

ST. MARY'S COUNTY BOARD OF COMMISSIONERS
BUDGET WORK SESSION
December 16, 2003

Present:

Commissioner President Thomas F. McKay
Commissioner Kenneth R. Dement
Commissioner Lawrence D. Jarboe
Commissioner Thomas A. Mattingly, Sr.
Commissioner Daniel H. Raley
Alfred A. Lacer, County Administrator
Elaine Kramer, Director, Finance Dept.
Jeanette Cudmore, Asst. Director, Finance Department
Hortensia Thompson, Paralegal
Lotti Bell, Finance Department
Erin Gass, Sheriff's Department
Donna Gebicke (Recorder)

The meeting was called to order at 2:20 p.m. The Finance Director requested that the Commissioners confirm FY04 budget parameters to help guide department heads in the development of budget requests. Specific guidance is needed to give department heads regarding compensation increases in terms of Cola and merit. Ms. Kramer offered the following budget considerations:

- An overall net revenue increase of 4% is expected.
- Budget requests should be matched to parameters

\$2.3 million is available on budgetary basis. Potential uses include:

- restore rainy day fund to \$1m
- Identify if other reserves in mind
- Leave \$2.3m to balance 2004 budget

The Commissioners' package for January will have detail budget to actual for 2002. Unrestricted undesignated fund balance going in to 2004.

Commissioners also reviewed and discussed: Actual vs Budget General Fund figures for FY 1999-2003, Revenue Trend information for Major Revenues for FY 2000-2003 and Estimates for FY 2004, Assessable Base FY 2000-2003 and Estimates for FY 2004, Revenues for Capital Projects 2001-2003 and 2004 Plan CIP, and Cost Considerations for FY 2004.

The Commissioners agreed to begin the budget process with direction to staff to not exceed an overall 2% increase over FY 2003. 2% would include salary increases, which would be effective July 1.

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