

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

February Session of the January Adjourned

Term. 20 12

County of Boone

In the County Commission of said county, on the

7th

day of February

20 12

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby call for an election to be held in said County on Tuesday, the 3rd day of April, 2012, for the purpose of electing one (1) member of the County Hospital Board of Trustees who shall serve for a term of 5 years.

Said Commission hereby adopts the following Notice of Election and Sample Ballot for said election:

STATE OF MISSOURI
COUNTY OF BOONE

Notice is hereby given to the qualified electors of the County of Boone, Missouri, that the County Commission of said County has called for an election to be held on Tuesday, the 3rd day of April, 2012, from and between the hours of six o'clock a.m. and seven o'clock p.m. on said day for the purpose of electing one (1) member of the County Hospital Board of Trustees for a term of 5 years.

The ballot at said election shall be in substantially the following form:

OFFICIAL BALLOT
COUNTY OF BOONE, MISSOURI
Tuesday, April 3, 2012

FOR HOSPITAL TRUSTEE:
(VOTE FOR 1) (5 YEAR TERM)

BOB WAGNER

The Commission further orders the election to be conducted by the Clerk of said County pursuant to the provisions of Chapter 115 RSMo.

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February Session of the January Adjourned

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In the County Commission of said county, on the

7th

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20 12

the following, among other proceedings, were had, viz:

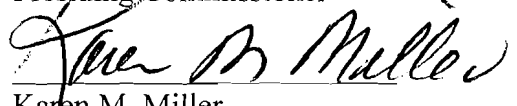
Done this 7th day of February, 2012.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner

Absent _____
Skip Elkin
District II Commissioner

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STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 12

In the County Commission of said county, on the 7th day of February 20 12

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the grant application by the Circuit Court for the Domestic Relations Programs for Parents and Children grant.

Done this 7th day of February, 2012.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Karen M. Miller

Karen M. Miller
District I Commissioner

Absent
Skip Elkin
District II Commissioner



**STATE OF MISSOURI
OFFICE OF STATE COURTS ADMINISTRATOR
REQUEST FOR PROPOSAL**

RFP NO. OSCA 12-002

TITLE: Domestic Relations Programs for Parents and Children

ISSUE DATE: January 3, 2012

CONTACT: Herb Conner

PHONE NO.: (573) 522-2617

E-MAIL: osca.contracts@courts.mo.gov

RETURN PROPOSAL NO LATER THAN: February 24, 2012, AT 3:00 PM

RETURN PROPOSAL TO:

(U.S. Mail)

Office of State Courts Administrator

PO Box 104480

Jefferson City, Mo 65110 - 4480

(Courier Service)

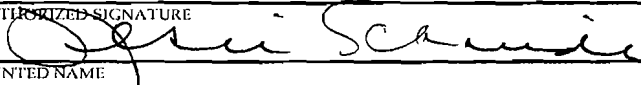
Office of State Courts Administrator

2112 Industrial Dr

Jefferson City, Mo 65109

CONTRACT PERIOD: July 1, 2012, THROUGH June 30, 2013

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE 		DATE 1-31-12
PRINTED NAME Honorable Jeshie Schneider		TITLE Family Court Judge
AGENCY NAME 13th Judicial Circuit, Juvenile Division		
MAILING ADDRESS 705 E. Walnut		
CITY, STATE, ZIP Columbia, MO 65201		
CONTACT PERSON Cindy Garrett		TITLE: Deputy Juvenile Officer, Supervisor
PHONE NO. 573-886-4200	FAX NO. 573-886-4030	E-MAIL ADDRESS Cindy.L.Garrett@courts.mo.gov

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
CONTACT COORDINATOR	DATE	STATE COURTS ADMINISTRATOR

**Domestic Relations Program for Parents and Children
Request for Proposal
Supervised Access and Exchange Program, "Contact for Kids: A Safe Way"
Budget Spending Plan & Narrative**

2.1 Continuation of Approved Program:

For fiscal year 2012, the 13th Judicial Circuit, Family Court received \$8,700.00 in funding to continue our Supervised Visitation program, through contracting with Great Circle.

In 2012 the amount of grant funds awarded were reduced due to the program only allowing families to participate that are involved with the Court due to domestic relations cases. Prior that that, Children's Division was making referrals based on families involved with the Court system due to abuse/neglect allegations. However, our trends have clearly shown that even without the referrals from Children's Division, the need for Supervised Visitation is in great demand through Domestic Relation cases only. During this current grant year from July 1, 2011 through mid January 2012, 18 families have been referred to this program as a result of their involvement in domestic relations cases. Of those 18 cases, 14 have received supervised visitation program services; one case was just referred therefore a visitation schedule has not been arranged; one family failed to participate after being referred; and two cases did not fully complete the referral packet therefore the family was never forwarded to Great Circle. However, it should be noted there have been several calls received from other Courts wanting to make referrals to our program due to the parent who is to receive visitation residing in our Circuit. We have declined to accept those referrals, simply based on the decrease in funding awarded.

Of the fourteen families who have received services, three of the families utilized all 12 hours of the supervised visitation program; five families received between 9.5 and 11 hours of the program and; six families have received between 4.5 and 7.5 hours of visitation, however they are still participating in the program.

It should be noted in fiscal year 2012, we requested \$19,952 but were only awarded \$8,700.00. Therefore attorneys involved in making referrals were informed that cases being referred should be well screened due to the decrease in funds. Through December, 2011, \$5,752.50 has been billed for supervised visitation. If the current trend continues for the remaining of this grant year and another 18 families are referred, we would not have the necessary funds available to continue providing the services.

Budget Spending Plan

Should our Court be awarded the full amount of \$20,000, we are confident additional referrals would be received than what the documentation shows for the past 6 ½ months.

The following chart shows the expected budget spending plan for FY13, based on predictions of families served to date (approximately 6 months, with a few included from January, 2012). This budget plan would include continuing to contract with Great Circle to provide the supervision by a licensed therapist at \$58.00 per hour.

# of Families Predicted to be Served	# of Available Visitation hours per family	Cost per Visitation Hour	Total Funds needed to provide services	Requested funds through DRRF	Additional Funds needed outside of Grant to cover expenditures
36	12	\$58	\$25,056.00	\$20,000.00	\$5,056.00

In an effort to begin assuming some of the responsibilities of the cost of this program, the Court will work with Great Circle in developing a process where the families will complete a financial income summary and the parents will pay for part of the therapist costs based on income ability.

Currently our Court works with another agency in a similar manner, where the parties complete a form providing their income and household size. The family then agrees to pay a specific amount based on a sliding scale. The family would have to sign an agreement to pay said amount before each supervised visitation and should they not be able to pay their amount, the visitation would not occur. It would be up to the contract agency to collect the amount from the family based on the sliding scale fee and the Court would then agree to pay the contract agency the remaining balance of the \$58.00 per hour through contractual services through the DRRF grant. Since this is a new process it is unknown how many families will meet the criteria to pay a portion of the costs.

Benefit of Funds for FY12

As previously noted 14 families have received the benefit of the Supervised Visitation program from July 1, 2011 through January, 2012. The children and visiting parents have been given an opportunity to build a lasting relationship that often might not have occurred without this program. The visiting parent has learned valuable information such as how to better communicate and/or interact with their child/children through the assistance of the licensed therapist. The custodial parent has been provided the assurance their child/children are safe and well supervised with the therapist being present.

Family Court Commissioner Sara Miller stated “the visitation program leads to many cases being resolved without a contested trial because the parties can have an opportunity to work out their visitation issues while the case is pending.” Commissioner Miller believes approximately 90% of the cases end up settled, or at least have the visitation issues resolved, if the family participated in the Supervised Visitation program. She further stated “The greatest value from the program is the benefit to the children. With the program they are able to meet the visiting parent in a safe, fun environment without

witnessing inappropriate, angry or even violent behaviors by their parents. There is no way to put a number on that.”

1. BACKGROUND INFORMATION

1.1 Introduction:

The Family Court Committee of the Supreme Court of Missouri, through the Office of State Courts Administrator (OSCA), is seeking applications from Missouri Circuit Courts for the **creation and implementation of domestic relations programs** including, but not limited to the following:

- Waiting areas/rooms for children in court facilities
- Supervised access and exchange for parents and children
- Programs that address issues of domestic violence
- Education programs for parents and children
- Programs or projects for self-represented litigants
- Other programs and services pertaining to domestic relations cases

The funding for creation and implementation of domestic relations programs allows for programs and services to be developed in the state of Missouri. This RFP encourages circuits to take the opportunity to create new initiatives. The emphasis in reviewing the applications will be on **measurable program outcomes** and **responsible use of resources**.

Funding for these programs is available through the Domestic Relations Resolution Fund (DRRF) section 452.552, RSMo. Use of funds must comply with the requirements identified in section 452.554, RSMo.

Circuits submitting proposals must identify one county treasurer within the circuit to process reimbursements for the entire award period.

Curriculum developed becomes the property of the circuit court and OSCA. The curriculum developed may be duplicated and used by other circuit courts. Applicants seeking funds to develop curriculum should consult with OSCA staff prior to submitting an application for curriculum development to determine if a suitable curriculum has already been developed through the use of DRRF and may be used or adapted for their particular program.

Funds may be used to purchase training during the period July 1, 2012 through June 30, 2013. Training should improve the service skills of staff (program instructors or program coordinators), contractual service providers or volunteers within the applicant agency that provides direct services. Agencies must first look to training held in the state of Missouri. Training costs will not be reimbursed until after the training has been attended. Prior approval must be obtained from OSCA, to the attention of Samantha Suthoff at 573-522-6265 or e-mail samantha.suthoff@courts.mo.gov to attend "miscellaneous training" not specifically outlined in the approved budget.

2. APPROVED PROGRAMS

2.1 Continuation of Approved Programs:

In an effort to allow programs approved for FY12 funding to receive additional funding for the same program during FY13, courts may submit a budget spending plan and a narrative explaining how the funds have benefited the court during the current fiscal year and how the program will spend during FY13 without the need to complete a full application for award of DRRF funds. Final approval will remain with the Family Court Committee.

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February Session of the January Adjourned

Term. 20 12

In the County Commission of said county, on the 7th day of February 20 12

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to reflect that the motorgraders being replaced were traded-in, not sold:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2040	3835	PW – Maintenance	Sale of county fixed asset	170,000.00	
2040	92300	PW – Maintenance	Replacement Mach & Equip	170,000.00	
2040	92300	PW – Maintenance	Replacement Mach & Equip		108,263.00

Done this 7th day of February, 2012.

ATTEST:

Wendy S. Noren
 Wendy S. Noren
 Clerk of the County Commission

Daniel K. Atwill
 Daniel K. Atwill
 Presiding Commissioner

Karen M. Miller
 Karen M. Miller
 District I Commissioner

Absent
 Skip Elkin
 District II Commissioner

	Adopted FY 2012 Budget	Motorgrader Purchase Contract	Difference
Sale of Motor Graders (2)	\$ 170,000	-	
Trade-in Allowance	-	61,875	
Acquisition Cost (2)	(470,000)	(470,138)	
Net Budgetary Impact	<u>(300,000)</u>	<u>(408,263)</u>	<u>(108,263)</u>

\$61,737
 overstatement of remaining
 appropriation

net impact to Fund Balance

MAINSCR BOONE

Core Budget Descriptions
View Only

ADCARYN

09:12:51
1/24/12

Year 2012 Dept 2040 PW-MAINTENANCE OPERATIONS
Account 3835 SALE OF COUNTY FIXED ASSET

Finalized Y
CY Proj

Description

Qty

Amount

SALE OF #1705 2003 PICKUP

Total 7,000
7,000

SALE OF #2775 2003 CASE BACKHOE

Total 37,500
37,500

SALE OF #2782 1996 JOHN DEERE DOZER

Total 25,000
25,000

SALE OF #2783 2001 CATEPILLAR HIGHLIFT

Total 85,000
85,000

SALE OF TELESCOPIC BOON AND BODY ONLY

Total 25,000
25,000

SALE OF #4723 GRADER

2 85,000
Total 170,000

PROPOSED SUPPLEMENTAL

More...

Class 547,800 Class 2-8 4,165,796

Proposed Core 179,500

Proposed Supplemental 233,300

Auditor Revisions

Commission Revisions 135,000

Total Budget 547,800

F2=Key Scr F3=Exit

F6=Dept Supplemental Budget F10=Notes *

Total Trade-ins \$61,875

1/24/2012

FY 2012
Budget Amendments/Revisions
Public Works - Maintenance (2040)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification
1	1/24/2012	2040	3835	PW-Maintenance	Sale of county fixed assets		170,000	Amend budget to reflect aspects of actual purchase.
		2040	92300	PW-Maintenance	Replacement Mach & Equip	108,263	170,000	The motorgraders being replaced were traded-in not sold.
		2040	92300	PW-Maintenance	Replacement Mach & Equip			

Fund Statement - Road & Bridge Fund 204 and 208 Combined (Major Fund)

	2010 Actual	2011 Budget	2011 Projected	2012 Budget
REVENUES:				
Property Taxes	\$ 1,223,426	\$ 1,228,600	\$ 1,287,700	\$ 1,253,000
Assessments	-	-	-	-
Sales Taxes	11,932,107	11,470,000	12,410,000	12,645,000
Franchise Taxes	-	-	-	-
Licenses and Permits	8,644	9,500	8,540	5,000
Intergovernmental	1,336,154	1,157,000	1,314,328	1,199,300
Charges for Services	316,859	559,100	580,927	822,600
Fines and Forfeitures	-	-	-	-
Interest	48,399	46,610	53,715	45,780
Hospital Lease	-	-	-	-
Other	3,874	1,000	3,575	1,000
Total Revenues	14,869,463	14,471,810	15,658,785	15,971,680
EXPENDITURES:				
Personal Services	3,650,419	3,790,763	3,599,261	3,813,441
Materials & Supplies	2,486,150	2,767,399	2,043,172	2,719,170
Dues Travel & Training	16,089	30,950	17,609	36,102
Utilities	84,129	99,250	90,322	93,882
Vehicle Expense	581,320	791,079	740,194	853,000
Equip & Bldg Maintenance	328,650	326,690	293,515	246,185
Contractual Services	6,352,885	8,117,796	7,321,707	11,862,849
Debt Service (Principal and Interest)	-	-	-	-
Emergency	-	180,473	-	350,000
Other	(67,417)	1,095	(149,570)	2,800
Fixed Asset Additions	589,795	1,121,648	1,117,058	1,330,830
Total Expenditures	14,022,020	17,227,143	15,073,268	21,308,259
REVENUES OVER (UNDER) EXPENDITURES	847,443	(2,755,333)	585,517	(5,336,579)
OTHER FINANCING SOURCES (USES):				
Transfer In	3,629	-	-	-
Transfer Out	-	-	-	-
Proceeds of Sale of Capital Assets/Insurance Claims/Capital Lease	74,368	150,000	7,070	377,800
Proceeds of Long-Term Debt	-	-	-	-
Retirement of Long-Term Debt	-	-	-	-
Total Other Financing Sources (Uses)	77,997	150,000	7,070	377,800
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES (BUDGET BASIS)	925,440	(2,605,333)	592,587	(4,958,779)
FUND BALANCE (GAAP), beginning of year	8,361,739	9,086,003	9,086,003	9,406,588
Less encumbrances, beginning of year	(1,622,614)	(1,421,438)	(1,421,438)	(1,149,436)
Add encumbrances, end of year	1,421,438	1,421,438	1,149,436	1,149,436
FUND BALANCE (GAAP), end of year	\$ 9,086,003	\$ 6,480,670	\$ 9,406,588	\$ 4,447,809
FUND BALANCE RESERVES AND DESIGNATIONS, end of year				
Reserved:				
Loan Receivable (Street NIDS/Levy District)	\$ -	\$ -	\$ -	\$ -
Prepaid Items/Security Deposits/Other Reserves	-	-	-	-
Debt Service/Restricted Assets	-	-	-	-
Prior Year Encumbrances	1,421,438	1,421,438	1,149,436	1,149,436
Designated:				
Capital Project and Other	1,039,400	1,039,400	2,989,000	-
Total Fund Balance Reserves and Designations, end of year	2,460,838	2,460,838	4,138,436	1,149,436
FUND BALANCE, end of year	9,086,003	6,480,670	9,406,588	4,447,809
FUND BALANCE RESERVES/DESIGNATIONS, end of year	(2,460,838)	(2,460,838)	(4,138,436)	(1,149,436)
UNRESERVED/UNDESIGNATED FUND BALANCE, end of year	\$ 6,625,165	\$ 4,019,832	\$ 5,268,152	\$ 3,298,373
Percent of expenditures	47.25%	23.33%	34.95%	15.48%

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STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 12

In the County Commission of said county, on the 7th day of February 20 12

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approved the attached Fiscal and Budget Policies.

Done this 7th day of February, 2012.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Absent
Skip Elkin
District II Commissioner

Fiscal and Budget Policies

Boone County operates under a statutory elective form of government in which specific authority and responsibility are granted to each elected official according to state law. The three-member County Commission has limited ordinance-making powers granted by the Missouri state legislature as well as exclusive control of county property. The County Commission also has final authority over the County Budget, except for certain special revenue funds where state law grants final budget authority to individual elected officials.

County officials are expected to manage public funds in a manner that promotes transparency and accountability; ensures fiscal stability; protects and preserves public assets; and reduces risk and uncertainty while maintaining flexibility. The Fiscal and Budget Policies presented below are intended to guide County officials' decisions and actions so as to ensure that these goals are achieved. In addition, these policies demonstrate County Officials' commitment to integrity, prudent stewardship, planning, accountability, and full disclosure.

The Fiscal and Budget Policies presented below were approved by County Commission Order # 49-2012.

Revenue Policy:

- To the extent allowed by law, the County will endeavor to maintain a diversified and stable revenue base so as to minimize the effects of economic fluctuations as well as eliminate an over dependence on any single revenue source.
- Revenue trends are examined monthly and incorporated into annual revenue forecasts.
- The County does not use revenue sources while legal action is pending.
- The County Commission will identify areas where cost recovery through user fees and rates is legal and appropriate and establish target levels for such cost recovery. User fees and rates, as well as target cost recovery percentages, will be examined annually as part of the budget process and adjusted as necessary.

Budget Policy:

- The County will adopt a balanced budget each year in accordance with state law. The budget is considered balanced when the *total resources of a fund* are sufficient to cover the *proposed spending plan* for that fund. In no event shall the proposed spending for a specific fund exceed the total resources available to the fund.

Within this definition, *total resources of a fund* refers to the sum of estimated revenues, other financing sources, and available fund balance; *proposed spending plan* refers to the sum of appropriations and other financing uses.

The following scenarios reflect examples of a balanced budget for any given fund:

- Scenario One: Revenues + Other Financing Sources \geq Expenditures + Other Financing Uses

Fiscal and Budget Policies cont'd

- Scenario Two: Revenues + Other Financing Sources + Appropriated Fund Balance \geq Expenditures + Other Financing Uses
- The County will develop a multi-year revenue and expenditure forecast to be used in conjunction with the annual budget process.
- Realistic revenue projections will reflect conservative assumptions.
- The County will give highest priority in the use of one-time revenues to the funding of capital assets or other non-recurring expenditures.
- The annual operating budget will provide for routine maintenance and repair of the County's infrastructure, buildings, vehicles, equipment, and other long-lived assets.
- The annual operating budget includes only those grants that have been awarded to the County for the budget period. *Potential* grants are not included in the budget until final award is made to the County. (See Grants Policy below for additional policy guidance.)
- All appropriations lapse at the end of the budget year to the extent that they have not been expended or lawfully encumbered.
- The County will establish a budget calendar each year to ensure that budget activities and deadlines comply with state law.
- The budget shall be on record in the County Clerk's office and open to public inspection. In addition, a copy of the budget will be available for view at the Columbia Public Library and on the County's web site (HYPERLINK <http://www.showmeboone.com>)
- The County will annually submit its budget to the Government Finance Officers Association (GFOA) for an independent review and implement recommendations to the extent reasonably practical.
- The budget may be amended and revised during the year in accordance with state statutes and local policy.

Grant Policy:

- Grant applications should be approved by the County Commission *prior* to submitting the grant application to the grantor entity/agency.
- For all grants, the County Commission will identify the local match requirement, if any, and ensure that appropriations are sufficient to meet the match requirement. In addition, the County Commission will determine the amount, if any, of on-going budgetary impact resulting from the grant and ensure that appropriations are sufficient to meet the grant, if the grant is to be accepted.

Capital Improvements Policy:

- The County will identify the estimated costs and potential funding sources for each capital improvement project proposal before it is submitted to the County Commission for approval.

Fiscal and Budget Policies cont'd

- The County will identify the estimated on-going operational costs and the potential funding sources for each capital improvement project proposal before it is submitted to the County Commission for approval.

Fixed Assets, Infrastructure Assets, and Capital Asset Policy:

- The County will maintain an inventory of fixed assets in accordance with statutory requirements. Currently, state law requires long-lived assets having an acquisition cost of \$1,000 or more to be inventoried.
- Physical inventories of the County's fixed assets will be conducted on an annual basis, according to a 3-year rolling schedule.
- The County will maintain an inventory of its transportation network infrastructure assets.
- All County property is to be disposed of in the manner authorized by the County Commission.
- County property may not be used for personal gain.
- Administrative Authorities are responsible for establishing policies and procedures within their respective offices so as to safeguard the various county assets under their control.

Financial Accounting and Reporting Policy:

- The County will establish and maintain an accounting system that allows for identifying, capturing, summarizing, and reporting the financial activities of the County.
- Except in very limited cases, County revenues will be accounted for as "gross revenue" and not netted against expenditures.
- The County will prepare its financial statements in accordance with generally accepted accounting principles (GAAP).
- The County will prepare a Comprehensive Annual Financial Report (CAFR).
- An independent financial audit will be made of all accounts of the County at least annually and more frequently if deemed necessary by the County Commission.
- The County will annually submit its Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA) for an independent review and implement applicable recommendations.

Purchasing Policy:

- The purchasing director shall have responsibility for and authority to contract for and purchase all supplies, materials and equipment required for the operation and maintenance of offices, departments or agencies of the County, except those of the circuit court, as directed by the County Commission.

Fiscal and Budget Policies cont'd

- To the extent allowed by state law, Circuit court offices are authorized to administer procurement activities on their own behalf, provided that such procurement activities comply with applicable statutory requirements.
- The County will comply with procurement statutes, which require competitive bidding for single purchases of \$4,500 or more or where multiple purchases over a 90-day period accumulate to \$4,500 or more.
- Although not required by state law, the County Commission encourages use of an RFP (Request for Proposal) process for procurement of professional services.

Debt Policy:

- The County may issue general obligation bonds, revenue bonds, special obligation bonds, and short-term tax anticipation notes as authorized by state statutes. The County may also enter into lease-purchase agreements.
- The County may issue refunding bonds for the purpose of refunding, extending or unifying the whole or any part of its valid outstanding revenue or special obligation bonds.
- The County will follow a policy of full disclosure on every financial report and bond prospectus.
- When the County finances capital projects by issuing bonds, it will repay the bonds within a period not to exceed the expected useful life of the projects.
- The County will manage its budget and financial affairs in such a way as to ensure continued high bond ratings.
- No general obligation bonds shall be issued without approval of the requisite number of qualified voters, as required by state statute.

