

RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
Wednesday, July 10, 1996

1:30 p.m. - 2:30 p.m.

1997 Budget Call.

The Skagit County Board of Commissioners met in regular session on Wednesday, July 10, 1996, with Commissioners Ted W. Anderson, Robert Hart and Harvey Wolden present.

**1997 BUDGET CALL.**

Chairman Anderson opened the session with the flag salute and introduced Auditor, Kathy Hill, who will present the 1997 Budget Call.

Ms. Hill reviewed some of the changes this year in the budget process. Ms. Hill explained the necessity of having the strict August 12th deadline, which would allow her to have the information to the Commissioners by September 12th.

David Cunningham, Auditors Office, stated that he or Diana Barnett in the Auditors Office if anyone has difficulty or questions on completing the documents provided. Mr. Cunningham encouraged everyone to use the QuatroPro spreadsheet format. Mr. Cunningham stated that they will need the Word Perfect documents, the expense budget worksheet, the revenue worksheet, and the personnel worksheet by August 12th. Mr. Cunningham stated that QuatroPro training is available on this coming Friday, July 12, Monday, July 15, Tuesday, July 16, and Wednesday 17, 1996.

Mr. Cunningham stressed that the Word Perfect forms should be signed by the department head and the hard copy of this signature page should be submitted.

Ms. Hill encouraged everyone to take advantage of the training and asked that appointments be made with Mr. Cunningham in this regard. Mike Almvig stated that he should be contacted if they do not currently have access to QuatroPro.

Mike Woodmansee, Budget/Finance Director, explained the Current Expense Fund funding. Mr. Woodmansee stated that department budgets should not exceed 3% over what was submitted for budget last year. Mr. Woodmansee stated that specific requests could be made, however, it would be an extraordinary circumstance to get funding above 3%. Mr. Woodmansee asked that everyone try to work more efficiently.

Mr. Woodmansee announced that Data Processing has acquired the pressure of incorporating Windows within the County and also to implement a new financial system.

Mr. Woodmansee also reviewed the cost of living issue, reclassification, and the goal of continuing to do the best job we can for the County.

Commissioner Hart expressed that there are always special items that need to be addressed. Commissioner Wolden also stated that these special needs should be identified to get this consideration.

Chairman Anderson reiterated that the departments should bear in mind that there are limited funds.

**MISCELLANEOUS.**

1. Tom Karsh, Assistant Planning Director, presented a Change of Work Order to the R. D. & R. agreement, indicating that the firm has discovered a means to reduce the cost of the project by installing one, rather than two recirculating tanks in the Edison project. Mr. Karsh stated that this would save approximately \$29,000.

Commissioner Wolden made a motion to approve the Change Order. Commissioner Hart seconded the motion and it passed unanimously. (Contract No. 02984).

**ADJOURNMENT.**

Chairman Anderson made a motion to adjourn the proceedings. Commissioner Hart seconded the motion and it passed unanimously.

BOARD OF COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON



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Ted W. Anderson, Chairman

*Harvey Wolden*  
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Harvey Wolden, Commissioner

*Robert Hart*  
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Robert Hart, Commissioner

ATTEST.

*Debby Sims*  
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Debby Sims, Clerk  
Skagit County Board of Commissioners