

TERM OF COMMISSION: December Session of the November Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: District I Commissioner Karen M. Miller
District II Commissioner Linda Vogt
Deputy County Clerk Michelle Malaby
Auditor June Pitchford

The budget hearing was called to order at 1:12 p.m.

SUBJECT: Information Services

Information Services Director Scott Monnig stated his department coordinates hardware and software requests for about fifteen departments. He divided supplemental requests, excluding the geographic information system (GIS), into three groups: level one, level two and level three. He highly recommends funding level one requests. He recommends funding level two requests if funding is available. He believes level three requests can be delayed one year or more. Mr. Monnig reviewed core and supplemental budget requests in detail.

Mr. Monnig stated he requested \$5,000 for a television projection unit for the Chambers. He has since learned the commission may want to purchase the unit with 1995 building funds.

Ms. Pitchford stated the commission needs to look at the cash status of the building fund. There is no sense in making an operating transfer to buy this equipment if there are no resources in the fund. Commissioner Stamper has also discussed transferring unused building funds to another capital project--the plaza area.

Commissioner Miller asked when will the commission know how much is in the fund?

Ms. Pitchford replied Deputy Treasurer Caryn Ginter indicated there are some open items. She is waiting for Commissioner Stamper to confirm everything is done before paying withheld amounts.

In response to a question from Commissioner Miller, Mr. Monnig replied they will rent a projection unit from Columbia Photo at \$100 for 24 hours until a unit is acquired.

Mr. Monnig stated the budget request can be reduced by \$4,000. The router requested in account 91301 is no longer needed. Mr. Monnig stated \$3,500 is requested for two laser printers for the Prosecuting Attorney and a Prosecuting Attorney staff member. The amount budgeted for personal computers for the same people should be moved to replacement computer hardware.

Commissioner Miller asked is there a reason they cannot share printers? The County Commission office does.

Mr. Monnig replied some offices do. Others have printers in the officeholder's office. There is no policy on the matter. In this case, they are converting from terminals to personal computers which affects the type of printer used.

In response to a question from Commissioner Miller, Mr. Monnig replied there are six printers for personal computers in the Prosecuting Attorney's office.

Ms. Pitchford noted there are approximately 23 employees in the office.

Mr. Monnig noted \$3,000 requested for a personal computer for an additional employee in Collector's office should be removed. Funding for the employee is not proposed. Funding is proposed for a MICR printer. The printer uses magnetic ink. It would alleviate the need for pre-printed checks and the difficulties associated with them. He does not feel strongly about purchasing the printer. Information Services just implemented new payroll and accounting systems which would have to be changed to accommodate use of the MICR printer.

Ms. Pitchford suggested the commission discuss the item with County Clerk Wendy Noren and Treasurer Kay Murray.

Mr. Monnig stated funding to upgrade the AS400 computer at the Sheriff's Department is his most important budget request.

Mr. Monnig stated the County Clerk requested four overlay printers at a cost of \$4,000 each. The printers would be used in the voter registration division for forms printing. A printer would be placed at each desk. During the heavy 1996 election year, employees can print ballots and mail ballot forms at their desk. Currently such forms are printed in Information Services each night.

Commissioner Miller questioned how much will the printers be used?

Mr. Monnig replied he does not know. He believes the work can be accomplished with the large printers in the Information Services Department. However, it will not accomplish the work in the same way.

Ms. Pitchford confirmed the commission agrees the budget can be reduced by \$4,000 requested for a computer router and by \$3,000 requested for a personal computer for the Collector's office. Ms. Pitchford then left the meeting.

SUBJECT: Recorder of Deeds

Recorder of Deeds Bettie Johnson stated her supplemental request includes extensions which will change L shaped workstations in the middle of the office to U shapes in order to provide additional work space. She did not purchase them initially because she did not know whether they were necessary. The two they did purchase have proved to be valuable to the workstation environment. Most workstations in the office do not have overhead storage cabinets. Those in the middle of the office need additional drawer and filing space. Therefore, she requested two drawer lateral files. The roller shelving located in the Daniel Boone Building security vault was originally scheduled to be painted. She decided it would be better to clean the shelves and frame them with wood. She thought the work was included in the furnishings project, but Purchasing Director Beckie Jackson advised it was not. The \$1,000 amount requested for the work is an arbitrary figure. She plans to explore other filing options with Check Office Equipment. That may affect the request, which is not recommended for funding.

In regard to her core budget request for funding for travel and dues, Ms. Johnson stated the amount increased for two reasons. 1995 funding was not used because the training was in Jefferson City. As president of the Recorder's Association, she was provided with lodging. She has been elected the Missouri Director of International Association of Clerks, Recorders, Election Officials, and Treasurers (IACREOT) and will sit on the national board. They do not provide funding. She has used the record preservation fund to pay for the annual meeting, which is appropriate because it includes training seminars. As Missouri Director she will attend two additional national board meetings which do not include training seminars. Therefore, it is not appropriate to fund the meetings with record preservation funds. Before she ran for the office she asked if there is a county policy on funding participation on national boards, but did not find one.

Commissioner Vogt stated a policy is needed.

Commissioner Miller stated she believes it is an asset to the county to have a national director in any kind of association relevant to county government.

SUBJECT: Employee Parking

Ms. Johnson stated her office spends a great deal of time on parking issues. The Parking Committee decided a card reader is needed on the Johnson Building parking lot. It is the most used lot. Part of the problem is employees do not transfer their parking tag when they drive another vehicle. There is the question of what should be done after warnings are placed on vehicles. Should the Sheriff's Department or a deputized agent ticket and have vehicles towed? If so, how will court costs and fines be handled. If the Guaranty lot was paved and had good steps, it could be used as an overflow lot or it could be rented to the Public Defender. She discussed this

option with Public Defender Andrew Hernandez. Four of fourteen employees in the office were interested. Two indicated they would pay the suggested rate of \$25 per space, which is what the county pays for downtown parking. Two others indicated they would pay a fee no higher than \$20. Other private individuals, primarily people who work at the post office, have expressed interest in paying to park on the lot. Administration is the key question. If the City of Columbia withdraws the Armory lot spaces, people parking there would be moved to the Guaranty lot.

The meeting adjourned at 2:50 p.m.

ABSENT

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Linda Vogt
District II Commissioner