

**FINANCE COMMITTEE SPECIAL BUDGET HEARING  
SEPTEMBER 24, 2012  
5:15 P.M.**

**MEMBERS PRESENT**

Chair Keith Ashby  
Tim Dudley  
Jay Dunn, Vice Chair  
Kevin Greenfield  
Linda Little  
Mark Wicklund  
Susanna Zimmerman

**COUNTY PERSONNEL PRESENT**

Amy Stockwell, Auditor  
Sheriff Tom Schneider, Sheriff Office  
Lt. Max Austin, Sheriff Office  
Jim Root, EMA  
Richard Steil, Court Security  
Laurie Rasmus, Environmental Mgt.  
Deb Garrett, Environmental Mgt.

**MEMBERS ABSENT**

This meeting was called to order by Chair Ashby at the Macon County Office Building.

**APPROVAL OF MINUTES**

Motion to approve minutes of prior meeting made by Mark Wicklund, seconded by Susanna Zimmerman, and motion carried (7-0).

Chair Ashby stated if no objection from the Committee, the State Attorney's budget has been rescheduled for October 10<sup>th</sup>. Sheriff Tom Schneider will be back on 10/10/12 also; Amy Stockwell will back on the October 10<sup>th</sup> due to not enough information on Insurance, Retirement/Social Security.

He stated hopefully the display budget will be approved at the regularly scheduled Finance Meeting (10/29/12). However, another meeting might possibly need to be scheduled before and after the regularly scheduled meeting.

Jay Dunn stated he is planning on having a Special County Board meeting on the 20<sup>th</sup> of November to approve the budget, so he would like to obtain signatures from Board members tonight for the Special Meeting. He stated 1/3 of the County Board members signatures are required. If the display budget is approved on the 29<sup>th</sup> of October, then Amy Stockwell will need time for preparation and it will need to be published fifteen days prior to the meeting.

**PROPOSED FY13 BUDGETS**

*Auditor*

Chair Ashby stated the Auditor will present her budget and the Insurance/Self Insurance, Retirement Social Security portion will be presented on the October 10<sup>th</sup> meeting.

Amy Stockwell stated the budget is in their budget book and it is exactly the same that was presented at over site. Her current operation is \$15,000 below this year; because of the willingness of her employees to step up and take on more duties, due to an elimination of a job. She is also continuing to propose the creation of a Human Resources Specialist position that

would serve as a resource to all departments and help them implement some of the recommendations from the insurance company and auditors have made about their operations. No changes have been made in her numbers that they had seen at over site presentation.

Keith Ashby asked if Ms. Stockwell has written a job description for the position that is being created. Ms. Stockwell said no, because this past month she has been spending well over 50% of her time working on the insurance application renewal. Chair Ashby requested to see the job description when completed, so Mr. Dunn and he could review it. Ms. Stockwell said yes, most definitely.

Linda Little made the motion to send onto display, seconded by Mark Wicklund. Motion Carried (7-0).

### *Sheriff*

Sheriff Schneider stated the only areas they will be looking into consideration for adjustments would be on the Jail budget. He has spoken with Auditor Stockwell; some adjustments will be made in LEST, and they're waiting to see where they are at. That is why the budget has been rescheduled until October 10<sup>th</sup>. Sheriff Schneider stated everything else seems to be in line with the expectation of the Board. Most of the questions were answered, to the satisfaction of the Board, at over site.

Chair Ashby asked about the subtotal of the 5708 line (Federal Prisoner Transport) in the Jail budget, there is an additional \$90,000 in there this year that was not there in 2012. Sheriff stated the Federal Prisoner Transport is basically a "wash". They reimburse, so they show the \$90,000 coming in; and then back in the Jail; they will show it going out as an expenditure; revenue and expenditure.

Chair Ashby stated on your Correctional Officers; if you take that \$90,000 away off the 5000 Line, you still have an overall increase of 8%, is that correct? Sheriff said it is going to be a pretty substantial one, but they did do the appropriation from the initial contract obligation, so that would make a difference there. But there will be a percentage increase that is pretty substantial. Chair Ashby stated then they are looking at an 8% increase in that particular department. Sheriff asked Ms. Stockwell if she could help in answering Chair Ashby's question. Ms. Stockwell stated one of the changes they are going to do, when it comes back on the 10<sup>th</sup> is revise, although she doesn't really do this. The numbers in here are from 5/3; she is going to revise the current year's budget to reflect the action the board took at the last meeting; approval of the additional appropriation for the settlement of the CO contract.

Linda Little asked if this would be paid out of the 2012 budget. Ms. Stockwell stated that is correct. She is going to amend the worksheet to show that in the 2012 budget.

Chair Dunn asked if this amount was \$127,000; that they amended. Sheriff stated it was a substantial amount, but he cannot remember the exact amount. They had different adjustments that were made with the command staff; that was one of the appropriation adjustments, and they also had it for the Correctional Officer contract at the same time. Chair Dunn stated did this involve back pay. Sheriff responded yes.

Chair Ashby asked if any officers were added in that department. Sheriff stated there was no additional staffing increases, he tried to absorb as much as he could throughout that point and time; that is why the overtime lines, should be a lot more has been used in overtime and actually got rid of the block grant with all the overtime; then additional areas that will need adjustment made. He did not replace and he didn't increase.

Linda Little asked if his revised budget will go through his over site committee before October 10<sup>th</sup>. Sheriff stated it will not go through anymore over site. He has already been through Justice. He has two over sites.

Chair Ashby stated he has a few minor questions, but he and the Sheriff can get together to discuss them.

#### *Emergency Management Agency*

Jim Root stated he will go over the changes and the budget from the previous year. He is presenting the same budget that went through over site (Justice). The revenue on Line 3151(Hazard Mitigation Plan) \$6733 is the amount paid out on the grant, so the unused portion of that revenue source is what will be remaining. He anticipates another bill needs to be paid, so that might change again. That is a reflection what comes in, and the expenditures under Line 7200 (Extra Expenses) is revenue in and expenditures out. Other than that his projections for revenue are pretty much the same, except for the Hazard Mitigation Plan.

Mr. Root stated the 5000 lines are personnel; all of these increases are contractual obligations which results in an increase of \$2432.

Jim Root said at over site he was asked why was there an extra \$2900 increase in Line 6010 (Hospitalization) and 6011 (Fringes). He said he refigured this and it is an accurate amount. He went back through his records, and in 2011 he was short; so last year he had to actually come up with another \$1300. He believes that little extra is from the shortage from the previous year. He stated all of these have been refigured and this is an accurate amount for this year's budget.

Mr. Root stated the Line 7111 (Maint. Radio) has decreased. That extra money in this line item was for the water tower project for Macon. That project has been completed, and those bills have been paid; so that expense line has been decreased the amount of the project. Line 7200 (Other Expenses) is the revenue line for the Hazard Mitigation Plan; that too reflects the amount that has been paid out this year in the grant. So he will need to continue the expense for the following year, until the plan will be completed in the middle of next fiscal year. The total amount and differences has actually decreased in expenditures by \$12802.

Chair Ashby asked why he has not spent anything since the end of May under his Line #7200(Other Expenses). Next year's amount that is being requested is \$45000; where will this be spent? Mr. Root stated this is the Expense Line for the revenue line under Hazard Mitigation. It is a wash; money comes in; money goes back out.

Mr. Dunn asked what the anticipated date for completion of the Mitigation Plan. Jim Root stated they just completed their second meeting. He says they will need to come up with some project which will take longer than he has anticipated. He has to meet with County Highway, Planning and Zoning to come up with some projects. They want to make sure these projects are included in the plan; otherwise they will not be eligible for further grants. It should be presented sometime in the spring, and then there will be a review by board and then adoption.

Mr. Root stated the 8000 Lines are the same, no modifications or adjustments have been made on these lines. Chair Ashby suggested that he reviews Lines 8020(Supplies) and 8200 (Misc & Cont), because he only used a very small portion since the end of May, and he is asking for the same amount for next year. Mr. Root stated last year he decreased the Line 8020(Supplies) by \$1000 and he actually spent over \$2400 in that line. So he did end up spending that money, he usually purchases items (office supplies) at the end of the year. He has not yet purchased any of these items. He stated Line 8100 (Emergency Operation) is the supply line for Emergency Operation Center. The City of Decatur has used this a lot for their computer classes, and he has not stocked anything in that, because he does not want to support their use of that facility during those periods.

Chair Ashby referred to Line 8200 (Misc & Cont). Mr. Root stated this is also a supply line that is used to purchase things for the office. No purchased has been done as of yet.

Jim Root stated he is asking for a replacement of a vehicle that has been in the fleet since 1998. This amount is reflected in Line 9040 (Equipment). County Hwy Dept had suggested to him a couple of years ago to replace this vehicle, because so much maintenance has been required on the vehicle. It has been becoming a liability. He is looking to replace this with a new vehicle.

Linda Little asked what type of vehicle is he wishing to purchase. Mr. Root stated a 2012 or 2013 Tahoe. This vehicle will have a police package and will be used by the Sheriff Dept, as well, for winter operations.

Kevin Greenfield made the motion to send EMA Budget onto display, seconded by Mark Wicklund, and motion carried (7-0).

*Environmental Management Dept.*

Deb Garrett stated she distributed a revision of her budget. This is the same budget that was presented earlier with two exceptions. She said Mr. Dudley requested that the Extra Help personnel be taken out of the Recycling Specialist Line Item. Those funds were moved down to the Extra Help Line Item; and raises were withdrawn. Those were the only two changes in any of the line items.

Ms. Garrett said she knew Ms. Little was absent the last time. She asked if Ms. Little had any questions.

Tim Dudley asked what line did she move Extra Help from the old budget. Ms. Garrett said Recycling Specialist funds were moved into Extra Help. She said it was Line Item 5155.

Mr. Dudley stated his Line Item 5155 says \$37,000. He asked if he was looking at the wrong thing. Ms. Garrett said probably; the revision she just gave him. Mr. Dudley stated he is trying to compare it to the old one. Ms. Garrett said the one she gave him reads \$30,941. He said so you moved \$6000 and some of that into Extra Help. Ms. Garrett said she thinks it amounted to more than that. He said one the original it says \$37,000; was there another line? Ms. Garrett stated she is not looking at the original; she is looking at the revised form. Mr. Dudley stated the original said \$37,000 on 5155; and so you changed Line item 5155 to \$30,941. Ms. Garrett said right. Mr. Dudley asked what she moved to Extra Help. Ms. Garrett stated the funds that were in there, was moved down to Extra Help; for that extra person. That line item was being shared with an extra help person and a recycling specialist. She said you wanted all the part-time people be put down there.

Chair Ashby said so by moving that \$6000+ you are telling us that you moved it down to Extra Help; that will go to another person. Ms. Garrett said the person that was already there, yes. Instead of having two people being paid out of the Recycling Specialist job, they will be paid out of the Line Item 5695.

Mr. Dudley stated he noticed on the Executive Director, the previous salary was \$33,433 and when you add the \$5724 that is actually \$39, 157; that is \$1000 more than last year. Ms. Garrett stated Line Item 5010 which is listed as Executive Director; on the last page those notes have been changed to Deputy Director. She said she went over this last time. She was taking 15% out of the Enforcement Grant for Laurie, because she actually does more than 15% of Environmental Management work; so the 5010, that \$5724, this is the first time you are seeing that. There was nothing in that last year. Mr. Dudley said when you take \$5724 on 5010, and adds it to the 5525, is that her (Laurie Rasmus) salary. Ms. Garrett stated \$33,433 is her salary in that Line Item plus the \$5724. Mr. Dudley said this is actually \$39,157 which is actually \$1000 more than last year's budget. Last year's was \$38,157. Ms. Garrett said she might have made an error. Mr. Dudley said even her over/under says \$4724. Ms. Garrett said, right. Ms. Garrett said on 2012's budget, it was \$38,157. This is Laurie's salary. Ms. Garrett said right, it will reflect that to be same salary as last year with only 15% taken out and put in the Executive Director position.

Ms. Stockwell said a technical correction is needed, under revenue Line Item 4910 (Host Fee); the \$250,000 that was there before, it is not on this one, so that needs to be included. Ms. Garrett said she sees that it did not get brought over on that one. She does not know why. Chair Ashby stated the Host Fee is blank and it should read \$250,000.

Linda Little said she is a little disappointed that she does not see any increases in salaries, to be comparable with some of the contractual. She knows Ms. Garrett's office is not just sitting there twiddling their thumbs. They are doing a lot with very little. She stated she would have not supported the raises that were in it last time, but she is a little disappointed not to see any increases. She is maybe alone on this. Ms. Garrett thanked Ms. Little for her comment.

Ms. Little said she read through them, and thought they were a little high. Mark Wicklund stated there was a 9% increase the previous year, which the inclusion that they took on more jobs, because they eliminated Luis; well they refilled that job with a coordinator; they created

another position there. They were asking for 5% pay increases this year, which they ran into trouble when it reached the over site committee and Finance, both times it was brought up.

Ms Little stated she will re-read the minutes, because she did not understand it that way.

Tim Dudley made the motion to approve.

Chair Ashby stated we are approving the budget where \$1000 is taken out and we have \$250,000 addition to Host Fee, is that what we understand it to be. Kevin Greenfield, seconded the motion.

Mr. Dunn asked if Ms. Garrett remembered what Luis was making when he left. Ms. Garrett stated over \$40,000. Mr. Dunn asked what his replacement making. Ms. Garrett stated Paula will be making a little over \$30,000.

Chair Dudley stated we have a motion on the floor and a second as discussed with the amendment to the \$1000 and addition at \$250,000 in the Host Fee. Motion Carried (6-1), with Linda Little voting, no. Chair Ashby stated motion passed. He stated it will be moved on.

**CITIZEN REMARKS – PUBLIC COMMENT**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**NEXT MEETING**

October 1, 2012 is the regular Finance Meeting. The next Special Finance Budget Hearing will be October 10, 2012.

Kevin Greenfield asked which departments will be on the agenda for October 10<sup>th</sup>. Chair Ashby said they will have the States Attorney; Auditor presenting Insurance/Self-Insurance and Retirement/Social Security budget; Sheriff; County Board; revision from Treasurer; Recorders. Ms Stockwell will try and get the information to them before the meeting.

**ADJOURNMENT**

Linda Little made the motion to adjournment, seconded by Tim Dudley, and motion carried (7-0). Meeting adjourned approximately 5:45PM

*Minutes submitted by  
Angie Sarver, Macon County Planning & Zoning Dept*