

**Minutes of Meeting**  
**Tentative Balanced Budget**  
**August 4, 2021**  
**1:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Coroner Warren Keene, M.D., Prosecutor Barry McHugh, Human Resources (HR) Director Sylvia Proud, KCSO Sheriff Robert Norris, KCSO Undersheriff Dan Mattos, KCSO Captain Andy Deak, KCSO Lieutenant Kyle Hutchison, Finance Director Dena Darrow, Senior Staff Accountant Melissa Merrifield, Staff Accountant – Budget Michelle Chiaramonte, Staff Accountant – Fixed Assets Astra Underdown, Court Services Director Marissa Garza, Court Services Manager Kally Young, Auditor’s Office Administrative Assistant Ronnie Davisson, County Assistance Manager Shelly Amos, Elections Manager Asa Gray, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, BOCC Communications Manager Nancy Jones, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Commissioner Leslie Duncan was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 1:04 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action):**

**Review Tentative Balanced FY22 Budget**

Finance Director Dena Darrow presented highlights of the Tentative Balanced FY22 Budget. She stated that the Board needed to approve the Tentative Budget, which would then be published in the newspaper twice. She noted that the Budget could be changed after it was published, but only reduced, not increased. She said that some new information had been submitted by the Sheriff’s Office after this presentation had been prepared and would be addressed later in the meeting.

- Total Revenue - \$108,922,877
- Property Tax - \$53,826,846, increased by \$2,095,569 from last year.
- Non—Property Tax Revenue \$55,096,031
  - Charges for services/fines/fees - \$48,238,184
  - Fund Balance Use - \$4,673,261
  - Grants for existing personnel - \$2,184,586

She pointed out that about 4% of the budget increase had been covered by taxes and the remaining 6% was covered by other revenue sources.

Ms. Darrow next addressed new expenditures.

- Personnel - \$5,063,198
  - New Positions & Changes - \$1,424,616
  - Mid-year reserve for compression & adjustments - \$950,000
  - COLA & Step increase - \$2,400,000
  - Benefits Increase - \$288,582

- Operating - \$2,453,643
  - Operating costs - \$2,168,877
  - Onboarding for new positions - \$284,766

She noted that Operating costs had increased mostly due to the changed threshold for Capital expenses.

- Capital - \$5,274,011
  - Solid Waste - \$2,356,000
  - IT Infrastructure - \$1,261,106
  - KCSO Vehicle Lease - \$700,000
  - Building Maintenance, Machinery & Equipment - \$966,905

Ms. Darrow next reviewed the Year over Year Comparison and stated that the Fund Balance use had decreased.

- New non-tax revenue growth - \$6,929,589 (6%)
- Mid-year payroll growth & overtime usage adjustments - \$4,890,772
- Mid-year operations growth - \$148,123
- New operations growth - \$2,028,754
- Net cost increase for new personnel - \$2,657,079
- Growth of benefits costs slowed – (\$166,700)
- New Capital Growth - \$415,455

She remarked that the levy rate per \$100,000 of property value had gone down, which should result in about a \$20.41 tax decrease per \$100,000 in value for taxpayers. She said the property value growth was about \$3.4 Billion, which was unprecedented in her experience.

KCSO Sheriff Robert Norris stated that there were staffing problems at the Jail. He explained that there was a certain level of staff coverage that was mandated at the facility and they were having trouble filling the necessary shifts due to absences from illness and a general problem in hiring both Deputies and Control Room Operators. He indicated that the \$16 per hour for Control Room Operators and the \$21 per hour for Deputies was not sufficient inducement for recruitment.

KCSO Captain Andy Deak reported that he had recently learned that Spokane County had announced hiring bonuses of \$25,000 for detention and patrol staff and that the Coeur d'Alene Police Department was also hiring. He said these factors would lure away most potential applicants.

Captain Deak stated that he had developed some strategies that could help them get through the current staffing trouble, but would not be satisfactory for a long term solution because they would lead to increased staff burnout rates.

KCSO Lieutenant Kyle Hutchison provided a detailed report of the staffing needs and problems currently being experienced at the Jail.

KCSO Undersheriff Dan Mattos pointed out that these issues would affect both the current budget year and FY22.

Commissioner Bill Brooks expressed his understanding and inclination to approve KCSO's requests, but asked for an estimate of the cost.

Ms. Darrow suggested that an additional amount be added to the funds budgeted for compression to cover any extra expense, if it occurred. She reminded those present that the public hearing for the Budget was scheduled for August 25, 2021 and that notice of the FY22 Budget needed to be published twice by the Coeur d'Alene press before that.

Undersheriff Mattos suggested that an amount be inserted into the Budget as a placeholder. He said that it could be reduced or removed during the public hearing, under the rules that Ms. Darrow had previously explained.

Chairman Fillios stated that a continuation of the meeting would have to be scheduled. It was generally agreed that an additional meeting would be held on Friday, at 9:00 a.m. in the Boardroom.

Adult Misdemeanor Probation (AMP) Director Keith Hutcheson reminded the Commissioners that he had included a proposal in his budget request that would allow AMP staff one day off for each week spent under on-call status. He said he had spoken to Human Resources (HR) Director Sylvia Proud about the suggestion and she had advised that he needed to get Board approval. He stated that the plan would be essentially budget-neutral.

Chairman Fillios said this topic would be addressed in the Friday meeting as well.

**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 1:42 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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