

TERM OF COMMISSION: December Session of the November Adjourned Term

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

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

This budget hearing was called to order at 3:07 p.m. by Commissioner Miller.

**Budget Hearing: Departments 1160 (Recorder of Deeds) and 2800 (Recorder's Preservation Fund)**

Bettie Johnson, Boone County Recorder of Deeds, was present on behalf of this budget hearing.

There were no significant changes to the budget for department 1160. The Recorder of Deeds establishes and approves the appropriations for department 2800.

The projected revenue for department 1160 for 2003 is \$281,858, which reflects a 3% increase from the 2002 budget. The projected expenditures are \$448,656, which reflects a 3% increase from the 2002 budget. Classes 2-8 expenditures are projected to be \$104,443, which reflects a 5% increase.

Bettie Johnson stated as of December 15, 2002, a total of 39,071 documents had been recorded. She had projected 38,600 documents to be recorded for the entire year of 2002 and now she has changed the projection to 40,750 documents. A total of 35,183 documents were recorded in 2001.

The number of documents also affects the amount of revenue for this department. As of December 13, 2002, \$970,000 had been received as revenue for this department. She had projected \$860,000 would be add to general revenue.

Mrs. Johnson stated there are many fees dedicated to special funds that are collected by this office in addition to general revenue. The department will exceed the \$650,000 in special fund collection for 2002.

She noted one part-time position has been requested for this budget and discussed the reason for this request. A lot of the record management issues cannot be addressed by the existing personnel.

There was no overtime funding placed in the budget for 2003. She has had discussions

with the Auditor's Office and requested \$4,500 for overtime. The Auditor's Office informed this was an oversight and will only be added back into the budget at the same level as 2002 funding, which was \$1,800.

Mrs. Johnson noted there have been reductions in class 3. This class has been reduced by 12% because of a reduction in the line item for dues. This would eliminate the membership in the Missouri Housing Alliance and the National Association of County Recorders and Clerks. These would be eliminated if the funding is reduced to the 2001 funding level.

Commissioner Miller asked if Mrs. Johnson was not a member of these associations in 2002. Mrs. Johnson stated she was a member but the levels were reduced to the 2001 level.

Mrs. Pitchford stated she made these reductions because there is available funding in the Records Preservation budget that could cover these dues.

Mrs. Johnson noted there has also been a supplement request for track shelving. This would eliminate wood shelving currently in the office.

The projected revenue for department 2800 for 2003 is \$136,640, which reflects an 11% decrease from the 2002 budget. The projected expenditures are \$419,249, which reflects a 25% increase from the 2002 budget. Classes 2-8 expenditures are projected to be \$386,510, which reflects a 28% increase from the 2002 budget.

The Recorder's Preservation Fund has funded the County's website. The website has helped in a savings in personnel time. This fund has also funded the Recorder's Computer System database, and map scanning.

Mrs. Johnson noted the following changes for the Recorder's Preservation Fund:

- Eliminated duplicate filming and scanning
- Eliminated the need to manually code scanned images
- Scanned images printed to book format on site
- Electronically print certificate labels

Mrs. Johnson reviewed the Real Estate Volume since 1993 and eight months in 2002 have been the highest single months in number of real estate documents recorded.

She reviewed the revenues versus expenditures. This is a chart which reflects the number of employees, the amount of general revenue coming in, the amount going to special funds, the total receipts, the total expenditures, and a difference between revenues and expenditures since 1993. The total receipts for 2002 through December 13, 2002, are approximately \$1,673,000.

Mrs. Johnson reviewed the statistical information in the different departments within the office. She noted July 1, 2001; there was a change in the law moving the Uniform Commercial Code (UCC) Recordings to the State level. The office still has to maintain the databases for eight years. The number of UCC Recordings has been reduced in 2002 but the revenue will increase because of a change in the amount that is charged for each document recorded.

Commissioner Miller asked why there are no goals and objectives for the Recorder's budget because when the budget is put online and the public deserves to see what is done in this office. Mrs. Johnson stated she will be working on the goals and objectives. Performance measures were turned in but are not in the book.

Commissioner Miller stated she believes the public will use the online budget.

Commissioner Miller asked if the overtime is in the budget. Mrs. Pitchford stated the full overtime request is a supplemental request but there is nothing in the core budget.

There was a discussion about the possible use of the contingency amount in the Record's Preservation Fund for technology items that are unavailable at the beginning of each year.

Commissioner Miller asked if Mrs. Johnson wanted the funds available for items to be used at Mrs. Johnson's discretion. Mrs. Johnson stated some of the items the contingency has been used for are computer software and she would also like to have the funds available for items that are not foreseen at the beginning of the year.

Commissioner Elkin asked why the salary and wages line item for Record's Preservation is proposed to decrease by 7% for 2003. Mrs. Pitchford stated she believes this is for a part-time position.

Mrs. Johnson stated in the past, the office had a part-time employee that did scanning. This program was eliminated and this decrease is because they are hoping by mid-2003 the consultant will be finished and there is a possibility of hiring someone as an operations analyst rather than a program analyst.

Mrs. Johnson explained the change of recording of the Uniform Commercial Codes being changed to a function of the Secretary of State's Office. The legislation that was passed that approved this change failed to recognize the loss of revenue to the Recorder of Deeds Office. There was a reinstatement of the revenue through other recording and filing services to make up for the lost revenue.

Commissioner Miller asked if there are two Office Specialist positions that were just approved to be reclassified as Deputy Recorder. Mrs. Johnson stated that is correct and noted this request was pending when she turned in the budget to the Auditor's Office.

Mrs. Pitchford stated this would be changed in the final budget.

There was discussion regarding the e-recording technology.

Commissioner Elkin asked how this e-recording will effect the work load in the future. Mrs. Johnson stated this will ease some work load in her office. There will still need someone to review the items in this recording process. Title Companies and Banks will be the biggest users but on a national level the biggest push has come from secondary mortgage companies.

Mrs. Johnson requested the Commission give consideration to the part-time position.

There was no public comment.

The budget hearing was adjourned at 3:35 p.m.

Attest:

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Wendy S. Noren  
Clerk of the County Commission

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Don Stamper  
Presiding Commissioner

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner