

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 03

County of Boone

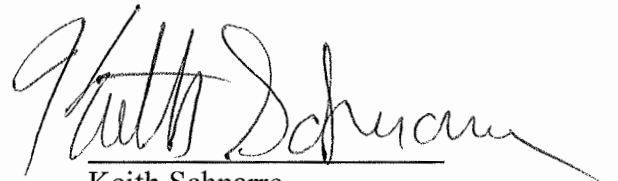
In the County Commission of said county, on the

4<sup>th</sup> day of November 20 03

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

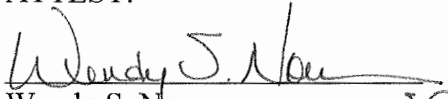
Now on this day the County Commission of the County of Boone does hereby award bid 67-21OCT03 for Magnetic Media Tape Off-Site Storage Service to Data Retention Services Inc. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Done this 4<sup>th</sup> day of November, 2003.



Keith Schnarre  
Presiding Commissioner

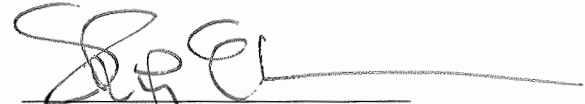
ATTEST:



Wendy S. Noren  
Clerk of the County Commission

absent

Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner

# Boone County Purchasing

Melinda Bobbitt, CPPB  
Director



601 E. Walnut, Room 208  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

502-2003

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPB  
DATE: October 24, 2003  
RE: 67-21OCT03 – Magnetic Media Tape Off-Site Storage Service

The Bid for Magnetic Media Tape Off-Site Storage Service was issued on September 9, 2003 and closed on October 21. One bid was received. Upon the completion of the bid evaluation, Purchasing and Information Technology recommend award to Data Retention Services Inc.

This is a Term and Supply contract and invoices will be paid out of organization 1170 – Information Technology, account 71100 – Outside Services. At the time of this writing, there is a balance of \$5,563 remaining in the account. \$10,000 per year is budgeted for this service.

Please find attached a copy of the bid tabulation for your review.

att: bid tabulation

**EXHIBIT 1 - TABULATION**

**67-21OCT03 - Magnetic Media Tape Storage Term & Supply**

Pricing		Data Retention Services	
4.7.	Storage Price per Month 0-20 Tapes	10.50	
4.7.1.	Storage Price per Month per each additional 0-10 Tape Sets	5.25	
4.7.2.	Courier Service per Month for Pickup/Return of 0-20 Tapes for one location: Government Center	495.00	
4.7.3.	Courier Service per Month for Pickup/Return of 0-20 Tapes for Three locations: Government Center, Public Works Department, & Sheriff Department	715.00	
4.7.4.	Courier Service per Month for Pickup/Return of 0-20 Tapes for Five locations: Government Center, Public Works Department, Johnson Building, Sheriff Department and Child Support	880.00	
4.7.5.	Emergency Courier Service fee per occurrence outside of regular schedule on a weekday	45.00	
4.7.6.	Emergency Courier Service fee per occurrence outside of regular schedule on weekends or holidays	65.00	
4.7.7.	Maximum % Increase for	2nd year	0
		3rd year	0
		4th year	0
		5th year	5%
4.7.9.	Complete Dailey Magnetic Media Tape Storage/Backup	1 day	
	Service shall begin ___ days after notice to proceed.		
4.8.	Co-op	yes	
4.9.	References	yes	

**No Bid**  
**CDW•G**

**PURCHASE AGREEMENT  
FOR  
MAGNETIC MEDIA TAPE STORAGE  
TERM AND SUPPLY**

**THIS AGREEMENT** dated the 4<sup>th</sup> day of November 2003 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Data Retention Services Inc.**, herein "Contractor."

**IN CONSIDERATION** of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement For **Magnetic Media Off-Site Tape Storage Service**, County of Boone Request for Bid for Magnetic Media Tape Off-Site Storage Service, bid number **67-21OCT03** including Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Addendum Number One, as well as the Contractor's bid response dated October 21, 2003 and executed by David Cruse on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. In the event of conflict between any of the foregoing documents, the County of Boone Request for Bid for Magnetic Media Tape Off-Site Storage Service, bid number 67-21OCT03, including Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, Addendum Number One, and the un-executed Response Form shall prevail and control over the Contractor's bid response.

2. **Purchases/Services** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County Magnetic Media Tape Off-Site Storage Service as specified in the bid documents and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County.

3. **Contract Period** - This Term and Supply Contract will have an initial term from January 1, 2004 through December 31, 2004. After the initial term, this contract shall automatically renew each year for up to four (4) one-year renewal terms, unless canceled by the County upon written notice prior to the beginning of a renewal term.

4. **Delivery** - Contractor agrees to provide storage and pickup at three locations in Boone County including the Government Center, Public Works Department and the Sheriff's Department. All service will be provided in accordance with section 2.3. of the original bid documents. Complete Daily Magnetic Media Tape Storage/Backup Service shall begin one day after notice to proceed.

5. **Billing and Payment** - All billing shall be invoiced to the Boone County Information Technology Department and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as

provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

6. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

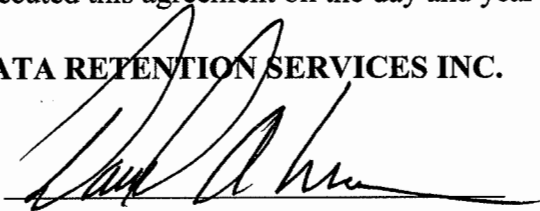
7. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

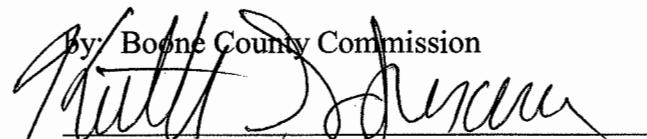
8. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:  
a. County may terminate this agreement due to material breach of any term or condition of this agreement, or  
b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or  
c. If appropriations are not made available and budgeted for any calendar year.

**IN WITNESS WHEREOF** the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**DATA RETENTION SERVICES INC.**

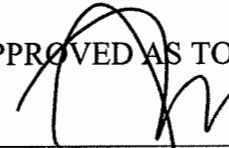
**BOONE COUNTY, MISSOURI**

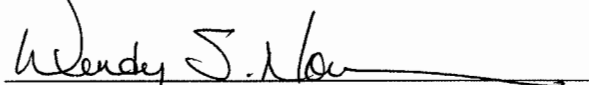
by   
title President

by Boone County Commission  
  
Keith Schnarre, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

  
County Counselor

  
Wendy S. Noren, County Clerk

**AUDITOR CERTIFICATION**

In accordance with RSMo 55.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

Term and Supply 1170-71100

no encumbrance required 10/27/03  
Signature Depe Date Appropriation Account

# Boone County Purchasing

Debbie Crutchfield  
Office Specialist



601 E. Walnut-Room 209  
Columbia, MO 65201  
(573) 886-4394  
Fax (573) 886-4390  
Email: dcrutchfield@boonecountymmo.org

October 27, 2004

Data Retention Services, Inc  
Attn: David Cruse  
1711 Paris Road  
Columbia, MO 65201

A large, stylized stamp that says "COPY" with a small icon of a document or folder to its left.

RE: 67-21OCT03 – Magnetic Media Off-Site Storage Service

Dear Mr. Cruse:

The County of Boone wishes to renew the above referenced contract. Confirming the letter dated October 1, 2004, you agree to renew the contract under the same terms and conditions as the Original contract. This contract period will cover January 1, 2005 through December 31, 2005

The contracted prices for the next term are as follows:

	Pricing	Unit Price
4.7.1.	Storage Price per Month for 0-10- Tapes	\$ 10.50
4.7.2.	Storage Price per Month for 0-20- Tapes	\$ 5.25
4.7.3.	Courier Service per Month for Pickup\Return of 0-20 Tapes for one Location: Government Center	\$ 495.00
4.7.4.	Courier Service per Month for Pickup\Return of 0-20 Tapes for three Locations: Government Center, Public Works Department, and Sheriff Department	\$ 715.00
4.7.5.	Courier Service per Month for Pickup\Return of 0-20 Tapes for five Locations: Government Center, Public Works Department, Johnson Building, Sheriff Department and Child Support	\$ 880.00
4.7.6.	Emergency Courier Service fee per occurrence outside of regular schedule on a weekday	\$ 45.00
4.7.7.	Emergency Courier Service fee per occurrence outside of regular schedule on a weekends and Holidays	\$ 65.00

Should you have any questions, please contact me.

Sincerely,

Debbie Crutchfield  
Office Specialist

Cc Mike Mallicoat - IT  
Purchasing Bid File  
Shawna Victor - Clerk's File  
Diana Manlove - Auditor

502-2003

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

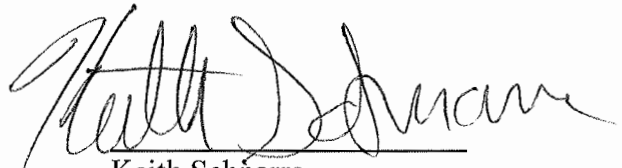
November Session of the October Adjourned Term. 20 03

In the County Commission of said county, on the 4<sup>th</sup> day of November 20 03

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

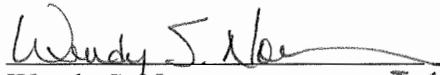
Now on this day the County Commission of the County of Boone does hereby cancel the contract with Sara Med, as approved in Commission Order 408-2003, and re-award the City of Columbia Cooperative Contract 186/2003 to Philips Medical Systems. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Done this 4<sup>th</sup> day of November, 2003.




Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

# Boone County Purchasing

Marlene Ridgway  
Buyer



601 E. Walnut, Rm 209  
Columbia, MO 65201  
(573) 886-4392  
Fax (573) 886-4390

503-2003

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## MEMORANDUM

TO: Boone County Commission  
FROM: Marlene Ridgway *MR*  
RE: 186/2003 – City of Columbia Contract for Philips AEDs  
DATE: October 24, 2003

On October 10, 2003, the Purchasing department was notified by the City of Columbia's Purchasing department that the cooperative contract for AEDs originally contracted with Sara Med has been amended to award to Philips Medical Systems. Philips is no longer selling equipment to Sara Med and they have agreed to honor the exact terms and conditions of the contract. We are requesting to cancel the contract with Sara Med and reaward to Philips Medical Systems. This request is to purchase 6 units and cabinets for a contract price of \$9,900.00 to be paid from department 1191 account 91100. -





**PURCHASE AGREEMENT  
FOR  
PHILIPS AED**

**THIS AGREEMENT** dated the 4<sup>TH</sup> day of November 2003 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and Philips Medical Systems, herein "Vendor."

**IN CONSIDERATION** of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement For Philips AED in compliance with all bid specifications and any addendum issued for the City of Columbia Contract 186/2003. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the City of Columbia Contract 186/2003 shall prevail and control over the vendor's bid response.

2. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with six (6) Heartstart OnSite units and six alarmed cabinets per the bid specifications. Total contract price including delivery is \$9,900.00.

3. **Delivery** - Vendor agrees to deliver equipment to the Boone County Clerks Office located at 801 E. Walnut, Room 236, Columbia, MO 65201 within 30 days after receipt of order.

4. **Billing and Payment** - All billing shall be invoiced to the Boone County Clerk's Office and billings may only include the prices listed in the vendor's bid response. No additional fees for paper work processing, labor, or taxes shall be included as additional charges in excess of the charges in the Vendor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

**IN WITNESS WHEREOF** the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

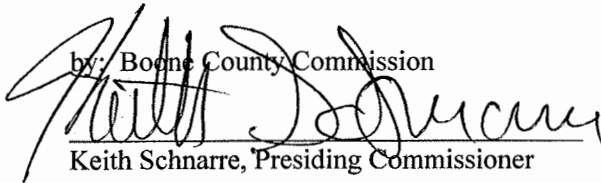
**PHILIPS MEDICAL SYSTEMS**

**BOONE COUNTY, MISSOURI**

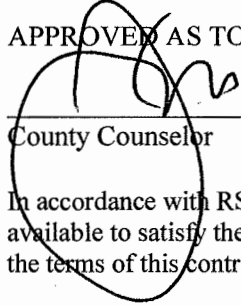
by \_\_\_\_\_

title \_\_\_\_\_


by: Boone County Commission

  
Keith Schnarre, Presiding Commissioner

APPROVED AS TO FORM:

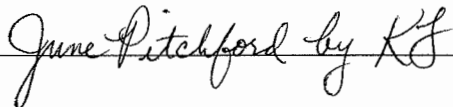
  
\_\_\_\_\_  
County Counselor

ATTEST:

  
Wendy S. Noren, County Clerk

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) incurred by this contract. (Note: Certification of this contract is not required if the terms of this contract do not result in a measurable county obligation at this time.) 1191-91100

Signature



Date

10/28/2003

1191-91100  
Appropriation Account

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

November Session of the October Adjourned Term. 20 03

In the County Commission of said county, on the 4<sup>th</sup> day of November 20 03

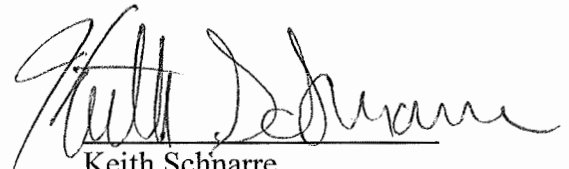
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision:

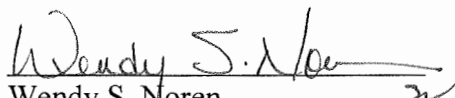
DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1123-86800: Emergency Funds	\$29,009.00	
1255-71100: Corrections – Outside Services		\$29,009.00

Said budget revision is for the Out-of-County prisoner housing expenses for August 2003.

