

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 June Pitchford

The meeting was called to order at 1:37 p.m. Budget hearing minutes consist of discussion not outlined in budget narratives and spreadsheets, copies of which are available for inspection in the office of the County Clerk.

SUBJECT: Recorder of Deeds (Organization 1160)

Recorder of Deeds Bettie Johnson reviewed the request. Ms. Johnson stated she included some expenditures related to the Missouri Association of Counties (MAC). Budget guidelines indicated travel expenses would be budgeted centrally.

In response to a question from Ms. Pitchford, Ms. Johnson replied she does not object to expenditures related to MAC being budgeted in a common budget. The MAC Fall Conference benefits her as the Recorder. She also attends to represent Boone County.

Ms. Johnson noted she does not plan to purchase the microfilm scanner budgeted in 1994 until she is certain the scanner is adaptable to the current system. Ms. Johnson stated she would like to make the position vacated by Barbara Spiegel a full time position. Ms. Spiegel worked part-time for the past several years. The office has employed the same number of people for four years. About \$700 would be needed to convert the position to a full time range 9 position. Imaging of real estate records will begin in 1995. That activity combined with service provided to the public necessitates the change. Ms. Spiegel was classified as a range 12. The duties of the position would be correctly classified as a range 9.

In response to questions from Commissioner Stamper, Ms. Johnson stated Ms. Spiegel was scheduled at 24 hours per week. She worked additional hours as necessary to cover for employees on vacation. For the past several years, Ms. Spiegel was gone from the end of December to the beginning of April. That is traditionally the slowest time of the year, but it was becoming increasingly difficult to allow the absence.

Turning to the supplemental request, Ms. Johnson stated it is requested one of the existing leased copiers be retained for public use. When employees are busy, the public makes their own copies. There are about 40 billing accounts for photocopies, revenue from which is estimated at \$45,000 to \$50,000. The research and public area in the new office is separated from the area used for recordings, increasing the need for a public use photocopier.

In response to a question from Commissioner Stamper, Ms. Johnson replied the office would have three photocopiers. In addition to public use, photocopiers are used to copy daily transactions for title companies, credit bureaus and insurance companies and microfilm purposes.

Commissioner Stamper stated a decrease in activity is forecast.

Ms. Johnson stated a decrease in the number of filings is anticipated due to increasing interest rates. Activity in other areas is increasing. Creating the real estate data base will take a lot of work. There is a great deal of public contact. The number of marriage licenses issued continues to increase slightly. It appears uniform commercial code filings will increase this year. Over the last four years, each employee has absorbed more duties.

Commissioner Stamper stated he thought imaging would create efficiency.

In response to a question from Ms. Pitchford, Ms. Johnson replied photocopy charges allowed for by law are \$2 for the first page and \$1 for each additional page. They charge \$1 for each page.

SUBJECT: Record Storage and Preservation (Organization 2652)

In response to a question from Commissioner Stamper, Ms. Pitchford replied the fund balance is projected to be \$134,000 at the end of 1994. With the proposed budget, the balance should be \$140,000 at the end of 1995.

Ms. Johnson stated funds are budgeted for outside services for off-site access. Funds have not been set aside for additional shelving in the archival area of the new office which may be needed.

Ms. Pitchford clarified Ms. Johnson has budgeted current revenues for expenditure, but has not budgeted any of the existing fund balance.

SUBJECT: Data Processing Department (Organization 1170)

Data Processing Director Scott Monnig presented his budget request.

Remote access was discussed.

In response to a question from Ms. Pitchford, Mr. Monnig outlined future programming objectives, including tightening the current operation and reworking and replacing pre-packaged software in the Assessor's office and Sheriff's Department.

In response to a question from Commissioner Miller, Mr. Monnig replied he did not request replacement of the personal computer in Commissioner Vogt's office which was moved to the Human Resources Department.

The Commission advised Mr. Monnig to add the personal computer to his request. Commissioner Vogt plans to learn how to type and use the computer.

Ms. Pitchford asked will the Data Processing Department support any requested software?

Mr. Monnig stated in the past, most offices have used the Department to request software. He would like to have all such requests come through the Department.

Ms. Pitchford asked Mr. Monnig how he arrived at the \$5,000 amount requested in account 23050 for unforeseen needs. Ms. Pitchford and what criteria will be used to administer the funds?

Mr. Monnig replied although he reviewed unanticipated expenditures in 1994, the amount is a guess. He has not yet developed a criteria for administration of the funds.

Commissioner Stamper added they routinely cover such matters in the monthly meeting with Mr. Monnig.

In response to a question from Ms. Pitchford, Mr. Monnig replied funds are requested for meals and lodging associated with training for two employees for three events for six days.

In response to a question from Commissioner Miller, Mr. Monnig replied there are six modem lines on the AS400 in the administration building, two in Data Processing Department, one in the Treasurer's office, one at the Sheriff's Department and each AS400 has its own. There are three or four types of remote users, those who want access to the AS 400 only, those who want access to the AS400 and their network and those who only want access to their network.

Commissioner Stamper stated at one time a number of clerical employees proposed having remote access. The Commission has to be aggressively involved in authorizing remote use and must be cautious not to create a drain on the system.

Developing a charge for remote public access was discussed. Mr. Monnig agreed to provide projected revenue figures.

In response to a question from Commissioner Stamper, Mr. Monnig replied the class 9 core request represents replacement equipment.

Mr. Monnig commented in the past operating system upgrades to the AS400 were free from IBM. Upgrade costs were incorporated in the initial purchase. IBM has adopted user based pricing. Therefore, \$40,000 is budgeted for upgrades. Support for the current operating system will cease January 1, 1995.

Mr. Monnig reviewed the class 1 supplemental request.

Commissioner Stamper indicated growth of the department should be slowing.

Turning to the class 9 supplemental request, Commissioner Stamper asked how does the portable computer requested for the County Clerk relate to portable machines available for temporary use from the Data Processing Department?

Mr. Monnig replied the County Clerk constantly uses one of the machines.

In response to a question from Ms. Pitchford, Mr. Monnig replied he does not anticipate needing to replace portable and personal computers to keep up with technology. He does not believe portable computers need to be on the leading edge.

In response to a question from Commissioner Stamper, Mr. Monnig replied the personal computer requested for the Collector would be used by the public to access tax records

Commissioner Stamper stated the only piece of equipment the County Commission must have is the personal computer for the county counselor.

Commissioner Miller added the second tray for the laser printer is also needed.

Commissioner Stamper stated the color printer requested can be used by other departments.

Mr. Monnig commented the color printer and scanner could be located in the common area in the Data Processing Department.

Commissioner Stamper commented the image view stations requested by the Recorder could be funded from her special fund.

In response to a question from Commissioner Stamper, Mr. Monnig replied mobile data terminals requested for the Sheriff's Department essentially puts MULES in patrol cars.

Commissioner Stamper requested Mr. Monnig ask the Sheriff's Department to provide a detailed proposal on the program. He would like to know what the County is committing to.

Returning to the subject of the Recorder of Deeds budget, Commissioner Stamper stated he would like to be cautious when considering the request to retain the photocopier and expand the part-time position to a full time position. Flow through the office should actually slow. With imaging, people may begin to print documents in their own office through remote access.

The meeting adjourned at 3:10 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