

TERM OF COMMISSION: November Session of the November Adjourned Term

PLACE OF MEETING: Hearing Room One, Boone County Courthouse

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Linda Vogt
Deputy County Clerk Michelle Malaby
Auditor and Chief Budget Officer June Pitchford

The budget hearing was called to order at 1:40 p.m. Budget hearing minutes consist of discussion not addressed in budget narratives and spreadsheets, copies of which are on file in the office of the Boone County Clerk.

SUBJECT: Housekeeping (Organization 1320)

Ms. Pitchford stated a separate Building and Grounds fund, which would derive revenues from user charges and an operating transfer from the general fund, is proposed for use by three divisions: facilities maintenance, housekeeping and capital repair and replacement.

Facilities Maintenance Supervisor Chuck Nichols, Housekeeping Supervisor Marla Marshall, and Administrative Assistant Clarice Martin were present.

In response to a question from Commissioner Miller, Ms. Marshall replied 3.5 employees are assigned to the Courthouse. They propose the part-time employee be increased to full time and spend five hours working in the Courthouse and three working in the new administrative building.

In response to a question from Ms. Pitchford, Commissioner Vogt replied the administrative building furnishings bid does not include accessories such as trash cans.

In response to a question from Commissioner Stamper, Mr. Nichols replied \$20,000 included for contractual custodial/janitorial services in the administrative building is for cleaning of lobbies and public bathrooms. If the two supplemental employees are approved, this amount is not necessary.

Ms. Pitchford asked could the two full time employees clean the lobbies and public restrooms?

Ms. Marshall replied the work has to be done at night or early in the morning. Housekeepers are needed in the building during the day. Cleaning floors is a full time job.

Commissioner Stamper questioned whether it wouldn't be better to have a crew clean the lobbies on an alternating basis.

Commissioner Vogt stated the supplemental request represents a crew. A portion of the budget for outside services can be eliminated if the supplemental request is approved.

In response to a question from Commissioner Miller, Ms. Marshall replied the outside firms provide their own cleaning supplies.

It was agreed an amount would need to be included for supplies if contract services are not used.

Commissioner Stamper noted discrepancies between amounts for contracted housekeeping services in different parts of the narrative.

Ms. Martin stated figures on page 11 of 11 under "Costs Associated with Contracted Housekeeping Services" reflect eleven months of service.

Ms. Pitchford noted the figure for the Government Center should be reduced. That building will not be occupied until April.

Ms. Martin stated the amount should be \$20,000. The amount reflected in the core request is correct.

Commissioner Stamper stated he envisioned cleaning of public areas and most offices would occur after hours. He did not envision having two employees present during the day.

Ms. Marshall stated that is when most of their work is done. The Courthouse does not allow work to occur at night. Employees arrive at 5:00 a.m. and 5:30 a.m. Vacuuming is done before people arrive. Dusting and other work occurs during the day. Bathrooms must be cleaned and restocked several times a day. Shipping and Receiving, hallways and other rooms are also cleaned each day. Housekeepers also clean up spills and accidents.

Commissioner Stamper stated employees could be pooled and work in more than one building.

Commissioner Vogt agreed the employees could shift if necessary, but they would typically work in the same building.

Ms. Marshall stated they clean the Johnson Building and north facility occasionally. They also help with snow removal and groundskeeping.

Commissioner Stamper stated he would like to know the ratio of housekeepers to square footage.

Ms. Marshall left the hearing.

SUBJECT: Facilities Maintenance (Organization 1310)

Commissioner Stamper asked is it typical for the County to pay for the power engineer's exam and license?

Ms. Pitchford replied the County pays for licenses for attorneys and engineers.

Commissioner Miller asked is this license required?

Mr. Nichols replied not at this time, but he anticipates a law will be passed requiring a license to perform work on boilers.

Commissioner Miller stated she can see paying for the license if it is required to perform work.

In response to a question from Commissioner Vogt, Mr. Nichols replied the purpose of having the license is safety. The National Association of Power Engineers provides safety training once a month. He is the only one who has a license. He would like all facilities maintenance personnel to have a license.

In response to a question from Commissioner Stamper, Ms. Pitchford replied all budgets will show utility and rent charges.

Commissioner Stamper asked is the \$4,500 for contracted mowing services necessary if the supplemental request for the riding lawn mower is approved?

Mr. Nichols replied the \$4,500 is for mowing the Courthouse grounds. The small tractor is intended for sidewalk snow removal.

In response to a question from Commissioner Vogt, Mr. Nichols replied the groundskeeper included in the supplemental request would use the tractor to remove the snow. If the groundskeeper is not approved, the existing staff will have to perform the work.

Commissioner Stamper noted the two desk telephones may already have been purchased.

In response to a question from Ms. Pitchford, Mr. Nichols replied the tractor would have a blade to remove snow with and a cab. It is similar to a piece of equipment the City uses to clear the Armory sidewalks.

Commissioner Stamper questioned whether the tractor could be used elsewhere by transporting it on a trailer.

The others present viewed that option as inefficient and unworkable.

Commissioner Miller questioned why adding an electrical panel at the south facility would cost \$10,000?

Mr. Nichols replied it is a 400 amp panel.

In response to a question from Commissioner Stamper, Mr. Nichols replied once records are removed, he would like to use the north end of the north facility for storage. Public Works will use the south end. They want to heat the middle section for use as the facilities maintenance shop.

Commissioner Stamper questioned how much of an investment the County wants to make in the north facility when the majority of County space is located downtown.

Commissioner Vogt stated the Commission discussed this and agreed to have the shop there.

In response to a question from Commissioner Stamper, Mr. Nichols replied they need a space twice the size of the hearing room. That would allow for storage of spare parts and room for a couple of work benches.

Commissioner Stamper expressed disagreement with the proposed arrangement of having facilities maintenance offices in the Johnson building and their work shop at the north facility. He disagreed with heating the north facility.

Ms. Pitchford noted the supplemental request summary page does not include the personnel request. Ms. Pitchford noted "Costs Associated With Contracted Painting Services" on page 16 of 29 does not include materials.

Commissioner Stamper stated he does not believe one painter can perform the necessary work. You seldom see one painter working on a job.

Commissioner Vogt stated it will take three painters three days to paint Pod C at the jail.

Ms. Pitchford commented if the Commission approves the painter, it is likely committing to a painting staff.

In response to a question from Commissioner Stamper, sealing and striping the Corrections facility parking lot was included in the recent bid. However, he does not believe they will be able to perform the work this year.

Mr. Nichols commented the security ceiling is needed. The County is fortunate a sprinkler head has not been activated yet. The \$10,000 estimate may be high.

Following discussion, Mr. Nichols stated they could probably find another solution to protect the sprinkler heads, but he does not know how they can protect the insulation.

Turning to supplemental request number four, the Commission discussed the possibility of facilities maintenance using the truck most recently used by Public Works Director Stan Elmore. Mr. Elmore now uses his personal vehicle.

The difficulty in finding someone to remove snow was discussed. Mr. Nichols stated he believes the difficulty may be due to including sidewalks. The service has been re-bid, excluding sidewalks.

Ms. Pitchford stated an amount needs to be included in the core budget for removing snow from parking lots.

Those present agreed funds to seal and stripe parking lots should be included in the core budget.

Mr. Nichols reviewed remaining supplemental requests. Supplemental request number seven can be removed. The doors were replaced this year.

The Commission agreed to examine the request to install free standing workstations in the Corrections facility control rooms.

Mr. Nichols stated he will obtain an estimate from an electrician on the cost to replace the south facility sign shop electrical panel. Neither of the two electricians he called provided an estimate. The \$6,000 amount requested may be high. Request number eleven consists of repairing a hole where the previous building owner had an exhaust fan.

Mr. Nichols stated supplemental request number 12, install drop ceiling in Corrections facility weight room, is necessary to stop insulation from falling down. It makes the area very dusty.

Commissioner Stamper stated he believes the Courthouse is over-staffed in terms of housekeepers and requested an investigation. Commissioner Stamper stated he does not believe the architect for the Johnson Building designed the area behind the Public Defender for use by Elections. They discussed that the office area could potentially be used for housekeeping functions. The Commission needs to determine how it will be used. County Clerk Wendy Noren does not have a crystal clear impression of what area in the building will and will not be used for elections versus records storage. That needs to be determined quickly.

Commissioner Vogt and Commissioner Stamper continued to discuss the appropriate location for the Facilities Maintenance work shop.

The meeting adjourned at 3:15 p.m.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Linda Vogt
District II Commissioner

June Pitchford
Auditor