Done this 4<sup>th</sup> day of November, 2003.

  
 Keith Schnarre  
 Presiding Commissioner

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

absent  
 Karen M. Miller  
 District I Commissioner

  
 Skip Elkin  
 District II Commissioner





# PAYMENT REQUISITION

## BOONE COUNTY, MISSOURI

91503  
DATE

7237  
VENDOR NO.

Chenilton County  
VENDOR NAME

ADDRESS

CITY

PHONE #  
STATE ZIP  
**COPY**

### BID DOCUMENTATION

This field **MUST** be completed to demonstrate compliance with statutory bidding requirements.  
Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) attached (<\$750 to \$4,449)
- <\$750 No Bids Required (enter bid # below if you are purchasing from a bid, even if this purchase is <\$750)
- Professional Services (see Purchasing Policy Section 3-103)

- Transaction Not Subject To Bidding For The Following Reason:
- Utility
  - Travel
  - Dues
  - Refund
  - Cooperative Agreement
  - Other (Explain):
  - Training
  - Pub/Subscriptions
  - Required Copy Payment
  - Agency Fund Distribution

#  
(Enter Applicable Bid / Sole Source / Emergency Number)

*OUT*

**RECEIVED**  
SEP 18 2003  
OCT - 2 2003  
BOONE COUNTY AUDITOR

Fund	Department	Account	Invoice Number and Customer Account Number	Amount
	1255	71100	Aug 2003 Bo Co	13,980. <sup>00</sup>
	1255	86300		40. <sup>00</sup>
				<del>14020.<sup>00</sup></del>
			<i>Bal 88612.37 9-25-03</i> <i>1255-86300</i>	
			<b>Total</b>	

I certify that the goods, services or charges specified above are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

*[Signature]*

Requesting Official

County Commission Approval

*[Signature]*

Auditor Approval

# INVOICE

CHARITON COUNTY  
306 S CHERRY ST  
KEYTESVILLE MO 65261-1086  
SUSAN LITTLETON, COUNTY CLERK  
PH 660-288-3273 FAX 660-288-3403

DATE September 10, 2003

COPY

TO: SHERIFF TED BOEHM  
BOONE COUNTY  
2121 COUNTY DR  
COLUMBIA MO 65201

	DESCRIPTION	AMOUNT
	AUGUST PRISONER CARE	
	Baker, Michael	20.00
	Newsome, Elroy	20.00
	TOTAL DUE	40.00
	PLEASE MAKE CHECK PAYABLE TO: CHARITON COUNTY TREASURER 306 S CHERRY ST KEYTESVILLE MO 65261-1086	



10/20/2003

FY 2003  
Budget Amendments/Revisions  
Corrections (1255)

Index #	Date Recd	Account	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	1/3/2003	10510 1123-86850	CERF-Employer Paid Contrib Emergency-Contingency	8,137	8,137	Move budget for additional 4% CERF from Contingency to individual dept class 1	
2	4/3/2003	23850 92400	Minor Equipment & Tools Replacement Auto/Trucks	83	83	Cover convenience package added to basic vehicle cost	
3	6/11/2003	85610 1123-86800	Hospital Costs Emergency	37,928	37,928	Cover inmate hospital costs through May	
4	6/19/2003	85620 1123-86800	Other Medical Emergency	11,630	11,630	Behavioral Health Concepts 2003-2004 contract	
5	7/10/2003	85610 1123-86800	Hospital Costs Emergency	7,649	7,649	Cover inmate hospital costs - June	
6	9/16/2003	1170-91301 10100	IT-Computer Hardware Salary & Wages	1,545	1,545	Laptop computer for Corrections nurse	Dept 1255 class 1 projected savings = \$148,796
7	10/2/2003	71100 1123-86800	Outside Services Emergency	29,009	29,009	Out-of-County prisoner housing - August	

2003 Emergency Fund  
1123-86800

DATE	DEPARTMENT	DEPT. NO.	ACCOUNT	AMOUNT	BALANCE	DESCRIPTION
1-1-2003	Budget			600,000	600,000	Original budget
4-22-2003	Non-Departmental	1190	71105	(3,300)	596,700	Legal services for arbitrage rebate calculation
5-12-2003	Employee Benefits	1192	10600	(6,226)	590,474	2003 Qtr #1 Unemployment
5-20-2003	Circuit Clerk	1221	92000	(16,305)	574,169	Purchase micro-imager camera for microfilming
6-23-2003	Corrections	1255	85620	(11,630)	562,539	Behaviorial Health Concepts 2003-2004 contract
7-7-2003	Clerk	1131	92000	(2,984)	559,555	Purchase copier with networking capability
8-4-2003	Employee Benefits	1192	10600	(15,443)	544,112	2003 Qtr #2 Unemployment
9-19-2003	Election & Registration	1132	85900	(20,029)	524,083	April election
10-3-2003	Corrections	1255	71100	(29,009)	495,074	Out-of-County prisoner housing - August
					495,074	
					495,074	
Total Revisions				<u>(104,926)</u>		

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

November Session of the October Adjourned Term. 20 03

In the County Commission of said county, on the 4<sup>th</sup> day of November 20 03

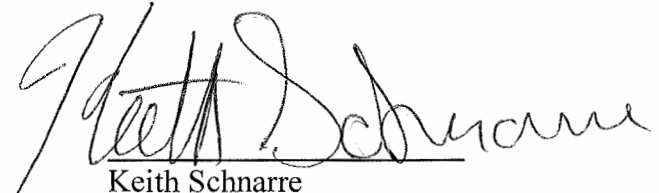
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision:

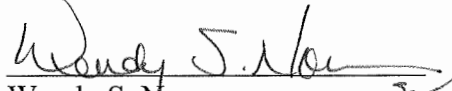
DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1123-86800: Emergency Funds	\$32,580.00	
1255-71100: Corrections – Outside Services		\$32,580.00

Said budget revision is for the Out-of-County prisoner housing expenses for September 2003.

Done this 4<sup>th</sup> day of November, 2003.

  
Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner









10/29/2003

FY 2003  
 Budget Amendments/Revisions  
 Corrections (1255)

Index #	Date Recd	Account	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	1/3/2003	10510 1123-86850	CERF-Employer Paid Contrib Emergency-Contingency	8,137	8,137	Move budget for additional 4% CERF from Contingency to individual dept class 1	
2	4/3/2003	23850 92400	Minor Equipment & Tools Replacement Auto/Trucks	83	83	Cover convenience package added to basic vehicle cost	
3	6/11/2003	85610 1123-86800	Hospital Costs Emergency	37,928	37,928	Cover inmate hospital costs through May	
4	6/19/2003	85620 1123-86800	Other Medical Emergency	11,630	11,630	Behavioral Health Concepts 2003-2004 contract	
5	7/10/2003	85610 1123-86800	Hospital Costs Emergency	7,649	7,649	Cover inmate hospital costs - June	
6	9/16/2003	1170-91301 10100	IT-Computer Hardware Salary & Wages	1,545	1,545	Laptop computer for Corrections nurse	Dept 1255 class 1 projected savings = \$148,796
7	10/2/2003	71100 1123-86800	Outside Services Emergency	29,009	29,009	Out-of-County prisoner housing - August	
8	10/29/2003	71100 1123-86800	Outside Services Emergency	32,580	32,580	Out-of-County prisoner housing - September	



2003 Emergency Fund  
1123-86800

DATE	DEPARTMENT	DEPT. NO.	ACCOUNT	AMOUNT	BALANCE	DESCRIPTION
1-1-2003	Budget			600,000	600,000	Original budget
4-22-2003	Non-Departmental	1190	71105	(3,300)	596,700	Legal services for arbitrage rebate calculation
5-12-2003	Employee Benefits	1192	10600	(6,226)	590,474	2003 Qtr #1 Unemployment
5-20-2003	Circuit Clerk	1221	92000	(16,305)	574,169	Purchase micro-imager camera for microfilming
5-23-2003	Corrections	1255	85620	(11,630)	562,539	Behaviorial Health Concepts 2003-2004 contract
7-7-2003	Clerk	1131	92000	(2,984)	559,555	Purchase copier with networking capability
8-4-2003	Employee Benefits	1192	10600	(15,443)	544,112	2003 Qtr #2 Unemployment
9-19-2003	Election & Registration	1132	85900	(20,029)	524,083	April election
10-3-2003	Corrections	1255	71100	(29,009)	495,074	Out-of-County prisoner housing - August
10-29-2003	Corrections	1255	71100	(32,580)	462,494	Out-of-County prisoner housing - September

506-2003

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

November Session of the October Adjourned Term. 20 03

In the County Commission of said county, on the 4<sup>th</sup> day of November 20 03

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

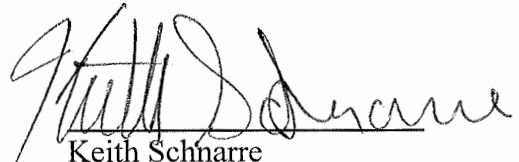
Now on this day the County Commission of the County of Boone does hereby amend Commission Order 314-2003 to read as follows:

Now on this day the County Commission of the County of Boone does hereby approve employee health insurance premiums using the following criteria:

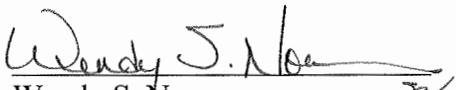
- Generating \$150,000 over 12 pay periods,
- Basing premiums proportionally based on hourly rate,
- Charging full premium on part-time employees,
- Allocating premium to vacant positions at base of range, and
- *If an employee is hired above the base of the range, then the premium shall be increase by the same percentage the hourly rate is above the base of the range.*

Said premiums are to follow the attached schedule through December 31, 2003.


Done this 4<sup>th</sup> day of November, 2003.

  
 Keith Schnarre  
 Presiding Commissioner

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

absent  
 Karen M. Miller  
 District I Commissioner

  
 Skip Elkin  
 District II Commissioner

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

June Session of the May Adjourned

Term. 20 03

County of Boone

In the County Commission of said county, on the

26<sup>th</sup> day of June 20 03

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

Now on this day the County Commission of the County of Boone does hereby approve employee health insurance premiums using the following criteria:

- Generating \$150,000 over 12 pay periods,
- Basing premium proportionally based on hourly rate,
- Charging full premium on part-time employees, and
- Allocating premium to vacant positions at base of range.

*If an employee is hired above the base of the range, then the premium shall be set at an amount increased by the same percentage the hourly rate is above the base of the range.*

Said premiums are to follow the attached schedule through December 31, 2003.

Done this 26<sup>th</sup> day of June, 2003.

*Keith Schnarre*  
 Keith Schnarre  
 Residing Commissioner

ATTEST: *Range.*  
*Wendy S. Noren*  
 Wendy S. Noren  
 Clerk of the County Commission

ABSENT  
 Karen M. Miller  
 District I Commissioner

*Skip Elkin*  
 Skip Elkin  
 District II Commissioner

314-2003



WENDY S. NOREN  
BOONE COUNTY CLERK  
801 E WALNUT RM 236  
COLUMBIA, MO. 65201  
573-886-4295 FAX 573-886-4300

**TO: COUNTY COMMISSION**

**FROM: WENDY S. NOREN BOONE COUNTY CLERK**

**RE: HEALTH INSURANCE PREMIUMS**

*Attached find cost estimates for employee premiums using the following criteria:*

- a. Generating \$150,000 over 12 pay periods*
- b. Basing premium proportionally based on hourly rate*
- c. Charging full premium on part-time employees*
- d. Allocating premium to vacant positions at base of range*

*The original proposal would have cost employees 34.00 per pay period (with one pay period no deduction). Under this proposal:*

*118 employees would pay more than 34.00 per pay period and 283 employees would pay less than the 34.00 per pay period*

*The highest amount paid would be \$89.44 per pay period and the lowest amount paid per pay period would be \$14.76. The median amount per pay period is \$28.02*

*Employees making less than 18.00 per hour would see less impact on net pay under this proposal.*

*The total covered payroll for this year is 13,492,530.26. The \$150,000 represents 1.1117% of the covered payroll.*

EMPLOYEES PAYING MORE THAN \$34.00 PER PAY PERIOD

LASTNAME	FIRST NAME	HRLY RATE	PERCENTAGE HOURLY	AMOUNT DUE	PER PAY PERIOD
BOEHM	THEODOR	\$47.37	0.715502%	\$1,073.25	\$89.44
CRANE	KEVIN	\$46.15	0.697074%	\$1,045.61	\$87.13
PATTON	JOHN	\$43.27	0.653573%	\$980.36	\$81.70
MINK	DAVID	\$42.79	0.646323%	\$969.48	\$80.79
MALLICOAT	MICHAEL	\$38.62	0.583337%	\$875.01	\$72.92
SCHNARRE	KEITH	\$36.54	0.551920%	\$827.88	\$68.99
ELKIN	FRANK	\$35.58	0.537419%	\$806.13	\$67.18
HENDREN	CONNIE	\$35.58	0.537419%	\$806.13	\$67.18
JOHNSON	BETTIE	\$35.58	0.537419%	\$806.13	\$67.18
LENSMEYER	PATRICIA	\$35.58	0.537419%	\$806.13	\$67.18
MILLER	KAREN	\$35.58	0.537419%	\$806.13	\$67.18
MURRAY	KAY	\$35.58	0.537419%	\$806.13	\$67.18
NOREN	WENDY	\$35.58	0.537419%	\$806.13	\$67.18
PITCHFORD	JUNE	\$35.58	0.537419%	\$806.13	\$67.18
SCHAUWECKE	THOMAS	\$35.58	0.537419%	\$806.13	\$67.18
SHAWVER	STANLEY	\$34.47	0.520653%	\$780.98	\$65.08
NICHOLS	DAVID	\$31.14	0.470355%	\$705.53	\$58.79
KNIGHT	DANIEL	\$30.67	0.463256%	\$694.88	\$57.91
BREWER	WARREN	\$28.09	0.424286%	\$636.43	\$53.04
RATERMANN	THOMAS	\$28.04	0.423531%	\$635.30	\$52.94
STONE	OTHA	\$27.68	0.418093%	\$627.14	\$52.26
MONTAGUE	LORI	\$27.17	0.410390%	\$615.59	\$51.30
SABATH	DAVID	\$26.55	0.401025%	\$601.54	\$50.13
BRAUN	BEVERLY	\$26.39	0.398609%	\$597.91	\$49.83
CAREY	ROBERT	\$26.35	0.398004%	\$597.01	\$49.75
MERRITT	KEVIN	\$26.25	0.396494%	\$594.74	\$49.56
DICKNEITE	BETTY	\$25.80	0.389697%	\$584.55	\$48.71
HICKS	RICHARD	\$25.32	0.382447%	\$573.67	\$47.81
BOBBITT	MELINDA	\$25.17	0.380181%	\$570.27	\$47.52
STRUS	CARLOW	\$25.04	0.378217%	\$567.33	\$47.28
BAIL	KEITH	\$24.66	0.372478%	\$558.72	\$46.56
DANIELS	DEBORAH	\$24.46	0.369457%	\$554.19	\$46.18
EDINGTON	GREG	\$24.26	0.366436%	\$549.65	\$45.80
LLOYD	KATHY	\$24.23	0.365983%	\$548.97	\$45.75
SULLIVAN	CONNIE	\$24.05	0.363264%	\$544.90	\$45.41
ANDERSON	ALLISON	\$23.89	0.360847%	\$541.27	\$45.11
WATKINS	JOHN	\$23.89	0.360847%	\$541.27	\$45.11
MOORE	MARY	\$23.64	0.357071%	\$535.61	\$44.63
CROCKETT	MERILEE	\$23.42	0.353748%	\$530.62	\$44.22
GUNN	STEPHEN	\$23.42	0.353748%	\$530.62	\$44.22

EMPLOYEES PAYING MORE THAN \$34.00 PER PAY PERIOD

LASTNAME	FIRST NAME	HRLY RATE	PERCENTAGE HOURLY	AMOUNT DUE	PER PAY PERIOD
MORASCH	MARK	\$23.26	0.351331%	\$527.00	\$43.92
HOSKINS	KEITH	\$23.15	0.349670%	\$524.50	\$43.71
HARVEY	RICKEY	\$22.93	0.346347%	\$519.52	\$43.29
PIEST	DAVID	\$22.65	0.342118%	\$513.18	\$42.76
ADKINS	BONNIE	\$22.63	0.341816%	\$512.72	\$42.73
KNIGHT	TERRY	\$22.62	0.341664%	\$512.50	\$42.71
MARSDEN	RUBY	\$22.52	0.340154%	\$510.23	\$42.52
AUER	ARTHUR	\$22.37	0.337888%	\$506.83	\$42.24
JAMES	ROSIE	\$22.27	0.336378%	\$504.57	\$42.05
SHORT	ROSS	\$22.10	0.333810%	\$500.72	\$41.73
VACANT		\$22.07	0.333357%	\$500.04	\$41.67
VACANT		\$22.07	0.333357%	\$500.04	\$41.67
NICHOLS	CHARLES	\$22.04	0.332904%	\$499.36	\$41.61
MURPHY	KATHLEEN	\$21.92	0.331091%	\$496.64	\$41.39
ROBERTS	KEN	\$21.89	0.330638%	\$495.96	\$41.33
WALTZ	TAMARA	\$21.66	0.327164%	\$490.75	\$40.90
ATWELL	JENNIFER	\$21.51	0.324898%	\$487.35	\$40.61
MULLANIX	GREGORY	\$21.43	0.323690%	\$485.54	\$40.46
PRICE	KENT	\$21.38	0.322935%	\$484.40	\$40.37
GARNETT	MELODY	\$21.35	0.322482%	\$483.72	\$40.31
STROM	JOHN	\$21.27	0.321273%	\$481.91	\$40.16
GEORGE	RAY	\$21.10	0.318706%	\$478.06	\$39.84
HAMBURG	ELMO	\$21.00	0.317195%	\$475.79	\$39.65
NICHOLS	WILLIAM	\$21.00	0.317195%	\$475.79	\$39.65
KIMBREL	DARREN	\$20.88	0.315383%	\$473.07	\$39.42
GLASCOCK	MIKE	\$20.76	0.313570%	\$470.36	\$39.20
JOHNSON	KAREN	\$20.69	0.312513%	\$468.77	\$39.06
REDDIN	THOMAS	\$20.61	0.311304%	\$466.96	\$38.91
VANDEGRIFFE	GREGORY	\$20.61	0.311304%	\$466.96	\$38.91
BOHANAN	RICHARD	\$20.60	0.311153%	\$466.73	\$38.89
DILLON-AMEL	CHASTIDY	\$20.60	0.311153%	\$466.73	\$38.89
GERMAN	GARY	\$20.59	0.311002%	\$466.50	\$38.88
JOHNSON	DANNY	\$20.59	0.311002%	\$466.50	\$38.88
ROBBINS	LANCE	\$20.57	0.310700%	\$466.05	\$38.84
AMICK	RAY	\$20.40	0.308132%	\$462.20	\$38.52
WREN	JEFFREY	\$20.26	0.306018%	\$459.03	\$38.25
SAPP	EVERETT	\$20.04	0.302695%	\$454.04	\$37.84
HAWS	WILLIAM	\$19.98	0.301789%	\$452.68	\$37.72
MARTIN	SHELLEY	\$19.85	0.299825%	\$449.74	\$37.48
MCCALED	CHRISTIE	\$19.85	0.299825%	\$449.74	\$37.48

EMPLOYEES PAYING MORE THAN \$34.00 PER PAY PERIOD

LASTNAME	FIRST NAME	HRLY RATE	PERCENTAGE HOURLY	AMOUNT DUE	PER PAY PERIOD
WILSON	LESLIE	\$19.85	0.299825%	\$449.74	\$37.48
MORRIS	BARBARA	\$19.84	0.299674%	\$449.51	\$37.46
FORWARD	DAVID	\$19.80	0.299070%	\$448.60	\$37.38
GRAVES	LONNY	\$19.80	0.299070%	\$448.60	\$37.38
JOHNSON	DEANNE	\$19.77	0.298617%	\$447.92	\$37.33
WREN	ROLAND	\$19.76	0.298466%	\$447.70	\$37.31
CASTROP	JOSEPH	\$19.62	0.296351%	\$444.53	\$37.04
KREIGH	KENNETH	\$19.61	0.296200%	\$444.30	\$37.02
ANDERSON	DALE	\$19.61	0.296200%	\$444.30	\$37.02
STUBBS	MICHAEL	\$19.61	0.296200%	\$444.30	\$37.02
ATKINS	RENE	\$19.60	0.296049%	\$444.07	\$37.01
WILSON	DAVID	\$19.60	0.296049%	\$444.07	\$37.01
BROWN	ROBERT	\$19.58	0.295747%	\$443.62	\$36.97
O'SULLIVAN	THOMAS	\$19.52	0.294840%	\$442.26	\$36.86
UNDERHILL	JULIA	\$19.48	0.294236%	\$441.35	\$36.78
WONNEMAN	FORREST	\$19.46	0.293934%	\$440.90	\$36.74
SMITH	ROBERT	\$19.29	0.291366%	\$437.05	\$36.42
ROBERTSON	MICHAEL	\$19.27	0.291064%	\$436.60	\$36.38
SHORT	ROBERT	\$19.25	0.290762%	\$436.14	\$36.35
DONOHO	MARK	\$19.20	0.290007%	\$435.01	\$36.25
MONTGOMERY	WILLIAM	\$19.10	0.288497%	\$432.74	\$36.06
DAVIDSON	JACQUELY	\$19.02	0.287288%	\$430.93	\$35.91
EHLER	HAROLD	\$19.00	0.286986%	\$430.48	\$35.87
ANDERSON	DONNA	\$18.90	0.285476%	\$428.21	\$35.68
FLOREA	WILLIAM	\$18.87	0.285022%	\$427.53	\$35.63
YONKE	THADDEUS	\$18.87	0.285022%	\$427.53	\$35.63
LAKE	SUE	\$18.86	0.284871%	\$427.31	\$35.61
MCDOW	EVERETT	\$18.80	0.283965%	\$425.95	\$35.50
KATZ	HELEN	\$18.76	0.283361%	\$425.04	\$35.42
HEAVIN	JAMES	\$18.70	0.282455%	\$423.68	\$35.31
PERRY	CAROL	\$18.66	0.281851%	\$422.78	\$35.23
WIEBERG	GARY	\$18.62	0.281246%	\$421.87	\$35.16
MOHR	KENNETH	\$18.58	0.280642%	\$420.96	\$35.08
YAEGER	RICHARD	\$18.57	0.280491%	\$420.74	\$35.06
SKJEI	MARK	\$18.30	0.276413%	\$414.62	\$34.55
COOK	MARCIA	\$18.23	0.275356%	\$413.03	\$34.42
NIEMAN	BENJAMIN	\$18.10	0.273392%	\$410.09	\$34.17
KOCH	MARK	\$18.02	0.272184%	\$408.28	\$34.02

**EMPLOYEES PAYING LESS  
THAN \$34.00 PER PAY PERIOD**

<b>LASTNAME</b>	<b>FIRST NAME</b>	<b>HRLY RATE</b>	<b>PERCENTAGE HOURLY</b>	<b>AMOUNT DUE</b>	<b>PER PAY PERIOD</b>
BOYCE	BRYAN	\$17.96	0.271277%	\$406.92	\$33.91
BIGGERSTAFF	RAYMOND	\$17.87	0.269918%	\$404.88	\$33.74
GARRETT	LAWRENC	\$17.81	0.269012%	\$403.52	\$33.63
MORRIS	JANE	\$17.76	0.268256%	\$402.38	\$33.53
ROBISON	DALE	\$17.65	0.266595%	\$399.89	\$33.32
DUNN	CHESTER	\$17.57	0.265387%	\$398.08	\$33.17
MITCHELL	ALAN	\$17.57	0.265387%	\$398.08	\$33.17
WALKER	ROBERT	\$17.56	0.265236%	\$397.85	\$33.15
DAVIS	JEFF	\$17.55	0.265085%	\$397.63	\$33.14
DIETZEL	LARRY	\$17.40	0.262819%	\$394.23	\$32.85
BARNER	BART	\$17.25	0.260553%	\$390.83	\$32.57
COWGILL	KATHY	\$17.25	0.260553%	\$390.83	\$32.57
SKAGGS	TRACY	\$17.23	0.260251%	\$390.38	\$32.53
WEGER	AUBREY	\$17.15	0.259043%	\$388.56	\$32.38
BOONE	SONJA	\$17.12	0.258590%	\$387.88	\$32.32
MCCOLLUM	BRIAN	\$17.12	0.258590%	\$387.88	\$32.32
FREDERICK	KAREN	\$17.00	0.256777%	\$385.17	\$32.10
PERKINS	TRACY	\$16.93	0.255720%	\$383.58	\$31.96
EWING	SCOTT	\$16.91	0.255418%	\$383.13	\$31.93
FOWLER	TREVOR	\$16.91	0.255418%	\$383.13	\$31.93
MARTIN	CHAD	\$16.91	0.255418%	\$383.13	\$31.93
SULLIVAN	MARK	\$16.90	0.255267%	\$382.90	\$31.91
LUNTSFORD	CLARK	\$16.89	0.255116%	\$382.67	\$31.89
RELLER	KELLY	\$16.89	0.255116%	\$382.67	\$31.89
SHEA	ERNEST	\$16.89	0.255116%	\$382.67	\$31.89
SMITH	CHRISTOP	\$16.89	0.255116%	\$382.67	\$31.89
WINN	RICHARD	\$16.89	0.255116%	\$382.67	\$31.89
PERKINS	ANTHONY	\$16.88	0.254964%	\$382.45	\$31.87
PERKINS	MICHAEL	\$16.88	0.254964%	\$382.45	\$31.87
PERKINS	JAMES	\$16.88	0.254964%	\$382.45	\$31.87
ALEXANDER	DAVID	\$16.87	0.254813%	\$382.22	\$31.85
DODSON	DERRICK	\$16.87	0.254813%	\$382.22	\$31.85
KROHN	MICHAEL	\$16.87	0.254813%	\$382.22	\$31.85
MCGRUDER	SHAWN	\$16.87	0.254813%	\$382.22	\$31.85
PHILLIPS	JESSICA	\$16.87	0.254813%	\$382.22	\$31.85
CHYNOWETH	THOMAS	\$16.71	0.252397%	\$378.60	\$31.55
BURKS	ROBERT	\$16.69	0.252095%	\$378.14	\$31.51
MCCUNE	GORDON	\$16.61	0.250886%	\$376.33	\$31.36
BOYCE	KENNETH	\$16.53	0.249678%	\$374.52	\$31.21
MARTIN	DARRELL	\$16.52	0.249527%	\$374.29	\$31.19



**EMPLOYEES PAYING LESS  
THAN \$34.00 PER PAY PERIOD**

<b>LASTNAME</b>	<b>FIRST NAME</b>	<b>HRLY RATE</b>	<b>PERCENTAGE HOURLY</b>	<b>AMOUNT DUE</b>	<b>PER PAY PERIOD</b>
CRANE	LINDA	\$16.44	0.248318%	\$372.48	\$31.04
SAPP	ROBERT	\$16.42	0.248016%	\$372.02	\$31.00
CANON	JAMES	\$16.27	0.245751%	\$368.63	\$30.72
KENDALL	RONALD	\$16.27	0.245751%	\$368.63	\$30.72
QUICK	LEASA	\$16.23	0.245147%	\$367.72	\$30.64
GARRETT	RANDY	\$16.16	0.244089%	\$366.13	\$30.51
WAGNER	JASON	\$16.09	0.243032%	\$364.55	\$30.38
WOHLEBER	LINDA	\$16.02	0.241975%	\$362.96	\$30.25
WILSON	CAROL	\$16.02	0.241975%	\$362.96	\$30.25
HAMPTON	ANDREA	\$15.99	0.241521%	\$362.28	\$30.19
BLYTHE	SHIRLEY	\$15.78	0.238349%	\$357.52	\$29.79
BAUER	DAVID	\$15.70	0.237141%	\$355.71	\$29.64
SAPP	DARIN	\$15.69	0.236990%	\$355.49	\$29.62
CALVIN	HAROLD	\$15.68	0.236839%	\$355.26	\$29.60
SCHWARTZ	ROBERT	\$15.66	0.236537%	\$354.81	\$29.57
CRAPENHOFT	GARY	\$15.65	0.236386%	\$354.58	\$29.55
VACANT		\$15.62	0.235933%	\$353.90	\$29.49
CRAIG	ROBERT	\$15.61	0.235782%	\$353.67	\$29.47
CLARKSTON	ALBEN	\$15.45	0.233365%	\$350.05	\$29.17
CHANDLEE	WILLARD	\$15.41	0.232761%	\$349.14	\$29.10
DEMEYER	DONALD	\$15.40	0.232610%	\$348.91	\$29.08
THOMPSON	KIMBERLY	\$15.40	0.232610%	\$348.91	\$29.08
JENNINGS	MICHAEL	\$15.36	0.232006%	\$348.01	\$29.00
BOSSALLER	HAROLD	\$15.34	0.231704%	\$347.56	\$28.96
RICHARDS	CATHY	\$15.34	0.231704%	\$347.56	\$28.96
BAER	FREDERIC	\$15.32	0.231401%	\$347.10	\$28.93
HORTON	JOE	\$15.31	0.231250%	\$346.88	\$28.91
HILL	LADONYA	\$15.23	0.230042%	\$345.06	\$28.76
LISTER	WENDY	\$15.18	0.229287%	\$343.93	\$28.66
CARLYLE	JASON	\$15.15	0.228834%	\$343.25	\$28.60
FIELD	MICHAEL	\$15.15	0.228834%	\$343.25	\$28.60
GRUENBERG	THOMAS	\$15.15	0.228834%	\$343.25	\$28.60
KEAN	ZACHARIA	\$15.15	0.228834%	\$343.25	\$28.60
LESTER	CHRISTOP	\$15.15	0.228834%	\$343.25	\$28.60
SKINNER	SCOTT	\$15.15	0.228834%	\$343.25	\$28.60
RODES	RYLAND	\$15.11	0.228229%	\$342.34	\$28.53
HOMAN	CRYSTAL	\$14.99	0.226417%	\$339.63	\$28.30
CSOLAK	JAMES	\$14.95	0.225813%	\$338.72	\$28.23
SUBLETT	SHEILA	\$14.91	0.225209%	\$337.81	\$28.15
LOESING	FRED	\$14.86	0.224453%	\$336.68	\$28.06

EMPLOYEES PAYING LESS  
THAN \$34.00 PER PAY PERIOD

LASTNAME	FIRST NAME	HRLY RATE	PERCENTAGE HOURLY	AMOUNT DUE	PER PAY PERIOD
BATTERSHELL	ARDITH	\$14.84	0.224151%	\$336.23	\$28.02
BRIGDON	THOMAS	\$14.84	0.224151%	\$336.23	\$28.02
LAHMAN	JOSEPH	\$14.82	0.223849%	\$335.77	\$27.98
CRITCHFIELD	DAVID	\$14.76	0.222943%	\$334.41	\$27.87
RICKETTS	PAMELA	\$14.76	0.222943%	\$334.41	\$27.87
RIDGWAY	MARLENE	\$14.74	0.222641%	\$333.96	\$27.83
BLANK	MEGAN	\$14.73	0.222490%	\$333.73	\$27.81
FISHER	TRUDY	\$14.72	0.222339%	\$333.51	\$27.79
BODE	JONATHAN	\$14.71	0.222188%	\$333.28	\$27.77
WRIGHT	CHANTE	\$14.70	0.222037%	\$333.05	\$27.75
GIGER	RONDA	\$14.69	0.221886%	\$332.83	\$27.74
ANDERSON	CHARLES	\$14.64	0.221130%	\$331.70	\$27.64
MCFARLAND	GLADYS	\$14.64	0.221130%	\$331.70	\$27.64
TEAGUE	PETER	\$14.64	0.221130%	\$331.70	\$27.64
TEAGUE	VICTORIA	\$14.64	0.221130%	\$331.70	\$27.64
EVERTSEN	CHRISTOP	\$14.62	0.220828%	\$331.24	\$27.60
AYERS	ANGELA	\$14.61	0.220677%	\$331.02	\$27.58
EBERWEIN	ALLAN	\$14.61	0.220677%	\$331.02	\$27.58
WESELOH	SCOTT	\$14.59	0.220375%	\$330.56	\$27.55
DORMAN	JASON	\$14.58	0.220224%	\$330.34	\$27.53
GLENDENING	THERESA	\$14.58	0.220224%	\$330.34	\$27.53
LANE	BRIAN	\$14.58	0.220224%	\$330.34	\$27.53
LOUGHRIDGE	ROGER	\$14.57	0.220073%	\$330.11	\$27.51
CRAFT	NEWTON	\$14.55	0.219771%	\$329.66	\$27.47
GUTHRIE	MICHAEL	\$14.52	0.219318%	\$328.98	\$27.41
GRESHAM	GEORGE	\$14.51	0.219167%	\$328.75	\$27.40
MCGEE	ELISHA	\$14.51	0.219167%	\$328.75	\$27.40
VACANT		\$14.50	0.219016%	\$328.52	\$27.38
WERNER	LESLIE	\$14.42	0.217807%	\$326.71	\$27.23
PRAY	PAUL	\$14.32	0.216297%	\$324.45	\$27.04
CANOLE	LESLIE	\$14.16	0.213880%	\$320.82	\$26.74
ROBERTS	DAVID	\$14.15	0.213729%	\$320.59	\$26.72
NICHOLS	WILLIAM	\$14.11	0.213125%	\$319.69	\$26.64
GOODWIN	HELEN	\$14.09	0.212823%	\$319.23	\$26.60
WILLIAMSON	JORETTA	\$13.96	0.210859%	\$316.29	\$26.36
WALKER	BRANDON	\$13.88	0.209651%	\$314.48	\$26.21
MARSHALL	MARLA	\$13.86	0.209349%	\$314.02	\$26.17
SIMPSON	RACHEL	\$13.84	0.209047%	\$313.57	\$26.13
DESMANGLES	CHRIS	\$13.79	0.208291%	\$312.44	\$26.04
WHITMARSH	WILLIAM	\$13.79	0.208291%	\$312.44	\$26.04

**EMPLOYEES PAYING LESS  
THAN \$34.00 PER PAY PERIOD**

<b>LASTNAME</b>	<b>FIRST NAME</b>	<b>HRLY RATE</b>	<b>PERCENTAGE HOURLY</b>	<b>AMOUNT DUE</b>	<b>PER PAY PERIOD</b>
FORD	KIMBERLY	\$13.78	0.208140%	\$312.21	\$26.02
GRIFFIN	BRIAN	\$13.78	0.208140%	\$312.21	\$26.02
KIPPES	RAYMOND	\$13.76	0.207838%	\$311.76	\$25.98
FRANCE	JOYCE	\$13.63	0.205875%	\$308.81	\$25.73
COTTOM	JULIE	\$13.58	0.205120%	\$307.68	\$25.64
SAPP	CHERI	\$13.56	0.204817%	\$307.23	\$25.60
CROSS	KATHERIN	\$13.50	0.203911%	\$305.87	\$25.49
DURRILL	JAMES	\$13.47	0.203458%	\$305.19	\$25.43
VACANT		\$13.47	0.203458%	\$305.19	\$25.43
VACANT		\$13.47	0.203458%	\$305.19	\$25.43
VACANT		\$13.47	0.203458%	\$305.19	\$25.43
VACANT		\$13.47	0.203458%	\$305.19	\$25.43
VACANT		\$13.47	0.203458%	\$305.19	\$25.43
VACANT		\$13.47	0.203458%	\$305.19	\$25.43
VACANT		\$13.47	0.203458%	\$305.19	\$25.43
VACANT		\$13.47	0.203458%	\$305.19	\$25.43
VACANT		\$13.47	0.203458%	\$305.19	\$25.43
VACANT		\$13.47	0.203458%	\$305.19	\$25.43
FUGIT	DARIN	\$13.46	0.203307%	\$304.96	\$25.41
PICKER	KEITH	\$13.46	0.203307%	\$304.96	\$25.41
ELLIS	GLENDA	\$13.38	0.202099%	\$303.15	\$25.26
WELLS	SUSAN	\$13.35	0.201645%	\$302.47	\$25.21
JOHNSON	APRIL	\$13.28	0.200588%	\$300.88	\$25.07
BEUER	CRYSTAL	\$13.26	0.200286%	\$300.43	\$25.04
MILLER	ILA	\$13.25	0.200135%	\$300.20	\$25.02
HUBBARD	CAM	\$13.22	0.199682%	\$299.52	\$24.96
PROVORSE	DAVID	\$13.22	0.199682%	\$299.52	\$24.96
GLASGOW	LOUTISHA	\$13.20	0.199380%	\$299.07	\$24.92
MEIGHAN	NATALIE	\$13.20	0.199380%	\$299.07	\$24.92
ERICKSON	JAMES	\$13.19	0.199229%	\$298.84	\$24.90
LEWIS	MONIQUE	\$13.19	0.199229%	\$298.84	\$24.90
EVANS	PAULA	\$13.18	0.199078%	\$298.62	\$24.88
PROSSER	ADAM	\$13.15	0.198625%	\$297.94	\$24.83
VELTROP	MELISSA	\$13.15	0.198625%	\$297.94	\$24.83
VACANT		\$13.14	0.198474%	\$297.71	\$24.81
VACANT		\$13.14	0.198474%	\$297.71	\$24.81
VACANT		\$13.14	0.198474%	\$297.71	\$24.81
VACANT		\$13.14	0.198474%	\$297.71	\$24.81
FORD	DAWN	\$13.10	0.197869%	\$296.80	\$24.73
SANTA	CARLY	\$13.10	0.197869%	\$296.80	\$24.73

