

TERM OF COMMISSION: November Session of the November Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE Presiding Commissioner Don Stamper
District II Commissioner Linda Vogt
Deputy County Clerk Melanie Stapleton

The Presiding Commissioner called the meeting to order at 3:35pm.

Subject: Employee(s) of the 1st, 2nd, and 3rd Quarters of 2000

Commissioner Stamper stated that the staff and employees of Boone County are the ones that make it possible for the County to provide services to the public.

Commissioner Stamper invited the three nominees and their department heads/elected officials forward. The nominees were as follows: Tom Reddin-Sheriff's Department, Annie Accola-, and Auditor's Office, Kathy Cowgill-Prosecuting Attorney's Office.

Sheriff Boehm stated that Tom Reddin has been with the Sheriff's Department for about seven years. He stated that Tom Reddin exhibits excellent professionalism and does an all around outstanding job. He congratulated Tom Reddin on his recognition.

Kevin Crane, Prosecuting Attorney congratulated Kathy Cowgill on 18 years of service for Boone County. He stated that Kathy Cowgill's position requires a high degree of independence. He stated that she is an expert in her field. He noted that Kathy Cowgill's expertise, patience and skill are greatly appreciated. He stated that it honor to be a part of her recognition by her fellow employees.

June Pitchford stated that Annie Accola has worked for the County since the early 1990s. She stated that Annie Accola has frequent interruptions on her job and has to deal with a lot of colorful individuals. She stated that Annie Accola exercises great patience and professionalism. She stated that she was very pleased that Annie Accola's peers offered her this recognition.

Bill Florea of the Employee Recognition Committee presented each nominee with a certificate of award, pin and gift certificate.

Commissioner Stamper asked all of the other Boone County Employee of the Quarter nominees present to stand. Commissioner Stamper congratulated all of the employees on their excellent job performance.

Subject: Naming of the Boone County Website

Pat Lensmeyer, County Collector stated that she is chair of the County Website Committee. She stated that the County held a "Name the County Website" competition. She stated that there were several good submissions. She stated that the County Website Committee selected the name "ShowME Boone." She stated that the committee would like to recognize two Boone County employees in honor of that name selection. The two employees were David Forward and Joey Holmgren. Pat Lensmeyer stated that both employees would receive gift certificates.

Commissioner Vogt introduced Commissioner-elect Skip Elkin. She stated that Skip Elkin would begin his tenure as the new District II Commissioner on January 1, 2001. She invited Skip Elkin forward to join the County Commission.

Subject: Granting of a Waterline Easement

David Piest, Division Surveyor stated that problems were discovered on a geofabric tiedown for a retaining wall in BluffCreek Estates. He noted that the granting of this waterline easement would correct those problems. He showed the County Commission a map of the area involved.

Commissioner Vogt moved to approve the Corrective Grant of Easement for Water Line Purposes on the Boone Retirement Center property and authorize the Presiding Commissioner to sign the document.

Commissioner Stamper seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 453-2000**

Subject: Approval of a Budget Amendment and Authorization of a Budget Revision for the Juvenile Accountability Incentive Block Grant for the year 2000-2001

Commissioner Stamper convened a public hearing on the budget amendment.

There was no one present that wished to comment.

Commissioner Stamper closed the public hearing.

Commissioner Stamper moved to approve a Budget Amendment as outlined on the attached documentation for the establishment of a budget for the Juvenile Accountability Incentive Block Grant for the 2000-2001 Grant year.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 454-2000**

Commissioner Vogt moved to authorize a budget revision as outlined on the attached documentation for the establishment of a budget for the Juvenile Accountability Incentive Block Grant for the 2000-2001 Grant Year.

Commissioner Stamper seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 455-2000**

Subject: First Reading of Budget Amendment for the E911 Centralia Police Department Recording Device

Commissioner Stamper read a budget amendment into the public record as follows

AMOUNT	(increasing) ACCOUNT
\$10,000	2020-92300 Office Equipment Replacement

Cover the E-911 City of Centralia Replacement recording device.

Commissioner Stamper stated that this budget amendment would be available for public comment for ten days following the first reading. He stated that the budget amendment would be brought back for a public hearing for approval on the first agenda following the ten-day period.

Subject: First Reading of Budget Amendment to cover Class 2 and Class 6 shortfall

Commissioner Stamper read a budget amendment into the public record as follows:

AMOUNT	(increasing) ACCOUNT
\$10,000	6100-60100 Building Maintenance
\$5,000	6100-23035 Misc. Maintenance Supplies

Said amendment is to cover Class 2 and Class 6 expenses that exceeded the budgeted amounts.

Commissioner Stamper stated that this budget amendment would be returned to the Commission agenda for a public hearing for approval following the required ten-day waiting period.

Subject: Budget Revision to cover Class 6 expenses

Commissioner Stamper stated that this budget revision is to cover the cost of a couple of compressor failures.

Commissioner Stamper moved to authorize a Budget Revision as follows:

AMOUNT	(decreasing) ACCOUNT	(increasing) ACCOUNT
\$2000		6100-60400 Grounds/exterior
\$9600		6100-60100 Building Maintenance
\$3000		6100-60200 Equipment Maintenance
\$1300	6100-91300 Machinery/equipment	
\$12,500	6100-91700 Groups Improvements	
\$800	6100-92300 Repl machinery/equipment	

Said revision is to cover expenses for Class 6 which exceeded the budget estimate for the year 2000.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 456-2000**

Subject: Declaration of Friday, November 24 200 as a Boone County Holiday

Commissioner Stamper moved to declare Friday, November 24 2000 a County Holiday in accordance with Executive Order 00-20 issued by the Office of the Governor, State of Missouri.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 458-2000**

Subject: Presentation of the Proposed 2001 Boone County Budget

Commissioner Stamper welcomed County Auditor June Pitchford for her presentation.

June Pitchford gave the following introductory statement (included on the opening page of the Budget Message):

To the Citizens of Boone County and the County Commission:

Pursuant to the requirements of the state law, I am pleased to present to you the Proposed 2001 Budget for Boone County, Missouri. The County budget is one of the most significant documents prepared by the County Auditor and staff and is adopted by the County Commission each year. It contains the funding allocations necessary to provide essential and statutorily required services. This budget is the result of a legislatively designed process intended to guide the rational allocation of County resources within the framework of statutory responsibilities, local needs and local planning processes.

June Pitchford stated that once this document is reviewed, modified, and adjusted by the County Commission; it will become the legal spending authority for the County's elected officials and appointed department directors.

June Pitchford directed the County Commission's attention to the Budget message. She stated that the budget document contains a General Information guide which could be of great benefit to new County Commissioners and the public at large.

June Pitchford stated that Fund Statements is a new section, which includes a detailed section and statement for every County fund. She stated that this section includes detail as to the revenue sources and the object of expenditures.

June Pitchford stated that the Financial Summaries (section) includes a graphical presentation of aggregate revenues, expenditures, trends of revenue sources etc.

June Pitchford stated that the Detailed Operating Budgets has been reorganized this year along functional categories. She listed the categories given under that section. She stated that the special revenue funds that go with each department have all been blended in under the category.

June Pitchford stated that the Detailed Operating Budgets-Other Funds includes Debt Service funds, Capital Project funds, Internal Service funds, and Trustfunds.

June Pitchford highlighted the following area in the Budget Message. She stated that the Boone County statutory elective form of government is significantly different from a charter or city manager form of government. She stated that in the statutory form of government, the individually, elected officials are directly responsible to the people of Boone County. She stated that elected officials are responsible for discharging their statutory responsibilities in accordance with state law. She stated that this results in elected official identifying immediate and long term needs and bringing those needs to the attention of the Auditor and the County Commission through the budgetary process.

June Pitchford stated that the County Auditor and the County Commission are then responsible for evaluating those goals, plans and needs and establishing the necessary appropriations within the context of the available resources. She stated that the County Commission has no authority to impose its will, with respect to long range strategic plans, in any of the offices of the independently elected office except through the County Commission's exclusive control of County property and through the adoption of the annual budget.

June Pitchford stated that as a result of this legislatively designed process, the County has a

budget where departmental goals tend to receive more emphasis and impact the development of the budget more so than entity-wide goals. She stated that this process is designed to bring those divergent goals together and establishing some overarching goals for the County, while establishing the funding for meeting those goals.

June Pitchford stated that there were four areas of emphasis identified in the proposed 2001 Budget through this process. She stated that the first area was the Public Works Road & Bridge Department. She stated that the main budgetary goals being achieved in this area included continuation on the progress of Proposition 2, restoring funding for Maintenance Division replacement equipment, and improving the financial stability of the Road & Bridge Fund.

June Pitchford stated that another area of significant emphasis for the upcoming year is law enforcement and corrections. She stated that the County needs to continue to safely operate its expanded capacity with the renovation of Pod D and provide capacity outside of Boone County to the extent needed. She stated that the response time and deputy patrol shift coverage should also be improved. She stated that the proposed budget attempts to accomplish those things through completion of the addition of the necessary corrections officers (3-year phased in approach), completion of the correctional facility, appropriation of \$450,000 for out of County housing, and the addition of one deputy officer.

June Pitchford stated that the third area of emphasis for the County this year is technology. She stated that the overarching goals include: the completion of the two-year phased replacement of the Sheriff's terminals with personal computers, complete the replacement of obsolete and unreliable printers, develop and implement a comprehensive plan that will ensure our (the County's) preparedness for disaster and recovery situations, address the programming backlog, provide ongoing support for the upgraded imaging system and new website, upgrade and replace computer technology in order to provide the necessary operating capacity, and develop useful geographic information systems and GIS applications for County departments. She stated that this budget has attempted to address those areas. She noted that the most expensive (technology) budget item is payment for the AS400 upgrade at a cost of \$324,000.

June Pitchford also noted the tight labor market in the fourth area—Personnel. She stated that the County is attempting to provide competitive compensation and benefits to its employees to reduce turnover and to improve the County's ability to attract and retain a skilled workforce. She noted that the proposed budget includes a 2.5% COLA, a 2% merit allocation, and an amount that can be used to implement the Countywide Job Classification plan. She stated that the results of the plan should be reported to the County sometime in mid-year 2001.

June Pitchford stated that the following pages of the budget provide underlying revenue assumptions and projections for fiscal year 2000 and 2001. She noted that the property tax levy remained unchanged in the 2001 budget.

June Pitchford stated that the Sales Tax rate is the single most important revenue source for the County. She stated that the County is quite vulnerable to the volatility that is inherent in that revenue source. She stated that the volatility could be noted (on page 6) in the spread of the growth rates ranging from 11% to 4%. She noted that the lowest growth rate was 4% in 1999. She noted that the proposed budget for 2001 assumes a very conservative growth rate of 3%.

June Pitchford stated that the Intergovernmental Revenues are basically very flat. She noted that a discussion of various components is provided in that section. She stated that grant revenue is diminishing as it is designed to. She noted that the County has lost the remaining portion of State revenue for reimbursement of Juvenile salaries. She stated that the Hospital Lease revenue is fixed. She stated that the increase in charges for services is largely due to her attempt to work with the County Collector and County Assessor in refining and improving the estimate that is used for commissions on property taxes.

June Pitchford noted that the County has lost some revenue. She stated that a couple of years ago, legislation reduced the amount received for Sheriff's fees. She stated that the County no longer receives the Consortium funding for GIS.

June Pitchford stated that there has been (basically) level spending overall in governmental funds,

Expenditure Assumptions and Projections. She noted that the areas of growth are in policy and administration, election costs, law enforcement and judicial, and debt service. She also noted that the Emergency appropriation is included in the functional area.

June Pitchford stated that the proposed 2001 Budget projects an unreserved, undesignated General Fund balance of \$3.4 million, if the budget is implemented and adopted as presented today, which equals 17% of expenditures (or two months of expenditures). She stated that this is the lowest that the balance has ever been in her tenure as County Auditor. She noted that the 2001 budget is significantly reducing the General Fund balance.

June Pitchford stated that Long-term Debt accounts for about 3% of the total budget. She stated that she provided a detailed schedule of what comprises Long-term Debt in the General Information section.

June Pitchford stated that she presents some of the highlights across the functional areas in the Budget Highlights section. She stated that this section includes the overarching goals listed earlier in her presentation.

June Pitchford stated that page 39 of the Fund Statements provides an overall view of the financial health of the County's funds. She noted that page 41 shows the General Fund and the history of the unreserved, undesignated fund balance and the trends. She stated that this section is followed by detailed statements of all of the funds

June Pitchford stated that Financial Summaries begins on page 89. She stated that the first section is all funds combined. She noted that page 96 pertains to the General Fund only. She stated that in the early years of the 1990s, revenues exceeded expenditures. She stated that the fact that expenditures exceed revenues is very pronounced in the proposed 2001. She stated that the County is faced with some significant challenges in its law enforcement and judicial functional areas.

Commissioner Stamper stated that the County is now taking care of 200-250 prisoners, which is a situation that did not exist in the early 1990s.

June Pitchford noted that on page 40 of the budget, expenditures under personal services account for \$10.3 million. She stated that it requires almost all of the County's growth in Sales Tax to cover employee raises, which does not leave much revenue to address other areas. She noted that the County's number of FTEs has grown in response to the need in different areas. She cited the Boone County Jail as an example.

June Pitchford stated that Capital & Personnel Summaries shows capital highlights from 1994 to the present and illustrates those significant investments in capital that the County has funded since 1994. She stated that the table excludes routine replacement. She stated that the schedules that follow answer questions on investment in fixed assets, etc. She stated that the information is also provided by functional area or by fund.

June Pitchford stated that in order to meet the challenges in the Sheriff's and Corrections Budgets, some of the regular and routine fixed asset replacements have been deferred. She stated that in her budget message, she stated that this approach is acceptable for a year, however not for the long term.

June Pitchford stated that the FTE information begins on page 111 and includes functional areas and a ten-year history.

June Pitchford stated that in addition to the proposed budget, a packet of all of the supplemental requests that were submitted to the Auditor's Office has been put together. She stated that the documents shows which requests were included in the proposed budget and which were not (indicated in the far right hand columns). She also noted that the supplemental requests are included in the proposed budget under the individual budget's departmental summaries.

June Pitchford stated that the bottom line numbers are included on page 8 of the proposed

budget. She stated that all County funds will be solvent in 2001 if the budget is implemented as presented. She stated that the proposed 2001 budget calls for \$34.6 million in appropriations, which is 1% more than the current budget.

Commissioner Stamper thanked the County Auditor and her staff for the document before them. He stated that a lot of work is performed before the information can come to the County Commission in this format. He stated that process has become much more smooth over the years. He stated that the level of detail and format is greatly improved since the 1991 Budget.

The County Commission thanked the Auditor again for her work.

Commissioner Stamper state that the County Commission has scheduled a series of Budget Hearings for a three-fold purpose. He stated that the Budget Hearings will accommodate the following: (1) department heads and elected officials will have an opportunity to come and speak publicly on the record about their budgets, (2) the County Commission can call hearings and invite outside entities for budget hearings if there are questions concerning their budgets (3) will allow citizen input.

Commissioner Stamper stated that it has been the strategy and desire of the County Commission to adopt the County's annual operating budget around December 15th if possible. He stated that the County Commission would like for all departments to know what their operating budget is by January 1st. He stated that the County Commission has the authority to wait until later in January to adopt the budget.

Commissioner Stamper stated that the Budget Hearings would be held Monday-Thursday during the week following the Thanksgiving Holiday.

Commissioner Vogt asked if the Proposed Budget is provided for public viewing.

June Pitchford stated that a copy of the Proposed 2001 Boone County Budget would be provided to the Columbia Public Library, Auditor's Office, and the County Clerk's office for viewing. She also noted that the Missourian and Tribune newsroom are provided with copies. She stated that copies can be made available to all individuals that request one.

June Pitchford stated that final, adopted budget is placed on the County's website.

Commissioner Stamper asked if there were any questions or comments from the public.

There was no one that wished to comment.

Subject: Draft of the Long Range Transportation Plan –Executive Summary by MoDOT

Commissioner Stamper announced that the County received a copy of the above in late September of 2000. He asked that the document be made available for public viewing.

Subject: MoDOT Organizational Chart

Commissioner Stamper noted that this was one of the largest organizational charts that he has even seen. He stated the document included a chart of general services organizational structure. He submitted the document for the public record.

There were no Commissioner Reports given.

There was no public comment.

The meeting adjourned at 4:30pm.

Attest:

Wendy S. Noren
Clerk of the County Commission

Don Stamper
Presiding Commissioner

Karen M. Miller
District I Commissioner

Linda Vogt
District II Commissioner