

Minutes of Meeting
FY23 Budget Deliberations
June 21, 2022
3:30 p.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Brandi Falcon, Administrative Assistant Ronnie Davisson, Court Services Director Marissa Garza, Elections Manager Asa Gray, KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captains Kevin Smart and Andy Deak, KCSO Lieutenants Kyle Hutchison, William Klinkefus, Mark Ellis and Ryan Higgins, KCSO Sergeant Zachary Sifford, KCSO Jail Maintenance Supervisor Tom Reed, KCSO Personnel Administrator/Administrative Manager Marcia Heglie, KCSO Chief Budget Officer Stephanie Drobny, Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, Public Defender Anne C. Taylor, Client Services/Investigations Administrator Jennifer Jenquine, First Judicial District Trial Court Administrator Karlene Behringer, Chief Deputy Treasurer Jill Smith, Resource Management Office (RMO) Director Jody Bieze, RMO Senior Program Manager Kimberli Riley, Solid Waste (SW) Director John (JP) Phillips, SW Business & Finance Manager Angela Burgeson, Information Technology (IT) Director James Martin, Community Development Administrative Manager Reba Grytness, Juvenile Detention Training Supervisor/PREA (Prison Rape Elimination Act) Coordinator Eric Sheffield, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were North Idaho Fair General Manager Alexcia Jordan and Fair Board Vice Chair Elise Burton. Ms. Behringer, Mr. Sheffield, Ms. Bieze, Lieutenant Higgins and Ms. Riley were present via teleconference.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 3:30 p.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

FY23 Budget Deliberations to Include “A” Budget (Personnel) with Staff Accountant Brandi Falcon (Action)

Auditor’s Office Staff Accountant – Budget Brandi Falcon confirmed that this item needed to be deferred because Human Resources (HR) had advised her that they would need until July 8th to finish meeting with all the departments.

FY23 Budget Deliberations to Include “B” Budget (Operating) with Staff Accountant Brandi Falcon (Action)

Ms. Falcon announced that the preliminary summary figures showed the County was \$66,000 in the black at the moment, but that they would probably dip back into deficit once the upcoming meetings with Alliant took place, since health insurance costs would probably increase. She pointed out there was also another payroll coming up before the cutoff date was reached, so that would affect the figures as well. She said revenue numbers had gone up due to the Assessor’s proposed fee increase, which resulted in an

additional \$590,000 being added to the totals. She explained they had proceeded under the assumption that those fee increases would be approved by the Board.

Ms. Falcon remarked that allocating some Fund Balance into the Budget had also had an impact. She stated that the Board had not yet made a decision regarding the \$150,000 requested by the Fair so, if that were approved, it would affect the bottom line as well. She reminded the Commissioners that the Auditor's Office was still working on the financial review of the Airport, as previously directed, so it was still unknown whether they would request any tax dollars for FY23.

New Programs

Ms. Falcon listed the new programs which had already been approved by the Board:

- Pictometry for the Assessor's Land Records for \$190,920, which would be paid for from their restricted funds.
- Docusign and Textmagic software for District Court for \$2,940
- Onboarding costs for Human Resources position for \$3,810
- Onboarding Costs for Sheriff's Office Patrol for \$526,044, from Fund Balance
- KCSO Janitorial Services and HVAC contract for \$89,440

Court Services Director Marissa Garza confirmed that there would be an ongoing yearly cost for Docusign and Textmagic.

Deputy Finance Director Keith Taylor noted that those software costs would be paid from District Court restricted funds.

Commissioner Leslie Duncan remarked that the software would help District Court produce notifications and pursue collections. She indicated she would support the request. She expressed concern regarding the \$89,440 for KCSO.

Ms. Falcon broke the figure down: \$65,000 for Janitorial Services, \$23,240 for HVAC and \$1,200 for onboarding for the Janitorial position.

KCSO Jail Maintenance Supervisor Tom Reed explained that the Janitorial Services fee would extend the current contract, plus it would add a couple of days per week and three more buildings to the agreement. He said that a Jail employee was currently carrying the extra duties; the contract would increase the other provider's services from one day to three days per week. He explained the circumstances under which the contract was currently funded and the way he planned to pay for the increase.

Commissioner Duncan described the conditions under which she would agree to support the request. She suggested that Ms. Falcon check the numbers to see how the proposal would work out in practice.

Mr. Reed stated that the HVAC contract would guarantee a response time of one day. He said there was currently no contract and the Jail has had to wait up to a month to receive service. He said this agreement would include the Jail as well as the full Sheriff's campus

and provided details of what the contract would cover. He said he would give the documents to Commissioner Duncan for review.

Non-Capital Requests

- IT (Information Technology) \$10,800 – for yearly scanner replacements.
- Community Development \$2,500 – iPads and miscellaneous equipment.
- BOCC requested a dishwasher and installation, microphones and a hard drive.
- Building & Grounds (B&G) snowplow.
- Lengthy list of items from IT, including Windows licenses, computer and copier replacements, printer maintenance, among other things.
- Auditor's Office requested 19 chairs and a printer.
- Recorder's Office requested a label printer.
- Treasurer's Office requested miscellaneous office equipment.
- Assessor's Office requested four new desks and miscellaneous office equipment.
- Assessor's Office DMV (Department of Motor Vehicles) requested iPads, computers and monitors, plus new flooring and a new window for their door.
- 911 requested 23 chairs and 8 conference tables.

KCSO Lieutenant Ryan Higgins confirmed that the chairs and tables had not been included in the recent remodel of the 911 office. He said these would be used in their training room.

- Human Resources (HR) requested a new door and cabinets for new staff.
- Public Defender requested new chairs and floor mats.
- Juvenile Detention requested a new cafeteria table.
- Adult Misdemeanor Probation (AMP) requested four new chairs.

Commissioner Duncan remarked that she thought that AMP had needed six chairs, not four. She also commented that the price quoted seemed high and she would like to see more information on them. She said she would speak to AMP Director Keith Hutcheson about it.

- KCSO Patrol requested twelve radios, plus camera docking and charging stations. They planned to cut their request for a drone, since one was purchased this year. Ms. Falcon remarked that computer mounts had also already been purchased, so those could be pulled.

Commissioner Duncan said that it looked like 34 radios had been requested for the Jail and 12 for Patrol.

KCSO Captain Kevin Smart provided additional details regarding Patrol's radio supply.

KCSO Captain Andy Deak provided additional details regarding the Jail's radio supply. He remarked that they had applied for a grant for these, but it had not been approved.

- Jail also requested 15 chairs, a training dummy, fingerprint supplies and a dishwasher lease.
- Airport requested a tablet, a laptop and radio batteries.
- Noxious Weeds requested a tank sprayer.
- Parks & Waterways (P&W) requested radios and some mobile trauma kits for several of its departments.

Commissioner Duncan remarked that the P&W requests would come from their restricted funds.

- District Court Clerks requested some desks, cables and phones. Ms. Falcon reminded the Commissioners that First Judicial District Trial Court Administrator Karlene Behringer had already discussed the fiber enhancement in her budget meeting with the Board.
- Solid Waste (SW) had provided a list of their requests, but they were fully self-funded.

Commissioner Duncan commented that SW's requests had been reviewed in their individual department budget meeting previously. She asked about the munitions safe for DRT (Detention Response Team).

Captain Deak explained that ATF (Bureau of Alcohol, Tobacco, Firearms and Explosives) required that all stored munitions be double locked and their existing safe was not capable of holding all the supplies they kept on hand.

Ms. Falcon concluded that the total FY23 non-capital requests came to \$786,000. She remarked that it was a \$32,000 decrease from last year's request.

OPEX (Operating Expenses) Summary

Ms. Falcon explained that, since this portion of the budget summary was very detailed, she had gone through all the items and listed anything that had increased or decreased by more than \$5,000 with its reason.

- BOCC decreased by \$267,000 because it transferred its postage budget to Reprographics.
- Reprographics thus increased by almost the same amount. It also absorbed some costs from Elections.
- B&G went up \$46,000 due to increases in repair, maintenance and supplies costs.
- Community Development went up \$34,000, due to travel, telephone, consultants, software and uniforms.

Community Development Administrative Manager Reba Grytness explained that their Building Inspectors were provided with uniform shirts and caps.

- IT had a \$29,000 increase, from software and consultant costs. They also had a \$59,000 increase for telephones.

- KCSO IT had a \$66,000 increase from software and hardware maintenance, seminars and some non-capital equipment and software.

Ms. Falcon commented that this was the first year that OnBase was included under the “B” Budget, which was why that showed as an increase.

- Elections had a \$4,700 increase in telephones, \$32,000 increase in temporary personnel services and \$14,000 in Elections supplies.
- Treasurer’s Office had an increase in printing, postage and security services costs.
- Assessor’s Office had a decrease in postage and printing because they no longer were doing certain mailings.
- DMV had an increase in non-capital related to the flooring replacement and the replacement window for their door. There was also an increase in the cost for security services, water, sewer and gas.
- Coroner’s Office had an increase in pathology and radiology expenses.
- Prosecutor’s Office Witness Payments were increased by \$10,000.
- HR increased its advertising expenses by \$42,000.
- Liability Insurance increased.
- BOCC increased its request for seminars.
- Public Defender’s request increased substantially, but that was caused by the high lease cost of their new space.
- Juvenile Detention increased its request in the areas of air fare, per diem and travel.
- Sheriff’s Office Spillman fees increased by \$55,000. Ms. Falcon stated she had been told that this had been under-budgeted in prior years.
- Animal Control’s fuel budget increased by \$6,000.
- KCSO Patrol fuel budget increased by \$50,000, ammunition increased by \$18,000 for SWAT (Special Weapons and Tactics).
- Contracted Medical Services increased by \$551,000.
- Extradition costs increased in air fare, fuel and travel.
- DRT has a new budget this year, so that showed as an increase.
- Prosecuting Attorney’s Office had an increase in witness payments.
- Airport had \$58,000 increase for safety supplies, repair and maintenance. They also had an increase in the cost for water, sewer and gas.
- Panhandle Health Care funding increased by a substantial amount.
- Historic Preservation Commission (HPC) requested an increase of \$18,000. Ms. Falcon asked the Commissioners to update them regarding their decision on that item. She said that the Board gave them \$21,900 last year; this year they were asking for \$40,535.

Commissioner Duncan suggested that the Museum of North Idaho be given the same amount as last year. Chairman Fillios suggested a \$5,000 increase for them instead.

Ms. Falcon suggested that they recheck the amounts requested by the Museum and HPC, then readdress their requests. It was generally agreed that these two requests would be deferred until the meeting next week.

- Indigent/County Assistance had a substantial reduction, since the program is ultimately going to be eliminated.
- District Court's Mental Health Court's request had increased, due to increased drug testing costs.
- Assessor's Office Revaluation Fund (Fund 46) increased their requests in the areas of postage, printing, copies and gas by \$6,000. They also had increases for software maintenance, travel and computer user training.
- Aquifer Protection District's request increased by \$142,000. Commissioner Duncan explained that this did not come from tax dollars; they were spending from their fund balance for their projects and to purchase additional land related to aquifer recharge areas.

Treasurer Steve Matheson entered the meeting at 3:53 p.m.

Ms. Falcon pointed out SW's requests as well, but noted that they were an Enterprise Fund, so they paid for all their own expenses.

KCSO Lieutenant William Klinkefus confirmed that the \$18,000 requested by SWAT for ammunition appeared to be the same amount they had asked for last year.

IT Director James Martin provided additional information regarding OnBase expenses of \$123,000. He explained that OnBase was taking over certain functions and County records were being moved to it from the old PaperClip system as well.

Ms. Falcon stated that there was a "B" Budget account, #3245, for Service Awards and Bonuses, which was used by many departments instead of the "A" Budget accounts. She explained that they were considering moving parts of the "A" Budget accounts over to this, for increased transparency to the departments and to reduce the Auditor's Office workload.

All three Commissioners indicated approval of Ms. Falcon's suggestion.

Ms. Falcon also suggested moving money intended for sign-on bonuses over to HR's accounts for clarity of record keeping.

HR Director Sylvia Proud said that the dollars were not in their budget in the past, but they had routed them. She said she would accommodate whatever the Board requested.

Ms. Falcon said she would follow up with departments to see how they wished the funds to be broken out, between "A" and "B" budgets.

There followed some final discussion of what would be included in next week's Budget Meetings.

- D. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 4:15 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk