

TERM OF COMMISSION: December Session of the November Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor
Boone County Auditor June Pitchford

The budget hearing was called to order at 9:04 a.m.

Budget Hearing: Department 1118 (Purchasing)

Melinda Bobbitt, Purchasing Department Director, was present on behalf of this budget hearing.

June Pitchford, Boone County Auditor, stated the format for all detailed budget is the same; a mission statement, budget highlights, goals and objectives for 2002 and 2003, performance measures, personnel detail, and an organizational chart.

There were no significant changes to this budget.

Melinda Bobbitt reviewed the fiscal year 2002 department accomplishments and goals and the fiscal year 2003 department goals.

Mrs. Bobbitt stated she had questions about the revisions made by the Auditor for account 22500, subscriptions and publications, the Purchasing Department requested \$130 to renew the NIGP Commodity Code License. She noted this item was not included in the budget because it was not included in the 2002 budget.

Commissioner Stamper asked if this was a reduction that was made in the 2002 budget. Mrs. Pitchford stated she took an approach to try to maintain as level of a budget as possible in classes 2-8. In reviewing the Purchasing Department's budget, there is a significant training budget when compared to another budget, such as Human Resources. She does support the NIGP Commodity Code License and wonders if there is not a way to reallocate funds within classes 2-8.

Commissioner Miller asked if the department has this subscription for 2002. Mrs. Bobbitt stated that was correct and it was a renewal.

Commissioner Miller asked why was the funding not in 2002 budget if the department did have the subscription. Mrs. Bobbitt stated last year she dropped Commissioner

Stamper from the NIGP membership and was able to use those funds to pay for the NIGP Codes. She noted the reason for this was to decrease the dues.

Mrs. Pitchford asked if the reason for the increase would be because of restoring another name to the NIGP. Mrs. Bobbitt stated no because she has the correct amount reflected for the NIGP.

Mrs. Pitchford stated if this funding was in the 2002 budget then a level funding should work.

Mrs. Bobbitt asked if the department should have left the higher NIGP amount in the budget. Commissioner Miller stated if this was funded last year in the core budget and this funding did not increase.

Mrs. Bobbitt noted this was not in the core budget. Commissioner Miller stated the funding was still in one of the funds. Mrs. Bobbitt stated the NIGP membership was higher and is lower this year than last year.

Mrs. Pitchford stated in the 2002 budget, the department had a budget of \$165 and was able to pay for the subscription. Mrs. Bobbitt stated she would have to review this.

Mrs. Bobbitt reviewed the supplemental requests for the department:

- overhead storage cabinet for the director
- one chair for the buyer
- one telephone for the buyer
- temporary secure fencing/storage

She noted there is a chance the department may be reviewing telephones for the whole county.

There was no further discussion on this budget.

Budget Hearing: Department 1150 (Collector of Revenue)

Patricia S. Lensmeyer, Boone County Collector of Revenue, was present on behalf of this budget hearing.

There were no significant changes to this budget.

Patricia Lensmeyer stated funds were moved to pay for association fees.

Mrs. Lensmeyer reviewed the goals and objectives for 2002 and 2003. She noted many of the unmet goals will be met because of support from the Information Technology staff. She thanked the Commission for their support for the additional fund for this office. She

will be using this fund (Department 2110) to benefit Boone County and the Collector's Office.

Commissioner Miller noted the goal for training of employees on personal computer software should be a county-wide goal. Mrs. Lensmeyer stated the County is trying to establish a centralized location to have a personal computer for training sessions on programs that each office uses.

Commissioner Stamper thanked Mrs. Lensmeyer for the programmer position in her office.

Mrs. Lensmeyer stated she has requested in her budget as supplemental a file cabinet and six chairs for her office.

There was no further discussion on this budget.

Budget Hearing: Department 1190 (Non-Departmental)

Mrs. Pitchford this budget contains revenues and certain expenditures that are not assigned to a specific office. The Auditor's Office and the Treasurer's Office administer this budget. The key revenues for this budget include property tax revenues to the general fund, sales tax revenue and hospital lease revenue. The primary expenditures are the cost for the County's annual external audit and the annual cost allocation plan. The cost allocation plan is needed to document the County's indirect costs so the County can claim reimbursement for Child Support. The Child Support Enforcement function is wholly reimbursable by federal moneys passed through the State.

This budget includes the debt service for the Roger B. Wilson Boone County Government Center. The County does have debt service funds and these will be reviewed later. The debt service for the Government Center is special obligation bonds are not backed by a property tax levy and are retired only through the appropriations of the general fund.

Property tax revenues show an overall increase of 3%, which is due to anticipated growth in assessed valuation.

Sales tax revenues are basically flat.

There is an increase in the franchise tax because of the agreement with Mediacom.

The financial institutions tax is statutory tax paid by financial institutions.

The County Stock Insurance is a 2% premium tax collected by the Department of Revenue and applies to two or three insurance companies. This is very hard to predict because the insurance companies take advantage of tax credits.

The Federal Disaster fund is moneys from Federal Emergency Management Agency (FEMA) for the damage to the fairgrounds.

There are three PILT funds, Fish and Wildlife, National Forest, and Bureau of Land Management.

Commissioner Miller asked why the National Forest PILT has decreased. Mrs. Pitchford stated these vary from year to year.

Interest Revenues are provided by the Treasurer and there is a decrease in this for 2003.

The Interest on Sales Tax also shows a decrease.

The Hospital Lease does have a CPI adjustment. The 2002 estimate was a little higher than what was received. For 2003, this is projected to be a flat amount.

The Administrative and Indirect Cost Reimbursement consists of those two components. One is a statutory amount that the County is entitled to from the County Public School transactions and a reimbursement from Public Works. The Cost Allocation plan also extends to these indirect costs. This represents approximately half of documented indirect costs.

The expenditures for this budget include supplies, which are for the art program, parking fees the County pays to the City for use of City property, and \$68,000 for the annual external audit. This has been increased because of the number of budgets the County is responsible for.

Budget Hearing: Department 1280 (Medical Examiner)

Mrs. Pitchford stated there are no significant changes to this budget.

There was discussion about how the County will handle the Medical Examiner situation since Dr. Dix passed away.

Mrs. Pitchford noted this budget is only for professional services and testing through a contract with the University of Missouri Curators in the amount of \$75,000.

Budget Hearing: Department 1285 (Public Defender)

Mrs. Pitchford stated there are no significant changes to this budget.

The County is responsible for providing office space and utilities for the Public Defender.

Budget Hearing: Departments 2052 and 2053 (Community Development Block Grant)

Mrs. Pitchford stated there are no appropriations for department 2052 or 2053 for FY2003.

Budget Hearing: Department 2120 (Fairground Capital and Maintenance)

Mrs. Pitchford stated there are no significant changes to this budget.

This budget was established in FY2002 and accounts for net insurance proceeds (approximately \$500,000) received during 2002 from losses sustained at the Boone County Fairgrounds.

Budget Hearing: Department 1200 (Public Administrator)

Connie Hendren, Public Administrator, was present on behalf of this budget hearing.

Connie Hendren reviewed the fiscal year 2002 department accomplishments and goals, the fiscal year 2003 department goals, and the performance measures. She noted the case load for her office will probably be 275 for 2002. The total assets managed will probably be significantly less because of two cases.

Commissioner Stamper noted the projected revenue for this budget for 2003 is approximately \$90,000 and over all expenses for this budget are projected at \$192,453.

Ms. Hendren noted the expenses vary because the office is unsure when cases will be closed.

Commissioner Stamper noted the 7% increase in class 1. Mrs. Pitchford stated this increase is due to the additional implementation of the pay plan. This will be seen in all budgets. The increase in insurance will also be seen in all budgets. The increase in CERF has not been addressed by any budgets.

There were no substantial increases in expenditures for this budget. There is an increase in printing and this is because of the number of clients the office sees.

Ms. Hendren stated the supplemental request for a new copier has been removed. She has requested funds for a new file cabinet.

Commissioner Stamper called the meeting to recess at 10:07 a.m.

The budget hearings were called back to order at 10:25 a.m.

Budget Hearing: Department 2030 (Domestic Violence Fund)

Mrs. Pitchford stated there are no significant changes tot this budget. The revenues consist of a \$10 fee collected on marriage licenses and a \$2 surcharge on civil and criminal cases. The County Commission administers this budget and distributes the fund per the statutory requirement. Total revenues and expenditures are projected for the 2003 budget \$35,365.

Budget Hearing: Department 2090 (Hospital Profit Share)

Mrs. Pitchford stated this budget was established to account for the additional lease compensation under the previous lease agreement. This no longer receives profit share revenues but does receive interest on the money in the fund. It is receiving a repayment or lease amount from the Boone Retirement Center. Total revenues are projected for the 2003 budget is approximately \$66,000. The only budget item that was turned into the Auditor's Office was for \$20,000 for the architectural review for building.

Budget Hearing: Department 1261 (Prosecuting Attorney)

Kevin Crane, Boone County Prosecuting Attorney, and Bonnie Adkins, P.A. Office Administrator, were present on behalf of the budget hearing for departments 1261, 1262, 1263, 1264, 2600, 2610, 2620, 2630, 2640, 2903.

Kevin Crane noted the Bad Check Fund has been a topic of discussion over the past few years as being some what in decline and unable to sustain some of the on-going expenditures. Historically, the Bad Check Fund has been used to off set general revenue expenditures by paying for employees and match money for grants. They are requesting the Bad Check Fund be relieved of some of those burdens. This will be discussed during the Bad Check Fund budget hearing.

Commissioner Stamper asked if Proposition L funds are reflected in the Prosecuting Attorney's budget. Mr. Crane noted they are referenced.

Mrs. Pitchford stated on the budget summary for the Prosecuting Attorney's Office, there are four funds and the Proposition L funds are noted as fund 290 Department 2903.

Mr. Crane reviewed the fiscal year 2002 department accomplishments and goals, the fiscal year 2003 department goals, and the performance measures. He noted the number of traffic cases in 2001 is incorrect. There was no traffic cases filed number. The 2001 number of 5085 traffic cases is actually 5,085 misdemeanor and felony cases. The number of traffic cases is approximately 5,000 per year.

The projected 2003 revenue for this budget is \$246,892. This is an approximate 11% increase.

Commissioner Stamper asked if Mr. Crane has received any information on reduction in State funding. Mr. Crane stated he has not heard anything to date but some of their grants are actual federal funds.

Commissioner Stamper noted the project revenue does include a 26% decrease from collection fees and this is the changes in the Bad Check Fund. Mr. Crane stated that was correct.

There were no significant changes to class 1 expenditures.

Class 2 expenditures show a 55% increase and this is for law books.

Mrs. Pitchford noted many of the increases in this budget are for items that were previously shared with the Bad Check Fund. This illustrates how the Bad Check Fund had been supporting the costs that are needed in the Prosecutor's Office.

There were no significant changes to class 3, 4, 5, and 7 expenditures.

Projected 2003 class 6 expenditures reflect a 27% decrease. Mrs. Pitchford stated she believes this is because of a decrease in a copier maintenance contract.

Mrs. Adkins stated she believes this decrease is because of a decrease in telephone maintenance.

The projected 2003 expenditures is \$1,287,527, which is a 7% overall increase.

Mr. Crane discussed the supplemental requests for this budget. The most needed items are a telephone in the conference room and tables and chairs for the law library.

Commissioner Stamper noted the total for the supplemental requests is \$24,368.00 as a one-time expense and \$666 as an on-going expense.

There was no further discussion on this budget.

Budget Hearing: Department 1262 (Victim Witness)

There were no significant changes to this budget.

Commissioner Miller noted the number of child sexual abuse has doubled between the 2001 actual and 2002 projected.

Mr. Crane noted this is the lowest number of pending murder cases in one year that he has experienced excluding the V.A. Hospital case.

Commissioner Stamper stated there is a significant decrease in intergovernmental revenue (17% decrease). Mrs. Pitchford noted the budget only reflects the grant period that has been approved.

Commissioner Stamper asked if there was anticipation for additional grant funding which would affect this number. Mrs. Pitchford stated the grant year runs from October 1 to September 30.

There was one supplemental request which was approved by the Auditor.

Budget Hearing: Department 1263 (Child Support Enforcement)

There are no significant changes to this budget.

There is a supplemental request for two chairs which were approved by the Auditor.

Commissioner Stamper asked why there is an increase in telephone charges, a projected change of 55%. Commissioner Miller asked if this was in the Information Technology Department budget before and is the lease line.

Commissioner Stamper stated this is just a relocation between departments.

Mrs. Pitchford stated this qualifies for 100% reimbursement in this budget.

The projected total expenditures for this budget are \$320,179, with \$80,304 being for classes 2-8. The total projected revenue for this budget is \$347,332. Mrs. Pitchford stated some may see the difference between revenue and expenditures. The items that are not noted in the expenditures are the indirect costs that are included in the revenue; revenue reflects reimbursement for indirect costs such as payroll for example.

Budget Hearing: Department 1264 (Prosecuting Attorney Retirement)

There are no changes in this budget.

Budget Hearing: Department 2600 (Prosecuting Attorney Training)

There are no significant changes to this budget.

Mrs. Adkins stated there is a change to this budget because the training has been transferred from the Bad Check Fund into the Training Fund. Mr. Crane stated this is within the funds the office has.

Mrs. Pitchford reviewed the fund statement for this fund. This reflects the impact that

Mrs. Adkins just described. The revenues tend to be approximately \$4,000 to \$5,000 per year. There has been an accumulating fund balance growing gradually over a number of years. A significant amount of costs were transferred into this fund out of the Bad Check Fund that will deplete the fund balance. A question is raised about what will happen to these training costs in 2004.

Commissioner Miller asked if this was required training. Mr. Crane stated that is correct.

Mrs. Pitchford noted the Bad Check Fund balance has been declining and the County is projecting the fund balance to be approximately \$10,000 at the end of 2003. There are several FTE's paid out of the Bad Check Fund. This fund has the same need for financial stability, as any other fund that pays for FTE's. The Bad Check Fund has paid for numerous costs besides the operation of the Bad Check division and those costs can no longer be sustained in this fund. This year, as an interim step, training costs were moved to the training fund to avoid requesting general fund moneys.

Mr. Crane stated there were supplies paid out of the Bad Check Fund.

Commissioner Miller asked why there is a training fund if training has not been paid out of this fund. Mr. Crane stated training has been paid by the Bad Check Fund for years.

Commissioner Miller asked what the revenue source is for the training fund. Mrs. Adkins stated the revenue comes from court costs.

Mrs. Pitchford noted the Sheriff's training fund generates approximately \$25,000 per year but the Prosecutor's training fund is almost half of that.

Commissioner Miller asked if the training funds were coming from the same court costs. Mrs. Adkins stated she was not sure. Commissioner Miller stated this should be checked on.

There was discussion about the training funding and the difference between the Sheriff's Department and the Prosecuting Attorney's Office.

Budget Hearing: Department 2610 (Prosecuting Attorney Tax Collection)

There are no significant changes to this budget.

Mrs. Adkins noted a change on the performance measures for this department.

The total projected revenue for this budget is \$25,525, which is a decrease of 25%. The reason for this decrease is due to tax amnesty.

The total projected expenditures are \$32,141, which is an increase of 11%, with \$1,575

being for classes 2-8.

Budget Hearing: Department 2620 (Prosecuting Attorney Contingency)

There are no significant changes to this budget.

Mrs. Pitchford stated the Boone County became a 1st Class County, the \$20,000 of the fees collected by the Prosecutor's Office goes into this budget and the remainder goes to the general fund.

The expenditures in this fund have to be approved by a Circuit Judge and the Prosecuting Attorney.

Mr. Crane noted these funds are usually used for trial costs such as lodging and food.

Budget Hearing: Department 2630 (Prosecuting Attorney Bad Check Collections)

Commissioner Stamper noted revenues have decreased in this budget. Mrs. Adkins stated the revenues are fairly stable.

Commissioner Stamper asked how many FTE's are funded by this budget. Mr. Crane stated 3.25 FTE's are funded through this budget.

Mrs. Pitchford stated the FTE positions work solely on P.A. Bad Check activities. Mrs. Adkins noted that is correct except the legal secretary.

Commissioner Stamper stated the projected total revenue for this budget is \$136,537. The projected total expenditures for this budget are \$147,999 and this is after significant shifts of expenses out of this budget into other budgets.

Mr. Crane stated this issue has been discussed before. It could be possible a saturation point has been reached for this fund. He noted this is the administrative fee for writing a bad check. The priority for this fund is to maintain the existing FTE's in this budget.

Commissioner Elkin asked where the shortfall for this budget will be made up in 2004 if bad check fees are not covering the actual expenses. Mrs. Pitchford stated the accumulated fund balance is paying for some expenditures. The projected fund balance for the end of 2003 is \$10,000. The Bad Check Fund generated more fees than what was spent on those activities but with the implementation of the pay plan the fund balance has decreased. In the past, the Prosecuting Attorney elected to subsidize activities in the general fund with this fund.

Mr. Crane stated this is something the P.A.'s Office has tried to get away from doing.

Mrs. Pitchford stated for a number of years, they have been working on trying to have only the costs of Bad Check activities be reflected in the Bad Check Fund. She believes the impact of the pay plan has had an effect on this fund.

Commissioner Miller asked if this gets to a point where it does not pay for itself then how can it be a free service. Mrs. Adkins stated there are other items paid out of this fund that do not have anything to do with the Bad Check Fund, which can be moved to other funds.

Mrs. Pitchford stated she would never support the general fund subsidizing P.A. Bad Check activities. She does think that basic service costs of a statutory office should be funded out of the general fund.

There was no further discussion on this budget.

Budget Hearing: Department 2640 (Prosecuting Attorney Forfeiture Fund)

Mrs. Adkins stated this is extra funds the P.A.'s Office has had over the years that were forfeitures and they can only spend the funds if it is related to any type of drug offense prosecution.

There was discussion about how the funds would pay for a possible murder case that involved drugs.

There was no further discussion on this budget.

Budget Hearing: Department 2903 (Prosecuting Attorney Law Enforcement Sales Tax)

Commissioner Stamper stated there will be a Public Hearing for the Proposition L (Law Enforcement Sales Tax) funds on December 11, 2002.

Commissioner Stamper stated Mr. Crane is proposing to add one investigator and one legal secretary with the Prop L funds. Mr. Crane stated that was correct.

There was no further discussion on this budget.

Budget Hearing: Department 2090 (Hospital Profit Share)

Mrs. Pitchford returned to discussion on this budget.

Mrs. Pitchford noted there is a projected fund balance for this budget at the end of 2003 of \$289,661.

Commissioner Miller stated she was going to discuss with the Commissioners to review

support of a mental health needs assessment, which would help support the Mental Health Court. This needs assessment could help with reviewing the shortcomings of supporting that process. The Trustees have been looking at funding for this needs assessment from several sources. It is important to have a needs assessment done to determine the support for the mental health court and other issues surrounding youth and mental health in this community.

Commissioner Stamper stated he had a meeting with Elaine Larson regarding this issue. If the Commission needs to propose this in a written format, he would be willing to do that. He would like to see the County pursue a mental health needs assessment coupled with a children's needs assessment.

There was no further discussion for this budget.

Budget Hearing: Department 3800-3850 (Debt Service Funds)

Mrs. Pitchford stated the County uses individual debt service funds to account for general obligation debt, which is debt that has been submitted to voter approval and is backed by the taxing authority of the County. None of the bond issues require the levying of any taxes because even though the voters approved bonding capacity for the Neighborhood Improvement District (NID) Program, special assessments are levied to property owners and that provides the resources for retiring the debt.

The County's overall debt is detailed in the general information tab in the budget book.

Budget Hearing: Department 4000 and 4040 (Capital Projects)

Mrs. Pitchford stated the County does not have any standing capital project funds. A capital project fund is established when a significant capital project is being worked on. The only capital project fund that is currently being used is for the Health Department renovations. There is no budget on the books for the Health Department. This budget will be established by the Commission. There will be a hearing on December 16 with the City of Columbia.

There is no budget for department 4000.

The fund statements for these departments are on pages 80 and 82 of the budget book.

Budget Hearing: Department 7200 (George Spencer Trust)

Mrs. Pitchford stated the George Spencer Trust was established in 1988 as an educational scholarship and the County Treasurer manages this department. The trust corpus of \$32,400.00 has to be maintained and the interest earnings are distributed as scholarships.

Budget Hearing: Department 7210 (Union Cemetery Maintenance)

Mrs. Pitchford stated the County maintains this budget. The trust corpus is \$4,670.00.

Budget Hearing: Department 1110 (Auditor)

There are no significant changes to this budget.

Mrs. Pitchford reviewed the fiscal year 2002 department accomplishments and goals, the fiscal year 2003 department goals, and the performance measures.

She noted the expenditures have increase because of the pay plan but classes 2-8 expenditures are generally flat.

She has requested an additional amount for overtime because of the additional work her office will experience for the implementation of GASB 34. This will not be an on-going expense.

Commissioner Elkin asked about the 15% increase in health insurance. Mrs. Pitchford stated there has been a recommendation from the self-health trust committee. The 15% premium cost is the cost the County pays for insuring employees. Any cost an employee pays would be for elective dependent coverage and she is unsure of this rate increase.

Commissioner Stamper noted the most significant increase has been in the prescription card.

There was discussion regarding the fund statement for the self-health trust fund, the possible FTE health benefits and how the self-health trust committee works.

There was no further discussion on this budget.

There was no public comment.

The budget hearing adjourned at 11:52 a.m.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner