

TERM OF COMMISSION: December Session of the November Adjourned Term

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

PRESENT WERE: Presiding Commissioner Don Stamper  
District I Commissioner Karen M. Miller  
District II Commissioner Skip Elkin  
County Counselor John Patton  
Deputy County Clerk Shawna Victor

The meeting was called to order at 9:32 a.m.

**Subject: Proclamation for Dr. Jay Dix**

Commissioner Stamper stated the elected officials of Boone County earlier this month made a decision to name a County asset in the honor of Dr. Jay Dix. In doing so, a letter of inquiry and proclamation were circulated and the proclamation was signed by all elected officials.

Commissioner Stamper moved to adopt the following proclamation:

**Whereas**, on November 12, 2002, Boone County lost its esteemed medical examiner, Dr. Jay Dix, who had served the county for more than twenty years; and,

**Whereas**, Dr. Jay Dix demonstrated his commitment to Boone County and Central Missouri through professional and personal contributions to the community; and,

**Whereas**, Dr. Jay Dix valued human life and always worked diligently and effectively to determine causation when a death occurred under unusual circumstances or at the hands of another; and,

**Whereas**, Dr. Jay Dix, as medical examiner, labored with law enforcement, attorneys, and the local judicial system, seeking truth and justice; and,

**Whereas**, Dr. Jay Dix, performed more than 3000 autopsies as Boone County's medical examiner, demonstrated fairness to the state and the defense while testifying in hundreds of trials, and earned a reputation as one of our nation's finest medical examiners; and,

**Whereas**, Dr. Jay Dix loved the outdoors, the pursuit of physical fitness, and the beauty and wonder of nature; and,

**Whereas**, Dr. Jay Dix held the conviction that life is precious and fragile, as expressed through his own words: "We should do our best to cherish every day we have."

**THEREFORE**, we, the elected officials of Boone County, Missouri, do hereby recognize Dr. Jay Dix for his outstanding contributions to Boone County and his loyalty and commitment to its citizens.

**BE IT FINALLY RESOLVED** that we hereby name the parking lot at the MKT Trail where the city and county meet near Scott Boulevard as “Jay Dix Station.” This area shall for all time be named in his honor because of his special interest in the MKT Trail and his dedicated service to the people of Boone County.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 567-2002**

**Subject: Adopt 2003 Budget for Boone County**

June Pitchford, Boone County Auditor, was present on behalf of this item.

June Pitchford presented the County Commission with a draft order for the adoption of the operating budget, the Schedule of Commission Changes to the 2003 Proposed Budget, Financial Summary – All Governmental Funds Combined, and Financial Summary – Law Enforcement Services Fund.

Mrs. Pitchford reviewed the Schedule of Commission Changes to the 2003 Proposed Budget. She noted some of the items of the Schedule of Commission Changes were initiated by her through corrections or omissions that were discovered from the Proposed Budget. The majority of the items in the Schedule of Commission Changes reflect decisions made by the County Commission through deliberations in budget hearings and worksessions. The Changes are organized by fund and within each fund items are organized by department number order.

Mrs. Pitchford reviewed the changes to the general fund. The grand total of increases to expenditures is \$244,507.00 and increases to revenue are \$37,862.00.

## Schedule of Commission Changes to the 2003 Proposed Budget

| <u>Description</u>   | <u>Expenditure</u> | <u>Account</u> | <u>Revenue</u> | <u>Comments</u>                                       |
|--|--------------------|----------------|----------------|---|
| <b>General Fund (100)</b>                                  |                    |                |                |   |
| CERF 4% for employees hired between 2/25/02 & 12/31/02     | \$ 35,457          | 1123-86850     |                | Total cost to Gen Fund is approx. \$43K; 35 employees |
| Human Resources--  |                    |                |                |   |
| Increase Training Budget (for HR staff)                    | \$ 675             | 1115-37210     |                | Training Schools                                      |
|  | \$ 400             | 1115-37220     |                | Travel  |
|  | \$ 425             | 1115-37230     |                | Meals and Lodging                                     |
| Purchasing--Transfer funds between accounts                |                    |                |                |   |
|  | \$ 160             | 1118-22500     |                | Increase Subscriptions/Publications                   |
|  | \$ (160)           | 1118-23050     |                | Decrease Office Supplies                              |
| Commission--Reduce full-time secretary position to .50 FTE |                    |                |                |   |
| (retain benefits)  | \$ (10,369)        | 1121-10100     |                | Salary and Wages (Pos. # 210)                         |
|  | \$ (794)           | 1121-10200     |                | FICA  |
|  | \$ (68)            | 1121-10400     |                | Workers Comp  |
| Commission--   |                    |                |                |   |
| Increase amt. For legislative consultant                   | \$ 13,000          | 1121-71101     |                | Professional services                                 |
| Increase travel for elected officials to attend NACO       |                    |                |                |   |
|  | \$ 2,095           | 1122-37200     |                | Increase NACO conference registration                 |

|  |             |                |   |
|--|-------------|----------------|---|
| Increase travel for<br>elected officials to<br>attend NACO   | \$ 1,700    | 1122-<br>37220 | Increase NACO<br>conference airfare                         |
| Increase travel for<br>elected officials to<br>attend NACO   | \$ 4,150    | 1122-<br>37230 | Increase NACO<br>conference meals and<br>lodging            |
| Increase Emergency<br>appropriation to<br>statutory amount   | \$ 30,000   | 1123-<br>86800 | Emergency Appropriation<br>(total of \$600,000)             |
| Add contingency<br>amount for Grant<br>Locator subscription  | \$ 8,000    | 1123-<br>86850 | Commission has not<br>reached a decision about<br>this yet  |
| County Counselor-<br>Add .50 FTE<br>benefited position   | \$ 11,149   | 1126-<br>10100 | Salary and Wages (Range<br>17 Secretary) 90% of<br>midpoint |
| (Total cost:<br>\$16,458)  | \$ 853      | 1126-<br>10200 | FICA  |
|  | \$ 3,410    | 1126-<br>10300 | Health Insurance  |
|  | \$ 51       | 1126-<br>10325 | Disability Insurance  |
|  | \$ 33       | 1126-<br>10350 | Life Insurance  |
|  | \$ 275      | 1126-<br>10375 | Dental Insurance  |
|  | \$ 37       | 1126-<br>10400 | Workers Comp  |
|  | \$ 650      | 1126-<br>10500 | 401 (A) Match   |
| Elections--Reduce<br>equipment request   | \$ (55,000) | 1132-<br>91300 | Revised cost estimate<br>provided by County Clerk           |
| Elections--Add<br>amount to<br>compensate election<br>judges for<br>initial<br>comprehensive<br>training | \$ 18,000   | 1132-<br>71100 | Omitted from original<br>budget request                     |

|  |            |            |  |
|--|------------|------------|--|
| Treasurer--Add Part-time non-benefited position          | \$ 10,549  | 1140-10100 | .45 FTE (approx. 18 hours per week - 90% of midpoint)  |
|  | \$ 807     | 1140-10200 | FICA   |
| Treasurer--ATM in Courthouse (net cost=\$0)              |            | 1140-3594  | \$ 1,400 ATM user fees   |
|  | \$ 220     | 1140-48000 | Phone line   |
|  | \$ 1,180   | 1140-71600 | ATM equipment lease  |
| Collector--Remove 2 replacement chairs                   | \$ (662)   | 1150-92000 | Located 2 chairs in other offices (P&Z & Purchasing)   |
| Recorder-- Add overtime                                  | \$ 1,800   | 1160-10110 | Overtime omitted from core budget (same as '02 amt.)   |
| IT--Add Fiber Optics core switch required in Gov. Center | \$ 27,880  | 1170-91301 | Cisco 4000 layer 3 switch (\$25,000); labor (\$2,880)  |
|  | \$ 800     | 1170-91301 | 400' of fiber; connect city fiber to computer room   |
|  | \$ 3,000   | 1170-60050 | maintenance for Cisco 4000 Layer 3 Switch  |
| IT--Remove duplicate amt. for MugShot software mint.     | \$ (7,000) | 1170-70050 | Remove duplicate budget amount   |
| IT- increase COIN dues to FY 2002 amount                 | \$ 5,625   | 1170-37000 | COIN Dues  |
| IT- additional replacement PC; upgrade PC's              | \$ 4,300   | 1170-92301 | I additional replacement PC; upgrade 4 PC's scheduled for replacement so they can be re-assigned |
| GIS--Upgrade GIS computer equipment                      | \$ 6,200   | 1176-92301 | Replace 2 PCs- no monitors   |

|   |             |            |   |
|---|-------------|------------|---|
| Add amount to upgrade Gov Center AS400 hardware               | \$ 4,109    | 1170-92301 | Hardware upgrade required as a result of software upgrade |
| Add amount to upgrade Sheriff AS400 hardware                  | \$ 21,404   | 1170-92301 | Hardware upgrade required as a result of software upgrade |
| Voluntary Court Reductions (Total = \$20,000)                 |             |            |   |
| Circuit Court Services  | \$ (155)    | 1210-23000 | office supplies   |
|   | \$ (2,000)  | 1210-70050 | software service contract                                 |
|   | \$ (800)    | 1210-91301 | computer hardware   |
|   | \$ (6,000)  | 1210-91302 | computer software   |
|   | \$ (4,200)  | 1210-92301 | replace computer hardware                                 |
| Circuit Clerk   | \$ (2,940)  | 1221-23000 | office supplies   |
| Jury Services & Court Costs                                   | \$ (1,125)  | 1230-91100 | furniture and fixtures                                    |
| Juvenile Office   | \$ (1,580)  | 1241-92100 | replacement furniture and fixtures                        |
| Juvenile Justice Center                                       | \$ (200)    | 1242-23000 | office supplies   |
|   | \$ (300)    | 1242-48000 | telephones  |
|   | \$ (400)    | 1242-48100 | natural gas   |
|   | \$ (300)    | 1242-60100 | building repairs/maintenance                              |
| Judicial Grants and Contracts--Reduction in state funding for |             | 1243-03451 | Decrease State Grant Reimbursement                        |
|   | \$ (10,000) |            |   |

|   |            |            |           |  |
|---|------------|------------|-----------|--|
| Juvenile Drug Court program (OSCA grant); revenues  | \$ (5,000) | 1243-71100 |           | Reduce Outside Services  |
| have been transferred to Callaway County  | \$ (5,000) | 1243-85620 |           | Reduce Other Medical   |
| Judicial Grants and Contracts--Add DJO position to be funded by Family Centered Out of Home grant from 1/1/03 through 6/30/03 | \$ 13,624  | 1243-10100 |           | salaries & wages   |
|   | \$ 1,042   | 1243-10200 |           | FICA   |
|   | \$ 1,705   | 1243-10300 |           | health insurance (for 6 months)  |
|   | \$ 63      | 1243-10325 |           | disability insurance   |
|   | \$ 17      | 1243-10350 |           | life insurance (for 6 months)  |
|   | \$ 138     | 1243-10375 |           | dental insurance (for 6 months)  |
|   | \$ 325     | 1243-10500 |           | 401(A) match (for 6 months)  |
|   |            | 1243-03451 | \$ 12,886 | state grant reimbursement  |
|   | \$ (4,028) | 1241-71100 |           | expenditure reduction offered by court to off-set difference between grant revenues (\$12,886) and expenditures (\$16,914) |
| Judicial Grants and Contracts--Add new grant award from OSCA for child order of protection investigations                     | \$ 30,000  | 1243-03451 | \$ 30,000 | increase state grant reimbursement   |
|   |            | 1243-71101 |           | increase professional services   |
| Prosecuting Attorney-phone and table  | \$ 627     | 1261-91100 |           | table for law library  |
|   | \$ 331     | 1261-91300 |           | phone for conference room  |

|  |           |            |   |
|--|-----------|------------|---|
|  |           | 1261-48000 | phone installation                                    |
|  | \$ 150    |            |   |
|  |           | 1261-60050 | phone set maintenance                                 |
|  | \$ 15     |            |   |
|  |           | 1261-48000 | phone service   |
|  | \$ 216    |            |   |
| Sheriff - correct operating transfer omission (from Sheriff Forfeiture Fund) |           | 1251-03917 | Local share for COPS IN SCHOOLS Grant                 |
|  |           |            | \$ 3,576  |
| Health Dept.--Add larvicide  | \$ 300    | 1410-86680 | For control of West Nile Virus                        |
| Building Codes--Add 1 Building Inspector (Total first year cost: \$75,641)   | \$ 33,107 | 1720-10100 | Salaries & Wages (90% of mid-point)                   |
|  | \$ 2,533  | 1720-10200 | FICA  |
|  | \$ 3,410  | 1720-10300 | Health Insurance                                      |
|  | \$ 152    | 1720-10325 | Long-term Disability                                  |
|  | \$ 33     | 1720-10350 | Life Insurance  |
|  | \$ 275    | 1720-10375 | Dental Insurance                                      |
|  | \$ 1,383  | 1720-10400 | Workers Comp  |
|  | \$ 650    | 1720-10500 | 401(A) Match  |
|  | \$ 80     | 1720-23850 | Floor Jack  |
|  | \$ 150    | 1720-23850 | Truck Storage Box                                     |
|  | \$ 473    | 1720-48000 | Telephone (\$150); service (\$260); voice mail (\$63) |
|  | \$ 700    | 1720-48050 | Cellular phone service                                |
|  | \$ 2,000  | 1720-59000 | motor vehicle fuel                                    |
|  | \$ 800    | 1720-59100 | vehicle repairs                                       |



|                              |           |            |  |
|------------------------------|-----------|------------|--|
|                              | \$ 650    | 1720-59105 | vehicle tires  |
|                              | \$ 45     | 1720-60050 | telephone set maintenance                                |
|                              | \$ 400    | 1720-91000 | cell phone (\$150); antenna (\$50); office phone (\$200) |
|                              | \$ 4,000  | 1720-91100 | workstation (\$3600); chair (\$400)                      |
|                              | \$ 24,800 | 1720-91400 | vehicle  |
| Building Codes--Add overtime | \$ 10,000 | 1720-10110 | Overtime omitted from Core Budget                        |

|                           |                          |  |                         |
|---------------------------|--------------------------|--|-------------------------|
| <b>General Fund Total</b> | <u><u>\$ 244,507</u></u> |  | <u><u>\$ 37,862</u></u> |
|---------------------------|--------------------------|--|-------------------------|

**Assessment Fund (201)**

|  |            |            |  |
|--|------------|------------|--|
| CERF 4% for employees hired between 2/25/02 & 12/31/02 | \$ 896     | 2010-86850 | Increase in CERF cost (1 employee)   |
| Add GIS/Mapping related software                       | \$ 400     | 2010-91302 | ArcPress   |
| Add GIS/Mapping related software                       | \$ 8,000   | 2010-91302 | ArcSDE   |
| Add 2 replacement PC's for mapping services            | \$ 6,200   | 2010-92301 | Replacement computer hardware  |
| Correct amounts for software maintenance               | \$ (1,700) | 2010-70050 | Replace COGO with Survey Analyst (\$+100); correct amount for Arc INFO (\$-1800) |
| Add GIS/Mapping related training                       | \$ 2,000   | 2010-37210 | ArcGIS I (\$800); ArcGIS II (\$1,200)  |

|                              |                         |  |                    |
|------------------------------|-------------------------|--|--------------------|
| <b>Assessment Fund Total</b> | <u><u>\$ 15,796</u></u> |  | <u><u>\$ -</u></u> |
|------------------------------|-------------------------|--|--------------------|

**E911 Fund (202)**

|   |                   |                |  |
|---|-------------------|----------------|--|
| Add Mapping system<br>interface with CAD &<br>911 system        | \$ 175,000        | 2020-<br>91300 | E911 equipment purchase  |
|   | \$ 17,000         | 2020-<br>60050 | annual maintenance for<br>equipment                            |
| <b>E911 Fund Total</b>  | <b>\$ 192,000</b> |                | <b>\$ -</b>  |
| <b>Road and Bridge<br/>Fund (204)</b>                           |                   |                |  |
| CERF 4% for<br>employees hired<br>between 2/25/02 &<br>12/31/02 | \$ 5,079          | 2040-<br>86850 | Increase in CERF cost -<br>PW Maintenance (4<br>employees)     |
| CERF 4% for<br>employees hired<br>between 2/25/02 &<br>12/31/02 | \$ 1,725          | 2045-<br>86850 | Increase in CERF cost -<br>PW Design & Const. (2<br>employees) |
| Benson Road Scope<br>Reduction                                  | \$ (438,900)      | 2045-<br>71100 | Design and Construction-<br>Outside Services                   |
| Remove Harper Road<br>safety project                            | \$ (4,312)        | 2040-<br>26201 | PW Maintenance- vendor<br>hauled rock                          |
| Remove Harper Road<br>safety project                            | \$ (20,800)       | 2040-<br>71100 | PW Maintenance- Outside<br>Services                            |
| Remove duplicate<br>budget amounts-<br>overlay project          | \$ (115,675)      | 2040-<br>71100 | PW Maintenance- Outside<br>Services                            |
| Remove duplicate<br>budget amounts-<br>overlay project          | \$ (11,568)       | 2040-<br>26000 | PW Maintenance- rock   |
| Add Oakland Church<br>Rd. Re-alignment                          | \$ 80,000         | 2045-<br>71100 | Design and Construction-<br>Outside Services                   |
| Add Maupin Rd.<br>Bridge  | \$ 160,000        | 2045-<br>71100 | Design and Construction-<br>Outside Services                   |
| Add Reams Rd.<br>(Arch Plate/Box)                               | \$ 50,000         | 2045-<br>71100 | Design and Construction-<br>Outside Services                   |
| Add Rolling Hills Rd.<br>(Coop. Project)                        | \$ 8,407          | 2040-<br>26201 | PW Maintenance- vendor<br>hauled rock                          |
| Add Rolling Hills Rd.<br>(Coop. Project)                        | \$ 20,000         | 2040-<br>26420 | PW Maintenance- culverts                                       |

