

TERM OF COMMISSION: November Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commission Daniel Atwill  
District I Commissioner Karen Miller  
District II Commissioner Janet Thompson  
Treasurer Nicole Galloway  
Director Purchasing Melinda Bobbitt  
Auditor June Pitchford  
GIS Manager Jason Warzinik  
Prosecuting Attorney Dan Knight  
Sheriff's Department Administrator Leasa Quick  
Stormwater Coordinator Nicki Fuemmeler  
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 9:30 a.m.

### **Purchasing**

#### **1. First reading; Sole Source Approval – 117-123114SS – Upgrade to UFED Forensic Hardware**

Melinda Bobbitt read the following memo:

Attached for signature and approval is a Sole Source Request Form from the Boone County Sheriff Department for an upgrade of UFED Forensic Hardware with hardware, accessories, shipping, previous device trade-in discount and one year license renewal with Cellebrite USA, Inc. of Parsippany, New Jersey.

Forensic kit is for the extraction and forensic evidence recovery and analysis of cell phones and other portable electronic devices.

Cost is \$8,683.98 and invoices will be paid from 1253 – Internet Crimes Task Force, account 92300 – replacement machinery & equipment. The Sheriff Department was awarded \$10,000 from Missouri Internet Crimes Against Children Task Force for this purchase.

The intent to purchase as sole source was advertised in the Missouriian and Tribune on November 16, 2014.

The Sheriff department requests to trade-in Forensic Extraction Device, asset tag 17434. Attached is the Disposal Form for approval and signature.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**2. Second reading; Bid Award 19-15JUL14 – Logging and Recording System for Boone County Public Safety Joint Communications (1<sup>st</sup> read 11-13-14)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award bid 19-15JUL14 – Logging and Recording System for Boone County Public Safety Joint Communications to Dictation Sales & Service, Inc. of Southfield, MI.

The terms of the bid award are stipulated in the attached Contract Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #530-2014**

**3. Second reading; Bid Award 41-07OCT14 – Lobbying Services (1<sup>st</sup> read 10-7-14)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby award bid 41-07OCT14 – Lobbying Services to Penman and Winton Consulting Group/Grote & Associates Inc.

The terms of the bid award are stipulated in the attached Contract Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Agreement.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #531-2014**

**Prosecuting Attorney**

**4. 1<sup>st</sup> & 2<sup>nd</sup> reading; Grant award approval - National Association of VOCA Assistance Administrators for the 5K race for Victims of Crime**

Dan Knight said that in July, we requested and received approval to apply for this grant. It is Crime Victims Rights Week and there will be a 5K run/walk. We were approved for the grant of almost \$5,000 and are requesting approval of the grant award.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby accept the attached 2015 National Crime Victims' Rights Week Community Awareness Project award.

It is further ordered the Presiding Commissioner is hereby authorized to sign said grant

award.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #532-2014**

## **GIS**

### **5. First reading; Request approval to upgrade software from 2045 RM-Design & Construction**

Jason Warzinik said the department is requesting approval to upgrade from a stand alone user license to a floating license that will allow the department to share the license between multiple users as their use increases. The upgrade is \$1,780, funded from department 2045, account 92301. This will also increase the annual maintenance budget from \$400 to \$500.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

## **Treasurer**

### **6. First reading; LEPC HMEP Funding**

Nicole Galloway said the Local Emergency Planning Commission submits this every year. It is a HMEP training request. The training grant is from the Missouri Emergency Response Commission and they will be training the local LEPC and cover the cost as well.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

### **Sheriff's Department**

#### **7. First reading; Budget Amendment for awarded MOICAC funds**

Leasa Quick said she is here to present the budget amendment for the awarded MOICAC funds in the amount of \$10,000 to purchase equipment and to be used for training.

There were no comments or questions.

Commissioner Atwill said there will be a public hearing and second reading after the mandatory 10 day waiting period for budget amendments.

### **Resource Management**

#### **8. First reading; Release of security deposit for Route HH Corridor Wastewater System Improvements**

Nicki Fuemmeler said Route HH was for the construction of the pump station and wastewater treatment plan. The Sewer District said the project is complete and the site has been re-vegetated. We are ready to close the permit and release the amount of the letter of credit in the amount of \$152,210.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**9. First reading; Release of security deposit for FairCom East Driveway Improvements**

Nicki Fuemmeler said the FairCom project was for the construction of a new driveway and bridge. The project has been completed and the site has been re-vegetated. We are requesting the release of the cash deposit in the amount of 20,990.25

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**Juvenile Office**

**10. Public Hearing and Second reading; Budget Amendment for Fostering Court Improvement JCIP Sub-Grant for the period 10/01/2014 to 12/31/2014 (1<sup>st</sup> read 11-6-14)**

Commissioner Atwill opened the Public Hearing and asked if there is anyone present that would like to speak on this issue. There were no speakers and Commissioner Atwill closed the Public Hearing.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment for the Juvenile Office to increase revenue and expenditures for the Fostering Court Improvement JCIP sub-grant for

the period 10/1/14 – 12/31/14.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03411	Judicial Grants	Federal Reimbursement		750
1243	37230	Judicial Grants	Meals, Lodging & Training		700
1243	37240	Judicial Grants	Registration/Tuition		50

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #533-2014**

**Auditor**

**11. Proposed 2015 Budget Presentation**

June Pitchford said she will review the 2015 Proposed County Budget that appears in the binders received by the Commissioners and also has been posted to the County web site. She would like to acknowledge all the County elective officials and administrative authorities. Many significant projects are underway pertaining to the two new voter approved sales taxes; the 911 transition of those operations from the City of Columbia to the County and the implementation of the funding policies for the Children’s Services. These two account for the significant changes reflected in the County’s Budget – 2014 vs. 2015. In addition, a mention should go to all the work done on the salary study so that it could be incorporated in the budget for 2015.

At a high level, it should be noted that there are no changes to the County Property Tax Levies. The County levies 12 cents per \$100 assessed valuation for the General Fund and 5 cents per \$100 assessed valuation for the Road & Bridge Fund. This is unchanged from the current and previous years. Also, there are no proposed changes to the County controlled fees.

The County Commission has very limited control over fees. Most of the County fees are set by state law. The County Commission does control Building Permits, Food Inspection, Animal Control and On-site Wastewater fees.

Ms. Pitchford said that within the Budget Message, they have identified significant budget priorities that have shaped the budget this year and have identified the budgetary impact associated with each of those. Those priorities are Fiscal Stability, Salary Plan Implementation, Fund Solvency and Stability, Staffing Needs, Funding Routine Equipment and Technology Replacement, Transitioning 911 Employees and Operations, Implementing the Annual Funding Cycle for Community Children's Services and Transportation Network Infrastructure.

The County has five major operating funds; General Fund, Road & Bridge Fund, Law Enforcement Services Fund, Children's Services Fund and the 911/OEM Fund. The County is very dependent on sales tax revenue to fund these services. This area is very volatile and very responsive to changing economic conditions and that is why we must maintain fiscal stability.

Fund balances are projected to exceed minimums. The County policy on this is to have a minimum balance of 17% which is two months of operating expenses. The purpose of this is to insure cash flow because a substantial amount of revenue, at any one point in time, are receivables, not in cash form. Sales tax revenue for November and December sales will not be received until January, February and March of next year. Also, the property tax revenues will not be distributed to the operating funds until December, January and February. The minimum fund balance is intended to ensure cash flow so the minimum should not be misunderstood as the maximum. In order to mitigate against the volatility, it is helpful and important to have more than the minimum fund balance. There are three important reasons for government entities to maintain strong fund balances. Those are cash flow, mitigating risk and financial planning.



With the Salary Plan, the range table needed to be adjusted by about 25% to bring the base of the range table into market competitiveness. Because most of the employees salaries were above the minimum, that had very little impact on the budget. There are several jobs, that when the minimum is adjusted, still are significantly trailing the market. Those classifications are Sheriff Deputy, Corrections Officer, Corrections Corporal and Deputy Court Marshall. There also is a pool of funds for administrative authorities to use to adjust for merit and compression.

The County self insured health fund for health and dental has enjoyed a number of years of strong financial positioning. There has been an uptick in expenses and the health trust has identified a need to look more closely at the premium rate structure and at some plan design features.

The budget also addresses the staffing needs in the Information Technology Department, Prosecuting Attorney's Office and the County Counsel's Office.

During the last two years, the County has been catching up on funding for replacement equipment and technology. During the recession, spending was curtailed in these two areas. The budget reflects the final catch-up to the funding of these two areas.

A significant impact to the budget is the transfer of 911 employees and operations on January 1, 2015 as well as any leases and contracts related to the operation. All the funding is in the voter approved 911 Sales Tax Fund. Also, during the time when the tax became effective and when operations will be located in the new facility, there are sales tax revenues that are not needed for the operation because of not being in the new facility. Those dollars are available for directing towards the initial technology and equipment purchases.

Also included is implementation of an ongoing funding cycle for Community Children's Services. A budget amendment is in process for funding for this year and next years budget

reflects significant funding as well. In part, this is a timing difference where revenues have been collected and received during the phase of policy development and the RFP process.

Funding for routine maintenance and preservation of the County transportation network is included. Over the last few years, we have been intentional in establishing with the Road & Bridge Fund an ongoing funding source for preservation and rehabilitation programs and this budget reflects a continuation of that.

Comparing 2014 to 2015 in our governmental operating funds, the budget reflects a \$12,400,000 increase primarily due to 911 and Children's Services. Looking at each fund individually, the General Fund will increase by 5%, the Road & Bridge Fund will decrease by 1 %, the Law Enforcement Services Fund will increase by 6 % and the Children's Services and 911 funds are reflecting huge percentage increases due to the onset of those funds to the budget. Not addressed in the budget, but will need to be finalized before adoption are costs to upgrade the County's fiber ring, security system and de-commissioning of the Fairground property.

The Budget Message also reflects the revenue sources and identifies the assumptions and trend information giving a context for understanding the overall revenue projections. Also, there is an overview of the change in personnel staffing where we are bringing over 47 full time employees from the City of Columbia beginning January 1, 2015.

Ms. Pitchford said the balance of the budget presentation includes areas such as **General Information** highlighting Organizational Structure, County offices and locations, **Financial Summaries** which show where the money comes in and where it goes out, the **Fund Statements** which there are 50 in the County and lastly the **Supplemental** section showing supplemental requests.

Commissioner Miller said she appreciated getting the Budget Message early so all the

Commissioners could review and be prepared with questions. Due to the many work sessions during this process, most, if not all of the questions were answered.

There were no further comments or questions regarding the proposed budget.

## **Commission**

### **12. 1<sup>st</sup> & 2<sup>nd</sup> reading; Organizational Use of the Courthouse Plaza by the Missouri NAACP**

Commissioner Miller noted that she appreciates the efforts by Mrs. Ratliff in being proactive in a positive way to make sure that people have the ability to have a conversation, one way or the other, at the church. Her goal is then to have a rally in front of the courthouse, but not knowing when the ruling will be made, the Commission Order states “two days after the ruling” for purposes of clarity.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Courthouse Plaza by the Missouri NAACP and is applicable for a period of two days following the grand jury ruling in Ferguson, MO.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Oder #534-2014**

### **13. Public Comment**

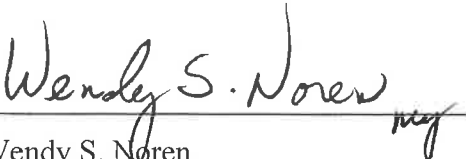
None

14. Commissioner Reports

None

The meeting adjourned at 10:07 a.m.

Attest:

  
Wendy S. Noren  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner