

Proposed 2001 Budget

TERM OF COMMISSION: November Session of the November Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Linda Vogt
County Auditor June Pitchford
Deputy County Clerk Melanie Stapleton

The Presiding Commissioner called the Budget Hearing to order at 10:07am.

Facilities Maintenance

Commissioner Stamper stated that he met with Chuck Nichols this morning and expressed the County Commission's intent to transfer the Facilities Maintenance Department to a function the Public Works Department. He stated that an Administrative Manager position would be created to help oversee the transition of duties formerly under Facilities Maintenance. He stated that he also expressed the County Commission's intent to establish a Facilities Maintenance committee.

Introductory Comments by the Auditor

June Pitchford stated that the administrative position was included in the budget, however it was not listed on the Personnel highlights.

June Pitchford stated that the revenue reflects a 2% adjustment for COLA.

Department Presentation

Commissioner Stamper stated that there is about \$480,000 for charges for services reflected in the budget. He stated that Class 1 experienced a 40% increase and workers compensation experienced a 50% increase.

June Pitchford noted that in past years, there was a savings in the workers compensation budget which did not occur in 2000. She noted that the 2001 Budget reflects the increased costs from 2000.

Commissioner Stamper noted that Maintenance Supplies increased by 21% and Office Supplies increased by 150%. He noted that the Natural Gas budget also increased.

Commissioner Stamper stated that waste oil heaters were included at Public Works.

Commissioner Stamper noted that the Building Repairs and Maintenance budget was up by 80%. He listed the approved and supplemental items.

Commissioner Stamper noted that the revenue in the Housekeeping budget is \$260,000 and total expenses equaled \$271,000.

Commissioner Stamper noted that revenue in Capital Repairs/Maintenance totaled \$151,000.

Commissioner Miller stated that the County needed to look into who is supposed to pay for the HVAC system at Boone Retirement Center.

Commissioner Stamper stated that the HVAC is usually the responsibility of the County on County-owned property.

Chuck Nichols stated that the electricity for the downspouts was not included in the budget.

Commissioner Miller stated that those items would cost about \$15,400, which would include a new electrical panel.

Commissioner Stamper thanked Chuck Nichols for coming.

There was no one that wished to comment on this portion of the Budget Hearing.

Prosecuting Attorney

Introductory Comments by the Auditor

June Pitchford was not present during the remainder of the hearing for November 29th. Sue Lake and Karen Frederick of Auditor's Office attended the hearing in her absence to answer questions.

Department Presentation

Kevin Crane, Prosecuting Attorney and Bonnie Adkins, Office Administrator were present on behalf of the Prosecuting Attorney's Office.

Kevin Crane noted that a bookcase for the law library, at a cost of \$675 was included in the proposed budget. He stated however that his office was in greater need of the digital camera that was not included in the budget, at a cost of \$1075. He stated that he would like to request foregoing the purchase of the bookcase in lieu of the camera.

Kevin Crane stated that there was one, new part-time position at a Range 9. He stated that he was aware of the reclassification issues on the horizon. He stated that he would like to see the Legal Secretary classification increased, however remain a part-time position.

Kevin Crane would need file folders. He stated that they proposed to pay for the file folders with check fund and revenue dollars (at 50% each).

Commissioner Stamper noted that total expenditures for this budget were forecast at \$1,147,193

Commissioner Stamper noted that in the Victim Witness budget, Class 1 was down by about 5%. He noted that office supplies increased. He also noted that Printing increased, however the revenues covered the increase.

Bonnie Adkins stated that the PA office received a grant to cover the cost of additional printings.

Commissioner Stamper stated that the PA office would receive a new photocopy machine under Class 9.

Commissioner Stamper noted that the revenues in the PA Training Fund were about \$6,000. He stated that the PA Contingency revenue was about \$20,000. He noted that the PA Bad Check Fund revenues were \$141,000 with expenditures listed at \$174,000.

Commissioner Vogt asked Kevin Crane to elaborate on the need for the digital camera.

Kevin Crane stated that digital cameras are used at crime scenes. He stated that the cameras take a much higher quality photograph, that can be printed out on a regular sheet of paper (at the Columbia Police Department). He stated that the digital camera decreases picture processing time tremendously. He noted that it would not be of great expense to the County if the bookcase were to be taken out of the budget in lieu of the digital camera. He further noted that he originally requested more than one bookcase and stated that it would be unfair to try to decide which employee would receive the bookcase.

Commissioner Stamper thanked the PA Office representatives for coming.

There was no one present that wished to comment on this portion of the hearing.

Regional Economic Development, Inc.

Auditor was not present to give introductory comments.

Group Presentation

Vicki Pratt, President, Terry Coffelt, Board Chairman, and Bernie Andrews, Marketing Director were present on behalf of REDI.

Vicki Pratt gave a slide presentation which included a brief overview of the year 2000 for REDI. She stated that REDI serves all of Boone County and operates as the city of Columbia and Boone County office of economic development. She stated that the total budget exceeds \$484,000. She stated that the expenses are projected for fiscal year 2001 at \$239,177. She noted that the total Boone County contribution is \$35,000.

Vicki Pratt stated that REDI keeps track of its tax-assisted companies. She stated that these companies provided Boone County with \$266,822 in tax revenue in 1999. She stated that the return on this investment represents a \$7.63 return for each dollar invested.

Vicki Pratt noted that REDI will have to take \$53,777 out of its own trust fund in order to operate in the coming year. She stated that at this rate, the reserves would be depleted in four years. She stated that the city of Columbia covers three, full-time positions. She stated that the investors contribute \$93,000.

Vicki Pratt stated that in the future, the number of investors would have to increase or REDI would need an increased investment from the investors or other sources.

Vicki Pratt stated that REDI is a full service economic development. She stated that REDI is available to all cities in Boone County, however she noted that the costs to REDI for provision of these services are rising.

Commissioner Stamper noted that REDI is in fact a great return on the County's investment. He stated that the County appreciated the opportunity to participate. He noted that the County would have to devise a way to offer more assistance to its smaller cities in terms of economic development. He noted that some of the cities have active rail lines.

Vicki Pratt stated that industrial development along rail lines, unfortunately is a declining base.

Commissioner Stamper thanked the REDI representatives for coming.

There was no one present to comment on this portion of the hearing.

County Clerk

Auditor was not present to offer introductory comments.

Department Presentation

Wendy S. Noren, County Clerk was present on behalf of the County Clerk's Office.

Wendy S. Noren stated that a full-time, permanent position was not included in the proposed 2001 budget. She stated that the position was taken out because it was not filled in 1999.

Wendy S. Noren stated that the County Clerk's office experiences huge fluxes. She cited the 2000 Presidential Primary, State changes in the petition schedule, and the federal law requiring universities to take a more active role in the registration of its students, as examples of unforeseen

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items. She noted that it is hard to predict what will be needed in a given year, since the activity is driven by election changes and federal laws. She noted that she expressed the necessity for keeping this position in the budget to the Auditor's Office in August.

Wendy S. Noren noted that her office would be doing redistricting in 2001, which would involve identifying every street in the County and redoing the entire street file. She stated that the County could have to redraw its district boundaries.

Wendy S. Noren stated that the plan for the range 9 position was outlined to the Auditor's office in August of this year. She stated that it would seem unfair to cut this full-time, permanent position out of the budget (because it had not been filled to date) unless every other, County department was be evaluated in a similar manner.

Wendy S. Noren stated, in response to a question by Commissioner Vogt, that a pool of part-time employees would be useful during the fluxes. She noted that the new imaging system also increased productivity in her office.

Commissioner Stamper asked if the County Clerk had any continuing election concerns.

Wendy S. Noren noted that a big question that would come forward as a result of the issues represented in the 2000 Presidential election is, who is responsible for educating the voter? She stated that this issue would revolve around what can and should be done to aid the voter. She stated that costs would probably increase in this area to address this issue.

Wendy S. Noren stated that the issues surrounding ballot counting equipment would come down to the fact that there are not any good pieces of equipment on the market that can handle large counties. She also stated that election equipment is very costly and noted that it would cost millions for counties to transition to a different kind.

Commissioner Stamper stated that he would like the County Clerk to give some consideration and feedback to the County commission regarding the consolidation of benefit responsibilities handled by the Human Resources and County Clerk Office.

There was no one present that wished to comment on this portion of the budget.

The Budget Hearing was in recess from 11:50am until 1:40pm.

Self-Health Trust

Commissioner Stamper stated that the County Commission asked County Treasurer Kay Murray, Chairperson of the Self-Health Trust Committee to appear to discuss the recent changes in this area.

Kay Murray stated that the Self-Health Trust Fund has been in place since 1982. She handed out an analysis from the Segal Company that outlined nationwide activity in self-health trust funds.

Kay Murray stated that the Fund balance at present is \$588,000, \$350,000 of which, should remain in the fund. She stated that the County is switching from a co-pay prescription plan to a three-tiered prescription pay plan. She stated that the County would also be going to mail order. She stated that the three-tiers would be (a co-pay of) \$3 for generic, \$10 for preferred brands, and \$25 for non-preferred brands. She stated that the County would revisit and override this if they found it to be of significant penalty to the employee. She noted that the employee would have the option of refilling their prescriptions on-line. She also noted that this plan would represent a projected savings of \$69,000.

Kay Murray stated that alcoholism, substance abuse, and mental health services would be covered under the insurance. She stated that the gatekeeper of these services would be handled through a company called Harmony. She stated that all changes will take effect on 1/1/01.

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Kay Murray stated that the State now mandate that newborn hearing screenings be covered under insurance. She stated that mammogram deductions and co-insurance are covered 100% and any age is eligible (\$10 co-pay for office visits). She stated that there would now be a 20-visit limit on physical therapy and manipulation adjustments at a total of \$1,000 a year.

Kay Murray noted that employee premiums would be increased by 15% at a cost of \$220.53 for each employee (not a direct cost). She also noted that dependent care coverage increased by 15% (about a \$10 difference). She also noted that diabetic supplies would now be covered.

Kay Murray stated that the County now offers post health insurance to retirees until the employee is Medicare eligible. She stated that the cost would be the same as what is currently being charged for each employee. She stated that this insurance would only be offered to employees that have worked for the County for eight consecutive years and are 55 years old. She stated that this is the first year that spouses will be included. She stated that they would consider dental coverage in the next year. She stated that adding this insurance as a Medicare supplement would also be considered in the future.

Kay Murray stated that the retirement benefits must be accepted within the first 90 days after retirement, otherwise they would not be available.

Commissioner Stamper thanked Kay Murray for her presentation.

There was no public present to comment on this portion of the hearing.

Information Technology

Auditor was not present to give introductory comments.

Department Presentation

Bob Ormiston, Director and Jim Petit, Program Supervisor were present on behalf of the Information Technology Department.

Bob Ormiston stated that Class 6 increased due to the hardware that was installed and the software agreements that are in place. He noted a line item for Elixir AFP Conversion Utilities. He stated that the County would have to pay for 19 months of one of these packages in the 2001 budget in order to bring the bill current. He stated that this would create a shortage of about \$1900.

Bob Ormiston stated that there were some productivity enhancing packages for the AS400 system that were not included in the proposed budget. He stated that the IT Department would like to setup a training center for various kinds of hardware and software for various employees (new) to learn packages and enhancements.

Commissioner Stamper stated that the IT Department budget is up by 31%.

Bob Ormiston stated that the County would be paying \$324,000 for upgrades in 2001.

Bob Ormiston presented a packet of information outlining in detail the three major concerns for the Information Technology Departments in the coming year. They were as follows:

1. Issue regarding the under filled position in Information Technology that was automatically downgraded after 90 days per Commission Order 42-92
 - A. Inability to use the Programmer I position as a potential promotion to a successful candidate
2. High turnover rates due to the current pay structure

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3. Backlog in programming requests as a result of 1999 downsizing, reconsider request for 2 additional FTEs with the possibility of trading line items already included in the budget.

Bob Ormiston stated in reference to issue 1, that he would like to request that the Commission either rescind this Commission order or allow an exception in this instance and re-instate the Programmer II position as a range 25.

Bob Ormiston noted in reference to issue 2, that

- AS400 salaries are steadily rising
- Public and Non-profit organizations are consistently at the bottom of the pay range.
- Government IT jobs trail in pay but lead in stability and training
- Federal Government is going to increase the salaries of nearly half of its IT workers (up to 33%)
- Presently almost 850,000 unfilled Information Technology positions in the United States

Bob Ormiston stated in reference to issue 3 that the IT Department has decided to fill the FTE included in the proposed 2001 budget with a Website Administrator to help address those concerns.

Bob Ormiston also noted that IT Department supports the Sheriff's Departments request to purchase a software package to support their application needs

Commissioner Miller asked Bob Ormiston about the possibility of establishing virtual capabilities, whereby employees could dial in to the County system to perform their work.

Bob Ormiston stated that this kind of capability could compromise the County's firewall protection.

The County Commission agreed that they would take the IT Department's concerns under consideration.

GIS

Bob Ormiston stated that the GIS Consortium would be focusing on completion of years four and five of Phase I. He stated that GIS is a new department with new requirements.

Bob Ormiston stated that Ross Short, GIS Manager put together a list of all the hardware needed for a new department.

Bob Ormiston stated that Ross Short at present is at the maximum level in his pay range. He noted that Ross Short has also reached the five-year mark for IT experience. He stated that at this point, IT workers generally receive a very substantial pay increase.

Commissioner Stamper stated that the Consortium could be included in the discussion on the need for additional resources.

Bob Ormiston stated that Ross Short requested a plotter/scanner, which was eliminated from the budget.

Commissioner Miller requested that the GIS department be reviewed first in the classification study in order to enhance the Human Resource Department's ability to address the situation.

The County Commission agreed to Commissioner Miller's request

Mail Services

Bob Ormiston stated that there was not anything new in this budget. He noted the increasing costs of postage.

Commissioner Stamper thanked the IT representatives for their presentation.

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There was no one that wished to comment on this portion of the hearing.

The Budget Hearing adjourned at 2:25pm.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Linda Vogt
District II Commissioner