|   |                 |            |   |
|---|-----------------|------------|---|
| Add Ivy Lane  | \$ 32,600       | 2040-26201 | PW Maintenance- vendor hauled rock                      |
| Add Hopper Rd. (Sight Distance)                         | \$ 20,000       | 2045-71100 | Design and Construction- Outside Services               |
| Add Minor Hill Rd. (CMP/Overlay)                        | \$ 15,000       | 2040-71100 | PW Maintenance- Outside Services                        |
| Add Minor Hill Rd. (CMP/Overlay)                        | \$ 10,000       | 2040-26420 | PW Maintenance- culverts                                |
| Add Angel Lane (Chip and Seal)                          | \$ 6,400        | 2040-71100 | PW Maintenance- Outside Services                        |
| Add Boone Industrial Park (Concrete)                    | \$ 26,700       | 2040-26000 | PW Maintenance- rock                                    |
| Add Wilcox Rd. (Safety @ Rt E)                          | \$ 20,000       | 2045-71100 | Design and Construction- Outside Services               |
| <br>  |                 |            |   |
| Add Replacement Equipment- 5000 Gallon Oil Tanker       | \$ 87,000       | 2040-92400 | PW Maintenance replacement truck                        |
| <br>  |                 |            |   |
| Add Salaries and Wages for Summer Interns               | \$ 13,614       | 2045-10100 | Design and Construction Salaries and Wages              |
|   | \$ 1,041        | 2045-10200 | Design and Construction Workers Comp                    |
|   | \$ 113          | 2045-10400 |   |
| <br>  |                 |            |   |
| Add replacement computer equip. (2 laptops, 2 printers) | \$ 5,300        | 2045-92301 | Design and Construction replacement computer equip.     |
| Add Emergency Management Trailers                       | \$ 23,400       | 2040-91400 | PW Maintenance new machinery and equipment              |
| Additional rental equipment                             | \$ 11,680       | 2040-71700 | PW Maintenance equipment rentals                        |
| <br>  |                 |            |   |
| <b>Road and Bridge Fund Total</b>                       | <b>\$ 6,804</b> |            | <b>\$ -</b>   |
| <br>  |                 |            |   |
| <b>Hospital Profit Share Fund (209)</b>                 |                 |            |   |
| Eliminate amount for architectural services             | \$ (20,000)     | 2090-71101 | Eliminate from this budget; see capital project budgets |

|  |                  |            |             |   |
|--|------------------|------------|-------------|---|
| Add amount for Fairgrounds Master Plan                 | \$ 26,000        | 2090-71101 |             | Commission intends to contract with MU                  |
| Add amount for Mental Health Needs Assessment          | \$ 50,000        | 2090-71101 |             | Mental Health Needs Assessment                          |
| Add amount for Avenue of the Columns project           | \$ 18,500        | 2090-71101 |             | Est. County cost for this jointly-funded project        |
| <b>Hospital Profit Share Fund Total</b>                | <b>\$ 74,500</b> |            | <b>\$ -</b> |   |
| <b>Fairgrounds Capital and Maintenance Fund</b>        |                  |            |             |   |
| Add amount to repair main road system at Fairgrounds   | \$ 63,000        | 2120-92700 | \$ -        | repair roadway  |
| Add amount for contingency needs                       | \$ 10,000        | 2120-92700 | \$ -        | contingency   |
| <b>Fairgrounds Capital and Maintenance Fund Total</b>  | <b>\$ 73,000</b> |            | <b>\$ -</b> |   |
| <b>PA Tax Collection Fund (261)</b>                    |                  |            |             |   |
| CERF 4% for employees hired between 2/25/02 & 12/31/02 | \$ 968           | 2610-86850 |             | Increase in CERF cost (1 employee)                      |
| <b>PA Tax Collection Fund Total</b>                    | <b>\$ 968</b>    |            | <b>\$ -</b> |   |
| <b>Law Enforcement Sales Tax Fund (290)</b>            |                  |            |             |   |
| CERF 4% for employees hired between 2/25/02 & 12/31/02 | \$ 943           | 2901-86850 |             | Increase in CERF cost (1 employee transferring from GF) |

|   |                   |            |  |
|---|-------------------|------------|--|
| Correct the budgeted amount for MugShot software mntc.                | \$ 4,721          | 2902-70050 | incorrect amount included in original budget request |
| <b>Law Enforcement Sales Tax Fund Total</b>                           | <b>\$ 5,664</b>   |            | <b>\$ -</b>  |
| <b>Courthouse Capital Project Fund (400)</b>                          |                   |            |  |
| Add amount for architectural planning work-- CH                       | \$ 30,000         | 4000-71211 | Architect planning services                          |
| Transfer remaining assets to other capital project funds              | \$ 123,000        | 4000-83919 | Operating transfer to other capital project funds    |
| <b>Courthouse Capital Project Fund Total</b>                          | <b>\$ 153,000</b> |            | <b>\$ -</b>  |
| <b>Government Center-Johnson Building Capital Project Fund ( 401)</b> |                   |            |  |
| Transfer in from Fund 400   |                   | 4010-3915  | \$ 58,000  |
| Add amount for building design, construction docs-Gov Ctr             | \$ 58,000         | 4010-71211 |  |
| Transfer in from Fund 400   |                   | 4011-3915  | \$ 15,000  |
| Add amount for building design, specs, construction docs.             | \$ 15,000         | 4011-71211 |  |
| <b>Government Center-Johnson Building Fund Total</b>                  | <b>\$ 73,000</b>  |            | <b>\$ 73,000</b>                                     |

**JJC Expansion  
Capital Project  
Fund (402)**

|  |           |                |           |
|--|-----------|----------------|-----------|
| Transfer in from Fund<br>400                                       |           | 4020-<br>3915  | \$ 50,000 |
| Add amount for<br>building design,<br>specs, construction<br>docs. | \$ 50,000 | 4020-<br>71211 |           |

**JJC Expansion  
Capital Project  
Fund**

|                  |                  |
|------------------|------------------|
| <u>\$ 50,000</u> | <u>\$ 50,000</u> |
|------------------|------------------|

**Grand Total  
Increase to  
Governmental  
Funds**

|            |           |
|------------|-----------|
| \$ 889,239 | \$160,862 |
|------------|-----------|

**Less: Operating  
Transfers  
between Capital  
Project Funds**

|              |      |
|--------------|------|
| \$ (123,000) | \$ - |
|--------------|------|

**Grand Total  
Increase in  
Appropriations  
for**

**all  
Governmental  
Funds Combined**

|                   |                  |
|-------------------|------------------|
| <u>\$ 766,239</u> | <u>\$160,862</u> |
|-------------------|------------------|

**Internal Service  
Funds:  
Self Insured Health  
Plan (600)**

Increase revenue due  
to COBRA and  
dependent health  
premium

|   |                         |                |                         |   |
|---|-------------------------|----------------|-------------------------|---|
| <b>Self Insured<br/>Health Plan Total</b>                           |                         |                | <u>\$ 31,325</u>        | Revenue estimates have<br>been revised          |
|   |                         |                | <u><u>\$ 31,325</u></u> |   |
| <b>Facilities and<br/>Grounds Fund (610)</b>                        |                         |                |                         |   |
| CERF 4% for<br>employees hired<br>between 2/25/02 &<br>12/31/02     |                         |                |                         |   |
| Replace existing<br>security tape system<br>in Government<br>Center | \$ 1,053                | 6100-<br>86850 | \$ -                    | Increase in CERF cost (1<br>employee)           |
| <b>Facilities and<br/>Grounds Fund Total</b>                        | <u>\$ 7,000</u>         | 6100-<br>92300 | <u>\$ -</u>             | Replaces analog system<br>with a digital system |
|   | <u><u>\$ 8,053</u></u>  |                | <u><u>\$ -</u></u>      |   |
| <b>Capital Repair and<br/>Replacement Fund<br/>(620)</b>            |                         |                |                         |   |
| Increase amount<br>budgeted for CH tile<br>repair project           |                         |                |                         |   |
| Increase amount<br>budgeted for CH tile<br>repair project           | \$ 4,200                | 6200-<br>71101 | \$ -                    | Professional services                           |
| Increase amount<br>budgeted for Jail<br>Security Monitor<br>system  | \$ 23,000               | 6200-<br>92200 | \$ -                    | Increases budget from<br>\$23,000 to \$53,000   |
| <b>Capital Repair and<br/>Replacement Fund<br/>Total</b>            | <u>\$ 25,000</u>        | 6200-<br>92300 | <u>\$ -</u>             | Increases budget from<br>\$66,000 to \$91,000   |
|   | <u><u>\$ 52,200</u></u> |                | <u><u>\$ -</u></u>      |   |

The Commission requested voluntary reductions from the Circuit Court in the amount of \$20,000.00 and the Court supplied those reductions. Mrs. Pitchford noted the Budget Officer and the County Commission have no authority to revise the Court's budget.

Mrs. Pitchford stated only one new full-time employee has been added for 2003. One full-time employee position has been split between the Commission Office and the County Counselor in which both positions will be benefited. Also a 0.45 full-time employee has been added for the Treasurer's Office. This position is non-benefited.

Mrs. Pitchford reviewed the Special Funds changes.

Commissioner Stamper stated the changes to the Road and Bridge Fund show the intent of the Public Works Department as related to major projects and improvements. The majority of the items are reallocations of funds to other projects. The Benson Road project had a change in the scope of the project so funds were reallocated to other projects.

Commissioner Elkin noted Benson Road will still have significant improvements but will be at a lesser cost.

Mrs. Pitchford noted the County does no longer receives hospital profit share revenues but are assets in this fund that have been received in prior years and it is those assets the County Commission is appropriating in the 2003 budget.

In 2002, the Commission created a new special revenue fund called the Fairgrounds Capital and Maintenance Fund. The assets in this fund came from a transfer, the Commission approved, from the General Fund. The amount of the transfer represented the net insurance proceeds the County received from tornado damage in early 2002.

Mrs. Pitchford stated the Commission reallocated funds from a capital project fund for architectural services for the Courthouse, Juvenile Justice Center, Government Center and Johnson Building. There are no funds for actual construction costs.

Commissioner Stamper stated the Commission intends to plan and construct the unoccupied space on the third floor and remodeling of the Government Center, establish a plan to remodel the Johnson Building, establish a plan for future space needs at the Courthouse, and establish additional space at the Juvenile Justice Center.

Mrs. Pitchford noted the total changes for expenditures for All Governmental Funds is \$766,239.00.

Commissioner Stamper stated the total budget for 2003 is \$39,034,902.00 with \$3.2 million expenditures over revenue. The unreserved/undesignated fund balance is proposed for the end of 2003 is \$7,596,876.00.

Commissioner Miller noted the reserved fund balance for 2003 will be more than the reserves that were budgeted for the end of 2002.

Commissioner Stamper stated the increase of \$244,000 of the \$766,000 changes to the Proposed Budget comes from the general fund with the balance coming from special or dedicated funds. Mrs. Pitchford noted these changes are for All Government Funds combined.



Mrs. Pitchford reviewed the internal service fund changes. The funding for the internal services comes from an internal service charge that all departments are charged for building uses.

Mrs. Pitchford reviewed the Financial Summary – Law Enforcement Services Fund. The County is able to accomplish significant priorities with the approval of Proposition L – Law Enforcement Services Fund. Proposition L funds are funding initiatives in the Sheriff's Department, Corrections, the Prosecuting Attorney, the Courts through Alternative Sentencing, and resources for establishing a judicial information system. In the 2003 budget, the County Commission has directed most of the resources toward those programs that were perceived to have the greatest need and most immediate benefit to the public, primarily in the Sheriff's Department and the need for additional officers and addressing the pay compensation. There was significant start-up costs associated with those initiatives. There is a higher percentage of resources allocated toward the function area for start-up costs.

Over the long haul, the County expects 70% of the resources to be directed to law enforcement and corrections. In the 2003, approximately 88% of the resources will be directed to law enforcement and corrections.

The Prosecuting Attorney has not requested all additional position for 2003. The same is with the Alternative Sentencing. The Court has taken the initiative to launch a mental health court. \$350,000 had been estimated to be spent on alternative programs or housing inmates elsewhere. For the 2003 budget, only half of the \$350,000 has been budgeted. The County knows each department that will receive Proposition L funds are on different time tables for implementation of services and the allocations each year will reflect and support the differences.

Commissioner Miller asked if the tax will take effect on January 1, 2003 and the collection will begin within 60 to 90 days. Mrs. Pitchford stated that was correct.

Commissioner Miller stated the Commission made an agreement to use an internal fund transfer in order to jump start this process. Mrs. Pitchford stated this is inter-fund borrowing, the General Fund will loan funds to the Law Enforcement Services fund until the actual collection of the tax begins.

Mrs. Pitchford stated it is important for the long term stability of this fund that there is a consensus to develop an appropriate fund balance for this fund.

Commissioner Elkin stated there are some lingering aspects of the Sheriff's Department budget. The projected surplus is \$140,000 and per a conversation with Sheriff Ted Boehm, he plans to hire one deputy on March 1, 2003. This budget includes 11 deputies for the whole year.

Mrs. Pitchford stated the Sheriff revised this plan so a portion of the deputies are hired in a staggered process. She believes the Sheriff plans to hire six deputies January 1, 2003 and five in mid-2003.

Commissioner Elkin stated he believes there will be more surplus than what has been projected because of the lag in hiring qualified deputies and the surplus will be over \$100,000 at the end of 2003. He believes the Sheriff's Department budget is more than what was budgeted in 2002. The Sheriff's Department still has a need for cars. The County has seen the effect of not maintaining a replacement schedule of the cars for all departments and this ends up costing the County more in the long run. He believes the vehicle issue needs to be addressed.

He is proposing the County utilize the savings from Proposition L that will not be used for personnel as a one time funding for the vehicles. By doing this, he does not believe this will affect the bottom line of the General Fund. The County will experience growing pains in the Proposition L for what will be the norm in the next four to five years and there will be some give and take.

Commissioners Stamper and Miller asked for clarification from Commissioner Elkin on his proposal.

Commissioner Elkin stated because the Sheriff's Department will not be hiring all 11 deputies at the beginning of the year. Commissioner Stamper stated this is all perceived and the savings will not be seen until the end of 2003. The County's budget is based on a plan which was agreed to by the Sheriff of hiring initially six deputies and five deputies later in the year. The dynamic of this is five deputies have been hired but four of those hired are filling existing vacancies so the gain to the Sheriff's Department is only one new deputy. He does not believe a budget can account for any savings until the savings are realized and those savings are not realized until the end of the year.

Commissioner Stamper stated the other dynamic of this is that if this is about cars and the hiring process is staggered, then there will be more than adequate vehicles because the vehicles authorized in the budget will not be utilized as quickly as what was assumed.

Commissioner Stamper stated he never elected to make changes to this budget at this table that have not been approved by the Commission today. He believes the Commission is at the final budget.

Commissioner Elkin stated he realizes this but the cars need to be accounted for in the budget whether the cars are being used on January 1 or December 31.

Commissioner Stamper stated the Commission requested fleet update information and does not believe this information has been provided. This would relate to Commissioner Elkin's concern of how the cars are rotated. He believes the mileage is between 50,000 to

70,000 that the department likes to cycle the vehicles out. He does not believe a decision should be made about this budget until this information is provided for review.

Mrs. Pitchford stated the Commission does have the option to revise the budget from class 1 to class 9 if the fleet information and hiring plan are submitted by the Sheriff's Department. She noted if the Sheriff knows and can commit to a later hiring date than January 1, 2003, those resources would be available to spend on other items and a budget revision would be the appropriate tool for reflecting that change in plan.

Commissioner Elkin expressed concern about the public perception.

Commissioner Stamper stated this issue has been seen for the past twelve years and the Commission deals with the facts. The facts are the voters in Boone County approved a Law Enforcement Tax that will result in an additional annual support of a minimum of \$2.1 million. Those funds have been budgeted and allocated as enhancements to enforcement, corrections, alternatives, prosecution, and mental court system. This is reflected and demonstrated in this budget. The facts are that this Commission, even though this Commission cannot bind future Commissions, made a promise that the general revenue allocations to those budgets would not be lowered below the 2002 budget level. Each of those budgets demonstrated, in this budget that has been presented by the Commission and the Auditor show growth

People can be as confused as they want to be about that. The facts are the Commission has kept their word, about the passage of Proposition L budgeting, in a justifiable and definitive way and implementing it.

Not everyone in this budget got what they wanted but there is a reflection of what was promised to the voters of Boone County on the implementation of Proposition L. He believes the Commission is meeting the responsibilities.

Commissioner Elkin stated that he brought the issue forward and is expressing his opinion on that issue. He believes this is an excellent budget but wanted to address the documented needs. There has been interest expressed by the Auditor about the Sheriff using the \$50,000 to replace vehicles and the Sheriff also wanted to replace the camera system in the jail with those funds.

There was discussion regarding the camera system at the jail.

Commissioner Stamper stated this is just one example of how interesting the implementation of Proposition L has been. In the 2003 budget, 88% of the resources are going to the Sheriff's Department and Corrections for start-up cost and the implementation of Proposition L. The Commission promised the people of Boone County 70% of those funds would be committed to enforcement. There will be very little room to move in that because those funds are for employees. This fund will have to be dealt with

carefully in the future and there will have to be some assurance that the growing costs in law enforcement, corrections, courts, and prosecution do not continue to place a greater burden on the general fund and there is a balance between the two funds. It is a delicate balance.

He believes the Commission had good debates during the budget process on all issues that were brought forward.

Commissioner Stamper asked if there was consensus on the budget that has been proposed. Commissioner Miller and Commissioner Elkin stated yes.

Commissioner Stamper stated the Proposition L budget will be a sensitive area.

Commissioner Miller thanked Commissioner Stamper for including Commissioner-Elect Schnarre in the budget process and allowing him to have input on any of his concerns. She believes Commissioner-Elect Schnarre has participated in the discussions and contributed to items he believed were important. She hopes this is something that, when adopted by the Commission, is agreeable with all Commissioners and Commissioner-Elect Schnarre can work with. Commissioner-Elect Schnarre concurred with Commissioner Miller's statements.

Commissioner Stamper opened the floor for a public hearing on this item.

There was no one wishing to speak.

Commissioner Stamper closed the public hearing.

Commissioner Stamper thanked Mrs. Pitchford and her staff for their work on this budget and thanked the people of Boone County for approving Proposition L. This is a good budget for Boone County because there is a continuation of progress and growth. There are approximately 25 new positions that are coming from Proposition L funding. Had it not been for the people of Boone County approving Proposition L, this would be a completely different budget than any other the County has experienced. The people of Boone County have allowed additional investment for a safer community, a better judicial system, a better corrections system, and a new alternative system is reflected in this budget.

He believes this is a budget where not everyone is 100% happy and that usually means it has been a successful budget season. This is not to say many of the needs have not been addressed, we are keeping up with technology and will use technology to advance Boone County.

