

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONER
WEDNESDAY, JULY 10, 2002**

9:00 a.m. – 9:30 a.m.	Consider New Recommendation of the Skagit County Citizens' Salaries for Elected Officials
9:30 a.m. – 10:00 a.m.	Executive Session - Personnel, Litigation and Land Acquisition
10:00 a.m. – 10:30 a.m.	2003 Preliminary Budget Call
10:30 a.m. – 10:45 a.m.	Miscellaneous Items
11:00 a.m. – 11:30 a.m.	Decision – Variance Application for Howie's Diner

The Skagit County Board of Commissioners met in regular session on Wednesday, July 10, 2002, with Commissioners Don Munks and Kenneth A. Dahlstedt present. Commissioner Ted W. Anderson's absence was excused.

CONSIDER NEW RECOMMENDATION OF THE SKAGIT COUNTY CITIZENS' SALARIES FOR ELECTED OFFICIALS.

John Janicki, 13563 Teak Lane, Mount Vernon, Chairman of the Salary Commission, stated that the Salary Commission met on Monday, July 8, 2002 at 7:00 p.m. in Hearing Room B. Nine out of the ten member committee were present. Discussions were held regarding the decision the committee arrived at in November, 2001.

Ray Sizemore motioned to reaffirm and maintain the salaries for Skagit County Elected Officials that were approved in November, 2001 and approved it to be retroactive to January 1, 2002. The motion was unanimously approved by the nine members in attendance.

Mr. Janicki said the Salary Commission decided to make a few recommendations to the Skagit County Board of Commissioners in order to make the process more transparent. They are as follows:

1. There needs to be written procedures on how the commission should operate and how it relates to the law as it has been newly written.
2. There needs to be a public process to provide the commission with information other than what comes from County staff.
3. There needs to be written job description and a list of committees the elected officials are on as well as their time commitments.
4. Safeguards need to be put into place.
5. Adequate time needs to be set aside for the commission to review the information presented to them.
6. The Commission also requests that legal counsel be present.

Chairman Munks thanked Mr. Janicki for the time he and the other committee members have spent. He said this is a new process and with anything new, there may be some confusion. It is important that the citizen's establish the salaries of Elected Officials and not the Elected Officials themselves.

Robert Helton, 21032 Little Mountain Road, Mount Vernon, feels the committee needs an ironclad set of rules to abide by. He also feels there should be adequate time allowed for citizen comments.

Joe Broadbent, 325 Pine Street, Mount Vernon, stated his opinion and concerns. He feels the issue should have been placed on the ballot to let the people decide.

George Stapleton, 13931 Bennett Lane, Mount Vernon, also expressed frustration with the process.

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Commissioner Dahlstedt read the Resolution (Exhibit A) then moved to approve establishing salary levels for certain Skagit County Elected Officials for the year 2002. Chairman Munks seconded the motion, which was carried. **(Resolution No.R20020248)**

2003 PRELIMINARY BUDGET CALL.

Chairman Munks read the following letter to the County Elected Officials and Department Heads:

Today, we officially launch the 2003 budget process for all Skagit County offices and departments. We encourage everyone to develop a "hold-the-line" budget, in light of consequences of Initiative 747, placing a 1% limitation on property taxing authority, the continued escalating cost of medical insurance, and the loss of revenue sources such as I-695 backfill monies from the State.

We would like to thank you for your participation and cooperation in addressing current budget shortfalls through natural attrition in our workforce. Our "90-day hiring freeze", managed with a reasonable amount of flexibility to address critical needs, has been very successful. The reason for this success is due to the responsible decisions many of you have made in response to our request.

In years past, a percentage increase has been offered as a guide to setting your budget. Since some departments have a significantly larger percentage of their budget taken by payroll, we feel this is not an appropriate measure. An estimated increase has been built into your Personal Forecast Worksheets. In developing a "hold-the-line" budget, we would like to be presented with a clear picture of your goals and plans for 2003, with an aggressive effort to control all expenses that have a minimum affect on the quality of service we offer our constituents and the wages and benefits we offer our employees.

We are in time of uncertainty in regard to State and Federal funding. It is mandatory that we develop the discipline in our budget process today, to meet the challenges of tomorrow. Although we are advocating a "hold-the-line" position, we realize that under certain circumstances departments may need to increase expenditures to accommodate programs. Please be prepared to give a well-reasoned presentation on any controlled portions of your budget that show increases in expenditures and related revenues, if any, to support these increases.

Also, in 2003, we would like to implement a new management tool requiring department heads and elected officials to prepare monthly variance reports. This process will keep all of us more in tune with our spending habits, and improve the effectiveness of the budgetary process.

Chairman Munks stated that the County Auditor's budget notification will take place Thursday, July 11, 2002 at 1:30 p.m. At that time, the Auditor will distribute each department's Personal Forecast Worksheet.

MISCELLANEOUS.

1. Vouchers audited and certified by the auditing officer as required by R.C.W. 42.24.080, and those expense reimbursement claims certified as required by R.C.W. 42.24.090, have been recorded on a listing, which has been made available to the Board.

As of this date, July 10, 2002, the Board by majority vote, did approve for payment those vouchers included in the above-mentioned list and further described as follows:

Warrants numbered 124284 through 124498 from Clearing Fund 696 in the total dollar amount of \$3,911,315.62 (Transmittal No. C-58-02); and

Payroll warrants numbered 957466 through 957542 in the total dollar amount of \$81,216.24 (Transmittal No. P-25-02); and

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Payroll warrants numbered 102830 through 104282 in the total dollar amount of \$1,027,818.18 (Transmittal No. P-26-02).

2. Staff presented the Record of Proceedings for Thursday, June 27, 2002. Commissioner Dahlstedt moved to approve the Record of Proceedings. Chairman Munks seconded the motion, which was carried. **(Approved)**
3. Staff presented a Resolution amending Resolution **No. R20020120** adding three projects to the Northwest Economic Adjustment Initiative approving prioritization of projects for Skagit County to the Washington Community Economic Revitalization Team. Commissioner Dahlstedt moved to approve the Resolution as outlined, Chairman Munks seconded the motion, which was carried. **(Resolution No.R20020249)**

DECISION – VARIANCE APPLICATION FOR HOWIE’S DINER.

The decision for this variance request has been postponed until Tuesday, August 6, 2002 at 3:00 p.m.

ADJOURNMENT.

Commissioner Dahlstedt made a motion to adjourn the proceedings. Chairman Munks seconded the motion, which passed unanimously.

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Don Munks, Chairman

Kenneth A. Dahlstedt, Commissioner

Ted W. Anderson, Commissioner

ATTEST:

JoAnne Giesbrecht, Clerk of the Board
Skagit County Board of Commissioners