

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 Commissioner Daniel Atwill
District I Commissioner Karen Miller
District II Commissioner Janet Thompson
Auditor June Pitchford
Buyer Jacob Garrett
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 3:01 p.m.

Auditor

1. Presentation of the Proposed Budget – FY2016

June Pitchford said she would like to start out by thanking all the elected officials and department directors and managers for all of the work that goes into developing the budget.

Prepared is a highlight sheet which is an overview of the budget. The Budget Message tab in the budget binder details everything that will be reviewed within the highlights portion of this presentation.

Ms. Pitchford reviewed the following:

No changes to property tax levies. There is a 12 cent levy for the General Fund and a 5 cent levy for Road & Bridge.

No changes to county-controlled fees such as building permits, food inspection, animal

control and on-site waste water. The county controls on fees are minimal as most fees are set by state law.

Budget priorities and the impact of those priorities that shaped the budget process and the resulting budget are as follows:

- Maintain fiscal stability within the County's major operation funds
- Implement the results of the County's Salary Plan update along with phase II and provide funding for wage compression and reward of performance
- Implement operation budgets for Boone County Joint Communications (911) and Boone County Emergency Management in conjunction with completion of the new Emergency Communications Center (ECC)
- Non-ECC staffing needs such as Public Administrator, Prosecuting Attorney, Facilities Maintenance and Grounds
- Provide funding for election activities
- Provide routine replacement of equipment and technology
- Fund routine maintenance and preservation of the County's transportation network

There is a multi-fund composition with 40 plus governmental funds. Five are major funds accounting for 92% of spending and 35 plus funds accounting for 8% of spending. Within this are 10 Internal Service Funds and 3 private Purpose Trust Funds.

The aggregate budgetary comparison for fiscal year 2015 and fiscal year 2016 reflects a 2% increase in total spending within governmental funds. Approximately 60% of operation revenues are legally restricted as a result of statutory provisions or ballot language.

Planned use of the Fund Balance will be appropriated as follows:

- General Fund by emergency appropriation, election related costs and equipment

replacement and non-recurring projects

- Law Enforcement Services Fund will involve vehicle replacements larger than the normal annual budgetary amount
- Community Children's Services Fund resulting in 2015 appropriations not fully spent and will lapse at year-end. Unspent resources accumulate in the fund and a portion of the available fund balance has been appropriated for spending in the 2016 budget.

Fund balances in major operation funds are projected to exceed the minimum 17% established by policy. The minimum fund balance amount ensures adequate cash flow and avoids short-term borrowing costs. Amounts beyond the minimum mitigate risk of revenue volatility, a significant inherent risk whenever sales tax is the primary revenue base. It also provides funding for cyclical expenditures such as elections and equipment replacement.

Full Time Employees have a net increase of plus 16.78. Ten of these are associated with 911/EM services.

There are no outstanding items to be addressed at this time before the Commission approves the budget. The deadline for notifying the Budget Office of revisions to the proposed budget is Friday, December 11th.

Public hearings on the proposed budget have been scheduled for December 1st at 7:00 p.m., December 8th at 9:30 a.m. and December 10th at 1:30 p.m. We are on track to approve the budget on December 17th.

Within the Budget Message tab, there are several schedules noted. This section is intended for a broad audience as a communication device for our citizens. We have a detail of the Revenue Assumptions and Projections with an expected net increase of 2%. Also listed is a detail for the Expenditure Assumptions and Projections and these also are expected to show

a net increase of 2%. Also shown is an analysis of fund balances which is the difference between the assets and liabilities of a particular fund and long-term debt where debt service appropriations amount to \$1.5 million or 1.0% of the total budget. We are well below the Constitutional Debt limit of 10%. We currently stand at 0.6%.

We have noted a section for Capital Projects. This falls within the Capital Projects Budget and must be distinguished from the annual operation budget. The annual operation budget takes effect when the Commission approves the budget and lapses on December 31st. Capital project budget takes effect when the Commission approves the project and remains until the project has been completed. This could span several years.

Lastly, there is a supplemental section which details the 2016 budget supplemental requests within each fund type. These have been approved and are included in the budget.

Ms. Pitchford completed the budget review which will appear in full on the County web site and asked if there are any questions from the Commission.

Commissioner Miller said there have been numerous work sessions and all the questions have been asked and answered in those sessions.

The Commissioners thanked Ms. Pitchford and her staff for compiling such an extensive amount of data in a clear and concise way.

Purchasing

2. First reading; Budget revision to replace outdated equipment in the jail

Jacob Garrett said this budget revision is to replace outdated washers and dryer in the jail.

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.

3. First reading; Bid Award 67-09OCT15 – Washers & Dryer for the Boone County Sheriff's Department and disposal of two (2) washers and one (1) dryer

Jacob Garrett read the following memo:

Request for Bid 67-09OCT15 – Washers & Dryer for Boone County Sheriff's Department closed on October 9th, 2015. Three bid responses were received. Recommendation for award is MidAmerica Equipment Company for offering the lowest and best bid.

Cost of the contract is \$23,135.00 and will be paid from department 1256 – Sheriff & Corrections Building Maintenance, account 23001 – Replacement Machinery & Equipment. According to Leasa Quick savings from 1255 – Corrections will be used for this bid.

Purchasing is seeking permission to trade in with zero value the following Washers & Dryer:

Fixed Asset Tag Number: 12613 – Washer 50lb 4 cycle Speedqueen (Jail)

Fixed Asset Tag Number: 16312 – Washer 50lb 4 cycle Speedqueen (Jail)

Fixed Asset Tag Number: 11647 – Dryer Gas Commercial Huebsch (Jail)

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.

