

TERM OF COMMISSION: December Session of the November Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Room 220

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor
Boone County Auditor June Pitchford

The budget hearing was called to order at 9:05 a.m. by Commissioner Elkin.

Budget Hearing: Department 1287 (Emergency Services and Dispatch) and 2020 (E-911 Emergency Telephone)

Jim McNabb, Emergency Management and Joint Communications Director, Laura Sartin, City of Columbia Budget Officer, Brian Maydwell, Communications Officer II, and Ross Short, Boone County GIS Program Manager, were present on behalf of this budget hearing.

There were no significant changes to the Emergency Services Dispatch budget. The County is responsible for 33% of the shared costs (projected total for 2003 of \$177,807) and 100% of the County costs included in the Emergency Management budget. The County shares in the operational costs as outlined in the Emergency Services and Dispatch budget in a cooperative agreement. Currently, the County is responsible for 21% (projected total for 2003 of \$1,966,686) of the Joint Communications Information Center (JCIC) operating budget and capital budget. The County's share includes costs for the Hallsville, Sturgeon, and Ashland Police Departments.

Jim McNabb stated he is working on a report for the goals, objectives, and accomplishments for this department.

He noted the County also provides services to Ashland and Hallsville for maintenance and facilities for outdoor warning sirens. The County's portion for the maintenance of the sirens is projected to increase because some sirens had the warranty end. All sirens in the County are under the same maintenance contract.

The projected total expenditures for 2003 for department 1287 are \$396,681, which reflects a 4% increase from the 2002 budget.

The proposed fund balance for the E-911 Telephone budget for the end of 2003 is approximately \$570,000. The projected revenues for department 2020 for 2003 are \$308,800, which reflects a 12% increase from 2002. The projected expenditures for 2003

are \$283,300, which reflects a 29% increase from 2002.

Commissioner Stamper noted the fund balance for department 2020 may seem excessive but these funds are used for software and equipment upgrades. There are times when these upgrades can cost between \$300,000 and \$400,000.

Mr. McNabb stated there is a supplement to the E-911 Telephone budget for the replacement of an audio voice logger/recorder and has been included in the budget by the Auditor.

Another supplemental request is for a GIS mapping program for the E-911 system in the Communication Center. This was not included in the budget by the Auditor. This program would exceed the compliance requirements for wireless 911 services as well as enhancing existing 911 services by providing mapping detail.

Brian Maydwell discussed how this software would use information provided to the department by the telephone company, attaching telephone numbers with addresses in a CAD system. This software will allow the department, when a telephone call is received, the information will be placed into a CAD system to be able to dispatch police, fire, or EMS. This program does not work with cell phones. Currently, the only information received by the department is the cell phone number, which many times are out of state numbers.

This technology will also be in compliance with Phase I and Phase II of the federal government's requirement to be able to locate the cell phone tower site and the area in which the tower is located.

Mr. Maydwell noted this program will also be tied in with County's GIS System to provide information for addressing.

Commissioner Miller asked if this federal law includes funding from cell phone companies to help with the purchase of these programs. Mr. McNabb stated yes.

Commissioner Miller asked how this funding would be received if the County was already providing the program. Mr. McNabb stated the department is currently in compliance with the law. This would enhance the current program for future needs. He noted there is nothing available currently for receiving money back from the companies.

Commissioner Miller asked if there are several vendors that provide this program. Ross Short stated this is a national need for this and when there is large need there are several vendors that provide this software and service.

Mr. Short noted the County has already created the information per a presentation by a vendor earlier in the month because of this existing information the vendor will not have

to create the program and the cost should be less.

Commissioner Miller asked about the addressing related to this program. Mr. Short stated addressing can be tied into this program. The GIS department is working on plotting all addresses on a map and there are approximately 80,000 houses in Boone County. The program will eventually be able to decipher between which side of a duplex is calling. Then tie the address with where the driveway meets the road. This information will get emergency workers to a location quicker because they will know where the driveway is located.

Mr. McNabb noted this information can also be tied in with the Assessor's Office information about the home or business owner. This information can be used in case of a situation where an area needs to be evacuated.

Commissioner Miller stated this request would be discussed during worksession.

There was no further discussion on these budgets.

There was no public comment on these budgets.

Budget Hearing: Department 1121 (County Commission)

There were no significant changes to this budget.

Commissioner Stamper reviewed the goals and objectives of this department. The personnel detail for this department lists six FTE's but there is discussion of the potential division of one FTE position.

The projected expenditures for 2003 for this department are \$430,741, which reflects a 9% increase from the 2002 budget. Of this projected \$430,741, \$56,008 is projected as expenditures for classes 2-8 and this reflects level funding from the 2002 budget.

Commissioner Stamper noted there is a proposed increase in vehicle allowance, a 25% increase from the 2002 budget. This is the first adjustment that has been made in approximately 10 years. This allowance is consistent with the federal reimbursement allowance of \$0.365 per mile. The Presiding Commissioner will be allowed 472 miles per pay period. The Associate Commissioners will be allowed 320 miles per pay period. This is taxable income.

Commissioner Miller stated there will be a policy for this vehicle allowance and the local mileage will be anything outside of the County. Commissioner Stamper stated any mileage inside of the County will be reimbursed at the federal rate.

Commissioner Stamper noted the majority of the line items have been decreased from the

2002 budget or remain at level funding.

The Auditor has included in the budget an amount for the replacement of a copy machine.

There was discussion about the amount budgeted for cellular phones. This reflects a 53% increase from the 2002 budget. There was a policy change regarding the cell phone plans. The policy would be a base fee per month, if the allotted minutes were not all used then the Commissioner would not have to pay the personal minutes back, if more minutes are used then there would have to be a pay back.

Commissioner Miller stated her cell phone use is paid by the National Association of Counties (NACo) for the next two years.

Mrs. Pitchford asked if the budgeted amount for 2003 is correct. Commissioner Elkin and Commissioner Miller stated they believe the amount is too high. Commissioner Stamper stated he believes the amount should remain the same because there is upcoming technology that this amount should cover.

Commissioner Stamper stated there is a supplemental request to increase the budget for the legislative consultant services. This will be debated by the Commissioners and Budget Office in worksession. There is a \$13,000 proposed increase for these services. This was not included in the proposed budget by the Auditor.

Mrs. Pitchford stated she moved the increases out of the core budget into the supplemental requests in all departments.

Commissioner Stamper stated if one FTE position is split between the Commission Office and the County Counselor's Office, there would be a decrease in the class 1 budget for the Commission Office. Mrs. Pitchford noted both positions will be benefited and this would increase the benefits for the County Counselor's budget by approximately \$5,500. The only item that would vary would be the FICA amount.

Commissioner Elkin stated he would like to have a discussion regarding the Fairgrounds.

Larry McBee, Boone County Board of Parks Commission Chair, and Dr. David Vaught, University of Missouri College of Agriculture Food and Natural Resources Parks and Recreation and Tourism Department, were present on behalf of this discussion.

Larry McBee stated the Board of Parks Commissioners held a discussion a few months ago regarding the Master Plan for any recreational facilities at the Fairgrounds. The Park Board agreed with having a Master Plan. The Park Board is proposing the Commission include in the budget funds for the final development plans for recreational facilities development at the Fairgrounds.

Dr. David Vaught stated in meetings with the Park Board, the idea was to develop a long range plan and within that plan develop a five year short term plan. They want to include public support and input on the development. This would include a site development plan and the survey. They would also like to have public workshops to prioritize public input about what is important in the development and develop phasing plans. They would also like to complete a grant application for federal funding in August or September. He noted the Atkins' donation will be a great value to the development and will now be eligible for federal funding.

Commissioner Miller asked Dr. Vaught what he believes the bottom line cost will be. Dr. Vaught stated he believes it will cost approximately \$25,000.

Mr. McBee stated he believes there are federal grants available but a Master Plan is needed first before any funding can be pursued.

Mrs. Pitchford asked if the County is proposing to sell the Atkins' tract. Commissioner Stamper stated no.

Mrs. Pitchford asked for clarification of how this property will be generating revenue. Dr. Vaught stated the value of the land can be used toward a match with possible federal funds. Once federal funds are used then the land would have to comply with federal regulations.

There was discussion about how the development would proceed for the Fairgrounds and the County's intent to continue work with the University of Missouri.

Budget Hearing: Department 1122 (County Association Due)

There were no significant changes to this budget.

The proposed total expenditures for this budget for 2003 are \$35,253, which reflects a 2% increase from the 2002 budget.

There are supplemental requests totaling \$7,945, of which none have been proposed by the Auditor.

Commissioner Miller noted these requests are for travel to the Annual National Association of Counties (NACo) Conference.

Commissioner Miller suggested the County look at the E-Civis Service and this will be discussed during worksessions.

Budget Hearing: Department 1123 (Emergency and Contingency)

Mrs. Pitchford noted she will need to recalculate the appropriation for this budget to verify the amount is 3% of the County's expenditures. This will be increased to possibly \$600,000.00.

Budget Hearing: Department 1170 (Information Technology)

Michael Mallicoat, Information Technology Director, was present on behalf of this budget hearing.

The proposed revenue for this department for 2003 is \$56,295, which reflects a 182% increase from the 2002 budget. This increase is due to the Collector's reimbursement of a programmer/analyst for this department. The projected expenditures for this department for 2003 are \$1,226,937, which reflects a 3% increase from the 2002 budget.

Class 1 expenditures for this department are projected to be \$721,111, which reflects an 8% increase from 2002. There is a 15% projected increase in overtime expenditures due to employees needing to work on servers or other equipment during off hours.

Commissioner Stamper noted there is a programmer/analyst position that was approved by the Commission in 2002 for this department.

Class 2 reflects level funding from 2002.

Class 3 reflects a 14% decrease from 2002 funding.

Class 4 reflects a 24% decrease from 2002 funding. This decrease is due to a reduction in telephone line charges.

Class 5 reflects level funding from 2002.

Class 6 reflects a 2% increase from 2002 funding. This increase is due to new software maintenance for any new software that is purchased by the department.

Class 7 reflects a 25% increase from 2002 funding. This increase is due to a 62% increase in software service contracts.

There was discussion of possibly rotating the service contracts on a bi-annual basis.

Class 9 reflects a 38% decrease from 2002 funding.

There is a request in class 9 for secure storage for the 3rd floor of the Government Center for surplus computer equipment.

There is a supplemental request for \$9,640 for furniture and fixtures for the new

employee in this department.

Mrs. Pitchford noted she included in the proposed budget only items that were a continuation of initiatives that were started in prior year and anything beyond this was not addressed in the proposed budget.

Commissioner Stamper noted there is a supplemental request for computer hardware of \$11,804 was included by the Auditor.

Commissioner Miller requested the Commission ask the Recorder to purchase the six computers for the vault out of the maintenance fund.

The fiber optics costs are for work to be done in 2003, which would include connecting the Sheriff's Department, JJC, Courthouse, and Government Center. Those costs were identified and determined which of those costs could be charged to the Proposition L budget. The costs identified in the department 1170 budget include installation, maintenance and on-going lease costs.

Mr. Mallicoat stated the department has requested the replacement of all Tangent computers, a total of 35, in the County and all 4019 printers, a total of seven, in the County.

Mr. Mallicoat noted he has had difficulties with analyzing spending compared to what has been funded.

Mr. Mallicoat stated with the fiber optics, this would allow the department to update the infrastructure to outlying locations, primarily for data communications. This will also handle more data applications. Eventually, this will allow for video data and GIS data to be transmitted. The current proposed budget includes the Sheriff's Department and the Johnson Building to be connected with the fiber.

He noted for all these diverse applications to run properly on fiber, a core switch is needed to keep the data separate. This switch is proposed to cost \$25,000 and an additional cost of \$800 to connect city fiber to the first floor of the Government Center's computer room.

Commissioner Miller asked if the fiber cannot be implemented unless an additional \$28,680 is included in the budget. Mr. Mallicoat stated that was correct. This amount includes the \$25,000 for the switch, the \$800 for connection, \$2,880 for labor, and an additional maintenance cost of \$3,000. If the switch cannot be installed with the associated costs he does not believe fiber can be implemented in 2003.

