

BUDGET RETREAT
July 25, 2013 – 9:00 A.M.
Kittitas County Fairgrounds-Umtanum Hall

Those Present:	Gary Berndt	Mandy Buchholz	Angela Bugni
	Obie O'Brien	Jim Goeben	Jonna Davis
	Paul Jewell	Julie Kjorsvik	Dale Larson
	Matt Anderson	Marsha Weyand	Jerry Pettit
	Brenda Larsen	Mandy Weed	Kim Dawson
	Patti Johnson	Diana Mackenzie	Robin Rapp
	Cindy Adams	Judy Pless	Lisa Lawrence
	Joyce Julsrud	Jan Ollivier	Dora Van Epps
	Gene Dana	Sarah Keith	Sue Higginbotham
	Clayton Myers	Kathy Jurgens	Sarah Maes
	Steve Panattoni	Deanna Panattoni	Andrew Drain
	William Holmes	Kirk Holmes	Paul Sander
	Todd Davis	Christine Luvera	Doc Hanson
	Robin Read	Kaitlyn Reddick	Judge Scott Sparks
	Josh Weiss-WSAC		

Chairman O'Brien opened and welcomed all County staff to the 2014 Budget Retreat. He reviewed the Agenda and noted that staff had previously e-mailed a letter of expectations for the retreat and what departments should be planning for when preparing their 2014 budget. He outlined the Board's goals and priorities and indicated that the Board would be addressing topics in the following areas: budget instructions, Building inspection fees – new enterprise fund created and vehicle practices.

Commissioner Berndt introduced himself and presented the "LEAN" concept to staff. He indicated that the Board has attended some presentations on the idea and stated that the Board supports the County going in that direction. He indicated that in his first 7 months as a Commissioner he has been very impressed with how well the County is run.

Commissioner Jewell gave a brief update on the progress the Board and staff has made with regard to the new enterprise fund and why it was created. He stated that the Board is waiting for a list of proposed updated fees after they gave direction following a Public Hearing for the DPW/CDS/FM.

Chairman O'Brien addressed the importance of vehicle maintenance records and their retention. He explained that he would like to see the County move towards a "Mean-Time Failure" car replacement policy.

Commissioner Jewell, Matt Anderson, Facilities Maintenance Director and Patti Johnson, Solid Waste Director/Project Manager gave an update on the County building projects and progress. They reviewed the AMERSCO Grant awarded to the County and the timeline for the energy project, as well as an update on the Armory status the success of the Upper District Court and the State appropriation of Capital Funds. Kirk Holmes, Public Works Director/Interim Building Official provided an explanation of the Capital Improvement Plan and how the projects are compiled.

APPROVED
8/6/2013

Marsha Weyand, Assessor and Deanna Panattoni, Treasurer reviewed and gave an update on Real and Personal Property Taxes. Marsha Weyand, Assessor explained the County will be beginning an Annual Revaluation process in 2014 and what that will do to the workload out of her office, noting it will impact other offices and the impact to citizens. She reviewed the property tax calculation and the budget impacts. Deanna Panattoni, Treasurer reviewed the Property Foreclosures counts and where that information can be located as well as the Property Distrains and collections.

A roundtable discussion with departments was held and each department gave brief reports and updates, as well as their 2014 budget priorities and any Legislative changes.

- Lunch Break 12:00 – 1:00

Roundtable discussion with departments continued after lunch and departments finished giving brief reports and updates, as well as their 2014 budget priorities as well as any Legislative changes.

Commissioner Jewell gave a brief update on what Department Heads and Elected Officials could plan for regarding employee compensation and benefits. He stated that he contacted Lisa Young, HR Director since she was unable to attend, and she provided him with some brief updates on the 4 Union Contracts currently being negotiated. He stated that the Board hasn't budgeted for any increase to the Insurance benefit the County provides and that they have currently budgeted for a 2% increase in January 2014. He stated that last year the Board this last year gave supervisors the ability to divide up different percent's to different employees based on their performance and as of now he anticipates that being the practice in 2014.

Judy Pless, Budget and Finance Manager provided handouts and reviewed what the Management Team should expect for this year's budget dates. She indicated that this year they would be using "family" groups again and provided a list of the proposed groups. She indicated that the location is not yet set for the budget dates but to expect additional information in the near future. She reviewed financial reports that were provided at the start of the Budget Retreat, as well as a County financial structure, net assets and changes in assets, 2013 General fund revenues and sales tax, General fund investment interest, fund balances, BARS updates, Rainy Day Fund & preliminary Budget documents.

Chairman O'Brien reviewed the following policies created for budget discussions and subsequent development of department's budget requests:

1. Your beginning 2013 department budget will be considered your 2014 starting point. Requests for increases of any line item must be justified in your budget narrative to be considered.
2. Increases in FTE's will not be considered without funding specifically designated to cover a respective request.
3. Vacancy savings may not be spent elsewhere within a department budget without BOCC approval.
4. "Rainy day" funds will not be used, and the Board anticipates putting an additional one (1%) percent of your operating budget into the "Rainy Day" fund.

He indicated the priorities of the Board and asked that staff to prepare their budgets as follows to address the 2013 priorities:

1. Providing appropriate levels of service for essential public services.
2. Capital facilities improvements.
3. Investing in long term planning improvements and efforts.
4. Investing in economic development.
5. Investing in customer focused service improvements, including streamlining operations and innovative processes that deliver permits and applications.
6. Employee compensation and professional development.

Josh Weiss, WSAC Director, Policy and Legislative Relations and General Counsel presented handouts and gave a brief presentation on Municipal Finance followed by roundtable Q & A.

Meeting was adjourned at 4:00 p.m.


Deputy Clerk of the Board


Obie O'Brien, Chairman