

## **Commissioners office 2012 Budget Details/Savings**

### **Office & Operating Supplies:**

Budget decreased in the amount of \$200.00 due continued advancement of electronic and paperless documents.

### **Fuel:**

Budget increased in the amount of \$750.00 due to increase cost of fuel, as well as BOCC participating in additional meetings (water meetings, etc.) and not using their personal vehicle to travel.

**Minor Office Equipment:** No purchase anticipated

**Minor Computer Software:** No purchase anticipated

**Professional Services:** No purchase anticipated

**Microfilming:** Increase \$100.00 in anticipation of documents to be transferred to archives.

**Contract Shredding:** Increase

**Telephone:** Increase of \$52.00 for monthly phone service

**Postage:** No purchase anticipated (this is different than metered mail)

**Cellular Phone Communication:** Decrease of \$440.00 (less expensive than anticipated)

### **Travel:**

Budget increased by \$400.00.

Travel includes hotel & meal reimbursement expenses for WSAC (Wenatchee), WACCC's (Ocean Shores).

### **Advertising:**

Decrease of \$500.00 due to minimizing legal notices being put on County website with full detail.

### **Reimbursable Advertising:**

**Bonds:**

Decrease of \$340.00 due to no Commissioner election.

**Vehicle Insurance:**

Budget neutral

**Equipment Repairs & Maintenance:**

Decrease of \$80.00

**Vehicle Maintenance:**

Increase \$150.00 (quarterly oil changes)

**Dues & Subscriptions:**

Decrease of \$55.00. Daily Record subscription & WACCC's

**Filing & Recording Fees:**

Budget neutral

**Registration & Training:**

Increase of \$200.00 (WSAC registration, employee training)

**Interfund Telephone:**

Budget neutral

**Interfund Postage:**

Decrease of \$150.00 due to less mailings and more information placed on County website

**Interfund Copies:**

Decrease of \$25.00

**Kittitas County  
Goals & Accomplishments  
Board of County Commissioners**

**Departments Mission:**

The Kittitas County Board of Commissioners office mission is to consistently strive in serving the public in a friendly, professional, respectful, and courteous manner while providing a high level of customer service.

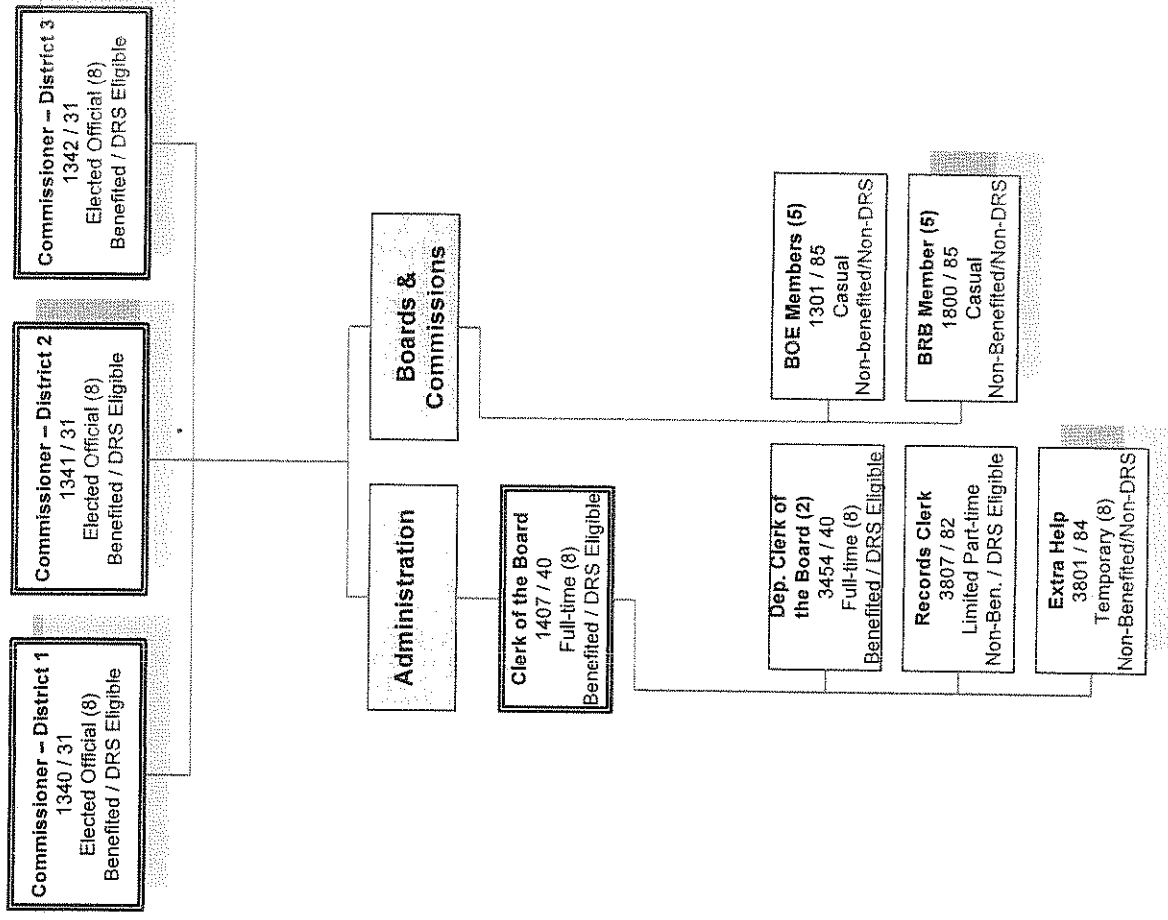
**2012 Departments Goals:**

- 2004-2007 archived and documents out of the office
- Storage basement purged of documents past retention
- Electronic file system for Boards and Committee documents
- Finalize Agenderader (Phase 2 of PAS) program
- Finalize Special Events online system, similar to PAS
- Continue good working relationships with other departments, municipalities and citizens by providing accurate and timely responses to inquiries and public records request
- Support additional training opportunities for employees at little or no cost and to utilize internal training when possible
- Continue to seek new and innovative ideas of going paperless to cut down on County expenses
- Continue good working relationships with other departments, municipalities and citizens by providing accurate and timely responses to inquiries and public records requests

**2010 Departments Accomplishments:**

- Put Resolutions and Ordinances from 1994 to present in an online, searchable database
- Completed first full year of Paperless Agenda System
- First full year of DaRT
- Worked with IS to create an electronic BOE system that significantly reduced copies and staff time
- Begun and maintained an "Interactive Agenda" for each Agenda session
- Assisted with drafting Records Management guidelines
- Processed agendas and minutes for approximately 440 Commissioner meetings
- Coordinated activities for National County Government Week

# 001c - Commissioners' Office Organizational Chart (with 0012 BOE)



GL787

JMP - PREL MANAGE REPORT REV

Report Format 562

January 1, 2011 through December 31, 2011

Transaction status 1  
Rounding to Whole Dollars

Fnd 001 GENERAL FUND

	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL	2012 PRELIM REDUCTION	2012 ADJUST REDUCTION	2012 ADDL BUDGET	PRELIM %
Dpt 0016								
COMMISSIONERS								
SAC 32171 FESTIVAL PERMIT	1,600-	1,400-	2,600-	2,500-			2,500-	44.0
SAC 34160 SALE OF PHOTOCOPIES	337-	300-	3-					
SAC 34175 SALE NON TAXABLE MERCH	126-		80-	100-			100-	100.0
SAC 34589 OTHER PLANNING DEVELOP	3,000-	2,000-	500-	1,000-			1,000-	100.0
SAC 36700 CONTRIB & DONATIONS	3,088-							
Dpt 0016	8,151-	3,700-	3,183-	3,600-			3,600-	2.8
COMMISSIONERS								



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Dpt 0016 Sob 1001 Sob 1002 Sob 1004 Sob 2001 Sob 2002 Sob 2003 Sob 2004 Sob 2006 Sob 2017 Sob 3201 Sob 3563 Sob 3564 Sob 3567 Sob 4101 Sob 4114 Sob 4127 Sob 4201 Sob 4202 Sob 4204 Sob 4301 Sob 4401 Sob 4406 Sob 4602 Sob 4608 Sob 4803 Sob 4805 Sob 4902 Sob 4904 Sob 4906 Sob 9201 Sob 9202 Sob 9301	GENERAL FUND	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT 2012 PRELIM2012 ADJUST 2012 ADDDL 2012 PRELIM %	2012 DEPT ADDITIONAL REDUCTION	2012 DEPT REDUCTION	2012 DEPT BUDGET	2012 DEPT PRELIM %
COMMISSIONERS		305,522	296,692	232,341	288,792	24,300	313,092	5.2	
SALARIES		82		133					
OVERTIME				1,976					
VACATION PAYOFF		22,687	22,697	16,713	22,091	1,859	23,950	5.2	
FICA/MEDICARE		1,284	1,485	1,089	1,453	218	1,671	11.1	
MEDICAL AID/LABOR INDU		16,225	20,783	13,698	23,897	2,011	25,908	19.8	
RETIREMENT		46,955	43,289	34,909	42,000	6,300	48,300	10.4	
MEDICAL BENEFITS		701	400	367	565	155	720	44.4	
UNEMPLOYMENT		7		4					
L&I VOLUNTEERS		981	700	473	500		500	40.0-	
OFFICE SUPPLIES		881	750	1,290	1,500		1,500	50.0	
FUEL		139		1,528					
MINOR COMPUTER EQUIPME		617	9,528						
MINOR COMPUTER SOFTWAR		197							
PROFESSIONAL SERVICES				1,004					
MICROFILMING				44				100.0	
CONTRACTED SHREDDING				66				100.0	
TELEPHONE		2,151	2,088	1,776	2,140		2,140	2.4	
POSTAGE		23-		28					
CELLULAR PHONE COMMUNI		393-	2,500	1,590	2,060		2,060	21.4-	
TRAVEL		1,298	1,100	158	1,500		1,500	26.7	
ADVERTISING			1,000	577	500		500	100.0-	
REIMBURSEABLE ADVERTIS				307					
BONDS			340	175					
VEHICLE INSURANCE		534	503		503		503		
EQUIPMENT REPAIRS & MA		336	480	269	400		400	20.0-	
VEHICLE MAINTENANCE		29	50		200		200	75.0	
DUES & SUBSCRIPTIONS		129	305	132	250		250	22.0-	
FILING & RECORDING FEE		67	100	64	100		100		
REGISTRATION/TRAINING		695	2,000	700	2,200		2,200	9.1	
INTERFUND TELEPHONE		166	100	95	100		100		
INTERFUND POSTAGE		407	400	139	250		250	60.0-	
INTERFUND SUPPLIES			25						
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Dpt 0016	COMMISSIONERS	401,675	407,315	311,644	391,501	34,843	426,344	4.5	

Fnd Dpt	GENERAL FUND COMMISSIONERS	Sub Div	2010 ACTUAL	2011 AMENDE BUDGET	2011 GENERAL FUND COMMISSIONERS ACTUAL	2012 DEPT 2012 PRELIM2012 ADDL 2012 PRELIM % ADDITIONAL REDUCTION REDUCTION BUDGET	31,2011	313,092	5.2
Obj 510	SALARIES AND WAGES		305,522	296,692	232,341	288,792	24,300	313,092	5.2
1 1651001	SALARIES	82			133				
1 1651002	OVERTIME				1,976				
1 1651004	VACATION PAYOF								
Obj 510	SALARIES AND WAGES		305,605	296,692	234,450	288,792	24,300	313,092	5.2
Obj 520	PERSONNEL BENEFITS		22,687	22,697	16,713	22,091	1,859	23,950	5.2
1 1652001	FICA		1,284	1,485	1,089	1,453	291	1,744	14.9
1 1652002	MEDICAL AID/LA		16,225	20,783	13,698	23,897	2,011	25,908	19.8
1 1652003	RETIREMENT		46,955	43,289	34,909	42,000	6,300	48,300	10.4
1 1652004	MEDICAL BENEFI		701	400	367	565	155	720	44.4
1 1652006	UNEMPLOYMENT		7		4				
1 1652017	L&I VOLUNTEERS								
Obj 520	PERSONNEL BENEFITS		87,858	88,654	66,780	90,006	10,616	100,622	11.9
Obj 531	OFFICE AND OPERATING S		981	700	446	500		500	40.0-
1 1653101	OFFICE SUPPLIE								
Obj 531	OFFICE AND OPERATING S		981	700	446	500		500	40.0-
Obj 532	FUEL		881	750	1,177	1,500		1,500	50.0
1 1653201	FUEL								
Obj 532	FUEL		881	750	1,177	1,500		1,500	50.0
Obj 535	SMALL TOOLS/MINOR EQUI		139						
1 1653561	MINOR OFFICE E								
1 1653563	MINOR COMPUTER		617		1,528				
1 1653564	MINOR COMPUTER								
1 1653567	MINOR COMMUNIC			9,528					
Obj 535	SMALL TOOLS/MINOR EQUI		757	9,528	1,528				
Obj 541	PROFESSIONAL SERVICES		197		1,004			100	100.0
1 1654101	PROFESSIONAL S							400	100.0
1 1654114	MICROFILMING				44				
1 1654127	CONTRACTED SHR				66				
Obj 541	PROFESSIONAL SERVICES		197		1,114	500		500	100.0

Fnd Dpt	GENERAL FUND COMMISSIONERS	Sub Div	2010 ACTUAL	2011 AMENDE BUDGET	2011 GENERAL FUND COMMISSIONERS ACTUAL	2012 DEPT ADDL 2012 PRELIM % ADDITIONAL REDUCTION	2012 DEPT ADDL 2012 PRELIM % BUDGET
Obj 542	COMMUNICATIONS						
1 1654201	TELEPHONE		2,151	2,088	1,598	2,140	2.4
1 1654202	POSTAGE	23-			28		
1 1654204	CELLULAR PHONE			2,500	1,419	2,060	21.4-
Obj 542	COMMUNICATIONS		2,128	4,588	3,044	4,200	9.2-
Obj 543	TRAVEL						
1 1654301	TRAVEL		393-	1,100	158	1,500	26.7
Obj 543	TRAVEL		393-	1,100	158	1,500	26.7
Obj 544	ADVERTISING						
1 1654401	ADVERTISING		1,298	1,000	423	500	100.0-
1 1654406	REIMBURSEABLE				149		
Obj 544	ADVERTISING		1,298	1,000	572	500	100.0-
Obj 546	INSURANCE AND BONDS						
1 1654602	BONDS			340	175		
1 1654608	VEHICLE INSURA		534	503		503	503
Obj 546	INSURANCE AND BONDS		534	843	175	503	67.6-
Obj 548	REPAIRS & MAINTENANCE						
1 1654803	EQUIPMENT REPA		336	480	269	400	20.0-
1 1654805	VEHICLE MAINTN		29	50		200	75.0
Obj 548	REPAIRS & MAINTENANCE		365	530	269	600	11.7
Obj 549	MISCELLANEOUS						
1 1654902	DUES AND SUBSC		129	305	132	250	22.0-
1 1654904	FILING & RECOR		67	100	64	100	100
1 1654906	REGISTRATION/T		695	2,000	700	2,200	9.1
Obj 549	MISCELLANEOUS		891	2,405	896	2,550	5.7
Obj 592	INTERFUND COMMUNICATIO						
1 1659201	INTERFUND TELE		166	100	95	100	100
1 1659202	INTERFUND POST		407	400	139	250	60.0-
Obj 592	INTERFUND COMMUNICATIO		573	500	234	350	42.9-

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JMP - PRELIMINARY DEPT EXPENSE

Report Format 562

January 1, 2011 through December 31, 2011

Transaction status 1  
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Sub 001	2010 AMENDE	2011	2012 DEPT	2012 PRELIM2012 ADJUST	2012 ADDL	2012 PRELIM %
Dpt 0016	COMMISSIONERS	Div 000	BUDGET	ACTUAL	ADDITIONAL	REDUCTION	REDUCTION	BUDGET
			2010	2011				
			ACTUAL	ACTUAL				
Obj 593	INTERFUND SUPPLIES		25					
1 1659301	INTERFUND COPI							
Obj 593	INTERFUND SUPPLIES		25					
Div 000	COMMISSIONERS		401,675	407,315	310,843	391,501	34,916	426,417 4.5
Dpt 0016	COMMISSIONERS		401,675	407,315	310,843	391,501	34,916	426,417 4.5
Sub 001	GENERAL FUND		401,675	407,315	310,843	391,501	34,916	426,417 4.5
Fnd 001	GENERAL FUND		401,675	407,315	310,843	391,501	34,916	426,417 4.5
	Report Final Totals		401,675	407,315	310,843	391,501	34,916	426,417 4.5