Mrs. Pitchford asked what is the proposed date for the implementation of the fiber. Mr. Mallicoat stated the date is October 2003.

He noted he had discussions with Robert Perry, Court Administrator, about OSCA funds being used for installation of fiber at JJC. The cost of connecting JJC with fiber is approximately \$14,000, which could possibly be reimbursed by OSCA. The State's fiscal year begins in June. If this is done, then the implementation date would have to be moved from October to June which would cause an additional \$2,000 cost for the Sheriff's Department's fiber.

There was discussion about what Proposition L funding would cover for the fiber optics installation. Mr. Mallicoat noted he does not believe JJC was included in the initial plan for fiber optics.

Mrs. Pitchford noted the total proposed cost for this budget for the fiber optics is \$12,688, which includes equipment, installation, maintenance, and the monthly lease. There is detail in the proposed budget of what percent of the fiber optics will be paid from which fund.

Commissioner Stamper suggested staging the fiber at JJC. Mr. Mallicoat stated if this is staged then there is a possibility of not having the OSCA funds available.

Mr. Mallicoat reviewed the additional funding he believes is needed for 2003 for the Information Technology Department. These requests were not included in the proposed 2003 budget.

- \$5,625 increase in account 37000 – Dues (COIN dues)
- \$2,600 increase in account 37210 – Training/Schools
- \$20,000 increase in account 91302 – Computer Software New (AS/400 Change Management)
- \$2,720 increase in account 91302 – Computer Software New (Human Resources – Individual Employee Benefit Statements)
- \$6,500 increase in account 92301 – Computer Hardware Replacement (Other Problem PCs)
- \$273,962 increase in account 92301 – Computer Hardware Replacement (AS/400 LPAR Upgrade)

Mr. Mallicoat discussed the reduction in programming backlog and the need for separate programs for testing and development of programs.

Mr. Mallicoat discussed the critical need for the AS/400 upgrade and how IBM will not support the software or upgrade of the AS/400.

Mr. Mallicoat reviewed the goals and objective for the Mail Services budget.

There was no further discussion on this budget.

Budget Hearing: Department 1175 (GIS – Consortium) and Department 1176 (GIS – County)

Ross Short, GIS Program Manager, was present on behalf of the GIS budget hearings.

There were no significant changes to the budgets for departments 1175 or 1176.

The proposed total expenditures for the 1175 budget for 2003 are \$18,000, which reflects a 115% increase over 2002 funding. The reason for this increase is because of additional computer software and data base consulting included in the 2003 budget.

The proposed total expenditures for the 1176 budget for 2003 are \$110,390, which reflects a 3% increase over 2002 funding.

Mr. Short noted there is a supplemental request for two new computers without the monitors for the department. This request in the amount of \$6,200 was not included in the Auditor's proposed budget.

Budget Hearing: Department 1131 (County Clerk) and 1132 (Elections and Registration)

Wendy S. Noren, Boone County Clerk, was present on behalf of these budget hearings.

There were no significant changes to the budgets for departments 1131 or 1132.

Wendy Noren reviewed the impact of redistricting, the number of petition verifications, and the implementation of new law including provisional ballots for the office. Sample ballots and new voter identification cards were mailed to voters, new training manuals were created and election judge recruitment were all completed in 2002.

In 2003, there will be implementation of new federal election laws.

There was discussion about early voting.

She is requesting to reduce equipment by \$55,000. This amount has been submitted to the State for appropriation with the early voting program.

Ms. Noren is requesting an additional \$18,000 for outside services to have training programs for election judges. There is a possible use of University Extension Council to develop audio and visual training for election judge and poll worker training.

Ms. Noren reviewed the accomplishments of the Clerk's Office for 2002 and the goals for 2003. She discussed the possible changes in the Commission Meeting policy and the

need to establish a plan for privacy of employee medical records.

She would like to have secure storage for election equipment.

There is a supplemental request for a new copy machine which was included in the Auditor's proposed budget.

There was no further discussion on these budgets.

There was no public comment.

The budget hearings adjourned at 11:40 a.m.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner