

COUNTY COMMISSION RECORD, CAMDEN COUNTY, MISSOURI

Thursday 10/29/2019

The Camden County Commission met with Presiding Commissioner Greg Hasty, and District #2 Commissioner Don Williams. District #1 Commissioner Bev Thomas was out of office.

Meeting Agenda

Commissioner Williams made a motion to approve today's agenda.

Commissioner Hasty seconded the motion. The motion passed by vote:

Commissioner Hasty (Yes), Commissioner Williams (Yes). Session opened at 10:27 A.M.

Prior Minutes

Commissioner Hasty made a motion to table the October 17, 23, and 24, 2019 minutes. Commissioner Williams seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), Commissioner Williams (Yes).

New Business

Auditor Budget Amendment Policy- A Budget Amendment Policy was presented to the Commission from the County Auditor. Commissioner Williams made a motion to approve this policy. Commission Hasty seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), Commissioner Williams (Yes).

Budget Adjustment Policy

Background and Purpose

The adopted annual budget is a financial plan which reflects legal spending limits for the County's Administrative Authorities. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is the object (or class) level within a departmental budget. More stringent budgetary controls apply to fixed assets such that only those fixed assets specifically identified and approved in the budget are authorized for purchase.

Occasionally, adjustments to the annual budget are necessary. Generally, such adjustments should be requested and authorized *prior* to procurement. These adjustments are classified as either a **Budget Amendment** or a **Budget Revision** and are subject to the policy provisions outlined below which are intended to promote transparency, accountability, and compliance with state law.

In some instances, county elected officials other than the County Commission serve as the appropriating authority for one or more special revenue funds, as specified in state statute. In these instances, the appropriating authority exercises sole discretion in authorizing budget adjustments in a manner consistent with applicable state statutes.

Budget Amendments

A Budget Amendment results in a net increase (or decrease) to the overall appropriations for a given fund.

Example: the County receives a grant which results in an overall increase to revenues and expenditures.

The **Revised Statutes of Missouri (RSMo) 50.622** require that budget amendments follow the same statutory process as is used for the adoption of the annual budget.

This process ensures public notice for the proposed budget amendment, an opportunity for public input, and a minimum 10-day period between presenting the proposed budget amendment and final approval. (A 30-day period applies in the event of a budget reduction.) The budget amendment process, including required public hearings, is incorporated into the County Commission's regular meeting schedule and a Commission Order is obtained to demonstrate completion of the statutory process.

Budget Revisions

A Budget Revision consists of off-setting increases and decreases in two or more appropriations which result in a net impact of \$0 to the overall appropriations for a given fund.

Example: The Office Supplies appropriation is decreased in order to increase the Equipment Repairs appropriation by the same amount, resulting in a zero net change to overall appropriations.

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Budget Adjustment Policy cont'd

There are several types of Budget Revisions:

1. Budget Revisions Between Spending Agencies:

The **Revised Statutes of Missouri (RSMo) 50.630** allow the County Commission, with recommendation of the Budget Officer, to authorize the transfer of all (or any portion) of an unencumbered appropriation balance of one spending agency under the Commission's jurisdiction to another spending agency, but such action may only be taken during the last two months of the fiscal year (i.e., November and December). A commission order is required as evidence of commission approval.

2. Budget Revisions from the Emergency Appropriation:

Pursuant to **RSMo 50.540 (4)**, budget revisions from the General Fund emergency appropriation may be made at any time during the year for unforeseen emergencies. A

unanimous vote of the County Commission is required for approval. From time-to time, emergency appropriations are established in other funds where the County Commission is the appropriating authority. Budget revisions from such emergency appropriations are handled in the same manner as in the General Fund.

3. Budget Revisions between classes of expenditure within a single spending agency:

The Revised Statutes of Missouri do not address the need for budget revisions between classes of expenditure within a single spending agency. In the absence of such statutory guidance, the following policies will apply. The budget revision requires evidence by the department's Elected Office holder for the Budget Officer to make revision. Evidence of this is a request from the Elected office holder in the form of either an email or on Office letter head signed by the elected official. Budget revision will be done as long as the result has a \$0 net to the appropriation of that given department.

3.1 Budget Revisions pertaining to expenditures:

(a) The estimated future budgetary impact is expected to be equal to or greater than the statutory bid amount: Budget revisions having an estimated future budgetary impact equal to or greater than the statutory bid threshold amount are subject to approval by the County Commission. County Commission approval is evidenced by a County Commission Order.

(b) The estimated future budgetary impact is expected to be less than the statutory bid amount: Budget revisions having an estimated future budgetary impact less than the statutory bid threshold amount are subject to approval by the Budget Officer.

3.2 Budget Revisions pertaining to expenditures (Fixed Assets). As noted above, more stringent budgetary controls apply to fixed assets.

(a) The requested fixed asset is authorized in the annual budget; however, available remaining budget is insufficient to cover the anticipated cost: A budget revision is needed to cover the expected budget shortfall. The budget revision requires approval by the Budget Officer.

Budget Adjustment Policy cont'd

(b) The requested fixed asset was not authorized in the annual budget and available remaining budget is insufficient to cover anticipated cost: A budget revision is needed to cover the anticipated cost of the new (or replacement) fixed asset and to authorize purchase of the asset within the budget. Requested assets having an individual amount greater than or equal to the statutory fixed asset threshold amount (per RSMo 55.160) require County Commission approval. County Commission approval is evidenced by a County Commission Order.

(c) The requested fixed asset was not approved in the annual budget and available remaining budget is sufficient to cover anticipated cost: A budget revision is not needed because sufficient budget is available to cover the anticipated cost; however, approval is needed to authorize the fixed asset in the budget. Requested assets having an individual amount greater than or equal to the statutory fixed asset threshold amount (per RSMo 55.160) require County Commission approval. County Commission approval is evidenced by a county commission order.

Commission Approved Policy as of Date: 10/29/2017


Presiding Commissioner

1st District Commissioner


2nd District Commissioner

Sheriff Domestic Violence Confidentiality- 2020-2021 Certified Assurances and compliance guidelines. Commissioner Williams made a motion to approve this policy. Commission Hasty seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), Commissioner Williams (Yes).



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
STOP Violence Against Women Act (VAWA)
2020-2021 CERTIFIED ASSURANCES



Copy

The Subrecipient hereby assures and certifies compliance with all the following certified assurances:

General:

- 1. Governing Directives: The Subrecipient assures that it shall comply, and all its Subrecipients shall comply, with the applicable provisions of the STOP VAWA Notice of Funding Opportunity...
2. Compliance Training: As a recipient of federal and/or state funds, the Subrecipient is required to participate in any applicable Compliance Training hosted by the Missouri Department of Public Safety...
3. Non-Supplanting: The Subrecipient assures that federal and/or state funds made available under this subaward will not be used to supplant other federal, state, or local funds...
4. Change in Personnel: The Subrecipient agrees to notify, within a timely manner, the Missouri Department of Public Safety if there is a change in or temporary absence of personnel...
5. Subaward Adjustments: The Subrecipient understands that any deviation from the approved subaward must have prior approval from the Missouri Department of Public Safety...

- 21. Match: State and local units of government are required to provide 20% of the total project cost as match...
22. Renewal: A subaward, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any subaward commitment in excess of the original subaward period...
23. Financial Statements: All non-profit subrecipients of STOP VAWA funding under this award are required to make their financial statements available online either on the Missouri Department of Public Safety's, the subrecipient's, or another publicly available website...

Table with columns: Agency Name, Contract Number, Applicant Authorized Official (AOO), Date, Applicant Project Director (PD) Printed Name, Date, Applicant Authorized Signature, Applicant Project Director Signature.

2020-2021 STOP VAWA CERTIFIED ASSURANCES

Authorized Official Initials

2020-2021 STOP VAWA CERTIFIED ASSURANCES

Authorized Official Initials

SPECIAL CONDITIONS APPLICABLE TO LAW ENFORCEMENT AND/OR PROSECUTORS:

- 1. Uniform Crime Reporting (UCR): The Subrecipient assures, where the project agency is a law enforcement agency, that the law enforcement agency is in compliance with the state provisions of Section 43.505 RSMo...
2. Racial Profiling: The Subrecipient assures, where the project agency is a law enforcement agency, that the law enforcement agency is in compliance with the state provisions of Section 590.650 RSMo...
3. Federal Equitable Sharing Funds: The Subrecipient assures, where the project agency is a law enforcement agency, that the law enforcement agency is in compliance with the state provisions of Section 513.953 RSMo...
4. Custodial Interrogations: The Subrecipient assures, where the project agency is a law enforcement agency, that the law enforcement agency is in compliance with the state provisions of Section 590.700 RSMo...
5. DWI Law - Law Enforcement: The Subrecipient assures, where the project agency is a law enforcement agency, that the law enforcement agency is in compliance with the state provisions of Section 43.544 RSMo...
6. DWI Law - Prosecutors: The Subrecipient assures, where the project agency is a county prosecutor's office or municipal prosecutor's office...
7. Polygraph/Voice Stress Analysis: The subrecipient assures that no prosecuting or circuit attorney, peace officer, governmental official, or employee of a law enforcement agency shall request or require a victim of an offense under Chapter 566 RSMo...

2020-2021 STOP VAWA CERTIFIED ASSURANCES

Authorized Official Initials

Adjourn: With no further official business on the agenda: Commissioner Williams made a motion to adjourn to any unofficial business that may develop during the day. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), and Commissioner Williams (Yes). Session closed at 10:42 A.M.

Ordered that the Commission adjourn until day Wednesday, November 6, 2019.

Greg Hasty, Presiding Commissioner

Lisa Russell