

**Kitsap County Citizens Budget Advisory Committee  
Minutes  
February 1, 2010**

Present: John Ahl, Chair; Kitty Candelaria; Robert Meadows; James Sommerhauser; Robert Gelder; Robert Lamb; Jeff Pfof; Steve Maxim; Shannon Childs; Nancy Buonanno Grennan; and Stephanie Pinard.

Absent: Jo Schumacher and Chris Lemke

Chair Ahl called the meeting to order at 5:10 PM.

Minutes of the previous meeting, January 4, 2010, were approved.

At the committee's request, Jacqueline Aufderheide, Chief of the Civil Division of the Kitsap County Prosecutors Office, presented rules under the Open Meetings Act, RCW 42.30. She explained appropriate email procedures and what constitutes "action" under the law.

- It is permissible for draft documents to be broadcast to committee members. Suggested changes or drafts sent in return should be sent individually, not using "reply all", as this may constitute a violation of the open meetings act.
- A sub-committee may be formed to provide collaborative input to a draft document, so long as the number of members participating does not constitute a quorum. Sub-committee recommendations are submitted to the full committee at a public meeting.
- Our email communications should be copied to Stephanie Pinard, as her email account serves as the repository for our committee records.

Budget Committee meeting announcements are posted on the County web site.

Stephanie Pinard reported the budget process for 2011, which began February 1.

- C11 request for personnel information is the first in the budget process. Responses are due February 11. Ms. Pinard demonstrated the worksheet.
- Revenue projections will be requested in April, due in May. Revenue projections have been a problem across departments in the past; therefore, the County is considering contracting an economist to help more accurately project revenues.
- The Call Letter for expenditure requests, stating the County's priorities and Commissioners' suggestions, will be sent out to all departments with the budget workbook in June; responses due October 8.
- Budget staff will have five weeks to compile the budget.
- Preliminary meetings with departments will be held.
- Meetings with Commissioners will be held.
- Preliminary budget will be adopted in November.
- Final budget will be adopted three weeks later.

Stephanie reported that the budget will be built using fund accounting by: General Fund, Departments and Cost Centers on three levels: Regional, Local and Contract. Zero-based budgeting will be delayed to the 2012 budget.

The 2009 budget will close at the end of February, after the 13<sup>th</sup> month entries (items attributable to 2009, but posted in January) are made and the budget is reviewed by the auditor.

The 2010 budget book will be published in the next three to four weeks and will be posted on the web. Sales tax revenues continue to decline in 2010. The December sales tax numbers will show next month. Ms. Candelaria asked if they are building a contingency plan based on the county's priorities and goals, so that if revenues continue to decline, it is clear what program or percent of a program must be cut.

Mr. Sommerhauser expressed concern that the county is attempting to achieve a great deal of work with minimal budget staff. The two person staff will soon be going to one, with a family leave. They are recruiting a new director and senior analyst; but in the meantime, have pulled help from various departments and also have engaged two college interns.

Recognizing that this early budget process will take considerable time on the parts of the department heads and budget staff, the committee discussed our options for moving forward: pursue the core functions task at the same time that the 2011 budget requests are being made; move to another item on our work plan, such as revenue generation; go back to last year's recommendations, focusing on specific cost cutting measures we can recommend based upon previous research; or fold up our tent.

Mr. Pfof suggested that if we can go forward with the core functions research, we will be better able to help create a platform for zero-based budgeting, providing the rationale that will help the Commissioners meet the budget crisis head on. He moved and it was seconded that we submit to the Commissioners, with a request to distribute to the departments, our Core Functions Information Request, striking dash entries 1 (budgeted dollar amount for the function) and 5 (whether function is local or regional), which are covered in the budget worksheet. Motion failed.

Chair Ahl asked the committee to consider what recommendations we would make to the Commissioners today; and please bring them, preferably in writing, to the next meeting.

Next meeting will be held March 1, at which time Eric Baker will present the new incorporation and annexation model.

Committee posed for a photograph.

Adjourned 7 PM.