4. First reading; Bid Award 64-20OCT15 – Copy Paper Term & Supply

Jacob Garrett read the following memo:

Request for Bid for 64-20OCT15 – Copy Paper Term and Supply closed on October 20, 2015. Four bid responses were received and the Purchasing Committee recommends award to Office Essentials, Inc. for offering the lowest and best bid for Boone County.

This is a County wide contract. The contract period is from January 1, 2016 through December 31, 2016 and may be automatically renewed for an additional four (4) one year periods.

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.

5. Second reading; Bid Award 53-02SEP15 – Laundering & Dry Cleaning Services for the Sheriff's Department (1st read 11-12-15)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby award bid 53-02SEP15 – Laundering & Dry Cleaning Services for the Boone County Sheriff's Department to Robinson's Cleaners, L.L.C.

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

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #537-2015**

6. Second reading; Cooperative Contract C215020001 – Medium Use and High Use Fax Machines (1st read 11-12-15)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the utilization of the State of Missouri Cooperative Contract C215020001 for a term & supply contract to purchase Medium Use and High Use Fax Machines from Schriefer's Office Equipment of Jefferson City, MO.

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

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #538-2015**

7. Second reading; Bid Award 57-23SEP15 – HVAC Services Term & Supply (1st read 11-12-15)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby award bid 57-23SEP15 – HVAC Services Term & Supply as follows:

- Primary Award to Air Systems
- Secondary Award to Air Masters
- Preventative Maintenance Award for Public Works to Mastertech Plumbing, Heating & Cooling

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

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #539-2015**

**8. Second reading; Bid Award 69-22OCT15 – Antenna and Feedline Installation
Associated with Micro-Wave Linked Land Mobile Two-Way Radio System (1st read
10-22-15)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award bid 69-22OCT15 – Antenna and Feedline Installation Associated with Micro-Wave Linked Land Mobile Two-Way Radio System to Spectrum Antenna Services, Inc. of Lone Jack, MO.

The terms of the bid award are stipulated in the attached 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 #540-2015**

9. Second reading; Bid Award 63-15OCT15 – Radio Tower Foundation and Site Construction for the Emergency Communication Center (1st read 10-15-15)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby award bid 63-15OCT15 – Radio Tower Foundation and Site Construction for the Emergency Communication Center to Mercury Communications, Inc. of Fenton, MO.

The terms of the bid award are stipulated in the attached 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 #541-2015**

13th Judicial Circuit

10. Public Hearing and second reading; Budget Amendment to increase revenue and expenditures for the Probation Services grant (1st read 11-3-15)

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

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment for the 13th Judicial Circuit Court to increase revenue and expenditures for the Probation Services grant.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	3451	Judicial Grants	State Reimbursement		44,126
1243	10100	Judicial Grants	Salaries/Wages		34,341
1243	10200	Judicial Grants	FICA		2,627
1243	10300	Judicial Grants	Health Insurance		4,987
1243	10325	Judicial Grants	Disability Insurance		100
1243	10350	Judicial Grants	Life Insurance		47
1243	10375	Judicial Grants	Dental Insurance		500
1243	10400	Judicial Grants	Workers Comp.		1,164
1243	10500	Judicial Grants	401 (A) Match		360

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #542-2015**

11. Public Hearing and second reading; Budget Amendment to cover expenses for Moral Reconciliation Therapy Services (1st read 11-3-15)

Commissioner Atwill opened the public hearing and asked if there is anyone present that would like to speak on this item. 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 13th Judicial Circuit Court to increase revenue and expenditures for the Intensive Intervention grant.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	3451	Judicial Grants	State Reimbursement		2,192
1243	71100	Judicial Grants	Outside Services		2,192

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #543-2015**

Resource Management

12. Second reading; Approval of Security Agreement and Reduction of Performance Bond for the Freight Trade Winds project (1st read 11-12-15)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby accept the attached Reduction of Performance Bond, #B1225114, from Cincinnati Insurance Company LLC on behalf of Streams Edge Properties LLC for Dayton Fright Trade Winds project located at 555 N. Trade Winds Parkway, Columbia, MO

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #544-2015**

Human Resources

13. Second reading; 2016 County Holiday Schedule (1st read 11-12-15)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the following list of holidays for FY2016.

Friday, January 1, 2016	New Year's Day
Monday, January 18, 2016	Martin Luther King, Jr. Day
Friday, February 12, 2016	Lincoln Day
Monday, February 15, 2016	Washington's Birthday
Monday, May 9, 2016	Truman Day (Observed)
Monday, May 30, 2016	Memorial Day
Monday, July 4, 2016	Independence Day
Monday, September 5, 2016	Labor Day
Monday, October 10, 2016	Columbus Day
Friday, November 11, 2016	Veterans Day
Thursday, November 24, 2016	Thanksgiving Day
Friday, November 25, 2016	Thanksgiving Day After
Monday, December 26, 2016	Christmas Day (Observed)

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #545-2015**

Commission

14. Public Comment


None

15. Commissioner Reports

None

The meeting adjourned at 3:42 p.m.

Attest:

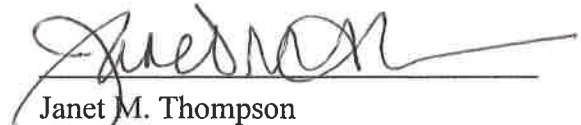

Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner


Janet M. Thompson
District II Commissioner

