

BUDGET RETREAT
August 9, 2016 – 9:00 A.M.
Kittitas County Fairgrounds-Armory

Those Present:	Mandy Buchholz	Jim Goeben	Mike Stafford
	Paul Jewell	Julie Kjorsvik	Kari Elkins
	Brett Wachsmith	Greg Zempel	Robin Read
	Josh Hink	Pat Gigstead	Mike Flory
	Robin Rapp	Lucas Huck	Mark Cook
	Cindy Adams	Judy Pless	Lisa Lawrence
	Marsha Weyand	Val Barschaw	Lisa Young
	Gene Dana	Mickey Webb	Sue Higginbotham
	Clayton Myers	Kathy Jurgens	Stephanie Mifflin
	Andrew Drain	Terry Powers	Paul Sander
	Jerry Pettit	Heather Siebert	Kasey Knutson
	Todd Davis	Doc Hansen	Kaitlyn Reddick
	Nick Henderson	Tip Hudson	
	Rep. Matt Manweller		

Vice-Chairman Jewell opened and welcomed all County Staff to the 2017 Budget Retreat, and reviewed the Agenda. He announced that due to conflicts Chairman O'Brien and Commissioner Osiadacz were not able to attend and stated that they sent their regrets. He stated that depending on time, there may or may not be a "roundtable discussion".

Commissioner Jewell presented updates from the wage survey and how they are looking at ways to implement it by 2017. He reviewed the comparable Counties used for the survey as well as additional agencies that the County competes with.

Commissioner Jewell introduced Representative Matt Manweller. Representative Manweller provided a re-cap of the last legislative update and what's to be expected for the next session. He provided an opportunity for the County Management Team to openly ask questions.

Commissioner Jewell noted that the BoCC Staff had previously e-mailed a letter of key policies for County departments to use when drafting their budget proposals. He outlined the Boards priorities and asked that departments prepare their budgets to address the following priorities:

- Employee compensation.
- Improving customer services is our highest goal.
- Increasing efficiencies of operation by applying LEAN principles or similar methods is encouraged.
- Professional development and training.
- Investing in economic development.
- Capital Facilities investments

He reviewed the following policies that were created for budget discussions and subsequent development of the 2017 budget:

- Implement market based wage survey scales for all depts.

APPROVED
9-6-2016


- This year's process will use a zero-based budgeting. Line items must be justified in your budget narrative. See the budget guidelines from the Auditor's office for Salary and Benefits.
- Increases in FTE's will not be considered without funding specifically designated to cover the respective request.
- Vacancy savings may not be spent elsewhere within a department budget without the Board of County Commissioners approval.
- The Rainy Day fund contribution will be included this year.

Judy Pless, Budget and Finance Manager reviewed handouts regarding Kittitas County's statement of activities for the 2015 year end, 2015 actual fund balance classifications, 2015 General Fund revenues budget vs. actual, 2015 General Fund revenues as of year-end 2015, 2015 General Fund expenditures budget vs. actual, 2015 General Fund expenditures as of year-end 2015, 2015 General Fund other financing sources budget vs. actual, 2015 General Fund other financing sources as of year-end 2015, 2015 General Fund, fund balance budget vs. actual, 2015 General Fund, fund balance as of year-end 2015 and a review of the 2016 Sales and Use Tax as well as a breakdown of the General Fund Sales & Use Tax from 2012 – July of 2016. She stated that she will put on a few budget trainings and will work with HR to have it on CAMAS.

Lisa Young, HR Director provided a brief synopsis of what she felt the County could plan for with benefits in 2017. She explained she does not have any hard details yet since the rate setting meeting in mid-August. She stated that they will look again at PEBB and do plan comparisons.

Commissioner Jewell noted that there would not be a "roundtable discussion", as time did not allow for it.

Meeting was adjourned at 12:19 p.m.


Deputy Clerk of the Board


Paul Jewell, Vice-Chairman