

TERM OF COMMISSION: November Session of the October Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Boone County Conference Room 301

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Justin Aldred
District II Commissioner Janet Thompson
Captain Brian Leer
Boone County Auditor June Pitchford
Deputy Boone County Clerk Jodi Vanskike

Conference Call Information:

Number: 425-585-6224 Access Code: 802-162-168

The meeting was called to order at 9:30am.

Sheriff Office

1. First Reading: 2020 Crimes Against Children/Sex Crimes – Boone County Cyber Task Force Subaward Adjustment

Captain Brian Leer stated both items 1 and 2 are cyber crime grant awards. Captain Leer stated these grants require any changes in how they will spend the money must be approved through the state. Captain Leer stated one of the awards is for software they have been using that is becoming obsolete in the forensic examination of devices. Captain Leer stated since the software is becoming obsolete, another software has been identified. Captain Leer stated they now need approval through the grant administration to utilize the money to purchase different software. Captain Leer stated, for the other grant revision, they have \$3,000.00 in unspent funds in which they would like to budget that amount for other identified needs. Captain Leer stated the Cyber Crimes Task Force has come up with a list of items they feel will help them do their job more efficiently. Captain Leer stated the unspent amount totals the same dollar figure, so they are asking for Commission approval to utilize the grant funding in a different way.

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

2. First Reading: 2023 Boone County Sheriff’s Office Cyber Crimes Task Force Subaward Adjustment

Captain Brian Leer stated this item was addressed with the item above.

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

Purchasing

3. First and Second Reading: Surplus Disposal – 2007 Case 450 Skidsteer

Commissioner Thompson read the following memo:

Attached for approval is a Request for Disposal Form for a 2007 Case 450 Skidsteer, Asset Tag 22257.

Road & Bridge will sell this machine at the Missouri Auto Auction.

	Asset #	Description	QTY.	Department	Condition of Asset
1	22257	2007 Case 450 Skidsteer	1	Road & Bridge	fair

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the following for Surplus Disposal.

	Asset #	Description	QTY.	Department	Condition of Asset
1	22257	2007 Case 450 Skidsteer	1	Road & Bridge	fair

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #534-2022**

4. Second Reading: Revision to Commission Order 441-2022 for Vehicle Surplus Disposal (First Read 11.10.22)

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the Purchasing Department request to rescind and revise Commission Order 441-2022 with the attached list of surplus vehicle revisions. In addition, we hereby authorize the Boone County Auditor to adjust the FY2022 budget to reflect any required reimbursement between the General Fund and the Prop L pertaining to this transfer.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #535-2022**

5. Second Reading: Amendment #2 to Contract C000460 - Sole Source 164123122SS for PowerDMS Licenses & Support (First Read 11.10.22)

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve Amendment #2 to County Contract C000460, Sole Source #164-123122SS with PowerDMS for PowerDMS Licenses and Support.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #536-2022**

6. Second Reading: Award of Sole Source 165-123122SS for Idemia MorphoTrak and Livescan as a Service Software and Hardware provided by Idemia for the Boone County Sheriff's Office. (First Read 11.10.22)

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve award of Sole Source 165-123122SS for Idemia MorphoTrak and Livescan as a Service Software and Hardware provided by Idemia for the Boone County Sheriff's Office.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #537-2022**

Resource Management

7. Second Reading: Release of Stormwater Security Agreement and Erosion and Sediment Control Cash Deposit for Settler's Ridge Plat 4 (First Read 11.10.22)

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby release the Stormwater Security Agreement and Erosion and Sediment Control Cash Deposit in the amount of \$56,942.22. Said deposit was issued on behalf of T-Vine Enterprises, Inc. for stormwater improvements located at Settler's Ridge Plat 4, Hallsville, MO. The work has been completed as required. The original Commission Order accepting the Cash Deposit is 294-2021.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #538-2022**

Columbia/Boone County Department of Health

8. Second Reading: Sturgeon – Limited Service Animal Control Cooperative Agreement (First Read 11.10.22)

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the Animal Control-Limited Services Cooperative Agreement with the City of Sturgeon.

The terms of the Agreement are set out in the attached and the Presiding Commissioner is authorized to sign said Agreement.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #539-2022**

Auditor

9. Presentation of the FY2023 Proposed Budget

Boone County Auditor June Pitchford presented the FY2023 budget. Highlights of the presentation are attached to these minutes.

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

Commission

10. Public Comment

None

11. Commissioner Reports

Commissioner Aldred stated he would like to thank the Auditor's office for all the time and effort spent working on the FY2023 Budget.

Commissioner Thompson stated she is so thankful for Auditor Pitchford pushing the Commission, making sure they got the Use Tax implemented. Commissioner Thompson stated without Auditor Pitchford, that project would probably still be in neutral.

Commissioner Atwill added, no one knows more about County management than Auditor Pitchford.

Attest:



Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner

Boone County, Missouri

FY 2023 Proposed Budget-- Highlights

Budget Priorities and Budgetary Impact (see pages 4-10 of Budget Message):

- Improve workforce retention and reduce workforce turnover and vacancy
- Address priority staffing needs
- Provide new and replacement equipment, vehicles, technology
- Provide routine maintenance and preservation of the County's transportation network
- Maintain fiscal stability within the County's major operating funds

Multi-fund composition:

- 40+ Governmental Funds: 5 major funds (96% of total budget) and 35+ nonmajor funds (4% of total budget)
- 10 Internal Service Funds
- 3 Private Purpose Trust Funds

- **Total Budget All Governmental Funds combined (excluding capital project funds):**

- FY 2023 Proposed Budget = \$116.6 million, or an 20% increase compared to FY 2022; most of this increase is non-recurring (+19.2 million—detailed discussion begins on page 29 of the Budget Message)
- 65% is restricted as to use; 35% (General Fund) is unrestricted

"Restricted" = this means that the use of the monies is limited to purposes *narrower* than the purposes of the government (example: road and bridge uses only; 911/EM uses only, etc.)

"Unrestricted" = this means that the use of the monies may be used for any legally permissible purpose for the government (example: General Fund)

Property tax levies—no change from historical rates:

- General Fund: \$0.12 per \$100 Assessed Valuation
- Road and Bridge Fund: \$0.05 per \$100 Assessed Valuation

Total Revenue FY 2023 compared to FY 2022: (detailed revenue discussion begins on page 20 of Budget Message)

- **Overall revenue increase:** 19% increase (+14.7 million)
 - **Property Tax:** strong growth in assessed valuation
 - **Sales Tax:** 2023 estimate based on estimated actual revenues for 2022 plus 2% expected growth in 2023; 2022 increase primarily attributable to broad based inflation and significant motor vehicle sales
 - **Use Tax:** new, effective January 1, 2023, \$4.35 million
 - **Intergovernmental revenues:** increases associated with a grant funded bridge project and \$2.5 million ARPA revenue for "replacement revenue" (standard allowance)

County-controlled fees: no changes (note: most fees are set by state statute and are not controlled at the local level)

Salary and wage increase and Pay Plan consulting services:

- Range Table Adjustment (6%) and Salary Increases (8%-- awarded via Administrative Authority discretion); \$2.8 million county-wide
- Funding for Pay Plan consulting services (\$60,000)

FTE changes: +12.32 FTEs county-wide (Budget Message p 5-6)

- General Fund +5.54 FTEs, \$384,000
- Road and Bridge Fund +0.33 FTE, \$18,000
- Children’s Services Fund +1.0 FTE, 74,000
- 911/Emergency Management Fund +3 FTEs, \$251,000
- Drug Court Fund -.05 FTE, -\$700
- Juvenile Justice Preservation Fund +1.5 FTE, +80,500
- Facilities and Grounds Internal Service Fund- + 1.00 FTE, \$80,000

Aggregate Budgetary Comparison Fiscal Year 2022 and Fiscal Year 2023:

	All Governmental Funds Combined <small>(excluding Capital Project Funds)</small>			Internal Service Funds		Private Purpose Trust Funds	
	2022	2023	%	2022	2023	2022	2023
	Budget	Budget	Chg	Budget	Budget	Budget	Budget
Operating Revenues	\$ 79,409,580	94,113,860	19%	\$ 7,018,573	8,040,612	\$ 749	769
Other Financing Sources <i>(net of interfund transfers)</i>	440,967	302,000		79,763	11,800	-	-
Planned Use of Fund Balance (net)	17,513,037	22,222,643		2,562,953	72,436	5,865	8,435
Total Revenues & Other Sources <i>(net of inter-fund transfers)</i>	\$ 97,363,584	116,638,503	20%	\$ 9,661,289	8,124,848	\$ 6,614	9,204
Total Expenditures & Other Uses <i>(net of inter-fund transfers)</i>	\$ 97,363,584	116,638,503	20%	\$ 8,634,116	8,124,848	\$ 6,614	9,204
Projected Net Fund Balance As of December 31		\$ 70,440,581		\$ 6,108,149		\$ 40,314	

Approximately 65% of operating revenues are legally restricted due to statutory provisions or ballot language.

Planned use of Fund Balance reflected in the Proposed Budget (Budget Message, pgs. 9-10):

General Fund (\$2.5 M) significant items include:

- Required Emergency appropriation (\$1.1 m, not expected to be spent)
- \$650,000 for contracted IT services (interim measure due to vacancies)
- \$900,000 for Sheriff Record Management/Jail Management software upgrade

Community Children’s Services Fund (\$6.0 M)

- Resources accumulated in the fund during prior years are appropriated in fiscal year 2023, which represents a *timing difference* between when revenues are received and when they are spent

911/Emergency Management Fund (\$15.4 M)

- 800 MHz radio improvement project
- Radio tower and siren improvements
- Planned technology replacements and upgrades
- \$6.0 million First Responder Radio Project (financial assistance to first responder agencies to upgrade mobile radio inventories to take advantage of the enhanced features of the 800 MHz radio infrastructure)

Fund balances in major operating funds are projected to exceed the minimum 17% established by policy (Budget Message, page 33-36). The *minimum* fund balance amount ensures adequate cash flow and avoids short-term borrowing. Amounts beyond the minimum mitigate risk of revenue volatility and provides a funding mechanism for cyclical expenditures (elections, equipment replacement, etc..).

Projected Net Fund Balances on December 31, 2023

	-----Major Funds-----				
	General Fund	Road and Bridge Fund	Law Enforcement Services Fund	Community Children's Services Fund	911/ Emergency Management Fund
Projected Fund Balance 12/31	\$ 26,575,588	24,690,211	5,961,395	6,504,429	16,506,501
Less: Fund Balance Unavailable for Appropriation	(343,650)	(5,000,000)	(1,438,500)	-	(10,300,000)
Projected Net Fund Balance	<u>\$ 26,231,938</u>	<u>\$ 19,690,211</u>	<u>\$ 4,522,895</u>	<u>\$ 6,504,429</u>	<u>\$ 6,206,501</u>
As a percent of expenditures	65%	87%	110%	42%	22%
# of months expenditures	7.7	10.4	13.2	5.1	2.6

Capital Project Funds

- R&B Facility Improvements (Tom Bass Road location): project is in construction phase, no additional appropriations required

Future Challenges:

- Implementing consultant recommendations to the County's Pay Plan
- Long-range facility planning (FY 2023 Budget includes funding for Facilities Needs Assessment for the downtown campus)
- Long-range transportation infrastructure network improvements

Budget Hearings:

- 7:00 PM Tuesday, November 29, 2022
- 1:30 PM Thursday, December 1, 2022
- 9:30 AM Tuesday, December 6, 2022

The Proposed Budget will be posted on the County's website: <https://www.showmeboone.com/auditor/budget-reports/>