EMPLOYEES PAYING LESS  
THAN \$34.00 PER PAY PERIOD

LASTNAME	FIRST NAME	HRLY RATE	PERCENTAGE HOURLY	AMOUNT DUE	PER PAY PERIOD
WILSON	KORTNIE	\$13.10	0.197869%	\$296.80	\$24.73
CARLYLE	RONALD	\$13.06	0.197265%	\$295.90	\$24.66
ENNENBACH	JOHN	\$13.06	0.197265%	\$295.90	\$24.66
PHILLIPS	JAYME	\$13.06	0.197265%	\$295.90	\$24.66
SLATER	ANTHONY	\$13.06	0.197265%	\$295.90	\$24.66
STARGARDT	JULIE	\$13.06	0.197265%	\$295.90	\$24.66
VANCLEAVE	JEFFREY	\$13.06	0.197265%	\$295.90	\$24.66
WHELTON	JANE	\$13.06	0.197265%	\$295.90	\$24.66
THALL	NICOLE	\$13.02	0.196661%	\$294.99	\$24.58
WILSON	ROBERT	\$13.02	0.196661%	\$294.99	\$24.58
LINDSEY	ROY	\$12.95	0.195604%	\$293.41	\$24.45
TATTERS	SUSAN	\$12.93	0.195302%	\$292.95	\$24.41
GRANT	CYNTHIA	\$12.84	0.193942%	\$290.91	\$24.24
SARGENT	VALERIE	\$12.82	0.193640%	\$290.46	\$24.21
VACANT		\$12.82	0.193640%	\$290.46	\$24.21
VACANT		\$12.82	0.193640%	\$290.46	\$24.21
VACANT		\$12.82	0.193640%	\$290.46	\$24.21
VACANT		\$12.82	0.193640%	\$290.46	\$24.21
VACANT		\$12.82	0.193640%	\$290.46	\$24.21
LISAUSKAS	PENNIE	\$12.67	0.191374%	\$287.06	\$23.92
BALLENGER	LOUISA	\$12.62	0.190619%	\$285.93	\$23.83
PARKER	CAROL	\$12.55	0.189562%	\$284.34	\$23.70
SCHOOLEY	MARY	\$12.52	0.189109%	\$283.66	\$23.64
RICHARDS	KORRIE	\$12.49	0.188656%	\$282.98	\$23.58
MONROE	TIMOTHY	\$12.48	0.188505%	\$282.76	\$23.56
BARRETT	TAMARA	\$12.46	0.188202%	\$282.30	\$23.53
PEEBLES	ANDERSON	\$12.44	0.187900%	\$281.85	\$23.49
LANE	KRIS	\$12.34	0.186390%	\$279.58	\$23.30
LICHTENTHAL	JAMES	\$12.27	0.185333%	\$278.00	\$23.17
LANGENDOEF	STACEY	\$12.25	0.185031%	\$277.55	\$23.13
MARTIN	GLENNA	\$12.22	0.184577%	\$276.87	\$23.07
VACANT		\$12.20	0.184275%	\$276.41	\$23.03
VACANT		\$12.20	0.184275%	\$276.41	\$23.03
LAKE	RICHARD	\$12.19	0.184124%	\$276.19	\$23.02
BARR	CAROLYN	\$12.18	0.183973%	\$275.96	\$23.00
HOSTETTER	ROBERT	\$12.17	0.183822%	\$275.73	\$22.98
ZUCH	CHERYL	\$12.06	0.182161%	\$273.24	\$22.77
REDMON	TRACY	\$12.04	0.181859%	\$272.79	\$22.73
BUCHMANN	DIANE	\$12.01	0.181405%	\$272.11	\$22.68
REINKEMEYER	TAMELA	\$11.98	0.180952%	\$271.43	\$22.62

EMPLOYEES PAYING LESS  
THAN \$34.00 PER PAY PERIOD

LASTNAME	FIRST NAME	HRLY RATE	PERCENTAGE HOURLY	AMOUNT DUE	PER PAY PERIOD
DIETZEL	NORA	\$11.94	0.180348%	\$270.52	\$22.54
GREEN	CAROL	\$11.94	0.180348%	\$270.52	\$22.54
TURNER	TAMARA	\$11.93	0.180197%	\$270.30	\$22.52
VACANT		\$11.90	0.179744%	\$269.62	\$22.47
VACANT		\$11.90	0.179744%	\$269.62	\$22.47
VACANT		\$11.90	0.179744%	\$269.62	\$22.47
VACANT		\$11.90	0.179744%	\$269.62	\$22.47
BAUGHMAN	GOLDIE	\$11.87	0.179291%	\$268.94	\$22.41
BOGAN	STEPHANI	\$11.84	0.178838%	\$268.26	\$22.35
WILLIAMS	DARRIN	\$11.84	0.178838%	\$268.26	\$22.35
CONZ	LINDA	\$11.83	0.178687%	\$268.03	\$22.34
SLOAN	LINDA	\$11.83	0.178687%	\$268.03	\$22.34
VICTOR	SHAWNA	\$11.83	0.178687%	\$268.03	\$22.34
COLE	CHAD	\$11.77	0.177780%	\$266.67	\$22.22
FLETCHER	SHANE	\$11.77	0.177780%	\$266.67	\$22.22
KIDD	H	\$11.77	0.177780%	\$266.67	\$22.22
SCHULTZ	JULIET	\$11.76	0.177629%	\$266.44	\$22.20
MANLOVE	DIANA	\$11.75	0.177478%	\$266.22	\$22.18
HATHMAN	MISTY	\$11.61	0.175364%	\$263.05	\$21.92
PURDY	JAMES	\$11.61	0.175364%	\$263.05	\$21.92
VACANT		\$11.61	0.175364%	\$263.05	\$21.92
VACANT		\$11.61	0.175364%	\$263.05	\$21.92
GILPIN	RHONDA	\$11.55	0.174457%	\$261.69	\$21.81
STEPHENS	MELISSA	\$11.45	0.172947%	\$259.42	\$21.62
BASHAM	JENNIFER	\$11.42	0.172494%	\$258.74	\$21.56
JACKMAN	TERESA	\$11.42	0.172494%	\$258.74	\$21.56
PERKINS	JEFFREY	\$11.41	0.172343%	\$258.51	\$21.54
LANGSTON	JOHN	\$11.40	0.172192%	\$258.29	\$21.52
HOGAN	SALLY	\$11.39	0.172041%	\$258.06	\$21.51
TOTTON	NICOLE	\$11.39	0.172041%	\$258.06	\$21.51
BENITZ	JENNIFER	\$11.34	0.171285%	\$256.93	\$21.41
SMITH	SHANNON	\$11.34	0.171285%	\$256.93	\$21.41
VACANT		\$11.33	0.171134%	\$256.70	\$21.39
STRAUTMAN	ELLEN	\$11.27	0.170228%	\$255.34	\$21.28
SUMPTER	LAURA	\$11.26	0.170077%	\$255.12	\$21.26
MENKE	CYNTHIA	\$11.21	0.169322%	\$253.98	\$21.17
BEGEMANN	MARIA	\$11.12	0.167962%	\$251.94	\$21.00
BAKER	DIANA	\$11.10	0.167660%	\$251.49	\$20.96
FREEZE	CAROLYN	\$11.06	0.167056%	\$250.58	\$20.88
VACANT		\$11.05	0.166905%	\$250.36	\$20.86

**EMPLOYEES PAYING LESS  
THAN \$34.00 PER PAY PERIOD**

<b>LASTNAME</b>	<b>FIRST NAME</b>	<b>HRLY RATE</b>	<b>PERCENTAGE HOURLY</b>	<b>AMOUNT DUE</b>	<b>PER PAY PERIOD</b>
VACANT		\$10.78	0.162827%	\$244.24	\$20.35
GWINN	SHERRY	\$10.77	0.162676%	\$244.01	\$20.33
PUGH	JENNIFER	\$10.77	0.162676%	\$244.01	\$20.33
DEHN	SALLY	\$10.72	0.161921%	\$242.88	\$20.24
GRAGG	CAROL	\$10.72	0.161921%	\$242.88	\$20.24
COOK	BRENDA	\$10.52	0.158900%	\$238.35	\$19.86
GILPIN	VICKI	\$10.52	0.158900%	\$238.35	\$19.86
SKOUBY	WILLIAM	\$10.52	0.158900%	\$238.35	\$19.86
VACANT		\$10.52	0.158900%	\$238.35	\$19.86
VACANT		\$10.52	0.158900%	\$238.35	\$19.86
VACANT		\$10.52	0.158900%	\$238.35	\$19.86
SHERRICK	PENNY	\$10.50	0.158598%	\$237.90	\$19.82
RAY	NANCY	\$10.47	0.158144%	\$237.22	\$19.77
MONTAGUE	HEATHER	\$10.47	0.158144%	\$237.22	\$19.77
RUMBLE	CAROL	\$10.42	0.157389%	\$236.08	\$19.67
GOOLDY	FRANCES	\$10.25	0.154821%	\$232.23	\$19.35
DAMERON	PHEOBIE	\$10.25	0.154821%	\$232.23	\$19.35
BERKLEY	CAROL	\$10.21	0.154217%	\$231.33	\$19.28
PAULEY	PATRICIA	\$10.21	0.154217%	\$231.33	\$19.28
VILLARREAL	AMANDA	\$10.21	0.154217%	\$231.33	\$19.28
WESEMAN	LISA	\$10.21	0.154217%	\$231.33	\$19.28
VACANT		\$10.01	0.151196%	\$226.79	\$18.90
DORMAN	GENEVA	\$9.76	0.147420%	\$221.13	\$18.43
MURRAY	CHRISTIE	\$9.66	0.145910%	\$218.86	\$18.24
ROBBINS	LORI	\$9.66	0.145910%	\$218.86	\$18.24
KANAGO	META	\$9.64	0.145608%	\$218.41	\$18.20
WILLIAMS	EDWARD	\$9.56	0.144399%	\$216.60	\$18.05
HANSON	KIM	\$9.53	0.143946%	\$215.92	\$17.99
RIVERS	DONNA	\$9.53	0.143946%	\$215.92	\$17.99
VACANT		\$9.53	0.143946%	\$215.92	\$17.99
VACANT		\$9.53	0.143946%	\$215.92	\$17.99
WARREN	STANLEY	\$9.52	0.143795%	\$215.69	\$17.97
SLAUGHTER	DAVID	\$9.36	0.141378%	\$212.07	\$17.67
PAYNE	LISA	\$9.33	0.140925%	\$211.39	\$17.62
BEYER	PAMELA	\$9.25	0.139717%	\$209.58	\$17.46
JONES	CHARLES	\$9.05	0.136696%	\$205.04	\$17.09
CIESIELCZYK	JOSEPH	\$9.02	0.136243%	\$204.36	\$17.03
NICHOLS	SHERRE	\$9.02	0.136243%	\$204.36	\$17.03
WHITEHURSE	GLENN	\$9.02	0.136243%	\$204.36	\$17.03
CLEMMONS	RON	\$8.62	0.130201%	\$195.30	\$16.28

EMPLOYEES PAYING LESS  
THAN \$34.00 PER PAY PERIOD

LASTNAME	FIRST NAME	HRLY RATE	PERCENTAGE HOURLY	AMOUNT DUE	PER PAY PERIOD
VACANT		\$8.02	0.121138%	\$181.71	\$15.14
VACANT		\$7.82	0.118117%	\$177.18	\$14.76
VACANT		\$7.82	0.118117%	\$177.18	\$14.76

EMPLOYEE PREMIUM INCREASES  
FOR HIRES ABOVE THE MINIMUM  
OF THE RANGE

PREMIUM PERCENT INCREASE	Position Name	Hourly Rate	Hourly Minimum	Last Name	First Name	Hire Date
12.47	CUSTODIAN	9.02	8.02	HAYES	TONY	2003/07/07
12.57	WARRANT SPECIALIST	10.21	9.07	KOLLMAYER	JENNIFER	2003/07/07
12.47	DEPUTY SHERIFF	15.15	13.47	WEBER	BRANDON	2003/07/02
12.47	DEPUTY SHERIFF	15.15	13.47	JAMESON	JASON	2003/07/02
12.47	DEPUTY SHERIFF	15.15	13.47	CHINN	JAMES	2003/07/08
4.58	SUPERVISOR, SYSTEMS ANALYSIS	23.08	22.07	GISH	ARON	2003/07/28
35.07	SUPERVISOR, PROGRAM & ANALYSIS	29.81	22.07	MATTICKS	TONI	2003/07/21
18.71	DEPUTY SHERIFF	15.99	13.47	TURNER	NINA	2003/07/17
50.03	REGISTERED NURSE	27.17	18.11	FUSSNER	HEIDI	2003/08/18
18.50	COMPUTER OPERATIONS ANALYST	18.51	15.62	KARL	MARTIN	2003/09/02
12.55	CORRECTIONS SUPPORT OFFICER	11.84	10.52	DRISKILL	ZACHARY	2003/09/05
12.55	CORRECTIONS SUPPORT OFFICER	11.84	10.52	RICHARDS	DUSTIN	2003/09/05
21.33	MANAGER, ROAD MAINT OPERATIONS	25.48	21.00	ESTABROOKS	FRANK	2003/09/02
12.57	OFFICE SPECIALIST	10.21	9.07	SZOPA	CHARLENE	2003/09/10
29.36	NETWORK ADMINISTRATOR	25.86	19.99	BROWNFIELD	KEN	2003/09/17
11.60	GIS PROGRAM MANAGER	19.24	17.24	WARZINIK	JASON	2003/09/22
12.57	RECORDS SPECIALIST	10.21	9.07	MCINTOSH	DARREN	2003/10/06
12.57	OFFICE SPECIALIST	10.21	9.07	DAVIS	STACY	2003/10/06
12.57	RECORDS SPECIALIST	10.21	9.07	COLEMAN	DIANE	2003/10/20
3.11	PLANNER	16.92	16.41	FRUEH	WALTER	2003/10/22

\* \* \* E N D O F R E P O R T \* \* \*

FILE EMPHLTHFIX



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

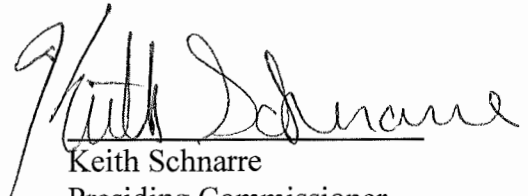
November Session of the October Adjourned Term. 20 03

In the County Commission of said county, on the 4<sup>th</sup> day of November 20 03

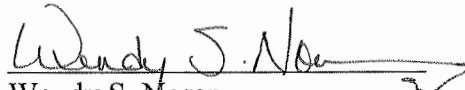
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached recommendations from the Personnel Advisory Committee.

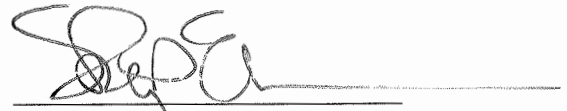
Done this 4<sup>th</sup> day of November, 2003.

  
Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

**From:** Betty Dickneite  
**To:** Victor, Shawna  
**Date:** 10/22/03 11:28AM  
**Subject:** Personnel Advisory Committee Recommendations

Shawna, I have 3 recommendations from the Personnel Advisory Committee to bring to the Commission for review and approval. Please schedule the following 3 recommendations for first reading as soon as possible:

1) **Bereavement Leave (Section 5.2 of the Personnel Policy Manual)** - change wording from "**relatives** living within employee's household" to "**persons**" living within the employee's household.

Attached is the proposed Bereavement Leave Policy containing the above revision.

2) **Vacation Leave Cap (Section 2.4 of the Personnel Policy Manual)** - add the following....

**"An employee entitled to vacation leave who resigns or otherwise separates from the County shall be entitled to receive reimbursement for the amount of accrued vacation leave which does not exceed the maximum allowable accumulation. The maximum allowable accumulation (cap) is equal to twice their annual accrual rate. All existing balances over the cap must be reduced to the 2 year maximum vacation leave accumulation by January 2009. After January 2009, any vacation leave in excess of the 2 year maximum accumulation amount will be forfeited."**

Attached is the proposed Vacation Leave section containing the above revision.

3) **Care Leave (Section 5.8 of the Personnel Policy Manual)** -

Continue Care Leave Policy as is...no changes recommended. Current Care Leave Policy is attached. One year pilot period has expired.

Let me know if you have any questions or need any additional information.

Betty Dickneite, Chairperson  
 Personnel Advisory Committee

**CC:** Elkin, Skip; Miller, Karen; Richards, Cathy; Schnarre, Keith; Wells, Susan

**5.2: BEREAVEMENT LEAVE:**

Benefited employees may be granted funeral leave with pay, not to exceed three (3) days, in the event there is a death in the immediate family. When circumstances causing hardship upon employees are involved, up to a total of five (5) days may be granted by the Administrative Authority. Additional leave with pay may be compensated from accumulated vacation or sick hours. Benefited employees may be granted leave with pay not to exceed one day for absence due to the death of a relative not considered immediate family. Immediate family is defined as an employee's spouse, child, parent, siblings, legal wards, parents-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or a person living within the employee's household.

**1.4 VACATION LEAVE:**

Vacation leave should be scheduled and approved in advance according to policy established by the Administrative Authority. Benefited full time employees accrue vacation leave according to length of employment, as follows:

	<b>Years of Service</b>	<b>Accrued Vacation</b>	<b>Accrued Rate</b>
		<b>Days Per Year</b>	<b>Per Pay Period</b>
0-1 year		10 days	3.08 hours
1 – 2 years		11 days	3.38 hours
2 – 3 years		12 days	3.69 hours
3 – 4 years		13 days	4.00 hours
4 – 5 years		14 days	4.31 hours
4 – 10 years		15 days	4.62 hours
10 + years		20 days	6.15 hours

Temporary employees are non-benefited and therefore do not accrue vacation leave. However, if a temporary employee moves to a benefited position without interruption of service, he/she will be credited with vacation leave from the date of initial employment.

New employees do not accrue vacation hours during the probationary period. Upon successful completion of the probationary period, vacation hours are calculated from the date of initial employment.

Benefited employees with less than 80 compensatory hours for any bi-weekly pay period receive a pro-rated vacation accrual.

*An employee entitled to vacation leave who resigns or otherwise separates from the County shall be entitled to receive reimbursement for the amount of accrued vacation leave which does not exceed the maximum allowable accumulation. The maximum allowable accumulation (cap) is equal to twice their annual accrual rate. All existing balances over the cap must be reduced to the 2 year maximum vacation leave accumulation by January 2009. After January 2009, any vacation leave in excess of the 2 year maximum accumulation amount will be forfeited.*

No employee may have a negative vacation balance.

Paid sick and vacation leave or a County disability plan may be used to supplement any payments an employee is eligible to receive from worker's compensation insurance. The combination of worker's compensation payments, disability plan payments, paid sick and vacation leave cannot exceed the employee's normal weekly earnings.

### **5.8: Care Leave:**

An employee may donate accrued vacation leave to another employee, provided that the employee receiving the donation is unable to work because of a Family and Medical Leave Act qualifying condition and has exhausted all eligible accrued leave. Any transfer of leave under this policy shall be subject to the approval of the Administrative Authority for the employee donating the leave and the Administrative Authority for the employee receiving the leave. Each hour of donated leave shall be considered an hour of leave the employee receiving the donation has accrued and shall be accounted to the employee receiving the donation at the employee's rate of pay.

Each donation must be a minimum of 4 hours and any additional hours in one-hour increments. The request must be made on the approved forms that can be obtained from the Payroll Clerk.

This program is being established as a pilot program of the County of Boone subject to review within one calendar year. The Personnel Advisory Committee may recommend revisions or cancellation of this program at any time, subject to County Commission approval. This program shall comply with all requirements of the Health Insurance Portability and Accountability Act of 1996.

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

November Session of the October Adjourned Term. 20 03

In the County Commission of said county, on the 4<sup>th</sup> day of November 20 03

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

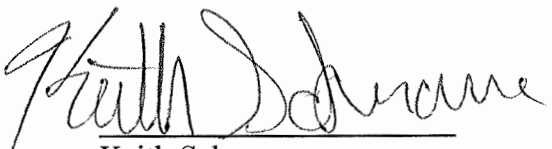
Now on this day the County Commission of the County of Boone does hereby approve the State Emergency Management Agency Agreement between the City of Columbia, County of Boone, Boone County Fire Protection District, Curators of the University of Missouri, and Boone Hospital Center. It is further ordered that the Presiding Commissioner be hereby authorized to sign said agreement.

The County Commission of the County of Boone does hereby approve the following budget amendment:

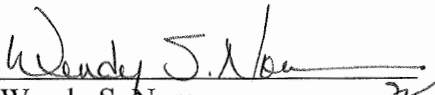
DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
1287-03411: Emergency Services and Dispatch – Federal Grant Reimbursement	\$82,706.00
1287-91300: Emergency Services and Dispatch – Machinery and Equipment	\$82,706.00

Said budget amendment is to establish a revenue and expenditure account for the SEMA Agreement.

Done this 4<sup>th</sup> day of November, 2003.

  
 Keith Schnarre  
 Presiding Commissioner

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

absent  
 Karen M. Miller  
 District I Commissioner

  
 Skip Elkin  
 District II Commissioner

## AGREEMENT

This agreement is entered into this 14th day of September, 2003, among the City of Columbia, Missouri ("City"), the County of Boone, Missouri ("Boone County"), the Boone County Fire Protection District ("Fire District"), the Curators of the University of Missouri ("University"), and Boone Hospital Center ("Boone Hospital").

WHEREAS, City has received a grant from the Missouri State Emergency Management Agency (SEMA) whereby SEMA will reimburse City for equipment purchased for use in response to weapons of mass destruction incidents; and

WHEREAS, Boone County, the Fire District, the University and Boone Hospital wish to participate in the weapons of mass destruction equipment reimbursement grant program.

NOW, THEREFORE, the parties agree as follows:

1. The parties shall purchase the equipment set forth in Attachment A and Attachment B which are attached to and made a part of this agreement. The parties shall agree among themselves which party shall purchase which items of equipment. If the parties agree, the City may request SEMA to allow modifications to Attachments A and B. Boone County, the Fire District, the University and Boone Hospital shall submit all necessary reimbursement documentation to the City. Upon receipt of the necessary reimbursement documentation, City shall promptly request reimbursement from SEMA. Upon receipt of reimbursement funds from SEMA, City shall promptly forward payment to the appropriate party. Reimbursements shall not exceed the cost set forth in "Attachment A." City shall not be liable to the other parties for payment of any amount other than the reimbursement amounts it receives from SEMA.
2. Boone County, the Fire District, the University and Boone Hospital shall train appropriate personnel in the proper use and care of the equipment. The training shall be conducted and documented in accordance with SEMA requirements.
3. Boone County, the Fire District, the University and Boone Hospital shall provide City with any periodical reports required by SEMA regarding the condition and disposition of the equipment. The reports shall be in the format required by SEMA and shall be submitted to the City in a timely fashion to meet SEMA reporting requirements.
4. Boone County, the Fire District, the University and Boone Hospital shall each safeguard and insure the equipment it receives under this agreement to the same degree as other equipment it owns.

5. Except when otherwise authorized by City's Emergency Communications and Management Administrator, Boone County, the Fire District, the University and Boone Hospital shall not give or lend the equipment to any other person or entity but shall each retain the equipment at its facilities for use in emergencies and training events in the City of Columbia and surrounding areas.
  
6. All parties agree to abide by all rules, regulations and other requirements of the FY 2002 State Domestic Preparedness Program and the Department of Justice Weapons of Mass Destruction Terrorism Grant Program pertaining to the equipment purchase under this agreement.

IN WITNESS WHEREOF, the parties have cause this agreement to be executed by their duly authorized agents on the day and year first above written.

CITY OF COLUMBIA, MISSOURI

BY: Raymond A. Beck  
 Raymond A. Beck, City Manager

ATTEST:

Penny St. Romaine  
 Penny St. Romaine, City Clerk

APPROVED AS TO FORM:

Fred Boeckmann  
 Fred Boeckmann, City Counselor

County of Boone, Missouri

BY: Keith Schnarre  
 Keith Schnarre, Presiding Commissioner

ATTEST:

Wendy Noren  
 Wendy Noren, County Clerk

APPROVED AS TO FORM:

John Patton  
 John Patton, County Attorney

**CERTIFICATION:**

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.

No Encumbrance Required 10/20/03  
 Auditor Date  
 Revenue 1287-3411  
 Expenditure 1287-91300



Boone County Fire Protection District

BY: 

The Curators of the University of Missouri

BY: \_\_\_\_\_

Boone Hospital Center

BY: \_\_\_\_\_

Fiscal Year: 2003												
State: <u>Missouri-Region F</u>												
City of Columbia												
Grant Allocation: \$251,000												
Equipment Purchase Total Cost:												
Line Item	Equipment Category	Item	Quantity	Unit Cost	Total Cost	LEA	Cost	Fire Dept	Cost	EMS	Cost	Check Column
A 1	Personal Protective Equipment	Level A Entry Suit	4	\$2,000.00	\$8,000			4	\$8,000			4
A 2		Level A Training Suit	10	\$130.00	\$1,300			10	\$1,300			10
A 3		Full Face piece respirator masks with bag, filter & cartridge	50	\$223.11	\$11,156	50	\$11,156					50
A 4		Tychem SL Hooded w/boot cover 2xl	96	\$75.00	\$7,200					96	\$7,200	96
A 5		Scott AV 2000 Mask	12	\$250.00	\$3,000					12	\$3,000	12
A 6		Scott AV-NBC Protective Hood	12	\$150.00	\$1,800					12	\$1,800	12
A 7		Scott Cartridge Adapter 40mm	12	\$30.00	\$360					12	\$360	12
A 8		Scott NBC Cartridge NTC-1 canister	24	\$37.00	\$888					24	\$888	24
A 9		Nitrile Boots	12	\$65.00	\$780					12	\$780	12
A 10		Nitrile Gloves	48	\$7.00	\$336					48	\$336	48
A 11		Premeir Stretcher Carrier w/stretcher	6	\$1,214.00	\$7,284					6	\$7,284	6
B 1	Explosive Device & Mitigation Equipment	EOD 8 Ballistic Suit	1	\$5,000.00	\$5,000			1	\$5,000			1
B 2		EOD 8 Ballistic Helmet	1	\$8,000.00	\$8,000			1	\$8,000			1
B 3		ANDROS F6A Vehicle Assembly	1	#####	\$86,070	1	\$86,070					1
B 4		ANDROS Tabletop Controller Assembly	1	\$9,750.00	\$9,750	1	\$9,750					1
B 5		Spare Vehicle Battery Assembly	1	\$444.00	\$444	1	\$444					1
B 6		Arm Pan/Tilt Camera Assembly	1	\$4,455.00	\$4,455	1	\$4,455					1
B 7		Fiber Optic Cable Reel Assembly	1	#####	\$14,900	1	\$14,900					1
B 8		Spare Spool of Fiber Optic Cable	1	\$1,015.00	\$1,015	1	\$1,015					1
B 9		Disrupter Mount assembly for pan	1	\$1,350.00	\$1,350	1	\$1,350					1
B 10		Weapons sighting Camera (fits arm)	1	\$815.00	\$815	1	\$815					1
B 11		Shock Tube Initiator, two channel (for disrupter)	1	\$1,020.00	\$1,020	1	\$1,020					1
B 12		Chemical Detector Mount Assembly	1	\$1,500.00	\$1,500	1	\$1,500					1
C 1	CBRNE Search and Rescue Equipment	Raytheon PalmIR 250 Thermal Imaging Camera	1	#####	\$11,195	1	\$11,195					1

D	1	<b>Interoperable Communications Equipment</b>	Haz-Mat Suit Communications System	1	\$5,000.00	\$5,000			1	\$5,000			1
D	2		Satellite Phone	1	\$1,600.00	\$1,600			1	\$1,600			1
D	3		Mobile Radios	4	\$2,200.00	\$8,800	4	\$8,800					4
D	4		TeleComm Cables for interoperable radio system	10	\$200.00	\$2,000	10	\$2,000					10
D	5		Interoperable radio system case	1	\$850.00	\$850	1	\$850					1
D	6		Interoperable radio system cell phone adaptor	1	\$500.00	\$500	1	\$500					1
D	7		Mobile Satellite telephone	2	\$700.00	\$1,400	2	\$1,400					2
E	1	<b>Detection Equipment</b>	TMX 412 4 Gas	15	\$2,000.00	\$30,000			15	#####			15
	2		Multiraio Plus 1-5 w/ VOC Gas Meter w/ extra bulb	1	\$4,000.00	\$4,000			1	\$4,000			1
F	1	<b>Decontamination Equipment</b>	Decon litter Conveyor System	10	\$1,000.00	\$10,000			10	#####			10
	2		Decon litter boards	10	\$300.00	\$3,000			10	\$3,000			10
G		<b>Physical Security Enhancement Equipment</b>		none									
H		<b>Terrorism Incident Prevention Equipment</b>		none									
I		<b>Logistical Support Equipment</b>		none									
J	1	<b>Medical Supplies and Pharmaceuticals</b>	Mark I Kit	60	\$20.00	\$1,200			60	\$1,200			60
	2		Diazepam Kit	60	\$15.00	\$900			60	\$900			60
K		<b>CBRNE Incident Response Vehicles</b>		none									
L		<b>CBRNE Reference Material</b>		none									
													475
			<b>Total Jurisdictional Request:</b>			\$ 251,000							
					Obligated	\$256,868							
					Difference	(\$5,868)							
			invoice processed										

Budget Detail Worksheet

Fiscal Year: 2003

State Homeland Security Grant Program - Part 2

State: Missouri-Region F

Columbia/Boone County

Grant Allocation: \$330,000

Line Item	Equipment Category	Item	Quantity	Unit Cost	Total Cost	Discipline														Check Column		
						LEA	PH	FS	Hazmat	PSC	EMA	EMS	PW									
A 1	Personal Protective Equipment	Scott 4.5 SWAT Pak 60 min. AV2000	11	\$3,800.00	\$41,800	11														11		
A 2		Scott AV2000 Voice Amplifier	11	\$245.00	\$2,695	11															11	
A 3		Level B Chemical Suits	11	\$750.00	\$8,250	11															11	
A 4		Chem. Boots Orange Steel Toe	15	\$43.00	\$645	15															15	
A 5		Respirator Cartridges	100	\$45.00	\$4,500	100															100	
A 6		Level B CBRN suits	12	\$750.00	\$9,000				12												12	
A 7		storage bags for above	4	\$95.00	\$380				4												4	
B 1	Explosive Device Mitigation & Remediation Equipment	Demolition Kit/Explosives	1	\$9,000.00	\$9,000			1													1	
C	CBRNE Search and Rescue Equipment																			0		
D 1	Interoperable Communications Equipment	Mobile Radios	2	\$2,200.00	\$4,400									2							2	
D 2		Satellite Phone	1	\$1,500.00	\$1,500									1								1
D 3		Portable Radios	4	\$600.00	\$2,400									4								4
D 4		Portable Meteorological Station	1	\$1,000.00	\$1,000									1								1
D 5		FirstWatch Software system for EMS	1	\$15,000.00	\$15,000			1														1
D 6		BCM-DSM2 Digital Station Media Bay	3	\$1,174.00	\$3,522									3								3
D 7		Digital Trunk Media Bay	1	\$1,213.00	\$1,213									1								1
D 8		Business Communication Manager	1	\$8,739.00	\$8,739									1								1
D 9		Meridian Norstar M7208 Telephone	20	\$125.00	\$2,500									20								20
D 10		Cyber DS1 telephone circuit	12	\$725.00	\$8,700									12								12
D 11		Mobile Radios	6	\$2,200.00	\$13,200		6															6





# REQUEST FOR BUDGET AMENDMENT

1st 10/21  
2nd 11/04

## BOONE COUNTY, MISSOURI

10/20/2003

**EFFECTIVE DATE**

**FOR AUDITORS USE**

508-2003

(Use whole \$ amounts)

Department					Account					Department Name	Account Name	Decrease	Increase
1	2	8	7	0	3	4	1	1	Emergency Services & Dispatch	Federal Grant Reimbursement		82,706	
1	2	8	7	9	1	3	0	0	Emergency Services & Dispatch	Machinery & Equipment		82,706	

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

**Establish revenue & expenditure budget for SEMA agreement. SEMA will reimburse Boone County for specific equipment to be purchased for use in response to weapons of mass destruction incidents.**

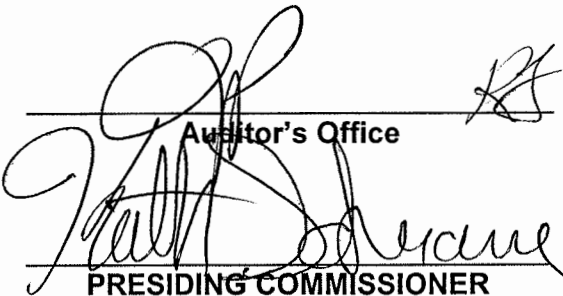
Est rev & exp budget - SEMA

  
Requesting Official

**TO BE COMPLETED BY AUDITOR'S OFFICE**

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached. *N/A*
- Comments:

Auditor's Office

  
PRESIDING COMMISSIONER

*absent*  
DISTRICT I COMMISSIONER

  
DISTRICT II COMMISSIONER

**BUDGET AMENDMENT PROCEDURES**

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

COPY

## AGREEMENT

This agreement is entered into this 14th day of September, 2003, among the City of Columbia, Missouri ("City"), the County of Boone, Missouri ("Boone County"), the Boone County Fire Protection District ("Fire District"), the Curators of the University of Missouri ("University"), and Boone Hospital Center ("Boone Hospital").

WHEREAS, City has received a grant from the Missouri State Emergency Management Agency (SEMA) whereby SEMA will reimburse City for equipment purchased for use in response to weapons of mass destruction incidents; and

WHEREAS, Boone County, the Fire District, the University and Boone Hospital wish to participate in the weapons of mass destruction equipment reimbursement grant program.

NOW, THEREFORE, the parties agree as follows:

1. The parties shall purchase the equipment set forth in Attachment A and Attachment B which are attached to and made a part of this agreement. The parties shall agree among themselves which party shall purchase which items of equipment. If the parties agree, the City may request SEMA to allow modifications to Attachments A and B. Boone County, the Fire District, the University and Boone Hospital shall submit all necessary reimbursement documentation to the City. Upon receipt of the necessary reimbursement documentation, City shall promptly request reimbursement from SEMA. Upon receipt of reimbursement funds from SEMA, City shall promptly forward payment to the appropriate party. Reimbursements shall not exceed the cost set forth in "Attachment A." City shall not be liable to the other parties for payment of any amount other than the reimbursement amounts it receives from SEMA.
2. Boone County, the Fire District, the University and Boone Hospital shall train appropriate personnel in the proper use and care of the equipment. The training shall be conducted and documented in accordance with SEMA requirements.
3. Boone County, the Fire District, the University and Boone Hospital shall provide City with any periodical reports required by SEMA regarding the condition and disposition of the equipment. The reports shall be in the format required by SEMA and shall be submitted to the City in a timely fashion to meet SEMA reporting requirements.
4. Boone County, the Fire District, the University and Boone Hospital shall each safeguard and insure the equipment it receives under this agreement to the same degree as other equipment it owns.



5. Except when otherwise authorized by City's Emergency Communications and Management Administrator, Boone County, the Fire District, the University and Boone Hospital shall not give or lend the equipment to any other person or entity but shall each retain the equipment at its facilities for use in emergencies and training events in the City of Columbia and surrounding areas.
6. All parties agree to abide by all rules, regulations and other requirements of the FY 2002 State Domestic Preparedness Program and the Department of Justice Weapons of Mass Destruction Terrorism Grant Program pertaining to the equipment purchase under this agreement.

IN WITNESS WHEREOF, the parties have cause this agreement to be executed by their duly authorized agents on the day and year first above written.

CITY OF COLUMBIA, MISSOURI

BY: Raymond A. Beck  
Raymond A. Beck, City Manager

ATTEST:

Penny St. Romaine  
Penny St. Romaine, City Clerk

APPROVED AS TO FORM:

Fred Boeckmann  
Fred Boeckmann, City Counselor

County of Boone, Missouri

BY: \_\_\_\_\_  
Keith Schnarre, Presiding Commissioner

ATTEST:

\_\_\_\_\_  
Wendy Noren, County Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
John Patton, County Attorney

**CERTIFICATION:**

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.  
No Encumbrance Required 10/20/03  
Auditor \_\_\_\_\_ Date \_\_\_\_\_  
Revenue 1287-3411  
Expenditure 1287-91300

Boone County Fire Protection District

BY: 

The Curators of the University of Missouri

BY: \_\_\_\_\_

Boone Hospital Center

BY: \_\_\_\_\_

RECEIVED

OCT 16 2003

BOONE COUNTY AUDITOR

Budget Detail Worksheet

Fiscal Year: 2003

State Homeland Security Grant Program - Part 2

State: Missouri

Jurisdiction: Boone County Public Works

Line	Equipment Category	Item	Quantity	Unit Cost	Total Cost	Discipline
	Personal Protective Equipment				\$0	
	Sustainment Costs				\$0	
	Explosive Device Mitigation & Remediation Equipment				\$0	
	Sustainment Costs				\$0	
	CBRNE Search and Rescue Equipment				\$0	
	Sustainment Costs				\$0	
	Interoperable Communications Equipment				\$0	
	Sustainment Costs				\$0	
	Detection Equipment				\$0	
	Sustainment Costs				\$0	
	Decontamination Equipment				\$0	
	Sustainment Costs				\$0	
	Physical Security Enhancement Equipment				\$0	
	G-5	Barriers, Fences, Jersey Walls	10	\$750	\$7,500	Public Works
	G-6	Video Assessment/Cameras	10	\$750	\$7,500	Public Works
	Sustainment Costs				\$0	

Budget Detail Worksheet

Fiscal Year: 2003

State Homeland Security Grant Program - Part 2

State: Missouri

Jurisdiction: Boone County Sheriff's Dept.

Line Item	Equipment Category	Item	Quantity	Unit Cost	Total Cost	Discipline
	Personal Protective Equipment				\$0	
A-5		Respirator Cartridges	100	\$45	\$4,500	
	Sustainment Costs				\$0	
	Explosive Device Mitigation & Remediation Equipment				\$0	
	Sustainment Costs				\$0	
	CBRNE Search and Rescue Equipment				\$0	
	Sustainment Costs				\$0	
	Interoperable Communications Equipment				\$0	
	D-11	Mobile Radios	6	\$2,200	\$13,200	
	D-12	Magnetic Mount Antennas	10	\$100	\$1,000	
	D-13	Telecom Cables	12	\$200	\$2,400	
	D-14	Coax Cable and Connectors	1	\$500	\$500	
	D-15	Rugged Laptop and Software	1	\$6,000	\$6,000	
	D-16	1000 Watt Power Generator	1	\$900	\$900	
	D-17	6x12 tandem axle utility trailer	1	\$4,200	\$4,200	
	D-18	Ramp and Hand Truck	1	\$300	\$300	
	Sustainment Costs				\$0	
	Detection Equipment				\$0	
	Sustainment Costs				\$0	
	Decontamination Equipment				\$0	
	Sustainment Costs				\$0	

	<b>Physical Security Enhancement Equipment</b>				\$0	
GA		DCSD Blast Security System				
		Proximity Reader Hardware & Software		\$10,000	\$10,000	
	<b>Sustainment Costs</b>				\$0	
	<b>Terrorism Incident Prevention Equipment</b>				\$0	
	<b>Sustainment Costs</b>				\$0	
	<b>Logistical Support Equipment</b>				\$0	
	<b>Sustainment Costs</b>				\$0	
	<b>Medical Supplies and Pharmaceuticals</b>				\$0	
	<b>Sustainment Costs</b>				\$0	
	<b>CBRNE Incident Response Vehicles</b>				\$0	
	<b>Sustainment Costs</b>				\$0	
	<b>CBRNE Reference Materials</b>				\$0	
	<b>Sustainment Costs</b>				\$0	
<b>Total Jurisdictional Request:</b>					<b>\$43,000</b>	

RECEIVED

OCT 16 2003

Boone County

BOONE COUNTY AUDITOR

FY 2003

State: Missouri-Region

Equipment Purchase Total Cost:

\$

Equipment Category	(A) Item	(B) Quantity	(C) Unit Cost	(D) Total Cost	(E) Discipline
Personal Protective Equipment A-3	[REDACTED]	50	223.11	11,155.50	LEA- FD- EMS- LE-2050
	[REDACTED]				
	[REDACTED]				
	[REDACTED]				
Sustainment Costs	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Explosive Device Mitigation	[REDACTED]				
	[REDACTED]				
Sustainment Costs	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
CBRNE Search and Rescue Equipment	[REDACTED]				
	[REDACTED]				
Sustainment Costs	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Interoperable Communications	[REDACTED]				
	[REDACTED]				
	[REDACTED]				
Sustainment Costs	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



10/20/2003

FY 2003  
Budget Amendments/Revisions  
Emergency Services & Dispatch (1287)

<u>Index #</u>	<u>Date Recd</u>	<u>Account</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>	<u>Comments</u>
1	2/19/2003	3411 91300	Federal Grant Reimbursement Machinery & Equipment	25,049 25,049		Establish revenue & expenditure budget for SEMA agreement	
2	5/9/2003	3411 37240 23050	Federal Grant Reimbursement Registration/Tuition Other Supplies	4,391 1,000 3,391		Establish revenue & expenditure budget for CERT grant	
3	10/20/2003	3411 91300	Federal Grant Reimbursement Machinery & Equipment	82,706 82,706		Establish revenue & expenditure budget for SEMA agreement	



**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

November Session of the October Adjourned Term. 20 03

In the County Commission of said county, on the 4<sup>th</sup> day of November 20 03

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:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
1287-03411: Emergency Services and Dispatch – Federal Grant Reimbursement	\$15,000.00
1287-71101: Emergency Services and Dispatch – Professional Services	\$15,000.00

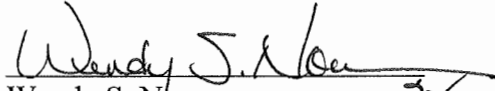
Said budget amendment is to establish a revenue and expenditure budget for State and Local All Hazards Emergency Operations Planning grant.

Done this 4<sup>th</sup> day of November, 2003.



Keith Schnarre  
 Presiding Commissioner

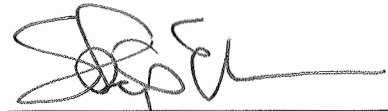
ATTEST:



Wendy S. Noren  
 Clerk of the County Commission

absent

Karen M. Miller  
 District I Commissioner



Skip Elkin  
 District II Commissioner

# REQUEST FOR BUDGET AMENDMENT

1st 10/21  
2nd 11/04

## BOONE COUNTY, MISSOURI

10/20/2003  
EFFECTIVE DATE

FOR AUDITORS USE  
509-2003

Department					Account					Department Name	Account Name	(Use whole \$ amounts)	
												Decrease	Increase
1	2	8	7		0	3	4	1	1	Emergency Services & Dispatch	Federal Grant Reimbursement		15,000
1	2	8	7		7	1	1	0	1	Emergency Services & Dispatch	Professional Services		15,000

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

**Establish revenue & expenditure budget for State and Local All Hazards Emergency Operations Planning grant. This grant originates with US Dept of Homeland Security and is passed through State Emergency Management Agency (SEMA). SEMA will send payment to Boone County; Boone County will then pay invoice to Louis Berger Group Inc for professional services regarding update of Local Emergency Operations Plan (LEOP).**

Rev & exp budget – Emerg Op

*Keith Schumane*  
Requesting Official

-----  
**TO BE COMPLETED BY AUDITOR'S OFFICE**

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached. *N/A*
- Comments:

*KS*  
Auditor's Office

*Keith Schumane*  
PRESIDING COMMISSIONER

*absent*  
DISTRICT I COMMISSIONER

*[Signature]*  
DISTRICT II COMMISSIONER

**BUDGET AMENDMENT PROCEDURES**

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

Bob Holden  
Governor

STATE OF MISSOURI

Jerry B. Uhlmann  
Director

## EMERGENCY MANAGEMENT AGENCY



DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE ADJUTANT GENERAL

PO Box 116, Jefferson City, Missouri 65102  
Phone: 573/526-9100 Fax: 573/634-7966  
E-mail: mosema@mail.state.mo.us



June 18, 2003

Keith Schnarre  
Presiding Commissioner  
County of Boone  
801 E Walnut Rm 245  
Columbia, MO 65205-4890

Dear Presiding Commissioner Schnarre:

Enclosed is a copy your jurisdiction's agreement for updating and revising your Local Emergency Operations Plan (LEOP). This is the final copy signed by the SEMA Director and it is for your files.

There have been many questions addressed to us concerning the payment process that is to be used to pay the contractor. The sequence listed below should be helpful.

- Invoice received by the jurisdiction from the Louis Berger Group (Contractor).
- Complete the Request for Payment (copy enclosed), attach a copy of the invoice, and send to SEMA. Do not pay invoice at this time.
- Upon receipt of invoice and payment request, SEMA will process the check.
- Check, copy of invoice, and payment request sent to jurisdiction.
- Jurisdiction deposits check and then pays invoice.

There will be three separate invoices from the contractor. The first one will be a 5% payment for the approved work plan, the second payment of 50% will be upon completion of an approved draft revision of the LEOP, and the third payment of 45% will be for an approved final LEOP.

If you have any questions regarding the payment procedures, please contact Brenda Heidbreder (573-526-9125) or Tom LeComte (573-526-9126).

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry B. Uhlmann".

Jerry B. Uhlmann  
Director

cc: Emergency Management Director  
Enclosures

**AGREEMENT for  
Updating and Revising Local Emergency Operations Plan (LEOP) or  
Distribution of Sub-grant Funds**

This AGREEMENT dated this 15 day of May, 2003 by and between the Missouri State Emergency Management Agency, hereinafter referred to as SEMA, and city or county of Boone, hereinafter referred to as the local jurisdiction, whereby the parties enter into this Agreement for the purpose of the local jurisdiction to accomplish the task identified in the checked option. The amount of \$15,000 has been determined through a competitive bid process as the maximum amount available to complete the LEOP revision/update for this jurisdiction.

*(check only one box)*

- Option 1  
Accept the offering of update and revision services to your LEOP by a contractor provided through SEMA.
- Option 2  
Decline LEOP update and revision services but accept sub-grant funds for the purpose of completing update and revision of your LEOP with in-house or jurisdiction-contracted personnel.
- Option 3  
Decline both the offered services and the sub-grant funds.

Acceptance of either Option 1 or Option 2 indicates that the local jurisdiction has accepted all of the conditions shown in the LEOP Update And Revision Program Information document dated April 10, 2003.

IN WITNESS WHEREOF the parties hereto, do cause this Agreement to be executed on the date first written above by lawful authority of the local jurisdiction and SEMA.

Keith Schwarz 5-15-03  
Signature (Senior Elected Official) Date

Keith Schwarz Presiding Commissioner  
Name and Title (please print)

Jerry B. Uhlmann 6-4-03  
Jerry B. Uhlmann, Director SEMA Date

Please provide the names of a primary and secondary contact person that will coordinate with the contractor and SEMA during the process of updating and revising your LEOP. Please print.

James P. McNabb EMD  
Name Title  
17 N. 7th St. Suite A Columbia MO  
Address (Street, City and Zip code) 65201  
573-874-7400  
Telephone Number  
573-875-1072  
Fax Number  
jpmcnabb@ci.columbia.mo.us  
Email Address (if available)

Joseph L. Piper AEMD  
Name Title  
same  
Address (Street, City and Zip code)  
Telephone Number  
Fax Number  
Email Address (if available)



**THE Louis Berger Group, INC.**

3700 Broadway Street, Suite 300, Kansas City, Missouri USA  
Tel 816 561 2761 Fax 816 561 9200

**Proposed Local Emergency Operation Plan (LEOP) Work Plan for  
Columbia/Boone County**

The Louis Berger Group is pleased to be able to perform the services to update and revise your current Local Emergency Operation Plan (LEOP).

Our plan of action to accomplish this mission is to schedule a meeting with you and your staff to meet our team leader and support staff that will be working on your LEOP. This meeting will be scheduled as soon as you approve this work plan and a mutual time can be arranged for all to be present. At this first meeting our staff will need a copy of your current LEOP in Microsoft compatible format on diskette or CD, or at a minimum, a printed copy.

After the first meeting our staff will complete a total review of your LEOP and analyze your plan, taking into consideration the "all hazards" approach to emergency management, with special emphasis on planning for a terrorist weapons of mass destruction (WMD) event in Columbia/Boone County. Our staff will work on site to collect and analyze information, and conduct interviews as well as one-on-one discussions with your staff and state and local agencies, and public and private associations which may be tasked in your plans. After a review of your plan and input from the on-site information gathering, we will produce a draft revised LEOP. This document is proposed to be delivered to the state on or about November 14, 2003. This date is dependent on the approval of this work plan and is projected to take up to 140 days to complete.

We understand that the state and you will have three working days to review the document and request modifications or additional elaborations as necessary. We will respond to these requests within five working days from the receipt of state agency comments.

When the final approved revised LEOP is completed, we will furnish you five bound copies of the revised LEOP and one copy in Microsoft compatible format on diskette or CD. This will be accomplished not later than December 31, 2003.

We look forward to working with you and delivering a quality product that we both can be proud of.

Respectfully,  
The Louis Berger Group

*Gerald W. Adams*

Gerald W. (Jerry) Adams  
Program Manager

Missouri SEMA  
Approved by:

*Jerry B. Uhlmann*  
Name

*Director*  
Title

*Jerry B. Uhlmann*  
Signature

Columbia/Boone Co.  
Approved by:

*James P. Mc-Nabb*  
Name

*EMD*  
Title

*James P. Mc-Nabb*  
Signature

**PAYMENT INFORMATION**

**PLEASE COMPLETE AND RETURN THIS FORM TO:**

STATE EMERGENCY MANAGEMENT AGENCY  
ATTN: Brenda Heidbreder  
Planning and Disaster Recovery Branch  
P.O. Box 116  
Jefferson City, Mo. 65102-0116

**PAYMENT INFORMATION** (needed to verify accounting information to process payment)

Federal Identification Number (FEIN): 436000349

**Check Payable to:**

Designated

County/City: Boone County - Treasurer

Street Address: 801 East Walnut

City, State, Zip: Columbia, Missouri 65201

Phone Number: 1-573-886-4365

The person designated below is the jurisdiction's authorized representative for the purpose of Requesting Payment for each invoice submitted by The Louis Berger Group in reference to the Agreement for Updating and Revising Local Emergency Operations Plan (LEOP).

Signature: <u>James P. McNabb</u>
Name/Title (PRINT): <u>James P. McNabb</u>
PO Box or Street Address: <u>17 N. 7th St. Suite A</u>
City/State/Zip: <u>Columbia, Missouri 65205</u>
Phone Number: <u>573-874-7400</u>

Appointing Authority Signature: Keith Schwarze

Name/Title (PRINT): Keith Schwarze - Presiding Commissioner

Date: 6-24-03

10/20/2003

FY 2003  
Budget Amendments/Revisions  
Emergency Services & Dispatch (1287)

<u>Index #</u>	<u>Date Recd</u>	<u>Account</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>	<u>Comments</u>
1	2/19/2003	3411 91300	Federal Grant Reimbursement Machinery & Equipment	25,049 25,049		Establish revenue & expenditure budget for SEMA agreement	
2	5/9/2003	3411 37240 23050	Federal Grant Reimbursement Registration/Tuition Other Supplies	4,391 1,000 3,391		Establish revenue & expenditure budget for CERT grant	
3	10/20/2003	3411 91300	Federal Grant Reimbursement Machinery & Equipment	82,706 82,706		Establish revenue & expenditure budget for SEMA agreement	
4	10/20/2003	3411 71101	Federal Grant Reimbursement Professional Services	15,000 15,000		Establish revenue & expenditure budget for Emergency Operations grant	

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

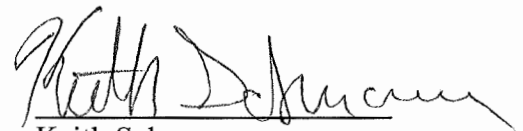
November Session of the October Adjourned Term. 20 03

In the County Commission of said county, on the 4<sup>th</sup> day of November 20 03

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


Now on this day the County Commission of the County of Boone does hereby authorize Dr. Reid Smeda, University of Missouri Department of Agronomy, to conduct a Teasel eradication study on county owned land located adjacent to the North County Facility.

Done this 4<sup>th</sup> day of November, 2003.



Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent

Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner