

MINUTES OF
BOARD OF HARVEY COUNTY COMMISSIONERS
SPECIAL BUDGET WORK SESSION

July 16, 2013

The Board of Harvey County Commissioners met in special session on July 16, 2013 with all three Commissioners present. Chairman Westfall called the meeting to order at 8:25 a.m.

Anthony Swartzendruber, Assistant Administrator, explained that he added additional information to the budget books given to the Commissioners on July 8, 2013. This includes dollar amounts on the mill levy impact page, an added page that lists the amounts paid for utilities for the last three years, and some other small corrections.

Anthony will review the budget, beginning with the general fund. The budget, as presented, represents a mill levy increase of 4.4%, most of which is due to increasing needs in the Road & Bridge Department. Anthony recommended that it would be better to reduce fund balance rather than reduce the general fund mill levy because this could have a negative effect in future years.

The projected revenues for the 2014 budget were discussed.

The budgets for the Commission and Administration were reviewed and discussed. The budgets include wage and salary increases as recommended by the Compensation and Classification study performed by the Austin Peters Group are reflected in the budgets. The Administration budget includes \$250 for the purchase of a printer.

The Clerk's budget was reviewed and discussed. The budget includes \$6,000 for the construction of a wall, \$3,600 for the purchase of 2 revolving storage units, and \$1,200 for the purchase of a computer. The Election budget was reviewed and discussed. Election workers will be paid through payroll rather than the warrant account. The budget includes \$7,000 for the purchase of 2 electronic voting machines, and \$3,000 for a transfer to equipment reserve.

The budgets for the Treasurer's Tax Division, Tag Division, and Driver's License Division were reviewed and discussed. The budgets include no capital outlay requests. Although a supplemental request was submitted for an additional staff member for the Driver's License Office, it was not included in the budget because there is no space available in the office to locate additional staff. Discussion was held regarding the special auto fund.

The County Attorney budget was reviewed and discussed. There are no significant changes in personnel and operations. Capital outlay for a copier and a printer are included.

The District Court budget was reviewed and discussed. The budget includes capital outlay for the purchase of a copier, data processing equipment, chairs, and the purchase of a shared vehicle with McPherson County. A request for a \$6,000 salary increase for the Magistrate Judge is not included in the recommended budget.

The Indigent Defense budget was reviewed and discussed. The Indigent Defense panel will now be administrated by Michael Llamas rather than Marilyn Wilder. The budget includes a \$10,000 increase in the requested amount.

The Appraiser's budgets for Real Estate Division, Personal Property Division, and Mapping Division were reviewed and discussed. The budget included capital outlay requests for a vehicle and two computers.

The Register of Deeds budget was reviewed and discussed. Projected revenues reflect a 7.2% decrease because of fewer oil and gas filings. There are no capital outlay items included in the budget..

The Planning, Zoning, and Environmental budget was reviewed. Revenues vary from year to year depending on permits, etc. The budget includes \$2,300 for the purchase of a laptop and a computer.

The Data Processing budget was reviewed. The majority of the maintenance contracts for the entire organization gets paid out of this budget. Capital outlay includes a printer, desktop computer, switch, server, and NSA unit drive.

The District Coroner's budget was reviewed and discussed. The operations budget remains flat.

The Courthouse General budget was reviewed and discussed. The operations budget increased slightly. Capital outlay items include data processing equipment, a vehicle, phones, and unexpected larger expenses.

The Sheriff's budget, all divisions including Administration, Patrol, Investigations, and the Correctional Department was reviewed and discussed. Capital Improvement items include 6 mobile data terminals, vehicle purchases, and 13 tasers. Overtime in the department was decreased.in the administration and investigations budgets. The Correctional Department includes a capital outlay request for new computers. The Correctional budget includes funding for contracting medical care and a food service provider.

The Communications budget was reviewed and discussed. Capital improvement items include \$1,000 to purchase portable radio batteries. The alarm fees are going down slightly. There is an increase of expenditures for wages and emergency management vehicle.

The Ambulance appropriation provides funding to the cities to provide ambulance service. This is a set appropriation amount that is divided between ambulance districts according to valuation within the district. The budget contains a 1.8% increase.

The Emergency Management budget was reviewed and discussed. Although it was requested to create a position for a Deputy Director, the personnel for the department will remain the same. Capital improvement items include an amount for the purchase of a laptop computer. The purchase of a new vehicle will be delayed until 2015.

The Humane Society Appropriation was reviewed and discussed. It is requested that the appropriation increase by \$395 or a 4.6% increase.

The Stabilization Reserve was reviewed and discussed. This fund is set up to maintain the County fund balances. This money is never intended to be spent unless in the event of some type of disaster. The balance is budgeted at \$1,830,000 for 2014.

The CDDO appropriation was reviewed and discussed. It remains flat at \$102,000.

The Conservation district appropriation was reviewed and discussed. The recommended budget for the district is \$16,065, although an increase was requested.

The Mental Health Appropriation was reviewed and discussed. The budget contains a suggested appropriation of \$128,000, which is a 2.4% increase.

The Health Department budget was reviewed and discussed. A decrease in personnel funding is reflected in the budget because more of the expense is transferred to specific grant funds to more accurately report expenses. Capital outlay requested includes a printer, computers, and a Sensaphone. Also included in the budget is \$20,200 to fund the cost of moving the Health Department to a building on South Pine Street purchased by Prairie View to house a collaboration of the Health Department, Health Ministries, and Prairie View Mental Health Center.

The appropriation for Health Ministries is \$40,000, which is the same amount appropriated for the prior three years.

The Elderly Service Transportation budget contains an interfund transfer out of \$28,400 which is used to provide grant match funds for the program.

The Low Income Assistance appropriation, which is allocated to Mid-KCAP, remains at \$5,000.

The East Park budget was reviewed and discussed. Revenue at the park continue to decrease. Capital outlay includes a mower purchase, a tiller, and improvements to counter tops and cabinets in Volunteer Hall.

The West Park budget was reviewed and discussed. Revenues are increased because of the rental of the house at the Park that was formerly used by the Park Supervisor. The operating budget has decreased because of the house rental. Capital outlay includes a storage building for the West Park Community Building, water supply to the east side of the park, and renovation to shower houses.

The Camp Hawk budget was reviewed and discussed. Revenues there are about \$8,000 annually. Capital outlay includes the purchase of an additional truck and improvements to the kitchen in the rental facility.

The West Park Bait Shop fund was reviewed and discussed.

The Harvey County Historical Society Appropriation is \$58,500 which includes a request of an additional \$5,000 to install storm windows on the building.

The meeting was recessed at 12:00 p.m. for lunch and reconvened at 1:25 p.m.

The Free Fair and Saddle Club appropriation remains the same at \$25,000.

The Economic Development Council appropriation was reviewed and discussed. The appropriation requested is \$133,139 as compared to \$128,886 in 2012. The Economic Development/Logistics Park Reserve was also reviewed and discussed. This fund is used to promote and assist in the development of new business and industry and existing companies in Harvey County. The amount budgeted for 2014 is \$90,000, which is the same as 2013.

The Newton City/County Airport Appropriation is flat at \$80,000.

The Commissioners reviewed the supplemental requests that were submitted for the general fund. There were 10 requests, with an additional cost of \$171,662 and a mill levy impact of .666, that were not included in the recommended budget. There were 12 requests, with an additional cost of \$92,435 and a mill levy impact of .358, that were included in the recommended budget.

The commissioners recommended the following changes to the budget in order to decrease the proposed mill levy:

- Purchase a Kawasaki Mule instead of a pickup for the Parks and reduce the expenditure from \$20,000 to \$10,000.
- Reduce the Humane Society request by \$395 keeping it at the same level as last year.
- Reduce the appropriation for the Historical Society by \$5,000, keeping it at the same level as last year.
- Reduce the appropriation requested by the EDC by \$4,253, keeping it at the same level as last year.
- Reduce the appropriation for Economic Development/Logistics Park from \$90,000 to \$60,000
- Reduce the proposed salary increase for the Sheriff by \$3,000
Commissioner Hague suggested that the remaining requested increase be allotted to the Sheriff next year.

The Commissioners reviewed and discussed the Road & Bridge Fund. The Road Overlay fund has been transferred to the capital improvement side. Included in the requested budget are funds to paint the building and complete the fence improvements, inspect the bridges, 23 miles of road improvements, a small dump truck, a road grader, an excavator, a forklift, tilt trailer, dump belly trailer, light flatbed truck, a snowplow, and 2 rock beds for dump trucks. The Commissioners recommended the deferral of the paint for the building and the fence project.

The Noxious Weed fund budget was reviewed and discussed. There were no capital outlay requests.

The Solid Waste – Post Closure fund was reviewed and discussed. This includes required water analysis and testing for the old landfill. The Construction and Demolition Division was reviewed and discussed. It is slightly higher than 2012. An additional amount is budgeted for engineering in this fund because of changes in state requirements. The budget includes \$69,812 to purchase equipment for this department. The Recycling Division was reviewed and discussed.

The budget for the County Extension Council was approved and adopted in a prior commission meeting, so no discussion was held.

The Elderly Services Program – Coordinator Division, RSVP Program, and Elderly Services Programs were reviewed and discussed. The budget, as presented, includes changes in allotments for the senior centers according to the new service standards set up by the Council on Aging. The Commissioners suggested the allocation for the Hesston Senior Center be reduced by \$5,000, and redistribute \$1,000 to the Newton Senior Center, \$1,000 to the Burrton Senior Center, \$1,000 to the Halstead Senior Center and \$2,000 to the Enlite Program, for the purchase of books only.

The following funds were reviewed and discussed with no significant changes suggested:

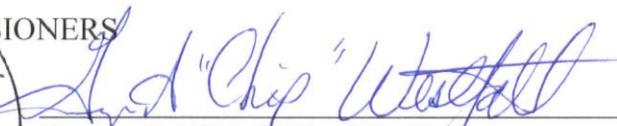
- Register of Deeds Tech fund
- 911 Combined fund
- Wireless fund – Has a balance of \$60,143 which is anticipated will be spent in 2014
- Capital improvement fund for Solid Waste & Detention Center
- Bond & Interest fund
- Elderly Services Transportation fund
- Special Jail Alcohol & Drug Program
- Special Park Alcohol & Drug Program fund
- Diversion fund
- Road Impact Fee fund

The requested changes to the budget will be made and final figures will be presented to the Commissioners at the July 22 Commission meeting.

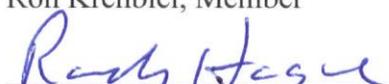
The meeting was adjourned at 3:45 p.m.

BOARD OF HARVEY COUNTY COMMISSIONERS




George A. "Chip" Westfall, Chairperson


Ron Krehbiel, Member


Randy Hague, Member

ATTEST:


Joyce Truskett, County Clerk