

TERM OF COMMISSION: December Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Keith Schnarre
District I Commissioner Skip Elkin
District II Commissioner Karen Miller
Deputy County Clerk Kerry Patton

The meeting was called to order at 2:00 p.m.

1. Purchasing

Melinda Bobbitt, Director of purchasing was present on behalf of these items

A. Mid-West Mailing Agreement First Reading

Ms. Bobbitt stated the agreement to replace the agreement that was signed in commission on June 20, 2006, commission order 246-2006. This is a mail processing agreement with Midwest Mailing Service. The new agreement includes the folding and inserting processing fees and volume discounts.

This is sole source agreement number 68-123106SS. Invoices will be paid from department 1194 – Mail Services. Postage will be paid from account 22000 - postage and the processing fees from 71100 - outside services.

There was no discussion and no public comment.

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

B. Surplus Truck, Asset Tag 13023

Ms. Bobbitt reported a 2001 ½ ton pickup truck was approved for disposal in commission on February 28, 2006, commission order number 74-2006. Commission approved retaining the truck through the end of summer 2006. Our Public Works department is still utilizing the truck and requests permission to continue to keep this truck in use until June 2007. According to Greg Edington, Public Works Shop Superintendent, Public Works has been utilizing this truck heavily, especially with the inclement weather.

Public Works seeks commission approve to retain the truck until June 2007.

There was no discussion and no public comment.

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

C. Authority to Sign Titles

Ms. Bobbitt reported occasionally the Purchasing department has to request and complete a form for a lost title at the Department of Revenue. This happened in 2006 when a piece of heavy equipment located in Public Works was approved for disposal in commission. This equipment had never actually been titled, so our department filed for a lost title.

Our department also actually disposes of the titled vehicles/equipment after approved for disposal by County Commission. We sometimes have problems getting the signed titles back following the approval in a commission meeting. If possible, we would prefer for the titles not to leave the Purchasing office until sold.

I respectfully request authority for the Purchasing Director to sign titles as follows:

- 1) Sign form at Department of Revenue to receive a duplicate title when titles are lost at County or original application has never been made.
- 2) Sign back of title in "Signature of Sellers" section of title after Disposal Form has been read, signed and approved in a County commission meeting.

The Commissioners all agreed, it would be more convenient and time efficient to allow the Director to sign the titles as described above.

There was no public comment.

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

2. IT – Administrative Authority to Purchase Laptop Computers, Personal Computer, Peripherals and Printers from Cooperative Contracts for FY07

Mike Mallicoat, Director of Information Technology was present on behalf of this item.

Mr. Mallicoat reported the purpose of this request is to seek administrative authority for the Information Technology Department to purchase laptop computers, personal computers, peripherals and printers from cooperative contracts for the fiscal year 2007. The department's current authority will expire 12/31/06. Cooperative contracts include the State's WWT (World Wide Technology, Inc.), NACo (National Association of Counties) and WSCA (Western States Contracting Alliance). This type of request has been made and approved for each of the past 7 years.

Following are excerpts from past commission minutes:

“Commissioner Miller stated ... that the department is requesting the ability of the department to purchase these products from State contract, in an as needed basis. This is efficient and is cost effective for the County. There are three cooperative contracts, two are national, and the other is state. The Purchasing Department is in agreement that this is the best way for the County to go.

Commissioner Elkin stated he spoke with Melinda Bobbitt about this and she told him that there could be up to two hundred bids, from across the nation, for these items.

Commissioner Miller stated it is hard to know if someone has the support to be able to fulfill the bid. Many times John Patton, County Counsel, has had to help the County get out of contracts because people were not able to meet the contract that was signed. This is the best solution as fast as technology moves.

Commissioner Miller moved to approve the request from the Information Technology Department for Administrative Authority to purchase laptop computers, personal computers, peripherals and printers from cooperative contracts for the fiscal year 2002.

Commissioner Elkin seconded the motion. There was no discussion or public comment.

The motion passed 2-0.”

A commission order was approved early this year to cover FY06. The same reasons still apply for the need to have this Administrative Authority granted for FY07.

Commissioner Miller stated this has been working well for both the IT department and the departments needing new purchases. By allowing the county to purchase only those items in need, we get the full benefit of warranties.

There was no public comment.

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

3. Missouri Department of Economic Development – Grant Approval

Commissioner Elkin moved now on this day the County Commission of the County of Boone does hereby approve the Community Development Block Grant (CDBG) agreement for Prathersville/Wagon Trail Road Sewer Improvements Grant application. It is further ordered that the Presiding Commissioner be hereby authorized to sign said agreement.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 489-2006**

4. Missouri Soybean HUD Grant

Commissioner Miller explained the Missouri Soybean Association received a HUD special purpose grant for the purpose of acquiring approximately 100 acres (formerly owned by Donald Bay) that will be used for soybean test plots by the University of Missouri, Columbia. Before HUD will authorize the release of funds, an "environmental review" must be conducted. This review makes sure that the project will not have significant environmental impact. Colleen Vollman of the Mid-Missouri Regional Planning Commission has conducted our review. The review will be signed by Colleen, as the preparer, Dale Ludwig, MSA executive director/ceo as recipient, and the County Commissioner, as the "responsible entity," acknowledging that the review has been completed. A legal notice must then be placed in the local paper and there is a public comment period open for seven days. During this period, the public will be allowed to review the environmental review at your office and ours, and if they feel it is necessary, submit comments. On the eighth day after publication, the commissioner will sign the "Request for Release of Funds Notification". Once HUD has reviewed it, they will release the funds to MSA.

Commissioner Schnarre stated they would hold this for a second reading until after they have received comments from the council.

5. Budget Amendment HAVA

Department Name and Account Number	Amount of Increase
2310-03913 – Operating Transfer IN from General Fund	\$230,000.00
2310-91600 Machinery & Equipment	\$230,000.00

6. Budget Revision HAVA

Department Name and Account Number	Amount of Decrease	Amount of Increase
1123-86800 – Emergency	\$230,000.00	
1190-83922 – Operating Transfer OUT to Special Revenue Fund		\$230,000.00

Commissioner Schnarre stated he wanted to go on record by saying he was opposed to these issues due to the fact that money was spent prior to without Commission Approval.

Commissioner Miller said she did not disagree, however we must comply with a federal mandate.

There was no public comment.

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

7. Final Budget Hearing and approval of the Fiscal Year 2007 County Budget

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

Ms. Pitchford gave the FY 2007 Highlights and Key Assumptions as follows:

Revenue Assumptions:

- Property Tax: No change in rates; assumes 4% growth in assessed valuation
- Sales Tax: assumes 4% growth over current year projected revenues
- Reduction in Building Permit Revenue and On-Site Waste Water Permit Revenue due to lower expected volume
- Reduction in 2% tariff revenue for land-line phones
- Reduction in Real Estate Recording Fees
- Reduction in grant revenues
- Reduction in interest revenue to the General Fund
- No changes in fees or tax rates

Budget Highlights- Personnel

- 3% merit pool for employee raises (4% for Courts): \$573,000
- Nominal changes in FTE levels (handout)
- Range Classifications and restructuring for Sheriff and Corrections: \$37,000

Budget Highlights-Technology

- Routine replacement of equipment
- Upgrade network intrusion detection and firewall security
- Upgrade the information systems for the Prosecuting Attorney and Sheriff/Corrections
- Redaction software for Recorder's Office
- Upgrade E911 software to enhance statistical data and automatic location identification
- Expand use of video arraignment
- Re-budget Change Management software (AS400)

Increases to Core (Base) Budget

- Increase Property/Casualty Insurance Allocation to GF (\$100K)
- Increase to elections office-staff and warehouse (\$130K)
- Off-site Storage costs (\$16K)
- Increased Utilities (\$20K)
- Range Reclassifications (\$25K)
- Increased dental premiums (\$13K)
- Combined total: over \$300,000

Summary

- Key revenue sources reflect stable growth, but other revenues declining-- net effect is nominal overall revenue growth
- Other than significant changes in elections, no new program costs funded
- Focus on funding salary increases
- Maintaining competitive benefits
- Routine equipment replacement
- Nominal new equipment

She went on to add changes in personnel staffing levels. On a county-wide basis, net budgeted Full Time Equivalent (FTE) personnel positions decreased by 1.57 FTE over that of the prior year, largely due to the termination of grants and contracts. Changes in staffing levels for FY 2007 are summarized below. For complete information regarding personnel staffing for the current year and the past 10 years, please refer to the Personnel and Capital tab section in this document.

- Increase of +.10 FTE for a part-time position for the County Counselor (funded from General Fund).
- Increase of +.18 FTE for a part-time position for the County Treasurer and add benefits (funded from General Fund).
- Decrease -1.0 benefited FTE, Mail Services, in conjunction with out-sourcing selected mail functions (funded from General Fund).
- Increase +.19 FTE Juvenile Office Family Counselor Pool (funded from General Fund).
- Net increase +.04 FTE, which results from a +.08 FTE increase in Program Assistant Pool and -.04 FTE decrease in Part-time music instructor at the Juvenile Justice Center (funded from General Fund).
- Decrease -1.77 FTE for various juvenile grant-related positions (funded from various grants and contracts accounted for in the General Fund).
- Decrease -.31FTE grant-funded Planner position, due to completion of

grant in late FY 2007 (funded from grant accounted for in the General Fund).

- Increase +1.0 FTE additional Asset Management Technician (funded from the Road and Bridge Fund).

In addition to the staffing changes identified above, the County Commission approved the following changes during FY 2006 and they have been approved for inclusion in FY 2007 budget:

- Increase +1.0 FTE Lead Deputy Collector (funded from the Tax Maintenance Fund for the balance of FY 2006 and funded from the General Fund in FY 2007).
- Increase +.50 FTE Correction's Cook (funded from the General Fund).

Commissioner Miller moved now on this day, the County Commission of Boone County adopts the Boone County operating budget for fiscal year 2007. 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 final personnel appropriation calculation as well as 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) category of expenditure (i.e., class 1, class 2, etc.); 2) by office, department or spending agency; and, 3) by fund. Appropriations may not be exceeded at the class level, for a given office or department, without Commission approval. Total appropriations for each fund are set forth in the individual Fund Statements (attached) and are published in the County's FY 2007 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 within each category of expenditure. 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.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 490-2006**

8. Commissioner Reports

There were no commissioner reports.

9. Public Comment

There was no public comment

The meeting adjourned at 2:56 p.m.

Attest:

Wendy S. Noren
Clerk of the County Commission

Keith Schnarre
Presiding Commissioner

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner