

**Kittitas County  
Board of County Commissioners**

**Agenda Staff Report**

**Agenda Date:** January 17, 2017

**Action Requested:** Request the Board approve a Resolution Establishing Fund 517 - Computer Replacement Internal Service Fund

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**Background:** The Board of County Commissioners authorized the Information Technology Department to participate in a Lean Kaizen through the State Auditor's office in August of 2015.

On August 7, 2015 the Lean Academy Team recommended to the Board of County Commissioners to implement the Computer Rotation to create a computer equipment rental program (ERR) which will meet the board's requirement of a consistent and predictable annual computer rotation costs.

The Director of Information Services presented to the Board of County Commissioners at a special meeting on May 24, 2016 two options on the computer rotation:

- Option 1 - Computer Rotation Equipment Rental & Revolving Fund (ER&R fund), or
- Option 2 - Normalize Over Time

The Board of County Commissioners passed a motion to accept Option 1, and;

During the 2017 Preliminary budget process departments were instructed to include in their budgets payments into this fund.

Effective 2017, this fund is created to start billing departments/funds for the rotation of the computers, monitors, etc.

**Recommendation:** Request approval of a Resolution Establishing Fund 517 – Computer Replacement Internal Service Fund

**Handling:** Copy to Judy Pless  
Copy to Brett Wachsmith

**Attachments:** Resolution Establishing the Fund

**Lead Staff** Judy Pless, Budget & Finance Manager  
Kittitas County Auditor's Office