by staff for certification renewal and other needs.

CDS Building Dept. is an enterprise fund and building permit fees are used to cover the expense of adequate vehicles and equipment to perform our services to building permit holders. In the 2015 budget we asked for \$56,000 to purchase two (2) more vehicles to bring our total to five (5) with three (3) on the road daily, one in reserve for the above listed functions and the 2004 Escape for short trips and very occasional use.

CDS budget was "adjusted" to \$28,000 which covers the cost of only one (1) Nissan Frontier (current purchase value approx. \$26,000). This will not solve our immediate or proposed need.

Public Works is about to surplus two (2) 2008 Chevrolet Silverado ½ ton trucks. Both these Silverado trucks have 100,000 miles and have been serviced frequently by Public Works and appear to be in very good condition for the mileage. These vehicles are to be placed for auction with a minimum bid required. There is a possibility CDS can purchase or rent one or both vehicles at fair market value.

II. RECOMMENDATIONS

First Recommendation:

Staff first recommends the BOCC approve of modification to the CDS budget and add additional funds as originally requested to purchase an additional Nissan for a total of two (2) new vehicles. We expect to get at least six (6) years of service out of each new vehicle. Some of the remaining funds would be used to rent one (1) Silverado from Public Works until the Nissans arrive. (Rental fee to be determined by Public Works).

This is an increase in the CDS vehicle budget for this year of approximately \$28,000.
This in no way impacts the general fund.

Second Recommendation:

If the BOCC does not agree with the reasoning of the first recommendation, then staff asks the BOCC to consider approval of modification to the CDS budget and additional funds to purchase one (1) 2008 Chevrolet Silverado truck currently ready for surplus by Public Works in addition to the already approved budget for one (1) Nissan. This would allow CDS an immediate vehicle while awaiting the new arrival. Once the Nissan arrives and is put into service the Silverado would then be used for the additional travel as indicated in General Information above. We expect at least an additional two (2) years of service from this vehicle and possibly more. CDS would like to then rent the second Silverado for travel as indicated above in General Information until the purchased one is no longer needed for daily inspection.

Cost for each Silverado is approx. \$10,000.00 each (determined by Public Works).

This is an increase in the CDS vehicle budget for this year of approximately \$12,000.
This in no way impacts the general fund.

III. CONCLUSION

Either of these requests are a diligent and prudent use of Public Funds paid for by building permit fees as a minimum requirement to adequately and safely service the building permits paying for these vehicles. Staff believes Recommendation 1 is the better investment amortized out for the life of a vehicle and a reduced maintenance and fuel cost budget.

Staff appreciates the concern and oversight of the BOCC when involving Public Funds and respectfully asks the BOCC to consider allowance of either recommendation.