Proposition L is very important to this budget and is empowerment. It is empowerment for Boone County Government to commit reform and establish reform particularly in the

judicial and correction area of the system. It is an important step in the right direction for the community. It is also important that this will allow for the implementation of the Judicial Law Enforcement Task Force's recommendations. There are facts and truths that will be brought forward. The facts are this budget has grown in a good way, the Commission has kept their word to the people of Boone County by implementing Proposition L successfully, and budgets have not been lowered below the existing 2002 level.

Not everyone is happy but great services will continued to be delivered to the people of Boone County because this is a good budget. This budget can be adopted with the faith this will create another year where the citizens of Boone County can be served.

There was no further discussion on this item.

Commissioner Miller moved to adopt the Boone County operating budget for fiscal year 2003. The adopted budget shall consist of all appropriations included in the Proposed Budget submitted to the County Commission by the County Auditor, subject to the adjustments authorized by the County Commission that are specified in the attached schedule.

Total appropriations are set forth by line item and are summarized by 1) classification (category) of expenditure; 2) by office, department or spending agency; and, 3) by fund. Appropriations may not be exceeded at the classification (category) level without Commission approval. Total appropriations for each fund are set forth in the individual Fund Statements that are published in the County's FY 2003 Budget. The Proposed Budget submitted by the County Auditor, and hereby incorporated into this appropriation order by reference, contains detail documentation and description for each line-item account. Appropriations shall be expended only for the purposes that are within the intent of the category in which they are included. The County Commission reserves the right to review and disallow expenditures upon a finding by the Commission that the expenditure exceeds the approved budget or the expenditure is not within the intent of the appropriation for the category as approved under this Budget and any amendments or revisions to it.

The County Commission approves all employee positions included in the Proposed Budget, adjusted for Commission changes noted in the attached schedule, together with the specified budgetary hours, range and benefit status for each position.

The County Commission also approves appropriations for the specific fixed assets identified in the various fixed asset appropriation accounts and authorizes procurement of the same in accordance with County procurement policies adopted by the County Commission, subject to any future policy amendments and revisions approved by the County Commission.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 568-2002**

**Subject: Purchasing Department – First Reading of State Contract C103011001 (Light Duty Trucks and Sport Utility Vehicles)**

Captain Dwayne Carey was present on behalf of this item.

Commissioner Stamper stated he spoke with Sheriff Boehm earlier this week. Earlier this year the Commission approved the reallocation of some Sheriff's Department resources for the purposes of replacing a vehicle. All the budgetary work has been completed and approved by the Commission. The Purchasing Department needed Commission's approval to purchase this vehicle from a State Contract. This is an item which needs to be expedited today otherwise the County will not be able to use the State Contract.

Captain Carey stated the department would like to replace the 1995 Jeep with a Ford Explorer. This vehicle would be purchased from a State Contract from Anderson Ford in St. Joseph, Missouri.

There was no further discussion on this item.

Commissioner Elkin moved to approve from State Contract C103011001 for Light Duty Trucks and Sport Utility Vehicles for the Purchase of a 2003 Ford Explorer to Anderson Ford of St. Joseph, Missouri.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 569-2002**

**Subject: Second Reading and Approval of Policies**

**A. Commissioner Mileage Policy**

Commissioner Miller stated in 1998 the County Commission changed from being reimbursed for mileage after individual meeting to a monthly stipend as allowed by a change in the law. This policy allows for the mileage reimbursement rate to be tied to the IRS rate. She noted 472 miles per pay period is allocated to the Presiding Commissioner and 320 miles per pay period is allocated to the Associate Commissioners. This includes local mileage, which is anything inside Boone County. The non-local mileage includes

travel to and from meetings necessary for official county business outside Boone County and will be reimbursed at the standard IRS rate.

Commissioner Miller moved to approve the Mileage Reimbursement Policy for the Boone County Commission.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 570-2002**

### **B. Commission Agenda Policy**

Commissioner Stamper stated in late 2001 the County Commission adjusted the process for Commission Agendas to allow for more public input. This adjustment changed the agendas from a single reading requirement to a two reading requirement for most action items that are brought forward to the Commission. A trial period was established and this process seemed to be working well for the Commission. The Commission went to a first and second reading format for most action items and the Commission reserves the right to adjust that process to meet emergent needs.

This is a first reading of the Agenda Policy which includes first and second readings for all action items, with the exception of consent agenda items, such as appointments, discussion items, and reports by the Commissioners.

Commissioner Stamper believes this procedure has worked well for the Commission.

Commissioner Stamper moved to approve the Boone County Commission Agenda Policy.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 571-2002**

### **Subject: Purchasing Department – Second Reading and Award of Bid 72-12NOV02 (Digital Dictation System) and Public Hearing for Approval of Budget Amendment**

Melinda Bobbitt, Purchasing Department Director, was present on behalf of this item.

Melinda Bobbitt stated the recommendation for award by the evaluation committee is to BusComm Incorporated for a total contract price of \$38,016.00.

Commissioner Stamper opened the floor for a public hearing for the Budget Amendment.

There was no one wishing to speak.

Commissioner Stamper closed the public hearing.

Commissioner Miller moved to approve the following budget amendment:

| <b>DEPARTMENT ACCOUNT AND TITLE</b>                           | <b>AMOUNT INCREASE</b> |
|---|------------------------|
| 2530-91302: Sheriff Block Grant – Software (Dictation System) | \$23,151.00            |
| 2350-91302: Sheriff Block Grant – Software (Workstation)      | \$2,580.00             |
| 2530-91302: Sheriff Block Grant – (Users)                     | \$5,000.00             |
| 2530-23850: Sheriff Block Grant – Minor Equipment             | \$724.00               |
| 2500-23850: Forfeiture Funds – Minor Equipment                | \$166.00               |
| 2500-37210: Forfeiture Funds – Training                       | \$1,287.00             |
| 2500-60250: Forfeiture Funds – Installation                   | \$3,861.00             |

Said budget amendment is to establish a budget for block grant/forfeiture funds to purchase a Dictation System for the Sheriff’s Department.

The County Commission of the County of Boone does hereby award bid 72-12NOV02 for Digital Dictation System to BusComm Incorporation.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 572-2002**

**Subject: Information Technology – Second Reading and Approval of Budget Revision**

Commissioner Miller stated the department has been using trial software and the deadline to purchase the software was fast approaching and trial period was ending. This is software that has been discussed in ITAC meetings.

Commissioner Miller moved to approve the following budget revision:



| DEPARTMENT<br>ACCOUNT AND TITLE                                   | AMOUNT DECREASE | AMOUNT INCREASE |
|---|-----------------|-----------------|
| 1170-23016: Information<br>Technology – Magnetic<br>Media         | \$11,000.00     |                 |
| 1170-48000: Information<br>Technology – Telephones                | \$8,000.00      |                 |
| 1170-91302: Information<br>Technology – Software                  |                 | \$14,000.00     |
| 1170-92302: Information<br>Technology – Software<br>(Replacement) |                 | \$5,000.00      |

Said budget revision is for the purchase of new and replacement software for the Information Technology Department.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 573-2002**

**Subject: Consultants Report on Affirmative Action for Boone County Government**

Betty Dickneite, Human Resources Director, and Julien Carter, Julien Carter Consulting, Goshen, Kentucky, were present on behalf of this item.

Betty Dickneite stated Julien has previously worked with Boone County of the original Affirmative Action Plan that was adopted in 1998 and assisted with the updated plan in 1999. A copy of the draft Affirmative Action plan has been distributed to all elected officials and department heads and no comments have been received by Mrs. Dickneite.

Julien Carter presented the Commissioners with the draft Boone County Government 2003 Affirmative Action Plan. A copy of this plan is available in the Commission Office or Clerk's Office.

Mr. Carter reviewed the draft 2003 Affirmative Action Plan for Boone County Government.

There have been significant revisions to federal regulations concerning Affirmative Action since the last Affirmative Action Plan was adopted by Boone County. In the narrative portion of the draft plan, these changes have been noted and are more of a stream line process. A voluntary Affirmative Action program guideline was followed in preparing this document.

He noted 343 titles were broken down into job groups. A job group is a collection of titles that have similar wage rates and responsibilities.

Mr. Carter reviewed Appendix A – Identification of Areas Needing Improvement, Appendix B – Job Group Analysis, Appendix C – Organizational Profile, Appendix D – Availability Analysis, and Appendix E – Utilization Analysis of the draft Affirmative Action Plan.

Mr. Carter stated the Availability Analysis was determined by matching the 24 job groups with one of 514 census occupational codes from the 1990 census. The 1990 census is the last census information that was available at the time of preparing this plan. The 2000 census information will be available in April 2003. The three labor areas that were studied were a local recruiting area of Boone, Cole, and Callaway Counties, then studied at the State level, and the national level.

The hiring of just one person that would address any underutilization in any of the job groups would be addressed by this particular snapshot.

This is a draft plan and there could be the possibility of moving some titles to one job group or another. Once that information is finalized, there will be a recalculation of the numbers and that will be official Affirmative Action plan.

There was discussion of underutilization of minorities in some job groups.

Mr. Carter noted the percent representation in the work force is being compared to the availability.

Commissioner Stamper stated the Affirmative Action Plan is used as a guide so the County can measure how it is doing in compliance with national norms and standards.

There was no further discussion on this item.

**Subject: Second Reading and Approval of Atkins Donation**

Commissioner Stamper moved to accept the following:

With special thanks from the Boone County Commission on behalf of the citizens of Boone County, Missouri, the Commission hereby acknowledges receipt of gift and accepts delivery and conveyance by special warranty deed from Thomas E. Atkins, III, and Linda Atkins, husband and wife, of an undivided one-half interest in fee simple of real property consisting of approximately 80 acres, more or less, located in Boone County, Missouri, described as the east one-half of the southwest quarter of section 20, township 49 north, range 12 west of the fifth principal meridian.

In connection with the donation, the Commission finds that the approximate value of the donated property under present zoning to be within the range of \$23,000.00-\$28,000.00 per acre and the Commission believes the value of the donation to be \$25,000.00 per acre, or \$2,000,000.00 overall. The Commission further expresses its intent to use the donated property for public recreational purposes in conjunction with the City of Columbia and that the Atkins family name will be used in some appropriate manner in connection with the property to commemorate the donation.

Commissioner Elkin seconded the motion.

Commissioner Elkin stated the County is grateful for this donation from the Atkins family. He has had discussions with the City of Columbia Parks and Recreation Department and there is a possibility of a cooperative arrangement in the future. He believes the Atkins family will be proud of their donation to the County, even though it may be in ten years.

Commissioner Miller stated there will be additional value brought to the property when there is development of a recreational master plan and the Atkins' interest will be included in decisions that are made for any facilities that will involve the Atkins land.

George Harris, Boone County Fair Board, stated on behalf of the Fair Board, the Board wants to work with the County Commission in any way they can and are excited and appreciative of this donation.

There was no discussion and no public comment.

The motion passed 3-0. **Order 574-2002**

### **Commissioner Reports**

*Commissioner Stamper*

*Missouri Registry Annual Report Fiscal Year 2002*

Commissioner Stamper stated the Department of Natural Resources has submitted to the Commission a copy of the 2002 Missouri Registry and Annual Report of Confirmed and Abandoned or Uncontrolled Hazardous Waste Deposit Sites.

*Commissioner Miller*

No reports at this time.

*Commissioner Elkin*

No reports at this time.

**Public Comment**

Keith Schnarre, 19901 Farwest School Road, Centralia, thanked Commissioner Stamper for 12 years of service. He believes Commissioner Stamper should be proud of the service that he has given to Boone County.

Commissioner-Elect Schnarre stated he is appreciative of the cooperation given to him by Commissioners Stamper, Miller, and Elkin during this transition period.

Commissioner Elkin thanked Commissioner Stamper and stated that it has been an honor to serve with him for the past two years.

Nick Ball, 6614 Palmer Road, Columbia was present at the meeting. Nick is with Boy Scout Troop 5 of the United Methodist Church.

There was no further public comment.

Commissioner Stamper recessed the meeting until the close of business at 5:00 p.m.

Attest:

---

Wendy S. Noren  
Clerk of the County Commission

---

Don Stamper  
Presiding Commissioner

---

Karen M. Miller  
District I Commissioner

---

Skip Elkin  
District II Commissioner