Fund Balance and Emergency Appropriation Policy:

- **Fund Balance--major operating funds:** In preparing and adopting the annual budget, the County will calculate and maintain a projected unreserved, undesignated fund balance equal to at least two month's operating expenditures, which is approximately 17%. In the event that fund balance is projected to fall below the minimum amount, the County will develop a plan for restoring the minimum fund balance.
- **Fund Balance--nonmajor operating funds:** Fund balances will be maintained at levels needed to provide adequate operating flexibility while also reducing the likelihood of cash flow interruptions.
- **Emergency Appropriation:** Within the General Fund, an emergency appropriation equal to at least 3% of revenue will be included in the annual budget, as required by state law. The Emergency Appropriation may be used for unforeseen emergencies and requires a unanimous vote of the County Commission. Emergency appropriations may be included in other funds in amounts recommended by the County Auditor and approved by the County Commission.

Fiscal and Budget Policies cont'd

Enterprise Fund Policy:

- Enterprise funds will be used to account for the acquisition, operation, and maintenance of county facilities and services which are intended to be entirely or predominately self-supporting from user charges or for which periodic net income measurement is desirable. Note: **the County does not currently operate any enterprise activities.**

Internal Service Fund Policy:

- Internal Service Funds will be used to account for the provision of goods and services by one department of the County to other departments.
- Internal Service Funds are intended to be self-supporting from user charges received from the respective user departments.
- Internal Service Funds are intended recover the cost of operations without producing any significant amount of profit in excess of the fund's requirements.

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STATE OF MISSOURI

February Session of the January Adjourned

Term. 20 12

County of Boone

} ea.

In the County Commission of said county, on the

7th

day of February

20 12

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision to purchase a new clothes dryer for the Juvenile Justice Center:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1242	60200	Juvenile Justice Center	Equipment Repair	499.00	
1242	92300	Juvenile Justice Center	Replacement Mach & Equip		499.00

Done this 7th day of February, 2012.

ATTEST:

Wendy S. Noren CC
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill

Presiding Commissioner

Karen M. Miller
Karen M. Miller

District I Commissioner

Absent

Skip Elkin

District II Commissioner

**BOONE COUNTY, MISSOURI
REQUEST FOR BUDGET REVISION**

2012
50-2012

1/19/12
EFFECTIVE DATE

FOR AUDITORS USE

(Use whole \$ amounts)
Transfer From Transfer To
Decrease Increase

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
1242	60200	Juvenile Justice Center	Equipment Repair	499	
1242	92300	Juvenile Justice Center	Replacement Machinery + Equip.		499
				<u>499</u>	<u>499</u>

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

Request the transfer of fund to Machinery and Equipment to purchase new Clothes Dryer. Current dryer, purchased in 2006, is in need of repairs costing \$312.00. New machine will cost \$499.00 with a one year warranty. There is a difference of \$187.00 between the price of repair and purchase of new machine. We are requesting to keep old dryer for replacement parts for the two other dryers at the Juvenile Justice Center. Regarding budgetary impact for the remainder of 2012, we are not sure at this time, since it is so early in the year. \$312.00 will have to be expended for the repair unless the budget revision is granted and a new machine can be purchased. There will be budgetary impact for the subsequent year, in that we will not need to budget to replace this clothes dryer in 2013, which is what was anticipated. Anticipated useful life of this clothes dryer is five (5) years. We do anticipate by keeping the old dryer, this will have a budget impact on the equipment repair line item.

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES or NO
If not, please explain (use an attachment if necessary):

Kathy J.

Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached
- Unencumbered funds are available for this budget revision.
- Comments:

Agenda

is

Auditor's Office

[Signature]

PRESIDENT COMMISSIONER


Kare Miller

DISTRICT I COMMISSIONER

Abert

DISTRICT II COMMISSIONER

ROBERT L. PERRY JUVENILE JUSTICE CENTER
Memorandum

TO: June Pitchford, Auditor and County Commissioner
FROM: Kathy Lloyd 
DATE: January 19, 2012
IN RE: Clothes Dryer

The clothes dryer that was purchased in January, 2006 is in need of repair. The cost of the repair is \$312.00, which is for a thermal fuse, thermister and electronic control board.

The following is a timeline of repairs for this clothes dryer for the past three years.

2009 - electronic control board replaced

2010 - the drive motor replaced

2011 – the belt switch with belt, thermal fuse, thermister

A phone bid for new clothes dryer was completed on January 19, 2012. Three bids where received, analysis is attached. The lowest quote is \$499.00 with a one year parts and labor warranty.

Therefore, we are requesting to purchase a replacement clothes dryer for \$499.00 with a one year parts and labor warranty.

We are also requesting to keep the old clothes dryer for replacement parts for the other two clothes dryers at the Juvenile Justice Center.

Attached is the budget revision, transferring monies from equipment repair, purchase order and memo to the Auditor and County Commission for your signature.

MH:as 1/19/2012

Clothes Dryer Bid Analysis

Specifications included: Amana, 7.2 cu. Ft. super capacity electric dryer one year warranty parts and labor, plus delivery

Columbia Appliance - \$499.00

Ennis Appliance - \$565.00

Downtown Appliance - \$578.50

Recommend purchasing from Columbia Appliance for \$499.00.

QUOTE SHEET

COLUMBIA APPLIANCE

1805 Westfall Dr.
Columbia, MO 65202
Phone: (573) 814-2244
Fax: (573) 474-7000

Date: 1-19-12

Customer: (AvN) Juvenile Justice CTR

Address: _____

Phone: 864-5450 Fax 886-4461

Salesperson: Richy

QTY	MAKE	MODEL NO.	DESCRIPTION	KEY FEATURES	REG. PRICE	PKG. PRICE
1	Amana	NE0750AVM	Amana Dryer	(Red) cord if needed 1 year warranty labor & parts	649	499

AvN

SUBTOTAL:

TAX:

DELIVERY:

INSTALLATION:

TOTAL:

Price good for 30 days

50900

1/24/2012

FY 2012
Budget Amendments/Revisions
Juvenile Justice Center (1242)

<u>Index #</u>	<u>Date Recd</u>	<u>Dept</u>	<u>Account</u>	<u>Dept Name</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>
1	1/23/2012	1242	60200	Juvenile Justice Center	Equipment Repair		499	Purchase Clothes Dryer
		1242	92300	Juvenile Justice Center	Replacement Machinery & Equipment	499		

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 12

In the County Commission of said county, on the 7th day of February 20 12

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the organizational use of the Boone County Commission Chambers by Central Missouri for Ron Paul every Monday thru March 12th, 2011 from 7:00 p.m. until 9:00 p.m. for meetings.

Done this 7th day of February, 2012.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Absent
Skip Elkin
District II Commissioner

Ken Pearson, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



Roger B. Wilson
Boone County Government Center
801 East Walnut Room 245
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Roger B Wilson Government Center or Centralia Satellite Office as follows:

Description of Use: Meetings -

Date(s) of Use: Every Monday thru March 12th

Time of Use: From: 7⁰⁰ a.m. thru 9⁰⁰ a.m.

Facility requested: Courthouse Grounds - Courtyard Square - Chambers - Rm220 - Rm208 - Rm139
Centralia Office

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.
6. Organizations and user groups must provide any and all equipment needed for their event or presentation (i.e.; TV, projector, microphones, etc.)
7. Boone County reserves the right to cancel or alter your meeting schedule due to an emergency or any conflicts in scheduling for governmental use. If this should occur we would make every effort to contact you in ample time.

Name of Organization/Person: Central Missouri for Ron Paul
Organization Representative/Title: Co-chair: Bruce Summers & Amy Bremer
Address/Phone Number: Debbie Lewis - (573) 378-9123
Date of Application: January 27th, 2012

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

Wendy B. Noveck
County Clerk

BOONE COUNTY, MISSOURI

[Signature]
County Commissioner

DATE: 2/7/12