

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
Thursday, July 9, 1998**

*T 10:00 a.m. – 11:00 a.m. 1999 Budget Call.

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

1999 BUDGET CALL.

Chairman Hart introduced Kathy Hill, County Auditor.

Ms. Hill announced the kick-off for the 1999 Budget Preparation Season. She described the history of the process of the budget preparation, including the increased use of computers to replace old-fashioned methods of budget submittal. She stated that each year she is encouraged with the helpful participation of all departments in the budget process. She stated that most of the forms for 1999 are the same as in the past. She stated that the figures need to be entered into the computer by August 17 at 4:30 p.m. Hard copies will also need to be submitted at that time. These will, in turn, be submitted to the Board on September 10.

Alicia Huschka, Budget Manager, reviewed the points of the letter from the Board of County Commissioners to the departments, explaining their expectations for the 1999 budget process. The 1999 budget should be submitted no more than 3% over the 1998 adopted budget. She explained that requests for new programs, functions, or staffing with matching revenue sources for such expenditures could be reflected in regular submittals. If departments have requests that do not have a matching revenue source, and do not stay within the requested 3% lid, narrative form submittals must be included. She asked that the departments prioritize their requests. Budget Work Sessions will be scheduled for September and October before the Board. Departments are encouraged to be innovative with their budgets. She gave innovative examples from the Juvenile Probation Department.

Ms. Huschka stated that included in the packet are Personnel Forecast Worksheets generated by the new BRASS system. Questions can be directed to Personnel Director, Stephanie Wood.

Ms. Huschka discussed the Commissioners' 3% cap, stating that this self-limiting approach is necessary as County revenues actually track out at 3%. She shared with the group some new revenue sources, including the distressed county sales tax, and the possibility of passage of Referendum 49.

Ms. Huschka next reviewed the challenges that the County is continually faced with, including progress with Growth Management Act issues, wild salmon issues with effects on local governments, and County Facilities issues such as the Brakefield Building and other proposed office moves.

She reviewed a calendar of available training sessions for budget preparation. She advised that some workstations would be able to have the program at their desktops. Departments can call Chris Stamey for assistance.

Stephanie Wood, Personnel Director, distributed information regarding personnel reclassification requests. She reviewed the procedures for completing this information. This information is also due by August 17, 1998 at 4:30 p.m.

Mike Almvig, Information Services Director, discussed the requests for support from the Information Services Department. These include long-term projects, including the prioritization of such. Human hours to complete the projects requested will be estimated. He advised that project information should be submitted by the end of July. He briefly discussed the Year 2000 assessment that is ongoing.

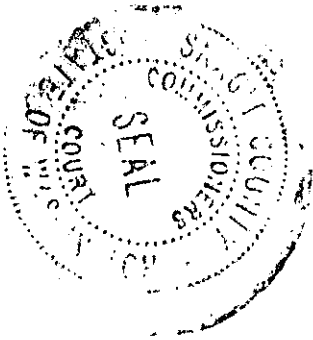
Ms. Huschka advised that budget questions could be directed to her or Chris Stamey.

Chairman Hart stated that the Board recognizes the difficulty of staying within the 3% cap when most budgets are driven by personnel and existing union contracts. He stated that this means that departments are in a difficult position with no additional funding. He discussed various other issues that affect budgets such as the wild salmon issue and growth management. He explained that there is a restricted amount of property tax monies and voters are not interested in increasing their taxes. We must be innovative in providing services within a limited budget. He stated that the Board is looking forward to cooperation from the departments, and that they need indications of the highest priority items.

ADJOURNMENT.

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

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**



Robert Hart

Robert Hart, Chairman

Ted W. Anderson

Ted W. Anderson, Commissioner

Harvey Wolden

Harvey Wolden, Commissioner

ATTEST:

Patti J. Chambers

Patti J. Chambers, Clerk of the Board
Skagit County Board of Commissioners