

**Kittitas County  
Board of County Commissioners**

**Agenda Staff Report**

**Agenda Date:** January 23<sup>rd</sup>, 2013

**Action Requested:** Request the Board to adopt a Resolution to adopt the 2013 Internal Rate for Interfund Office Rent

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**Background:**

Kittitas County currently charges county departments for interfund office rent for departments in the Sorensen Building and the Permit Center. The current rate charged is \$7.20 per square foot for the Sorensen Building and \$3.00 per square foot for the Permit Center.

During the 2013 preliminary budget process the Board had discussed the interfund rental charges and how they were calculated. The rates were calculated based upon square footage of each office space. The departments at the Permit Center are currently being charged monthly at 25 cents per square foot. The departments at the Sorensen Building are being charged monthly at 60 cents per square foot. To arrive at a consistent rate the State of Washington Office of Financial Management prepares a rate for all areas in the state for the annual cost per gross square foot. The state offers two rates; one to cover operating expenses and one to include maintenance and replacement. The annual rates for both buildings, Permit Center and Sorensen Building would be \$6.089 (\$.51 monthly) or \$11.188 (\$.93 monthly). After discussion occurred, the Board determined a resolution be prepared to use the higher rate which would include the maintenance and replacement figure.

**Recommendation:** Recommend the Board approve and sign the Resolution to adopt the 2013 internal rate for Interfund Office Rent.

**Handling:** Original to Judy Pless, Budget & Finance Manager

**Attachments:** Resolution

**Lead Staff** Judy Pless, Budget & Finance Manager  
Kittitas County Auditor's Office