



# County of Jefferson

*State of Missouri*

**BETH MAHN**  
DEPARTMENT OF THE COUNTY COLLECTOR

JEFFERSON COUNTY  
ADMINISTRATION CENTER  
PO BOX 100  
HILLSBORO, MO 63050

Phone: (636) 797-5406  
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March 1, 2015

To Whom It May Concern:

In March 2015 Jefferson County will publish a notice requesting bids on the Jefferson County Depository Agreement. All bids must be submitted to the Clerk of Jefferson County by 2:00 p.m. on March 31, 2015. The Agreement will be in effect from May of 2015 through May of 2019. The County shall have the option to rebid in 2017.

Enclosed is a packet of information that we feel is necessary for you to complete your bidding process, however if further information is required, please don't hesitate to contact either Linda Nees, the Jefferson County Treasurer or Beth Mahn, the Jefferson County Collector.

We will be contacting each entity after the bid opening has taken place. We will reserve a time to meet with your representatives to go over your bid and clarify all phases of your proposal.

We will put forth every effort to make sure that every bidder receives a fair and accurate appraisal of your proposals.

Once again, please don't hesitate to contact either of us if you should have any questions concerning the bid process.

Linda Nees  
Treasurer  
Jefferson County  
636-797-5367

Beth Mahn  
Collector of Revenue  
Jefferson County  
636-797-6441

**COUNTY DEPOSITORY AGREEMENT**  
**NOTICE OF BIDS**

**GENERAL REVENUE, ROAD AND BRIDGE, LAW ENFORCEMENT AND  
COUNTY COLLECTOR'S FUNDS**

Notice is herewith given that the Jefferson County, Missouri, Council, during the May 2015 term thereof, and on March 31, 2015, will receive bids for County Depositories in compliance with the provisions of Section 110.130 et. seg., Chapter 110, R.S. Mo. 2000. The County Council anticipates that it may be necessary to borrow approximately \$750,000.00 per year for the life of the agreement. Sealed bids should indicate what terms, conditions, and rates of interest are proposed for loaning money to the County. The County Council will also select a depository for monies received by the County Collector under the provisions of Section 52.360, Chapter 52 R.S. Mo. 2000. The said depositories will be selected for the term from May 2015 to May 2019, with an option for the County to re-bid in 2017. Therefore, the Council does issue its request for bids herein in accordance with the specifications and bid criteria on file with the County Treasurer and County Collector of Jefferson County, Missouri. Bid packages may be obtained by contacting the office of Contracts and Grants at 636-797-6083, Monday through Friday 8:00 a.m. to 5:00 p.m.. The Council reserves the right to reject any and all bids, 3 complete copies of sealed bids must be filed with the County Clerk of Jefferson County, Missouri at 729 Maple St., Hillsboro, MO 63050 not later than 2:00 p.m., local time, on March 31, 2015.

**DESCRIPTION AND CONDITIONS CONCERNING  
THE DEPOSITORY PLEDGE AND LOAN AGREEMENT  
FOR JEFFERSON COUNTY  
2015 - 2019**

Jefferson County is requesting proposals from local banks who are interested in becoming the County Depository. The Depository will be chosen for a four year period beginning May 2015. The County shall have the option to re-bid in 2017.

The County's goal is to maximize earnings on its funds while utilizing bank management's systems. The County is interested in proposals for services which would enhance its operation.

All banks are invited to participate in this depository agreement procedure. Preference will be given to participating banks that bid on all sections.

The County Council, the County Treasurer and the County Collector reserve the right to accept or reject any and all proposals regarding the Depository Pledge and Loan Agreement.

**LEGAL REQUIREMENTS**  
Collateral

Bank depository to collateralize and secure all deposits and investments: as required by Missouri Law in Sections 110.020, 110.010 and 30.270 RSMo.; all security so pledged shall be held by a third party institution with preference given to third party holding by the Federal Reserve Bank in St. Louis. Safekeeping receipts for pledged collateral and securities shall be delivered to the designated officer and said collateral and securities shall be released only when authorized by the County through a statement signed by the designated officer or the County Executive. If pledged security is not held by the Federal Reserve Bank the depository agrees to have the third party holder provide the designated officer with a monthly listing of security pledged on or before the tenth day of each month. The monthly listing shall detail the holdings as of the last working day of the immediately preceding month along with the purchase date, the coupon interest rate, the maturity date, the par value of each security, the total par value of all securities, the market value of each security and the total market value of all securities. The County reserves the right to reject or request replacement of any security pledged. A listing of acceptable securities under Missouri law is included in this proposal.

## EXHIBIT A

### SECURITIES ACCEPTABLE FOR THE SAFEKEEPING OF DEPOSITS ARE:

1. Bonds or other obligations of the United States.
2. Bonds or other obligations of the State of Missouri.
3. Bonds of the Federal Farm Mortgage Corporation.
4. Bonds of the Federal Home Loan Banks.
5. Any bonds or other obligations guaranteed as to payment of principal and interest by the government of the United States of any agency or instrumentality thereof.

