

GOVERNMENT OPERATIONS and FINANCE & PERSONNEL
COMMITTEE MEETING MINUTES SEPTEMBER 21, 2010

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Henke, Brown , G. Hall, Lindsay, Watkins

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Haff, Sady

FINANCE & PERSONNEL COMMITTEE MEMBERS PRESENT: Campbell, Brown, LaPointe, Hall, Shay, Lindsay, Henke

FINANCE & PERSONNEL COMMITTEE MEMBERS ABSENT: Banks, Suprenant, Haff, Tatko

SUPERVISORS: Rymph

Debra Prehoda, Clerk

Kevin Hayes, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Department 2011 Budget Reviews: Buildings & Grounds/Parks; Board of Elections; Information Technology; Treasurer; Personnel/Civil Service; Real Property; County Clerk/Historian; County Attorney; County Administrator; Clerk of the Board
- 3) Other Business
- 4) Adjournment

Chairman Campbell called the meeting to order at 10:20 A.M.

BUILDINGS & GROUNDS: Harrison Steves, Superintendent of Buildings and Grounds, addressed 2011 Budget Requests, handout on file:

- ✓ Personnel – Requesting to bring his staff back up to 8-hour workdays and that is the figure in his 2011 budget. Harrison stated he needs either more people with fewer hours or more hours. Overtime is budgeted at \$40,000 which is lower than previous years and depends on how much snow removal is required and if something breaks down. Fringe benefits are not listed in departments' budgets in the General Fund. Mr. Brown stated if the department stayed at the current hours it would be a 7% reduction in the personnel expense.
- ✓ Equipment – remove \$1,500 for the Atarie, which is used with the chiller system. The IT department put this program on a laptop and this purchase can be avoided. **(Equipment Reduction - \$1,500)**
- ✓ Contractual – Harrison has already removed \$50,000 from line A1620.4320, reduced from \$250,000 to \$200,00. He typically has funds remaining in this line but if he needs to replace an item then expect him to come back to committee. Mr. Henke recommends exploring a local options rather than contract with Orkin for pest control. Harrison will look into when the contract expires and recommends going out to bid and include other departments.
- ✓ Parks:
 - Mr. Shay asked if Harrison has thought of increasing the parking fee by \$1.00 to \$2.00. Possibly with the low request for a season pass that the price should be examined and possibly change the season pass to \$10.00. A motion to increase the parking fee to \$2.00 was moved by Mr. Shay, seconded by Mr. Brown and adopted. Mrs. G. Hall opposed. The revenue line will be increased by \$2,500.
 - Lake Lauderdale – This is the third different budget in the last three years. They did not have Alternative Sentencing staff to mow this year also this was the first year with a youth organization in using the park for a period of time.
 - Huletts – The Town of Dresden is billed for the difference, expenses verses revenue. Kevin will make sure that billing amount is noted in the budget.

BOARD OF ELECTIONS: Commissioners Leslie Allen and Jeffrey Curtis addressed 2011 Budget Requests, handout on file:

- ✓ Personnel: Total \$126,245. In 2010, saving in the personnel line due to a retirement and a month period before a backfill. No changes in personnel, budgeted at the same rate as 2010. Kevin stated there is still the question with inspectors, custodians, etc. whether they are paid through the payroll, part-time, or contractually by voucher.
- ✓ Equipment – no request.
- ✓ Contractual – They increased the maintenance line for repairs on the new machines to \$8,600 which is twice as much as the budget amount in 2010. Mrs. Allen stated they had the custodians accompany the machines to avoid miss handling the machines avoiding maintenance issues. Line A1450.4320 is reduced from \$8,600 to \$3,000. (**Repair & Maintenance line reduced to \$3,000, a reduction of \$5,600.**) The committee questioned the increase in the supply line, A1450.4280 from \$3,000 to \$5,000. Mr. Curtis stated after this primary, they would need more ballot bags. He is hopeful the State will reimburse for some of these expenses. (**Supplies line reduced to \$3,000, a reduction of \$2,000.**) Office Supplies were also reduced by \$1,000 to \$4,000. (**Office Supplies A1450.4030 reduced to \$4,000, a reduction of \$1,000.**) The printing line A1450.4100 is budgeted at \$67,400 due to purchasing the ballots for several elections. The ballot cannot be programmed until the candidates are determined and certified by the state, printed and then tested in the machines. Mrs. G. Hall asked if counties could share a printer. They will get an estimate on the price of a printer. This primary cost approximately \$21,000. Kevin stated the Board of Elections purchased enough ballots to cover a general election. Another item mentioned is storage. They have to store these ballots for twenty-three months. Kevin stated if we need shelving then see if it could be purchased under HAVA. Mr. Brown asked who owns the old voting machines. Mr. Curtis stated the County should keep these for a little longer. Kevin stated every town that bought their machine could have it back.

Mr. LaPointe left the meeting.

INFORMATION TECHNOLOGY: Karen Pratt, Director and Mike Trackey, Deputy Director, addressed the 2011 Budget Requests, handout on file:

- ✓ Personnel – Karen handed out a worksheet detailing the personnel expenses. Most employees in that department are CSEA union members and they did layoff one position in 2010. She does have an overtime line for times when they have to come in for call ins for other departments, auction coverage and dispatch center call ins. They do not schedule projects in their office to be completed on overtime.
- ✓ Equipment – handout distributed listed equipment requests. Equipment requests total \$112,400.00. Chairman Campbell questioned why crime enforcement funds could not be used to purchase the Road patrol units, \$66,000. Karen stated it is in her budget because the Sheriff had already submitted his budget without this equipment included. She stated replacement of these units should be scheduled. Mike Trackey stated the road patrol units have performed well. These road patrol units are used to write tickets, etc. He feels there is a direct benefit for the officer with the information being enter only once into the system. The County will be migrating to a new payroll system and payroll physical servers are need in the amount of \$20,000. A motion to delete the Wireless Access \$2,400 and \$66,000 for the road patrol units was moved by Mr. Shay, seconded by Messrs. Brown

and Henke. Discussion. Karen stated the road patrol units will need replacement in the future and the Sheriff's budget should include monies to maintain or replace some of these units. These units last approximately five years. The eventual replacement cannot be ignored. The motion to delete the Wireless Access \$2,400 and \$66,000 for the road patrol units was moved by Mr. Shay, seconded by Messrs. Brown and Henke and adopted. **(Equipment line reduced to \$44,000, a reduction of \$68,400.)** Possibly place \$22,000 in the Sheriff's budget for replacements and IT will be included in that dialogue.

- ✓ Contractual – They are in the process of reviewing their connectivity, county internet, telephone and point to point. Karen explained her maintenance contracts totaling \$270,372.00. A lot of time is expended on the website. They constantly see viruses stopped. Mr. Brown asked her to consider cutting \$20,000 off the contractual line. Karen stated perhaps they would remove some anticipated work to reduce this line. She does examine the different levels of support required which affects the cost.

Mrs. G. Hall left the meeting. The committee recess for lunch.

The committee reconvened at 1:47 P.M. Chairman Campbell opened for discussion, no quorum.

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Brown, Lindsay

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Henke, Haff, Sady, Watkins

FINANCE & PERSONNEL COMMITTEE MEMBERS PRESENT: Campbell, Brown, LaPointe, Shay, Lindsay

FINANCE & PERSONNEL COMMITTEE MEMBERS ABSENT: Banks, Suprenant, Haff, Tatko, Henke, G. Hall

SUPERVISORS: Rymph

Debra Prehoda, Clerk

Kevin Hayes, County Administrator

COUNTY CLERK – Dona Crandall, County Clerk, addressed 2011 Budget Requests, handout on file:

Mr. Brown asked if she could take 5% out of her budget. She will have to look her budget over.

- ✓ Personnel – She cannot reduce this line.
- ✓ Equipment – Four thousand was budgeted for a new microfilm machine to replace an aging machine they received by a grant in 1992 or 1993. Mr. Brown asked if this replacement could wait. Dona is unsure if the machine will hold out and continue to work for another year. She stated these are the same machines that were given to the towns and possibly one would be available. **(Equipment line reduced by \$4,500, no funds appropriated.)**
- ✓ Contractual – The travel line was increased because she anticipates the annual conference to be in the New York City area. She does not have any mandatory training but DMV does have some mandatory trainings. Mr. Brown asked if there was duplication with the law books, other departments have this same information. **(Law books A1410.4570 was deleted, reduced \$2,000.)** Discussion on the printing expense and the books do not have to be printed in 2011. **(Printing A1410.4100 was reduced by \$500, a \$500 reduction.)**
- ✓ Revenue is down a quarter of a million from last year, mortgage tax, transfer tax, etc. but the revenue in County Clerk and DMV are up approximately \$42,000 from last year.

HISTORIAN – Dona Crandall, addressed the Historian's budget. No changes or adjustments.

TREASURER: Phyllis Cooper, Treasurer, addressed 2011 Budget Requests, handout on file:

- ✓ Personnel – Phyllis will provide information on a breakdown of benefits by department. Personnel increased by 1% due to steps and increments. Staff has been reduced from 13 to 10. She does not feel she can make any further reductions and run the office. She has reduced the overtime expense and hopefully will not need to expend this entire amount.

The committee discussed furlough participation. Kevin stated you cannot go to the well too often. The Treasurer stated she feels the employees will be looking to layoff the least senior person rather than another furlough. Mr. Brown stated if furloughs are not taken it is a 1% overall increase to the personnel expense. Kevin stated there are only 260 workdays in 2011 versus 261 in 2010. The Sewer District reimburses her office for one account clerk position. Not only does she collect the taxes but also had to go out for borrowings and monitors capital projects. Kevin stated they will review the services provided and adjust the personnel expense if warranted. She has one bookkeeper that is approved to work 40 hours but she will only work her that amount of time if necessary. Phyllis stated that she is going to commence cash receipting for departments and this bookkeeper will be doing that responsibility.

- ✓ Equipment – no funds budgeted.
- ✓ Contractual – The abstractors contract amount is \$45,000. The postage rate is going up and the number of delinquencies has increased, increased from \$24,000 to \$30,000. Some of the postage is reimbursed in the tax enforcement procedure.
- ✓ Revenue – Interest and Penalties Real Property could be increased to \$1.5M. (**Revenue line A1090 increase by \$25,000 from \$1,475,00 to \$1,500,000.**) Interest & Earnings has decrease over the last few years.

Mr. Shay left at 3:00 P.M.

Discussion ensued on the cash receipting policy and moving forward with departmental implementation. Kevin stated we need to move toward centralization of functions.

COUNTY ADMINISTRATION – Kevin Hayes, addressed 2011 Budget Requests, handout on file:

Insurance premiums – Are we interested in increasing our excess liability umbrella due to a reduction in our insurance premiums. No interest in increasing. The insurance figures will be recalculated.

- ✓ Personnel – no changes
- ✓ Equipment – none
- ✓ Contractual – He needs to go out to bid for the single audit or extend contract for additional year. He provided a breakdown of the contractual expenses, on file. He stated you could remove the additional negotiator expenses of \$7,500 but he would have to go back to committee if he needs funds.

The meeting dissolved at 4:04 P.M.

Government Operations Departments 2011 Budget Requests Remaining to be Addressed:
Personnel/Civil Service, County Attorney, Clerk of the Board