

## **Budget Update**

**July 13, 2021**

**2 p.m.**

Present: Commissioner Stamper, Commissioner Pollock, Becky Butler, Steve Wohld, Matt Patana, Josh Metcalf, Tim Fife, Tim Murphy, Tina Hemphill, Daleyn Coleman, Chris Panush, Tailor Arrington, Sara Hensley, Lara McRea, Grace Jimenez, Michelle Sauter, Vanessa Ruelas, Geoff Soderquist, Scott Smitherman

Recorder: Rieva Lester

Becky Butler said Facilities will be requesting a rate increase due to salary changes linked to the Salary Survey, increased supply costs, increased property insurance and increased utilities. Becky said work is being done to centralize security costs to improve tracking and management.

Becky Butler said Treasurer Arny Davis is working on the county's repayments to the state Department of Revenue for its mishap involving timber dollars.

Becky said the county's lodging tax fund has grown dramatically and now has roughly \$1.4 million. She said she met with Commissioner Swope and will meet with the Lodging Tax Advisory Committee (LTAC) to help cultivate ideas for any 2022 projects and will meet with the commissioners to help set the 2022 allocation amount.

### **Facilities rates**

Matt Patana provided a presentation regarding Facilities' 2021 projects and 2022 budget. Among the Facilities info he highlighted:

- Estimated 2022 budget is \$3.5 million
- Facilities employs 25 full-time employees
- Utilities costs reflect \$75,000 increase
- Security costs reflect \$50,000 increase
- Responsible for 600,000 square feet
- Staff handles builds, so projects generally one-third of what they would cost if contracted out
- Rates include
  - Utilities (water, sewer, gas, power)
  - Communications (phone and internet)
  - Garbage
  - Routine and preventive maintenance on plumbing, electrical, HVAC
  - Pest control, elevator service, fire extinguisher service
  - Bathroom and cleaning supplies
  - Surplus and moving help

- Proxy cards
  - Emergency response
- Rates do not cover
- Security
  - Custodial
  - Tenant improvements
  - Major repairs
- Custodial work adds a cost of 22 cents per square foot

### **IT rates**

Matt Jaeger provided an overview of IT's services. Among the highlights he discussed:

- IT charges M&S and ER and R rates
- 14.65 full-time equivalent employees
- Operates 24/7
- 2022 expenses estimated at \$2,160,145 (3.8 percent over the previous year)
- Monthly rates for a computer is \$213, laptop rates are similar
- Monthly rates for copiers and scanners are less than \$20
- Subscription contracts include Microsoft, ITGlue, Cisco DUO, phone contracts
- Projects planned for 2022 include
  - Replace backup programs
  - Update IT policies and procedures
  - Overhaul switch infrastructure
  - Consolidate and clean up network and wiring closets
- User rates will increase \$80,629

### **Fleet rates**

Josh Metcalf discussed Fleet's budget and rates, noting that costly repairs were needed at Central Shop and that the county was able to purchase expensive equipment at a savings through the state surplus program. Josh said material costs have increased dramatically.

Josh discussed increases at Motor Pool, noting that the Sheriff's Office had to replace six vehicles.

Tim Murphy said he anticipates seeing a 3 percent to 5 percent increase on the price for used vehicles. He said the county will soon seek bids on six new Chargers and that he has not yet received "build dates" for six orders the county already placed.

### **Self-insurance, HR and Risk rates**

Chris Panush discussed self-insurance, noting that it covers hearing screening, workers' comp, liability and unemployment. Becky noted that rates are tied to the number of FTEs.

Human Resources: Recruitment, labor negotiations, discipline, policies, budget, payroll. Daleyn said rates are tied to HR FTEs. Chris said HR would like to hire one additional FTE to put Lewis County in line with others. He said other entities employ 1.2 to 1.8 HR personnel for every 100 employees. He said that would mean Lewis County should have 7.2 to 10.8 HR FTEs (which reflects a decrease of two payroll positions since those are housed in the Auditor's Office). Chris said HR rates are tied to the number of FTEs.

Chris said he'd like to improve recruiting services, increase consulting and advising services, dust off job descriptions, increase training efforts and improve task completion time. Becky noted that improvements for Tyler / Munis will streamline onboarding and includes a recruitment module.

Chris said Risk Management handles tort claims, internal risks and external risks. He said rates are tied to the number of FTEs. Chris said he would like permission to create an additional position: a records manager.

Becky noted that new workers' comp laws have gone into effect and may change requirements for that department.

#### **Radio Services rates**

Scott Smitherman said 911 is requesting an increase due to infrastructure needs.

#### **End**

Becky said rates will be further discussed during the July 21 ESC meeting.

Meeting adjourned at 3:29 p.m.