

# Kitsap County Citizen's Budget Committee

## December 15, 2008

### Summary Notes

Present: Committee Chair Steve Maxim and members Robert Meadows, Jim Sommerhauser, Monica Hunsaker, Bob Lamb, Paul Uhlig, John Ahl, and Shannon Childs; Staff Stephanie Pinard and Marilyn Osborn; guests Charlotte Garrido and Ginger Sommerhauser. Members absent: Chris Tibbs, Gary Nelson and Rob Gelder.

Chair Steve Maxim called the meeting to order at 5:02 p.m. and reviewed the upcoming committee meeting plans. On January 5, Nancy Buonanno Grennan will make a presentation on the Commissioner's office and Charisse Dahlke will discuss budget charts. The meeting should end at 7:00 p.m. Due to Monday holidays there will be no second meetings in January and February 2009.

The December 1, 2008 minutes were reviewed. Motion and second to approve as submitted.

Steve Maxim turned the meeting over to Jim Sommerhauser to facilitate the work study session. The committee began discussion on the committee process to date, progress of department presentations and which departments should be invited to come back to the committee to share more information.

The committee members suggested issues and/or items are important to pursue specifically with the goal of cost savings, accountability and better management practices. The following items were placed on the list:

- Consolidation of functions (motor pool, payroll, purchasing, contracting)
- Consolidation of fee collections
- Absence of management system (public works, ER&R)
- Identify cost effectiveness (return on investment, mileage, maintenance practices)
- Foregone revenue (traffic infractions dismissed if no officer appears, etc.)
- Increase revenues (Parks, DCD) (Parks potential as an enterprise fund so that fees can be enforced)
- Consolidation or closing of facilities (can Poulsbo city hall cost be cut? do we need that space? does Sheriff need presence in north end?)
- Duplication in permitting process between Public Works, DCD and the Health District; consolidation might reduce labor costs.
- Flexibility in recruiting and employment process (negotiate medical benefits with retired military)
- Facilitator for committee for county-wide information
- Are managers doing their jobs?
- Focus on certain departments with committee questions and second presentation

- Policy on major financial obligations – how does the County steer away from these types of decisions in the future? Establish reserve fund for such issues (case study on KCCHA, Veteran’s Relief)
- On which boards and commissions do the Commissioners serve (KRCC, PSRC), how much time is involved, any conflicts of interest?
- Reduce costs without reducing services
- Focus on long-term planning; what are the impacts and how will they affect the County? Annexations? Grants?
- Strategies for personnel reductions – wage studies
- Levels of service measured by population, court cases, miles of roads (compare apples to apples...); reduction in business hours

The committee discussed the weight any committee recommendations would carry with the Board of Commissioners. The members will assume the Board will look at all committee recommendations and ideas and that the work is worth the time invested. Any report the committee produces will be made available to the public.

Jim Sommerhauser instructed members to place colored dots by their top 3 items. Each color dot has a point value: red 3 points, blue 2 points, green 1 point. The top issues are: 1. Consolidation of functions (15 pts); 2. Policy on major financial obligations (6 pts); 3. Foregone revenue (5 pts); 4. Consolidation of facilities, department focus, and wage studies (4 pts each). Jim asked that the list be reviewed at the first meeting in April to see if the members want to shift priorities.

Steve Maxim reviewed Phase 1 of the Work Plan. Item 1 is almost complete with the exception of the Commissioner’s office presentation and budget. Item 2 is complete (Property Tax 101, budget basics and tour of court facilities). The members reviewed Item 3 Briefings. Letters A-D remain on the list. Letter E was removed; letters F-G remain; letter H was revised with the addition of Port Orchard; letter I remained.

Steve Maxim will update the work plan and distribute to members. It was agreed to add Shawn Gabriel to the briefing list to report on what was accomplished in the 2009 budget that affects the committee’s work. He will be scheduled for the January 2, 2009 meeting for 30-45 minutes. The members also requested that R’lene Orr and Nancy Buonanno Grennan brief on contracting.

Motion and second to adjourn. The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Marilyn Osborn  
Administrative Services