### SERVICES NEEDED

**General:** Provision for daily deposits\*

Provide full service checking and savings accounts

Proposal for borrowing approximately \$750,000.00 per year for the life of the contract

Stop payment provisions

Pre-encoded, pre-printed deposit slips for all accounts

Daily armored car transportation cost

Please make special note of addressing the following issues:

- (A) We now have the availability to access our account directly by personal computer. Would this be available through your institution?
- (B) Presently our daily deposits are picked up by armored car at approximately 1:30 p.m. When would this deposit be credited to our account?

**Treasurer's Funds:**

Proposal for approximately 6 to 8 wire transfers monthly.

Provide electronic access to cleared checks sorted in numerical order.

Provide month end transmission of cleared check file.

Now-Account with sweep capabilities.

Possibility of daily listing of cleared checks.

Cost of approximately 10 corporate credit cards. Each on a separate account.

**Collector's Funds:**

Proposals for ach transfers of monthly tax distributions to approximately 65 different taxing entities. (Currently 48 @ month)

Investments of protested tax payments with the ability to track interest earnings from date of deposit to payout.

Pre-encoded, pre-printed checks for use with personal computer software.

If there are any other figures that we have omitted that you feel would be helpful in preparing your bid, please don't hesitate to call either Beth Mahn, Collector of Revenue at (636) 797-6441 or Linda Nees, County Treasurer at (636) 797-5367.

## 2015 BANK BIDS

In order to more efficiently expedite the processing of our bank bids, please furnish the amounts your Financial Institution will charge for the following items:

|                                |       |                              |       |
|--------------------------------|-------|------------------------------|-------|
| 1) Returned items              | _____ | 16) Checks                   | _____ |
| 2) Redeposit of Returned Items | _____ | 17) Deposit Tickets          | _____ |
| 3) Incoming Fed Wires          | _____ | 18) Positive Pay Service     | _____ |
| 4) Mail Advise                 | _____ | 19) Direct Deposits          | _____ |
| 5) Stop Payments               | _____ | 20) Armoured Car             | _____ |
| 6) Ledger Credits              | _____ | 21) Credit Cards             | _____ |
| 7) Ledger Debits               | _____ | 22) FDIC Insurance           | _____ |
| 8) Deposited Items             | _____ | 23) On Line Wire Transfer    | _____ |
| 9) Currency & Coin             | _____ | 24) CR ROM                   | _____ |
| 10) Cancelled Checks           | _____ | 25) ACH Maintenance          | _____ |
| 11) Monthly Maintenance        | _____ | 26) ACH File Transmission    | _____ |
| 12) Monthly Sweep Fee          | _____ | 27) Loan Rates               | _____ |
| 13) Account Reconciliation     | _____ | 28) Repo Rate                | _____ |
| 14) Software                   | _____ | 29) Cleared Check File @ EOM | _____ |
| 15) On Line Access to Checks   | _____ | 30) Remote Deposit           | _____ |

March 1, 2015

To Whom It May Concern:

In reference to the upcoming bid proposal for selection of the bank depository, we have included the following information.

**TOTAL ASSESSED VALUE FOR 2014: \$ 2,984,567,342.00**

**The Top 10 Taxpayers in Jefferson County and their total tax For 2014:**

|     |                             |                 |
|-----|-----------------------------|-----------------|
| 1.  | River Cement Co.            | \$ 3,082,530.35 |
| 2.  | Metal Container             | \$ 832,954.34   |
| 3.  | Wal-Mart                    | \$ 650,921.64   |
| 4.  | Doe Run Co.                 | \$ 438,989.61   |
| 5.  | Joyce Meyer Ministries      | \$ 381,488.05   |
| 6.  | Saint Gobain Containers     | \$ 266,343.30   |
| 7.  | Inland American             | \$ 266,129.37   |
| 8.  | Ball Foster Glass Container | \$ 234,594.99   |
| 9.  | Jefferson Memorial Hospital | \$ 232,478.68   |
| 10. | Dow Chemical Co.            | \$ 209,872.72   |

**JEFFERSON COUNTY TREASURER'S ACCOUNT**  
**FISCAL 2014 INFORMATION**

| MONTH        | CHECKS &<br>DEBITS | DEPOSITS &<br>CREDITS | AVERAGE DAILY<br>SWEEP<br>BALANCE |
|--------------|--------------------|-----------------------|-----------------------------------|
| JANUARY      | 602                | 257                   | \$ 39,466,590.91                  |
| FEBRUARY     | 691                | 267                   | \$ 43,534,750.00                  |
| MARCH        | 629                | 312                   | \$ 38,571,409.09                  |
| APRIL        | 721                | 323                   | \$ 36,333,869.57                  |
| MAY          | 742                | 378                   | \$ 35,259,181.82                  |
| JUNE         | 856                | 289                   | \$ 34,518,954.55                  |
| JULY         | 693                | 298                   | \$ 34,851,826.09                  |
| AUGUST       | 1322               | 315                   | \$ 32,954,636.36                  |
| SEPTEMBER    | 887                | 317                   | \$ 31,702,636.36                  |
| OCTOBER      | 798                | 309                   | \$ 31,478,260.87                  |
| NOVEMBER     | 758                | 272                   | \$ 29,838,789.47                  |
| DECEMBER     | 829                | 284                   | \$ 32,189,217.39                  |
| <b>TOTAL</b> | <b>9528</b>        | <b>3621</b>           | <b>\$ 420,700,122.48</b>          |

AVERAGE DAILY BALANCE INVESTED IN SWEEP  
 ACCOUNT: **\$ 35,058,343.54**

| <b>TREASURER'S<br/>CURRENCY &amp; COIN DEPOSITED</b> |                        |                      |
|--|------------------------|----------------------|
|  |                        | <b># of Deposits</b> |
| January  | \$ 92,935.38           | 20                   |
| February   | \$ 105,501.41          | 18                   |
| March  | \$ 122,173.49          | 21                   |
| April  | \$ 89,071.05           | 22                   |
| May  | \$ 86,332.80           | 20                   |
| June   | \$ 103,941.43          | 21                   |
| July   | \$ 97,874.45           | 22                   |
| August   | \$ 95,689.90           | 21                   |
| September  | \$ 94,693.86           | 21                   |
| October  | \$ 99,296.71           | 22                   |
| November   | \$ 85,694.50           | 17                   |
| December   | \$ 108,138.71          | 22                   |
|  | <b>\$ 1,181,343.69</b> | <b>247</b>           |
| <b>Average Monthly Cash Deposit</b>                  |                        | <b>\$98,445.31</b>   |

## JEFFERSON COUNTY COLLECTOR'S ACCOUNT

### FISCAL 2014 INFORMATION

| MONTH          | CHECKS<br>&<br>DEBITS | DEPOSITS<br>&<br>CREDITS | AVERAGE DAILY<br>SWEEP BALANCE |
|----------------|-----------------------|--------------------------|--------------------------------|
| JANUARY 2014   | 472                   | 250                      | \$ 39,816,419.35               |
| FEBRUARY 2014  | 248                   | 127                      | \$ 4,182,071.42                |
| MARCH 2014     | 153                   | 124                      | \$ 2,649,645.16                |
| APRIL 2014     | 146                   | 139                      | \$ 1,695,166.66                |
| MAY 2014       | 77                    | 111                      | \$ 1,258,548.38                |
| JUNE 2014      | 66                    | 106                      | \$ 1,058,200.00                |
| JULY 2014      | 61                    | 95                       | \$ 1,395,612.90                |
| AUGUST 2014    | 71                    | 99                       | \$ 913,774.19                  |
| SEPTEMBER 2014 | 42                    | 89                       | \$ 1,004,500.00                |
| OCTOBER 2014   | 33                    | 89                       | \$ 568,806.45                  |
| NOVEMBER 2014  | 54                    | 108                      | \$ 1,233,033.33                |
| DECEMBER 2014  | 323                   | 411                      | \$ 31,806,000.00               |
| TOTAL          | 1,746                 | 1,748                    |                                |

AVERAGE DAILY BALANCE INVESTED IN SWEEP ACCOUNT: **\$ 7,298,481.49**

## **COLLECTOR'S CURRENCY AND COIN DEPOSITED**

|                                       |                 | <b># OF DEPOSITS</b> |
|---------------------------------------|-----------------|----------------------|
| JANUARY                               | \$ 208,069.26   | 112                  |
| FEBRUARY                              | \$ 401,664.79   | 58                   |
| MARCH                                 | \$ 294,861.95   | 55                   |
| APRIL                                 | \$ 278,192.48   | 68                   |
| MAY                                   | \$ 215,016.48   | 53                   |
| JUNE                                  | \$ 215,929.77   | 48                   |
| JULY                                  | \$ 220,390.01   | 46                   |
| AUGUST                                | \$ 345,600.47   | 46                   |
| SEPTEMBER                             | \$ 133,095.55   | 42                   |
| OCTOBER                               | \$ 120,977.47   | 41                   |
| NOVEMBER                              | \$ 172,881.02   | 52                   |
| DECEMBER                              | \$ 811,853.81   | 199                  |
| TOTAL                                 | \$ 3,418,533.06 | 820                  |
| <b>AVERAGE MONTHLY CASH DEPOSITED</b> |                 | <b>\$284,877.76</b>  |