

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 2013

In the County Commission of said county, on the 12th day of September 20 13

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 grant application request by the Prosecuting Attorney's Office for the Violence Against Women Act for the Domestic Violence Enforcement Unit through the Department of Public Safety.

Done this 12th day of September, 2013.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner



DANIEL K. KNIGHT, Prosecutor

Office of the Boone County Prosecuting Attorney
705 E. Walnut Street – Courthouse
Columbia, Missouri 65201-4485
573-886-4100
FAX: 573-886-4148

DATE: September 12, 2013

TO: Commissioner Atwill
Commissioner Miller
Commissioner Thompson

FROM: Dan Knight
Prosecuting Attorney

A handwritten signature in black ink that reads "Daniel K. Knight".

RE: STOP Violence Against Women 2014-2015 Grant Application

I respectfully request your approval to apply for VAWA (Violence Against Women Act) grant funds for our Domestic Violence Enforcement Unit (DOVE Unit) through the Department of Public Safety.

We have been receiving funds for our DOVE Unit since 1998 and continue to serve over 1000 victims of domestic violence each year.

This grant award is for two years and will be used for the full salary of our Victim Specialist, Mark Koch, and 70% of the salaries of two assistant prosecuting attorneys, Cecily Daller & Jonathan Bertz, all dedicated to serving victims of domestic violence.

There is a 25% matching requirement for this grant and it consists of the cost of the benefits for the Victim Specialist and 30% of the salary of the two assistant prosecutors all currently being paid for by Boone County.

The federal share is \$258,510.72 and the local match is \$87,807.47.

Thank you for your consideration of this request.

Missouri Department of Public Safety

Application

26002 - 2014-2015 STOP VAWA Solicitation

26134 - Domestic Violence Enforcement Unit (DOVE Unit)

STOP Violence Against Women Grant (VAWA)

Status: Editing

Submitted Date:

Primary Contact

Name:*	Office Administrator	Bonnie	Adkins
	Title	First Name	Last Name
Job Title:	Office Administrator		
Email:	badkins@boonecountymo.org		
Mailing Address:	Boone County Prosecuting Attorney		
Street Address 1:	705 E. Walnut Street		
Street Address 2:			
*	Columbia	Missouri	65201
	City	State/Province	Postal Code/Zip
Phone:*	573-886-4112		Ext.
Fax:	573-886-4148		

Organization Information

Applicant Agency:	Boone County, Prosecutor's Office
Organization Type:	Government
Federal Tax ID#:	436000349
DUNS #:	073755977

CCR Code: 4SWR3 06/10/2014
Valid Until Date
Organization Website: www.showmeboone.com
Mailing Address: Boone County
Street Address 1: 801 E. Walnut Street
Street Address 2:

City* Columbia Missouri 65201 0449
City State/Province Postal Code/Zip + 4
County: Boone
Congressional District: 09

Phone:* 573-886-4305 Ext.

Fax: 573-886-3311

Contact Information

Authorized Official

The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Board President, Presiding Commissioner, Mayor, City Administrator, University President, State Department Director).

The Authorized Official and the Project Director cannot be the same person.

Authorized Official:* Presiding Commissioner Daniel Atwill
Title First Name Last Name

Job Title: Presiding Commissioner
Agency: Boone County Commission
Mailing Address: 801 E Walnut Street
Street Address 1:
Street Address 2:

AOCity* Columbia Missouri 65201
City State Zip Code

Email: datwill@boonecountymo.org

Phone:* 573-886-4305 Ext.

Fax: 573-886-3311

Project Director

The Project Director is the individual that will have direct oversight of the proposed project.

The Authorized Official and the Project Director cannot be the same person.

If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.

Project Director:*	Office Administrator	Bonnie	Adkins
	Title	First Name	Last Name
Job Title:	Office Administrator		
Agency:	Boone County Prosecuting Attorney		
Mailing Address:	705 E Walnut Street		
Street Address 1:			
Street Address 2:			
PDCity*	Columbia	Missouri	65201
	City	State	Zip Code
Email:	badkins@boonecountymmo.org		
Phone:*	573-886-4112		
		Ext.	
Fax:	573-886-4148		

Fiscal Officer

The Fiscal Officer is the individual who has responsibility for accounting and audit issues at the applicant agency level (e.g. City Clerk, County Treasurer, Director of Finance, Accountant).

Fiscal Officer:*	Boone County Treasurer	Nicole	Galloway
	Title	First Name	Last Name
Job Title:	Boone County Treasurer		
Agency:	Boone County Treasurer's Office		
Mailing Address:	801 E Walnut Street		
Street Address 1:			
Street Address 2:			
FOCity*	Columbia	Missouri	65201
	City	State	Zip Code
Email:	ngalloway@boonecountymmo.org		
Phone:*	573-886-4365		
		Ext.	
Fax	573-886-4369		

Project Contact Person

The Project Contact Person should be the individual who is most familiar with the program this grant will fund.

This person can be the Project Director if that individual is most familiar with the program.

Project Contact Person:* Office Administrator Bonnie Adkins
Title First Name Last Name

Job Title: Office Administrator

Agency: Boone County Prosecuting Attorney

Mailing Address: 705 E Walnut Street

Street Address 1:

Street Address 2:

OCCity* Columbia Missouri 65201
City State Zip Code

Email: badkins@boonecountymo.org

Phone:* 573-886-4112
Ext.

Fax: 573-886-4148

Non-Profit Chairperson

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address.

This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.

Non-Profit Chairperson: Title First Name Last Name

Job Title:

Agency:

Mailing Address:

Street Address 1:

Street Address 2:

NCCity Missouri
City State Zip Code

Email:

Phone: Ext.

Fax

Project Summary

Application Type: Continuation
Current Contract Number(s): 2010-VAWA-085-OS
Program Category: Prosecution
Project Type: Local
Geographic Area: Boone County, Missouri

Brief Summary:

The Boone County Prosecuting Attorney's Office has a long history of addressing the needs of domestic violence victims in Boone County and we have been a part of the Domestic Violence Enforcement Unit (DOVE Unit), a continuing collaboration of agencies, since 1998. The mission of the DOVE Unit is to decrease the level of domestic violence by investigating domestic violence cases, ensuring victim safety, promoting deterrence, and interrupting the cycle of violence. The domestic violence prosecutors interview victims, allow them to express their wishes about the case outcome and attempt to prosecute even the cases where the victim is unable to participate. The domestic violence Victim Specialist is dedicated to working with victims of domestic and sexual violence and has specialized training with these populations. The DV Victim Specialist provides basic and comprehensive services to victims of domestic violence. These services are designed to minimize harm to domestic violence victims through the provision of information, advocacy and support during the investigation, prosecution and disposition of the case. The DOVE Unit continues to be a vital program dedicated to serving victims of domestic violence in Boone County.

Program Income Generated: No

History of the Agency

Brief History of the Program Project Agency

Provide a brief history of the Agency and the type(s) of victim services the agency provides.

The Boone County Prosecuting Attorney's Office is responsible for the prosecution of criminal violations that occur within this jurisdiction and for Family Support Enforcement. The office is comprised of 38 staff members, including the elected Prosecutor, 13 Assistant Prosecuting Attorneys (2 Domestic Violence Assistant Prosecuting Attorneys), 5 Investigators, 2 Victim Specialists, 1 Case Specialist, and support staff. We have provided services to crime victims and their families in Boone County with the support of VOCA funds since 1993 and STOP Violence Against Women grant funds have been used to enhance services to victims of domestic violence since 1998. Our Victim Services staff provides crisis intervention for victims of violent crimes including sexual assault, domestic violence, parents of victims of child abuse and family members of homicide victims. They also offer information about victims' rights and crime victims' compensation, orientation to the criminal justice system, and support during the investigation, prosecution and disposition of criminal cases. When necessary, referrals are made to appropriate counselors and/or agencies to work with victims and their families for long term follow-up. We also have an excellent volunteer program which utilizes students from the University of Missouri and other educational institutions. Volunteers assist with a variety of direct victim service-related work. Social work student volunteers have been especially helpful to victims of domestic and sexual violence by assessing victim safety, educating victims and their families about the dynamics of victimization, and partnering with advocates in the community to coordinate care.

In 1998, the Columbia Police and Boone County Sheriff's Departments together with the Boone County Prosecuting Attorney's Office and local battered women's shelter, True North, formed a cooperative partnership, known as the DOVE (Domestic Violence Enforcement) Unit. With the idea of promoting a coordinated, multidisciplinary approach to improving the community's response to violence against women, service providers secured STOP Violence Against Women grant funds to hire and retain specialized law enforcement, prosecution and victim services personnel. Representatives from Probation and Parole, the local Batterers' Intervention Program (MEND), and the Domestic Violence Court have also joined the DOVE Unit. With regularly scheduled case reviews and annual law enforcement training, DOVE Unit members continue to build a timely, proactive, and collaborative response to violence against women in Boone County.

Statement of the Problem

Statement of the Problem

This section must address the need for grant funds and the proposed project.

Define the problem that you will be attempting to impact with the project for which you are requesting funds. Be specific

Do not include every issue the Applicant Agency addresses, but only the one(s) that will be impacted by the use of the grant funds being requested. (Please note that the problem is NOT a lack of staff, counselors, equipment, etc. This is the result of the problem).

Since you are competing with other agencies for limited funds, you should document as extensively and as factually as possible the definition of the problem.

This section must justify the proposed services to be outlined in the Methodology section.

This section should include relevant facts and local statistics on incidents of crime, the number of victims served during the past year - (two years, three years, etc.), existing resources, demographic and geographic specifications, etc. that document and support the stated problem.

Provide crime statistics for all areas served; do not provide global statistics - information must be specific to the service area.

Boone County is a growing, progressive county located in the center of the state and the crossroads of major east-west and north-south highways. Columbia is the 5th largest city in Missouri. Columbia is the County Seat and the City of Columbia covers 53.5 square miles. According to the 2010 Census the City of Columbia has a population of 108,500, and Boone County has 162,642 residents. The estimated population of the City of Columbia in 2012 is 113,225 and in Boone County is 168,535, an increase of 4% and 3.6% respectfully in the past two years. Twenty-five point three percent (25.3%) of Boone County's population is between the ages of 25 and 44 with the median age being 29.2. The average Columbia household income is \$56,368. Demographics are of an urban, semi-urban and rural composition with a diverse ethnic population, demonstrated as follows:

White Non-Hispanic 82.78%
African America/Black 9.9%
American Indian 0.39%
Asian/Pacific Islander 3.84%
Hispanic (all) 3.01%
Some other race 0.69%

With the prosperity and growth of this community in the last decade has come a more volatile crime rate. Forty percent (40%) of victim related cases filed in Boone County involve domestic violence. The following is a listing of felonies and misdemeanors filed in Boone County over the past five years as well as the total number of domestic violence offenses prosecuted:

Felonies

2008 2009 2010 2011 2012 2013 through August 31, 2013
1450 1507 1533 1661 1632 1177

Misdemeanors

2008 2009 2010 2011 2012 2013 through August 31, 2013
4126 4844 4331 3489 3273 2851

Domestic violence offenses:

2008 2009 2010 2011 2012 2013 through August 31, 2013
1164 1244 1123 1269 1097 1019

Certainly, these figures indicate the ongoing need for a coordinated response to violence against women in Boone County. We currently serve around 3000 victims of crime per year and approximately 40% of the cases involve domestic violence victims. Research supports the fact that women are at an increased risk of violence committed by an intimate or known partner and that this violence often escalates over time. The coercive power of the justice system can be especially effective at preventing further abuse when it utilizes a coordinated and specialized response. Since the implementation of Boone County's domestic violence docket in September 2008, there has been an increased need for specialized service providers. Prosecutors handling violence against women cases have the challenging task of balancing the safety of victims and community while holding offenders accountable.

By their very nature, domestic violence cases are especially challenging. Often the Assistant Prosecuting Attorneys must proceed with cases without the victim's active participation. We currently receive over 1000 domestic violence referrals each year and between 15 and 20% of the victims are either unavailable or

uncooperative. In many instances, participation in the criminal justice process may endanger a woman's physical or emotional well-being which creates significant barriers to a victim's cooperation in prosecution. A report prepared for the National Institute of Justice [1] indicates that these barriers can be reduced through participation in specialized court programs that address the unique needs of domestic violence victims. Programs focus on expediting the disposition of cases, increasing victim contact, and creating victim-friendly proceedings that remove, as much as possible, the weight of a case resting solely on the victim's shoulders.

[1] Harrel, A., J. Castro, L. Newmark, and C. Visher. "Final Report on the Evaluation of the Judicial Oversight Demonstration: Executive Summary." Final report for National Institute of Justice, grant number 99-WT-VX-K005. Washington, DC: U.S. Department of Justice, National Institute of Justice, and The Urban Institute, June 2007, NCJ 219386, available on line at <http://www.urban.org/publications/411498.html>.

Type of Program

Methodology/Type of Program

Outline the services to be provided by this project. Give as much detail as possible about your proposed project.

Define what services will be provided through the grant project, who will provide these services, how they will be accessed and who will benefit from these services Flow charts and chronological outlines are great, but must be supported by additional narrative description.

Agencies that primarily serve domestic and/or sexual violence victims will be required to comply with the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Service Standards & Guidelines. (These agencies will not be required to comply with the Missouri Department of Public Safety Crime Victim Services Unit (MoCSVU) Program Standards and Guidelines)

In this section, agencies will need to explain how services are delivered in compliance with the MCADSV Standards. Please do not simply state the agency is in compliance! MCADSV Service Standards & Guidelines can be downloaded as a separate document from the DPS website.

All other agencies (those NOT primarily serving victims of domestic violence and/or sexual violence) will be required to comply with the new Missouri Department of Public Safety Crime Victim Services Unit (MoCVSU) Program Standards and Guidelines. (These agencies will not be required to adhere to the MCADSV Standards)

In this section, agencies will need to explain how services are delivered in compliance with the MoCVSU Program Standards and Guidelines. Please do not simply state the agency is in compliance! MoCVSU Program Standards and Guidelines can be downloaded as a separate document from the DPS website.

Our 2014/2015 STOP funds request is to continue the funding for two Assistant Prosecuting Attorneys and our Domestic Violence Victim Specialist dedicated to the prosecution of domestic violence cases and other criminal offenses involving violence against women. These staff members are critical to providing services to victims of domestic violence in Boone County.

When probable cause is established that a domestic violence crime has occurred, local law enforcement agencies forward criminal cases to the Boone County Prosecuting Attorney's Office for review. Cases are assigned to a designated DV Prosecutor and Victim Specialist in cases involving violence against women. These cases include: misdemeanor and felony domestic violence, harassment, stalking, violation of orders of protection, burglary, property damage and sexual assault or misconduct. In consultation with the victim and the DV Victim Specialist, the Assistant Prosecutors have 10 working days to make a filing or charging decision.

Once a filing decision has been made, the Assistant Prosecutors and/or our DV Victim Specialist contact the crime victim to discuss needs and expectations. With victim input and legal analysis, the Assistant Prosecutors recommend bonds and punishment that take into consideration the nature of the crime and the danger to the victim and community. Range of punishment options are considered, utilizing victim impact information, the elements of the charging offense and the offender's criminal history. The Assistant Prosecutors manage the criminal case to ensure a successful resolution. This involves trial preparation or plea agreements with the defense. The Assistant Prosecutors and the DV Victim Specialist work with the victim to mandate punishment that may include a batterer's intervention program, alcohol or drug rehabilitation or other mental health services. Throughout this process of investigation and prosecution, the Assistant Prosecutors and the DV Victim Specialist work hand in hand to anticipate victim's needs, provide for their safety and security while minimizing the traumatic impact of participation in the justice system.

The Boone County Prosecuting Attorney's Office offers services in compliance with MOCVSU Services Standards and Guidelines. Regarding organizational administration, the Boone County Personnel Policy Manual contains policies that comply with employment law and prohibit discrimination. Confidential personnel files for paid staff and volunteers include criminal background checks, written job descriptions, completed job applications, resumes, references and a signed confidentiality statement/volunteer agreement. The Administrative Manual for the Prosecuting Attorney's Office contains information about the daily operations of the office, safety/security procedures, and the provision of services by the Domestic Violence Enforcement Unit. The Administrative Manual contains written procedures on how our office will respond to non-English speaking persons as well as victims that are vision, hearing and speaking impaired. Confidentiality guidelines outlined by MOCVSU are adhered to by staff and volunteers working with the Domestic Violence Enforcement Unit. All volunteers sign a confidentiality agreement. Documentation of service provision is maintained in a secure area only accessible to paid staff or authorized volunteers. The Boone County Prosecuting Attorney's Office uses Prosecutor by Karpel case management software which maintains a confidential data collection and record-keeping system that allows only authorized victim services staff members to access victim information. This case management system allows for the efficacy and progress toward program goals and objectives.

Regarding guidelines for training, all project staff members are expected to be familiar with and adhere to MOCVSU training curricula that address the historical context of domestic and sexual violence, the dynamics of abusive relationships, safety planning, advocacy and empowerment, and coordinated community response. At a minimum, volunteers receive forty hours of observational training in the Prosecutor's Office and an additional twelve hours of domestic violence and sexual violence training is provided by True North Women's

Shelter. Training is required for all personnel who provide direct services (i.e. crisis intervention, case management and court advocacy) to victims of domestic violence and their children. This includes a minimum of six hours of ongoing professional development/continuing education during the calendar year. The Assistant Prosecuting Attorneys and the DV Victim Specialist attend specialized domestic violence training through the Missouri Association of Prosecuting Attorneys each year to keep current on domestic violence issues and are encouraged to attend MCADSV trainings whenever possible.

Service standards and guidelines for direct service provision are consistent with MOCVSU recommendations. Crisis intervention services are offered only by trained staff or volunteers and involve interactions designed to stabilize the victim's emotions, clarify issues and expectations and provide ongoing support and assistance. A critical aspect of case management and court advocacy service provision is to minimize further harm while helping the victim plan for her future. Members of the Domestic Violence Enforcement Unit must be familiar with community resources and maintain relationships with ancillary service providers in order to provide effective case management services. Coordinating services in a collaborative manner is a cornerstone of the Domestic Violence Enforcement Unit's service provision.

Proposed Service Area

Proposed Service Area

State the geographic area to be served by this project.

The Boone County Prosecuting Attorney's Office handles crimes committed in Boone County. Victims served include residents of this county as well as non-residents. Victims of crime in neighboring counties where services do not exist will be given information about Crime Victims' Compensation, statewide victims' services resources, and counseling referrals when requested.

Coordination of Services

Coordination of Services

Outline how your agency will coordinate the activities of this project with other service providers, law enforcement agencies, prosecuting attorney's offices, courts and other agencies in your community. Other services may not necessarily be the same as offered by your project.

Explain how the services to be offered by this project will complement other activities and services already in place in your community.

Do not merely state who you coordinate with; provide an explanation of specific activities.

Please note that this is a required component to receiving VAWA funds.

Coordination and communication with other service providers is active and ongoing. The communication between first responders and members of the Boone County Prosecuting Attorney's Office is critical in ensuring victims' safety and anticipating victims' concerns and expectations. Because prosecution can take months, coordination with community-based advocates and counseling providers is essential for meeting the changing needs of victims and their families. Members of the Domestic Violence Enforcement Unit play a vital role in the continued coordination of victim services in Boone County. Members of the Domestic Violence Enforcement Unit participate in volunteer training for True North Women's shelter as well as training for the Sexual Assault Nurse Examiner (SANE) programs at local hospitals. Participants of these trainings include representatives from the three local hospitals, law enforcement agencies, psychiatric facilities, True North women's shelter, the University of Missouri, and other counseling and social service organizations. Local law enforcement officers, healthcare professionals, and advocates continue to use the Prosecuting Attorney's Sexual Assault Survivor Handbook which outlines options and available services. This resource was developed and printed by funds received from the STOP Violence Against Women grant program and is currently being distributed throughout Boone County. The Domestic Violence Survivor Handbook and the Boone County Crime Victim Survivor Handbook are also utilized on a regular basis with crime victims and their families.

Currently, DOVE Assistant Prosecutors and the DV Victim Specialist attend regularly scheduled DOVE Unit meetings with members from the Columbia Police Department, the Boone County Sheriff's Department, Probation & Parole, Family Counseling Center, and True North women's shelter to review service provision protocols for battered women and to coordinate services for victims in active criminal investigations and prosecutions.

Victim Compensation Assistance

Victim Compensation Assistance

*Describe the procedures used by your agency to provide information on and assistance to crime victims with filing for victim's compensation funds. Please note that this is a **NEW** component to receiving VAWA funds.*

Victim's Compensation information is offered to every domestic violence victim. Once a charge is filed, domestic violence victims receive a letter outlining their rights and the services available to them. Included with this letter is information about the Crime Victims' Compensation Program. Our Domestic Violence Victim Specialist, Mark Koch, plays an active role in aiding crime victims with their applications. He assists domestic violence victims/claimants by securing documentation of expenses related to the crime, notarizing the application, and communicating with the Victims' Compensation Fund caseworker regarding the status of the claimant's application. Once a claim has been awarded, the Crime Victims' Compensation Fund is listed in the Prosecuting Attorney's case file as a secondary victim. Defendant's who receive probation are held accountable for the amount paid on the claim.

For the 2012 fiscal year, the Crime Victims' Compensation Fund awarded \$111,075.13 to victims of crime in Boone County. During that time, our Domestic Violence Specialist along with other members of our Victim Response Team assisted 61 applicants and 37 of those applicants were granted awards through the fund. From July 1, 2011 through June 30, 2012, Boone County collected \$17,331.42 in restitution for the Crime Victims' Compensation Fund.

For the 2013 fiscal year, the Crime Victims' Compensation Fund awarded \$149,968.07 to victims of crime in Boone County. During that time, our Domestic Violence Victim Specialist along with other members of our Victim Response Team assisted 34 applicants and 29 of those applicants were granted awards through the fund. From July 1, 2012 through June 30, 2013 Boone County collected \$13,633.22 in restitution for the Crime Victim's Compensation Fund.

Number of Victims to Be Served

Number of Victims to Be Served

Indicate the anticipated number of victims to be served by this VAWA funded project.

Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular project.

For victims of domestic and/or sexual violence break out the number of women to be served, men to be served, and children to be served separately.

These numbers should match what is listed on the VAWA Data Report.

Give statistics from previous years to support your estimate.

The Boone County Prosecuting Attorney’s Office anticipates receiving approximately 2400 domestic violence offense referrals with this project and serving around 2040 domestic violence victims during the two year grant cycle. Approximately 15-20% of the time the victim is either unavailable or doesn’t wish to participate in the prosecution.

The following demonstrates the number of domestic violence offenses received by the Boone County Prosecutor's Office over the past five years:

2008 1164
 2009 1244
 2010 1123
 2011 1269
 2012 1097
 2013 1019 Through August 31, 2013

Goals and Objectives

Organization Type	Objective	Objectives Percentage (%)
Prosecutors	Increase individualized contact (in person, mail, email or phone communication) between the prosecutors office and survivors by _____%	10
Prosecutors	_____ % of survivors will report having received information about the criminal justice process and their individualized case	75
Prosecutors	_____ % of survivors will report having received information on available community resources	75

Evaluation Procedure

Evaluation Procedure

The evaluation component of the application should tie to the goals and objectives. Describe the process to be used to determine the effectiveness of your program and the effect of your program on the victims served, such as pre- and post-testing, surveys, client-satisfaction evaluations, etc (it is helpful to attach blank samples of these tools, if available). Explain how data is assessed and used to improve services to victims. This must also include a description of the data to be collected, as outlined in the Program Description, to prepare any progress reports and/or final reports required by the Violence Against Women Act.

Project objectives will be evaluated by tracking the statistics gathered from our Victim Services Survey. Survey questions include identifying each individual Assistant Prosecutor and Victim Advocate and specifically how they were contacted, if they were provided information on the Criminal Justice System and if they were provided information about local community resources. The survey is mailed to all victims of crime and is also available on our website. Project data is compared to previous years to help evaluate our services to victims of crime in Boone County. The survey is also available in Spanish and can be translated directly on our website. A copy of the survey in English and in Spanish is attached to this application.

Report of Success

Goal	Measurable Objectives	VAWA Outcomes
Goal: To offer timely, effective, and appropriate prosecution services of domestic violence crimes in Boone County.	Increase individualized contact (in person, mail, email or phone communication) between the prosecutors office and survivors by 15%.	Individualized contact between the prosecuting attorneys office and survivors was maintained during the grant cycle. To date we have served 2116 victims of domestic violence. 100% of those victims have received in person, mail, email or phone communication from either the advocate or assistant prosecuting attorney assigned to the case. When compared with the previous grant cycle, individualized contact with victims was maintained at 100%.
Goal: To offer timely, effective, and appropriate prosecution services of domestic violence crimes in Boone County.	75% of survivors will report having received information about the criminal justice process and their individualized case	From January 1, 2012 through August 31, 2013 we have served 2116 victims of domestic violence. All 2116 victims received information about the criminal justice system and a survey along with their closing letter. During that same time period we received 55 surveys. 42 victims stated that they received information about the criminal justice process & their individual case from our office. GOAL EXCEEDED: 76.36% stated they received information and our goal was 75%.

Goal: To offer timely, effective, and appropriate prosecution services of domestic violence crimes in Boone County.

75% of survivors will report having received information on available community resources.

From January 1, 2012 through August 31, 2013 we have served 2116 victims of domestic violence. During that same time period we received 55 surveys. 37 victims stated that they received information on community resources. 5 surveys indicated that the question was not applicable, 4 didn't answer the question at all and 9 said they did not receive any information on community resources. If we remove the 4 that didn't answer the question and the 5 that said it was not applicable, that leaves 46 surveys, and 80.43%. GOAL EXCEEDED: Our goal was 75% and 80.43% said they received information about available community resources.

Personnel

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
Cecily Daller	Domestic Violence Assistant Prosecuting Attorney	Retained	FT	\$2,318.40	52.0	100.0	\$120,556.80	30.0	\$36,167.04	\$84,389.76
Jonathan Bertz	Domestic Violence Assistant Prosecuting Attorney	Retained	FT	\$2,206.40	52.0	100.0	\$114,732.80	30.0	\$34,419.84	\$80,312.96
Mark Koch	Domestic Violence Victim Specialist	Retained	FT	\$1,804.00	52.0	100.0	\$93,808.00	0	\$0.00	\$93,808.00

\$329,097	\$70,586.	\$258,510
.60	88	.72

Personnel Justification

Personnel Justification

If personnel is included in the budget, provide justification for each position.

If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If a salary increase is included, address the type/reason for such increase, the percentage of increase, and the effective date of the increase.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

The Boone County Prosecuting Attorney's Office is requesting a continuation of funding for two existing Domestic Violence Assistant Prosecuting Attorneys, Cecily Daller and Jonathan Bertz and funding for one Domestic Violence Victim Specialist, Mark Koch. Our total budget request is higher than the 2012-2013 grant because of a change in personnel and salary increases in 2012 & 2013. Mark Koch began in this grant position in December 2012 and his salary is higher than the previous Victim Specialist.

Cecily's current salary is \$60,278.40. Cecily received a raise in 2012, 2013 and we anticipate another raise in 2014. However, budget figures are based on her current salary. Boone County will pay for her full benefits plus 30% of her salary. The portion of her salary paid by Boone County will be used as the match for this position. Cecily received her Juris Doctorate in September 2005 from the University of Missouri - Columbia School of Law. She was an Assistant Attorney General with the Missouri Attorney General's Office from 2005 through 2006. In January 2007 she was hired by the Boone County Prosecutor's Office as an Assistant Prosecutor. She began working with the DOVE Unit in September 2010.

Jonathan's current salary is \$57,366.40. We anticipate a raise in salary in 2014, however budget figures are based on his current salary. Jonathan began working for the Boone County Prosecutor's Office in January 2013. Boone County will pay for his full benefits plus 30% of his salary. The portion of his salary paid by Boone County will be used as the match for this position. Jonathan received his Juris Doctorate in May 2009 from the University of Missouri - Columbia School of Law. He was an Assistant Prosecuting Attorney in Cole County from September 2009 - January 2013 when he began working as our Domestic Violence Assistant Prosecuting Attorney.

Mark's current salary is \$46,904.00. Mark received a raise in 2012, 2013 and we anticipate another salary increase in 2014, however budget figures are based on his current salary. Boone County pays for the full benefits for Mark and the cost of the benefits will be used as the match for this position. Mark has a Bachelor of Science in Occupational Therapy from the University of Missouri - Columbia, and is a licensed Occupational Therapist. Mark worked as our Victim Specialist from 2001 - 2010 and left for a year to attend law school. He returned to our office in 2011 as our part time Case Specialist and began full time as our Victim Specialist in December 2012.

The responsibilities of the Domestic Violence Prosecutors in the Boone County Prosecuting Attorney's Office include: conducting factual and legal analysis of domestic violence reports submitted by law enforcement; determining whether charges should be filed based on the facts and the law; representing the State of Missouri in criminal prosecution of domestic violence cases including arraignments, motions, plea agreements, probation violation proceedings, depositions and jury trials; preparing domestic violence cases for trial by identification of witnesses, internal investigation, conferring with domestic violence victims, and establishing trial strategy designed to secure a verdict of guilty.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Possess a Juris Doctorate (J.D.) and a minimum of three years of law practice experience; or the equivalent combination of education and experience.

Possess a valid license from the Missouri Bar Association to practice Law in the State of Missouri.

Excellent oral and written communication skills.

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write speeches and briefs using progressive or innovative techniques and style.
 Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
 Thorough knowledge of the judicial process.
 Ability to work independently as well as part of a team to meet the needs of domestic violence victims.

The responsibilities of the Domestic Violence Victim Specialist in the Boone County Prosecuting Attorney's Office include: Reviewing all new domestic and sexual violence cases to identify victims; contacting and assisting victims of domestic and sexual violence with problems related to the crime; providing crisis counseling; assessing their needs; providing support and recommending and locating community resources for services; networking with social service agencies for additional resource referral contacts for victims of domestic and sexual violence; consulting and collaborating with attorneys, investigators and other staff members regarding care, problems and solutions for victims of domestic and sexual violence; escorting domestic and sexual violence victims to court when necessary and advising them of their right to appear personally or by counsel at the final sentencing.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Masters degree in social work, counseling or psychology and a minimum of 2 years experience in related field, or a combination of education and experience.

Excellent oral and written communication skills

Educated in cultural awareness and possess the ability to communicate and be non-biased to others who may have a different ethnic, socio-economic background, race or religion.

Thorough knowledge of the judicial process.

Thorough knowledge of the issues of domestic violence.

Thorough knowledge of the issues of sexual violence.

Knowledge of local area referral services.



Personnel Benefits

Category	Item	Salary/Pre mium	Percentag e/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/St ate Share
Disability Insurance	Mark Koch - Disability Insurance	\$1,804.00	52.0	0.29	\$272.04	100.0	\$272.04	\$0.00
					\$272.04		\$272.04	\$0.00
FICA/Medi care	Mark Koch - FICA/Medi care	\$1,804.00	52.0	7.65	\$7,176.31	100.0	\$7,176.31	\$0.00
					\$7,176.31		\$7,176.31	\$0.00

Life Insurance	Mark Koch							
	- Life Insurance	\$3.92	24.0	100.0	\$94.08	100.0	\$94.08	\$0.00
					\$94.08		\$94.08	\$0.00
Medical Insurance	Mark Koch							
	- Medical Insurance	\$395.83	24.0	100.0	\$9,499.92	100.0	\$9,499.92	\$0.00
					\$9,499.92		\$9,499.92	\$0.00
Workers Comp	Mark Koch							
	- Workers Comp	\$1,804.00	52.0	0.19	\$178.24	100.0	\$178.24	\$0.00
					\$178.24		\$178.24	\$0.00
					\$17,220.59		\$17,220.59	\$0.00

Personnel Benefits Justification

Benefits Justification

If personnel benefits are included in the budget, provide justification for each fringe benefit.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

All of the personnel benefits listed are used for matching purposes. Boone County General Fund pays for all of the following benefits:

Personnel Benefit #1 Disability Insurance - Disability Insurance for Mark Koch, DV Victim Specialist is calculated at .0029 on the total for the 2 year grant cycle. \$93,808.00 X .0029 for a total of \$272.04.

Personnel Benefit #2 FICA - FICA for Mark Koch, DV Victim Specialist is calculated at .0765 on the total salary for the 2 year grant cycle. \$93,808.00 X .0765 for a total of \$7,176.31.

Personnel Benefit #3 Life Insurance - Life Insurance for Mark Koch, DV Victim Specialist is calculated at \$3.92/month for 24 months for a total of \$94.08.

Personnel Benefit #4 Medical Insurance - Medical Insurance for Mark Koch, DV Victim Specialist is calculated at \$395.83/month for 24 months for a total of \$9,499.92.

Personnel Benefit #5 Workers Compensation - Workers Comp for Mark Koch, DV Victim Specialist is calculated at .0019 of his salary for the total 2 year grant cycle. \$93,808.00 X .0019 for a total of \$178.24.

PRN/Overtime

Name	Title	PRN/Overtime Pay	Hours on Project	Total Cost	Local Match %	Local Match Share	Federal/State Share
				\$0.00		\$0.00	\$0.00

PRN/Overtime Justification

PRN/Overtime Justification

If PRN/Overtime is included in the budget, provide justification for the expense. Describe why PRN/Overtime funding is necessary and how it will aid in the success of the project.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an PRN/Overtime pay rate increase is included, address the individuals eligibility for such increase, the percentage of increase, and the effective date of the increase.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

PRN/Overtime Benefits

Category	Item	PRN/Overtime Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
----------	------	----------------------	-------------------------	------------------------	------------	---------------	-------------------	---------------------

\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00

PRN/Overtime Benefits Justification

PRN/Overtime Benefits Justification

If PRN/Overtime benefits are included in the budget, provide justification for each fringe benefit.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Volunteer Match

Description of Service	Number of Volunteers	Total Hours	Local Match Share
			\$0.00

Volunteer Match Justification

Volunteer Match Justification

If volunteer match is included in your application explain the number of volunteers that will be used, the activities that they will be conducting and when they will be conducting these activities (day, evening, weekends).

On-Call Volunteer Match

Description of Service Provided	Number of Volunteers	Total Number of Hours	Total Local Match
			\$0.00

On-Call Volunteer Match Justification

On-Call Volunteer Match Justification

Outline the specific activities/duties that the volunteers will be conducting.

Travel/Training

Item	Category	Unit Cost	Duration	Number	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

Travel/Training Justification

Travel/Training Justification

If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project.

For training, identify the location and date(s) of the training. If either the location or date(s) is unknown, clearly identify such.

Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Equipment

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
						\$0.00		\$0.00	\$0.00

Equipment Justification

Equipment Justification

If equipment is included in the budget, provide justification for each item.

Address why the item is needed, whether it is a replacement or an addition, who will use it, and how it will be used.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Supplies/Operations

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

Supplies/Operations Justification

Supplies/Operations Justification

If supplies/operations are included in the budget, provide justification for each expense.

Address why the item is necessary for the proposed project, who will use it, and how it will be used.

If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Contractual

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

Contractual Justification

Contractual Justification

If contractual or consultant services are included in the budget, provide justification for each expense.

Address why each item is necessary for the proposed project and who will benefit from the services.

If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Total Budget

Total Federal/State Share:	\$258,510.72
Federal/State Share Percentage:	74.65%
Total Local Match Share:	\$87,807.47
Local Match Share Percentage:	25.35%
Total Project Cost:	\$346,318.19

Cost Assumption

Cost Assumption

Describe how the Project Agency plans to continue the activities of this project if VAWA funds would no longer be available to the Project Agency. What proactive steps are being taken to absorb the project cost into the applicant agency's future budget? Provide information on the development of a contingency plan for victim services.

In the event that STOP funding is no longer available, the Boone County Prosecuting Attorney's Office will make application to the Boone County Commission for continuation of this vital program.

VAWA Data Form

Budget Total: \$258,510.72

The requested STOP Program funds will be used for: (Prorate percentage of time if project covers more than one category.)

Law Enforcement:*	0%	\$0.00
Prosecution:*	100.0%	\$258,510.72
Victim Services Project:*	0%	\$0.00
Court:*	0%	\$0.00
Discretionary:*	0%	\$0.00
Culturally Specific:*	0%	\$0.00
Other:*	0%	\$0.00

Project Focus: Domestic Violence Services

Indicate the anticipated number of victims to be served by this STOP funded project

Total Victims of Crime: 2040

Hotline Calls: 0

If a domestic violence shelter, indicate the anticipated number of women and children to be served, by this STOP funded project, in shelter and outreach services, the number of anticipated hotline calls and the anticipated number of bednights.

Women:

Children:

Men:

Bed-Nights:

If a training/technical assistance project, show the anticipated number of people and/or communities to be trained:

People:

Communities:

Type of victimization

Budget Total 1	\$258,510.72	
Sexual assault*	0%	\$0.00
Domestic violence/dating violence*	100.0%	\$258,510.72
Stalking*	0%	\$0.00
Total	100.0%	\$258,510.72
	(must equal 100%)	(must equal budget total 1)

Other Funding Sources

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
-------------------	--------	----------------------------	----------------	---------------------------------

Boone County
General Fund

\$87,807.47

Boone County will
provide 25%
matching funds
from our General
Fund

01/01/2014-
12/31/2015

Boone County
currently pays for
part of the salaries
of the two
Domestic Violence
Assistant
Prosecuting
Attorneys and the
full benefits of the
Domestic Violence
Victim Specialist
and these funds
will be used as the
matching funds
for this project.
Boone County
pays for the full
benefits of all
three positions out
of the General
Fund.

\$87,807.47

Audit Requirements

Date last audit was completed: RubinBrown LLP St Louis, Missouri
Date(s) covered by last audit: 01/01/12-12/31/12
Last audit performed by: Rubin Brown LLP St Louis, Missouri
Phone number of auditor: 314-290-3300
Date of next audit: 1/1/2014
Date(s) to be covered by next audit: 1/1/2013-12/31/2013
Next audit will be performed by: RubinBrown LLP St. Louis, Missouri

Total amount of financial assistance received from all entities, including the Missouri Department of Public Safety, during the date(s) covered by your agency's last audit, as indicated above.

The Federal Amount refers to funds received directly from the Federal Government or federal funds passed through state agencies in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

The State Amount refers to funds received directly from the State of Missouri, not including federal pass-thru funds.

Federal Amount: \$1,560,453.00

State Amount: \$3,235,267.00

Required Attachments

Attachment	Description	File Name	File Size	Type
A detailed copy of your agency's organizational chart (REQUIRED)	Organizational Chart	Organizational Chart - VAWA Grant 2014-2015.pdf	1 KB	pdf
Your agency's procurement (purchasing) policy (if Applicable)			1 KB	
Your agency's mileage reimbursement policy (if Applicable)			1 KB	
Job descriptions and last Pay Stub for personnel involved in this proposed project (REQUIRED)	Job Descriptions & Pay Stubs VAWA Grant 2014-2015	Job Descriptions & Pay Stubs VAWA Grant 2014-2015.pdf	1 KB	pdf
Your agency's profit/loss statement from the past two (2)years recently completed for your agency as a whole) (if Applicable)			1 KB	
Your Agency Budget (Current) REQUIRED	Budget 2013	Budget 2013.pdf	1 KB	pdf
Your Agency Budget (Past)two (2) years REQUIRED	Budget 2011 & 2012	Budget 2011 & 2012.pdf	1 KB	pdf
A list of your organization's Board of Directors (if Applicable)			1 KB	
Documentation of Nonprofit Status and two (2)years of 990's(if Applicable)			1 KB	
Letters of Collaboration (REQUIRED)	Memorandum of Agreement 2013	Memorandum of Agreement 2013 - Signed Copy.pdf	1 KB	pdf
Copy of Contractual Agreement to be used (if applicable)			1 KB	

Other Attachments

File Name	Description	File Size
Victim Surveys for 2014 -2015 VAWA Grant Application.pdf	Victim Survey - Mailed version, Web survey & Spanish Web survey.	2.0 MB

STOP Certification

I certify that the agency has complied with the requirements of the Violence Against Women and Department of Justice Reauthorization Act of 2005 during the course of developing this application for grant funds by consulting with victim service programs to ensure that the proposed services and activities are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Consultation with Victim Services **Yes**

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance that the agency has consulted with a community victim service agency before submitting this application.

Title: **Presiding Commisioner**
Authorized Official Name: **Daniel Atwill**
Agency Type: **Prosecution**
Date: **09/12/2013**

Application Certified Assurances

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:

STOP Certified Assurances

I am aware that failure to comply with any of the Certified Assurances and/or Confidential Funds Certifications, if applicable, could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance.

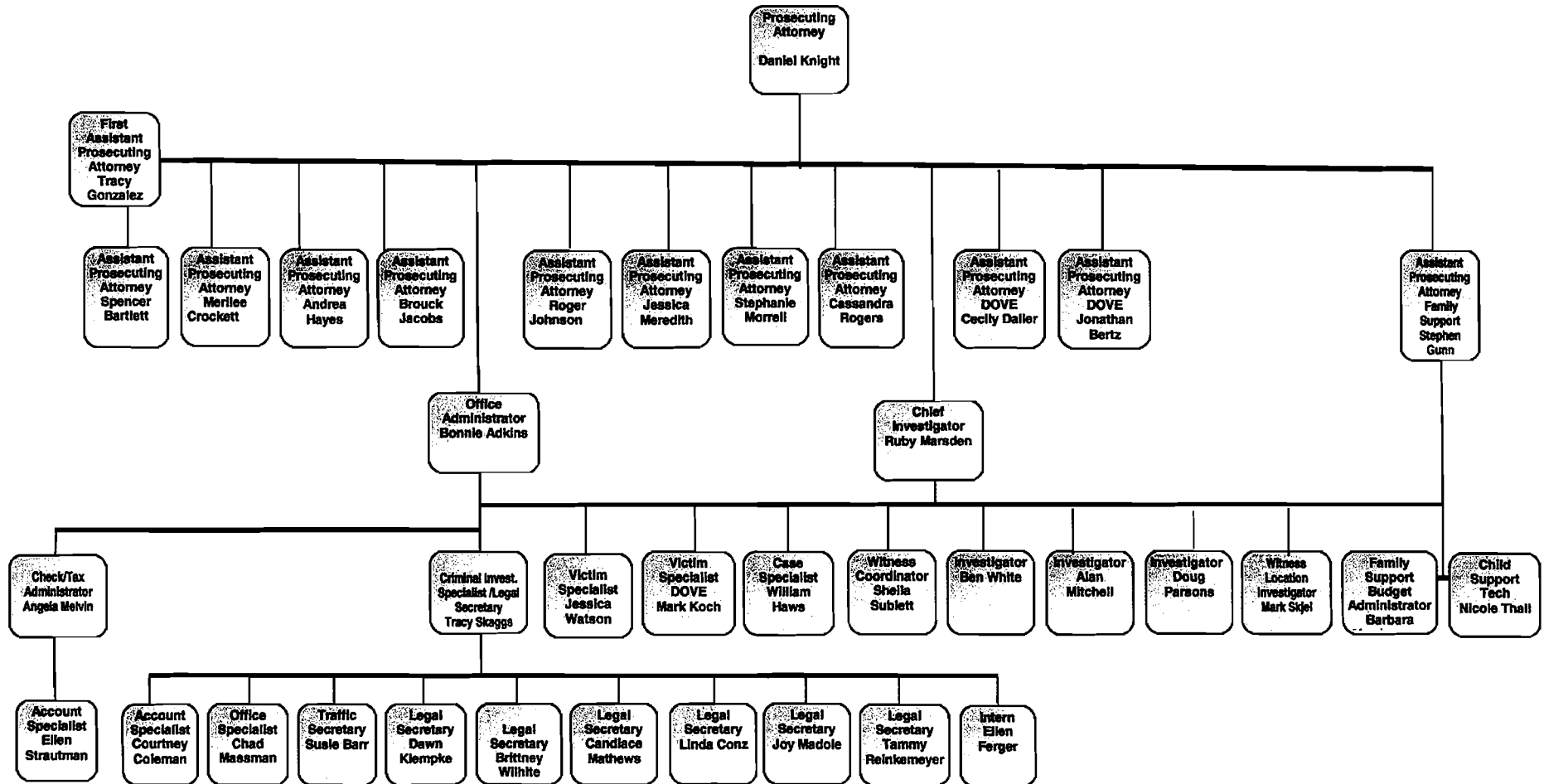
I have read and agree to the terms and conditions of the grant. **Yes**

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application.

Title: **Daniel Atwill**
Authorized Official Name: **Boone County Presiding Commissioner**
Date: **09/12/2013**

Boone County Prosecuting Attorney Organizational Chart

The Boone County Prosecuting Attorney is responsible for the prosecution of criminal violations that occur within this jurisdiction and for Family Support Enforcement. The office is comprised of 38 staff members. Staff includes the elected Prosecutor, 12 Assistant Prosecuting Attorneys, 5 Investigators, a Victim Response Team, a Bad Check and Delinquent Tax Unit as well as support staff.



JOB DESCRIPTION BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

Cecily Daller/Jonathan Bertz

ASSISTANT PROSECUTING ATTORNEY – DOMESTIC VIOLENCE

STATUS: FULL-TIME

RESPONSIBILITIES:

The responsibilities of a Domestic Violence Prosecutor in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Conduct factual and legal analysis of domestic violence reports submitted by law enforcement.
- Determine whether or what charges should be filed based on the facts and the law.
- Represent the State of Missouri in criminal prosecution of domestic violence cases including arraignments, motions, plea agreements, probation violation proceedings, depositions and jury trials.
- Prepare domestic violence cases for trial by identification of witnesses, internal investigation, confer with domestic violence victims, and establish trial strategy designed to secure a verdict of guilty.
- Manage a domestic violence caseload consisting of pending criminal actions with objectives to ensure that resolution is obtained and secured.
- Write briefs in misdemeanor domestic violence appeals and trial briefs.
- Recommend to the court as to bonds and punishments.
- Assess the action to be taken regarding criminal proceedings, taking into consideration the history of the defendants, the strength of the cases, and the protection of the community and victims.
- Gather and analyze evidence in domestic violence cases.
- Interview witnesses to ascertain facts of domestic violence cases.
- Review pertinent decision, polices, regulations and other legal matters pertaining to domestic violence cases.
- Maintain proficiency in Missouri and Federal Statutory case law.
- Present evidence on behalf of the State to grand jury for indictment.
- Engage in jury selection in domestic violence cases.
- Represent Boone County and the State in court of law and present evidence before Judge, judiciary and jury in domestic violence cases.
- Respond to law enforcement agencies' inquiries regarding search warrants and arrest decision, review, approve or disapprove.
- *Any other duties as designated by the Prosecuting Attorney.*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Possess a Juris Doctorate (J.D.) and a minimum of three years of law practice experience; or the equivalent combination of education and experience.

Possess a valid license from the Missouri Bar Association to practice Law in the State of Missouri.

Excellent oral and written communication skills

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write speeches and briefs using progressive or innovative techniques and style.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Thorough knowledge of the judicial process.

Ability to work independently as well as part of a team to meet the needs of domestic violence victims.

PAYROLL



Nicole Galloway, CPA
Boone County Treasurer

NO 440177

DATE 8/30/2013

ONE THOUSAND SIX HUNDRED TWENTY-EIGHT AND 18/100***** \$ *****1,628.18

VOID AFTER 180 DAYS

PAY TO CECILY L DALLER
THE ORDER 2186 S EL CHAPARRAL AVE
OF COLUMBIA MO 65201

DIRECT DEPOSITED TO: BANK OF AMERICA

ACCOUNT: [REDACTED]

NON NEGOTIABLE

Detach and Retain for your Records

COUNTY OF BOONE EARNINGS AND DEDUCTIONS STATEMENT

PAY PERIOD	8/12/2013 THRU 8/25/2013	HOURS TYPE	EARNED	AVAILABLE	MAXIMUM
CHECK DATE	8/30/2013	VACATION	4.6154	316.05	360.00
SSN	[REDACTED]	SICK	3.6923	553.76	
NAME	CECILY L DALLER	FLS COMP			
TITLE	ASST PROSECUTING ATTORNEY I	REG COMP			
DEPT	PROSECUTING ATTORNEY				

EARNINGS				DEDUCTIONS		
Description	Rate	Hours	Gross	Description	Current	Y-T-D
REGULAR	28.98	80.00	2,318.40	CERF 401(A) DEDUCTION	16.23	291.61
				CERF 6% PENSION DEDUCT *	139.10	2499.32
				NATIONWIDE 457 DEDUCT	25.00	450.00
				FEDERAL INCOME TAX	238.51	3781.93
				FICA - SOCIAL SECURITY	143.74	2374.85
				FICA - MEDICARE	33.62	555.43
				MISSOURI STATE TAX	94.02	1487.73
				COUNTY 401(A) MATCH	15.00	270.00
FEDERAL MARITAL STATUS M # OF DEPENDENTS						0
STATE MARITAL STATUS M # OF DEPENDENTS						0

SUMMARY	TOTAL GROSS	CAFETERIA	FEDERAL GROSS	DEDUCTIONS	NET PAY
CURRENT YEAR	2,318.40		2,138.07	690.22	1,628.18
YEAR TO DATE	41,656.40	3,352.00	35,063.47	15,310.95	26,345.45

PAYROLL



Nicole Galloway, CPA
Boone County Treasurer

NO 440173

DATE 8/30/2013

ONE THOUSAND FIVE HUNDRED FORTY-ONE AND 46/100***** \$ *****1,541.46

VOID AFTER 180 DAYS

PAY TO JONATHAN W BERTZ
THE ORDER 5031 S PROVIDENCE RD F
OF COLUMBIA MO 65203

DIRECT DEPOSITED TO: LANDMARK BANK

ACCOUNT: [REDACTED]

NON NEGOTIABLE

Detach and Retain for your Records

COUNTY OF BOONE EARNINGS AND DEDUCTIONS STATEMENT

PAY PERIOD	8/12/2013 THRU 8/25/2013	HOURS TYPE	EARNED	AVAILABLE	MAXIMUM
CHECK DATE	8/30/2013	VACATION	3.0769	51.43	240.00
SSN	[REDACTED]	SICK	3.6923	45.62	
NAME	JONATHAN W BERTZ	FLS COMP			
TITLE	ASST PROSECUTING ATTORNEY I	REG COMP			
DEPT	PROSECUTING ATTORNEY				

EARNINGS				DEDUCTIONS		
Description	Rate	Hours	Gross	Description	Current	Y-T-D
REGULAR	27.58	80.00	2,206.40	CERF 401(A) DEDUCTION	15.44	257.85
				CERF 6% PENSION DEDUCT *	132.38	2210.75
				FEDERAL INCOME TAX	261.85	4291.09
				FICA - SOCIAL SECURITY	136.80	2274.62
				FICA - MEDICARE	31.99	531.99
				MISSOURI STATE TAX	86.48	1426.85
FEDERAL MARITAL STATUS S # OF DEPENDENTS 2						
STATE MARITAL STATUS S # OF DEPENDENTS 1						

SUMMARY	TOTAL GROSS	CAFETERIA	FEDERAL GROSS	DEDUCTIONS	NET PAY
CURRENT YEAR	2,206.40		2,058.58	664.94	1,541.46
YEAR TO DATE	36,846.88	159.04	34,219.24	11,152.19	25,694.69

JOB DESCRIPTION
BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

Mark Koch
DOMESTIC VIOLENCE VICTIM SPECIALIST
STATUS: FULL-TIME

RESPONSIBILITIES:

The responsibilities of the Domestic Violence Victim Specialist in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Contact and assist victims of domestic and sexual violence with problems related to the crime.
- Provide crisis counseling to victims of domestic and sexual violence.
- Assess needs of domestic and sexual violence victims, provide support and recommend and locate community resources for services.
- Network with social service agencies for additional resource referral contacts for victims domestic and sexual violence.
- Maintain a high degree of cooperation and communication with community agencies and individuals who work with domestic and sexual violence services.
- Review all new domestic and sexual violence cases to identify victims.
- Interview and provide emotional support for victims of domestic and sexual violence .
- Consult and collaborate with attorneys, investigators and other staff members regarding care, problems and solutions for victims of domestic and sexual violence.
- Orient victims to the judicial process.
- Provide information to domestic and sexual violence victims with regard to all court appearances and case status.
- Orient domestic and sexual violence victims to courtroom practices, procedures and personnel.
- Assist domestic and sexual violence victims with all forms and applications for Crime Victim's Compensation Fund.
- Escort domestic and sexual violence victims to court.
- Advise domestic and sexual violence victims of their right to appear personally or by counsel at the final sentencing.
- Advise domestic and sexual violence victims of final disposition of their case.
- Provide information of post-conviction activity by Board of Probation & Parole.
- Provide domestic and sexual violence victims with program evaluation forms and respond to internal and state evaluations.
- Document services provided to domestic and sexual violence victims of crime.

- *Any other duties as designated by the Chief Investigator or Prosecuting Attorney.*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Masters degree in social work, counseling or psychology

Minimum of 2 years experience in related field or a combination of education and experience.

Excellent oral and written communication skills

Educated in cultural awareness and possess the ability to communicate and be non-biased to others who may have a different ethnic, socio-economic background, race or religion.

Thorough knowledge of the judicial process

Thorough knowledge of the issues of domestic violence

Thorough knowledge of the issues of sexual violence

Thorough knowledge of local area referral services

Ability to work independently as well as part of a team to meet the needs of domestic and sexual violence victims

PAYROLL



Nicole Galloway, CPA
Boone County Treasurer

NO 440195

DATE 8/30/2013

ONE THOUSAND ONE HUNDRED EIGHTY-THREE AND 10/100***** \$ *****1,183.10

VOID AFTER 180 DAYS

PAY TO MARK C KOCH
THE ORDER 711 JEFFERSON
OF FULTON MO 65251

DIRECT DEPOSITED TO: CALLAWAY BANK

ACCOUNT: [REDACTED]

NON NEGOTIABLE

Detach and Retain for your Records

COUNTY OF BOONE EARNINGS AND DEDUCTIONS STATEMENT

PAY PERIOD	8/12/2013 THRU 8/25/2013	HOURS TYPE	EARNED	AVAILABLE	MAXIMUM
CHECK DATE	8/30/2013	VACATION	3.3846	15.34	264.00
SSN	[REDACTED]	SICK	3.6923	43.92	
NAME	MARK C KOCH	FLS COMP			
TITLE	CRIME VICTIM SPECIALIST	REG COMP			
DEPT	VICTIM WITNESS				

EARNINGS				DEDUCTIONS		
Description	Rate	Hours	Gross	Description	Current	Y-T-D
REGULAR	22.55	80.00	1,804.00	CERF 401(A) DEDUCTION	12.63	226.67
				CERF 6% PENSION DEDUCT *	108.24	1942.57
				CERF 457 DEDUCTION PAY	108.24	1942.57
				NATIONWIDE 457 DEDUCT	15.00	270.00
				FEDERAL INCOME TAX	181.58	3177.25
				FICA - SOCIAL SECURITY	111.85	1974.23
				FICA - MEDICARE	26.16	461.67
				MISSOURI STATE TAX	57.20	998.69
				COUNTY 401(A) MATCH	15.00	270.00
FEDERAL MARITAL STATUS S # OF DEPENDENTS 1						
STATE MARITAL STATUS S # OF DEPENDENTS 1						

SUMMARY	TOTAL GROSS	CAFETERIA	FEDERAL GROSS	DEDUCTIONS	NET PAY
CURRENT YEAR	1,804.00		1,559.89	620.90	1,183.10
YEAR TO DATE	32,376.09	533.30	27,460.98	11,682.30	20,693.79

Prosecuting Attorney - 2013 Combined Budget Summary

Description of Funding Sources

The Boone County Prosecuting Attorney provides prosecution services on behalf of the State of Missouri. These services are primarily funded with appropriations from the General Fund and supplemented with additional revenues from a variety of special revenues funds. The funding sources include the following:

- General Fund
 - Prosecuting Attorney (1261)
 - Victim & Witness (1262)
 - Prosecuting Attorney Retirement (1264)
 - Child Support Enforcement (1263)

- PA Training Fund (2600)
- PA Tax Collection Fund (2610)
- PA Contingency Fund (2620)
- PA Bad Check Collection Fund (2630)
- PA Forfeiture Fund (2640)
- Law Enforcement Services Fund (2903)
- PA – Violence Against Women Grant (Federal Stimulus/ARRA grant; 2971)

The annual budgets from these various resources are combined and presented on the following pages as follows:

- Prosecuting Attorney- General Operations (1261, 1262, 1264, 2600, 2620, 2640, 2903, 2971)
- Child Support Enforcement (1263)
- PA Tax Collection (2610)
- PA Bad Check Collection (2630)

The County Commission establishes and approves the appropriations for all budgets except for the PA Tax Collection Fund and the PA Bad Check Fund; these budgets are established and approved by the Prosecuting Attorney.

Prosecuting Attorney Summary

Budget Summary

Fund	Dept	Department Name	2011	2012	2013	2013	2013	2013
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
Prosecuting Attorney Operations								
100	1261	Prosecuting Attorney	\$ 1,613,061	\$ 1,610,479	\$ 1,452,349	\$ 228,836	\$ 17,775	\$ 1,698,960
100	1262	Victim Witness	157,227	166,202	176,090	21,743	-	197,833
100	1264	PA Retirement	7,752	7,752	-	7,752	-	7,752
260	2600	PA Training	3,901	5,136	-	4,908	-	4,908
261	2610	PA Tax Collection	75,982	86,469	92,899	3,952	-	96,851
262	2620	PA Contingency	19,999	18,050	-	20,000	-	20,000
263	2630	PA Bad Check Collections	54,340	41,860	15,577	1,615	-	17,192
264	2640	PA Forfeiture Money	8,917	-	-	3,075	-	3,075
290	2903	PA-Law Enf Sales Tax PA-Violence Against	268,438	294,715	301,035	5,872	-	306,907
297	2971	Women	37,161	-	-	-	-	-
		Subtotal	<u>2,246,778</u>	<u>2,230,663</u>	<u>2,037,950</u>	<u>297,753</u>	<u>17,775</u>	<u>2,353,478</u>
Child Support Enforcement								
100	1263	IV-D Child Support	350,786	368,295	173,519	46,031	-	219,550
		Subtotal	<u>350,786</u>	<u>368,295</u>	<u>173,519</u>	<u>46,031</u>	<u>-</u>	<u>219,550</u>
		Total	<u>\$ 2,597,564</u>	<u>\$ 2,598,958</u>	<u>\$ 2,211,469</u>	<u>\$ 343,784</u>	<u>\$ 17,775</u>	<u>\$ 2,573,028</u>

Prosecuting Attorney Operations

Performance Measures

Performance Measure	2011 Actual	2012 Estimated	2013 Projected
Number of Felonies Filed	1,661	1,790	1,929
Number of Misdemeanors Filed	3,489	3,85	3,685
Number of Traffic Cases Filed	3,425	3,047	3,200
Total Number of Cases Filed	8,462	8,422	8,500

Annual Budget

1261 PROSECUTING ATTORNEY

100 GENERAL FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3411	FEDERAL GRANT REIMBURSE	58,366	79,003	71,876	78,191	0	78,191	1-
	SUBTOTAL *****	58,366	79,003	71,876	78,191	0	78,191	1-
	CHARGES FOR SERVICES							
3528	REIMB PERSONNEL/PROJECTS	25,335	25,346	25,793	25,852	0	25,852	1
3560	COLLECTION FEES	72,650	70,000	90,000	90,000	0	90,000	28
3574	P.A. FEES	122,858	125,000	110,000	110,000	0	110,000	12-
	SUBTOTAL *****	220,844	220,346	225,793	225,852	0	225,852	2
	MISCELLANEOUS							
3835	SALE OF COUNTY FIXED ASSET	0	0	0	0	2,639	2,639	0
	SUBTOTAL *****	0	0	0	0	2,639	2,639	0
	TOTAL REVENUES *****	279,211	299,349	297,669	304,043	2,639	306,682	2
	PERSONAL SERVICES							
10100	SALARIES & WAGES	1,118,411	1,158,652	1,154,762	1,185,601	42,465	1,201,066	3
10110	OVERTIME	18,007	20,000	25,000	20,000	0	20,000	0
10120	HOLIDAY WORKED	233	250	250	250	0	250	0
10200	FICA	84,058	90,186	88,339	92,247	3,249	93,430	3
10300	HEALTH INSURANCE	108,063	108,062	108,062	108,062	1,188	109,250	1
10325	DISABILITY INSURANCE	4,126	3,361	3,361	3,438	45	3,483	3
10350	LIFE INSURANCE	1,197	1,069	1,069	1,069	12	1,081	1
10375	DENTAL INSURANCE	8,098	8,099	8,099	10,783	118	10,901	34
10400	WORKERS COMP	4,903	4,843	4,843	4,764	115	4,806	0
10500	401(A) MATCH PLAN	6,240	7,985	6,075	7,985	97	8,082	1
10510	CERF-EMPLOYER PD CONTRIBUTION	2,914	3,200	245	0	0	0	0
	SUBTOTAL *****	1,356,253	1,405,707	1,400,105	1,434,199	47,289	1,452,349	3
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	30,763	26,845	29,500	17,679	0	17,679	34-
23000	OFFICE SUPPLIES	12,521	12,984	12,984	16,100	0	16,100	23
23001	PRINTING	417	800	800	800	0	800	0
23050	OTHER SUPPLIES	243	250	250	250	0	250	0
23200	AMMUNITION	260	275	275	275	0	275	0
23300	UNIFORMS	94	100	100	100	0	100	0
23850	MINOR EQUIP & TOOLS (<\$1000)	482	275	275	275	0	275	0
23855	FURNITURE/FIXTURE <\$1000	0	0	0	1,731	0	1,731	0
	SUBTOTAL *****	44,782	41,529	44,184	37,210	0	37,210	10-
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	5,245	5,670	5,145	5,670	0	5,670	0
37200	SEMINARS/CONFEREN/MEETING	1,765	1,650	1,635	1,650	0	1,650	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	696	539	844	828	0	828	53
37230	MEALS & LODGING-TRAINING	2,109	2,945	2,474	2,945	0	2,945	0
	SUBTOTAL *****	9,815	10,804	10,098	11,093	0	11,093	2
	UTILITIES							
48000	TELEPHONES	9,541	11,264	10,500	10,448	0	10,448	7-
48050	CELLULAR TELEPHONES	902	1,068	900	996	0	996	6-
	SUBTOTAL *****	10,443	12,332	11,400	11,444	0	11,444	7-

Prosecuting Attorney Operations

1261 PROSECUTING ATTORNEY
100 GENERAL FUND

ACCT DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
VEHICLE EXPENSE							
59000 MOTORFUEL/GASOLINE	8,314	9,300	6,500	8,100	0	8,100	12-
59010 FUEL SURCHARGE - REIMB TO R&B	0	0	215	220	0	220	0
59030 MOTOR VEHICLE LICENSE FEE	99	50	50	100	0	100	100
59100 VEHICLE REPAIRS/MAINTENANCE	2,367	1,500	1,000	2,400	1,400-	1,000	33-
59105 TIRES	171	690	375	750	250-	500	27-
59110 MECHANICS CHARGE - REIMB R&B	0	0	578	650	0	650	0
59200 LOCAL MILEAGE	367	1,000	250	750	0	750	25-
SUBTOTAL *****	11,319	12,540	8,968	12,970	1,650-	11,320	9-
EQUIP & BLDG MAINTENANCE							
60050 EQUIP SERVICE CONTRACT	3,452	3,566	4,294	4,209	1,675	5,884	65
60200 EQUIP REPAIRS/MAINTENANCE	145	300	150	300	0	300	0
SUBTOTAL *****	3,598	3,866	4,444	4,509	1,675	6,184	59
CONTRACTUAL SERVICES							
71000 INSURANCE AND BONDS	30	0	0	0	0	0	0
71100 OUTSIDE SERVICES	666	1,000	250	1,000	0	1,000	0
71500 BUILDING USE/RENT CHARGE	152,599	121,073	121,073	150,525	0	150,525	24
71600 EQUIP LEASES & METER CHR	127	71	60	60	0	60	15-
SUBTOTAL *****	153,423	122,144	121,383	151,585	0	151,585	24
FIXED ASSET ADDITIONS							
92300 REPLCMENT MACH & EQUIP	0	10,500	9,897	0	0	0	0
92400 REPLCMENT AUTO/TRUCKS	23,425	0	0	0	17,775	17,775	0
SUBTOTAL *****	23,425	10,500	9,897	0	17,775	17,775	69
TOTAL EXPENDITURES *****	1,613,061	1,619,422	1,610,479	1,663,010	65,089	1,698,960	4

1262 VICTIM WITNESS

100 GENERAL FUND

ACCT DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
INTERGOVERNMENTAL REVENUE							
3411 FEDERAL GRANT REIMBURSE	63,145	63,519	67,592	69,780	0	69,780	9
SUBTOTAL *****	63,145	63,519	67,592	69,780	0	69,780	9
CHARGES FOR SERVICES							
3510 COPIES	25	0	591	0	0	0	0
SUBTOTAL *****	25	0	591	0	0	0	0
TOTAL REVENUES *****	63,170	63,519	68,183	69,780	0	69,780	9
PERSONAL SERVICES							
10100 SALARIES & WAGES	129,469	156,885	137,406	137,159	14,460	145,511	7-
10110 OVERTIME	1,478	1,500	1,500	1,500	0	1,500	0
10120 HOLIDAY WORKED	195	200	200	200	0	200	0
10200 FICA	9,064	10,378	10,174	10,622	1,106	11,261	8
10300 HEALTH INSURANCE	14,250	14,250	14,250	14,250	0	14,250	0
10325 DISABILITY INSURANCE	397	317	317	336	28	364	14
10350 LIFE INSURANCE	158	141	141	141	0	141	0
10375 DENTAL INSURANCE	1,068	1,068	1,068	1,422	0	1,422	33
10400 WORKERS COMP	366	366	366	361	27	388	6
10500 401(A) MATCH PLAN	780	1,053	780	1,053	0	1,053	0
SUBTOTAL *****	157,227	186,158	166,202	167,044	15,621	176,090	5-
MATERIALS & SUPPLIES							
22500 SUBSCRIPTIONS/PUBLICATIONS	407	318	235	262	0	262	17-
23000 OFFICE SUPPLIES	2,226	1,940	1,940	1,940	0	1,940	0
23001 PRINTING	218	250	250	250	0	250	0
23050 OTHER SUPPLIES	106	250	200	250	0	250	0
23850 MINOR EQUIP & TOOLS (<\$1000)	371	750	350	750	0	750	0
SUBTOTAL *****	3,329	3,508	2,975	3,452	0	3,452	1-
DUES TRAVEL & TRAINING							
37000 DUES & PROF CERTS/LICENSE	400	400	400	400	0	400	0
37200 SEMINARS/CONFEREN/MEETING	230	460	230	460	0	460	0
37220 TRAVEL (AIRFARE, MILEAGE, ETC)	78	154	86	258	0	258	67
37230 MEALS & LODGING-TRAINING	350	758	227	833	0	833	9
SUBTOTAL *****	1,059	1,772	943	1,951	0	1,951	10

Child Support Enforcement

Annual Budget

1263 IV-D

100 GENERAL FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3465	INTERGOVERNMENTAL REVENUE FEDERAL REIMBURSE EXPENSES	379,131	388,909	388,909	226,000	0	226,000	41-
	SUBTOTAL *****	379,131	388,909	388,909	226,000	0	226,000	41-
3826	MISCELLANEOUS PRIOR YEAR COST REPAYMENT	0	0	59	0	0	0	0
	SUBTOTAL *****	0	0	59	0	0	0	0
	TOTAL REVENUES *****	379,131	388,909	388,968	226,000	0	226,000	41-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	248,930	263,142	263,158	144,783	3,000	144,783	44-
10110	OVERTIME	22	0	19	0	0	0	0
10200	FICA	16,961	20,130	18,375	11,075	230	11,075	44-
10300	HEALTH INSURANCE	34,041	33,250	33,250	14,250	0	14,250	57-
10325	DISABILITY INSURANCE	927	763	763	419	0	419	45-
10350	LIFE INSURANCE	369	329	329	141	0	141	57-
10375	DENTAL INSURANCE	2,551	2,492	2,492	1,422	0	1,422	42-
10400	WORKERS COMP	780	710	710	376	8	376	47-
10500	401(A) MATCH PLAN	1,845	2,457	1,560	1,053	0	1,053	57-
10600	UNEMPLOYMENT BENEFITS	4,170	2,230	2,230	0	0	0	0
	SUBTOTAL *****	310,598	325,503	322,886	173,519	3,238	173,519	46-
	MATERIALS & SUPPLIES							
22000	POSTAGE	1,100	1,700	900	900	0	900	47-
22500	SUBSCRIPTIONS/PUBLICATIONS	489	500	500	600	0	600	20
23000	OFFICE SUPPLIES	2,326	4,334	4,334	3,288	0	3,288	24-
23001	PRINTING	0	550	550	0	0	0	0
23850	MINOR EQUIP & TOOLS (<\$1000)	597	300	300	300	0	300	0
	SUBTOTAL *****	4,513	7,384	6,584	5,098	0	5,098	31-
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	150	515	430	610	0	610	18
37200	SEMINARS/CONFEREN/MEETING	940	330	330	520	0	520	57
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	88	580	300	200	0	200	65-
37230	MEALS & LODGING-TRAINING	212	700	500	219	0	219	68-
	SUBTOTAL *****	1,391	2,125	1,560	1,549	0	1,549	27-
	UTILITIES							
48000	TELEPHONES	3,845	4,530	4,300	2,700	0	2,700	40-
48002	DATA COMMUNICATIONS	0	1,040	1,040	1,040	0	1,040	0
48100	NATURAL GAS	943	3,000	2,300	2,200	0	2,200	26-
48200	ELECTRICITY	4,274	5,700	3,800	4,487	0	4,487	21-
48300	WATER	186	264	250	240	0	240	9-
48400	SOLID WASTE	527	504	504	600	0	600	19
48500	STORM WATER UTILITY	4	0	48	48	0	48	0
48600	SEWER USE	280	226	360	360	0	360	59
	SUBTOTAL *****	10,062	15,264	12,602	11,675	0	11,675	23-
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	1,596	1,350	1,350	1,350	0	1,350	0
60125	CUSTODIAL/JANITORIAL SERV	6,000	6,000	6,000	6,000	0	6,000	0
60200	EQUIP REPAIRS/MAINTENANCE	187	200	200	200	0	200	0
	SUBTOTAL *****	7,783	7,550	7,550	7,550	0	7,550	0
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	915	1,860	1,860	2,070	0	2,070	11
71000	INSURANCE AND BONDS	93	145	45	50	0	50	65-
71100	OUTSIDE SERVICES	1,552	2,500	2,000	5,289	0	5,289	111
71500	BUILDING USE/RENT CHARGE	13,801	13,208	13,208	12,760	0	12,760	3-
	SUBTOTAL *****	16,362	17,713	17,113	20,169	0	20,169	13
	FIXED ASSET ADDITIONS							
91302	COMPUTER SOFTWARE	74	0	0	0	0	0	0
	SUBTOTAL *****	74	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	350,786	375,539	368,295	219,550	3,238	219,550	41-

Decimal values have been truncated.

Prosecuting Attorney Operations

1262 VICTIM WITNESS
100 GENERAL FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
48000	TELEPHONES	1,624	1,890	1,750	1,690	0	1,690	10-
	SUBTOTAL *****	1,624	1,890	1,750	1,690	0	1,690	10-
	OTHER							
84010	RECEPTION/MEETINGS	79	150	148	150	0	150	0
84600	COURT COSTS	3,378	3,500	2,200	2,500	0	2,500	28-
84700	WITNESS EXPENSES	19,359	6,000	7,850	7,000	0	7,000	16
84800	TRANSCRIPTS-CRIMINAL	6,341	5,000	5,000	5,000	0	5,000	0
	SUBTOTAL *****	29,159	14,650	15,198	14,650	0	14,650	0
	TOTAL EXPENDITURES *****	192,399	207,978	187,068	188,787	15,621	197,833	4-

1264 PA RETIREMENT

100 GENERAL FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
86790	MO PROSECUTOR'S RETIREMEN	7,752	7,752	7,752	7,752	0	7,752	0
	SUBTOTAL *****	7,752	7,752	7,752	7,752	0	7,752	0
	TOTAL EXPENDITURES *****	7,752	7,752	7,752	7,752	0	7,752	0

2600 PA TRAINING

260 PA TRAINING FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3540	DEFENDANT CRT COSTS&RECOUPMENT	4,412	4,700	4,000	4,000	0	4,000	14-
	SUBTOTAL *****	4,412	4,700	4,000	4,000	0	4,000	14-
	INTEREST							
3711	INT-OVERNIGHT	3	2	2	2	0	2	0
3712	INT-LONG TERM INVEST	16	17	20	15	0	15	11-
3798	INC/DEC IN FV OF INVESTMENTS	6	11	5	0	0	0	0
	SUBTOTAL *****	25	30	27	17	0	17	43-
	TOTAL REVENUES *****	4,438	4,730	4,027	4,017	0	4,017	15-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	1,770	1,610	1,700	1,380	0	1,380	14-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	587	588	736	828	0	828	40
37230	MEALS & LODGING-TRAINING	1,543	2,700	2,700	2,700	0	2,700	0
	SUBTOTAL *****	3,901	4,898	5,136	4,908	0	4,908	0
	TOTAL EXPENDITURES *****	3,901	4,898	5,136	4,908	0	4,908	0

Prosecuting Attorney Operations

2610 PA TAX COLLECTION

261 PA TAX COLLECTION FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	72,650	70,000	90,000	90,000	0	90,000	28
	SUBTOTAL *****	72,650	70,000	90,000	90,000	0	90,000	28
	INTEREST							
3711	INT-OVERNIGHT	20	20	12	12	0	12	40-
3712	INT-LONG TERM INVEST	114	132	91	70	0	70	46-
3798	INC/DEC IN FV OF INVESTMENTS	36	63	0	21	0	21	66-
	SUBTOTAL *****	172	215	103	103	0	103	52-
	TOTAL REVENUES *****	72,823	70,215	90,103	90,103	0	90,103	28
	PERSONAL SERVICES							
10100	SALARIES & WAGES	62,907	64,064	66,399	73,894	0	73,894	15
10110	OVERTIME	3,514	2,900	2,900	2,900	0	2,900	0
10200	FICA	5,081	5,122	5,294	5,874	0	5,874	14
10300	HEALTH INSURANCE	0	7,125	7,125	8,312	0	8,312	16
10325	DISABILITY INSURANCE	0	166	166	195	0	195	17
10350	LIFE INSURANCE	0	70	70	82	0	82	17
10375	DENTAL INSURANCE	0	534	534	829	0	829	55
10400	WORKERS COMP	191	180	180	199	0	199	10
10500	401(A) MATCH PLAN	0	526	526	614	0	614	16
	SUBTOTAL *****	71,694	80,687	83,194	92,899	0	92,899	15
	MATERIALS & SUPPLIES							
22000	POSTAGE	1,444	1,400	1,700	1,700	0	1,700	21
22500	SUBSCRIPTIONS/PUBLICATIONS	407	332	350	350	0	350	5
23000	OFFICE SUPPLIES	916	1,000	1,000	1,000	0	1,000	0
23001	PRINTING	0	75	75	75	0	75	0
23050	OTHER SUPPLIES	0	50	50	50	0	50	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	100	50	100	0	100	0
23855	FURNITURE/FIXTURE <\$1000	0	0	0	577	0	577	0
	SUBTOTAL *****	2,769	2,957	3,225	3,852	0	3,852	30
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	19	100	50	100	0	100	0
	SUBTOTAL *****	19	100	50	100	0	100	0
	OTHER							
83922	OTO: TO SPECIAL REVENUE FUND	1,500	0	0	0	0	0	0
	SUBTOTAL *****	1,500	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	75,982	83,744	86,469	96,851	0	96,851	15

2620 PA CONTINGENCY

262 PA CONTINGENCY FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3569	CHARGES FOR SERVICES OTHER FEES	19,964	20,000	20,000	18,050	0	18,050	9-
	SUBTOTAL *****	19,964	20,000	20,000	18,050	0	18,050	9-
	TOTAL REVENUES *****	19,964	20,000	20,000	18,050	0	18,050	9-
	CONTRACTUAL SERVICES							
71105	LEGAL SERVICES	0	500	0	500	0	500	0
	SUBTOTAL *****	0	500	0	500	0	500	0
	OTHER							
84600	COURT COSTS	1,915	3,000	1,000	2,000	0	2,000	33-
84700	WITNESS EXPENSES	9,093	6,500	7,500	7,500	0	7,500	15
84800	TRANSCRIPTS-CRIMINAL	8,916	9,500	9,500	9,500	0	9,500	0
85400	CRIMINAL INVESTIGATION	74	500	50	500	0	500	0
	SUBTOTAL *****	19,999	19,500	18,050	19,500	0	19,500	0
	TOTAL EXPENDITURES *****	19,999	20,000	18,050	20,000	0	20,000	0

Prosecuting Attorney Operations

2630 PA BAD CHECK COLLECTIONS

263 PA BAD CHECK FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	57,233	56,000	39,500	39,500	0	39,500	29-
	SUBTOTAL *****	57,233	56,000	39,500	39,500	0	39,500	29-
	INTEREST							
3798	INC/DEC IN FV OF INVESTMENTS	171	0	0	0	0	0	0
	SUBTOTAL *****	172	0	0	0	0	0	0
	MISCELLANEOUS							
3892	DEPOSIT OVERAGE	32	25	25	25	0	25	0
	SUBTOTAL *****	32	25	25	25	0	25	0
	OTHER FINANCING SOURCES							
3917	OTI: FROM SPECIAL REVENUE FUND	1,500	0	0	0	0	0	0
	SUBTOTAL *****	1,500	0	0	0	0	0	0
	TOTAL REVENUES *****	58,937	56,025	39,525	39,525	0	39,525	29-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	34,821	34,417	30,994	27,578	15,465-	12,113	64-
10110	OVERTIME	1,146	900	1,000	1,000	0	1,000	11
10200	FICA	2,722	2,701	2,426	2,186	1,183-	1,003	62-
10300	HEALTH INSURANCE	10,687	3,562	3,562	2,375	1,188-	1,187	66-
10325	DISABILITY INSURANCE	164	99	99	79	45-	34	65-
10350	LIFE INSURANCE	122	35	35	23	12-	11	68-
10375	DENTAL INSURANCE	801	267	267	237	118-	119	55-
10400	WORKERS COMP	105	95	95	74	42-	32	66-
10500	401(A) MATCH PLAN	378	263	97	175	97-	78	70-
	SUBTOTAL *****	50,949	42,339	38,575	33,727	18,150-	15,577	63-
	MATERIALS & SUPPLIES							
22000	POSTAGE	1,009	950	710	710	0	710	25-
23000	OFFICE SUPPLIES	1,217	500	500	500	0	500	0
23001	PRINTING	231	300	300	300	0	300	0
23050	OTHER SUPPLIES	0	50	50	50	0	50	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	100	50	50	0	50	50-
	SUBTOTAL *****	2,458	1,900	1,610	1,610	0	1,610	15-
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	430	0	0	0	0	0	0
	SUBTOTAL *****	430	0	0	0	0	0	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	502	502	1,675	0	0	0	0
	SUBTOTAL *****	502	502	1,675	0	0	0	0
	OTHER							
86896	DEPOSIT SHORTAGE	0	5	0	5	0	5	0
	SUBTOTAL *****	0	5	0	5	0	5	0
	TOTAL EXPENDITURES *****	54,340	44,746	41,860	35,342	18,150-	17,192	61-

Prosecuting Attorney Operations

2640 PA FORFEITURE MONEY

264 PA FORFEITURE FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
	INTEREST							
3711	INT-OVERNIGHT	6	9	3	3	0	3	66-
3712	INT-LONG TERM INVEST	41	63	16	21	0	21	66-
3798	INC/DEC IN FV OF INVESTMENTS	16	30	5	0	0	0	0
	SUBTOTAL *****	64	102	24	24	0	24	76-
	MISCELLANEOUS							
3835	SALE OF COUNTY FIXED ASSET	116	0	0	0	0	0	0
	SUBTOTAL *****	116	0	0	0	0	0	0
	TOTAL REVENUES *****	181	102	24	24	0	24	76-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	0	575	0	575	0	575	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	750	0	750	0	750	0
37230	MEALS & LODGING-TRAINING	0	750	0	750	0	750	0
	SUBTOTAL *****	0	2,075	0	2,075	0	2,075	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	1,000	0	1,000	0	1,000	0
	SUBTOTAL *****	0	1,000	0	1,000	0	1,000	0
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	2,744	0	0	0	0	0	0
91301	COMPUTER HARDWARE	2,012	0	0	0	0	0	0
91302	COMPUTER SOFTWARE	206	0	0	0	0	0	0
92301	REPLC COMPUTER HDWR	3,234	0	0	0	0	0	0
92302	REPLC COMPUTER SOFTWARE	718	0	0	0	0	0	0
	SUBTOTAL *****	8,916	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	8,916	3,075	0	3,075	0	3,075	0

2903 PROSECUTING ATTRNY-LE SALES TX

290 LAW ENFORCEMENT SERVICES FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
	PERSONAL SERVICES							
10100	SALARIES & WAGES	215,538	240,388	236,220	246,611	6,000	246,611	2
10110	OVERTIME	2,561	3,500	4,200	4,200	0	4,200	20
10120	HOLIDAY WORKED	0	0	109	0	0	0	0
10200	FICA	16,551	18,581	18,264	19,187	459	19,187	3
10300	HEALTH INSURANCE	22,562	23,750	23,750	23,750	0	23,750	0
10325	DISABILITY INSURANCE	832	699	699	715	0	715	2
10350	LIFE INSURANCE	250	235	235	235	0	235	0
10375	DENTAL INSURANCE	1,691	1,780	1,780	2,370	0	2,370	33
10400	WORKERS COMP	650	659	659	652	16	652	1-
10500	401(A) MATCH PLAN	1,155	1,755	1,350	1,755	0	1,755	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,367	1,560	1,378	0	0	1,560	0
	SUBTOTAL *****	263,160	292,907	288,644	299,475	6,475	301,035	2
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	591	1,000	1,000	1,000	0	1,000	0
23855	FURNITURE/FIXTURE <\$1000	0	0	580	0	0	0	0
	SUBTOTAL *****	591	1,000	1,580	1,000	0	1,000	0
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	1,230	1,180	1,180	1,180	0	1,180	0
37200	SEMINARS/CONFEREN/MEETING	535	460	460	460	0	460	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	206	154	270	352	0	352	128
37230	MEALS & LODGING-TRAINING	742	600	731	900	0	900	50
	SUBTOTAL *****	2,714	2,394	2,641	2,892	0	2,892	20
	UTILITIES							
48000	TELEPHONES	1,972	2,340	1,850	1,980	0	1,980	15-
	SUBTOTAL *****	1,972	2,340	1,850	1,980	0	1,980	15-
	FIXED ASSET ADDITIONS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	268,438	298,641	294,715	305,347	6,475	306,907	2

Prosecuting Attorney Operations

2971 PA - VIOLENCE AGAINST WOMEN

297 RECOVERY ACT GRANTS - REIMB

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
3411	FEDERAL GRANT REIMBURSE	37,118	0	0	0	0	0	0
	SUBTOTAL *****	<u>37,118</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL REVENUES *****	37,118	0	0	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	31,069	0	0	0	0	0	0
10200	FICA	2,304	0	0	0	0	0	0
10300	HEALTH INSURANCE	3,168	0	0	0	0	0	0
10325	DISABILITY INSURANCE	108	0	0	0	0	0	0
10350	LIFE INSURANCE	35	0	0	0	0	0	0
10375	DENTAL INSURANCE	240	0	0	0	0	0	0
10400	WORKERS COMP	101	0	0	0	0	0	0
10500	401(A) MATCH PLAN	135	0	0	0	0	0	0
	SUBTOTAL *****	<u>37,161</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES *****	37,161	0	0	0	0	0	0

Decimal values have been truncated.

Prosecuting Attorney - 2012 Combined Budget Summary

Description of Funding Sources

The Boone County Prosecuting Attorney provides prosecution services on behalf of the State of Missouri. These services are primarily funded with appropriations from the General Fund and supplemented with additional revenues from a variety of special revenues funds. The funding sources include the following:

- General Fund
 - Prosecuting Attorney (1261)
 - Victim & Witness (1262)
 - Prosecuting Attorney Retirement (1264)
 - Child Support Enforcement (1263)

- PA Training Fund (2600)
- PA Tax Collection Fund (2610)
- PA Contingency Fund (2620)
- PA Bad Check Collection Fund (2630)
- PA Forfeiture Fund (2640)
- Law Enforcement Services Fund (2903)
- PA – Violence Against Women Grant (Federal Stimulus/ARRA grant; 2971)
- Justice Assistance Grant (JAG) – PA (Federal Stimulus/ARRA grant; 2981)

The annual budgets from these various resources are combined and presented on the following pages as follows:

- Prosecuting Attorney- General Operations (1261, 1262, 1264, 2600, 2620, 2640, 2903, 2971, 2981)
- Child Support Enforcement (1263)
- PA Tax Collection (2610)
- PA Bad Check Collection (2630)

The County Commission establishes and approves the appropriations for all budgets except for the PA Tax Collection Fund and the PA Bad Check Fund; these budgets are established and approved by the Prosecuting Attorney.

Prosecuting Attorney Summary

Budget Summary

Fund	Dept	Department Name	2010	2011	2012	2012	2012	2012
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
Prosecuting Attorney Operations								
100	1261	Prosecuting Attorney	\$ 1,702,781	\$ 1,541,303	\$ 1,405,707	\$ 203,215	\$ 10,500	\$ 1,619,422
100	1262	Victim Witness	153,104	173,254	186,158	21,820	-	207,978
100	1264	PA Retirement	7,752	7,752	-	7,752	-	7,752
260	2600	PA Training	5,377	3,596	-	4,668	-	4,668
261	2610	PA Tax Collection	43,948	73,300	80,687	3,057	-	83,744
262	2620	PA Contingency	19,964	20,000	-	20,000	-	20,000
263	2630	PA Bad Check Collections	111,362	54,636	42,339	2,407	-	44,746
264	2640	PA Forfeiture Money	-	8,917	-	3,075	-	3,075
290	2903	PA-Law Enf Sales Tax	273,568	270,790	292,826	5,734	-	298,560
297	2971	PA-Violence Against Women	113,893	37,161	-	-	-	-
298	2981	JAG Recovery Act/Stimulus	8,337	-	-	-	-	-
		Subtotal	<u>2,440,086</u>	<u>2,190,709</u>	<u>2,007,717</u>	<u>271,728</u>	<u>10,500</u>	<u>2,289,945</u>
Child Support Enforcement								
100	1263	IV-D Child Support	392,105	356,230	323,273	50,036	-	373,309
		Subtotal	<u>392,105</u>	<u>356,230</u>	<u>323,273</u>	<u>50,036</u>	<u>-</u>	<u>373,309</u>
		Total	<u>\$ 2,832,191</u>	<u>\$ 2,546,939</u>	<u>\$ 2,330,990</u>	<u>\$ 321,764</u>	<u>\$ 10,500</u>	<u>\$ 2,663,254</u>

Prosecuting Attorney Operations

Performance Measures

Performance Measure	2010 Actual	2011 Estimated	2012 Projected
Number of Felonies Filed	1,540	1,660	1,675
Number of Misdemeanors Filed	4,389	3,400	3,500
Number of Traffic Cases Filed	3,427	3,550	3,500
Total Number of Cases Filed	9,356	8,610	8,675

Annual Budget

1261 PROSECUTING ATTORNEY

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLEMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
100 GENERAL FUND								
3411	FEDERAL GRANT REIMBURSE	58,855	58,855	58,855	58,855	0	79,003	34
	SUBTOTAL *****	58,855	58,855	58,855	58,855	0	79,003	34
CHARGES FOR SERVICES								
3528	REIMB PERSONNEL/PROJECTS	26,203	25,346	25,346	25,346	0	25,346	0
3560	COLLECTION FEES	45,913	40,000	70,000	70,000	0	70,000	75
3574	P.A. FEES	127,830	140,000	125,000	125,000	0	125,000	10-
	SUBTOTAL *****	199,947	205,346	220,346	220,346	0	220,346	7
	TOTAL REVENUES *****	258,802	264,201	279,201	279,201	0	299,349	13
PERSONAL SERVICES								
10100	SALARIES & WAGES	1,098,150	1,127,181	1,118,441	1,149,184	1,955	1,158,652	2
10110	OVERTIME	16,065	20,000	18,500	20,000	0	20,000	0
10120	HOLIDAY WORKED	68	500	159	250	0	250	50-
10200	FICA	82,332	87,797	84,818	89,461	150	90,186	2
10300	HEALTH INSURANCE	106,020	108,063	108,063	108,062	0	108,062	0
10325	DISABILITY INSURANCE	4,020	4,170	4,170	3,332	7	3,361	19-
10350	LIFE INSURANCE	1,178	1,205	1,205	1,069	0	1,069	11-
10375	DENTAL INSURANCE	7,945	8,098	8,098	8,099	0	8,099	0
10400	WORKERS COMP	5,540	4,903	4,903	4,634	6	4,843	1-
10500	401(A) MATCH PLAN	5,791	8,002	6,255	7,985	0	7,985	0
10510	CERF-EMPLOYER PD CONTRIBUTION	2,914	3,200	2,915	0	0	3,200	0
	SUBTOTAL *****	1,330,026	1,373,119	1,357,527	1,392,076	2,118	1,405,707	2
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATIONS	27,675	25,505	26,845	26,845	0	26,845	5
23000	OFFICE SUPPLIES	9,748	15,196	15,196	12,984	0	12,984	14-
23001	PRINTING	265	925	650	800	0	800	13-
23050	OTHER SUPPLIES	102	250	250	250	0	250	0
23200	AMMUNITION	0	0	260	275	0	275	0
23300	UNIFORMS	0	100	100	100	0	100	0
23850	MINOR EQUIP & TOOLS (<\$1000)	326	275	485	275	0	275	0
	SUBTOTAL *****	38,119	42,251	43,786	41,529	0	41,529	1-
DUES TRAVEL & TRAINING								
37000	DUES & PROF CERTS/LICENSE	5,115	5,235	5,165	5,670	0	5,670	8
37200	SEMINARS/CONFEREN/MEETING	1,755	1,745	1,420	1,650	0	1,650	5-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	461	532	700	539	0	539	1
37230	MEALS & LODGING-TRAINING	2,629	3,162	2,050	2,945	0	2,945	6-
	SUBTOTAL *****	9,960	10,674	9,335	10,804	0	10,804	1
UTILITIES								
48000	TELEPHONES	9,457	11,000	10,500	11,000	264	11,264	2
48050	CELLULAR TELEPHONES	628	648	1,139	1,068	0	1,068	64
	SUBTOTAL *****	10,085	11,648	11,639	12,068	264	12,332	5
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	6,723	6,720	8,500	9,300	0	9,300	38
59030	MOTOR VEHICLE LICENSE FEE	55	154	99	50	0	50	67-
59100	VEHICLE REPAIRS/MAINTENANCE	1,093	3,000	2,070	1,500	0	1,500	50-
59105	TIRES	460	690	345	690	0	690	0
59200	LOCAL MILEAGE	230	1,000	500	1,000	0	1,000	0
	SUBTOTAL *****	8,563	11,564	11,514	12,540	0	12,540	8

Prosecuting Attorney Operations

1261 PROSECUTING ATTORNEY
100 GENERAL FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
60050	EQUIP & BLDG MAINTENANCE	3,555	3,566	3,566	3,566	0	3,566	0
60200	EQUIP SERVICE CONTRACT	167	300	250	300	0	300	0
	EQUIP REPAIRS/MAINTENANCE							
	SUBTOTAL *****	3,722	3,866	3,816	3,866	0	3,866	0
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	62	35	30	0	0	0	0
71100	OUTSIDE SERVICES	0	1,000	685	1,000	0	1,000	0
71500	BUILDING USE/RENT CHARGE	140,360	152,599	152,599	121,073	0	121,073	20-
71600	EQUIP LEASES & METER CHR	205	205	134	71	0	71	65-
	SUBTOTAL *****	140,627	153,839	153,448	122,144	0	122,144	20-
	FIXED ASSET ADDITIONS							
91301	COMPUTER HARDWARE	198	0	0	0	0	0	0
92300	REPLCMNT MACH & EQUIP	0	0	0	0	10,500	10,500	0
92400	REPLCMNT AUTO/TRUCKS	0	23,425	23,425	0	0	0	0
	SUBTOTAL *****	198	23,425	23,425	0	10,500	10,500	55-
	TOTAL EXPENDITURES *****	1,541,303	1,630,386	1,614,490	1,595,027	12,882	1,619,422	0

1262 VICTIM WITNESS

100 GENERAL FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
3411	FEDERAL GRANT REIMBURSE	46,083	51,817	61,909	48,774	0	63,519	22
	SUBTOTAL *****	46,083	51,817	61,909	48,774	0	63,519	22
	CHARGES FOR SERVICES							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	46,083	51,817	61,909	48,774	0	63,519	22
	PERSONAL SERVICES							
10100	SALARIES & WAGES	115,767	115,420	127,671	133,968	0	156,885	35
10110	OVERTIME	547	500	1,500	1,500	1,000	1,500	200
10120	HOLIDAY WORKED	0	0	196	200	0	200	0
10200	FICA	4,575	8,709	7,890	10,378	0	10,378	19
10300	HEALTH INSURANCE	9,500	13,062	13,062	14,250	0	14,250	9
10325	DISABILITY INSURANCE	192	360	360	317	3	317	11-
10350	LIFE INSURANCE	105	146	146	141	0	141	3-
10375	DENTAL INSURANCE	712	979	979	1,068	0	1,068	9
10400	WORKERS COMP	217	336	336	366	4	366	8
10500	401(A) MATCH PLAN	405	948	780	1,053	0	1,053	11
	SUBTOTAL *****	132,022	140,460	152,920	163,241	1,007	186,158	32
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	176	415	355	318	0	318	23-
23000	OFFICE SUPPLIES	1,198	1,940	1,940	1,940	0	1,940	0
23001	PRINTING	325	250	250	250	0	250	0
23050	OTHER SUPPLIES	21	250	250	250	0	250	0
23850	MINOR EQUIP & TOOLS (<\$1000)	530	750	550	750	0	750	0
	SUBTOTAL *****	2,253	3,605	3,345	3,508	0	3,508	2-
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	200	400	400	400	0	400	0
37200	SEMINARS/CONFEREN/MEETING	345	430	230	460	0	460	6
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	75	182	154	154	0	154	15-
37230	MEALS & LODGING-TRAINING	513	734	454	758	0	758	3
	SUBTOTAL *****	1,133	1,746	1,238	1,772	0	1,772	1
	UTILITIES							
48000	TELEPHONES	1,889	1,950	1,750	1,890	0	1,890	3-
	SUBTOTAL *****	1,889	1,950	1,750	1,890	0	1,890	3-
	OTHER							
84010	RECEPTION/MEETINGS	134	150	80	150	0	150	0
84600	COURT COSTS	3,645	3,500	2,371	3,500	0	3,500	0
84700	WITNESS EXPENSES	7,163	13,000	9,950	6,000	0	6,000	53-
84800	TRANSCRIPTS-CRIMINAL	4,862	4,850	1,600	5,000	0	5,000	3
	SUBTOTAL *****	15,805	21,500	14,001	14,650	0	14,650	31-
	TOTAL EXPENDITURES *****	153,104	169,261	173,254	185,061	1,007	207,978	22

Prosecuting Attorney Operations

1264 PA RETIREMENT

100 GENERAL FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
86790	MO PROSECUTOR'S RETIREMEN OTHER	7,752	7,752	7,752	7,752	0	7,752	0
	SUBTOTAL *****	<u>7,752</u>	<u>7,752</u>	<u>7,752</u>	<u>7,752</u>	<u>0</u>	<u>7,752</u>	<u>0</u>
	TOTAL EXPENDITURES *****	7,752	7,752	7,752	7,752	0	7,752	0

2600 PA TRAINING

260 PA TRAINING FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
3540	CHARGES FOR SERVICES DEFENDANT CRT COSTS&RECOURPMENT	4,438	4,500	4,500	4,700	0	4,700	4
	SUBTOTAL *****	<u>4,438</u>	<u>4,500</u>	<u>4,500</u>	<u>4,700</u>	<u>0</u>	<u>4,700</u>	<u>4</u>
	INTEREST							
3711	INT-OVERNIGHT	1	2	3	2	0	2	0
3712	INT-LONG TERM INVEST	33	37	17	17	0	17	54-
3798	INC/DEC IN FV OF INVESTMENTS	22-	20-	11	11	0	11	155-
	SUBTOTAL *****	<u>11</u>	<u>19</u>	<u>31</u>	<u>30</u>	<u>0</u>	<u>30</u>	<u>57</u>
	TOTAL REVENUES *****	4,449	4,519	4,531	4,730	0	4,730	4
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	1,830	1,725	1,640	1,380	0	1,380	20-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	830	664	587	588	0	588	11-
37230	MEALS & LODGING-TRAINING	2,717	3,225	1,369	2,700	0	2,700	16-
	SUBTOTAL *****	<u>5,377</u>	<u>5,614</u>	<u>3,596</u>	<u>4,668</u>	<u>0</u>	<u>4,668</u>	<u>16-</u>
	TOTAL EXPENDITURES *****	5,377	5,614	3,596	4,668	0	4,668	16-

2610 PA TAX COLLECTION

261 PA TAX COLLECTION FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	45,913	40,000	70,000	70,000	0	70,000	75
	SUBTOTAL *****	<u>45,913</u>	<u>40,000</u>	<u>70,000</u>	<u>70,000</u>	<u>0</u>	<u>70,000</u>	<u>75</u>
	INTEREST							
3711	INT-OVERNIGHT	15	15	20	20	0	20	33
3712	INT-LONG TERM INVEST	326	300	132	132	0	132	56-
3798	INC/DEC IN FV OF INVESTMENTS	211-	160-	63	63	0	63	139-
	SUBTOTAL *****	<u>130</u>	<u>155</u>	<u>215</u>	<u>215</u>	<u>0</u>	<u>215</u>	<u>38</u>
	TOTAL REVENUES *****	46,043	40,155	70,215	70,215	0	70,215	74
	PERSONAL SERVICES							
10100	SALARIES & WAGES	37,947	62,512	62,346	64,064	0	64,064	2
10110	OVERTIME	1,148	3,400	3,165	2,900	0	2,900	14-
10200	FICA	2,990	4,851	5,012	5,122	0	5,122	5
10300	HEALTH INSURANCE	0	0	0	7,125	0	7,125	0
10325	DISABILITY INSURANCE	0	206	0	166	0	166	19-
10350	LIFE INSURANCE	0	0	0	70	0	70	0
10375	DENTAL INSURANCE	0	0	0	534	0	534	0
10400	WORKERS COMP	154	191	135	180	0	180	5-
10500	401(A) MATCH PLAN	0	0	0	526	0	526	0
	SUBTOTAL *****	<u>42,240</u>	<u>71,160</u>	<u>70,658</u>	<u>80,687</u>	<u>0</u>	<u>80,687</u>	<u>13</u>
	MATERIALS & SUPPLIES							
22000	POSTAGE	648	1,400	1,300	1,400	0	1,400	0
22500	SUBSCRIPTIONS/PUBLICATIONS	310	310	332	332	0	332	7
23000	OFFICE SUPPLIES	749	1,000	1,000	1,000	0	1,000	0
23001	PRINTING	0	75	0	75	0	75	0
23050	OTHER SUPPLIES	0	50	0	50	0	50	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	100	0	100	0	100	0
	SUBTOTAL *****	<u>1,707</u>	<u>2,935</u>	<u>2,632</u>	<u>2,957</u>	<u>0</u>	<u>2,957</u>	<u>0</u>
71100	CONTRACTUAL SERVICES OUTSIDE SERVICES	0	100	10	100	0	100	0
	SUBTOTAL *****	<u>0</u>	<u>100</u>	<u>10</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0</u>
	TOTAL EXPENDITURES *****	43,948	74,195	73,300	83,744	0	83,744	12

Prosecuting Attorney Operations

2620 PA CONTINGENCY

262 PA CONTINGENCY FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLEMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
3569	OTHER FEES	19,850	20,000	19,965	20,000	0	20,000	0
	SUBTOTAL *****	<u>19,850</u>	<u>20,000</u>	<u>19,965</u>	<u>20,000</u>	<u>0</u>	<u>20,000</u>	<u>0</u>
	INTEREST							
	SUBTOTAL *****	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL REVENUES *****	19,850	20,000	19,965	20,000	0	20,000	0
	CONTRACTUAL SERVICES							
71105	LEGAL SERVICES	0	500	0	500	0	500	0
	SUBTOTAL *****	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>
	OTHER							
84600	COURT COSTS	1,526	3,000	1,915	3,000	0	3,000	0
84700	WITNESS EXPENSES	5,635	6,500	9,094	6,500	0	6,500	0
84800	TRANSCRIPTS-CRIMINAL	12,721	9,500	8,916	9,500	0	9,500	0
85400	CRIMINAL INVESTIGATION	79	500	75	500	0	500	0
	SUBTOTAL *****	<u>19,964</u>	<u>19,500</u>	<u>20,000</u>	<u>19,500</u>	<u>0</u>	<u>19,500</u>	<u>0</u>
	TOTAL EXPENDITURES *****	19,964	20,000	20,000	20,000	0	20,000	0

Prosecuting Attorney Operations

2630 PA BAD CHECK COLLECTIONS

263 PA BAD CHECK FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLEMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM FY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	65,715	75,000	55,000	56,000	0	56,000	25-
	SUBTOTAL *****	65,715	75,000	55,000	56,000	0	56,000	25-
	INTEREST							
3711	INT-OVERNIGHT	17	25	0	0	0	0	0
3712	INT-LONG TERM INVEST	386	450	0	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	220-	250-	173	0	0	0	0
	SUBTOTAL *****	184	225	173	0	0	0	0
	MISCELLANEOUS							
3892	DEPOSIT OVERAGE	54	65	39	25	0	25	61-
	SUBTOTAL *****	54	65	39	25	0	25	61-
	TOTAL REVENUES *****	65,953	75,290	55,212	56,025	0	56,025	25-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	75,377	38,249	34,823	34,417	0	34,417	10-
10110	OVERTIME	1,149	900	900	900	0	900	0
10200	FICA	9,010	2,994	3,886	2,701	0	2,701	9-
10300	HEALTH INSURANCE	17,480	10,687	10,687	3,562	0	3,562	66-
10325	DISABILITY INSURANCE	457	141	200	99	0	99	29-
10350	LIFE INSURANCE	194	119	119	35	0	35	70-
10375	DENTAL INSURANCE	1,310	801	801	267	0	267	66-
10400	WORKERS COMP	451	105	153	95	0	95	9-
10500	401 (A) MATCH PLAN	988	772	390	263	0	263	65-
	SUBTOTAL *****	106,419	54,768	51,959	42,339	0	42,339	22-
	MATERIALS & SUPPLIES							
22000	POSTAGE	1,354	1,275	945	950	0	950	25-
23000	OFFICE SUPPLIES	1,138	1,000	500	500	0	500	50-
23001	PRINTING	1,007	875	300	300	0	300	65-
23050	OTHER SUPPLIES	0	250	0	50	0	50	80-
23850	MINOR EQUIP & TOOLS (<\$1000)	510	300	0	100	0	100	66-
	SUBTOTAL *****	4,011	3,700	1,745	1,900	0	1,900	48-
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	430	430	430	0	0	0	0
	SUBTOTAL *****	430	430	430	0	0	0	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	502	502	502	502	0	502	0
	SUBTOTAL *****	502	502	502	502	0	502	0
	OTHER							
86896	DEPOSIT SHORTAGE	0	50	0	5	0	5	90-
	SUBTOTAL *****	0	50	0	5	0	5	90-
	TOTAL EXPENDITURES *****	111,362	59,450	54,636	44,746	0	44,746	24-

Prosecuting Attorney Operations

2640 PA FORFEITURE MONEY

264 PA FORFEITURE FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
	INTEREST							
3711	INT-OVERNIGHT	9	9	9	9	0	9	0
3712	INT-LONG TERM INVEST	202	175	63	63	0	63	64-
3798	INC/DEC IN FV OF INVESTMENTS	131-	0	30	30	0	30	0
	SUBTOTAL *****	79	184	102	102	0	102	44-
	MISCELLANEOUS							
3835	SALE OF COUNTY FIXED ASSET	0	0	116	0	0	0	0
	SUBTOTAL *****	0	0	116	0	0	0	0
	TOTAL REVENUES *****	79	184	218	102	0	102	44-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	0	575	0	575	0	575	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	750	0	750	0	750	0
37230	MEALS & LODGING-TRAINING	0	1,125	0	750	0	750	33-
	SUBTOTAL *****	0	2,450	0	2,075	0	2,075	15-
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	2,130	0	1,000	0	1,000	53-
	SUBTOTAL *****	0	2,130	0	1,000	0	1,000	53-
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	0	3,000	2,745	0	0	0	0
91301	COMPUTER HARDWARE	0	2,100	2,012	0	0	0	0
91302	COMPUTER SOFTWARE	0	800	207	0	0	0	0
92301	REPLC COMPUTER HDWR	0	2,550	3,235	0	0	0	0
92302	REPLC COMPUTER SOFTWARE	0	470	718	0	0	0	0
	SUBTOTAL *****	0	8,920	8,917	0	0	0	0
	TOTAL EXPENDITURES *****	0	13,500	8,917	3,075	0	3,075	77-

2903 PROSECUTING ATTRNY-LE SALES TX

290 LAW ENFORCEMENT SERVICES FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
	PERSONAL SERVICES							
10100	SALARIES & WAGES	219,082	222,060	215,541	240,313	0	240,313	8
10110	OVERTIME	2,617	2,500	3,500	2,500	1,000	3,500	40
10200	FICA	16,444	17,178	16,665	18,575	0	18,575	8
10300	HEALTH INSURANCE	23,750	23,750	23,750	23,750	0	23,750	0
10325	DISABILITY INSURANCE	793	821	821	696	3	699	14-
10350	LIFE INSURANCE	264	265	265	235	0	235	11-
10375	DENTAL INSURANCE	1,780	1,780	1,780	1,780	0	1,780	0
10400	WORKERS COMP	802	673	673	655	4	659	2-
10500	401 (A) MATCH PLAN	1,020	1,755	1,155	1,755	0	1,755	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,401	1,560	1,374	0	0	1,560	0
	SUBTOTAL *****	267,955	272,342	265,524	290,259	1,007	292,826	7
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	797	1,000	1,000	1,000	0	1,000	0
	SUBTOTAL *****	797	1,000	1,000	1,000	0	1,000	0
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	1,540	1,590	1,160	1,180	0	1,180	25-
37200	SEMINARS/CONFEREN/MEETING	460	460	535	460	0	460	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	266	152	154	154	0	154	1
37230	MEALS & LODGING-TRAINING	774	734	425	600	0	600	18-
	SUBTOTAL *****	3,040	2,936	2,274	2,394	0	2,394	18-
	UTILITIES							
48000	TELEPHONES	1,774	1,860	1,992	2,340	0	2,340	25
	SUBTOTAL *****	1,774	1,860	1,992	2,340	0	2,340	25
	TOTAL EXPENDITURES *****	273,568	278,138	270,790	295,993	1,007	298,560	7

Prosecuting Attorney Operations

2971 PA - VIOLENCE AGAINST WOMEN

297 RECOVERY ACT GRANTS - REIMB

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLEMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
3411	FEDERAL GRANT REIMBURSE	113,893	39,528	37,118	0	0	0	0
	SUBTOTAL *****	113,893	39,528	37,118	0	0	0	0
	TOTAL REVENUES *****	113,893	39,528	37,118	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	95,400	33,048	31,069	0	0	0	0
10200	FICA	7,080	2,529	2,305	0	0	0	0
10300	HEALTH INSURANCE	9,500	3,168	3,168	0	0	0	0
10325	DISABILITY INSURANCE	351	122	108	0	0	0	0
10350	LIFE INSURANCE	105	35	35	0	0	0	0
10375	DENTAL INSURANCE	712	240	240	0	0	0	0
10400	WORKERS COMP	353	101	101	0	0	0	0
10500	401(A) MATCH PLAN	390	270	135	0	0	0	0
	SUBTOTAL *****	113,893	39,513	37,161	0	0	0	0
	TOTAL EXPENDITURES *****	113,893	39,513	37,161	0	0	0	0

2981 JAG - RECOVERY ACT/STIMULUS

298 RECOVERY ACT STIMULUS FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLEMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
3411	FEDERAL GRANT REIMBURSE	29,637	0	5,053	0	0	0	0
	SUBTOTAL *****	29,637	0	5,053	0	0	0	0
	INTEREST							
3711	INT-OVERNIGHT	7	0	0	0	0	0	0
3712	INT-LONG TERM INVEST	142	0	0	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	997	0	0	0	0	0	0
	SUBTOTAL *****	1,147	0	0	0	0	0	0
	TOTAL REVENUES *****	30,784	0	5,053	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	7,744	0	0	0	0	0	0
10200	FICA	592	0	0	0	0	0	0
	SUBTOTAL *****	8,336	0	0	0	0	0	0
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	5,052	0	0	0	0	0	0
92300	REPLCMENT MACH & EQUIP	20,676	0	0	0	0	0	0
	SUBTOTAL *****	25,728	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	34,065	0	0	0	0	0	0

Decimal values have been truncated.

Prosecuting Attorney - 2011

Combined Budget Summary

Description of Funding Sources

The Boone County Prosecuting Attorney provides prosecution services on behalf of the State of Missouri. These services are primarily funded with appropriations from the General Fund and supplemented with additional revenues from a variety of special revenues funds. The funding sources include the following:

- General Fund
 - Prosecuting Attorney (1261)
 - Victim & Witness (1262)
 - Prosecuting Attorney Retirement (1264)
 - Child Support Enforcement (1263)

- PA Training Fund (2600)
- PA Tax Collection Fund (2610)
- PA Contingency Fund (2620)
- PA Bad Check Collection Fund (2630)
- PA Forfeiture Fund (2640)
- Law Enforcement Services Fund (2903)
- PA – Violence Against Women Grant (Federal Stimulus/ARRA grant; 2971)
- Justice Assistance Grant (JAG) – PA (Federal Stimulus/ARRA grant; 2981)

The annual budgets from these various resources are combined and presented on the following pages as follows:

- Prosecuting Attorney- General Operations (1261, 1262, 1264, 2600, 2620, 2640, 2903, 2971, 2981)
- Child Support Enforcement (1263)
- PA Tax Collection (2610)
- PA Bad Check Collection (2630)

The County Commission establishes and approves the appropriations for all budgets except for the PA Tax Collection Fund and the PA Bad Check Fund; these budgets are established and approved by the Prosecuting Attorney.

Prosecuting Attorney Summary

Budget Summary

Fund	Dept	Department Name	2009	2010	2011	2011	2011	2011
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
Prosecuting Attorney Operations								
100	1261	Prosecuting Attorney	\$ 1,559,603	\$ 1,548,222	\$ 1,373,119	\$ 233,842	\$ -	\$ 1,606,961
100	1262	Victim Witness	162,127	155,438	140,460	21,301	-	161,761
100	1264	PA Retirement	7,752	7,752	-	7,752	-	7,752
260	2600	PA Training	5,731	5,250	-	5,614	-	5,614
261	2610	PA Tax Collection	47,497	44,050	48,606	2,285	-	50,891
262	2620	PA Contingency	20,000	20,000	-	20,000	-	20,000
263	2630	PA Bad Check Collections	112,724	110,357	72,008	4,682	-	76,690
264	2640	PA Forfeiture Money	-	-	-	7,610	5,890	13,500
290	2903	PA-Law Enf Sales Tax PA-Violence Against	280,918	275,027	272,342	5,796	-	278,138
297	2971	Women	39,013	113,969	39,513	-	-	39,513
298	2981	JAG Recovery Act/Stimulus	16,088	8,337	-	-	-	-
		Subtotal	<u>2,251,453</u>	<u>2,288,402</u>	<u>1,946,048</u>	<u>308,882</u>	<u>5,890</u>	<u>2,260,820</u>
Child Support Enforcement								
100	1263	IV-D Child Support	454,180	397,537	345,863	50,333	99	396,295
		Subtotal	<u>454,180</u>	<u>397,537</u>	<u>345,863</u>	<u>50,333</u>	<u>99</u>	<u>396,295</u>
		Total	<u>\$ 2,705,633</u>	<u>\$ 2,685,939</u>	<u>\$ 2,291,911</u>	<u>\$ 359,215</u>	<u>\$ 5,989</u>	<u>\$ 2,657,115</u>

Prosecuting Attorney Operations

Annual Budget

1261 PROSECUTING ATTORNEY

100 GENERAL FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
3411	FEDERAL GRANT REIMBURSE	58,855	58,855	58,855	58,855	75,852	58,855	0
	SUBTOTAL *****	58,855	58,855	58,855	58,855	75,852	58,855	0
	CHARGES FOR SERVICES							
3528	REIMB PERSONNEL/PROJECTS	25,276	25,775	25,775	25,346	0	25,346	1-
3560	COLLECTION FEES	30,232	40,000	40,000	40,000	0	40,000	0
3574	P.A. FEES	145,610	135,000	140,000	140,000	0	140,000	3
	SUBTOTAL *****	201,120	200,775	205,775	205,346	0	205,346	2
	TOTAL REVENUES *****	259,975	259,630	264,630	264,201	75,852	264,201	1
	PERSONAL SERVICES							
10100	SALARIES & WAGES	1,091,387	1,108,447	1,097,315	1,103,090	87,448	1,127,181	1
10110	OVERTIME	26,884	29,500	20,000	20,000	0	20,000	32-
10120	HOLIDAY WORKED	697	750	250	500	0	500	33-
10200	FICA	83,019	87,110	83,671	85,954	6,690	87,797	0
10300	HEALTH INSURANCE	106,020	106,020	106,020	106,020	8,376	108,063	1
10325	DISABILITY INSURANCE	4,022	4,101	4,101	4,081	324	4,170	1
10350	LIFE INSURANCE	1,174	1,182	1,182	1,182	94	1,205	1
10375	DENTAL INSURANCE	7,945	7,945	7,945	7,945	628	8,098	1
10400	WORKERS COMP	6,936	5,540	5,540	4,819	363	4,903	11-
10500	401(A) MATCH PLAN	8,920	7,834	5,600	7,834	423	8,002	2
10510	CERF-EMPLOYER PD CONTRIBUTION	2,914	3,200	2,915	0	0	3,200	0
	SUBTOTAL *****	1,339,921	1,361,629	1,334,539	1,341,425	104,346	1,373,119	0
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	24,177	24,698	25,000	25,505	138	25,505	3
23000	OFFICE SUPPLIES	12,874	12,396	12,396	15,196	0	15,196	22
23001	PRINTING	141	1,193	850	925	0	925	22-
23050	OTHER SUPPLIES	528	50	250	250	0	250	400
23300	UNIFORMS	107	100	100	100	0	100	0
23850	MINOR EQUIP & TOOLS (<\$1000)	345	275	275	275	0	275	0
	SUBTOTAL *****	38,174	38,712	38,871	42,251	138	42,251	9
	DUES TRAVEL & TRAINING							
37000	DUES	5,010	5,260	5,110	5,235	430	5,235	0
37200	SEMINARS/CONFEREN/MEETING	1,400	1,745	1,620	1,745	230	1,745	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	783	935	550	532	0	532	43-
37230	MEALS & LODGING-TRAINING	2,089	3,347	3,200	3,162	452	3,162	5-
	SUBTOTAL *****	9,282	11,287	10,480	10,674	1,112	10,674	5-
	UTILITIES							
48000	TELEPHONES	9,676	12,000	10,500	11,000	0	11,000	8-
48050	CELLULAR TELEPHONES	675	648	625	648	0	648	0
	SUBTOTAL *****	10,351	12,648	11,125	11,648	0	11,648	7-
	VEHICLE EXPENSE							
59000	MOTORFUEL/GASOLINE	5,352	5,400	6,200	6,720	0	6,720	24
59030	MOTOR VEHICLE LICENSE FEE	128	59	77	154	0	154	161
59100	VEHICLE REPAIRS	2,715	1,500	1,500	3,000	0	3,000	100
59105	TIRES	292	690	230	690	0	690	0
59200	LOCAL MILEAGE	444	1,000	500	1,000	0	1,000	0
	SUBTOTAL *****	8,933	8,649	8,507	11,564	0	11,564	33
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	3,629	3,632	3,556	3,566	0	3,566	1-
60200	EQUIP REPAIRS/MAINTENANCE	0	200	281	300	0	300	50
	SUBTOTAL *****	3,629	3,832	3,837	3,866	0	3,866	0
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	0	0	0	35	0	35	0

Prosecuting Attorney Operations

1261 PROSECUTING ATTORNEY
100 GENERAL FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
71100	OUTSIDE SERVICES	49	1,000	100	1,000	0	1,000	0
71105	LEGAL SERVICES	2,432	0	0	0	0	0	0
71500	BUILDING USE/RENT CHARGE	146,621	140,360	140,360	152,599	0	152,599	8
71600	EQUIP LEASES & METER CHR	206	205	205	205	0	205	0
SUBTOTAL *****		149,310	141,565	140,665	153,839	0	153,839	8
FIXED ASSET ADDITIONS								
91301	COMPUTER HARDWARE	0	200	198	0	0	0	0
SUBTOTAL *****		0	200	198	0	0	0	0
TOTAL EXPENDITURES *****		1,559,602	1,578,522	1,548,222	1,575,267	105,596	1,606,961	1

1262 VICTIM WITNESS

100 GENERAL FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
3411	FEDERAL GRANT REIMBURSE	41,928	52,693	52,693	51,817	0	51,817	1-
SUBTOTAL *****		41,928	52,693	52,693	51,817	0	51,817	1-
MISCELLANEOUS								
SUBTOTAL *****		0	0	0	0	0	0	0
TOTAL REVENUES *****		41,928	52,693	52,693	51,817	0	51,817	1-
PERSONAL SERVICES								
10100	SALARIES & WAGES	111,892	121,203	117,967	131,820	0	115,420	4-
10110	OVERTIME	484	500	500	500	0	500	0
10200	FICA	5,065	5,649	5,085	10,122	2,330	8,709	54
10300	HEALTH INSURANCE	9,500	9,500	9,500	14,250	3,562	13,062	37
10325	DISABILITY INSURANCE	260	248	248	397	113	360	45
10350	LIFE INSURANCE	114	106	106	159	40	146	37
10375	DENTAL INSURANCE	712	712	712	1,068	267	979	37
10400	WORKERS COMP	297	217	195	396	92	336	54
10500	401(A) MATCH PLAN	680	663	412	1,053	285	948	42
10600	UNEMPLOYMENT BENEFITS	412	0	0	0	0	0	0
SUBTOTAL *****		129,419	138,798	134,725	159,765	6,689	140,460	1
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATIONS	369	415	365	415	0	415	0
23000	OFFICE SUPPLIES	1,388	1,940	1,940	1,940	0	1,940	0
23001	PRINTING	65	140	380	250	0	250	78
23050	OTHER SUPPLIES	71	250	100	250	0	250	0
23850	MINOR EQUIP & TOOLS (<\$1000)	636	750	500	750	0	750	0
SUBTOTAL *****		2,531	3,495	3,285	3,605	0	3,605	3
DUES TRAVEL & TRAINING								
37000	DUES	200	400	400	400	0	400	0
37200	SEMINARS/CONFEREN/MEETING	345	330	345	430	0	430	30
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	263	182	76	182	0	182	0
37230	MEALS & LODGING-TRAINING	320	442	672	734	0	734	66
SUBTOTAL *****		1,128	1,354	1,493	1,746	0	1,746	28
UTILITIES								
48000	TELEPHONES	2,034	1,850	1,950	1,950	0	1,950	5
SUBTOTAL *****		2,034	1,850	1,950	1,950	0	1,950	5
OTHER								
84010	RECEPTION/MEETINGS	150	150	135	150	0	150	0
84600	COURT COSTS	4,542	3,500	3,500	3,500	0	3,500	0
84700	WITNESS EXPENSES	15,318	5,500	5,500	5,500	0	5,500	0
84800	TRANSCRIPTS-CRIMINAL	7,002	4,850	4,850	4,850	0	4,850	0
SUBTOTAL *****		27,013	14,000	13,985	14,000	0	14,000	0
TOTAL EXPENDITURES *****		162,127	159,497	155,438	181,066	6,689	161,761	1

Prosecuting Attorney Operations

1264 PA RETIREMENT

100 GENERAL FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
86790	MO PROSECUTOR'S RETIREMEN OTHER	7,752	7,752	7,752	7,752	0	7,752	0
	SUBTOTAL *****	<u>7,752</u>	<u>7,752</u>	<u>7,752</u>	<u>7,752</u>	<u>0</u>	<u>7,752</u>	<u>0</u>
	TOTAL EXPENDITURES *****	7,752	7,752	7,752	7,752	0	7,752	0

2600 PA TRAINING

260 PA TRAINING FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
3540	DEFENDANT CRT COSTS&RECOUPMENT	5,124	4,850	4,500	4,500	0	4,500	7-
	SUBTOTAL *****	<u>5,124</u>	<u>4,850</u>	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>4,500</u>	<u>7-</u>
	INTEREST							
3711	INT-OVERNIGHT	2	2	2	2	0	2	0
3712	INT-LONG TERM INVEST	36	8	37	37	0	37	362
3798	INC/DEC IN FV OF INVESTMENTS	5-	10	20-	20-	0	20-	300-
	SUBTOTAL *****	<u>32</u>	<u>20</u>	<u>19</u>	<u>19</u>	<u>0</u>	<u>19</u>	<u>5-</u>
	TOTAL REVENUES *****	5,157	4,870	4,519	4,519	0	4,519	7-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	1,830	1,840	1,840	1,725	0	1,725	6-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	993	910	910	664	0	664	27-
37230	MEALS & LODGING-TRAINING	2,907	3,094	2,500	3,225	0	3,225	4
	SUBTOTAL *****	<u>5,731</u>	<u>5,844</u>	<u>5,250</u>	<u>5,614</u>	<u>0</u>	<u>5,614</u>	<u>3-</u>
	TOTAL EXPENDITURES *****	5,731	5,844	5,250	5,614	0	5,614	3-

Prosecuting Attorney Operations

2610 PA TAX COLLECTION

261 PA TAX COLLECTION FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	30,232	40,000	40,000	40,000	0	40,000	0
	SUBTOTAL *****	30,232	40,000	40,000	40,000	0	40,000	0
	INTEREST							
3711	INT-OVERNIGHT	13	10	15	15	0	15	50
3712	INT-LONG TERM INVEST	245	175	300	300	0	300	71
3798	INC/DEC IN FV OF INVESTMENTS	43-	65	160-	160-	0	160-	346-
	SUBTOTAL *****	215	250	155	155	0	155	38-
	MISCELLANEOUS							
3826	PRIOR YEAR COST REPAYMENT	348	0	0	0	0	0	0
	SUBTOTAL *****	348	0	0	0	0	0	0
	TOTAL REVENUES *****	30,795	40,250	40,155	40,155	0	40,155	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	42,381	44,127	37,949	44,127	0	44,127	0
10110	OVERTIME	198	100	900	900	0	900	800
10200	FICA	3,257	3,383	2,972	3,444	0	3,444	1
10400	WORKERS COMP	195	154	154	135	0	135	12-
	SUBTOTAL *****	46,032	47,764	41,975	48,606	0	48,606	1
	MATERIALS & SUPPLIES							
22000	POSTAGE	165	155	640	650	0	650	319
22500	SUBSCRIPTIONS/PUBLICATIONS	310	310	310	310	0	310	0
23000	OFFICE SUPPLIES	988	1,000	1,000	1,000	0	1,000	0
23001	PRINTING	0	70	75	75	0	75	7
23050	OTHER SUPPLIES	0	50	50	50	0	50	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	100	0	100	0	100	0
	SUBTOTAL *****	1,464	1,685	2,075	2,185	0	2,185	29
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	100	0	100	0	100	0
	SUBTOTAL *****	0	100	0	100	0	100	0
	FIXED ASSET ADDITIONS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	47,497	49,549	44,050	50,891	0	50,891	2

2620 PA CONTINGENCY

262 PA CONTINGENCY FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
3569	CHARGES FOR SERVICES OTHER FEES	19,027	20,000	19,851	20,000	0	20,000	0
	SUBTOTAL *****	19,027	20,000	19,851	20,000	0	20,000	0
	INTEREST							
3711	INT-OVERNIGHT	2	5	0	0	0	0	0
3712	INT-LONG TERM INVEST	41	65	0	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	327	35	0	0	0	0	0
	SUBTOTAL *****	371	105	0	0	0	0	0
	TOTAL REVENUES *****	19,399	20,105	19,851	20,000	0	20,000	0
	CONTRACTUAL SERVICES							
71105	LEGAL SERVICES	0	500	0	500	0	500	0
	SUBTOTAL *****	0	500	0	500	0	500	0
	OTHER							
84600	COURT COSTS	1,632	3,000	3,500	3,000	0	3,000	0
84700	WITNESS EXPENSES	4,857	6,500	6,500	6,500	0	6,500	0
84800	TRANSCRIPTS-CRIMINAL	13,509	9,500	10,000	9,500	0	9,500	0
85400	CRIMINAL INVESTIGATION	0	500	0	500	0	500	0
	SUBTOTAL *****	20,000	19,500	20,000	19,500	0	19,500	0
	TOTAL EXPENDITURES *****	20,000	20,000	20,000	20,000	0	20,000	0

Prosecuting Attorney Operations

2630 PA BAD CHECK COLLECTIONS

263 PA BAD CHECK FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	76,558	85,000	75,000	75,000	0	75,000	11-
	SUBTOTAL *****	<u>76,558</u>	<u>85,000</u>	<u>75,000</u>	<u>75,000</u>	<u>0</u>	<u>75,000</u>	<u>11-</u>
	INTEREST							
3711	INT-OVERNIGHT	26	25	25	25	0	25	0
3712	INT-LONG TERM INVEST	473	400	490	450	0	450	12
3798	INC/DEC IN FV OF INVESTMENTS	82-	140	250-	250-	0	250-	278-
	SUBTOTAL *****	<u>417</u>	<u>565</u>	<u>265</u>	<u>225</u>	<u>0</u>	<u>225</u>	<u>60-</u>
	MISCELLANEOUS							
3826	PRIOR YEAR COST REPAYMENT	1,291	0	0	0	0	0	0
3835	SALE OF COUNTY FIXED ASSET	2	0	0	0	0	0	0
3892	DEPOSIT OVERAGE	58	75	65	65	0	65	13-
	SUBTOTAL *****	<u>1,351</u>	<u>75</u>	<u>65</u>	<u>65</u>	<u>0</u>	<u>65</u>	<u>13-</u>
	TOTAL REVENUES *****	<u>78,327</u>	<u>85,640</u>	<u>75,330</u>	<u>75,290</u>	<u>0</u>	<u>75,290</u>	<u>12-</u>
	PERSONAL SERVICES							
10100	SALARIES & WAGES	74,070	76,642	74,614	78,255	24,091-	54,164	29-
10110	OVERTIME	1,087	150	900	900	0	900	500
10200	FICA	8,170	9,213	9,265	6,055	4,173-	4,212	54-
10300	HEALTH INSURANCE	17,480	17,480	17,480	12,730	5,605-	10,687	38-
10325	DISABILITY INSURANCE	435	445	448	289	202-	200	55-
10350	LIFE INSURANCE	185	195	195	142	63-	119	38-
10375	DENTAL INSURANCE	1,310	1,310	1,310	954	420-	801	38-
10400	WORKERS COMP	540	451	465	237	176-	153	66-
10500	401(A) MATCH PLAN	1,680	1,338	1,075	940	453-	772	42-
	SUBTOTAL *****	<u>104,960</u>	<u>107,224</u>	<u>105,752</u>	<u>100,502</u>	<u>35,183-</u>	<u>72,008</u>	<u>32-</u>
	MATERIALS & SUPPLIES							
22000	POSTAGE	1,685	2,205	1,275	1,275	0	1,275	42-
22500	SUBSCRIPTIONS/PUBLICATIONS	1,459	0	0	0	0	0	0
23000	OFFICE SUPPLIES	2,790	1,500	1,000	1,000	0	1,000	33-
23001	PRINTING	440	1,395	875	875	0	875	37-
23050	OTHER SUPPLIES	257	238	12	250	0	250	5
23850	MINOR EQUIP & TOOLS (<\$1000)	0	300	511	300	0	300	0
23855	FURNITURE/FIXTURE <\$1000	125	0	0	0	0	0	0
	SUBTOTAL *****	<u>6,758</u>	<u>5,638</u>	<u>3,673</u>	<u>3,700</u>	<u>0</u>	<u>3,700</u>	<u>34-</u>
	DUES TRAVEL & TRAINING							
37000	DUES	430	430	430	430	0	430	0
	SUBTOTAL *****	<u>430</u>	<u>430</u>	<u>430</u>	<u>430</u>	<u>0</u>	<u>430</u>	<u>0</u>
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	502	502	502	502	0	502	0
60200	EQUIP REPAIRS/MAINTENANCE	70	0	0	0	0	0	0
	SUBTOTAL *****	<u>572</u>	<u>502</u>	<u>502</u>	<u>502</u>	<u>0</u>	<u>502</u>	<u>0</u>
	CONTRACTUAL SERVICES							
	SUBTOTAL *****	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	OTHER							
86896	DEPOSIT SHORTAGE	3	50	0	50	0	50	0
	SUBTOTAL *****	<u>3</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>0</u>
	TOTAL EXPENDITURES *****	<u>112,724</u>	<u>113,844</u>	<u>110,357</u>	<u>105,184</u>	<u>35,183-</u>	<u>76,690</u>	<u>32-</u>

Prosecuting Attorney Operations

2640 PA FORFEITURE MONEY

264 PA FORFEITURE FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
	INTEREST							
3711	INT-OVERNIGHT	5	5	9	9	0	9	80
3712	INT-LONG TERM INVEST	98	75	199	175	0	175	133
3798	INC/DEC IN FV OF INVESTMENTS	24-	25	84-	0	0	0	0
	SUBTOTAL *****	79	105	124	184	0	184	75
	TOTAL REVENUES *****	79	105	124	184	0	184	75
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFERENCE/MEETING	0	575	0	575	0	575	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	750	0	750	0	750	0
37230	MEALS & LODGING-TRAINING	0	1,125	0	1,125	0	1,125	0
	SUBTOTAL *****	0	2,450	0	2,450	0	2,450	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	11,050	0	5,160	0	5,160	53-
	SUBTOTAL *****	0	11,050	0	5,160	0	5,160	53-
	FIXED ASSET ADDITIONS							
91301	COMPUTER HARDWARE	0	0	0	0	2,100	2,100	0
91302	COMPUTER SOFTWARE	0	0	0	0	800	800	0
92301	REPLC COMPUTER HDWR	0	0	0	0	2,520	2,520	0
92302	REPLC COMPUTER SOFTWARE	0	0	0	0	470	470	0
	SUBTOTAL *****	0	0	0	0	5,890	5,890	0
	TOTAL EXPENDITURES *****	0	13,500	0	7,610	5,890	13,500	0

2903 PROSECUTING ATTRNY-LE SALES TX

290 LAW ENFORCEMENT SERVICES FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
	PERSONAL SERVICES							
10100	SALARIES & WAGES	226,251	226,782	220,052	222,060	0	222,060	2-
10110	OVERTIME	2,381	2,500	2,750	2,500	0	2,500	0
10120	HOLIDAY WORKED	86	100	0	0	0	0	0
10200	FICA	16,676	17,547	16,496	17,178	0	17,178	2-
10300	HEALTH INSURANCE	23,750	23,750	23,750	23,750	0	23,750	0
10325	DISABILITY INSURANCE	836	839	839	821	0	821	2-
10350	LIFE INSURANCE	264	265	265	265	0	265	0
10375	DENTAL INSURANCE	1,780	1,780	1,780	1,780	0	1,780	0
10400	WORKERS COMP	1,013	802	802	673	0	673	16-
10500	401(A) MATCH PLAN	1,280	1,755	1,020	1,755	0	1,755	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,388	1,560	1,398	0	0	1,560	0
	SUBTOTAL *****	275,707	277,680	269,152	270,782	0	272,342	1-
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	971	1,000	1,000	1,000	0	1,000	0
	SUBTOTAL *****	971	1,000	1,000	1,000	0	1,000	0
	DUES TRAVEL & TRAINING							
37000	DUES	1,010	1,485	1,540	1,590	0	1,590	7
37200	SEMINARS/CONFERENCE/MEETING	585	460	490	460	0	460	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	507	364	266	152	0	152	58-
37230	MEALS & LODGING-TRAINING	320	734	774	734	0	734	0
	SUBTOTAL *****	2,422	3,043	3,070	2,936	0	2,936	3-
	UTILITIES							
48000	TELEPHONES	1,816	1,860	1,805	1,860	0	1,860	0
	SUBTOTAL *****	1,816	1,860	1,805	1,860	0	1,860	0
	TOTAL EXPENDITURES *****	280,918	283,583	275,027	276,578	0	278,138	1-

Prosecuting Attorney Operations

2971 PA - VIOLENCE AGAINST WOMEN

297 RECOVERY ACT GRANTS - REIMB

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
3411	FEDERAL GRANT REIMBURSE	39,026	121,127	113,969	0	0	39,528	67-
	SUBTOTAL *****	39,026	121,127	113,969	0	0	39,528	67-
	TOTAL REVENUES *****	39,026	121,127	113,969	0	0	39,528	67-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	31,561	101,088	95,406	101,088	0	33,048	67-
10200	FICA	2,349	7,733	7,128	7,733	0	2,529	67-
10300	HEALTH INSURANCE	3,168	9,500	9,500	9,500	0	3,168	66-
10325	DISABILITY INSURANCE	74	374	374	374	0	122	67-
10350	LIFE INSURANCE	26	106	106	106	0	35	66-
10375	DENTAL INSURANCE	240	712	712	712	0	240	66-
10400	WORKERS COMP	152	353	353	303	0	101	71-
10500	401(A) MATCH PLAN	215	702	390	702	0	270	61-
	SUBTOTAL *****	37,787	120,568	113,969	120,518	0	39,513	67-
	FIXED ASSET ADDITIONS							
91301	COMPUTER HARDWARE	1,225	0	0	0	0	0	0
	SUBTOTAL *****	1,225	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	39,013	120,568	113,969	120,518	0	39,513	67-

2981 JAG - RECOVERY ACT/STIMULUS

298 RECOVERY ACT STIMULUS FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
3411	FEDERAL GRANT REIMBURSE	293,288	34,690	34,690	0	0	0	0
	SUBTOTAL *****	293,288	34,690	34,690	0	0	0	0
	INTEREST							
3711	INT-OVERNIGHT	31	0	7	0	0	0	0
3712	INT-LONG TERM INVEST	534	0	143	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	260-	0	998	0	0	0	0
	SUBTOTAL *****	305	0	1,148	0	0	0	0
	TOTAL REVENUES *****	293,593	34,690	35,838	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	14,047	7,744	7,744	0	0	0	0
10110	OVERTIME	293	0	0	0	0	0	0
10120	HOLIDAY WORKED	513	0	0	0	0	0	0
10200	FICA	1,136	593	593	0	0	0	0
10400	WORKERS COMP	99	0	0	0	0	0	0
	SUBTOTAL *****	16,088	8,337	8,337	0	0	0	0
	MATERIALS & SUPPLIES							
23200	AMMUNITION	2,077	0	0	0	0	0	0
23850	MINOR EQUIP & TOOLS (<\$1000)	12,015	0	0	0	0	0	0
	SUBTOTAL *****	14,092	0	0	0	0	0	0
	CONTRACTUAL SERVICES							
71250	FED GRANT PMT TO SUBRECIPIENT	196,786	0	0	0	0	0	0
	SUBTOTAL *****	196,786	0	0	0	0	0	0
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	48,156	5,053	5,053	0	0	0	0
91301	COMPUTER HARDWARE	301	0	0	0	0	0	0
91302	COMPUTER SOFTWARE	1,850	0	0	0	0	0	0
92300	REPLCMNT MACH & EQUIP	18,089	20,676	20,676	0	0	0	0
	SUBTOTAL *****	68,397	25,729	25,729	0	0	0	0
	TOTAL EXPENDITURES *****	295,365	34,066	34,066	0	0	0	0

Decimal values have been truncated.

Memorandum of Agreement

Domestic Violence is perhaps the largest violence issue our society deals with. It permeates our families, our schools, our workplaces and every facet of our social and criminal justice systems.

Each year, more than 1,000 women – almost three per day – die because of domestic violence at the hands of a husband, boyfriend, or other “intimate.” The project known as the DOmestic Violence Enforcement Unit (DOVE) is a continued collaborative effort of the Boone County Sheriff’s Department, the Columbia Police Department, the Boone County Prosecutor’s Office, and True North of Columbia. The Domestic Violence Enforcement Unit’s (DOVE) mission is to investigate selected domestic violence cases, promote deterrence, assist victims, interrupt the cycle of violence and its continuation from one generation to the next, and aid local and regional efforts to respond to domestic violence. This project is currently funded through the STOP Violence Against Women Grant Program.

SAFETY AND DIGNITY

The first desire for the victims of domestic violence and sexual assault is that they are made safe and treated with dignity.

All victims of domestic and sexual violence deserve to be treated with dignity and respect. True North of Columbia provides emergency shelter for victims of domestic violence in Columbia, Missouri and the surrounding mid-Missouri area. Highly trained professional and volunteer staff members are available twenty four hours a day, seven days a week to address the issues of domestic violence. Emergency shelter, counseling, advocacy, and referral service to other agencies are some of what is provided by True North. Additionally, True North has a twenty four hour hotline with an advocate system for both court and non-court related issues. With the help of this funding, True North provides a victim advocate who is an active member of the DOVE Unit. This close, cooperative relationship allows for immediate response to selected calls of domestic violence. This collaborative effort provides twenty four hour assistance in obtaining Orders of Protection. All services provided directly or indirectly are

done so to insure the safety and dignified treatment of domestic violence survivors.

BALANCING THE SYSTEM

The civil court system should accommodate and support the domestic violence victim in a non-intimidating atmosphere.

Often the victims who are most at risk are the same persons who are most intimidated by the civil court system designed to afford them protection.

With the help of this project the DOVE Unit members strive to offset some of the disadvantages victims of domestic violence often suffer as a consequence of having been in a violent relationship. The Domestic Violence Enforcement Unit helps victims find assistance to follow through with and obtain full orders of protection that include an entire range of relief. This is a critical part of any comprehensive effort to accomplish long-term solutions to these problems.

RESPONSE AND INVESTIGATION

The initial response to domestic violence and the ensuing investigation so often affect or determine the final outcome.

In many, if not most instances, the initial point of contact for domestic violence is law enforcement. It is crucial that this response be more than cursory. The attitudes and actions of the first responding law enforcement officers often shape the relationship that the victim has with the legal and criminal justice system. That first responding officer's investigation and follow-up investigation largely determines the ability of the judicial and criminal justice system to respond to the needs of the victim. Four law enforcement officers staff the Domestic Violence Enforcement Unit. The Boone County Sheriff's Department provides one deputy to the program, and the Columbia Police Department provides two officers to the program. The Domestic Violence Enforcement Unit investigators review all reported domestic violence cases in Boone County. The program members immediately respond on cases where it is evident their services would be able to assist the investigation and provide vital services to the domestic violence victim. The Domestic Violence Enforcement Unit

investigators also assist in training and educating other law enforcement officers in the Boone County, Missouri, area concerning domestic violence cases and/or other cases involving violence against women (such as sexual assault, rape, etc.) These investigators are also available to offer technical assistance relating to domestic violence cases to other departments in the central Missouri geographical area.

PROSECUTION AND COURTS

The effective handling of domestic violence cases in the judicial system is a key element. Abusers must be held accountable for past conduct and intervention must occur to alter future conduct.

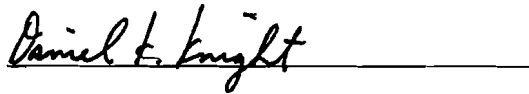
The Boone County Prosecutor's Office has three assistant prosecuting attorneys assigned to the Domestic Violence Enforcement Unit. Having three attorneys dedicated to domestic violence prosecution enables us to increase victim contact and expedite the disposition of these cases in the Boone County judicial system. Once abusers are identified it is crucial that they be dealt with effectively and efficiently. The Domestic Violence Enforcement Unit prosecution component provides direction on handling offenders and ensures that cases are managed in a consistent and appropriate fashion. With the implementation of the Domestic Violence docket in Boone County in September 2008, domestic violence cases have been given the utmost priority. This includes a quicker return date on bonds (10 days), expedited settings for preliminary hearings, and consolidation of the cases on four distinct dockets with one judge and a set group of prosecutors and public defenders. The expedited court process improves the level of service to victims of domestic violence and ensures that offenders begin serving a jail sentence or treatment in a timely fashion. The addition of a domestic assault court coordinator (DACC) has been vital to the court's ability to concentrate on cases involving domestic violence. This person serves as the court's liaison to prosecutors, defense counsel, and law enforcement, and aids in the efficient adjudication of domestic violence cases. The DACC is especially critical to the implementation and monitoring of the court's batterers' intervention program, MEND.

DOMESTIC VIOLENCE ENFORCEMENT UNIT GOAL

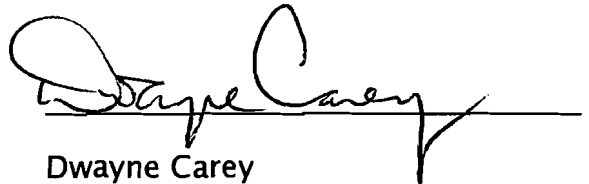
Establishment of arrest, summoning, prosecution, and court appearance policies which provide for initial appearance in court on charges for actions resulting in domestic violence targeting women within nine working days of the offense.

Through the STOP Violence Against Women Grant funding, DOVE partnerships have strengthened the law enforcement and criminal justice system's response to domestic violence targeting women, and have increased the utilization of services available to women who are victims of domestic violence and have enabled us to develop and implement collaborative community-based systemic programs to address domestic violence targeting women.

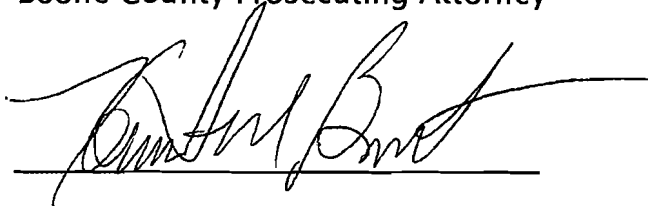
Agencies, and we the undersigned individuals, herein express our support of this Memorandum of Agreement and the protocols as written for the Domestic Violence Enforcement Unit.



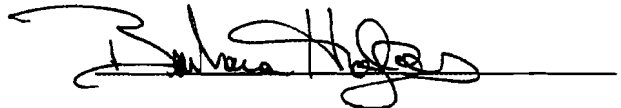
Daniel K. Knight
Boone County Prosecuting Attorney



Dwayne Carey
Sheriff, Boone County



Ken Burton
Chief of Police, Columbia



Barbara Hodges
Executive Director
True North of Columbia, Inc.



Christy Blakemore
Circuit Clerk, Boone County

Date: February 2013

MAILED TO ALL VICTIMS

Office of the Boone County Prosecuting Attorney



705 E Walnut – Courthouse
Columbia, Missouri 65201

Victim Response Team

PHONE (573) 886-4100
FAX (573) 886-4148

VICTIM SERVICES SURVEY

We need your help in evaluating our services to victims of crime in Boone County. Please take a few minutes to answer the following questions about your contact with our office. All responses will be kept confidential. We appreciate your assistance as we try to improve the quality of our services to victims of crime in our community.

Instructions: Please rate your answer on a scale from 1 to 5. "1" is the least favorable response and "5" is the most favorable response. Circle "N/A" if the question does not apply to you or your experience.

Advocate

1. Enter the name of the advocate you worked with: _____
2. The advocate made every effort to work with me. 1 2 3 4 5
3. The advocate worked with me via: letter phone conversation personal contact email
(Please select all that apply.)
4. (Answer only if applicable) I choose not to receive advocate services because _____

Prosecutor

1. Enter the name of the prosecutor assigned to your case: _____
2. The prosecutor made every effort to work with me. 1 2 3 4 5
3. The prosecutor worked with me via: letter phone conversation personal contact email
(Please select all that apply.)

Additional Information

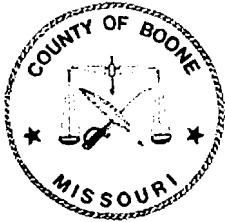
1. The prosecutor's office provided me with information about available community resources. YES NO
(Please include verbal information provided over the phone or in person.)
2. The prosecutor's office provided me with information about the criminal justice system process and my individual case. YES NO
(Please include verbal information provided over the phone or in person.)

Please add comments or suggestions to help us improve our services to victims of crime. Your feedback is very important!

Your

- Age : _____
- Race : White Black/African American Hispanic/Latino Asian American Indian/Alaskan
- Gender : Male Female
- Case Number (Optional): _____

Website Survey



Daniel K. Knight
Boone County Prosecuting Attorney

Boone County Prosecuting Attorney
705 E. Walnut
Columbia, MO 65201-4485

Office (573) 886-4100
Fax (573) 886-4148

Victim Services Survey

We need your help in evaluating our services to victims of crime in Boone County. Please take a few minutes to answer the following questions about your contact with our office. All responses will be kept confidential. We appreciate your assistance as we try to improve the quality of our services to victims of crime in our community.

Advocate

1. Enter the name of the advocate you worked with:

2. The advocate worked with me via: (select all that apply)

- email
- letter
- phone conversation
- personal conversation

(Answer only if applicable.) I chose not to receive advocate services because:

3.

Limit of 500 characters: 500

Victim Services Survey

Victim Advocate

- 1. Helped me understand my rights as a crime victim. Yes No
- 2. Helped me understand my role in the court process. Yes No
- 3. Assisted me in creating a safety plan. Yes No N/A

Prosecutor

1. Enter the name of the prosecutor assigned to your case:

- email
 - letter
 - phone conversation
 - personal conversation
3. The prosecutor worked with me via: (select all that apply)

Additional Information

- 1. The prosecutor's office provided me with a list of local community resources. (Please include verbal information provided over the phone or in person.) Yes No
 - 2. The prosecutor's office provided me with information about the criminal justice system process and my individual case. (Please include verbal information provided over the phone or in person.) Yes No
- Please add comments or suggestions to help us improve our services to victims of crime.

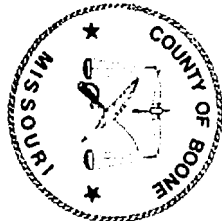
3.

Limit of 500 characters: 500

- 4. Age:
- 5. Ethnic Origin:
- 6. Gender: male female
- 7. Case Number (Optional):

Submit

Spanish Website Survey



Daniel K. Knight
Boone County Fiscal Fiscal

Boone County Fiscal Fiscal
705 E. Walnut
Columbia, MO 65201-4485

Original English text: Google
En Español | print | + | =
+ Contribute a better translation

Encuesta de Servicios a las Víctimas

Necesitamos su ayuda en la evaluación de nuestros servicios a las víctimas de delitos en el condado de Boone. Por favor tómese unos minutos para responder las siguientes preguntas acerca de su contacto con nuestra oficina. Todas las respuestas se mantendrán confidenciales. Agradecemos su ayuda ya que tratamos de mejorar la calidad de nuestros servicios a las víctimas de la delincuencia en nuestra comunidad.

Defensor

1. Introduzca el nombre del abogado que trabajó con:

2. El abogado trabajó conmigo a través de: (seleccione todas las que apliquen)

- email
- carta
- conversación telefónica
- conversación personal

(. Conteste sólo si aplica) decidí no recibir servicios de abogar porque:

3.

Límite de 500 caracteres: 500

Encuesta de Servicios a las Víctimas

Abogado Víctima

1. Me ayudó a entender mis derechos como víctima de un crimen. Sí No
2. Me ayudó a entender mi papel en el proceso judicial. Sí No
3. Me ayudó en la creación de un plan de seguridad. Sí No N / A

Fiscal

1. Introduzca el nombre del fiscal asignado a su caso:

3. El fiscal trabajó conmigo a través de: (seleccione todas las que apliquen)

- email
- carta
- conversación telefónica
- conversación personal

Información adicional

1. La oficina del fiscal me dio una lista de los recursos de la comunidad local. (Por favor, incluya la información verbal proporcionada por teléfono o en persona.)

Sí No

2. La oficina del fiscal me ha proporcionado información sobre el proceso de justicia penal y mi caso. (Por favor, incluya la información verbal proporcionada por teléfono o en persona.)

Sí No

Por favor, añadir comentarios o sugerencias para ayudarnos a mejorar nuestros servicios a las víctimas de delitos.

3.

Límite de 500 caracteres: 500

4. Edad:

5. Origen étnico:

6. Sexo:

macho femenino

7. Número de caso (opcional):

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 13

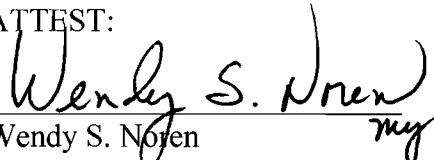
In the County Commission of said county, on the 12th day of September 20 13

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

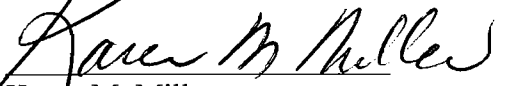
Now on this day the County Commission of the County of Boone does hereby award bid 34-22AUG13 – BCPW South Facility Lot Grading and Access Drives to Jeff Schnieders Construction Company of Jefferson City, MO. The terms of the agreement are stipulated in the attached Contract Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Agreement.

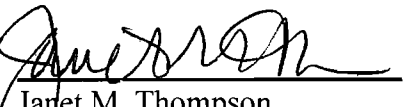
Done this 12th day of September, 2013.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Karen M. Miller
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Purchasing

Amy Robbins
Senior Buyer



613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Amy Robbins, Senior Buyer
DATE: August 27, 2013
RE: 34-22AUG13 – BCPW South Facility Lot Grading & Access

34-22AUG13 – BCPW South Facility Lot Grading & Access opened on August 22, 2013, five bids were received and Public Works recommends award by low bid to Jeff Schnieders Construction Company of Jefferson City, MO.

Cost of the contract is \$131,995.44 and will be paid from department 2040– Public Works – Maintenance Operations, account 71100 – Outside Services. Engineer's estimate was \$145,990.00. \$200,000.00 was budgeted for this project and \$240,625 remains in the account.

cc: Chet Dunn, Public Works
Jeff McCann, Resource Management
Bid File

CONTRACT AGREEMENT

THIS AGREEMENT, made and entered into by and between the County of Boone through the Boone County Commission (hereinafter referred to as the Owner), and **Jeff Schnieders Construction Company** (hereinafter referred to as the Contractor).

WITNESSETH: That for and in consideration of the acceptance of Contractor's bid and the award of this contract to said Contractor by the Owner and in further consideration of the agreements of the parties herein contained, to be well and truly observed and faithfully kept by them, and each of them, it is agreed between the parties as follows, to wit:

The Contractor at his own Expense hereby agrees to do or furnish all labor, materials, and equipment called for in the bid designated and marked:

**BID NUMBER 34-22AUG13
BOONE COUNTY PUBLIC WORKS SOUTH FACILITY LOT GRADING AND ACCESS
BOONE COUNTY, MISSOURI**

and agrees to perform all the work required by the contract as shown on the plans and specifications. The contract award is to **be in the amount of \$131,995.44.**

The following contract documents and any applicable Addenda are made a part hereof as fully as if set out herein: Change orders issued subsequent to this contract shall be subject to the terms and conditions of the agreement unless otherwise specified in writing.

Notice to Bidders
 Bid Form
 Instructions to Bidders
 Bid Response
 Certification Regarding Debarment
 Work Authorization Certification
 Statement of Bidders Qualifications
 Anti-Collusion Statement
 Signature and Identity of Bidder
 Bidders Acknowledgment
 Insurance Requirements
 Contract Conditions
 Performance Bond, bonds must be filled out and returned within 15 days of the date of this contract.
 Labor & Material Payment Bond, the real bonds must be filled out and returned within 15 days of the date of this contract.
 Affidavit - OSHA Requirements
 Affidavit - Prevailing Wage
 General Specifications
 Technical Specifications
 Special Provisions / Project Notes
 State Wage Rates-
 Boone County Standard Terms and Conditions
 Project Plans and/or Details

413-2013

services rendered, or supposed to have been rendered, in the procurement of this contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the Owner, and that the Owner may retain to its own use from any sums due to or to become due hereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.

The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

413-2013

The Owner agrees to pay the Contractor in the amount: \$131,995.44.

One Hundred Thirty One Thousand, Nine Hundred Ninety Five Dollars and Forty Four Cents (\$131,995.44.)

as full compensation for the performance of work embraced in this contract, subject to the terms of payment as provided in the contract documents and subject to adjustment as provided for changes in quantities and approved change orders.

IN WITNESS WHEREOF, the parties hereto have signed and entered this agreement on _____ at Columbia, Missouri.

(Date)

CONTRACTOR:

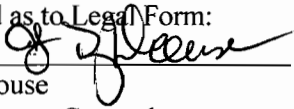
JEFF SCHNIEDERS CONSTRUCTION COMPANY


OWNER, BOONE COUNTY, MISSOURI

By: 
Authorized Representative Signature

By: 
Daniel K. Atwill, Presiding Commissioner

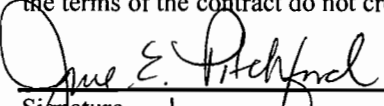
By: SHARON SCHNIEDERS
Authorized Representative Printed Name
Title: PRESIDENT

Approved as to Legal Form:

CJ Dykhouse
Boone County Counselor

ATTEST:

Wendy Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, 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 the contract do not create a measurable county obligation at this time.)


Signature by cej

9/11/13
Date

2040-91760- \$131,995.44

Appropriation Account

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

09/04/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Winter-Dent & Company 101 E. McCarty Street P.O. Box 1046 Jefferson City, MO 65102-1046 Steve M Tade	Phone: 573-634-2122 Fax: 573-636-7500	CONTACT NAME: Candace Horn- Account Manager PHONE (A/C, No, Ext): 573-634-2122 E-MAIL ADDRESS: candy@winterdent.com	FAX (A/C, No): 573-636-7500													
	INSURED Jeff Schnieders Const Co Inc. JS Excavating Inc. 1314 Hwy 179 Jefferson City, MO 65109-9014		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Charter Oak Fire Insurance Co</td> <td>25615</td> </tr> <tr> <td>INSURER B : Travelers Indemnity Company</td> <td>25658</td> </tr> <tr> <td>INSURER C : Travelers Property Casualty Co</td> <td>25674</td> </tr> <tr> <td>INSURER D : Phoenix Insurance Company</td> <td>25623</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Charter Oak Fire Insurance Co	25615	INSURER B : Travelers Indemnity Company	25658	INSURER C : Travelers Property Casualty Co	25674	INSURER D : Phoenix Insurance Company	25623	INSURER E :		INSURER F :
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INSURER F :																

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	GENERAL LIABILITY	X		CO-5714P401	02/01/2013	02/01/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
C	AUTOMOBILE LIABILITY			BA-5714P401	02/01/2013	02/01/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB			CUP-5714P401	02/01/2013	02/01/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000						AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		N/A	4THUB-5714P401	02/01/2013	02/01/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
A	Leased/Rent Equip			QT6604299B509PHX13	02/01/2013	02/01/2014	250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 #34-22AUG13- Boone County Public Works South Facility Lot Grading Access

CERTIFICATE HOLDER

BOONC-7

Boone County Purchasing
 613 E Ash St Rm 109
 Columbia, MO 65201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Candace Horn

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS, that we,

Jeff Schnieders Construction Company, Inc.

1314 Hwy 179, Jefferson City, MO 65109

as Principal, hereinafter called Contractor, and

Merchants Bonding Company (Mutual)

2100 Fleur Drive, Des Moines, IA 50321

a Corporation, organized under the laws of the State of Iowa

and authorized to transact business in the State of Missouri, as Surety, hereinafter called Surety,

are held and firmly bound unto the County of Boone, Missouri, as Obligee, hereinafter called

Owner, in the amount of **One Hundred Thirty-One Thousand Nine Hundred Ninety-Five**

Dollars and 44/100 (\$131,995.44) Dollars,

for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents:

WHEREAS, Contractor has, by written agreement dated _____ entered into a Contract with Owner for:

BID NUMBER 34-22AUG13

BOONE COUNTY PUBLIC WORKS SOUTH FACILITY LOT GRADING & ACCESS

BOONE COUNTY, MISSOURI

in accordance with the specifications and/or prepared by the County of Boone, which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Contractor shall promptly and faithfully perform said Contract, and shall faithfully perform the prevailing hourly wages and comply with all prevailing wage requirements as provided by such Contract and applicable prevailing wage laws, rules, and rates specified by regulation thereunder, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the Owner.

Whenever Contractor shall be, and declared by Owner to be, in default under the Contract, the Owner having performed Owner's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- 1) Complete the Contract in accordance with its terms and conditions, or
- 2) Obtain a bid for submission to Owner for completing the Contract in accordance with its terms and conditions, and upon determination by Owner and Surety of the lowest responsible bidder, arrange for a Contract between such bidder and Owner, and make available as work progresses (even though there should be a default of a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient fund to pay the cost of completion less the balance of the Contract price, but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Contract price", as used in this paragraph, shall mean the total amount payable by Owner to Contractor under the Contract and any amendments thereto, less the amount properly paid by Owner to Contractor.

An Affirmative Action/Equal Opportunity Institution

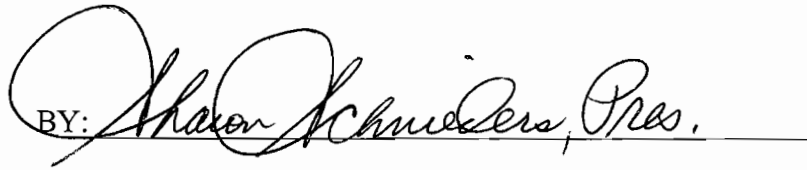
Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators or successors of owner.

IN TESTIMONY WHEREOF, the Contractor has hereunto set his hand and the Surety has caused these presents to be executed in its name, and its corporate seal to be affixed by its Attorney-In-Fact at Jefferson City, Missouri, on this 5th day of September, 2013.

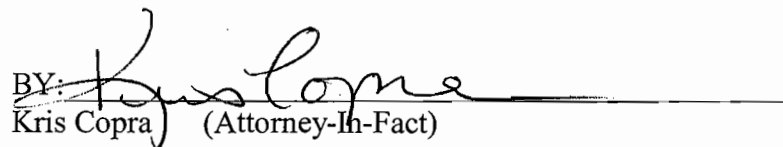
Jeff Schnieders Construction Company, Inc.
(Contractor)

(SEAL)

BY:  Sharon Schnieders, Pres.

Merchants Bonding Company (Mutual)
(Surety Company)

(SEAL)

BY:  Kris Copra (Attorney-In-Fact)

BY: _____
(Missouri Representative)

(Accompany this bond with Attorney-In-Fact's authority from the Surety Company certified to include the date of this bond.)

Surety Contact Name: Kirk Rathjen
Phone Number: 800-678-8171
Address: 2100 Fleur Drive
Des Moines, IA 50321

LABOR AND MATERIAL PAYMENT BOND

KNOW ALL PERSONS BY THESE PRESENTS, that we,

Jeff Schnieders Construction Company, Inc.

1314 Hwy 179, Jefferson City, MO 65109

as Principal, hereinafter called Contractor, and

Merchants Bonding Company (Mutual)

2100 Fleur Drive, Des Moines, IA 50321

a corporation organized under the laws of the State of **Iowa**, and authorized to transact business in the State of Missouri, as Surety, hereinafter called Surety, are held and firmly bound unto the County of Boone, Missouri, as Obligee, hereinafter called Owner, for the use and benefit of claimants as herein below defined, in the amount of

One Hundred Thirty-One Thousand Nine Hundred Ninety-Five Dollars and 44/100 DOLLARS (\$131,995.44), for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents:

WHEREAS, Contractor has by written agreement dated _____ entered into a contract with Owner for

BID NUMBER 34-22AUG13

**BOONE COUNTY PUBLIC WORKS SOUTH FACILITY LOT GRADING & ACCESS
BOONE COUNTY, MISSOURI**

in accordance with specifications and/or plans prepared by the County of Boone which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that the Contractor shall promptly make payments to all claimants as hereinafter defined, for all labor and material used or reasonably required for use in the performance of the Contract, then this obligation shall be void; otherwise, it shall remain in full force and effect, subject, however, to the following conditions.

- A. A claimant is defined as one having a direct contract with the Contractor or with a subcontractor of the Contractor for labor, material, or both, used or reasonably required for use in the performance of the Contract; labor and material being construed to include the part of water, gas, power, light, heat, oil, gasoline, telephone service, rental, or equipment directly applicable to the Contract.
- B. The above named Contractor and Surety hereby jointly and severally agree with the Owner that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such claimant, may sue on this bond for the use of such claimant, prosecute the suit to final judgment for such sum or sums as may be justly due claimant, and have execution thereon. The owner shall not be liable for the payment of any costs or expenses of any such suit.
- C. No suit or action shall be commenced hereunder by any claimant:

1. Unless claimant, other than one having a direct contact with the Contractor, shall have given written notice to any two of the following: the Contractor, the Owner, or the Surety above named, within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the Contractor, Owner, or Surety, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer.

2. After the expiration of one (1) year following the date on which Contractor ceased work on said contract, it being understood, however, that if any limitation embodied in this bond is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

3. Other than in a state court of competent jurisdiction in and for the county or other political subdivision of the state in which the project, or any part thereof, is situated or in the United States District Court for the district in which the project, or any part thereof, is situated, and not elsewhere.


D. The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Surety of Mechanic's Liens which may be filed on record against said improvement, whether or not claim for the amount of such lien be presented under or against this bond.

IN TESTIMONY WHEREOF, the Contractor has hereunto set their hand and the Surety caused these present to be executed in its name and its corporate seal to be affixed by its Attorney-In-Fact at Jefferson City, Missouri on this 5th day of September, 2013.

CONTRACTOR ~~Jeff Schnieders Construction Company, Inc.~~ (SEAL)

BY:  Pres.

SURETY COMPANY ~~Merchants Bonding Company~~ (Mutual)

BY:  _____
(Attorney-In-Fact) Kris Copra

BY: _____
(Missouri Representative)

(Accompany this bond with Attorney-In-Fact's authority from the Surety Company certified to include the date of this bond. Include Surety's address and contact name with phone number)

ACKNOWLEDGMENT BY SURETY

STATE OF Missouri }
County of Cole } ss.

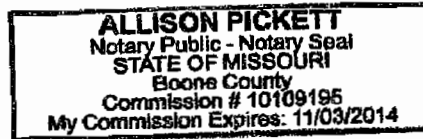
On this 5th day of September, 2013, before me personally
appeared Kris Copra, known to, me to be the Attorney-in-Fact of
Merchants Bonding Company (Mutual), the corporation
that executed the within instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and
year in this certificate first above written.

Allison Pickett

Notary Public in the State of Missouri
County of Boone

(Seal)



MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations duly organized under the laws of the State of Iowa (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint, individually,

Allison Pickett; Darla Veltrop; Kris Copra; Louis A Landwehr

of **Jefferson City** and State of **MO** their true and lawful Attorney-in-Fact, with full power and authority hereby conferred in their name, place and stead, to sign, execute, acknowledge and deliver in their behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

TWENTY-FIVE MILLION (\$25,000,000.00) DOLLARS

and to bind the Companies thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of the Companies, and all the acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of the Merchants Bonding Company (Mutual) on April 23, 2011 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 24, 2011.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof.

The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 2nd day of **March**, 2012.



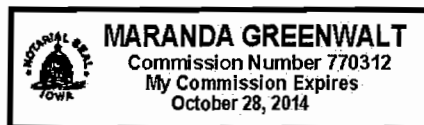
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF POLK ss.

On this 2nd day of **March**, 2012, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument is the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of Des Moines, Iowa, the day and year first above written.



Maranda Greenwalt

Notary Public, Polk County, Iowa

STATE OF IOWA
COUNTY OF POLK ss.

I, William Wamer, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 5th day of **September**, 2013.



William Wamer Jr.
Secretary

**TO BE ATTACHED TO ALL
MISSOURI POLICIES AND
CONTRACTS**

**MERCHANTS BONDING COMPANY
2100 FLEUR DRIVE
DES MOINES, IOWA 50321-1158**

It is understood and agreed that, except as may be otherwise provided for by the "General Specifications, and "Technical Specifications," and "Special Provisions" the work shall be done in accordance with the "Missouri Standard Specifications for Highway Construction, 2011", a copy of which can be obtained from the State of Missouri, Missouri Highway and Transportation Division in Jefferson City, Missouri. Said Specifications are part and parcel of this contract, and are incorporated in this contract as fully and effectively as if set forth in detail herein.

The Contractor further agrees that he is fully informed regarding all of the conditions affecting the work to be done, and labor and materials to be furnished for the completion of this contract, and that his information was secured by personal investigation and research and not from any estimates of the Owner; and that he will make no claim against the Owner by reason of estimates, tests, or representation of any officer, agent, or employees of the Owner.

The said Contractor agrees further to begin work not later than the authorized date in the Notice to Proceed, and to complete the work within the time specified in the contract documents or such additional time as may be allowed by the Engineer under the contract.

The work shall be done to complete satisfaction of the Owner and, in the case the Federal Government or any agency thereof is participating in the payment of the cost of construction of the work, the work shall also be subject to inspection and approval at all times by the proper agent or officials of such government agency.

The parties hereto agree that this contract in all things shall be governed by the laws of the State of Missouri.

Contractor agrees it will pay not less than the prevailing hourly rate of wages to all workers performing work under the contract in accordance with the prevailing wage determination issued by the Division of Labor Standards of the Department of Labor and Industrial Relations for the State of Missouri and as maintained on file with the Boone County Resource Management Department.

The Contractor further agrees that it shall forfeit as a penalty to the County of Boone the sum of \$100.00 for each worker employed for each calendar day or portion thereof such worker is paid less than the stipulated rates set forth in the prevailing wage determination for the project for any work done under this contract by the Contractor or by any Subcontractor employed by the Contractor pursuant to the provisions of Section 290.250 RSMo. The Contractor further agrees that it will abide by all provisions of the prevailing wage law as set forth in Chapter 290 RSMo. and rules and regulations issued thereunder and that any penalties assessed may be withheld from sums due to the Contractor by the Owner.

The contractor agrees that he will comply with all federal, state, and local laws and regulations and ordinances and that he/she will comply and cause each of his/her subcontractors, and directives pertaining to nondiscrimination against any person on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in connection with this contract, including procurement of materials and lease of equipment; therefore, in accordance with the special provisions on that subject attached hereto, incorporated in and made a part of the Contract.

The Contractor expressly warrants that he/she has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demand by him, included any sum by reason of such brokerage, commission, or percentage; and that all moneys payable to him hereunder are free from obligation of any other person for

All items shown on the project plan sheets and not included in the above bid items shall be deemed incidental to the project and included in the unit prices given. In case of error in the extension, the unit price times the estimated quantity will govern.

BIDDER has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

<u>DATE</u>	<u>ADDENDUM NUMBER</u>
08/15/13	#1

COMPANY NAME: Jeff Schnieders Construction Company

ADDRESS: 1314 Highway 179

CITY, STATE, ZIP Jefferson City, MO 65109

PHONE NUMBER: (573) 636-7335

AUTHORIZED REPRESENTATIVE: Sharon Schnieders

TITLE: President

SIGNATURE: 

List all Sub-Contractors planned to be utilized on this project.

Raithel Brothers Construction

BID FORM
BOONE COUNTY PUBLIC WORKS SOUTH FACILITY LOT GRADING AND ACCESS DRIVES

Description	Qty.	Unit	Unit Price	Total
MOBILIZATION	1	LS	\$ 2,226.00	\$ 2,226.00
CONSTRUCTION STAKING	1	LS	\$ 2,000.00	\$ 2,000.00
COMPACTION TESTING	1	LS	\$ 1,700.00	\$ 1,700.00
CONCRETE TESTING	1	LS	\$ 600.00	\$ 600.00
TRAFFIC CONTROL	1	LS	\$ 600.00	\$ 600.00
SWPPP COMPLIANCE	1	LS	\$ 2,000.00	\$ 2,000.00
EROSION CONTROL	1	LS	\$ 9,321.00	\$ 9,321.00
EROSION CONTROL BLANKET (N.A. GREEN SC150 OR EQUAL)	258	SY	\$ 3.00	\$ 774.00
RESTORATION (LIME, FERTILIZER, SEED & TYPE 3 MULCH)	3.4	AC	\$ 1,560.00	\$ 5,304.00
SITE CLEARING AND GRUBBING	1	LS	\$ 5,340.00	\$ 5,340.00
REMOVALS	1	LS	\$ 4,600.00	\$ 4,600.00
TOPSOIL STRIP, STOCKPILE & RESPREAD	1	LS	\$ 16,900.00	\$ 16,900.00
EARTH EXCAVATION	5730	CY	\$ 2.30	\$ 13,179.00
COMPACTED EMBANKMENT	4150	CY	\$ 1.80	\$ 7,470.00
4" THICK TYPE 1 ROLLED STONE BASE	286	SY	\$ 18.00	\$ 5,148.00
11" THICK AGGREGATE DRIVEWAY	1984	SY	\$ 13.16	\$ 26,109.44
7" CLASS 'A' CONCRETE DRIVEWAY APRON	286	SY	\$ 55.00	\$ 15,730.00
15" ALUMINIZED CMP CULVERT	40	LF	\$ 34.00	\$ 1,360.00
18" ALUMINIZED CMP CULVERT	40	LF	\$ 35.00	\$ 1,400.00
TYPE 3 ROCK BLANKET W/FILTER FABRIC (1.5' THICK)	67	SY	\$ 42.00	\$ 2,814.00
SANITARY SEWER MANHOLE HEIGHT ADJUSTMENT	1	EA	\$ 500.00	\$ 500.00
PVC VALVE BOX HEIGHT ADJUSTMENT	3	EA	\$ 200.00	\$ 600.00
FIRE HYDRANT HEIGHT ADJUSTMENT	1	EA	\$ 900.00	\$ 900.00
6' HIGH COMMERCIAL CHAIN LINK FENCE RESTORATION	180	LF	\$ 19.00	\$ 3,420.00
DOUBLE 15' WIDE SLIDING CHAIN LINK FENCE GATES (COMPLETE)	2	EA	\$ 1,000.00	\$ 2,000.00
Bid Total				\$ 131,995.44

BID RESPONSE

TO: COUNTY OF BOONE, MISSOURI

SUBJECT: Boone County Public Works South Facility Lot Grading and Access Drives

Project No.: 34-22AUG13

THE UNDERSIGNED BIDDER, having examined all specifications, and other proposed contract documents, and all addenda thereto; and being acquainted with and fully understanding (a) the extent and character of the work covered by this proposal; (b) the location, arrangement, and specified requirements of the proposed work; (c) local conditions relative to labor, transportation, hauling, and delivery facilities; and (d) all other factors and conditions affecting or which may be affected by the work.

HEREBY PROPOSES to furnish all required materials, supplies, equipment, tools, and plant; to perform all necessary labor and supervision; and to install, erect, equip, and complete all work stipulated in, required by, and in accordance with the proposed contract documents, specifications, and other documents referred to herein (as altered, amended, or modified by all addenda hereto) for and in consideration of the prices stated herein. All prices stated herein are firm and include Missouri Sales and Use Tax and all other taxes which might be lawfully assessed against or in connection with the work proposed herein.

SECTION I

THE UNDERSIGNED BIDDER UNDERSTANDS that the specifications, contract, and bond governing the construction of the work contemplated are those known and designated as the **Boone County Roadway Regulations Chapter II, MoDOT Standard Specifications, Rules of Missouri Department of Natural Resources, Division 20-Clean Water Commission (10CSR20)**, together with the "General Specifications", "Technical Specifications", and "Special Provisions", if any, attached to this proposal.

THE UNDERSIGNED BIDDER UNDERSTANDS that the quantities given in the following itemized proposal are not guaranteed by the Owner, but are used for the purpose of comparing bids and awarding the Contract, and may or may not represent the actual quantities encountered on the job; and that the sum of the products of the quantities listed in the following itemized proposal, multiplied by the unit price bid shall all constitute the gross sum bid.

THE UNDERSIGNED BIDDER submits the following itemized proposal and hereby authorizes the Engineer to correct any multiplication of "Unit Price" by "Quantity" as shown under "Extended Total". If there is a discrepancy between the "Unit Price" and the "Extended Total" the "Unit Price" shall govern.

SECTION II

I hereby agree to complete the work herein specified before the **Contract Time** specified in the Notice to Bidders and agree that the County will sustain substantial damages, the amount of which is impossible to determine at this time, if work is not completed by the completion date. Time is an essential feature of this Contract. I agree that if I fail to finally and fully complete the work within the time allowed I will be in breach of the Agreement which shall entitle the County to collect **liquidated damages** from the Bidder and/or the Bidder's Surety in the amount specified under liquidated damages in the Notice to Bidders for each day that completion is delayed beyond the specified completion date. I further authorize said damages to be reduced from any final payment on the Project.

SECTION III

Acknowledgment of receipt of any and all Addenda, if applicable, shall be included with the bid documents at the time of the submittal to Boone County for consideration.

SECTION IV

The undersigned agrees and understands that the County has the right to reject any and all bids, to waive informalities or other requirements for its benefit, and to accept such proposal as it deems to its best interest.


SECTION V

If this proposal is accepted, the undersigned hereby agrees that work will begin no later than the date specified in the Notice to Proceed and will be diligently prosecuted at such a rate and in such manner as is necessary for the completion of the work herein specified before the completion date.

The Contractor further agrees that, should he fail to complete work in the time specified or such additional time as may be allowed by the Owner under this Contract, the amount of liquidated damages to be recovered on this project shall be in accordance with Section II of the Bid Response.

Accompanying this proposal is a certified check, treasurer's check or cashier's check, or a bidder's bond payable to the Owner for five percent of AMOUNT OF BID. If this proposal is accepted and the undersigned fails to execute the Contract and furnish a contract bond as required, then the proposal guaranty shall be forfeited to the Owner.

Firm Name: Jeff Schnieders Construction Company

By: 
(Signature)

Sharon Schnieders
(Print or Type Name)

Title: President

Address: 1314 Highway 179

City, State, Zip: Jefferson City, Mo 65109

Phone: (573) 636 - 7335

Fax: (573) 634 - 2354

Date: 08/22/2013

(Please complete and return with Contract)

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Sharon Schnieders - President

Name and Title of Authorized Representative


Signature

8-22-13
Date

**COUNTY OF BOONE-MISSOURI
WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of Cole)
State of Missouri)ss
)

My name is Sharon Schnieders

I am an authorized agent of Jeff Schnieders Construction Company (Bidder).

This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. **Documentation of participation in a federal work authorization program is attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

 8-22-13
Affiant Date

Sharon Schnieders
Printed Name

Subscribed and sworn to before me this 22nd day of August, 2013.


Notary Public

Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling.



PAMELA CARPENTER
My Commission Expires
August 3, 2016
Moniteau County
Commission #12539495

An Affirmative Action/Equal Opportunity Institution

Company ID Number: 213811

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer **Jeff Schnieders Construction Co.**

Pamela L Carpenter

Name (Please Type or Print)

Program Administrator

Title

Electronically Signed

Signature

05/16/2009

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

Signature

05/16/2009

Date

STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder for the work included in the specifications and plans and the Contract Documents shall submit with their bid the data requested in the following schedule of information. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's proposal.

1. Name of Bidder: Jeff Schnieders Construction Company
2. Business Address: 1314 Highway 179, Jefferson City, MO 65109
3. When Organized: 06/01/1965
4. When Incorporated: 06/01/1965
5. If not incorporated, state type of business and provide your federal tax identification number:
6. Number of years engaged in contracting business under present firm name:
47 years
7. If you have done business under a different name, please give name and location:
Edgar Schnieders
8. Percent of work done by own staff: 80 - 100%
9. Have you ever failed to complete any work awarded to your company? If so, where and why?: No
10. Have you ever defaulted on a contract? No
11. List of contracts completed within the last four years, including value of each: See attached
12. List of projects currently in progress: See attached

* Attach additional sheets as necessary *

Jeff Schnieders Const. Co.
 1314 Hwy 179
 Jefferson City MO 65109-9014

Current Projects

<u>Project</u>	<u>Architect</u>	<u>General Contractor</u>	<u>General Phone</u>	<u>Type of Work</u>	<u>Contract Amount</u>	<u>Percent Complete</u>	<u>Projected Completion Date</u>
Moberly High School	Hollis & Miller Architects	JE Dunn Const	816-474-8600	Sitework & Utilities	499,135.17	99%	September 2013
Short Street Parking Structure	Peckham & Wright	Killian Const Co	417-883-1204	Sitework & Utilities	705,289.78	90%	December 2013
Centennial Hall-Kirksville	International Architects	River City Const LLC	573-657-7380	Sitework & Utilities	121,887.00	61%	October 2013
YMCA Knowles	Owner	Jeff Schnieders Const Co	573-636-7335	Sitework & Utilities	184,096.11	63%	September 2013
Gwynn Hall-UMC	Treanor Architects	GBH Builders	573-893-3633	Sitework & Utilities	370,046.00	55%	December 2013
TEMF-Fort Leonard Wood, MO	US Corps of Engineers	KCI	417-588-9200	Sitework & Utilities	236,409.00	75%	September 2013
Double Tree Hotel		Killian Const Co	417-883-1204	Sitework & Utilities	127,637.00	78%	December 2013
Edenton Ridge Apartments	Central Design Group LLC	Dick Otke Const Co	573-893-2299	Sitework & Utilities	212,114.00	79%	December 2013
Memorial Stadium North Concourse		JE Dunn Const	816-474-8600	Sitework & Utilities	869,597.00	99%	September 2013
Memorial Stadium-East Side Addition		JE Dunn Const	816-474-8600	Sitework & Utilities	776,413.00	38%	March 2014
Stankowski Track Replacement	Hastings & Chivetta Architects	Sical Contracting	573-893-5977	Sitework	53,680.00	96%	October 2013
Tri-Delta (Delta Delta Delta)		McAfee Const	573-474-4397	Sitework & Utilities	185,539.50	59%	May 2014
School of the Osage Heritage Bldg WP#17	Wm B Ittner, Inc	S M Wilson	314-645-9595	Sitework & Utilities	1,108,814.00	32%	May 2014

Jeff Schnieders Construction Co,
 1314 Hwy 179
 Jefferson City, MO 65109-9014

Completed Work for 2007 thru 2013

Project	General Contractor	General Phone	Year Complete	Architect	% of Work Done by JSCCI	Contract Amount
Boone Medical Plaza III & IV Parking Lot	River City Const LLC	573-657-7380	2007	Parsons Brinkerhoff	100%	1,255,009.04
Chapel Hill Subdivision	Fairway Construction	573-442-1162	2007	Wallace Architects	95%	658,036.97
UMR Rolla Residence Halls	Hogan Construction Co	573-364-2395	2007	Mackey Mitchell Associates	100%	365,478.88
Reactor Field Steam Tunnel	Sirral Contracting	573-893-5977	2007	Trabue, Hansen, and Hinshaw, Inc	100%	323,484.38
Westminster Parking Lot & Dining Hall	Reinhardt/Wilson JV	314-645-9595	2007	Mackey Mitchell Associates	100%	437,736.74
MU Printing	J C Industries Inc	573-636-2711	2007	Renner Howell Architects	100%	59,905.34
Best Western	Thomas Construction Co	573-348-3225	2007	Central MO Professional Services	100%	337,203.46
Counter Explosives-FLW	M A Mortenson Company	573-329-4095	2007	Luckett & Farley Architects	100%	1,007,163.09
Fairview Clinic	McAfee Construction	573-474-4397	2007	Ottolini Winters Huebner	100%	32,951.00
NANO Building	United HRB	573-635-9155	2007	The Clark Emerson Partners	100%	184,407.70
Walmart-Stadium Blvd	TKG Management	573-449-8323	2007	Owner	100%	149,590.00
Boone Clinic	McAfee Construction	573-474-4397	2007	Owner	100%	25,724.00
River City Construction-Ashland Office	River City Const LLC	573-657-7380	2007	River City Construction LLC	100%	121,923.89
Collegiate Station-Rolla	Collegiate Contracting	972-759-1600	2007	Galier Tolson French Design LLC	100%	1,273,560.57
Stephens College	Kadlean Construction	636-305-0099	2007	Treanor Architects PA	100%	195,414.91
Mexico Bank (Commerce Bank)	McAfee Construction	573-474-4397	2007	Owner	100%	21,331.00
Pea Ridge & W Rail Road	Cole County Missouri	573-636-3614	2007	Cole County Public Works	98%	556,003.53
Linden Campus Elderly Apartments	Prost Builders	573-635-0211	2007	Rosemann and Associates, P.C.	100%	55,385.49
Landrum Sewer	Reinhardt Construction Co	573-682-5505	2007	Crockett Engineering	100%	59,902.00
School of Journalism	Sirral/Kozney-Wagner	636-296-2012	2008	Shaugnessy, Fickel, & Scott	98%	856,254.79
Schrutz Hall-UMC	K & S Construction	314-647-3535	2008	International Architects Atelier	100%	328,307.44
Radiol Facility at Discovery Ridge	River City Const LLC	573-657-7380	2008	The Lawrence Group Architects	100%	502,645.00
LU Residence Hall	Sirral Contracting	573-893-5977	2008	Moody Nolan, Inc	100%	738,786.90
ARSI-Ameren/Le Lake Ozark Missouri	ARSI	573-896-0222	2008	Owner	100%	65,060.00
Columbia College Range Line	Columbia College	573-875-7301	2008	Owner	100%	23,580.00
William Street Parking Garage-BHC Phase II	Sirral Contracting	573-893-5977	2008	Parsons Brinkerhoff	100%	278,195.00
Best Western 2008	Best Western	573-619-0049	2008	Owner	100%	228,804.00
Carmalite Nuns Sidewalk	WAVCO	573-893-4880	2008	Jeff Schnieders Const Co	100%	Donation
Mo Military Academy-New Academic Center	Reinhardt/Wilson	314-645-9595	2008	Owner	100%	63,125.00
State Farm General Pad	Par General Contractors	660-646-3553	2008	Owner	100%	15,590.00
Retina Center	Huebert Builders	573-449-4996	2008	Owner	100%	76,178.00
St Joseph School	Jeff Schnieders Const Co	573-636-7335	2008	Architects Alliance	100%	Donation
Landmark Hospital	Crawford Const	573-875-1250	2008	Wallace Architects, LLC	100%	504,351.00
Hermann Hospital	S M Wilson	314-633-5719	2009	Archimages	100%	647,176.97
Brady Commons Student Union	KCI Construction	417-588-9200	2009	Mackey Mitchell Architects	90%	474,931.74
MU Parking Structure #7	J E Dunn Construction	816-474-8600	2009	Berkelbile Nelson Immenschuh	95%	1,587,999.11
William Street Parking Garage-BHC	Reinhardt/Wilson JV	314-645-9595	2009	Parsons Brinkerhoff	95%	693,215.00
J C Elementary School-Pioneer Trail	JC Industries	573-636-2711	2009	Architects Alliance	95%	570,176.23
Ameren/UE Operating & Training Center	Tarlon Corporation	314-633-3300	2009	Arcturus	100%	364,431.99
William Street Parking Garage-Prost Builders	Prost Builders	573-635-0211	2009	Parsons Brinkerhoff	100%	44,849.99
Patient Tower-Boone Hospital Center	Reinhardt/Wilson JV	314-645-9595	2009	Parsons Brinkerhoff	95%	220,346.00

<u>Project</u>	<u>General Contractor</u>	<u>General Phone</u>	<u>Year Complete</u>	<u>Architect</u>	<u>% of Work Done by JSCCI</u>	<u>Contract Amount</u>
Cooling Tower-Environmental Engineering	Environmental Engineering	573-636-3566	2009	Carter & Burgess, Inc	100%	64,729.68
Hwy 179 Soccer Fields	Jeff Schnieders Const	573-636-7335	2009	JC Public Schools	100%	29,676.00
UMC Tunnel Power Plant to Maryland Ave	Sircal Contracting	573-893-5977	2010	Rogers-Schmidt Engineering	95%	3,238,547.15
Orthopaedics Institute-1180 Monk Dr 65201	J E Dunn Const	816-474-8600	2010	Cannon Design	100%	578,491.69
MU Cooling Tower	KCI Construction Co	314-894-8888	2010	Carter & Burgess, Inc	100%	726,194.31
Truesdale Coca Cola Sludge Tanks	Sircal Contracting	573-893-5977	2010	HDR/Archer	100%	78,676.60
Prime Power School-FLW	JE Dunn Const LLC	816-474-8600	2010	U.S. Army Corps of Engineers	100%	915,875.00
Hudson Gillette Rollins Renovation	K & S Associates	314-647-3535	2010	Treanor Architects	100%	567,723.13
Columbia College-Columbia Photo	Reinhardt Const	573-682-5505	2010	Simon Oswald Architecture	100%	85,912.67
Columbia Area Career Center Addition	River City Const	573-657-7380	2010	Peckham & Wright Architects Inc	100%	157,343.07
Truman State-Pershing Hall	River City Const	573-657-7380	2010	Hastings & Chivetta Architects Inc	100%	606,016.73
Roger Adrain Lake	Jeff Schnieders Const Co	573-636-7335	2010	Owner	100%	11,000.00
VA Hospital-Environmental Engineering	Environmental Engineering	573-636-3566	2010	Department of Veterans Affairs	100%	144,796.00
Columbia College Southy Addition	Reinhardt Construction	573-682-5505	2010	Simon Oswald Architecture	100%	131,012.04
BHC Tank Removal	Environmental Engineering	573-636-3566	2010	Parsons Brinkerhoff	100%	133,832.33
Columbia Government Center	K & S Associates	314-647-3535	2011	Chiodini Associates	100%	898,213.86
United States Courthouse	JE Dunn Const	816-474-8600	2011	Kallmann McKinnell & Wood Arch	100%	1,659,348.27
Cole County Law Enforcement Center	Septagon Const	660-827-2112	2011	Architects Alliance Inc	100%	540,933.83
VA Hospital Operating Suite Replacement	James Pounds	573-875-7059	2011	Department of Veterans Affairs	100%	655,757.00
Chapel Complex-FLW	JC Industries	573-636-2711	2011	Berger, Devine, & Yaeger	98%	705,400.76
Patient Care Tower-Utility Relocation Package 1	Sircal Contracting	573-893-5977	2011	HOK Architects	100%	539,994.01
Army Reserve Center-Kirksville	Excel Construction	913-261-1000	2011	Berger Devine Yaeger	99%	604,790.36
TBUP 09 Buildings	KCI Construction Co	417-588-9200	2011	International Architects Atelier	100%	157,998.39
Columbia College Streetscape	Reinhardt/Wilson JV	314-645-9595	2011	Engineering Surveys & Services Corp of Engineers	100%	175,578.33
JAB/Simulator Building	Curtiss Manes Schulte Inc	573-392-6553	2011	Hellmuth, Obata, & Kassabaum	100%	27,839.00
CAF-South Addition	McCarthy	314-968-3300	2011	Owner	100%	135,128.71
UMC MH #418	Sircal Contracting	573-893-5977	2011	Owner	100%	24,857.00
MU-Build Steam Lines-Monk Drive	Prost Builders	573-635-0211	2011	SK Design Group	100%	366,546.88
Columbia College-Wilkes & Eighth St Parking Lot	Reinhardt Const	573-682-5505	2011	Engineering Surveys & Services	100%	436,379.71
FCS Financial-Macon MO	McCownGordon	816-960-1111	2011	The Clark Emerson Partners	100%	62,615.00
400 N Stadium	JSCCI	573-636-7335	2011	Owner	100%	61,969.89
3M Project Tiger	Huebert Builders Inc	573-449-4996	2011	Owner	100%	65,043.03
Columbia College Southwell Gym	Reinhardt Const	573-682-5505	2011	Owner	100%	77,184.08
Columbia College Sidewalks	Reinhardt Const	573-682-5505	2011	Owner	100%	34,996.19
Merial Limited PO#1017157	Merial LTD	706-548-9292	2011	Owner	100%	7,600.00
McDonald's 500 Nifong Columbia MO	JE Helfer Company	816-690-7010	2011	Owner	100%	105,313.94
UMC Chimney-417 South 5th Street	NAES Power Contractors	724-453-2800	2011	Owner	100%	24,519.00
Joplin Tornado Various Demolition	Methodist Church Association		2011	Owner	100%	51,600.00
USGS-CERC New Research Building	BlueScope Construction	816-245-6000	2012	AE Com USA Inc	100%	668,533.45
BCT6 Phase 2	M A Mortenson Company	573-329-4095	2012	STV Inc	100%	1,505,216.00
Missouri Military Academy-Stribling Hall	ReinhardtWilson JV	314-645-9595	2012	M & H Architects	100%	146,550.92
BCT3 Phase I Ft Leonard Wood	Environmental Eng	573-636-3566	2012	STV Inc & Mortenson	100%	184,808.36
Rolla High School	Sircal Contracting	573-893-5977	2012	Hoener & Associates	100%	112,912.50
FCS Financial-Columbia MO	McCownGordon	816-960-1111	2012	Clark Emerson Partners	100%	151,370.00
VA Hospital MRI Addition	River City Const LLC	573-657-7380	2012	Ellerbe Becket	100%	261,845.06
Jack Estes Drive	JC Industries	573-636-2711	2012	T H & H Engineers	100%	112,237.75
Conley Road TDD	Designer Landscape	573-445-6010	2012		100%	8,490.00

<u>Project</u>	<u>General Contractor</u>	<u>General Phone</u>	<u>Year Complete</u>	<u>Architect</u>	<u>% of Work Done by JSSCI</u>	<u>Contract Amount</u>
Construct Concrete Bunker at Range 38	Mack Mechanical	931-525-6225	2012	Corp of Engineers	100%	17,589.97
VA Hospital Water Softner	Winn Construction Co	402-932-5298	2012	J N Depetity	100%	39,926.00
Municipal Solid Waste Public Drop Off	McAfee Const Inc	573-474-4397	2012	Owner	100%	54,320.00
Scholastic Parking Lot	Jeff Schnieders Const Co	573-636-7335	2012	Owner	100%	26,720.00
Merial Interprises Entrance	Jeff Schnieders Const Co	573-636-7335	2012	Owner	100%	44,728.00
MUHC Patient Care Tower BP#4 Interior Fit-Out	Jeff Schnieders/Reinhardt/MW	314-645-9595	2013	Owner	100%	706,187.16
BCT III, Phase 2 Lost Scope	M A Mortenson Company	573-329-4095	2013	Michael Barry	100%	209,454.31
Rock Bridge High School	Sircal Contracting	573-893-5977	2013	Peckham & Wright	100%	313,093.36
Hickman High School	Sircal Contracting	573-893-5977	2013	Peckham & Wright	100%	588,844.59
TBUP '11 Fort Leonard Wood MO	MW Builders	254-778-4241	2013	GLMV Architecture	100%	690,306.08
Pershing Hall-Interior & Exterior Renovations	Sircal Contracting	573-893-5977	2013	Peckham & Wright	100%	241,168.64
At Still University-Kirksville	River City Const	573-893-5977	2013	Cannon Design	100%	889,189.20
Memorial Stadium Press Box	Sircal Contracting	573-893-5977	2013	Owner	100%	38,040.17
Woods Supermarket-Sunrise Beach	Crossland Const Co	620-429-1414	2013	Owner	100%	67,034.00
Campground Pavilion Demo-State Fair Grounds	Jeff Schnieders Const Co	573-636-7335	2013	Owner	100%	21,148.00
McDonalds Boonville MO	JE Helfer Co	816-690-7010	2013	Owner	100%	47,287.00
MFA Agri Services Demo	Jeff Schnieders Const		2013	Owner	100%	26,700.00

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Jeff Schnieders Construction Company, Inc.
1314 Highway 179
Jefferson City, MO 65109

SURETY:

(Name, legal status and principal place of business)

Merchants Bonding Company (Mutual)
2100 Fleur Drive
Des Moines, IA 50321

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

OWNER:

(Name, legal status and address)

Boone County
613 East Ash Street, Room 109
Jefferson City, MO 65201

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: \$ Five Percent of Amount Bid (5%)

PROJECT:

(Name, location or address, and Project number, if any)

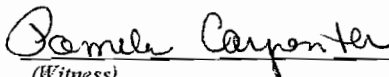
Boone County Public Works South Facility Lot Grading and Access Drives - Bid No. 34-22AUG13

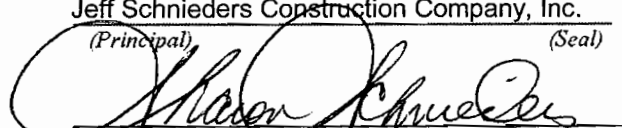
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

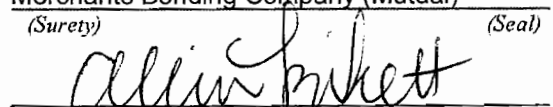
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 22nd day of August 2013


Pamela Carpenter
(Witness)

Jeff Schnieders Construction Company, Inc.
(Principal) (Seal)

(Title) Sharon Schnieders, President


Austin Crabtree
(Witness)

Merchants Bonding Company (Mutual)
(Surety) (Seal)

(Title) Allison Pickett, Attorney-in-Fact

ACKNOWLEDGMENT BY SURETY

STATE OF Missouri

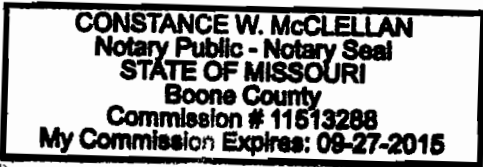
County of Cole



ss.

On this 22nd day of August, 2013, before me personally appeared Allison Pickett, known to, me to be the Attorney-in-Fact of Merchants Bonding Company (Mutual), the corporation that executed the within instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and year in this certificate first above written.



(Seal)

Notary Public in the State of Missouri
County of Boone

MERCHANTS
BONDING COMPANY,™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations duly organized under the laws of the State of Iowa (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint, individually,

Allison Pickett; Darla Veltrop; Kris Copra; Louis A Landwehr

of **Jefferson City** and State of **MO** their true and lawful Attorney-in-Fact, with full power and authority hereby conferred in their name, place and stead, to sign, execute, acknowledge and deliver in their behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

TWENTY-FIVE MILLION (\$25,000,000.00) DOLLARS

and to bind the Companies thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of the Companies, and all the acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of the Merchants Bonding Company (Mutual) on April 23, 2011 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 24, 2011.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof.

The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 2nd day of **March**, 2012.



MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

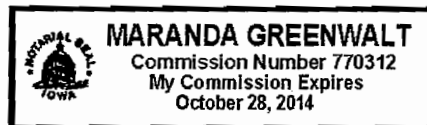
By

Larry Taylor
President

STATE OF IOWA
COUNTY OF POLK ss.

On this 2nd day of **March**, 2012, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument is the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of Des Moines, Iowa, the day and year first above written.



Maranda Greenwalt

Notary Public, Polk County, Iowa

STATE OF IOWA
COUNTY OF POLK ss.

I, William Wamer, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 22nd day of **August**, 2013



William Wamer Jr.
Secretary

POA 0014 (11/11)

**TO BE ATTACHED TO ALL
MISSOURI POLICIES AND
CONTRACTS**

**MERCHANTS BONDING COMPANY
2100 FLEUR DRIVE
DES MOINES, IOWA 50321-1158**



BOONE COUNTY, MISSOURI
Request for Bid #: 34-22AUG13 – Boone County Public Works
South Facility Lot Grading and Access Drives

ADDENDUM #1 - Issued August 15, 2013

This addendum is issued in accordance with the Request for Bid Notice to Bidders and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's *Response Form*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

1. Drawings – Plan Sheet 2

Plan Note 18: Please delete "Minor Changes will be made to eliminate off-site grading and tree removal if Boone County is unable to obtain a work authorization from the property owners of adjacent Lots 2 or 5." Boone County has obtained work authorization from both property owners.

2. General

The engineer's estimate for this project is \$146,000.

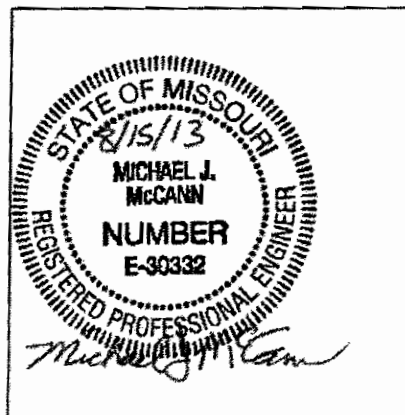
3. General

Attached for your information is the list of vendors who attended the pre-bid conference.

By: *Amy Robbins*
Amy Robbins, Senior Buyer
Boone County Purchasing

Approved: Michael J. McCann
Professional Engineer
MO Lic. # E-030332

Boone County Resource Mgmt.
MO Engineering Corp. # N/A
801 East Walnut, Room 315
Columbia, Missouri 65201
Phone: (573) 886-4480
Fax: (573) 886-4340



OFFEROR has examined copy of Addendum #1 to Request for Bid # 34-22AUG13 – Boone County Public Works South Facility Lot Grading and Access Drives, receipt of which is hereby acknowledged:

Company Name: Jeff Schnieders Construction Company

Address: 1314 Highway 179
Jefferson City, MD 65109

Phone Number: (513) 636-7385 Fax Number: (513) 634-2354

Authorized Representative Signature:  Date: 8-22-13

Authorized Representative Printed Name: Sharon Schnieders

PRE-BID CONFERENCE
SIGN-IN SHEET
34-22AUG13 - BCPW South Facility Lot Grading & Access
TUESDAY, AUGUST 13, 2013 AT 10:00 A.M.

	Representative Name	Business Name	Telephone Number
1.	Amy Robbins	Boone County Purchasing	886-4392
2.	Keith Austin	Boone County R/M	886-4337
3.	Jeff McCann	Boone County R/M-Engineering	886-4480
4.	Tyler Rowlings	Fresh Paving	474-7863
5.	Bartley Stevenson	Mitani Contracting	999-0675
6.	Raymond Rhoads	C.L. Richardson	657-9557
7.	Drew Campbell	BCRM	886-4480
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			



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***For the successful Bidder, Performance Bond and Labor and Material Payment Bond must be submitted on forms provided herein.**

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NOTICE TO BIDDERS

Boone County, Missouri is accepting sealed bids for the following Project.

Project Name:

BOONE COUNTY PUBLIC WORKS SOUTH FACILITY LOT GRADING AND ACCESS DRIVES

Project Number:

N/A

Bid Number:

34-22AUG13

Scope of Project Construction:

Site grading, concrete driveway aprons, aggregate driveways, chain link fence, sliding chain link gates, aluminized CMP culverts, tree removal, erosion control and restoration.

Pre-Bid Conference:

An **optional** pre-bid conference has been scheduled for **Tuesday, August 13, 2013 at 10:00 a.m.** in the Boone County Resource Management office, Boone County Government Center 801 E. Walnut, Conference Room 301, Columbia, Missouri 65201. The purpose of the meeting will be to address any questions or concerns regarding the bid. All bidders are **strongly urged** to attend.

Bid Questions Deadline:

All questions pertaining to the project must be received by **3:00 p.m. on Monday, August 19, 2013. Technical questions should be directed to the Project Manager.**

Bids Accepted Until:

Sealed bids will be accepted until **1:15 p.m. on Thursday, August 22, 2013** at the Boone County Purchasing Office, 613 East Ash Street, Room 109, Columbia, Missouri 65201. Bids received after the above specified time for acceptance will be returned to the sender unopened.

Bids Opened After:

Bids will be publicly opened after **1:30 p.m. on Thursday, August 22, 2013** in the Boone County Commission Chambers, Boone County Government Center, 801 East Walnut, Columbia, Missouri 65201.

Contract Time:

20 Working Days

Liquidated Damages:

\$500.00 per Working Day

Anticipated Notice To Proceed Date:

On or about September 16, 2013. The Contractor acknowledges that this is an estimated date and is subject to change. The actual notice to proceed date is generally established at the Pre-Construction Meeting.

Seeding and Erosion Control Performance Bond Amount:

None Required.

Plans and Specifications Available From:

American Document Solutions, 1400 Forum Blvd., Suite 1C, Columbia, Missouri 65203, Phone 573-446-7768. Paper copies are available for a non-refundable fee of \$40.00 payable to American Document Solutions in the form of a check or money order. A planholder's list is available for viewing at <http://planroom.adsmo.net>.

Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by the County to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County also reserves the right to reject any and all bids or waive informalities or irregularities.

Not less than the prevailing hourly rate of wages, as found by the Department of Labor and Industrial Relations of Missouri, shall be paid to all workers performing work under this Contract. The Contractor's bond shall include such provisions as will guarantee the faithful performance of the prevailing hourly wage rate as provided by the Contract.

Boone County notifies all Bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in consideration for an award. The Bidder will insure that Disadvantage Business Enterprises will have the opportunity to participate in the performance of this contract or any subcontracts.

Proposals must be on forms provided and all unit price bids, extensions, and totals provided thereon shall be completed fully.

REFERENCE DOCUMENT DEFINITIONS

Wherever the following terms are used in the Plans, Specifications, or other Contract Documents, the intent and meaning shall be interpreted as follows:

Boone County Roadway Regulations Chapter II:	The Boone County, Missouri, Roadway Regulations, Chapter II, Road, Bridge, & Right of Way Regulations, Dated February 24, 2009 or Current Edition.
MoDOT Standard Specifications:	The Missouri Standard Specifications for Highway Construction, Dated 2011 or Current Edition.
MUTCD:	The Manual on Uniform Traffic Control Devices for Streets and Highways, 2009 or Current Edition.

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BID FORM
BOONE COUNTY PUBLIC WORKS SOUTH FACILITY LOT GRADING AND ACCESS DRIVES

Description	Qty.	Unit	Unit Price	Total
MOBILIZATION	1	LS	\$	\$
CONSTRUCTION STAKING	1	LS	\$	\$
COMPACTION TESTING	1	LS	\$	\$
CONCRETE TESTING	1	LS	\$	\$
TRAFFIC CONTROL	1	LS	\$	\$
SWPPP COMPLIANCE	1	LS	\$	\$
EROSION CONTROL	1	LS	\$	\$
EROSION CONTROL BLANKET (N.A. GREEN SC150 OR EQUAL)	258	SY	\$	\$
RESTORATION (LIME, FERTILIZER, SEED & TYPE 3 MULCH)	3.4	AC	\$	\$
SITE CLEARING AND GRUBBING	1	LS	\$	\$
REMOVALS	1	LS	\$	\$
TOPSOIL STRIP, STOCKPILE & RESPREAD	1	LS	\$	\$
EARTH EXCAVATION	5730	CY	\$	\$
COMPACTED EMBANKMENT	4150	CY	\$	\$
4" THICK TYPE 1 ROLLED STONE BASE	286	SY	\$	\$
11" THICK AGGREGATE DRIVEWAY	1984	SY	\$	\$
7" CLASS 'A' CONCRETE DRIVEWAY APRON	286	SY	\$	\$
15" ALUMINIZED CMP CULVERT	40	LF	\$	\$
18" ALUMINIZED CMP CULVERT	40	LF	\$	\$
TYPE 3 ROCK BLANKET W/FILTER FABRIC (1.5' THICK)	67	SY	\$	\$
SANITARY SEWER MANHOLE HEIGHT ADJUSTMENT	1	EA	\$	\$
PVC VALVE BOX HEIGHT ADJUSTMENT	3	EA	\$	\$
FIRE HYDRANT HEIGHT ADJUSTMENT	1	EA	\$	\$
6' HIGH COMMERCIAL CHAIN LINK FENCE RESTORATION	180	LF	\$	\$
DOUBLE 15' WIDE SLIDING CHAIN LINK FENCE GATES (COMPLETE)	2	EA	\$	\$
Bid Total				\$

All items shown on the project plan sheets and not included in the above bid items shall be deemed incidental to the project and included in the unit prices given. In case of error in the extension, the unit price times the estimated quantity will govern.

BIDDER has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

DATE

ADDENDUM NUMBER

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP _____

PHONE NUMBER: _____

AUTHORIZED REPRESENTATIVE: _____

TITLE: _____

SIGNATURE: _____

List all Sub-Contractors planned to be utilized on this project.

INSTRUCTIONS TO BIDDERS

The purpose of the attached specifications is to give detailed information on the conditions under which the Project will be constructed, Scope of Contract, quality of material and equipment required, standards used in determining its acceptability, and similar data. Each Bidder shall carefully check all requirements herein set forth and shall offer material and construction which fully complies with these requirements.

All bids shall be submitted on the bid forms hereto attached. Copies of necessary Addenda, if any, shall be signed and attached to the proposal submitted and considered a part of the contract. Bidders shall furnish all information requested herein by filling in the blanks in the submitted copy of these specifications.

Bidders shall visit the site of the work and become familiar with the condition under which the work is to be performed, concerning the site of the work, the nature of the equipment, the obstacles which may be encountered, the work to be performed, and if awarded the Contract, shall not be allowed any extra compensation by reason of any matter or thing concerning which such Bidder might have fully informed himself, because of their failure to have so informed themselves prior to the bidding. The successful Contractor must employ, so far as possible, such methods and means in the carrying out their work as will not cause any interruption or interference with any other contractors.

Bidders shall not include sales or use taxes in their bid for materials incorporated or used in the work or for rentals subject to sales tax.

The Contractor assumes responsibility for all loss or damage caused by fire, windstorm, cyclone, tornado, flood, or freezing to the materials and equipment with which the work of the contract is to be done. The Contractor has the privilege of insuring in full or in part against such loss or damage, responsibility for which is here assumed. The County will not carry insurance against such loss or damage until the acceptance of Project.

Bidders shall visit the site of the work and completely inform themselves relative to construction hazards and procedure, the availability of lands, the character and quantity of surface and subsurface materials, and utilities to be encountered, the arrangement and condition of existing structures and facilities, the procedure necessary for maintenance of uninterrupted operation of existing facilities, the character of construction equipment and facilities needed for performance of the work, and facilities for transportation, handling, and storage of materials and equipment. All such factors shall be properly investigated and considered in the preparation of the bid.

Bids of an incomplete nature, or subject to multiple interpretation may at the option of the County, be rejected as irregular.

Bids will be evaluated by the County based on, but not limited to, the following criteria: cost, bidder's qualifications and experience, and time required for completion.

Upon award of the Contract, the successful Contractor shall furnish a Performance Bond and a Labor and Material Payment Bond, each in an amount equal to the full Contract price, guaranteeing faithful compliance with all requirements of the Contract Documents and complete fulfillment of the Contract, and payment of all labor, material, and other bills made in carrying out this Contract.

When Owner gives a Notice of Award to the Successful Bidder, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within fifteen days thereafter Contractor shall sign and deliver the required number of counterparts of the Agreement and attached documents to Owner with the required Bonds.

Owner will deliver to Contractor a Notice to Proceed on or about the date specified in the Notice to Bidders. Contract Time shall commence upon delivery of Notice to Proceed. **Contract Time shall not exceed the time or fixed completion date specified in the Notice to Bidders for the work to be done on the Project.**

If any person submitting a bid for this Contract is in doubt as to the true meaning of any part of the plans, specifications, or any other proposed Contract documents, they may submit to the County a written request for an interpretation thereof by the bid questions deadline specified in the Notice to Bidders. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by addendum duly issued or delivered to each person receiving a set of such documents. The County will not be responsible for any other explanation or interpretation of the proposed documents.

Each set of bids should be plainly headed with the name of the Bidder and post office address. In case the bid is made by a firm or corporation, the same shall be signed by a legally authorized agent of the firm or corporation. The envelope containing the bids should be sealed and plainly marked as a bid for this particular Contract.

The Contractor should be sure to complete the following forms and attach the bid security. Omissions or irregularities may cause bid rejection.

1. Bidding Forms,
2. Bid Response,
3. Debarment Form,
4. Work Authorization Certification,
5. Statement of Bidder's Qualifications,
6. Anti-Collusion Statement,
7. Signature and Identity of Bidder,
8. Bidder's Acknowledgment.

BID RESPONSE

TO: COUNTY OF BOONE, MISSOURI

SUBJECT: _____

Project No.: _____

THE UNDERSIGNED BIDDER, having examined all specifications, and other proposed contract documents, and all addenda thereto; and being acquainted with and fully understanding (a) the extent and character of the work covered by this proposal; (b) the location, arrangement, and specified requirements of the proposed work; (c) local conditions relative to labor, transportation, hauling, and delivery facilities; and (d) all other factors and conditions affecting or which may be affected by the work.

HEREBY PROPOSES to furnish all required materials, supplies, equipment, tools, and plant; to perform all necessary labor and supervision; and to install, erect, equip, and complete all work stipulated in, required by, and in accordance with the proposed contract documents, specifications, and other documents referred to herein (as altered, amended, or modified by all addenda hereto) for and in consideration of the prices stated herein. All prices stated herein are firm and include Missouri Sales and Use Tax and all other taxes which might be lawfully assessed against or in connection with the work proposed herein.

SECTION I

THE UNDERSIGNED BIDDER UNDERSTANDS that the specifications, contract, and bond governing the construction of the work contemplated are those known and designated as the **Boone County Roadway Regulations Chapter II, MoDOT Standard Specifications, Rules of Missouri Department of Natural Resources, Division 20-Clean Water Commission (10CSR20)**, together with the "General Specifications", "Technical Specifications", and "Special Provisions", if any, attached to this proposal.

THE UNDERSIGNED BIDDER UNDERSTANDS that the quantities given in the following itemized proposal are not guaranteed by the Owner, but are used for the purpose of comparing bids and awarding the Contract, and may or may not represent the actual quantities encountered on the job; and that the sum of the products of the quantities listed in the following itemized proposal, multiplied by the unit price bid shall all constitute the gross sum bid.

THE UNDERSIGNED BIDDER submits the following itemized proposal and hereby authorizes the Engineer to correct any multiplication of "Unit Price" by "Quantity" as shown under "Extended Total". If there is a discrepancy between the "Unit Price" and the "Extended Total" the "Unit Price" shall govern.

SECTION II

I hereby agree to complete the work herein specified before the **Contract Time** specified in the Notice to Bidders and agree that the County will sustain substantial damages, the amount of which is impossible to determine at this time, if work is not completed by the completion date. Time is an essential feature of this Contract. I agree that if I fail to finally and fully complete the work within the time allowed I will be in breach of the Agreement which shall entitle the County to collect **liquidated damages** from the Bidder and/or the Bidder's Surety in the amount specified under liquidated damages in the Notice to Bidders for each day that completion is delayed beyond the specified completion date. I further authorize said damages to be reduced from any final payment on the Project.

SECTION III

Acknowledgment of receipt of any and all Addenda, if applicable, shall be included with the bid documents at the time of the submittal to Boone County for consideration.

SECTION IV

The undersigned agrees and understands that the County has the right to reject any and all bids, to waive informalities or other requirements for its benefit, and to accept such proposal as it deems to its best interest.

SECTION V

If this proposal is accepted, the undersigned hereby agrees that work will begin no later than the date specified in the Notice to Proceed and will be diligently prosecuted at such a rate and in such manner as is necessary for the completion of the work herein specified before the completion date.

The Contractor further agrees that, should he fail to complete work in the time specified or such additional time as may be allowed by the Owner under this Contract, the amount of liquidated damages to be recovered on this project shall be in accordance with Section II of the Bid Response.

Accompanying this proposal is a certified check, treasurer's check or cashier's check, or a bidder's bond payable to the Owner for five percent of AMOUNT OF BID. If this proposal is accepted and the undersigned fails to execute the Contract and furnish a contract bond as required, then the proposal guaranty shall be forfeited to the Owner.

Firm Name: _____

By: _____
(Signature)

(Print or Type Name)

Title: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Date: _____

(Please complete and return with Contract)

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

COUNTY OF BOONE-MISSOURI
INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling.**

An Affirmative Action/Equal Opportunity Institution

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- _____1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- _____2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- _____3. I have provided a completed application for a birth certificate pending in the State of _____ . Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Individual Bidder Certification Option #2)

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

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STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder for the work included in the specifications and plans and the Contract Documents shall submit with their bid the data requested in the following schedule of information. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's proposal.

1. Name of Bidder: _____
2. Business Address: _____

3. When Organized: _____
4. When Incorporated: _____
5. If not incorporated, state type of business and provide your federal tax identification number:

6. Number of years engaged in contracting business under present firm name:

7. If you have done business under a different name, please give name and location:

8. Percent of work done by own staff: _____
9. Have you ever failed to complete any work awarded to your company? If so, where and why?: _____
10. Have you ever defaulted on a contract? _____
11. List of contracts completed within the last four years, including value of each: _____

12. List of projects currently in progress: _____

* Attach additional sheets as necessary *

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ANTI-COLLUSION STATEMENT

STATE OF MISSOURI

COUNTY OF _____

_____, being first duly sworn, deposes and

says that he is _____
(Title of Person Signing)

of _____
(Name of Bidder)

that all statements made and facts set out in the proposal for the above project are true and correct; and the bidder (person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project

By _____

By _____

By _____

Sworn to before me this _____ day of _____, 20 _____

Notary Public

My Commission Expires _____

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SIGNATURE AND IDENTITY OF BIDDER

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Bidder, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole Contractor) he is the agent of, and duly authorized in writing to sign for the Bidder or Bidders; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a:

- () sole individual () partnership () joint venture
 () corporation, incorporated under laws of the state of _____

Dated _____, 20 ____

Name of individual, all partners, or joint venturers:

Address of each:

doing business under the name of:

Address of principal place of business in Missouri:

 (If using a fictitious name, show this name above in addition to legal names.)

 (If a corporation - show its name above)

ATTEST:

 (Secretary)

 (Title)

NOTE: If the Bidder is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint venturers, or corporation, with the legal address shown, and the REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by Section 417.200 to 417.230, RS Mo. shall be attached. If the Bidder is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RS Mo. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed with the Engineer.

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BIDDER'S ACKNOWLEDGMENT

(Complete and fill out all parts applicable, and strike out all parts not applicable.)

State of _____

County of _____

On this _____ day of _____, 20 _____

before me appeared _____ to me personally known, who, being by me first duly sworn, did say that he executed the foregoing Proposal with full knowledge and understanding of all its terms and provisions and of the plans and specifications; that the correct legal name and address of the Bidder (including those of all partners of joint ventures if fully and correctly set out above; that all statements made therein by or for the Bidder are true; and

(if a sole individual) acknowledged that he executed the same as his free act and deed.

(if a partnership or joint venture) acknowledged that his executed same, with written authority from, and as the free act and deed of, all said partners or joint ventures.

(if a corporation) that he is the _____
President or other agent

of _____; that the above Proposal was signed and sealed in behalf of said corporation by authority of its board of directors; and he acknowledged said proposal to be the free act and deed of said corporation.

Witness my hand and seal at _____, _____ the day and year first above written.

(SEAL) _____ Notary Public

My Commission expires _____, 20 _____

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INSURANCE REQUIREMENTS

Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

Comprehensive General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.

COMMERCIAL Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the

Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

CONTRACT CONDITIONS

GENERAL: The following provisions are agreed to by and between the Contractor and the County:

DEFINITIONS: "Party of the First Part" or "County" or "Owner" shall mean the County of Boone, Missouri, acting through its authorized County Officials, or appointed representatives.

"Contractor" or "Party of the Second Part" shall mean the party having entered into contract to perform the work herein specified.

"Department" shall mean the Boone County Resource Management Department.

"Director" shall mean the Director of Boone County Resource Management or his/her designated representative.

"Engineer" shall mean the Director or the authorized representative of the Department for whom the work is to be performed.

"Work" of the Contractor includes labor or material, or both.

"As directed", "as required", "as permitted", "acceptable to" and words of like import shall mean that the direction, requirement or permission of the Engineer is intended.

"Or equal" is not intended to impose limitations preventing the free exercise of the Contractor's skill or to exclude products which are satisfactory. Materials and workmanship shall be of the best of their respective kinds. Trade or manufacture's names where used in these specifications are intended to fix the standards of workmanship and materials. Any article or material equaling the standards fixed may be used in place of that mentioned by the specifications provided that the material or article proposed is submitted to and approved by the Engineer. No substitution shall be made unless this definite approval has been obtained in advance.

PAYMENTS: The successful Contractor will be allowed payment in accordance with the following schedule:

No later than 30 days after receipt of invoice from the Contractor, the County will make partial payment to the Contractor on the basis of a duly certified approved estimate of the cost of materials delivered to the site and work performed at the site during the preceding calendar month by the Contractor, but the County will retain 10 percent of the amount of each such estimate. No later than 45 days after final tests and acceptance final payment shall be due.

The Contractor shall, by affidavit, submit to the Engineer a sworn certification to the County that all bills and claims properly due and chargeable against the work have been satisfied and that the laws relating to the payment of prevailing wage rates have been complied with and shall release the County of Boone from all further claims, which certificate must bear the written endorsement of the Surety on the bond. The acceptance by the Contractor of the final payment shall constitute a release and waiver of any and all rights and privileges under the terms of the Contract; further, the acceptance by the Contractor of final payment shall relieve the County from any and all claims or liabilities on part of the County relating to or connected with the Contract.

The cost of all licenses and permits and other expenses and costs incidental to the fulfillment of this Contract will be paid by the Contractor, and the total amount of such costs will be included in the total cost of the work.

Assignments: No money due at the time or which may become due, and no claim of any character because of any performance or breach of the Contract shall be assigned or transferred to any other person so as to bind or affect the County without the written consent of the Surety and the County.

The Contractor shall pay for all materials, supplies, services, and equipment as follows:

1. For all transportation and utility service not later than the 20th day of the calendar month following that in which the services are rendered, and
2. For all materials, tools, and other expendable equipment to the extent of 90 percent of the cost thereof, not later than the 20th day of the calendar month following that in which such materials, tools, and equipment are delivered at the site of the project, and the balance of the cost thereof not later than the 30th day following the completion of that part of the work in or on which such materials, tools, and equipment are incorporated or used.

EXTRA AND/OR ADDITIONAL WORK AND CHANGES: If any extra and/or additional work is to be done or any change in the plans and specifications is deemed necessary, the County may issue to the Contractor a written change order directing that such extra and/or additional work be done or that such change be made, and the Contract shall be modified accordingly. Compensation to the Contractor will be calculated as an addition to or deduction from the Contract price, based upon such written terms as may be established by the owner, either (a) by an acceptable lump sum proposal of the Contractor, (b) on a cost-plus limited basis not to exceed a specified limit, or (c) on basis of bid or mutually agreed upon unit prices. In the event that none of the foregoing methods are agreed upon with the Contractor, the County may perform the work with its own forces or under separate contract with another contractor.

COUNTY'S RIGHT TO WITHHOLD CERTAIN AMOUNTS AND MAKE APPLICATION THEREOF: The County shall have the right to withhold from payments due to the Contractor, in addition to the retained percentages herein elsewhere provided for, such amount or amounts as may be necessary to pay just claims against the Contractor for labor and services rendered and materials furnished in or about the work covered by this Contract, or for liquidated damages. The County is by this Contract appointed the agent of the Contractor to apply such retained amounts to the payment of any of the foregoing.

PATENTS: The Contractor shall protect the County against suits for patent infringement on material, equipment, and methods used.

DISCHARGE OF EMPLOYEES: Any employee of the Contractor who is stationed at the site of the work and should prove to be quarrelsome, dishonest, incompetent or inexperienced, or should not work for the good of the job shall, upon written notice from the County, be removed by the Contractor and replaced by an employee with proper qualifications.

ASSIGNMENT OF CONTRACT: No assignment by the Contractor of any principal construction contract or any part thereof or of the funds to be received thereunder by the Contractor, will be recognized unless such assignment has had the approval of the County and the Surety has been given due notice of such assignment in writing. In addition to the usual recitals in assignment contracts, the following language must be set forth:

"It is agreed that the funds to be paid to the assignee under this assignment are subject to a prior lien for services rendered or materials supplied for the performance of the work called for in said Contract in favor of all persons, firms, or corporations rendering such services or supplying such materials."

ACCIDENT PREVENTION: Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with the safety provisions of the Manual of Accident Prevention in Construction, 8th Edition, 1999, published by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable laws. Current standards of the Occupational Safety and Health Act shall be applied, as well as the requirements contained within the current MUTCD.

LEGAL REQUIREMENTS: The Contractor shall do all work in such manner as to comply with all County ordinances, and laws of the County, State, and Nation as apply to the work herein outlined. The Contractor shall also obtain all necessary licenses and permits and keep necessary records as required.

EQUAL OPPORTUNITY: The County of Boone is an equal opportunity affirmative action employer, pursuant to federal and state law, and all respondents submitting bids shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the bidders herein.

DOMESTIC PURCHASING POLICY: Contractors are encouraged to select and use materials manufactured, assembled, or produced in the United States in the performance of this contract whenever the quality and price are comparable with other goods. By submission of this bid, the vendor certifies that they are in compliance with section 34.353 and, if applicable, section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri, 1987.

TRANSIENT EMPLOYERS: Every transient employer, as defined in Section 285.230 RSMo, must post in a prominent and easily accessible place at the work site a clearly legible copy of the following: (1) the notice of registration for employer withholding issued to such transient employer by the director of revenue; (2) proof of coverage for workers' compensation insurance or self-insurance signed by the transient employer and verified by the department of revenue through the records of the division of workers' compensation; and (3) the notice of registration for unemployment insurance issued to such transient employer by the division of employment security. Any transient employer failing to comply with these requirements shall, under Section 285.234 RSMo, be liable for a penalty of five hundred dollars per day until the notices required by this section are posted as required by law.

SALES/USE TAX EXEMPTION

SALES TAX EXEMPTION PROCEDURE: County will provide the Contractor with a completed Missouri Project Exemption and Missouri Tax Exemption letter for Boone County, Missouri and the Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized sub-contractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies, and taxable rentals shall be in the name of Boone County and contain the project number assigned by Boone County for the contract awarded. It shall be the responsibility of the Contractor to insure that no sales or use taxes are included in the invoices and that the County pays no sales/use taxes from which it is exempt. The Contractor shall be responsible for obtaining revised exemption certificates and revised expiration dates if the work extends beyond the estimated the project completion date or a certificate expiration date. The Contractor shall also be responsible for retaining a copy of the project exemption certificate for a period of five years and for compliance with all other terms and conditions of section 144.062 RSMo. not otherwise herein specified. The Contractor agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify and hold the County harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.

WARRANTY AND GUARANTEE

Contractor warrants and guarantees to Owner and Engineer that all work will be in accordance with the Contract Documents and will not be defective. All materials provided by Contractor shall be new material of high quality which shall give long life and reliable operation. The workmanship shall be of high quality in every detail. Prompt notice of all defects shall be given to Contractor. All defective work, whether or not in place, may be rejected, corrected, or accepted as follows:

Correction or Removal of Defective Work

If required by Engineer, Contractor shall promptly, as directed, either correct all defective Work, whether or not fabricated, installed or completed, or if the Work has been rejected by Engineer, remove it from the site and replace it with non-defective Work. Contractor shall bear all direct, indirect, and consequential costs of such correction or removal (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals made necessary thereby).

One Year Correction Period

If within one year after the date of Substantial Completion or such longer period of time as may be prescribed by Laws or Regulations or by the terms of any applicable special guarantee required by the Contract Documents or by any specific provision of the Contract Documents, any Work is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions, either correct such defective Work, or if it has been rejected by Owner, remove it from the site and replace it with non-defective Work. If Contractor does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work removed and replaced and all direct, indirect, and consequential costs of removal and replacement (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals) will be paid by the Contractor. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Work, the correction period for that item may start to run from an earlier date if so provided in the Specifications or by Written Amendment.

Maintenance Requirements

The seeded area shall be maintained by the Contractor as necessary to assure growth. A performance guarantee period of one year from the Final Acceptance of work will be required.

At the time of Final Acceptance of the work, the Contractor shall furnish Boone County a one (1) year performance bond in the amount specified in the Notice to Bidders for Seeding and Erosion Control. During the one year performance guarantee period, if there are deficient areas where the grass died, where sheet and rill erosion occurred, where settlement occurred, or where gravel or other deleterious backfill material surfaces, upon notification by Boone County of such areas, the Contractor shall re-work all such areas as necessary to bring the areas into conformance with the Specifications. In the event that upon notification of deficient areas, the Contractor fails to remedy the problems, Boone County shall have the work done by other means and shall bill the charges against the Contractor's performance bond for seeding and erosion control.

SUBCONTRACTORS, SUPPLIERS AND OTHERS

Contractor shall not employ any Subcontractor, Supplier, or other person or organization (including those acceptable to Owner and Engineer as indicated below), whether initially or as a substitute, against whom Owner or Engineer may have reasonable objection. Contractor shall not be required to employ any Subcontractor, Supplier, or other person or organization to furnish or perform any of the Work against whom the Contractor has a reasonable objection.

If the Owner requires identity of certain Subcontractor, Suppliers, or other persons or organizations (including those who are to furnish the principal items of material and equipment) to be submitted to Owner in advance of the specified date prior to the Effective Date of the Agreement for acceptance by Owner and Engineer and if Contractor has submitted a list thereof in accordance with the project Specifications, Owner's or Engineer's acceptance (either in writing or by failing to make written objection thereto by the date indicated for acceptance or objection in the bidding documents or the Contract Documents) of any such Subcontractor, Supplier, or other person or organization so identified may be revoked on the basis of reasonable objection after due investigation, in which case Contractor shall submit an acceptable substitute, the Contract Price will be increased by the difference in the cost occasioned by such substitution and an appropriate Change Order will be issued or Written Amendment signed. No acceptance by Owner or Engineer of any such Subcontractor, Supplier, or other person or organization shall constitute a waiver of any right of Owner or Engineer to reject defective Work.

SAMPLE CONTRACT AGREEMENT

THIS AGREEMENT, made and entered into by and between the Boone County Commission of Columbia, Missouri, (hereinafter referred to as the Owner), and _____ (hereinafter referred to as the Contractor).

WITNESSETH: That for and in consideration of the acceptance of Contractor's bid and the award of this contract to said Contractor by the Owner and in further consideration of the agreements of the parties herein contained, to be well and truly observed and faithfully kept by them, and each of them, it is agreed between the parties as follows, to wit:

The Contractor at his own expense hereby agrees to do or furnish all labor, materials, and equipment called for in the proposal designated and marked:

Project Name: _____

Project No.: _____

and agrees to perform all the work required by the Contract as shown on the plans and specifications.

The following Contract documents and all addenda (if applicable), are made a part hereof as fully as if set out herein: Change orders issued subsequent to this Contract shall be subject to the terms and conditions of the agreement unless otherwise specified in writing.

1. Notice to Bidders,
2. Bid Form,
3. Instructions to Bidders,
4. Bid Response,
5. Work Authorization Certification,
6. Statement of Bidder's Qualifications,
7. Anti-Collusion Statement,
8. Signature and Identity of Bidder,
9. Bidder's Acknowledgment,
10. Insurance Requirements,
11. Contract Conditions,
12. Contract Agreement,
13. Performance Bond,
14. Labor and Material Payment Bond,
15. Affidavit-OSHA Requirements,
16. Affidavit-Prevailing Wage,
17. General Specifications,
18. Technical Specifications,
19. Special Provisions,
20. State Prevailing Wage Rates,
21. Boone County Standard Terms and Conditions
22. Notice to Proceed,
23. Boone County Roadway Regulations Chapter II,
24. MoDOT Standard Specifications, and
25. Plans.

It is understood and agreed that, except as may be otherwise provided for by the **General Specifications**, **Technical Specifications**, and **Special Provisions** the work shall be done in accordance with the **Boone County Roadway Regulations Chapter II**, or the **MoDOT Standard Specifications**. Said Specifications are part and parcel of this Contract, and are incorporated in this Contract as fully and effectively as if set forth in detail herein. When an item is the subject of both the **Boone County Roadway Regulations Chapter II** and the **MoDOT Standard Specifications**, the **Boone County Roadway Regulations Chapter II** will govern the work.

The Contractor further agrees that he is fully informed regarding all of the conditions affecting the work to be done, and labor and materials to be furnished for the completion of this Contract, and that his information was secured by personal investigation and research and not from any estimates of the Owner; and that he will make no claim against the Owner by reason of estimates, tests, or representation of any officer, agent, or employees of the Owner.

The said Contractor agrees further to begin work not later than the authorized date in the Notice to Proceed, and to complete the work within the time specified in the proposal or such additional time as may be allowed by the Engineer under the Contract.

The work shall be done to complete satisfaction of the Owner, and in the case the Federal Government or any agency thereof is participating in the payment of the cost of construction of the work, the work shall also be subject to inspection and approval at all times by the proper agent or agents of such government agency.

The parties hereto agree that this Contract in all things shall be governed by the laws of the State of Missouri.

Contractor agrees it will pay not less than the prevailing hourly rate of wages to all workmen performing work under the Contract in accordance with the prevailing wage determination issued by the Division of Labor Standards of the Department of Labor and Industrial Relations for the State of Missouri and as maintained on file with the Boone County Purchasing Department. The Contractor further agrees that it shall forfeit as a penalty to the County of Boone the sum of \$100.00 for each workman employed for each calendar day or portion thereof such workman is paid less than the stipulated rates set forth in the prevailing wage determination for the project for any work done under this contract by the Contractor pursuant to the provisions of Section 290.250 RSMo. The Contractor further agrees that he will abide by all provisions of the prevailing wage law as set forth in Chapter 290 RSMo. and rules and regulations issued thereunder and that any penalties assessed may be withheld from sums due to the Contractor by the Owner.

The Contractor agrees that he will comply with all federal and state laws and regulations and local ordinances and that he will comply and cause each of his subcontractors, and directives pertaining to nondiscrimination against any person on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in connection with this Contract, including procurement of materials and lease of equipment; therefore, in accordance with the special provisions on that subject attached hereto, incorporated in and made a part of the Contract.

The Contractor expressly warrants that he has employed no third person to solicit or obtain this Contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement. Also, that he has not paid, or promised or agreed to pay to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission or percentage upon the amount receivable by he hereunder; and that he has not, in estimating the Contract price demand by he, included any sum by reason of any such brokerage, commission, or percentage; and that all moneys payable to he hereunder are free from obligation of any other person for services rendered, or supposed to have been rendered, in the procurement of this Contract. Contractor further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this Contract by the

Owner, and that the Owner may retain to its own use from any sums due to or to become due hereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.

The Owner agrees to pay the Contractor in the amount of

\$ _____
as full compensation for the performance of work embraced in this Contract, subject to adjustment as provided for changes in quantities and approved change orders.

DATE OF AGREEMENT:

IN WITNESS WHEREOF, the parties hereto have signed and entered this agreement on
at Columbia, Missouri.

(Date)

ATTEST:

OWNER:
BOONE COUNTY, MISSOURI

By: _____
Daniel K. Atwill, Presiding Commissioner

Wendy Noren, County Clerk

CONTRACTOR:

By: _____
Authorized Representative (Signature)

ATTEST:

By: _____
Authorized Representative (Print or Type Name)

Secretary

Title: _____

Approved as to Legal Form:

CJ Dykhouse, County Counselor

Certification

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an encumbered balance to the credit of such appropriation sufficient to pay therefore.

Auditor

SAMPLE PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENT, that we,

as Principal, hereinafter called Contractor, and _____

a Corporation, organized under the laws of the State of _____
and authorized to transact business in the State of Missouri, as Surety, hereinafter called Surety, are held and firmly bound unto the County of Boone, Missouri, as Obligee, hereinafter called Owner, in the amount of _____ Dollars, for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents:

WHEREAS, Contractor has, by written agreement dated _____ entered into a Contract with Owner for:

Project Name: _____

Project No.: _____

in accordance with specifications and/or plans prepared by the County of Boone, which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Contractor shall promptly and faithfully perform said Contract, and shall faithfully perform the prevailing hourly wages and comply with all prevailing wage requirements as provided by such Contract and applicable prevailing wage laws, rules, and rates specified by regulation thereunder, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the Owner.

Whenever Contractor shall be, and declared by Owner to be, in default under the Contract, the Owner having performed Owner's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- 1) Complete the Contract in accordance with its terms and conditions, or
- 2) Obtain a bid for submission to Owner for completing the Contract in accordance with its terms and conditions, and upon determination by Owner and Surety of the lowest responsible bidder, arrange for a Contract between such bidder and Owner, and make available as work progresses (even though there should be a default of a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient fund to pay the cost of completion less the balance of the Contract price, but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Contract price", as used in this paragraph, shall mean the total amount payable by Owner to Contractor under the Contract and any amendments thereto, less the amount properly paid by Owner to Contractor.

Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators, or successors of Owner.

IN TESTIMONY WHEREOF, the Contractor has hereunto set his hand and the Surety has caused these presents to be executed in its name, and its corporate seal to be affixed by its Attorney-In-Fact at _____ on this _____ day of _____, 20 _____.

(Contractor)

(SEAL)

BY: _____

(Surety Company)

(SEAL)

BY: _____

(Attorney-in-Fact)

BY: _____

(Missouri Representative)

(Accompany this bond with Attorney-in-Fact's authority from the Surety Company certified to include the date of this bond).

Surety Contact Name: _____
Phone Number: _____
Address: _____

SAMPLE LABOR AND MATERIAL PAYMENT BOND

KNOW ALL PERSONS BY THESE PRESENT, that we,

as Principal, hereinafter called Contractor, and _____

a Corporation, organized under the laws of the State of _____
and authorized to transact business in the State of Missouri, as Surety, hereinafter called Surety, are held and firmly bound unto the County of Boone, Missouri, as Obligee, hereinafter called Owner, for the use and benefit of claimants as herein defined, in the amount of

_____ Dollars,
(\$ _____), for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents:

WHEREAS, Contractor has, by written agreement dated _____ entered into a Contract with Owner for:

Project Name: _____

Project No.: _____

in accordance with specifications and/or plans prepared by the County of Boone which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that the Contractor shall promptly make payments to all claimants as hereinafter defined, for all labor and material used or reasonably required for use in the performance of the Contract, then this obligation shall be void; otherwise, it shall remain in full force and effect, subject, however, to the following conditions.

A. A claimant is defined as one having a direct contract with the Contractor or with a subcontractor of the Contractor for labor, material, or both, used or reasonably required for use in the performance of the Contract; labor and material being construed to include the part of water, gas, power, light, heat, oil, gasoline, telephone service, rental, or equipment directly applicable to the Contract.

B. The above named Contractor and Surety hereby jointly and severally agree with the Owner that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such claimant, may sue on this bond for the use of such claimant, prosecute the suit to final judgment for such sum or sums as may be justly due claimant, and have execution thereon. The owner shall not be liable for the payment of any costs or expenses of any such suit.

C. No suit or action shall be commenced hereunder by any claimant:

1. Unless claimant, other than one having a direct Contact with the Contractor, shall have given written notice to any two of the following: The Contractor, the Owner, or the Surety above named, within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the Contractor, Owner, or Surety, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer.

2. After the expiration of one (1) year following the date on which Contractor ceased work on said Contract, it being understood, however, that if any limitation embodied in this bond is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

3. Other than in a state court of competent jurisdiction in and for the County or other political subdivision of the state in which the project, or any part thereof, is situated or in the United States District Court for the district in which the project, or any part thereof, is situated, and not elsewhere.

D. The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Surety of Mechanic's Liens which may be filed on record against said improvement, whether or not claim for the amount of such lien be presented under or against this bond.

IN TESTIMONY WHEREOF, the Contractor has hereunto set their hand and the Surety caused these present to be executed in its name and its corporate seal to be affixed by its Attorney-in-Fact at

_____, on this _____ day of _____, 20_____

CONTRACTOR: _____ (Seal)

BY: _____

SURETY COMPANY _____

BY: _____

(Attorney-in-Fact)

BY: _____

(Missouri Representative)

(Accompany this bond with Attorney-In-Fact's authority from the Surety Company certified to include the date of this bond.)

Surety Contact Name: _____ Phone Number: _____

Address: _____

**AFFIDAVIT OF COMPLIANCE WITH OSHA
TRAINING REQUIREMENTS PURSUANT TO §292.675 RSMo**

County of _____)
)ss
State of _____)

My name is _____ I am an authorized agent of _____
_____ (Company). I am aware of the requirements for OSHA training set out in
§292.675 Revised Statutes of Missouri for those working on public works. All requirements of said
statute have been fully satisfied and there has been no exception to the full and complete compliance
with said provisions relating to the required OSHA training for all those who performed services on this
public works contract for Boone County, Missouri.

NAME OF PROJECT: _____

Affiant Date

Printed Name

Subscribed and sworn to before me this ___ day of _____, 20___.

Notary Public

NOTE: Failure to return this Affidavit with project close-out documents may result in referral of this project to the Department of Labor and Industrial Relations for further action to determine compliance with RSMo Sec. 292.675.

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AFFIDAVIT OF COMPLIANCE WITH THE PREVAILING WAGE LAW

Before me, the undersigned Notary Public, in and for the County of _____

State of _____, personally came and appeared (name and title)

_____ of the (name of company)

_____ (a corporation) (a partnership) (a proprietorship)

and after being duly sworn did depose and say that all provisions and requirements set out in Chapter 290 Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with said provisions and requirements and with Wage Determination NO. _____ issued by the Division of Labor Standards on the _____ day of _____ 20____, in carrying out the Contract and work in connection with

(name of project) _____ located at

(name of institution) _____ in _____ County,

Missouri and completed on the _____ day of _____, 20_____.

Signature

Subscribed and sworn to me this _____ day of _____, 20_____.

My commission expires _____, 20_____.

Notary Public

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GENERAL SPECIFICATIONS

GENERAL SPECIAL PROVISIONS: Except as may be otherwise provided for by the **General Specifications**, **Technical Specifications**, and **Special Provisions**, the work shall be done in accordance with the **Boone County Roadway Regulations Chapter II** or the **MoDOT Standard Specifications**. Said Specifications are part and parcel of this Contract and are incorporated in this Contract as fully and effectively as if set forth in detail herein.

When an item is the subject of both the **Boone County Roadway Regulations Chapter II** and the **MoDOT Standard Specifications**, the **Boone County Roadway Regulations Chapter II** will govern the work.

SECTION 1. - DEFINITIONS

The following changes shall be made to Section 101. Definitions. and shall apply each time they occur in the "Missouri Standard Specifications for Highway Construction Current Edition" hereinafter the **MoDOT Standard Specifications**.

- A. Owner:** Shall mean the County of Boone as contracting agency acting by and through any of its authorized representatives.
- B. Commission:** Shall mean the Boone County Commission.
- C. Engineer:** Shall mean the Director of the Boone County Resource Management Department acting by and through any of his authorized representatives.

SECTION 2. - PROPOSAL REQUIREMENTS AND CONDITIONS

2.1 Interpretation of Proposed Quantities. The quantities appearing in the bid schedule are prepared for the comparison of bids and will be the basis for final payment to the Contractor, except where final measurements are to be made, as hereinafter provided. Payment will not be made for any work that does not meet with the approval of the Engineer. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased, or omitted as hereinafter provided.

The Contractor agrees that he is fully informed regarding all of the conditions affecting the work to be completed, and labor and materials to be furnished for the completion of this Contract, and that his information was procured by personal investigation and research and not from any estimates of the Engineer; and that he will make no claims against the County by reason of estimates, test, or representation of any officer, agent, or employee of the County or the Engineer.

2.2 Proposal Guaranty. Each proposal shall be accompanied by a proposal guaranty. The character and the amount of the proposal guaranty to be furnished by Bidders shall be stated in the proposal for each project. The proposal guaranty shall be executed by some surety company authorized to do business in the State of Missouri, as a guarantee on the part of the Bidder that if his bid be accepted, he will within ten days after receipt of notice of such acceptance, enter into a contract and furnish a contract bond to do the work advertised; and, in case of default, forfeit such proposal guaranty.

2.3 Delivery of Proposals. Each proposal shall be submitted in a sealed envelope marked clearly to indicate its contents. All proposals shall be filed prior to the time and at the location specified in the Notice To Bidders. Proposals received after the time for opening of bids will be returned to the bidder unopened.

SECTION 3 - AWARD AND EXECUTION OF CONTRACT

3.1. Award of Contract. The Contract shall be awarded by the Boone County Commission and confirmed by a Commission Order to the lowest responsible Bidder within a reasonable length of time after opening of bids. The responsibility of the Bidder shall be determined by the Boone County Commission who will base its decision on, among other things, bidder's qualifications, previous work, and financial standing. The successful Bidder will be notified in writing, mailed to the address shown on the proposal, that his bid has been accepted and that he has been awarded the contract.

SECTION 4 - SCOPE OF WORK – This section has been left blank.

SECTION 5 - CONTROL OF WORK

5.1. Cooperation by Contractor. The Contractor will be supplied with four sets of approved plans and contract assemblies including special provisions. One set of approved plans and contract documents including special provisions shall be kept available on the job at all times.

5.2. Authority and Inspection. The Engineer has direct charge of the engineering details of each construction project. The Engineer has the authority to reject defective material and to suspend and reject any work that is being improperly performed.

5.3. Claims for Adjustment. If any conditions arise which in the Contractor's opinion will require him to make any claims or demands for extra or additional compensation above that fixed by the contract, or on which he contemplates bringing claims for such extra compensation, he shall promptly and before incurring any expenses, notify in writing the Engineer of the conditions and circumstances and that he proposes to make such claims. The Contractor agrees that any claims made without such advance notice, and not presented in such a way as to enable the Engineer to observe conditions as they occur and to verify expenses as they occur and to determine with certainty the correctness of such claims and of the expenses involved, are waived and shall be null and void. No extra compensation shall be awarded in any event without prior written approval of the County.

5.4. The Engineer will set initial field control consisting of bench marks and control monuments. The Contractor shall be responsible for the preservation of all bench marks and control monuments, and if any of these bench marks or control monuments are carelessly or willfully destroyed or disturbed, the cost of replacing them may be charged to the Contractor. These bench marks and control monuments will constitute the initial field control by and in accordance with which the Contractor shall establish other necessary controls and perform the work in the correct position to correspond to the information shown on the plans and given by the Engineer during the progress of the work. Elevations shown on the plans and referred to in the specifications are based on the bench marks shown. The Contractor shall employ competent personnel for making position, gradient, and alignment determinations and measurements.

SECTION 6 - CONTROL OF MATERIAL

6.1. Inspection and Certification. Unless otherwise specified, all materials shall be subject to visual inspection and job control test, as determined by the Engineer, and shall be certified by the Supplier that the material supplied conforms to the requirements of these specifications. All certifications shall make reference to the specific project and shall contain the Supplier's name and address.

6.2. Samples, Tests, and Cited Specifications. The Contractor shall submit certifications and substantiating test reports, furnished by the Supplier or Fabricator, certifying that material and manufacturing procedures conform to the specifications. All sampling and testing required by the specifications shall be performed by the Supplier in accordance with these specifications, and the results shall be signed, sealed and stamped according to laws related to professional engineers. There shall be no direct charge to the Owner for materials taken as samples, either for field tests or for laboratory tests. If a specification of a recognized national standard agency (ASTM, AASHTO, AWWA, AWS, etc.) is designated the material may, unless otherwise specified, meet either the designated specification or the latest revision thereof in effect at the time of letting of the contract.

SECTION 7 - LEGAL RELATIONS AND RESPONSIBILITY TO THE PUBLIC

Safety Provisions. Safety on the job is the Contractor's sole responsibility. The Contractor is responsible for proper barricades and/or fences to prevent injury to his or other personnel or the public, and shall leave such barricades and/or fences in place at any time he must be absent from the job site.

SECTION 8 - PROSECUTION AND PROGRESS

8.1. Except in connection with the safety or protection of persons or the Work or property at the site or adjacent thereto, and except as otherwise indicated in the contract documents, all Work at the site shall be performed during regular working hours, and the Contractor will not permit overtime work or the performance of Work on Saturday, Sunday or any legal holiday without Owner's written consent given after prior written notice to the Engineer.

8.2. Contractor shall notify the Engineer a minimum of forty-eight hours in advance of intent to perform Work.

SECTION 9 - MEASUREMENT AND PAYMENT

9.1. The Engineer will make payment estimates on or about the 1st and the 15th of each month of the work performed and the value thereof at the contract unit prices. The proper percentage with relation to completion will be allowed for all incomplete items.

9.2. No payments will be made on account of materials not yet incorporated into the work.

9.3. From the total amount of work items of each estimate, there will be deducted ten percent. The retained percentage will be released as provided in Section 9.13. The net amount due on the estimate will be certified to the County for payment. This method of retained percentage does not apply to work involving the planting of tree, shrubs and other plants.

9.4. Payment may be withheld or nullified in whole or part to such extent as may be necessary to protect the County from loss on account of:

- a. Failure to properly submit material certifications and substantiating test reports required under Section 6.1. and Section 6.2.
- b. Failure to properly submit certified copies of labor payrolls required under Section 10.
- c. Defective work not remedied.
- d. Failure of the Contractor to properly make payment to suppliers or subcontractors for material and/or labor.
- e. A reasonable doubt that the contract can be completed for the balance then unpaid.
- f. Damage to another Contractor.

9.5. If the plans have been altered or when disagreement exists between the Contractor and the Engineer as to the accuracy of the plan quantities, either party has the right to request a recomputation of contract quantities of excavation within any area by written notice to the other party. The written notice shall contain evidence that an error exists in the original ground line elevation or in the original computations which will materially affect the final payment quantity. If such final measurement is required, it will be made from the latest available ground surface and the design section.

9.6. Borrow quantities will not be measured. If additional fill material is required for the construction of embankment or for other proportions of the work, it shall be located, furnished, and hauled by the Contractor as necessary, and will be considered incidental to the portion of work. The Contractor shall be responsible for obtaining all necessary permits. No direct payment for locating, furnishing, hauling additional fill material or obtaining permits will be made.

9.7. Measured quantities of excavation will be used where the ground elevations show on the plans are found to be erroneous. No revision of contract quantities will be made if the actual ground elevations are considered to agree generally with the ground line shown on the plans. Where the Engineer authorizes a change in grade, slope, or typical section affecting the volume of excavation allowed for payment, the revised volume will be determined by the average end area method on the basis of the revised grade, slope, or typical section. Where unauthorized deviations result in a decrease in the contract quantities, the deviations will be measured and deducted from the contract quantity.

9.8. This section has been left blank

9.9. This section has been left blank

9.10. This section has been left blank

9.11. This section has been left blank

9.12. Payment for the removal and replacement of any unsuitable material will be at the contract unit price for additional depth dig-out repair.

9.13. Release of Retained Percentages:

9.13.1. Prior to any release of retained percentage the Contractor shall file with the County the following:

- a. An affidavit, to the effect that all payments have been made and all claims have been released for all materials, labor, and other items covered by the contract bond;

- b. Written consent of the surety to such payment;
- c. Lien Waivers signed by each supplier furnishing materials to the project releasing all claims to said materials; and
- d. Any other documents which may be required by the contract or the Engineer.

9.13.2. Each Contractor and Subcontractor shall file with the County, upon completion of the project and prior to final payment thereof, an affidavit stating that he has fully complied with the provisions and requirements of the Prevailing Wage Law and OSHA Training Requirements.

9.13.3. When the work has been completed and certified by the County, a final estimate will be executed and submitted, which will provide payment to the Contractor for the entire sum due him as set forth in these Specifications, including the amount previously retained by the County. All prior partial estimates and payments shall be subject to correction by the County in this final estimate and payment.

SECTION 10 - MATERIAL AND WORKMANSHIP

All materials provided by Contractor shall be new material of high quality which shall give long life and reliable operation. The workmanship shall be of high quality in every detail.

SECTION 11 - STATE WAGE RATE REQUIREMENTS

11.1. The Contractor and all Subcontractors shall maintain books, accounts, ledgers, invoices, drafts, documents, pages and other business records pertaining to the performance of the Contract with such materials available at the Contractor's field or permanent business offices at all reasonable times during the performance of the Contract and for four years from the date of final payment under the contract, for inspection by authorized representatives of the County and the Industrial Commission of Missouri.

11.2. The Contractor and all Subcontractors shall be required to submit to the Engineer one certified copy of labor payrolls and a weekly statement of compliance (Form WH-347) for each week that work is in progress, within seven days of the payment date of the payroll. If work is temporarily suspended, the last payroll shall be marked appropriately to note that it will be the last payroll until work is resumed.

11.3. The Contractor shall be responsible for the submittal of payrolls and certifications for all subcontractors.

11.4. The County will check payrolls, with the following checks being made to insure proper labor compliance:

- a. The employee's full name as shown on his/her social security card, his address and social security number shall be entered on each payroll.
- b. Check the payroll for correct employee classification.
- c. Check the payroll for correct hourly wage and, if applicable, the correct overtime hourly rate.
- d. Check the daily and weekly hours worked in each classification including actual overtime hours worked (Not adjusted hours).

- e. All deductions are shown in the net wage shown. The Form WH-437 is to be used if fringe benefits are paid into established programs. However, if fringe benefits are paid in cash to the employee, the amount shall be indicated on the payroll.
- f. All checking by the County will be made in red pencil and initialed by the checker.
- g. Final payroll will be marked "Final" or "Last Payroll".
- h. A record of all payrolls will be maintained by the County.

11.5. The contracts for construction projects require that certain information be displayed in a conspicuous place within the project limits for the duration of the contract. The following is a list of required information to be posted both on the project and in the Owner's office:

a. In the Owner's office:

1. Missouri Equal Employment Opportunity Notice.
2. PR-1022, Title 18, Section 1020, Notice on False Statements.

b. On the Project:

1. State Wage Rates Notice.
2. PR-1022, Title 18, Section 1020, Notice on False Statements.
3. Contractor's and Subcontractor's EEO Policy Statements and name, address and telephone number of designated EEO Officers.
4. Notice to Labor Unions of Contractors commitment to EEO (if applicable).
5. Notice requesting referral of minorities by present employees.

11.6. The Owner's personnel will generally conduct one wage rate interview on each project every two weeks. Labor interviews are not required on railroad and other utility adjustments. The interviewer will determine the employee's name, the employer's name, the classification of the employee, the actual wage paid, and the posted wage.

SECTION 12 - SPECIFICATIONS AND PLANS

The Contractor shall keep at the job-site a copy of the plans and specifications and shall at all times give the County and the Engineer access thereto. Anything mentioned in the specifications and not shown on the plans, or shown on the plans and not mentioned in the specifications, shall be of like effect as if shown or mentioned in both. In any case of discrepancy between the plans and the specifications, the matter shall be promptly submitted to the Engineer, who shall promptly make a determination in writing. Any adjustment or interpretation by the Contractor without this determination shall be at the Contractor's own risk or expense. The Engineer shall furnish from time to time such detail plans and other information as may be considered necessary, unless otherwise provided.

SECTION 13 - PROTECTION OF WORK

The Contractor shall take all necessary steps to protect his own workers, the utility personnel, and the public from unnecessary danger or hazard during the prosecution of this work. Danger signs, warning signs, flares, lanterns, railings, barriers, sheeting, shoring, etc., shall be erected to prevent accidents from construction, falling objects, rotating machinery, electric lines and other conditions which might prevent unusual hazard.

SECTION 14 - OVERHEAD LINE PROTECTION

The Contractor shall ascertain the presence and location of utilities within the work area. The Contractor shall notify and coordinate the utility that may be affected by the work.

The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

SECTION 15 - OSHA Program Requirements

The Contractor is familiar with the requirements of 292.675 RSMo. The Contractor shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees, subcontractors or others acting on behalf of Contractor on-site which meets the requirements of 292.675 RSMo.

The Contractor and each subcontractor shall keep accurate records of those employees who are working on-site and a record of each such employee's completion of the OSHA program, and certify compliance by affidavit at the conclusion of the project.

The Contractor shall forfeit as a penalty to the County the sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus One Hundred Dollars (\$100.00) for each employee employed by the Contractor or subcontractor, for each calendar day, or portion thereof, such employee is found to be employed in violation of 292.675 RSMo. Said amounts shall be withheld from all sums and amounts due under this provision when making payments to the Contractor.

SECTION 16 - REPAIRS AND/OR REPLACEMENT OF DEFECTIVE PORTION

The Contractor shall be responsible for a period of one year from and after the date of final acceptance by the County of the work covered by this Contract, for any repairs or replacements caused by defective materials, workmanship or equipment which, in the judgment of the Engineer, shall become necessary during such period. The Contractor shall undertake with due diligence to make the aforesaid repairs and/or replacements within ten days after receiving written notice that such repairs or replacements are necessary. If the Contractor should neglect to begin such repairs or replacements within this period or in case of emergency, where, in the judgment of the Engineer, delay would cause serious loss or damage, the repairs and/or replacements may be pursued by the County and charged to the Contractor.

SECTION 17 - INTERFERENCE

All work scheduled by the Contractor shall be planned with the consent of the Engineer and shall not in any way interfere with any utility, highway, railroad, or private property unless consent is given by an authorized representatives or the County.

SECTION 18 - METHOD OF PAYMENT

The method of payment shall be as stipulated in the section titled "Contract Conditions" and contained elsewhere in these contract documents.

TECHNICAL SPECIFICATIONS

Except as may be otherwise provided for by the **General Specifications, Technical Specifications** and **Special Provisions**, the work shall be done in accordance with the **Boone County Roadway Regulations Chapter II** or the **MoDOT Standard Specifications**.

Said Specifications are part and parcel of this Contract and are incorporated in this Contract as fully and effectively as if set forth in detail herein. When an item is the subject of both the **Boone County Roadway Regulations Chapter II** and the **MoDOT Standard Specifications**, the **Boone County Roadway Regulations Chapter II** shall govern the work.

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SECTION 01010 – SUMMARY OF WORK

PART 1 – GENERAL

1.1 PROJECT SCOPE

The project scope is as specified in the Notice to Bidders for this Project.

1.2 RELATED DOCUMENTS

- A. Plans and general provisions of Contract, including General Specifications, Technical Specifications and Special Provisions.
- B. The Contractor **shall** keep at least one set of the plans and specifications available on the site at all times for construction purposes.
- C. The Contractor **shall** keep at least one copy of the **Boone County Roadway Regulations Chapter II** on site at all times for construction purposes.

1.3 CONTRACTOR USE OF PREMISES

- A. The Contractor shall comply with all laws, ordinances, rules, and regulations applicable to the work, including Corps of Engineers and Missouri Department of Natural Resources permits when applicable.
- B. The Contractor shall confine construction equipment, storage of materials, and the operation of workers to the project site and other areas identified by the Contract Documents.
- C. The Contractor shall at all times allow for ingress and egress through the project limits by the public.
- D. The Contractor shall keep the site free from accumulated waste materials, rubbish, and other debris during the progress of the work and shall leave the site in equal or better than original condition.
- E. The Contractor shall not load nor permit any part of any structure to be loaded in any manner that will endanger the structure, nor shall the Contractor subject any part of the work or adjacent properties to stresses or pressures that will endanger it.
- F. The means of the work and the safety of the Contractor's employees are solely the responsibility of the Contractor. The Contractor has contractual obligation to comply with all applicable laws and regulations including those of OSHA. At no time will the County take responsibility for either the means of the work or the safety of the Contractor's employees.

1.4 COORDINATION

- A. The work shall be constructed to accommodate the continuous ingress and egress to the abutting properties during the construction period. The Contractor shall coordinate the construction schedule and operations with the County.
- B. **The Contractor shall prepare a detailed Traffic Control/Phasing Plan if one is not included in the Project Plans and/or Details.** The phasing plan shall minimize times when sections of the roadway are completely closed. Twenty-four hours prior to any complete closure, the Contractor shall provide written notification to the abutting property owners in the immediate area and to the County.

- C. **The Contractor shall notify all utilities that may have facilities in the work area prior to starting work.** If utility services are encountered, the Contractor is responsible to have these services relocated if necessary or repaired if damaged. If a main line utility is in direct conflict to the proposed work, the Contractor shall report the conflict to the Engineer immediately. The Engineer will advise the Contractor how the conflict will be resolved. A direct conflict is defined as the existing utility occupying the exact location where the road is being constructed. Relocation and/or support of utilities which are near the construction location, but not direct conflict, shall be considered incidental to the work.
- D. The Contractor shall give the County **4 hour** notice to readiness for all required inspections, tests, or approvals, including startup or activation of system equipment.
- E. The Contractor shall restrict hours of operation from 7:00 am to 8:00 pm on Monday through Friday, except in the case of an emergency.

1.5 MEASUREMENT AND PAYMENT

Measurement and payment of the work is outlined in the individual sections of the technical portion of the project specifications and is listed on the bid document. The work will be paid for on a lump sum or unit price basis as designated in the Bid Form. **If work is not directly listed on the Bid Form, it shall be considered incidental to the total project.**

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01320 – SUBMITTALS

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

This section outlines the submittal procedures, construction progress schedules, proposed product list, shop Plans, product data, Manufacturers' instructions, and Manufacturers' Certifications.

1.2 SUBMITTAL PROCEDURES

- A. Transmit each submittal with Contractor's transmittal form.
- B. Identify Project, Contractor, Subcontractor or Supplier, pertinent drawing sheet and detail number, and specification section number, as appropriate.
- C. Apply Contractor's stamp, signed or initialed, certifying that review, verification of Products required, field dimensions, adjacent construction Work, and coordination of information, is in accordance with the requirements of the Work and Contract Documents.
- D. Schedule submittals to expedite the project and deliver to County. Coordinate submission of related items.
- E. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
- F. Provide space for review stamp by County.
- G. Revise and resubmit submittals as required. Identify all changes made since previous submission.
- H. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report inability to comply with provisions.
- I. Contractor shall allow 48 hours in his schedule for submittal review.
- J. Non-approved submittals shall be revised and resubmitted following the same procedure as the initial submission.
- K. Review and approval or acceptance of a submittal by the County does not relieve the Contractor of his responsibility under the Contract Documents.

1.3 CONSTRUCTION PROGRESS SCHEDULE

- A. Submit initial progress schedule at the Pre-construction Meeting. Schedule must be submitted prior to commencement of work.
 - 1. The Contractor shall coordinate all activities on the project;
 - 2. The Contractor shall notify the County 48 hours prior to the start of construction or a major increase/decrease in the work force; and
 - 3. The schedule shall take the form of a horizontal bar chart with a weekly breakdown of each operation or major specification section in chronological order. Alternate project management schedules with equal or greater detail will be allowed.
- B. Revise and resubmit schedules with each Application for Payment, identifying changes since previous version.
- C. Indicate estimated percentage for completion for each item of work at each submission.
- D. Indicate submittal dates required for shop Plans, product data, samples, and product delivery dates.

1.4 PROPOSED PRODUCT LIST

- A. Within 15 days after date of Notice to Proceed, submit complete list of major products proposed for use, with the name of manufacturer, trade name, and model number of each product.
- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

1.5 SHOP PLANS

- A. Submit two copies plus a reproducible original to be returned to the Contractor. Submittal of shop Plans requiring preparation by a license engineer or architect shall carry an original seal and signature on the two copies and the reproducible original.
- B. After review, reproduce and distribute in accordance with Article on Procedures above and maintain copies of Record Documents required for Contract Close Out.

1.6 PRODUCT DATA

- A. Submit three copies plus the required copies to be returned to the Contractor.
- B. Contractor shall mark each copy to identify applicable products, models, options, and other data. Supplement manufacturer's standard data to provide information unique to this project.

1.7 MANUFACTURER'S INSTRUCTIONS

- A. Submit three copies plus the required copies to be returned to the Contractor.
- B. Submit manufacturer's printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing.
- C. Identify conflicts between manufacturer's instructions and contract documents.

1.8 MANUFACTURER'S CERTIFICATIONS

- A. When specified, submit manufacturer's certification to County for review, in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certifications may be recent or previous test results on material or product, but must be acceptable to the County.

1.9 SUBMITTAL

- A. The followings items shall require submittals:
 - 1. Section 01010-Traffic Control/Phasing Plan: Shop Plans;
 - 2. Section 01570-Erosion Control Fabric: Catalog, Material List, and Certification;
 - 3. Section 01590-Topsoil: Letter stating location of topsoil source;
 - 4. Section 01590-Lime, Fertilizer, Seed and Mulch: Certification;
 - 5. Section 2330 – Aggregate: Certification;
 - 6. Section 02370-Graded Rip Rap: Certification;
 - 7. Section 02630-Pipe Material: Certification;
 - 8. Section 02739-Prime/Tack Coats: Certification;
 - 9. Section 02740-Asphaltic Concrete Mixes/Plant Mix Bituminous Mixes: Certification;
 - 10. Section 02750-Portland Cement Concrete: Certification;

11. Section 02770-Portland Cement Concrete: Certification;
12. Section 02773-Portland Cement Concrete: Certification;
13. Section 02775-Portland Cement Concrete: Certification;
14. Fencing: Wire and Posts: Certification;
15. Geotextile Fabrics: Certification;
16. Special Provisions-All submittal items listed.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01412 – STORMWATER POLLUTION PREVENTION PLAN (SWPPP) COMPLIANCE

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Contractor is responsible for complying with all requirements of the Stormwater Pollution Prevention Plan (SWPPP) for this Project.

1.2 GENERAL

- A. Boone County will provide the Stormwater Pollution Prevention Plan (SWPPP) for the Project and the land disturbance permit sign.
- B. The Contractor shall be responsible for designating an erosion control inspector for the Project and installing and maintaining the land disturbance permit sign on-site.
- C. The Contractor shall be responsible for ensuring the designated erosion control inspector is responsible for:
 - 1. Conducting construction site inspections once per week minimum and within a time period not to exceed 48 hours following any storm event resulting in runoff on site. Written reports of each inspection are required.
 - 2. Reporting any non-compliance findings to the site manager.
 - 3. Updating the SWPPP with modifications to and/or addition of the proposed Best Management Practices (BMPs) that are necessary to prevent sediment/pollution from leaving the construction site.
- D. The Contractor shall be responsible for spill controls on the construction site including:
 - 1. Furnishing and storing on-site all appropriate spill cleanup supplies.
 - 2. Posting manufacturer's recommended methods for spill cleanup.
 - 3. Educating all site personnel on spill cleanup procedures and the location of the cleanup supplies and cleanup method information.
- E. The Contractor shall be responsible for completing sections of the SWPPP requiring Contractor input prior to construction.
- F. The Contractor shall be responsible for completing and signing the General Contractor's Certification section and having each subcontractor fill in and sign the Subcontractor's Certification section of the SWPPP.
- G. The Contractor or his designee shall be responsible for attending County provided stormwater or erosion control training sessions that are given during the Project.
- H. The Contractor shall be responsible for keeping the SWPPP on-site in a secure location that can be easily accessed with Contractor assistance by Boone County or any other regulatory inspection staff.
- I. The Contractor shall be responsible for providing a complete copy of the SWPPP with all amendments and site inspection reports to Boone County at no additional cost when the land disturbance permit is closed out upon final site stabilization.

1.3 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

No measurement of SWPPP Compliance will be made. The Contractor will include all labor and material costs in the Lump Sum bid price for SWPPP Compliance on the Bid Form.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01450 – QUALITY CONTROL AND TESTING

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Contractor is responsible for quality assurance, control of the installation of the improvements, field sampling, inspecting and testing services, manufacturers' field services, and reports.

1.2 GENERAL

- A. The County shall be allowed access to all parts of the work and shall be furnished with information and assistance, by the Contractor, as required to make a complete and detailed inspection.
- B. Control of Materials shall comply with **Section 100** of the **Boone County Roadway Regulations Chapter II**.

1.3 QUALITY ASSURANCE CONTROL OF INSTALLATION

- A. It is the Contractor's responsibility to monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship to produce work of quality equal or exceeding that specified.
- B. The Contractor shall comply with specified standards as defined as the minimum quality for the work.
- C. All work shall be performed by persons qualified to produce workmanship of specified quality.
- D. The Contractor shall follow manufacturer's recommendations for installation.

1.4 INSPECTION AND TESTING SERVICES

- A. The Contractor shall give the County's representative a **4 hour** notice of readiness for all required inspections, tests, or approvals.
- B. Testing will conform to the current standard specified to assure quality.
- C. **The inspection and testing fees will be responsibility of the Contractor.** There shall be no direct charge to the County for materials taken as samples, either for field tests or for laboratory tests.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01500 – TEMPORARY FACILITIES AND CONTROLS

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Sanitary Facilities: Contractor must follow the rules and regulations of the Department of Natural Resources.
- B. Temporary Controls: Barriers, enclosures and fencing, protection of the Work, and water control.
- C. Construction Facilities: Access roads, parking, progress cleaning, and project signage.

1.2 BARRIERS

- A. The Contractor shall provide barriers to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent properties from damage from construction operations.
- B. The Contractor shall provide barricades required by governing authorities for public right of way and for public access to adjacent properties.
- C. The Contractor shall provide protection to plant life designated to remain and shall replace damaged plant life.
- D. The Contractor shall protect vehicular traffic, stored materials, and structures from damage.
- E. The Contractor shall provide fencing at any open excavations that are left unattended and at other locations as necessary to protect the work and the public.

1.3 WATER CONTROL

The Contractor shall grade the site to drain and maintain the excavations free of water. The Contractor shall provide, operate, and maintain pumping equipment.

1.4 ACCESS ROADS

- A. The Contractor shall construct and maintain temporary roads accessing the public through the construction area and maintain construction access for unimpeded traffic flow.
- B. The Contractor shall provide and maintain access to fire hydrants and keep the hydrants free from obstructions.
- C. The Contractor shall provide means of removing mud from vehicle wheels before entering the streets.
- D. The Contractor shall arrange for temporary parking areas to accommodate construction personnel. Letter authorizing such action must be submitted to the County.

1.5 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. The Contractor shall remove temporary above ground or buried utilities, equipment, facilities, materials, prior to substantial completion.
- B. The Contractor shall clean and repair damage caused by installation of temporary facilities.
- C. The Contractor shall restore the existing facilities used during construction to original conditions.

END OF SECTION

SECTION 01550 – TEMPORARY TRAFFIC CONTROL

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Contractor is responsible for the placement, maintenance, and removal of traffic control devices required for this Project.

1.2 GENERAL

- A. Placement and maintenance of Traffic Control Devices shall conform to **MoDOT Section 616** and the Typical Traffic Control Details provided in the Project Plans and Details.
- B. Local traffic shall be continuously maintained on public roadway unless specific permission is granted by the County to close the roadway for a particular operation.
 - 1. If permission is granted for roadway closure, the Contractor shall provide 24 hour notification to the Joint Communications.
 - 2. The Contractor shall notify these entities upon reopening the roadway to traffic.
- C. The Contract indicates the minimum requirements for traffic control. The requirements of this specification shall not relieve the Contractor of his responsibility to protect the public.

1.3 MAINTENANCE

The Contractor shall provide a contact responsible for 24-hour maintenance of signage and traffic control devices. Phone numbers for the contact shall be provided to the County.

1.4 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

No measurement of traffic control devices will be made under this Contract. Payment for traffic control devices will be made at the Lump Sum contract price under Traffic Control on the Bid Form. The price shall include all labor and materials required to place, maintain, and remove devices.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Signs, cones, drums, barricades, object markers, flashing arrow panels, channeling devices, lights, and other traffic control devices shall conform to **Part 6** of the **MUTCD**.
- B. Flashing Electric Light shall conform to **MoDOT Section 616.2.1. (If Required)**

PART 3 – EXECUTION

3.1 GENERAL

- A. Placement, removal, and maintenance of Traffic Control Devices shall conform to **MoDOT Sections 616.3 through 616.3.6**.
- B. During periods of no work, the Contractor shall provide Type 2 Barricades with Flashing Lights at any open trench abutting the roadway surface at 25-foot maximum centers.
- C. Signage for specific construction operations is not listed, but shall be provided by the Contractor in accordance with the **MUTCD**.

END OF SECTION

SECTION 01570 – EROSION CONTROL

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

This work shall consist of furnishing, installing, maintaining and removing temporary pollution, erosion and sediment control measures; furnishing, installing, maintaining and removing intermediate pollution, erosion and sediment control measures; furnishing and installing permanent erosion control measures; or a combination of all as shown on the Plans or as designated by the engineer.

1.2 GENERAL

- A. The Contractor shall exercise effective management practices throughout the life of the project to prevent the discharge of silt or polluted storm water from the construction site. Such practices may involve the construction of temporary berms, dikes, dams, sediment basins, slope drains, and use of temporary mulches, seeding or other control measures necessary.
- B. Pollutants such as chemicals, fuels, lubricants, bitumen, raw sewage or other harmful material shall not be discharged on or from the project. Temporary pollution control measures, such as storage and handling of petroleum products and other pollutants, shall be coordinated with temporary, intermediate and permanent erosion control measures that ensure economical, effective and continuous erosion and pollution control.
- C. The Contractor shall furnish and install temporary, intermediate and permanent erosion control measures as shown and/or noted on the Plans. The County may require additional erosion control measures to be installed by the Contractor, if needed to adequately prevent the discharge of silt and polluted storm water from the site.
- D. Erosion control measures shall comply with the **Boone County Stormwater Ordinance**.

1.3 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. No final measurement of erosion control measures will be made. Plan quantity will be used as the basis of compensation unless additional measures are authorized to be installed by the Engineer.
- B. Payment for erosion control measures will be included in the contract bid price as follows:
 - 1. Erosion Control paid per Lump Sum as indicated on the Bid Form
 - 2. Erosion Control Blankets paid per installed Square Yard, based on **6.5' width**
- C. No measurement of erosion control maintenance will be made under this Contract. Payment will be incidental to Erosion Control.

PART 2 – PRODUCTS

2.1 TEMPORARY BERMS

Materials shall be in accordance with **Section 277** of the **Boone County Roadway Regulations Chapter II**.

2.2 TEMPORARY SLOPE DRAINS

Materials shall be in accordance with **Section 278** of the **Boone County Roadway Regulations Chapter II**.

2.3 TEMPORARY DITCH CHECKS

Materials shall be in accordance with **Section 279** of the **Boone County Roadway Regulations Chapter II**.

2.4 SEDIMENT BASINS

Materials shall be in accordance with **Section 280** of the **Boone County Roadway Regulations Chapter II**.

2.5 TEMPORARY SILT FENCE

Materials shall be in accordance with **Section 283** of the **Boone County Roadway Regulations Chapter II**.

2.6 TEMPORARY PIPE

Materials shall be in accordance with **Section 284** of the **Boone County Roadway Regulations Chapter II**.

2.7 TEMPORARY SEEDING AND MULCHING

Materials shall be in accordance with **Section 01590 - Restoration** of these Specifications.

2.8 EROSION CONTROL BLANKETS

- A. Temporary Blankets: North American Green S150 Short-Term Blankets, or approved equal.
- B. Light Weight Blankets: North American Green SC150 Extended-Term Blankets, Landlok CS2, or approved equal.
- C. Heavy Weight Blankets: North American Green C350 Permanent Blankets, Landlok 435, or approved equal.
- D. Staples: Wire staples as recommended by the Manufacturer.

PART 3 – EXECUTION

3.1 TEMPORARY BERMS

Installation shall be in accordance with **Section 277** of the **Boone County Roadway Regulations Chapter II**.

3.2 TEMPORARY SLOPE DRAINS

Installation shall be in accordance with **Section 278** of the **Boone County Roadway Regulations Chapter II**.

3.3 TEMPORARY DITCH CHECKS

Installation shall be in accordance with **Section 279** of the **Boone County Roadway Regulations Chapter II**.

3.4 SEDIMENT BASINS

Installation shall be in accordance with **Section 280** of the **Boone County Roadway Regulations Chapter II**.

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Installation shall be in accordance with **Section 283** of the **Boone County Roadway Regulations Chapter II**.

3.6 TEMPORARY PIPE

Installation shall be in accordance with **Section 284** of the **Boone County Roadway Regulations Chapter II**.

3.7 TEMPORARY SEEDING AND MULCHING

Installation shall be in accordance with **Section 01590 - Restoration** of these Specifications.

3.8 EROSION CONTROL BLANKET INSTALLATION

- A. Place seed mix, lime, and fertilizer prior to installing the blankets.
- B. Install the blankets per Manufacturer's recommendations including check slots and stapling materials.
- C. Install the blankets centered on flow line unless directed otherwise by Boone County.
- D. Anchor product so that a continuous contact with the soil surface is maintained.
- E. Maintenance: Inspect for erosion or undermining after storm events until vegetation is established. If erosion occurs, pull back that portion of the blanket, add tamped soil, reseed, and re-secure the blankets. If blankets should become damaged or dislocated, repair or replace as necessary.

END OF SECTION

SECTION 01590 – RESTORATION

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Contractor is responsible for installation of topsoil, lime, fertilizer, seed and mulch as shown and/or noted on the construction Plans and Specifications.

1.2 PERFORMANCE-BASED SPECIFICATION

- A. Restoration is a performance-based specification and bid item. The Contractor shall deliver permanent grass cover at a minimum of 70% density over 100% of the seeded area within 60 days of sowing.
- B. The seeded areas shall be maintained by the Contractor as necessary to assure permanent grass growth.
- C. During the one year correction period, if there are deficient areas where the grass died, where sheet and rill erosion occurred, or where gravel or other deleterious backfill material surfaces, upon notification by the County of such areas, the Contractor shall rework all such areas as necessary to bring the areas into conformance with the Specifications.
- D. In the event that upon notification of deficient areas, the Contractor fails to remedy the problems, the County shall have the work completed by other means and shall bill the charge against the Contractor's performance bond.

1.3 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. No final measurement of Restoration will be made. Plan quantity will be used as the basis of compensation unless additional restoration areas are authorized to be installed by the Engineer.
- B. Payment for Restoration will be paid per installed Acre or Lump Sum as indicated on the Bid Form.
- C. Lime, fertilizer and Type 3 Mulch will be considered incidental to Restoration. No separate payment will be made for lime, fertilizer and mulch.
- D. No measurement of Topsoil will be made under this Contract. Payment will be incidental to Restoration unless indicated on the Bid Form.
- E. Disturbed areas outside of the authorized construction limits shall be restored at the Contractor's expense.

PART 2 – PRODUCTS

2.1 TOPSOIL MATERIAL

- A. The source of topsoil material shall be furnished by the Contractor. The County shall approve the topsoil source prior to topsoil placement.
- B. Topsoil shall be fertile, friable, and loamy soil of uniform quality, without admixture of subsoil material, and **shall be free** from material such as hard clods, stiff clay, hardpan, partially disintegrated stone, pebbles larger than 1 inch in diameter, and any other similar impurities. Topsoil shall be relatively free from grass, roots, weeds and other objectionable plant material or vegetative debris undesirable or harmful to plant life or which will prevent the formation of suitable seedbed. **A minimum of 2" shall be placed on all disturbed areas unless indicated otherwise in the Plans or Special Provisions.**

2.2 LIME

- A. Lime shall be pelletized bagged lime or an agricultural lime with not less than 90 percent passing the No. 8 sieve and containing not less than 65 percent calcium carbonate equivalent.
- B. Agricultural lime shall be furnished from a source that has been tested and certified in accordance with the Missouri Agricultural Liming Materials Act. The quantity of material required to provide the specified pounds of effective neutralizing material (E.N.M.) per acre shall be determined from the producer or distributor's certification of analysis furnished by the Director of the Missouri Agriculture Experiment Station, Columbia, Missouri in accordance with the Missouri Agricultural Liming Materials Act. The Contractor shall provide a copy of this certification to the engineer prior to application.
- C. If agricultural lime is furnished as a bagged product, pelletized or otherwise, with a guaranteed product analysis shown on the bag listing the elemental properties and gradation, the E.N.M. shall be provided to the engineer. Material may be accepted on the basis of bag label analysis.

2.3 FERTILIZER

Fertilizer shall be a standard commercial product which, when applied at the proper rate, will supply the quantity of total nitrogen (N), available phosphoric acid (P_2O_5) and soluble potash (K_2O), required to meet the performance requirements of **Paragraph 1.2** of this Specification Section. Material may be accepted on the basis of bag label analysis or supplier's certification and shall comply with all applicable Missouri fertilizer laws.

2.4 SEEDING MIX

- A. Seed shall comply with the requirements of the Missouri Seed Law. Commercially available seed will be permitted, however, the percentages for purity and germination as certified by the supplier shall be subject to the approval of the Engineer.
- B. The Contractor shall submit the supplier's certifications to the engineer. Seed may be accepted on the basis of bag labels. If seed is accepted on the basis of bag labels, the Contractor shall retain the bag labels and shall write a letter to the Engineer stating the amount and type of seed.
- C. **Permanent Seeding** mixture shall match the existing grass type for each property within the project limits. **No wheat will be allowed as part of the permanent seeding mixture.**
- D. **Temporary Seeding** mixture shall be determined by the Contractor as required to adequately perform as a temporary erosion and sediment control measure.

2.5 TYPE 1 MULCH

- A. Vegetative mulch consisting of prairie hay or straw from oats, rye, wheat, or barley.
- B. Prairie Hay shall consist of any combination of Big Bluestem, Little Bluestem, Indian Grass, Sideoats Grama, and native wildflowers.
- C. Mulch shall be free of prohibited weed seed as stated in the Missouri Seed Law and shall be relatively free of all other noxious and undesirable seed.
- D. Mulch shall be clean and bright, relatively free of foreign material and be dry enough to spread properly.

2.6 TYPE 3 MULCH

- A. Vegetative mulch with overspray consists of Type 1 Mulch as defined in **Section 2.5** of this Specification Section and overspray material consists of virgin wood cellulose fibers or recycled slick paper.

- B. Virgin Wood Cellulose Fibers shall be produced by either the ground or cooked fiber process and shall have a moisture content of 15 percent by weight.
- C. Recycled Slick Paper shall be produced from printer's slick paper containing wood cellulose and kaolin clay. Recycled newsprint or cardboard are not allowed, The material shall be free of other materials or filler and shall have maximum moisture content of 8 percent by mass and a pH between 4.5 and 6.5.
- D. The overspray shall not contain any germination or growth inhibiting substances.
- E. The overspray shall be green in color after application and shall be evenly dispersed and suspended when agitated in water.
- F. The overspray shall form an absorbent cover, allowing percolation of water to the underlying soil.
- G. The mulch shall be packaged in moisture resistant bags with the net weight of the packaged material plainly shown on each bag.
- H. The mulch fibers shall not be water soluble.

PART 3 – EXECUTION

3.1 SEEDBED PREPARATION AND TOPSOIL

- A. Avoid preparing the seedbed under excessively wet conditions.
- B. The surface on which the topsoil is to be placed shall be free from rills, washes and depressions, and shall conform to the cross section shown on the Plans. It shall be free of all loose rock and foreign material greater 1 inch. The surface shall be loosened with a disk, ripper, chisel, harrow or rake to a minimum depth of 2 inches just prior to being covered with topsoil.
- C. Topsoil shall be placed and spread to a minimum depth as specified in **Paragraph 2.1.B** of this Specification Section after settling over all disturbed areas not being paved. After spreading, all large clods and foreign material shall be removed by the Contractor.

3.2 LIME

- A. Lime should be applied per soil test recommendations. Soils with a pH of six or higher need not be limed.
- B. When soil tests are not available, lime shall be applied evenly at a rate determined by the Contractor to meet the performance requirements of **Paragraph 1.2** of this Specification Section.
- C. Lime shall be thoroughly mixed into the soil to a minimum depth of 3 inches no more than 48 hours before the seed is sown unless authorized by the engineer.

3.3 FERTILIZER

- A. Fertilizer should be applied per soil test recommendations.
- B. When soil tests are not available, the Contractor shall determine the fertilizer grade and spread rate necessary to meet the performance requirements of **Paragraph 1.2** of this Specification Section.
- C. Fertilizer shall be applied evenly and thoroughly mixed into the soil to a minimum depth of 3 inches no more than 48 hours before the seed is sown unless authorized by the engineer.
- D. Lime and fertilizer shall be applied separately, but may be incorporated into the soil in one operation.

3.4 SEEDING

- A. **Permanent Seeding** mix shall be applied evenly at a rate determined by the Contractor to meet the performance requirements of **Paragraph 1.2** of this Specification Section.
- B. **Temporary Seeding** mix shall be applied evenly at a rate determined by the Contractor as required to adequately perform as a temporary erosion and sediment control measure.
- C. Apply seed evenly with a broadcast seeder, drill, cultipacker seeder, or hydroseeder. Plant seed $\frac{1}{4}$ to $\frac{1}{2}$ inches deep.
- D. Harrow, rake, or drag a chain to lightly incorporate broadcast seed. Mulch all seeded areas.
- E. Maintenance: Check seeding within 4 to 6 weeks of planting to determine if stands are of adequate thickness. Fertilize, reseed, and mulch bare and sparse areas.

3.5 TYPE 1 AND TYPE 3 MULCH APPLICATIONS

- A. All mulch shall be distributed evenly over the areas to be mulched within 24 hours following seeding operations.
- B. Following mulching operations, precautions shall be taken to prohibit foot or vehicular traffic over the mulched areas.
- C. Type I Mulch shall be applied evenly at a rate determined by the Contractor to meet the performance requirements of **Paragraph 1.2** of this Specification Section.
- D. Type 3 Mulch overspray shall be hydraulically applied over the vegetative mulch as a separate operation at a rate determined by the Contractor to meet the performance requirements of **Paragraph 1.2** of this Specification Section.
- E. Overspray mulch shall be mixed with water in a manner to provide a homogeneous slurry. The slurry mix shall be agitated during application to keep the ingredients thoroughly mixed.
- F. Maintenance: Any mulch that is displaced shall be replaced after the damaged area has been restored.

END OF SECTION

SECTION 01600 – PRODUCT REQUIREMENTS

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

This section includes product descriptions, product transportation and handling, and product storage and protection.

1.2 PRODUCT DESCRIPTION

- A. Products mean new material, machinery, components, equipment, fixtures, and system forming the work. It does not include machinery and equipment used for preparing, fabricating, conveying, and erecting of the work. Products may also include existing materials or components required for reuse.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract documents.

1.3 TRANSPORTATION AND HANDLING

- A. Transport and handle products in accordance with Manufacturer's instructions.
- B. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

1.4 STORAGE AND PROTECTION

- A. Store and protect products in accordance with Manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weather-tight, climate controlled enclosures.
- B. For exterior storage of fabricated products, place on sloped supports, above ground.
- C. Provide off-site storage and protection when site does not permit on-site storage or protection.
- D. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- E. Store loose granular materials on solid flat surfaces in a well-drained area.
- F. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- G. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01720 – CONSTRUCTION STAKING

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Contractor is responsible for the detailed construction staking required to construct all improvements shown on the Plans.

1.2 GENERAL

- A. Boone County will provide the horizontal and vertical survey control points shown on the Plans. The Contractor shall be responsible for maintaining all survey control points throughout the project. The Contractor shall reimburse Boone County to replace control stakes that are damaged or destroyed after construction has begun.
- B. The Contractor shall be responsible for retaining the services of a Professional Land Surveyor, licensed to practice in the State of Missouri, to provide construction staking necessary to assure that construction of the proposed improvements is occurring in the correct location.
- C. The Contractor shall be responsible for retaining the services of a Professional Land Surveyor, licensed to practice in the State of Missouri, to replace any property corner monuments, monuments associated with the United States Public Land System, or survey related monuments that are disturbed during construction. The Contractor shall notify Boone County in writing prior to removal or disturbance of any such corners or monuments.

1.3 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

No measurement of Construction Staking will be made. The Contractor will include all labor and material costs in the Lump Sum bid price for Construction Staking on the Bid Form.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01780 – PROJECT CLOSEOUT

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

This section outlines the procedures for pre-final inspection, final inspection and final acceptance.

1.2 PRE-FINAL INSPECTION

- A. When the Contractor considers the entire work to be complete in accordance with the Contract Documents and ready for its intended use, the Contractor shall notify the County in writing that the entire work is complete and request a Pre-Final Inspection from the County.
- B. Upon receipt of the written request, the County will schedule a Pre-Final Inspection to be held at the construction site with the County Inspector(s), County Project Manager and Contractor representatives present. The work will be inspected and any remaining punch list items will be discussed and agreed to by both parties.
- C. Following the Pre-Final Inspection, the County will issue a written response to the Contractor indicating one of the following:
 1. The County agrees the entire work is complete.
 2. The County does not consider the entire work to be complete and ready for its intended use based on the reasons given in the response. The Contractor will then need to complete the specified items and request another Pre-Final Inspection.
- D. Contract Time will not be charged between the day after the date of the Pre-Final Inspection request and the date of the County's written response following the Pre-Final Inspection. Contract Time will resume on the day after the date of the County's written response and continue until the date of the Contractor's written request for Final Inspection unless indicated otherwise in the County's response.

1.3 FINAL INSPECTION

- A. When the Contractor considers the entire work to be complete, including all punch list items identified in the Pre-Final Inspection, the Contractor shall make a written request to the County for a Final Inspection.
- B. Upon receipt of the written request, the County will schedule a Final Inspection to be held at the construction site with the County Inspector(s), County Project Manager and Contractor representatives present. The work will be inspected and any punch list items will be discussed and agreed to by both parties.
- C. Following the Final Inspection, the County will issue a written response to the Contractor indicating one of the following:
 1. The County agrees the entire work is complete.
 2. The County does not consider the entire work to be complete based on the reasons given in the response. The Contractor will then need to complete the specified final inspection punch list items and request another Final Inspection.

- D. Contract time will not be charged between the day after the date of the Final Inspection request and the date of the County's written response following the Final Inspection.
 - 1. If the County agrees the entire work is complete, Contract Time will stop.
 - 2. If the County identifies final inspection punch list items, the Contract Time will resume on the day after the date of the County's written response and continue until the date of the Contractor's written request for another Final Inspection unless indicated otherwise in the County's response.

1.4 Application for Final Payment

- A. Once the County agrees the entire work is complete, the Contractor may make an application for final payment.
- B. The application for final payment shall follow all applicable final payment and final documentation procedures described in the Contract Conditions, Sections 9, 11 and 15 of the General Specifications, and any project specific items mentioned in the Special Provisions or at the Pre-Construction Meeting.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 02220 – REMOVALS

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Contractor is responsible for the removal and disposal of existing materials as shown by the construction plans.

1.2 GENERAL

- A. All roadway edges shall be graded to allow for positive drainage from roadway. No shoulder or in-slope shall be allowed to remain higher than roadway unless approved by BCPW.
- B. It is the intent that the removals be complete and adequate for the intended purpose. This work shall include the removal of all items, whether in view or hidden underneath the surface of the ground, regardless of whether shown on the Plans or encountered during construction.
- C. The Contractor shall comply with all local, state, and federal requirements regarding materials, methods of work, and disposal of excess and waste materials.
- D. The Contractor shall erect barriers and shoring to protect personnel, structures, and utilities remaining intact. The Contractor shall protect on-site trees and plants noted on Plans and all off-site trees and plants from damage.

1.3 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

No measurement of removals will be made. The Contractor will include all labor and material costs in the Lump Sum bid price for Removals on the Bid Form.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.1 PREPARATION

- A. Prior to work under this section, the Contractor shall inspect the entire site and verify with the County all objects designated to be removed or to be preserved.
- B. The Contractor shall locate existing utility lines and services traversing the site and determine the requirements for their protection. The Contractor shall preserve in operating condition all active utilities traversing the site.

3.2 CONSTRUCTION LIMITS

- A. The Contractor's operations shall be restricted to areas inside and near the right-of-way and or drainage easements or temporary construction easements as indicated on the Plans.
- B. Damage by the Contractor outside the construction easements shall be repaired at no additional expense to the County.

3.3 EXISTING SIGNAGE

The Contractor shall remove all traffic signs in conflict with the work and shall be responsible to replace said signage once work is complete, but prior to opening the road.

END OF SECTION

SECTION 02230 – SITE CLEARING AND GRUBBING

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Contractor is responsible for the work necessary to clear the site of existing trees, debris, and vegetation as designated in the Plans.

1.2 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

No measurement of site clearing will be made. Removal and disposal of the trees, debris, and vegetation in the construction area or as indicated in the Plans will be included in site clearing. The Contractor will include all labor and material costs in the Lump Sum bid price for Removals.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.1 CLEARING AND GRUBBING

- A. Clearing and grubbing shall comply with **Section 200** of the **Boone County Roadway Regulations Chapter II**.
- B. Removed materials shall be disposed of off the site and not allowed to accumulate on the premises.

END OF SECTION

SECTION 02300 – EXCAVATION AND EMBANKMENT

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

Providing labor, materials, equipment, and supervision necessary to complete the following:

1. Grade subsoil and conform to grades, contours, and levels as shown on the Plans,
2. Rough grading (excavation and compaction) for roadway and areas designated on the Plans,
3. Cut compaction,
4. Embankment and compaction for fill areas, and
5. Finished grade subsoil.

1.2 SITE COMPACTION TESTING

- A. ***All embankment material placed and/or cut compaction areas shall be tested by an independent testing laboratory selected by the Contractor and approved by the Engineer. All payment for costs associated with this testing shall be the Contractor's responsibility and shall be included in the contract Lump Sum price for Compaction Testing on the Bid Form. The independent testing laboratory shall furnish written documentation to the Owner certifying that the embankment placed and/or cut compaction is engineered fill meeting the specified compaction requirements. The written certification shall be prepared and sealed by a Professional Engineer licensed in the State of Missouri.***
- B. If tests indicate that compacted materials do not meet specified requirements, the Contractor shall remove defective work and replace at no cost to the County.

1.3 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. No final measurement of excavation, cut compaction and embankment will be made. Plan quantity will be used as the basis of compensation unless:
 1. Errors are found in the original quantity or surface elevations shown on the Plans;
 2. An authorized change is made to the typical section or grade; or
 3. Rock is encountered.
- B. Payment for all soil excavation shall be included in the contract Cubic Yard bid price for Excavation on the Bid Form and shall include disposal of any excess or unsuitable material.
- C. Payment for all cut compaction shall be considered incidental to the bid price for Excavation unless a separate bid item for Cut Compaction is included on the Bid Form.
- D. Payment for all fill placement shall be included in the contract Cubic Yard bid price for Embankment and shall include placement of topsoil.
- E. Payment for all rock excavation shall be included in the contract Cubic Yard bid price for Rock Excavation on the Bid Form. If a bid price for Rock Excavation is not included on the Bid Form and rock is encountered during construction, a unit price per cubic yard shall be negotiated and approved by Change Order. **To qualify for payment, the County shall be notified immediately if rock is encountered.**

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Excavation and embankment materials shall comply with **Section 201** of the **Boone County Roadway Regulations Chapter II**.
- B. Cut compaction materials shall comply with **Section 203** of the **Boone County Roadway Regulations Chapter II**.

PART 3 – EXECUTION

3.1 GENERAL

- A. Excavation and embankment execution shall comply with **Section 201** of the **Boone County Roadway Regulations Chapter II**. Except that all embankment and cut compaction shall be compacted to 95% of maximum density, obtained at the optimum moisture content, as determined by AASHTO Method T-99-38. Field moisture content shall be within +/- 2% of optimal moisture at time of placement.
- B. No backfill material containing rock, debris from rock excavation, or concrete with particle sizes having a maximum dimension larger than 3" shall be placed in the upper 18 inches of the embankment.
- C. Cut compaction execution shall comply with **Section 203** of the **Boone County Roadway Regulations Chapter II**.
- D. Rock excavation is not anticipated on this Project unless indicated on the Plans or Bid Form. **The County shall be notified immediately if rock is encountered during excavation.**

END OF SECTION

SECTION 02335 – SUBGRADE

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Work consists of the preparation of subgrade under roadway surface.

1.2 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

All costs pertaining to the preparation and restoration of subgrade shall be considered incidental to Excavation or Embankment.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.1 INSTALLATION

Subgrade installation shall comply with **Section 205** of the **Boone County Roadway Regulations Chapter II**.

END OF SECTION

SECTION 02337 – DIG OUT REPAIR

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Work consists of saw cutting of existing pavement, removal of failed roadway and replacement.

1.2 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. All costs pertaining to the preparation and restoration of Dig Out Repair shall be paid by the Square Yard as per the Bid Form.
- B. All work will be measured in the field for final quantities.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Materials for base rock shall be Type 2, 1 1/2" minus in conformance with **Section 210** of the **Boone County Roadway Regulations Chapter II**.
- B. Acceptance of quality and size of material may be made by visual inspection at the job site.
- C. The woven geotextile fabric shall be a Mirafi 600X, Geotex 315ST, or approved equal.
- D. Materials for Bituminous Base shall be in conformance with **Sections 02739 & 02740** of **these Specifications**.

PART 3 – EXECUTION

3.1 INSTALLATION

- A. Saw cut area as directed by on-site inspector. **See Plans and Details**.
- B. Remove area to a minimum depth of 16" & compact soil/rock.
- C. Lay Geotextile fabric over excavated area as per detail.
- D. Place 12" of Type 2, 1 1/2" minus in conformance with **Section 212** of the **Boone County Roadway Regulations Chapter II** compacted in 6" maximum lifts. When unsuitable materials are encountered below the 16" minimum depth, material shall be removed and replaced with the same aggregate base and compacted in a maximum of 6" lifts.
- E. Place 4" of Bituminous Base, 4" lift maximum on primed base rock as per **Section 225** of the **Boone County Roadway Regulations Chapter II**.

END OF SECTION

SECTION 02370 – ROCK BLANKET

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Work consists of the installation of rock blankets for erosion control at culvert outlets and other locations as designated on the Plans.

1.2 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

No final measurement of rock blanket will be made. Payment for rock blanket shall be included in the Contract Cubic Yard, Square Yard or Ton bid price for Type 1, Type 2 or Type 3 Rock Blanket. The required geotextile fabric will be considered incidental to the rock blanket.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Materials for Type 1 or Type 2 Rock Blanket shall be in conformance with **Section 213** of the **Boone County Roadway Regulations Chapter II**.
- B. Materials for Type 3 Rock Blanket shall be a standard 6" x 12" graded rip rap or approved equal.
- C. Acceptance of quality and size of material may be made by visual inspection at the job site.
- D. The required geotextile fabric shall be AMOCO 4553 nonwoven geotextile fabric or approved equal.

PART 3 – EXECUTION

3.1 INSTALLATION

- A. Excavate to a depth as noted on the plans at each location.
- B. Lay geotextile fabric over excavated area.
- C. Place rock to the specified thickness, elevation, and extent. Eliminate large voids.
- D. Complete the finished surface of the blanket to present an appearance free from segregation with a proportionate quantity of the larger pieces showing.
- E. Installation shall be similar to **Detail 530.03** in the **Boone County Roadway Regulations Chapter II** or as shown on the Plans and Details.

END OF SECTION

SECTION 02630 – STORM DRAINAGE

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The work consists of the installation of roadway, driveway and storm sewer drainage pipes, culverts and concrete drainage structures.

1.2 SUBMITTALS

Manufacturer's specifications and/or catalog data listing for pipe and special items.

1.3 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. Measurement and payment of storm sewer drainage pipe and culvert placement, completed in place, will be made to the nearest foot along the flow line of the pipe for that designated size and material of pipe or culvert. Transitional ditch grading required within 10 feet of the pipe inlet and/or outlet shall be considered incidental to the pipe installation unless noted otherwise on the Plans or in the Special Provisions.
- B. Measurement and payment for materials and installation of Type M inlets shall be included in the per Each bid price for the various sizes of Standard Type M Inlet and Type M Inlet With Deflectors as indicated on the Bid Form.
- C. Measurement and payment for materials and installation of side opening inlets shall be included in the per Each bid price for the various sizes of Side Opening Inlet as indicated on the Bid Form.
- D. Measurement and payment for materials and installation of junction boxes shall be included in the per Each bid price for the various sizes of Junction Box as indicated on the Bid Form.
- E. No direct payment will be made for excavation, bedding or backfill of storm sewer drainage pipes and structures or mitring culverts. Rock tickets shall be submitted to inspector for verification of bedding and backfill materials.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Corrugated metal (CMP) storm sewer drainage pipes and culverts shall conform to **Section 260** of the **Boone County Roadway Regulations Chapter II** for the material type and size indicated on the Plans.

Except:

- 1. ***Aluminized corrugated metal pipes are allowed.***
 - 2. ***All roadway pipes and stormwater pipes shall be polymeric coated or aluminized.***
 - 3. ***Driveway pipes may be zinc coated, aluminized or polymeric coated.***
- B. Corrugated metal connecting bands shall be a minimum of 2 feet in length and shall conform to **Section 260** of the **Boone County Roadway Regulations Chapter II**.
- C. High density polyethylene (HDPE) storm sewer drainage pipes shall be corrugated with a smooth interior wall and shall conform to **Section 730** of the **MoDOT Standard Specifications**.
- D. Reinforced concrete (RCP) storm sewer drainage pipes and culverts shall conform to **Section 260** of the **Boone County Roadway Regulations Chapter II**.

- E. Concrete drainage structures, including Type M Inlets, Side Opening Inlets, Junction Boxes and Reinforced Concrete Boxes, shall conform to **Section 250** of the **Boone County Roadway Regulations Chapter II**.

PART 3 – EXECUTION

3.1 INSTALLATION

- A. Corrugated metal (CMP) storm sewer drainage pipes and culverts shall be installed as specified in **Section 260** of the **Boone County Roadway Regulations Chapter II**.
- B. High density polyethylene (HDPE) storm sewer drainage pipes shall be installed as specified in **Section 730** of the **MoDOT Standard Specifications**.
- C. Reinforced concrete (RCP) storm sewer drainage pipes and culverts shall be installed as specified in **Section 260** of the **Boone County Roadway Regulations Chapter II**.
- D. Concrete drainage structures, including Type M Inlets, Side Opening Inlets, Junction Boxes and Reinforced Concrete Boxes, shall installed as specified in **Section 250** of the **Boone County Roadway Regulations Chapter II**.
- E. Elevation of pipes and structures should be determined from the Construction Plans. Minimum depth of cover over pipes and pipe bedding and backfill material shall be per the manufacturer's recommendations or as specified on the Plans.

END OF SECTION

SECTION 02720 – AGGREGATE

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Work consists of the placement of aggregate consisting of Type 1 (Rolled Stone) aggregate base rock on a prepared subgrade; placement of Type 2 (Granular Base) aggregate base rock and placement of Surface Aggregate (Road Rock) as shown on the plans.

1.2 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. No final measurement of aggregate base course will be made. Plan quantity will be used as the basis of compensation unless:
 - 1. Errors are found in the original quantity or surface elevations shown on the Plans, or
 - 2. An authorized change is made to the typical section or grade.
- B. Payment for all aggregate base course will be included in the contract Square Yard bid price for the type and thickness of Aggregate Base Course on the Bid Form.
- C. Measurement of surface aggregates will be as follows: Delivery tickets displaying the net weight of delivered material, weighed by a Certified Scale, will be collected and used as the basis for payment for Surface Aggregate. However, no payment will be made for material placed that exceeds the limits shown on the plans, unless authorization is received by the Engineer prior to placement.
- D. Payment for all surface aggregate will be made at the contract per Ton bid price for Surface Aggregate, unless considered incidental to Square Yard bid price of driveway or roadway repairs.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. The materials to be used will be Type 1 aggregate base (Rolled Stone) and Type 2 (Granular Base) aggregate, as specified in **Section 210 of the Boone County Roadway Regulations Chapter II.**
- B. Surface Aggregate shall meet standard local quarry's specifications.

PART 3 – EXECUTION

3.1 INSTALLATION

Placement of all aggregates for roads and driveways shall comply with **Section 212 of the Boone County Roadway Regulations Chapter II.**

END OF SECTION

SECTION 02739 – PRIME/TACK COATS

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Work consists of the application for prime/tack coats to a prepared surface prior to placement of asphaltic concrete pavement. **Prime coat required for all Bit. Base laid on aggregate base rock. Tack coat is required for all lifts unless otherwise directed by inspector or engineer.**

1.2 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. No final measurement of prime/tack coat will be made.
- B. Payment for all prime/tack coat will be considered incidental to asphaltic concrete pavement.

PART 2 – PRODUCTS

2.1 MATERIALS

The materials and equipment for placement shall conform to **Section 223** of the **Boone County Roadway Regulations Chapter II**.

PART 3 – EXECUTION

3.1 INSTALLATION

Preparation of base and placement of prime coat shall comply with **Section 223** of the **Boone County Roadway Regulations Chapter II** and the **MoDOT Standard Specifications**.

END OF SECTION

SECTION 02740 – ASPHALTIC CONCRETE PAVING

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The Work consists of the placement of asphaltic concrete in one or more courses on a prepared base or underlying course in conformity with the line, grade, thickness, and typical cross section as shown on the Plans or described details.

1.2 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. Asphaltic concrete pavement will be measured and paid for by the laid Ton or Square Yard bid price for the various types and thickness of pavement as listed on the Bid Form.

1.3 QUALITY CONTROL

- A. Contractor shall be responsible to ensure all work meets specifications. No Exceptions

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Materials and the composition of mixture for the Plant Mix Bituminous Base Course shall conform to **MoDot Section 401**.
- B. Materials and composition for the bituminous material and aggregate for asphaltic concrete shall conform to **MoDot Section 401**.
- C. Materials and composition for Surface Asphaltic Concrete Pavement shall conform to **MoDot Section 401**.

PART 3 – EXECUTION

3.1 INSTALLATION

Placement of asphaltic concrete pavement shall comply with **Section 222, 223, and 225** of the **Boone County Roadway Regulations Chapter II** and the **MoDOT Standard Specifications**.

END OF SECTION

SECTION 02741 – PAVING FABRIC

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The contractor is responsible for installation of GlasPave25™, manufactured by Saint-Gobain Technical Fabrics or approved equal paving fabric, as indicated on the project plans.

1.2 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. The paving mat shall be paid for in accordance with these plans and specifications. The unit of measurement shall be paid for at the contract unit price per square yard installed in place. Overlaps in the paving mat will not be measured and included in the payment quantities.
- B. The accepted quantities subject to payment shall be paid for on the basis of furnishing all labor, materials (including asphalt tack coat), tools, equipment, and incidentals for performing the required work involved in furnishing and placing the mat, complete.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. GlasPave25™ is a combination of fiberglass mesh embedded into high performance polyester mats.

1. Physical Properties

Property	Test Method	Units	Type I
Mass per Unit Area	ASTM D5261	grams/m ² (oz/yd ²)	135.6 (4.0)
Wide Width Tensile Strength, MD	ASTM D4595.86	kN/m (lbs/in)	25 min (140)
Wide Width Tensile Strength, CD	ASTM D4595.86	kN/m (lbs/in)	25 min (140)
Wide Width Elongation, MD	ASTM D4595.86	%	< 5.0
Melting Point	ASTM D276	°C (°F)	>232 (>450)
Asphalt Retention	Tex-616-J	liters/ m ² (gal/yd ²)	0.453 (0.10)
Shrinkage	Tex-616-J	%	0

- B. Tack Coats – Type AC-20 or PG64-22 shall be used. When ambient temperatures are above 90°F, the use of AC-30 or PG70-10 is recommended.
 - 1. Application Rate – Optimum application rate is 0.15 gal/sq. yd. This rate can vary +/- 0.05 gal/sq. yd. depending on the condition of the existing surface. Tack coat coverage shall be across the full width of the paving mat and over any overlaps.

PART 3 – EXECUTION

3.1 INSTALLATION

- A. Vacuum or power broom all surfaces prior to spraying a tack coat and installing the paving mat. All surfaces must be free from dirt and loose debris.
- B. All cracks greater than 1/4 in. (6 mm) must be filled with approved crack sealant and all pot holes must be repaired.
- C. If finish or profile milling has been performed, a leveling course is typically not required prior to the placement of the paving mat. This will depend on the smoothness of the surface created during the milling operation and the specific interlayer material being placed. The milling equipment and operation shall have the capability to:
 - 1. Remove asphalt concrete to a minimum depth of 1/4 in. (6 mm).
 - 2. Provide a surface relief (distance between ridges) of no more than 1/4 in. (6 mm).
 - 3. Maintain a 1/4 in. (6 mm) grade tolerance over the surface (transverse and longitudinally).
 - 4. There shall be no more than 1/4 in. (6 mm) vertical height variation between planed and un-planed surfaces at the inside edge of conform and taper mills.
 - 5. If cold planing is performed, a leveling course is required prior to the placement of the paving mat.
 - 6. A leveling course is required over all Portland cement concrete prior to placement of the paving mat.
- D. A hot asphalt cement spray tack coat must be used prior to installing the paving mat. If a chip seal is placed on top of the paving mat, then either asphalt hot spray or emulsions can be used. In not situation shall cut backs or solvent based bitumen be used.
- E. The tack coat shall be applied by a motorized distributor (spreader) that has the capability of adjusting spray rates by 1/10 gal/sq yd. The valves on the distributor bar must fan in an overlap fashion at the recommended application rate.
- F. The recommended application is 0.15 gal/sq yd or 0.70 liters/m².
- G. If the tack coat must be placed by hand, then a spray can or squeegee should be used. This practice is not recommended and should only be considered for unique circumstances.
- H. The paving mat can be placed by tractor or a distributor truck with a fabric applicator attached to the back. A full width broom shall be attached to the applicator to push the paving mat into the tack coat. If the paving mat needs to be placed by hand, then it should be broomed into the hot tack coat. Any wrinkling must be repaired by slitting and lapping in the direction of the paving train.
- I. Asphalt concrete (AC) or chip seal (CS) should be placed the same day. Vehicular traffic shall be kept off the paving mat until the AC or CS is installed.

- J. Surface and ambient temperature during fabric installation shall be warm enough to allow adequate "tack" from the asphalt binder to hold the paving fabric in place. A minimum temperature for application of most asphalt cement binders is approximately 50° F (10° C) and rising.
- K. Overlaps
1. Transverse – minimum 3 in. (75mm), Longitudinal – minimum 2 in. (50 mm)
 2. All Transverse overlaps should be "shingled" in the direction of the paving train.
- L. Protection
1. Traffic – Only construction traffic should be allowed to run on the paving mat, and no traffic should be allowed on the tack coat.
 2. All paving machines are allowed to run on the paving mat, however, all turns should be made gradually. All normally accepted paving operations, including belly dumps, etc., can be deployed. A nominal 2 in. (50 mm) asphalt overlay, with any location having a minimum compacted thickness of 1 1/2 in. (40 mm), is required. In the event that too much tack coat has been applied to the surface, then small quantities of asphalt concrete can be broadcast on the paving mat. Best practices used on any paving mat may be used on GlasPave25™.
 3. Storage – The paving mat should be stored indoors prior to use.

END OF SECTION

SECTION 02750 – PORTLAND CEMENT CONCRETE PAVING

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The work consists of the placement of Portland cement concrete paving at the width, thickness and locations indicated on the Plans.

1.2 SUBMITTALS

Certifications required shall be Manufacturer's Certification that materials meet specifications requirements and Ready Mix delivery tickets (ASTM C94).

1.3 QUALITY ASSURANCE

- A. Compressive strength testing per ASTM C94
- B. Thickness Tolerance – Deficiency shall not exceed 1/4 inch.
- C. The Contractor will be held responsible for the correct alignment, grade and contour specified. **Any spots higher than one-eighth (1/8) inch in ten (10) feet for concrete pavement shall be ground to the required surface by the Contractor at his own expense.**

1.4 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. Final measurement of Portland cement concrete paving shall be made in the field. All areas must be approved by on-site inspector before removal and replacement.
- B. Portland Cement Concrete Pavement will be measured and paid for on a Square Yard bid price as listed on the Bid Form.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Concrete used in the construction of portland cement concrete paving shall be **Class "A"** concrete, unless otherwise specified and all materials, proportioning, air-entraining, mixing, and transporting for Portland cement concrete shall be in accordance with **Section 230 of the Boone County Roadway Regulations Chapter II.**
- B. Reinforcing steel shall conform to **Section 238 of the Boone County Roadway Regulations Chapter II.**
- C. Joint materials shall conform to **Section 231 of the Boone County Roadway Regulations Chapter II.**

PART 3 – EXECUTION

3.1 INSTALLATION

Placement of Portland cement concrete pavement shall comply with **Section 231 of the Boone County Roadway Regulations Chapter II.**

END OF SECTION

SECTION 02770 – CONCRETE CURB AND GUTTER

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The work consists of the placement of concrete curb and gutter at the width, thickness and locations indicated on the Plans.

1.2 SUBMITTALS

Certifications required shall be Manufacturer's Certification that materials meet specifications requirements and Ready Mix delivery tickets (ASTM C94).

1.3 QUALITY ASSURANCE

- A. Compressive strength testing per ASTM C94
- B. Thickness Tolerance – Deficiency shall not exceed 1/4 inch.

1.4 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. Final measurement of concrete curb and gutter shall be made in the field. All areas must be approved by on-site inspector before removal and replacement.
- B. Concrete Curb and Gutter will be measured and paid for on a Linear Feet or Square Yard bid price as listed on the Bid Form.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Concrete used in the construction of concrete curb and gutter shall be **Class "A"** concrete, unless otherwise specified and all materials, proportioning, air-entraining, mixing, and transporting for Portland cement concrete shall be in accordance with **Section 230** of the **Boone County Roadway Regulations Chapter II**.
- B. Reinforcing steel shall conform to **Section 238** of the **Boone County Roadway Regulations Chapter II**.
- C. Joint materials shall conform to **Section 231** of the **Boone County Roadway Regulations Chapter II**.

PART 3 – EXECUTION

3.1 INSTALLATION

Placement of concrete curb and gutter shall comply with **Section 232** of the **Boone County Roadway Regulations Chapter II**.

END OF SECTION

SECTION 02773 – CONCRETE DRIVEWAY

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The work consists of the placement of concrete driveway at the thickness and locations indicated on the Plans.

1.2 SUBMITTALS

Certifications required shall be Manufacturer's Certification that materials meet specifications requirements and Ready Mix delivery tickets (ASTM C94).

1.3 QUALITY ASSURANCE

- A. Compressive strength testing per ASTM C94
- B. Thickness Tolerance – Deficiency shall not exceed 1/4 inch.

1.4 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. Final measurement of concrete driveway shall be made in the field. All areas must be approved by on-site inspector before removal and replacement.
- B. Concrete Driveway will be measured and paid for on a Square Yard bid price as listed on the Bid Form.

PART 2 – PRODUCTS

2.1 MATERIALS

Concrete used in the construction of concrete driveway shall be **Class "A"** concrete, unless otherwise specified and all materials, proportioning, air-entraining, mixing, and transporting for Portland cement concrete shall be in accordance with **Section 230** of the **Boone County Roadway Regulations Chapter II**.

PART 3 – EXECUTION

3.1 INSTALLATION

Placement of concrete driveway shall comply with **Section 237** of the **Boone County Roadway Regulations Chapter II**.

END OF SECTION

SECTION 02775 – CONCRETE SIDEWALK

PART 1 – GENERAL

1.1 PROJECT DESCRIPTION

The work consists of the placement of concrete sidewalk at the width, thickness and locations indicated on the Plans.

1.2 SUBMITTALS

Certifications required shall be Manufacturer's Certification that materials meet specifications requirements and Ready Mix delivery tickets (ASTM C94).

1.3 QUALITY ASSURANCE

- A. Compressive strength testing per ASTM C94
- B. Thickness Tolerance – Deficiency shall not exceed 1/4 inch.

1.4 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

- A. Final measurement of concrete sidewalk shall be made in the field. All areas must be approved by on-site inspector before removal and replacement.
- B. Concrete Sidewalk will be measured and paid for on a Square Yard bid price as listed on the Bid Form.

PART 2 – PRODUCTS

2.1 MATERIALS

Concrete used in the construction of concrete sidewalk shall be **Class "A"** concrete, unless otherwise specified, and all materials, proportioning, air-entraining, mixing, and transporting for Portland cement concrete shall be in accordance with **Section 230** of the **Boone County Roadway Regulations Chapter II** with the additional requirement that the amount of chert in crushed limestone aggregate shall not exceed two percent (2%) by weight..

PART 3 – EXECUTION

3.1 INSTALLATION

Placement of concrete sidewalk shall comply with **Section 234** of the **Boone County Roadway Regulations Chapter II**.

END OF SECTION

SPECIAL PROVISIONS

1. **LIQUIDATED DAMAGES:** MODOT Standard Specification Section 108.8.1.2.a preventing charges for liquidated damages from December 15 to March 15, both dates inclusive, does not apply to this project.
2. **SANITARY/SEPTIC WASTE MANAGEMENT:** Sufficient temporary toilet facilities to serve the number of workers on the site shall be provided. The facilities shall be serviced frequently to maintain a sanitary condition.
3. **CONTROL POINTS AND SURVEY MONUMENTS:** Survey control points, property corners and survey monuments shall be maintained or replaced in accordance with Technical Specification 01720.
4. **TESTING SERVICES:** The contractor shall provide quality control testing. Testing shall be completed by an independent testing laboratory selected by the Contractor and approved by the Engineer. All payment for costs associated with this testing shall be the Contractor's responsibility and shall be included in the contract Lump Sum price for Compaction Testing and Concrete Testing on the Bid Form. The independent testing laboratory shall furnish written documentation to the Owner certifying that the embankment placed and/or cut compaction is engineered fill meeting the specified compaction requirements. The written certification shall be prepared and sealed by a Professional Engineer licensed in the State of Missouri.

Earth Work Testing: Each Layer shall be compacted as per section 02300, includes all embankment, cut compaction and sub base preparation. Field Density and moisture content shall be taken at a minimum of 1 per lift (8" maximum un-compacted thickness) for every 150 L.F. of driveway and 1 per lift for every 7,500 square feet of lot grading. Optimal moisture content shall be determined by AASHTO Method T-99-38, Field density shall be determined in accordance with AASHTO T191, T205, or T238. If a nuclear density method is used, moisture content shall be determined in accordance with AASHTO T239. Before final completion of the sub-grade, the contractor shall proof roll the final layer as per Section 205 of Boone County Roadway Regulation, Chapter II.

Aggregate: Aggregate Base and Aggregate Driveway shall be constructed as per Section 212 of Boone County Roadway Regulation, Chapter II. Proof rolling shall be witnessed by a Boone County representative. No density testing is required.

Concrete Testing: All Portland cement concrete shall be tested for slump, air entrainment, temperature, and compressive strength. Slump, Air, and temperature shall be tested on the first 3 loads of concrete per day. Sampling procedures shall follow AASHTO T 141. Slump test shall be in accordance with AASHTO T 119, and Air Entrainment shall be tested in accordance with AASHTO T 152. Once three load consecutive loads have been accepted only loads specified by Boone County Resource Management as questionable must be tested. One additional load must be tested if batching operations shutdown for more than 1 hour. If batching operations are continuous for the day, 1 additional test shall be taken in the afternoon. Compressive strength test, in accordance with ASTM C1231 and T22, shall be conducted. One test per day, or per 350 s.y. of pavement/sidewalk, whichever is smaller. Test results of the 7 day and 28 day breaks shall be submitted to Boone County within 24 hours of breaking the cylinders.

5. EROSION CONTROL: It is the contractor's responsibility to insure proper erosion control practices are installed on the project and no silt leaves the construction area. Plan sheets show anticipated minimum controls needed to protect the site from erosion. The sheets do not show additional BMP's that may be needed due to Construction means and methods. As per Section 01412 and the SWPPP the contractor will have the flexibility to modify this plan as needed to account for seasonal weather, construction means and methods, and construction schedule.

Erosion control shall follow Section 01570 of the Technical Specifications. As industry standards and new products are continually coming to market, substitution for products shown in these Project Documents will be allowed as long as they are submitted and approved by Boone County Resource Management before installation. This flexibility does not relieve the contractor of meeting minimum preventative erosion control standards. Appropriate perimeter controls must be installed before beginning grading operations.

Stabilization must be initiated immediately and completed within 7 calendar days where soil disturbing activities have temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Interim BMP's shall be constructed if necessary to establish interim stabilization. Final stabilization of disturbed areas must be initiated immediately and completed within 7 calendar days whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased on any portion of the site. Allowances to the 7 calendar day completion period for temporary and final stabilization may be made due to weather and equipment malfunctions. The use of allowances shall be documented in the SWPPP.

Erosion Control will be paid for at the contract Lump Sum bid price and shall include installation, maintenance, repair, and removal once permanent erosion control is established.

6. RESTORATION: The separate seeding and erosion control performance bond described in the Maintenance Requirements Paragraph on page 10.5 of the Contract Conditions and Paragraphs 3.6.B.1 and 3.6.C of Section 01590 of the Technical Specifications is not required for this project.

The Contractor is responsible for restoring permanent grass cover to all non-paved, disturbed areas at 70% density over 100% of the project area. Restored topsoil thickness shall be uniform and shall be no less than 4 inches and no more than 6 inches as detailed in Item 8 below.

Plan Quantities are based on horizontal measurements. Additional surface area due to slope distances will be considered incidental to construction.

7. SITE CLEARING AND GRUBBING: This work shall include all work described in Section 02230-Site Clearing and Grubbing of the Technical Specifications and Section 200 of the Boone County Roadway Regulation Chapter II. Site Clearing and Grubbing will be paid for at the contract lump sum bid price and shall include scalping and off-site disposal of all existing vegetation prior to topsoil stripping. All stumps must be removed from the ground. All trees and brush removed shall be ground and removed from the project site. Open burning will not be allowed.

8. TOPSOIL STRIP, STOCKPILE & RESPREAD: Existing topsoil thickness on the site varies from approximately 4 to 10 inches. The approximate average thickness over the site is predicted to be 6 inches. The Contractor shall take extra care during the stripping and stockpiling phases to keep the topsoil separated from other soils. The Contractor shall restore a 6 inch thick topsoil layer to all non-paved areas. If excess topsoil remains, the excess will be stockpiled on-site in an area designated by the Engineer. If an insufficient amount of topsoil exists on-site to accomplish the desired 6 inch thick restoration, the Contractor shall supplement with topsoil from an approved source to accomplish a 4 inch thick minimum layer at no additional cost.

9. EARTH EXCAVATION AND COMPACTED EMBANKMENT: The bid quantities for the Earth Excavation and Compacted Embankment items are raw volumes calculated between existing ground and proposed finished grade (proposed finished subgrade beneath the proposed drives). They do not include any shrink or swell factors or adjustments for topsoil strip and respread. The design goal is to grade the site to the proposed contours without needing to import or export material. It is estimated that there will be approximately 350 cubic yards of excess topsoil and approximately 950 cubic yards of excess suitable soil remaining after final grading that will need to be stockpiled on-site in the area shown on the Plans. These volumes may vary depending on actual shrink/swell factors, average topsoil thickness and unsuitable soils. The Engineer may field adjust proposed lot grades to achieve the desired site balance.

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APPENDIX A

STATE WAGE RATES

GENERAL: This Contract shall be based upon payment by the Contractor of wage rates not less than the prevailing hourly wage rate for each craft or classification of workers engaged on the work as determined by the Industrial Commission of Missouri on behalf of the Department of Labor and Industrial Relations.

The Contractor shall comply with all requirements of the prevailing wage law of Missouri, Revised Statutes of Missouri, Sections 290.210 to 290.340, including the latest amendments thereto.

The prevailing wage law does not prohibit payment of more than the prevailing rate of wages nor does it limit the hours of work which may be performed by any worker in any particular period of time.

RECORDS: The Contractor shall keep an accurate record showing the names, occupations, and crafts of all workers employed, together with the number of hours worked by each worker and the actual wages paid to each worker. At all reasonable hours, such records shall be open to inspection by the representatives of Industrial Commission of Missouri and the County. The payroll records shall not be destroyed or removed from the State for at least one year after completion of the work.

NOTICES: Throughout the life of this Contract, a copy of the wage determination and the rules promulgated by the Industrial Commission of Missouri shall be displayed in at least one conspicuous place on the project under a heading of NOTICE with the heading in letters at least one inch high.

PENALTY: Pursuant to Section 290.250 RSMo the Contractor shall forfeit to the County as penalty, one hundred dollars for each worker employed, for each calendar day, or portion thereof, such worker is paid less than the stipulated rates for any work done under the Contract, by them.

AFFIDAVIT OF COMPLIANCE: After completion of the work and before final payment can be made under this Contract, the Contractor must file with the County an affidavit stating that they have fully complied with the provisions and requirements of the prevailing wage law of Missouri, sections 290.210 to 290.340 RSMo.

WAGE DETERMINATION: During the life of this Contract, the prevailing hourly rate of wages is subject to change by the Department of Labor and Industrial Relations or by court decision as provided by law. Any such change shall not be the basis of any claim by the Contractor against the County, nor will deductions be made by the County against sums due the Contractor by reason of any such change.

The prevailing wage rate determination made by the Industrial Commission of Missouri is reproduced verbatim and is applicable to this Contract.

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Missouri

Division of Labor Standards

WAGE AND HOUR SECTION



JEREMIAH W. (JAY) NIXON, Governor

Annual Wage Order No. 20

Section 010
BOONE COUNTY

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by

Robert A. Bedell, Acting Director
Division of Labor Standards

This Is A True And Accurate Copy Which Was Filed With The Secretary of State: March 8, 2013

Last Date Objections May Be Filed: April 8, 2013

Prepared by Missouri Department of Labor and Industrial Relations

OCCUPATIONAL TITLE	** Date of Increase		Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Asbestos Worker (H & F) Insulator			\$31.26	55	60	\$19.51
Boilermaker			\$32.72	57	7	\$26.89
Bricklayer and Stone Mason	6/13		\$28.25	59	7	\$15.38
Carpenter	6/13		\$24.09	60	15	\$14.45
Cement Mason			\$26.08	9	3	\$11.00
Electrician (Inside Wireman)			\$30.78	28	7	\$12.32 + 13%
Electrician (Outside-Line Construction)\Lineman)			\$36.91	43	45	\$5.00 + 37.5%
Lineman Operator			\$33.59	43	45	\$5.00 + 37.5%
Groundman			\$25.97	43	45	\$5.00 + 37.5%
Communication Technician			\$30.78	28	7	\$12.32 + 13%
Elevator Constructor		a	\$43.345	26	54	\$25.095
Operating Engineer						
Group I	6/13		\$27.01	86	66	\$23.43
Group II	6/13		\$27.01	86	66	\$23.43
Group III	6/13		\$25.76	86	66	\$23.43
Group III-A	6/13		\$27.01	86	66	\$23.43
Group IV	6/13		\$24.78	86	66	\$23.43
Group V	6/13		\$27.71	86	66	\$23.43
Pipe Fitter	7/13	b	\$34.75	91	69	\$26.28
Glazier		c	\$28.15	122	76	\$14.22 + 5.2%
Laborer (Building):						
General			\$20.81	42	44	\$12.09
First Semi-Skilled			\$22.81	42	44	\$12.09
Second Semi-Skilled			\$21.81	42	44	\$12.09
Lather			USE CARPENTER RATE			
Linoleum Layer and Cutter			USE CARPENTER RATE			
Marble Mason	6/13		\$21.15	124	74	\$12.68
Millwright	6/13		\$25.09	60	15	\$14.45
Ironworker			\$27.81	11	8	\$21.04
Painter	6/13		\$21.35	18	7	\$11.72
Plasterer			\$24.84	94	5	\$11.05
Plumber	7/13	b	\$34.75	91	69	\$26.28
Pile Driver	6/13		\$25.09	60	15	\$14.45
Roofer \ Waterproofer			\$28.05	12	4	\$13.59
Sheet Metal Worker	7/13		\$29.96	40	23	\$15.12
Sprinkler Fitter - Fire Protection	6/13		\$30.02	33	19	\$18.55
Terrazzo Worker	6/13		\$28.15	124	74	\$14.32
Tile Setter	6/13		\$21.15	124	74	\$12.68
Truck Driver-Teamster						
Group I			\$24.50	101	5	\$9.30
Group II			\$25.15	101	5	\$9.30
Group III			\$24.65	101	5	\$9.30
Group IV			\$25.15	101	5	\$9.30
Traffic Control Service Driver			\$26.415	22	55	\$9.045

Fringe Benefit Percentage is of the Basic Hourly Rate

Attention Workers: If you are not being paid the appropriate wage rate and fringe benefits contact the Division of Labor Standards at (573) 751-3403.

**Annual Incremental Increase

OCCUPATIONAL TITLE	** Date of Increase	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits

* Welders receive rate prescribed for the occupational title performing operation to which welding is incidental.

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

- a - Vacation: Employees over 5 years - 8%; Employees under 5 years - 6%
- **b - All work over \$7 Mil. Total Mech. Contract - \$34.75, Fringes - \$26.28
All work under \$7 Mil. Total Mech. Contract - \$33.41, Fringes - \$20.89
- c - Vacation: Employees after 1 year - 2%; Employees after 2 years - 4%; Employees after 10 years - 6%

**BOONE COUNTY
OVERTIME SCHEDULE - BUILDING CONSTRUCTION**

FED: Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

NO. 9: Means the regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated for at double the regular rate of wages. The work week shall be Monday through Friday, except for midweek holidays.

NO. 11: Means eight (8) hours shall constitute a day's work, with the starting time to be established between 6:00 a.m. and 8:00 a.m. from Monday to Friday. Time and one-half (1½) shall be paid for first two (2) hours of overtime Monday through Friday and the first eight (8) hours on Saturday. All other overtime hours Monday through Saturday shall be paid at double (2) time rate. Double (2) time shall be paid for all time on Sunday and recognized holidays or the days observed in lieu of these holidays.

NO. 12: Means the work week shall commence on Monday at 12:01 a.m. and shall continue through the following Friday, inclusive of each week. All work performed by employees anywhere in excess of forty (40) hours in one (1) work week, shall be paid for at the rate of one and one-half (1½) times the regular hourly wage scale. All work performed within the regular working hours which shall consist of a ten (10) hour work day except in emergency situations. Overtime work and Saturday work shall be paid at one and one-half (1½) times the regular hourly rate. Work on recognized holidays and Sundays shall be paid at two (2) times the regular hourly rate.

NO. 18: Means the regular work day shall be eight (8) hours. Working hours are from six (6) hours before Noon (12:00) to six (6) hours after Noon (12:00). The regular work week shall be forty (40) hours, beginning between 6:00 a.m. and 12:00 Noon on Monday and ending between 1:00 p.m. and 6:00 p.m. on Friday. Saturday will be paid at time and one-half (1½). Sunday and Holidays shall be paid at double (2) time. Saturday can be a make-up day if the weather has forced a day off, but only in the week of the day being lost. Any time before six (6) hours before Noon or six (6) hours after Noon will be paid at time and one-half (1½).

NO. 22: Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

NO. 26: Means that the regular working day shall consist of eight (8) hours worked between 6:00 a.m., and 5:00 p.m., five (5) days per week, Monday to Friday, inclusive. Hours of work at each jobsite shall be those established by the general contractor and worked by the majority of trades. (The above working hours may be changed by mutual agreement). Work performed on Construction Work on Saturdays, Sundays and before and after the regular working day on Monday to Friday, inclusive, shall be classified as overtime, and paid for at double (2) the rate of single time. The employer may establish hours worked on a jobsite for a four (4) ten (10) hour day work week at straight time pay for construction work; the regular working day shall consist of ten (10) hours worked consecutively, between 6:00 a.m. and 6:00 p.m., four (4) days per week, Monday to Thursday, inclusive. Any work performed on Friday, Saturday, Sunday and holidays, and before and after the regular working day on Monday to Thursday where a four (4) ten (10) hour day workweek has been established, will be paid at two times (2) the single time rate of pay. The rate of pay for all work performed on holidays shall be at two times (2) the single time rate of pay.

**BOONE COUNTY
OVERTIME SCHEDULE - BUILDING CONSTRUCTION**

NO. 28: Means a regular workday shall consist of eight (8) hours between 7:00 a.m. and 5:30 p.m., with at least a thirty (30) minute period to be taken for lunch. Five (5) days a week, Monday through Friday inclusive, shall constitute a work week. The Employer has the option for a workday/workweek of four (4) ten (10) hour days (4-10's) provided:

- The project must be for a minimum of four (4) consecutive days.
- Starting time may be within one (1) hour either side of 8:00 a.m.
- Work week must begin on either a Monday or Tuesday: If a holiday falls within that week it shall be a consecutive work day. (Alternate: If a holiday falls in the middle of a week, then the regular eight (8) hour schedule may be implemented).
- Any time worked in excess of any ten (10) hour work day (in a 4-10 hour work week) shall be at the appropriate overtime rate.

All work outside of the regular working hours as provided, Monday through Saturday, shall be paid at one & one-half (1½) times the employee's regular rate of pay. All work performed from 12:00 a.m. Sunday through 8:00 a.m. Monday and recognized holidays shall be paid at double (2) the straight time hourly rate of pay. Should employees work in excess of twelve (12) consecutive hours they shall be paid double time (2X) for all time after twelve (12) hours. Shift work performed between the hours of 4:30 p.m. and 12:30 a.m. (second shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus ten (10%) percent for seven and one-half (7½) hours work. Shift work performed between the hours of 12:30 a.m. and 8:00 a.m. (third shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus fifteen (15%) percent for seven (7) hours work. A lunch period of thirty (30) minutes shall be allowed on each shift. All overtime work required after the completion of a regular shift shall be paid at one and one-half (1½) times the shift hourly rate.

NO. 33: Means the standard work day and week shall be eight (8) consecutive hours of work between the hours of 6:00 a.m. and 6:00 p.m., excluding the lunch period Monday through Friday, or shall conform to the practice on the job site. Four (4) days at ten (10) hours a day may be worked at straight time, Monday through Friday and need not be consecutive. All overtime, except for Sundays and holidays shall be at the rate of time and one-half (1½). Overtime worked on Sundays and holidays shall be at double (2) time.

NO. 40: Means the regular working week shall consist of five (5) consecutive (8) hour days' labor on the job beginning with Monday and ending with Friday of each week. Four (4) 10-hour days may constitute the regular work week. The regular working day shall consist of eight (8) hours labor on the job beginning as early as 6:00 a.m. and ending as late as 5:30 p.m. All full or part time labor performed during such hours shall be recognized as regular working hours and paid for at the regular hourly rate. All hours worked on Saturday and all hours worked in excess of eight (8) hours but not more than twelve (12) hours during the regular working week shall be paid for at time and one-half (1½) the regular hourly rate. All hours worked on Sundays and holidays and all hours worked in excess of twelve (12) hours during the regular working day shall be paid at two (2) times the regular hourly rate. In the event of rain, snow, cold or excessively windy weather on a regular working day, Saturday may be designated as a "make-up" day. Saturday may also be designated as a "make-up" day, for an employee who has missed a day of work for personal or other reasons. Pay for "make-up" days shall be at regular rates.

**BOONE COUNTY
OVERTIME SCHEDULE - BUILDING CONSTRUCTION**

NO. 42: Means eight (8) hours between the hours of 8:00 a.m. and 4:30 p.m. shall constitute a work day. The starting time may be advanced one (1) or two (2) hours. Employees shall have a lunch period of thirty (30) minutes. The Employer may provide a lunch period of one (1) hour, and in that event, the workday shall commence at 8:00 a.m. and end at 5:00 p.m. The workweek shall commence at 8:00 a.m. on Monday and shall end at 4:30 p.m. on Friday (or 5:00 p.m. on Friday if the Employer grants a lunch period of one (1) hour), or as adjusted by starting time change as stated above. All work performed before 8:00 a.m. and after 4:30 p.m. (or 5:00 p.m. where one (1) hour lunch is granted for lunch) or as adjusted by starting time change as stated above or on Saturday, except as herein provided, shall be compensated at one and one-half (1½) times the regular hourly rate of pay for the work performed. All work performed on Sunday and on recognized holidays shall be compensated at double (2) the regular hourly rate of pay for the work performed. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. The Employer shall have the option of working five eight (8) hour days or four ten (10) hour days Monday through Friday. If an Employer elects to work five (5) eight (8) hour days during any work week, hours worked more than eight (8) per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer elects to work four (4) ten (10) hour days in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer is working ten (10) hour days and loses a day due to inclement weather, they may work ten (10) hours Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) overtime rate. Overtime shall be computed at half-hour intervals. Shift Work: Two (2) or three (3) shifts shall be permitted, provided such shifts are scheduled for a minimum of three (3) consecutive days. The second shift shall begin at 4:30 p.m. and end at 12:30 a.m. with one-half (1/2) hour for lunch between 7:30 p.m. and 9:00 p.m. and shall received eighty (8) hours' pay. The third shift shall begin at 12:30 a.m. and end at 8:00 a.m. with one-half (1/2) hour for lunch between 3:30 a.m. and 5:00 a.m. and shall received (8) hours; pay. There shall be at least one (1) foreman on each shift on jobs where more than one shift is employed, provided that there are two (2) or more employees on second and on the third shifts. All shifts shall arrange to interchange working hours at the end of each week. When three shifts are used, the applicable rate must be paid from Saturday at 8:00 a.m. until the following Monday at 8:00 a.m. When three shifts are employed, the second and third shifts shall contain at least one-half (1/2) as many employees as the first shift.

NO. 43: Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Work performed outside the regularly scheduled working hours and on Saturdays, Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

NO. 55: Means the regular work day shall be eight (8) hours between 6:00 a.m. and 4:30 p.m. The first two (2) hours of work performed in excess of the eight (8) hour work day, Monday through Friday, and the first ten (10) hours of work on Saturday, shall be paid at one & one-half (1½) times the straight time rate. All work performed on Sunday, observed holidays and in excess of ten (10) hours a day, Monday through Saturday, shall be paid at double (2) the straight time rate.

NO. 57: Means eight (8) hours per day shall constitute a day's work and forty (40) hours per week, Monday through Friday, shall constitute a week's work. The regular starting time shall be 8:00 a.m. If a second or third shift is used, the regular starting time of the second shift shall be 4:30 p.m. and the regular starting period for the third shift shall be 12:30 a.m. These times may be adjusted by the employer. The day shift shall work a regular eight (8) hours shift as outlined above. Employees working a second shift shall receive an additional \$0.25 above the regular hourly rate and perform seven and one-half (7½) hours work for eight (8) hours pay. Third shift employees shall be paid an additional \$0.50 above the regular hourly rate and work seven (7) hours for eight (8) hours pay. When circumstances warrant, the Employer may change the regular workweek to four (4) ten-hour days at the regular time rate of pay. All time worked before and after the established workday of eight (8) hours, Monday through Friday, and all time worked on Saturday shall be paid at the rate of time and one-half (1½) except in cases where work is part of an employee's regular Friday shift. All time worked on Sunday and recognized holidays shall be paid at the double (2) time rate of pay except in cases where work is part of an employee's previous day's shift. For all overtime hours worked \$25.65 of the fringe benefits portion of the prevailing wage shall be paid at the same overtime rate at which the cash portion of the prevailing wage is to be paid. The remaining \$1.24 of the fringe benefit portion of the prevailing wage may be paid at straight time.

**BOONE COUNTY
OVERTIME SCHEDULE - BUILDING CONSTRUCTION**

NO. 59: Means that except as herein provided, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work. All time worked outside of the standard eight (8) hour work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½). All time worked on Sunday and holidays shall be classified as overtime and paid at the rate of double (2) time. The Employer has the option of working either five (5) eight hour days or four (4) ten hour days to constitute a normal forty (40) hour work week. When the four (4) ten-hour work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work, Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours or forty (40) hours per week. When the five day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours or forty (40) hours per week. The regular starting time (and resulting quitting time) may be moved to 6:00 a.m. or delayed to 9:00 a.m. Make-up days shall not be utilized for days lost due to holidays.

NO. 60: Means the Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any work week, hours worked more than eight (8) per day or forty (40) per week shall be paid at time and one-half (1½) the hourly wage rate plus fringe benefits Monday through Friday. **SATURDAY MAKE-UP DAY:** If an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. It is agreed by the parties that the make-up day is not to be used to make up time lost due to recognized holidays. If an Employer elects to work four 10-hour days, between the hours of 6:30 a.m. and 6:30 p.m. in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one half (1½) the hourly wage rate plus fringe benefits Monday through Friday. If an Employer is working 10-hour days and loses a day due to inclement weather, the Employer may work ten (10) hours on Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) the hourly wage rate plus fringe benefits. All Millwright work performed in excess of the regular work day and on Saturday shall be compensated for at time and one-half (1½) the regular Millwright hourly wage rate plus fringe benefits. The regular work day starting at 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work accomplished on Sundays and recognized holidays, or days observed as recognized holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. NOTE: All overtime is computed on the hourly wage rate plus an amount equal to the fringe benefits.

NO. 86: Means the regular work week shall consist of five (5) days, Monday through Friday, beginning at 8:00 a.m. and ending at 4:30 p.m. The regular work day beginning time may be advanced one or two hours or delayed by one hour. However, the Employer may have the option to schedule his work week from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be at the applicable overtime rate. If the Employer elects to work from Monday through Thursday and is stopped due to circumstances beyond his control, inclement weather or holiday, he shall have the option to work Friday at the straight time rate of pay to complete his forty (40) hours. If an employee declines to work Friday as a make-up day, he shall not be penalized. All overtime work performed on Monday through Saturday shall be paid at time and one-half (1½) of the hourly rate plus an amount equal to one-half (½) of the hourly Total Indicated Fringe Benefits. All work performed on Sundays and recognized holidays shall be paid at double (2) the hourly rate plus an amount equal to the hourly Total Indicated Fringe Benefits.

**BOONE COUNTY
OVERTIME SCHEDULE - BUILDING CONSTRUCTION**

NO. 91: Means eight (8) hours shall constitute a day's work commencing at 7:00 a.m. and ending at 3:30 p.m., allowing one-half (½) hour for lunch. The option exists for the Employer to use a flexible starting time between the hours of 6:00 a.m. and 9:00 a.m. The regular workweek shall consist of forty (40) hours of five (5) workdays, Monday through Friday. The workweek may consist of four (4) ten (10) hour days from Monday through Thursday, with Friday as a make-up day. If the make-up day is a holiday, the employee shall be paid at the double (2) time rate. The employees shall be paid time and one-half (1½) for work performed on Saturdays, before the regular starting time or after the regular quitting time or over eight (8) hours per work day (unless working a 10-hour work day, then time and one-half (1½) is paid for work performed over ten (10) hours a day) or over forty (40) hours per work week. Work performed on Sundays and recognized holidays shall be paid at the double (2) time rate of pay. **SHIFT WORK:** When it is necessary for the project to operate in shifts, there will be three (3) eight (8) hour shifts commencing at 8:00 a.m. Shift work must continue for a period of not less than three (3) consecutive work days, two (2) days which must be regular work days (Monday through Friday). In the event the second or third shift of any regular work day shall fall into a Saturday or a holiday, such extension into a Saturday or holiday shall be considered as part of the previous workday and employees shall be paid at the regular shift rate. The first day shift shall work a regular eight (8) hour day at regular rates. The second shift shall be eight (8) hours regular time pay plus \$2.50 per hour premium for eight (8) hours work. Third shift will be for eight (8) hours regular time pay plus \$3.00 per hour premium for eight (8) hours work.

NO. 94: Means eight (8) hours shall constitute a day's work between the hours of 8:00 a.m. and 5:00 p.m. The regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated at double the regular rate of wages.

NO. 101: Means that except as provided below, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work, which shall begin on Monday and end on Friday. All time worked outside of the standard work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½) (except as herein provided). All time worked on Sunday and recognized holidays shall be classified as overtime and paid at the rate of double (2) time. The regular starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. The Employer has the option of working either five (5) eight-hour days or four (4) ten-hour days to constitute a normal forty (40) hour work week. When a four (4) ten-hour day work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours per day or forty (40) hours per week. Starting time will be designated by the employer. When the five (5) day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours per day or forty (40) hours per week. Make-up days shall not be utilized for days lost due to holidays.

NO. 104: Means eight (8) hours per day shall constitute a standard work day between the hours of 6:00 a.m. and 8:00 p.m. The standard work week shall be forty (40) hours between 6:00 a.m. on Monday and ending 8:00 p.m. on Friday. An overtime rate of time and one-half (1½) the base hourly rate shall be paid on all hours in excess of eight (8) hours in a day Monday through Friday. Saturdays shall be considered overtime and work done on Saturday shall be paid at time and one-half (1½) the prevailing scale. Sundays and holidays shall be considered overtime and work done on these days shall be paid at double (2) the prevailing scale.

NO. 122: Means forty (40) hours between Monday and Friday shall constitute the normal work week. Work shall be scheduled between the hours of 6:00 a.m. and 6:30 p.m., with one-half hour for lunch. Work in excess of eight (8) hours per day and forty (40) hours per week, and on Saturdays, shall be paid at the rate of one and one-half times the normal rate. Due to inclement weather during the week, Saturday shall be a voluntary make up day.

**BOONE COUNTY
OVERTIME SCHEDULE - BUILDING CONSTRUCTION**

NO. 124: Means eight (8) hours shall constitute a day's work on all classes of work between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. The pay for time worked during these hours shall be at the regular wage rate. The regular workweek shall be Monday through Friday. Employment from 4:30 p.m. to 12:00 midnight, Monday through Friday, shall be paid for at one and one-half (1½) times the regular hourly rate. From 12:00 midnight until 8:00 a.m. on any day shall be paid for at twice the regular hourly rate. All time worked on Sundays and the recognized holidays shall be paid at the rate of double (2) time. It is understood that forty (40) hours shall constitute a regular workweek, (5-8's) Sunday Midnight through Friday Midnight, understanding anything over eight (8) hours is one and one-half (1½) times the hourly wage rate.

NO. 126: Means eight (8) hours per day shall constitute a day's work and forty (40) hours per week, Monday through Friday, shall constitute a week's work. The regular starting time shall be 8:00 a.m. If a second or third shift is used, the regular starting time of the second shift shall be 4:30 p.m. and the regular starting period for the third shift shall be 12:30 a.m. These times may be adjusted by the employer. The day shift shall work a regular eight (8) hours shift as outlined above. Employees working a second shift shall receive an additional \$0.25 above the regular hourly rate and perform seven and one-half (7½) hours work for eight (8) hours pay. Third shift employees shall be paid an additional \$0.50 above the regular hourly rate and work seven (7) hours for eight (8) hours pay. When circumstances warrant, the Employer may change the regular workweek to four (4) ten-hour days at the regular time rate of pay. All time worked before and after the established workday of eight (8) hours, Monday through Friday, and all time worked on Saturday shall be paid at the rate of time and one-half (1½) except in cases where work is part of an employee's regular Friday shift. All time worked on Sunday and recognized holidays shall be paid at the double (2) time rate of pay except in cases where work is part of an employee's previous day's shift. For all overtime hours worked \$25.77 of the fringe benefits portion of the prevailing wage shall be paid at the same overtime rate at which the cash portion of the prevailing wage is to be paid. The remaining \$1.24 of the fringe benefit portion of the prevailing wage may be paid at straight time.

**BOONE COUNTY
HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

NO. 3: All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day (November 11), Thanksgiving Day, and Christmas Day shall be compensated at the double (2) time rate of pay. When any of these holidays fall on a Sunday, the following Monday shall be observed. No work shall be performed on the days set forth except in cases of emergencies to protect life or property.

NO. 4: All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day shall be paid at the double time rate of pay. If any of the above holidays fall on Sunday, Monday will be observed as the recognized holiday. If any of the above holidays fall on Saturday, Friday will be observed as the recognized holiday.

NO. 5: All work that shall be done on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay.

NO. 7: The following days are assigned days and are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This is applied to protect Labor Day. When a holiday falls during the normal workweek, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week. However, no reimbursement for these eight (8) hours is to be paid to the workman unless worked. If workman are required to work the above enumerated holidays or days observed as such, or on Sunday, they shall receive double (2) the regular rate of pay for such work.

NO. 8: All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day, or the days observed in lieu of these holidays, shall be paid at the double time rate of pay.

NO. 15: All work accomplished on the recognized holidays of New Year's Day, Decoration Day (Memorial Day), Independence Day (Fourth of July), Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, or days observed as these named holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. If a holiday falls on Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day, Christmas Day, Decoration Day or Independence Day except to preserve life or property.

NO. 19: All work done on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. The employee may take off Friday following Thanksgiving Day. However, the employee shall notify his or her Foreman, General Foreman or Superintendent on the Wednesday preceding Thanksgiving Day. When one of the above holidays falls on Sunday, the following Monday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate. When one of the holidays falls on Saturday, the preceding Friday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate.

NO. 21: All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day shall be paid for at double (2) the straight-time rate of pay. Any of the above listed holidays falling on Sunday, shall be observed on the following Monday and paid for at double (2) the straight-time rate of pay. Any of the above listed holidays falling on Saturday shall be observed on the previous Friday, and paid for at double (2) the straight-time rate of pay. If any of the above listed holidays fall on Friday, Saturday, Sunday, or Monday, creating a three-day weekend, then the entire three (3) days (either Friday, Saturday, and Sunday – if the holiday falls on Friday or Saturday; or Saturday, Sunday, and Monday – if the holiday falls on Sunday or Monday) shall be paid for at double (2) the straight-time rate of pay.

NO. 23: All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and Sundays shall be recognized holidays and shall be paid at the double time rate of pay. When a holiday falls on Sunday, the following Monday shall be considered a holiday. When a holiday falls on Saturday, Friday is recognized as a holiday.

**BOONE COUNTY
HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

NO. 44: All work done on New Year's Day, Memorial Day, Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. If a holiday falls on a Sunday, it shall be observed on the Monday following. If a holiday falls on a Saturday, it shall be observed on the proceeding Friday. No work shall be performed on these days except in emergency to protect life or property. All work performed on these holidays shall be compensated at double the regular hourly rate for the work performed. Overtime shall be computed at half-hour intervals.

NO. 45: All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, and Christmas Day, shall be paid at the double time rate of pay.

NO. 54: All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay. When a holiday falls on Saturday, it shall be observed on Friday. When a holiday falls on Sunday, it shall be observed on Monday.

NO. 55: The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

NO. 60: All work performed on New Year's Day, Armistice Day (Veteran's Day), Decoration Day (Memorial Day), Independence Day (Fourth of July), Thanksgiving Day and Christmas Day shall be paid at the double time rate of pay. No work shall be performed on Labor Day except when triple (3) time is paid. When a holiday falls on Saturday, Friday will be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday.

NO. 66: All work performed on Sundays and the following recognized holidays, or the days observed as such, of New Year's Day, Decoration Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) the hourly rate plus an amount equal to the hourly Total Indicated Fringe Benefits. Whenever any such holidays fall on a Sunday, the following Monday shall be observed as a holiday.

NO. 69: All work performed on New Year's Day, Memorial Day, July Fourth, Labor Day, Veteran's Day, Thanksgiving Day or Christmas Day shall be compensated at double (2) their straight-time hourly rate of pay. Friday after Thanksgiving and the day before Christmas are also holidays, however, if the employer chooses to work the normal work hours on these days, the employee will be paid at straight-time rate of pay. If a holiday falls on a Saturday, the holiday will be observed on Saturday; if a holiday falls on a Sunday, the holiday will be observed on the following Monday.

NO. 74: All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) time of the hourly rate of pay. In the event one of the above holiday's falls on Saturday, the holiday shall be celebrated on Saturday. If the holiday falls on Sunday, the holiday will be celebrated on Monday.

NO. 76: Work performed on Holidays shall be paid at the rate of two times the normal rate. Holidays are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. If a holiday falls on a Sunday, it shall be celebrated on the following Monday, if it falls on Saturday, it shall be celebrated on the preceding Friday.

OCCUPATIONAL TITLE	* Date of Increase	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Carpenter		\$29.52	7	16	\$13.50
Millwright		\$29.52	7	16	\$13.50
Pile Driver		\$29.52	7	16	\$13.50
Electrician (Outside-Line Construction)\Lineman		\$38.91	9	12	\$5.00 + 37.5%
Lineman Operator		\$33.59	9	12	\$5.00 + 37.5%
Lineman - Tree Trimmer		\$23.19	32	31	\$5.00 + 23%
Groundman		\$25.97	9	12	\$5.00 + 37.5%
Groundman - Tree Trimmer		\$17.10	32	31	\$5.00 + 23%
Operating Engineer					
Group I	6/13	\$26.09	21	5	\$23.32
Group II	6/13	\$25.74	21	5	\$23.32
Group III	6/13	\$25.54	21	5	\$23.32
Group IV	6/13	\$21.89	21	5	\$23.32
Oiler-Driver	6/13	\$21.89	21	5	\$23.32
Laborer					
General Laborer	6/13	\$26.51	2	4	\$12.07
Skilled Laborer	6/13	\$27.11	2	4	\$12.07
Truck Driver-Teamster					
Group I		\$27.52	22	19	\$10.90
Group II		\$27.68	22	19	\$10.90
Group III		\$27.67	22	19	\$10.90
Group IV		\$27.79	22	19	\$10.90
Traffic Control Service Driver		\$26.415	28	27	\$9.045

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate sheet.

**BOONE COUNTY
OVERTIME SCHEDULE – HEAVY CONSTRUCTION**

FED: Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

NO. 2: Means a regular workweek shall be forty (40) hours and will start on Monday and end on Friday. The Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any workweek, hours worked more than eight (8) per day or 40 per week shall be paid at time and one-half the hourly rate Monday through Friday. If an Employer elects to work four 10-hour days in a week, work performed more than ten (10) hours per day or 40 hours per week shall be paid at time and one-half the hourly rate Monday through Friday. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours Monday through Friday, or any part thereof, by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. If an Employer is working a four 10-hour day schedule and loses a day due to inclement weather, he may work 10 hours Friday at straight time. All hours worked over the 40 hours Monday through Friday will be paid at 1 ½ overtime rate. A workday shift is to begin at the option of the Employer, between 6:00 a.m. and not later than 9:00 a.m. However, the project starting time may be advanced or delayed if required. If workmen are required to work the enumerated holidays or days observed as such or Sundays, they shall receive double (2) the regular rate of pay for such work. Overtime shall be computed at one-half (1/2) hour intervals. Shift: The Contractor may elect to work one, two or three shifts on any work. When operating on more than one shift, the shifts shall be known as the day shift, swing shift, and graveyard shift as such terms are recognized in the industry. When two shifts are worked on any operation, the shifts will consist of eight (8) or ten (10) hours exclusive of lunchtime. When three shifts are worked the first day or day shift will consist of eight (8) hours exclusive of lunchtime. The second or swing shift shall consist of seven and one-half (7 1/2) hours work for eight hours pay, exclusive of lunchtime, and the third or the graveyard shift shall consist of seven (7) hours work for eight (8) hours pay, exclusive of the lunchtime. All time in excess of normal shifts shall be considered overtime. Multiple shift (the two or three shift) operation will not be construed on the entire project if at any time it is deemed advisable and necessary for the Employer to multiple shift a specific operation. However, no shift shall be started between midnight and six a.m. except the graveyard shift on a three-shift operation, or except in an unusual or emergency situation. If an Employer starts a shift between midnight and 6 a.m. except the graveyard shift on a three-shift operation, he shall reimburse all employees for the entire shift at the double time rate. Completion of the second shift on a two-shift operation or completion of the graveyard shift on a three-shift operation that carries over into Saturday morning, shall be at the straight time rate. Overtime shall be computed at ½ hour intervals.

NO. 7: Means the regular work week shall start on Monday and end on Friday, except where the Employer elects to work Monday through Thursday, ten (10) hours per day. All work over ten (10) hours in a day or forty (40) hours in a week shall be at the overtime rate of one and one-half (1½) times the regular hourly rate. The regular work day shall be either eight (8) or ten (10) hours. If a job can't work forty (40) hours Monday through Friday because of inclement weather or other conditions beyond the control of the Employer, Friday or Saturday may be worked as a make-up day at straight time (if working 4-10's). Saturday may be worked as a make-up day at straight time (if working 5-8's). Make-up days shall not be utilized for days lost due to holidays. A workday is to begin at the option of the Employer but not later than 11:00 a.m. except when inclement weather, requirements of the owner or other conditions beyond the reasonable control of the Employer prevent work. Except as worked as a make-up day, time on Saturday shall be worked at one and one-half (1½) times the regular rate. Work performed on Sunday shall be paid at two (2) times the regular rate. Work performed on recognized holidays or days observed as such, shall also be paid at the double (2) time rate of pay.

NO. 9: Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Work performed in the first eight (8) hours on Saturday shall be paid at the rate of one and eight tenths (1.8) the regular straight time rate. Work performed outside these hours and on Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

**BOONE COUNTY
OVERTIME SCHEDULE – HEAVY CONSTRUCTION**

NO. 21: Means the regular workday for which employees shall be compensated at straight time hourly rate of pay shall, unless otherwise provided for, begin at 8:00 a.m. and end at 4:30 p.m. However, the project starting time may be advanced or delayed at the discretion of the Employer. At the discretion of the Employer, when working a five (5) day eight (8) hour schedule, Saturday may be used for a make-up day. If an Employer is prohibited from working on a holiday, that employer may work the following Saturday at the straight time rate. However, the Employer may have the option to schedule his work from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate. If the Employer elects to work from Monday through Thursday and is stopped due to circumstances beyond his control, he shall have the option to work Friday or Saturday at the straight time rate of pay to complete his forty (40) hours. If an Employer is prohibited from working on a holiday, that Employer may work the following Friday or Saturday at the straight time rate. Overtime will be at one and one-half (1½) times the regular rate. If workmen are required to work the enumerated holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work.

NO. 22: Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interested parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

NO. 28: Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

NO. 32: Means the overtime rate shall be time and one-half the regular rate for work over forty (40) hours per week. Sundays and Holidays shall be paid at double the straight time rate.

**BOONE COUNTY
HOLIDAY SCHEDULE – HEAVY CONSTRUCTION**

NO. 4: All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, or observed as such, shall be paid at the double time rate of pay. When a Holiday falls on a Sunday, Monday shall be observed. No work shall be performed on Labor Day, except in case of jeopardy to life or property. This is applied to protect Labor Day.

NO. 5: The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward a forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workman unless worked. If workmen are required to work the above recognized holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work. The above shall apply to the four 10's Monday through Friday work week. The ten (10) hours shall be applied to the forty (40) hour work week.

NO. 12: All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, or days celebrated as such, shall be paid at the double time rate of pay. When one of the foregoing holidays falls on Sunday, it shall be celebrated on the following Monday. When one of the foregoing holidays falls on Saturday, it shall be celebrated on the Friday before the holiday.

NO. 16: The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on Sunday, it shall be observed on the following Monday. If a holiday falls on Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid to the worker unless worked. If workers are required to work the above recognized holidays or days observed as such, they shall receive double (2) the regular rate of pay for such work.

NO. 19: The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

NO. 27: The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

NO. 31: All work performed on New Year's Day, Presidents' Day, Veterans' Day, Good Friday, Decoration Day, Fourth of July, Labor Day, Christmas Eve Day, Christmas Day, Thanksgiving Day and Day after Thanksgiving or days celebrated for the same.

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APPENDIX B

STANDARD TERMS AND CONDITIONS-CONTRACT WITH BOONE COUNTY, MISSOURI

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or **e-mail** will be accepted. **U.S. mail only.**
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

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APPENDIX C

PROJECT PLANS AND/OR DETAILS

The Project Plans and/or Details are provided separate from these Specifications but shall be considered part of the contract documents as if included herein.

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TITLE PAGE

STORMWATER POLLUTION PREVENTION PLAN FOR

Project Name: **Boone County Public Works South Facility Lot Grading and Access Drives**

Project Location/Address: **Empty lot northwest of the Columbia Police Training Center at 5001 Meyer
Industrial Drive.**

City/State/Zip: **Columbia, Missouri 65201**

Project Site Telephone Number: **N/A**

Parcel Number: **N/A**

PREPARED FOR

Project Property Owner's Name: **County of Boone, Missouri (c/o Resource Management Department)**

Address: **801 East Walnut, Room 315**

City: **Columbia** State: **Missouri** Zip: **65201**

Phone: **573-886-4480** Fax: **573-886-4340**

Email:

PREPARED BY

Consulting Company: **Boone County Resource Management-Engineering Division**

Consultant's Name: **Michael J. McCann, P.E.**

Address: **801 East Walnut, Room 315**

City: **Columbia** State: **Missouri** Zip: **65201**

Phone: **573-886-4480** Fax: **573-886-4340**

Email: **jmccann@boonecountymo.org**

SWPPP Preparation Date: **August 5, 2013**

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SECTION 1. SITE EVALUATION, ASSESSMENT, & PLANNING

1.1 PROJECT/SITE INFORMATION

Project Name: **Boone County Public Works South Facility Lot Grading and Access Drives**

Project Location/Address: **Empty lot northwest of the Columbia Police Training Center at 5001 Meyer Industrial Drive.**

City/State/Zip: **Columbia, Missouri 65201**

County or Similar Subdivision: **Boone County**

Latitude:

_____ ° _____ ' _____ ''

Longitude:

_____ ° _____ ' _____ ''

Is this project considered a federal facility? Yes No

State Operating Permit needed? Yes No

NPDES project or permit tracking number: **MO-R100049**

1.2 CONTACT INFORMATION/RESPONSIBLE PARTIES

General Contractor: _____

General Contractor Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Erosion Control Inspector: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

24-Hour Contact: _____

Contact Name: _____

Phone: _____

Consulting Company: **Boone County Resource Management-Engineering Division**

Consultant's Name: **Michael J. McCann, P.E.**

Address: **801 East Walnut, Room 315**

City: **Columbia** State: **Missouri** Zip: **65201**

Phone: **573-886-4480** Fax: **573-886-4340**

Email: **jmccann@boonecountymo.org**

1.3 CONSTRUCTION SITE ESTIMATES

Total Site Area: **3.10** acres

Estimated Area to be disturbed by all activities: **3.40** acres

Percentage impervious surface prior to development: **0** %

Runoff Coefficient prior to development: **0.3**

Percentage impervious surface after development: **0** %

Runoff Coefficient after development: **0.3**

1.4 NATURE AND SEQUENCE OF CONSTRUCTION ACTIVITIES

General Description of Project:

Construction of lot grading and two aggregate, access driveways. See attached maps in Appendices A & B. The Contractor shall follow the Project Plans & Specifications concerning earthwork as well as equipment storage and erosion control measures. The Contractor shall furnish additional details regarding storage areas at the Pre-Construction Meeting.

What is the function of the construction activity?

- Residential/ Subdivision
- Commercial/ Industrial
- Road Construction
- Linear/ Utility

1.5 SOILS, SLOPES, VEGETATION AND CURRENT DRAINAGE PATTERNS

Soil Type(s): **50001-Armstrong Loam, 50005-Mexico-Urban Land Complex and 50059-Mexico Silt Loam**

Slopes: **1-9% slopes, grading will utilize maximum side slopes of 3:1**

Drainage Patterns: **Site drainage enters an existing field swale and drains northeast then northwest to an Un-named tributary of Gans Creek.**

Vegetation: **Existing land was previously a cultivated farm field and is now a platted development with industrial zoning. Disturbed areas shall be seeded, fertilized and mulched in accordance with the Project Specifications.**

Other: _____

1.6 RECEIVING WATERS

Outfall #1:

Name of Watershed: **Un-named Tributary**

Receiving Waterbody: **Gans Creek** Class: **Not C or P**

Distance from project outfall to receiving water: **1,430 +/-** feet Type of outfall: **Existing field swale**

How will velocity be reduced at the outfall? **Rock blanket**

Description of storm sewer/drainage system: **This project will construct a shallow drainage swale system and will discharge into the existing shallow field swale upstream from the Un-named Tributary.**

Will work be done in a Jurisdictional stream or creek?

Yes No

If so, what steps will be taken to address the impact of construction? **N/A**

Are there any impaired waters on the site? Yes No

If so, what is the name of the waterbody, and list the impairment: _____

If the above answer is yes, has a Total Maximum Daily Load (TMDL) been developed? Yes No

If a TMDL has been developed, list any specific requirements that are applicable to the construction site.

1.7 SITE FEATURES AND SENSITIVE AREAS TO BE PROTECTED

Environmentally sensitive areas on or near the project? Yes No

If yes, describe of environmentally sensitive area: N/A

Steps taken to address the impact of construction: N/A

STREAM BUFFER MEASUREMENTS - if there will be construction taking place along a stream and this project has been platted after June 1, 2009, please fill this section out:

Will there be any stream buffer delineations on site? Yes No

Width:

- Type 1 (not to disturb within 100 ft.)
- Type 2 (not to disturb within 50 ft.)
- Type 3 (not to disturb within 30 ft.)

Slope Modifications (% slope):

- 0-14% (no change in outer zone width)
- 15-25% (add 25 ft. to outer zone width)
- >25% (add 50 ft. to outer zone width)

Will there be any stream buffer averaging taking place on this property? Yes No

1.8 POTENTIAL SOURCES OF POLLUTANTS

Potential sources of sediment to stormwater runoff: **Areas where tree removal, topsoil stripping, excavation embankment and soil stockpiling have occurred.**

Potential pollutants and sources, other than sediment, to stormwater runoff:

Trade Name/Material	Stormwater Pollutants	Location(s)
Gasoline, diesel fuel, motor oil	Petroleum	Vehicle/equipment leakage or material storage areas
Antifreeze	Glycol, heavy metals	Vehicle/equipment leakage or material storage areas
Hydraulic fluid	Mineral oil	Vehicle/equipment leakage or material storage areas
Fertilizer	Nitrogen, phosphorous	Material storage areas
Waste Dumpster	Trash and floatables	Covered/ enclosed storage

1.9 ENDANGERED SPECIES CERTIFICATION

Endangered or threatened species/critical habitats on or near the project? Yes No

Description of species and/or critical habitat: N/A

1.10 HISTORIC PRESERVATION

Historic Sites on or near the project? Yes No

Description of species and/or critical habitat: N/A

1.11 APPLICABLE FEDERAL, STATE, TRIBAL, OR LOCAL PROGRAMS

Boone County, Missouri Storm water Ordinance

1.12 MAPS

The site map for this Project includes the Construction Plans referenced in Appendix B.

The site map should show changes that have been made to the construction site, BMPs and stabilization methods as the site progresses. The Missouri State Operating Permit requires that the SWPPP and site map be kept up to date. The Contractor shall mark up the site map with the locations and dates of any changes being made. Also include the current locations of the following:

- Portable toilets
- Material storage, vehicle and equipment fueling and maintenance areas
- Concrete, paint and stucco washouts
- Dumpster containers
- Spill kits
- Soil stockpiles
- Any other non-structural non-stormwater BMPs, temporarily removed structural BMPs or changes to the structural BMPs

2.2 PHASE CONSTRUCTION ACTIVITY

GENERAL SEQUENCE OF CONSTRUCTION (attach additional sheets if necessary):

- Pre-Construction Meeting for SWPPP training prior to any construction
- Install temporary BMP's for perimeter control
- Clearing and grubbing
- Tree and brush removal and disposal
- Excavation and embankment grading
- Install silt fence and ditch checks (as excavation and embankment progresses)
- Construct driveways
- Temporary seed and mulch (as needed or required)
- Prepare all disturbed areas for seeding
- Permanent seed, fertilize and mulch

SEQUENCE OF CONSTRUCTION: *The General Contractor **must** complete the following sequence of construction for land disturbance before approval will be given. Under Item, please list the land disturbance items for which contractors are to be used (i.e. grading, storm sewer, paving, sanitary sewer, curb & gutter, erosion and sediment controls, water, etc.)*

	ITEM	SUBCONTRACTOR
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2.	<hr/>	<hr/>
3.	<hr/>	<hr/>
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5.	<hr/>	<hr/>
6.	<hr/>	<hr/>
7.	<hr/>	<hr/>
8.	<hr/>	<hr/>
9.	<hr/>	<hr/>
10.	<hr/>	<hr/>

2.3 PERMANENT STRUCTURAL BMPs

BMP: Rock Blanket (Outlets/Velocity Dissipation Devices)

Description: **See Construction Plans, Specifications and Appendix F – BMP Detail Sheets**

Maintenance and Inspection Procedures: **See the Specifications and Appendix F – BMP Detail Sheets**

BMP: None

Description: **N/A**

Maintenance and Inspection Procedures: **N/A**

2.4 Temporary Structural BMPs

BMP: Silt Fence

Description: **See Construction Plans, Specifications and Appendix F – BMP Detail Sheets**

Maintenance and Inspection Procedures: **See the Specifications and Appendix F – BMP Detail Sheets**

BMP: Temporary Construction Entrance

Description: **See Construction Plans, Specifications and Appendix F – BMP Detail Sheets**

Maintenance and Inspection Procedures: **See the Specifications and Appendix F – BMP Detail Sheets**

BMP: Rolled Erosion Control Products

Description: **See Construction Plans, Specifications and Appendix F - BMP Detail Sheets**

Maintenance and Inspection Procedures: **See the specification and Appendix F - BMP Detail Sheets**

BMP: Ditch Checks

Description: **See Construction Plans, Specifications and Appendix F – BMP Detail Sheets. Install per typical detail shown on the Construction Plans.**

Maintenance and Inspection Procedures: **See the Specifications and Appendix F – BMP Detail Sheets**

BMP: Fiber Rolls/Wattles

Description: **See Construction Plans, Specifications and Appendix F – BMP Detail Sheets. Install per typical detail shown on the Construction Plans.**

Maintenance and Inspection Procedures: **See the Specifications and Appendix F – BMP Detail Sheets**

2.5 PERMANENT NON-STRUCTURAL BMPS

BMP: Permanent Seeding and Mulching

Description: See Construction Plans, Specifications and Appendix F - BMP Detail Sheets. Permanent seeding and mulching must be initiated immediately and completed within 7 calendar days whenever any clearing, grading, excavation or other earth disturbing activities have permanently ceased on any portion of the site."

Maintenance and Inspection Procedures: See the Specifications and Appendix F – BMP Detail Sheets

2.6 TEMPORARY NON-STRUCTURAL BMPS

BMP: Temporary Seeding and Mulching

Description: See Construction Plans, Specifications and Appendix F – BMP Detail Sheets. Seeding and mulching shall be applied when soil disturbing activities cease in an area for 14 days or more.

Maintenance and Inspection Procedures: See the Specifications and Appendix F – BMP Detail Sheets

SECTION 3. GOOD HOUSEKEEPING BMPS

3.1 MATERIAL HANDLING AND WASTE MANAGEMENT

- Burning:** Any burning on the site requires a permit from the Missouri Department of Natural Resources. Call the Northeast Regional office at 660-385-8000.
- Dust Control:** The contractor is required by Missouri State law to control dust from the site. Watering must be provided in unstabilized areas and mulch applied as soon as possible.
- Mud Tracking:** The permittee is responsible for keeping sediment and debris off streets and roads.
- Petroleum Products:** All petroleum products and petroleum waste products (except fuels) and storage containers shall be stored such that these materials are not exposed to stormwater. Sufficient practices of spill prevention, control and/or management shall be provided to prevent any spills of these pollutants from entering a water of the state. Any containment system used to implement this requirement shall be constructed of materials compatible with the substances contained and shall also prevent the contamination of groundwater.
- Construction Waste:** All construction waste material shall be collected, deposited, and stored in a manner to prevent contact with storm waters discharging from the site and shall be disposed of by a licensed solid waste management contractor. No waste shall be buried on site.
- Sanitary Waste:** A licensed sanitary waste management contractor shall collect all sanitary waste from portable units that will be maintained on a regular basis from any site that cannot provide other means of sanitary waste disposal.

3.2 ESTABLISH PROPER BUILDING MATERIAL STAGING AREAS

Contractor to describe construction materials expected to be stored on site:

Contractor to describe storage procedures to minimize exposure of materials to stormwater:

3.3 DESIGNATE WASHOUT AREAS

Concrete wash water shall not be allowed to flow directly to storm sewers, streams, ditches, lakes, etc. without being treated. A sump, pit or manufactured containment system shall be constructed to contain concrete wash water.

The Contractor shall designate the location of concrete washout areas on the site map/construction plans.

Containment Method Chosen by Contractor: _____

3.4 ESTABLISH PROPER EQUIPMENT/VEHICLE WASHING, FUELING AND MAINTENANCE PRACTICES

Equipment/vehicle washing, fueling and maintenance, oil changing, etc., shall be performed only in an area designated for that purpose. The designated area shall be equipped for recycling oil and catching spills.

The Contractor shall designate these areas on the site map/construction plans.

3.5 TEMPORARY SPILL PREVENTION AND CONTROL PLAN

Spill Prevention

A. Petroleum Products

- Construction equipment and vehicles shall be monitored for leaks and receive regular preventative maintenance to ensure proper operation and reduce the risk for leaks or spills.
- Petroleum products shall be stored in clearly labeled and tightly sealed containers or tanks.
- Any soil contaminated by fuel or oil spills shall be removed and disposed of properly.
- Above-or-below ground petroleum storage facilities must be set back 300 feet from any stream.
- Up to 500 gallons of heating oil and up to 1000 gallons of propane are allowed, but must remain outside of the stream buffer.
- Storage for oils, greases, fuels, and chemicals shall be provided with secondary containment.

B. Fueling and Servicing

- Above-or-below ground fueling storage facilities must be set back 300 feet from any stream.
- Secondary containment for fuel shall be provided.
- Spill kits will be included with all fueling sources and maintenance activities.

C. Hazardous Materials

- All hazardous materials shall be disposed of according to state regulation or the manufacturer's recommendations.

D. Fertilizers

- Fertilizers shall be applied following manufacture's recommendations.
- Fertilizers shall be stored in a covered area or in watertight containers.
- Partially used products shall be properly sealed and stored to avoid spills or leaks.
- Up to 20 gallons of liquid fertilizer or pesticide and up to 100 pounds of granular fertilizer or pesticide storage is allowed if set back from stream 300 feet.

Spill Controls

- Manufacturer's recommended methods for spill cleanup will be clearly posted and site personnel will be made aware of the procedures and the location of the information and cleanup supplies.
 - All spills will be cleaned up immediately after discovery.
 - The spill area will be kept well ventilated and personnel will wear appropriate protective clothing to prevent injury from contact with a hazardous substance.
 - If the permittee or an authorized representative has knowledge of any know or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into stormwater, the storm drain system, or water of the U.S., said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release.
 - In the event soil contamination or hazardous substances are discovered at the site during land disturbance activities, the permittee shall notify the MDNR regional office by telephone as soon as practicable and no later than 24 hours after discovery. The permittee must also notify the MDNR regional office in writing no later than 14 calendar days after discovery.
 - The spill prevention plan will be adjusted to include measures to prevent this type of spill from reoccurring and how to clean up the spill if there is another one.
 - State law requires the party responsible for a petroleum product spill in excess of 50 gallons to report the spill to MoDNR (573-751-1300) as soon as practical after discovery.
 - Spills large enough to reach the storm system or creek will be reported to the National Response Center at 1-800-424-8802 and MoDNR (573-751-1300).
 - **See Appendix D for the Reportable Quantity Release Form**
-
-
-

3.6 ALLOWABLE NON-STORMWATER DISCHARGE MANAGEMENT

- Waters used to wash vehicles where detergents are not used
- Water used to control dust
- Potable water including uncontaminated water line and fire hydrant flushing
- Routine external building wash down that does not use detergents
- Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed) and where detergents are not used
- Uncontaminated air conditioning or compressor condensate
- Uncontaminated ground water or spring water
- Foundation or footing drains where flows are not contaminated with process materials such as solvents
- Uncontaminated excavation dewatering
- Landscape irrigation

Identify measures used to eliminate or reduce these discharges and the BMPs used to prevent them from becoming contaminated.

BMP: _____

Description: _____

Maintenance and Inspection Procedures: _____

BMP: _____

Description: _____

Maintenance and Inspection Procedures: _____

SECTION 4. INSPECTIONS

Instructions:

- Identify the individual(s) responsible for conducting inspections and describe their qualifications.
- You should also document the repairs and maintenance that you undertake as a result of your inspections.

Duly Authorized Representative(s) or Position(s): _____

Company or Organization Name: _____

Name: _____

Position: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Qualifications: _____

The Erosion Control Inspector shall be responsible for conducting site inspections, filling out inspection and maintenance reports, and for selecting and training the individuals who shall be responsible for maintenance and repair activities. **A blank Construction Site Inspection Report is included in Appendix E.**

Minimum Inspection Requirements and Frequency:

- All control measures shall be inspected at least once every seven (7) calendar days and within 48 hours of a rainfall event resulting in stormwater runoff on site.
- All perimeter controls shall be inspected weekly for proper anchorage, leakage, or tears on the control material.
- Parts that have been finally stabilized shall be inspected once per month.

Correction Procedures:

- All measures shall be maintained in good working order; if repairs or other measures are found to be necessary, they shall be initiated within 48 hours of report.
- Any problems in the inspection reports shall be corrected within seven (7) calendar days. If weather conditions make it impossible to correct the problem within seven (7) days, a detailed report of the problem (including pictures) must be filed with the regular inspection reports.

SECTION 5. RECORDKEEPING AND TRAINING

5.1 RECORDKEEPING

Important Recorded Dates:

Date(s) when structural controls are installed: _____

Date(s) when major grading activities occur: _____

Date(s) when construction activities temporarily or permanently cease on a portion of the site: _____

Date(s) when an area is either temporarily or permanently stabilized: _____

Rainfall:

The Contractor shall keep a log of rainfall amounts and dates during the project. Rainfall data can be obtained from the University of Missouri Sanborn Field (<http://agebb.missouri.edu/weather/realtime/mizzou2.asp>).

SWPPP Documents:

Inspection and maintenance report forms shall become an integral part of the SWPPP. The Contractor shall be responsible for keeping the SWPPP on-site in a secure location that can be easily accessed, with Contractor assistance, by Boone County or any other regulatory agency inspector. Copies of reports shall be provided to any of these persons, upon request, via mail or facsimile transmission.

The finalized SWPPP including all inspection and maintenance report forms are to be maintained by Boone County for three (3) years following the final stabilization of the site.

SECTION 6. CERTIFICATION AND NOTIFICATION

OWNER'S CERTIFICATION

I hereby certify that I am the owner of the property described in this plan, or their legally authorized agent, and that I assume full responsibility for the performance of the operation stated in this plan.

Owner: **Boone County Resource Management**

By: **Stan Shawver**

Title: **Director**

Date: _____

Owner's Signature: _____

CONSULTANT'S DECLARATION

I hereby declare that the site plan, location map, and information contained in Sections 1 and 2 of this SWPPP have been prepared under my direction or supervision in accordance with Boone County's Regulations, and applicable State and Federal Regulations and that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

Consultant: **Boone County Resource Management-Engineering Division**

By: **Michael J. McCann, P.E.**

Title: **Professional Civil Engineer**

Date: **August 5, 2013**

Consultant's Signature: Michael J. McCann

GENERAL CONTRACTOR'S CERTIFICATION

I hereby certify that I understand the requirements stated in this plan, that I am responsible for completing the requirements set forth in this SWPPP and shown on the site plan, and that I am responsible for the performance of the subcontractors listed in the plan.

General Contractor: _____

By: _____

Title: _____ Date: _____

Contractor's Signature: _____

SUBCONTRACTOR'S CERTIFICATION

I hereby certify that I understand the requirements stated in this SWPPP, that I am responsible for completing the requirements which have been listed in the plan as being a part of my scope of work.

Subcontractor: _____

Title: _____ Date: _____

Responsible for: _____

Subcontractor's Signature: _____

Subcontractor: _____

Title: _____ Date: _____

Responsible for: _____

Subcontractor's Signature: _____

Subcontractor: _____

Title: _____ Date: _____

Responsible for: _____

Subcontractor's Signature: _____

Subcontractor: _____

Title: _____ Date: _____

Responsible for: _____

Subcontractor's Signature: _____

Subcontractor: _____

Title: _____ Date: _____

Responsible for: _____

Subcontractor's Signature: _____

Subcontractor: _____

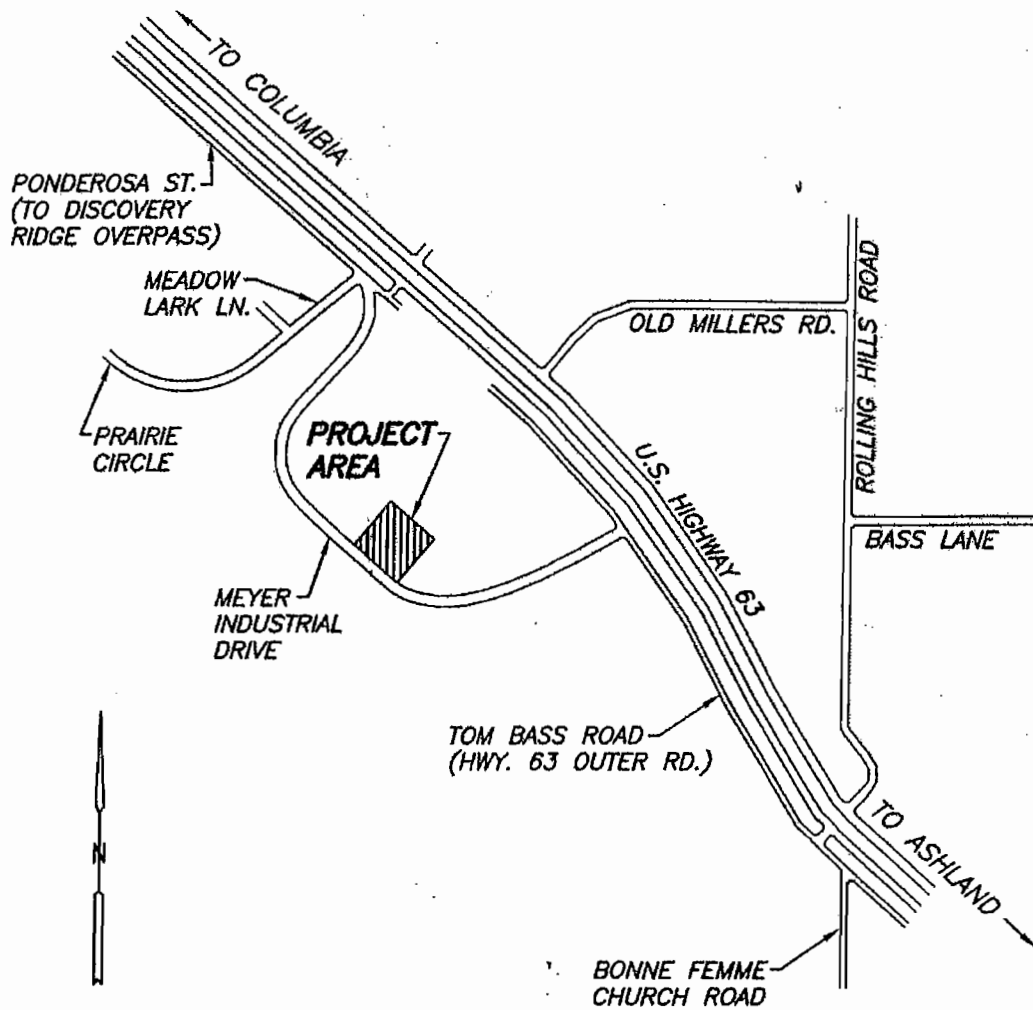
Title: _____ Date: _____

Responsible for: _____

Subcontractor's Signature: _____

APPENDIX A

General Location Map

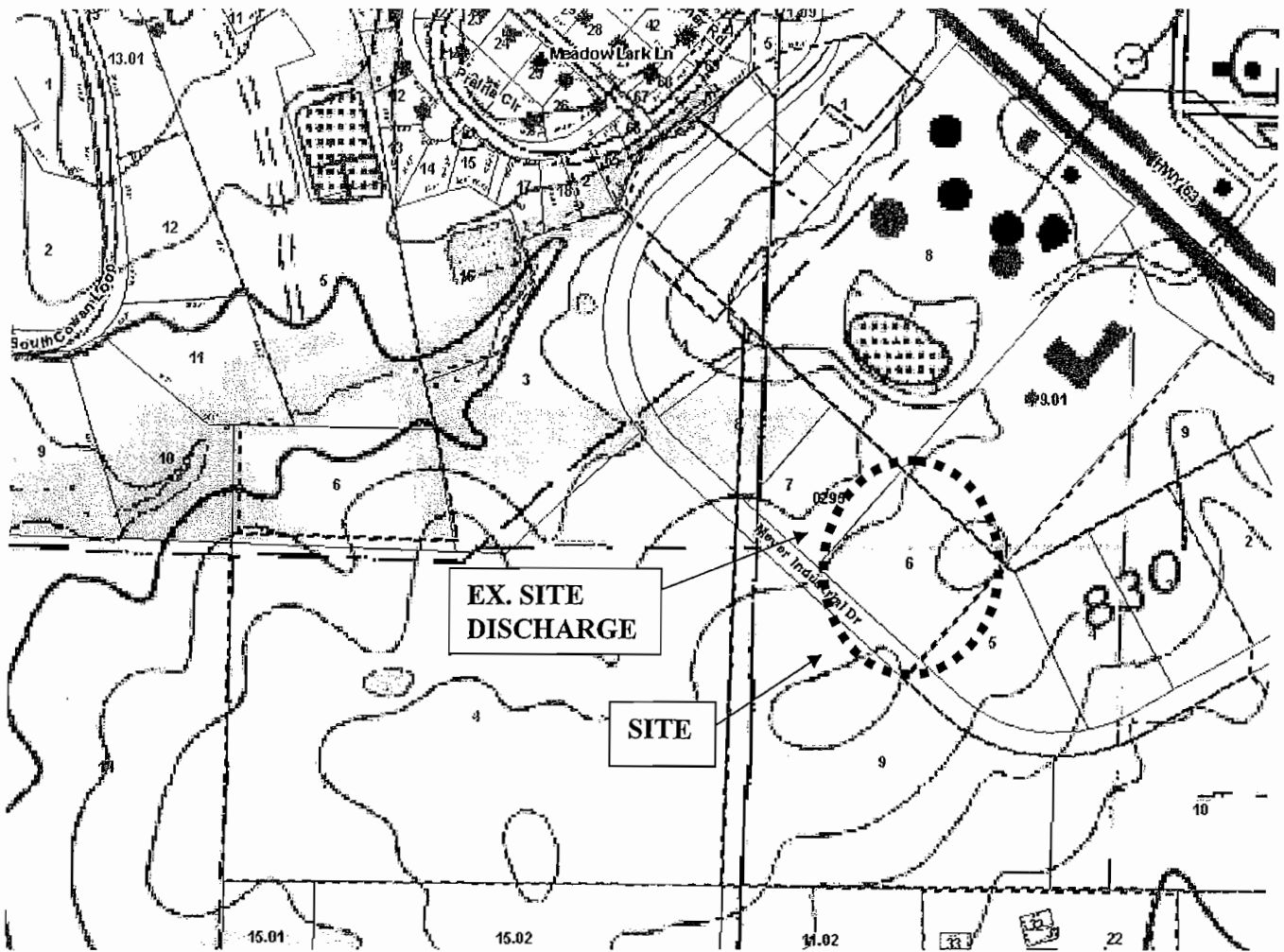


GENERAL LOCATION MAP
BOONE COUNTY PUBLIC WORKS SOUTH FACILITY
LOT GRADING AND ACCESS DRIVES
COLUMBIA, MISSOURI
WEST ½ SECTION 3, T47N, R12W

APPENDIX B

Site Maps

(The Construction Plans for this Project shall be considered an attachment to this Appendix)



**SITE MAP
BOONE COUNTY PUBLIC WORKS SOUTH FACILITY
LOT GRADING AND ACCESS DRIVES**

APPENDIX C

Permits

Boone County Government
MOR100049, Boone



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

JUN - 1 2012

County Of Boone
801 East Walnut
Room 245
Columbia, MO 65201

Dear County Of Boone:

Enclosed please find your Missouri State Operating Permit which authorizes land disturbance activities for Boone County Government. This permit has been issued at your request and is based upon information submitted in your application to the department.

Please note that prior to the beginning of land disturbance activities other permits may also be required. Especially note the requirements for a Missouri Department of Natural Resources 401 Water Quality Certification and the U.S. Army Corps of Engineers 404 permit. A 401 Certification is needed when placing material, or fill, into the jurisdictional waters of the United States. Examples are culverts under road crossings, riprap along stream banks and storm water outfall pipes. The term jurisdictional waters refers to large lakes, rivers, streams and wetlands, including those that don't always contain water.

The permitting and certification process is shared between the department and the U.S. Army Corps of Engineers. More details can be found at the US Army Corps of Engineer's Website at <http://www.usace.army.mil/>. Some of these activities are also described on page 2, item 3 of the enclosed permit.

This permit contains several requirements and should be thoroughly read and understood by you. If your permit requires environmental monitoring, copies of the necessary forms have been enclosed. In all future correspondence regarding your permit please reference your permit number as shown on page 1 of the permit.

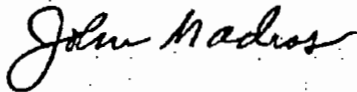
Please contact the Water Pollution Enforcement and Compliance Unit if you would like to schedule an Environmental Assistance Visit (EAV) at 573-751-1300. During the visit, staff will review the requirements of the permit and answer any questions that you may have. Staff will also be available to walk the site to advise on Best Management Practices required by the permit. The department's regional office staff may also contact you to schedule an EAV.

If you were adversely affected by this decision, you may be entitled to an appeal before the administrative hearing commission pursuant to 10 CSR 20-1.020 and Sections 644.051.6 and 621.250, RSMo. To appeal, you must file a petition with the administrative hearing commission within thirty days after the date this decision was mailed or the date it was delivered, whichever date was earlier. If any such petition is sent by registered mail or certified mail, it will be deemed filed on the date it is mailed; if it is sent by any method other than registered mail or certified mail, it will be deemed filed on the date it is received by the administrative hearing commission. Contact information for the AHC is as follows: Administrative Hearing Commission, Truman State Office Building, Room 640, 301 W. High Street, P.O. Box 1557, Jefferson City, MO 65102, Phone: 573-751-2422, Fax: 573-751-5018, Website: www.oe.mo.gov/ahc.

Please be aware that this facility may also be subject to any applicable county or other local ordinances or restrictions.

Sincerely,

WATER PROTECTION PROGRAM



John Madras
Director

JM/ns

Enclosure

STATE OF MISSOURI
DEPARTMENT OF NATURAL RESOURCES
MISSOURI CLEAN WATER COMMISSION



MISSOURI STATE OPERATING PERMIT

General Operating Permit

In compliance with the Missouri Clean Water Law, (chapter 644 R.S. Mo as amended, hereinafter, the Law), and the Federal Water Pollution Control Act (Public Law 92-500, 92nd Congress) as amended,

Permit No: MOR100049
Owner: County Of Boone
Address: 801 East Walnut
Room 245
Columbia, MO 65201

Continuing Authority: BOCO Resource Management
801 East Walnut
Room 331
Columbia, MO 65201

Facility Name: Boone County Government
Facility Address: 801 East Walnut, Room 231
COLUMBIA, MO 65201

Legal Description: SW 1/4, NW 1/4, Sec. 10, T47N, R12W, Boone County
UTM Coordinates: 563834.225/4302564.575
Receiving Stream: Various (U)
First Classified Stream - ID#: Bonne Femme Cr. (C) 753.00
USGS# and Sub Watershed#: 10300102 - 0902

is authorized to discharge from the facility described herein, in accordance with the effluent limitations and monitoring requirements as set forth herein.

FACILITY DESCRIPTION All Outfalls SIC #1629

All Outfalls - Construction or land disturbance activity (e.g., clearing, grubbing, excavating, grading and other activity that results in the destruction of the root zone and/or land disturbance activity that is reasonably certain to cause pollution of waters of the state)

This permit authorizes only wastewater, including storm water, discharges under the Missouri Clean Water Law and the National Pollutant Discharge Elimination System, it does not apply to other regulated areas. This permit may be appealed in accordance with RSMo Section 644.051.6 and 621.250, 10 CSR 20-6.020, and 10 CSR 20-1.020.

May 31, 2012

Issue Date

Sara Parker Pauley
Sara Parker Pauley, Director
Department of Natural Resources

May 30, 2017

Expiration Date

John Madras
John Madras
Director, Water Protection Program

APPENDIX D

Reportable Quantity Release Form

APPENDIX E

Inspection Report

STORMWATER CONSTRUCTION SITE INSPECTION REPORT

GENERAL INFORMATION

Project Name:	
Location:	
Date of Inspection:	Start/End Time:
Inspector's Name:	
Inspector's Title:	
Inspector's Contact Information:	
Describe present phase of construction:	
Type of Inspection: <input type="checkbox"/> Regular <input type="checkbox"/> Pre-storm event <input type="checkbox"/> During storm event <input type="checkbox"/> Post-storm event	

WEATHER INFORMATION

Has there been a storm event since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, provide:		
Storm Start Date & Time:	Storm Duration (hrs):	Approximate Amount of Precipitation (in):
Weather at time of this inspection?		
<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snowing <input type="checkbox"/> High Winds <input type="checkbox"/> Other: _____ Temperature: _____		
Have any discharges occurred since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, describe:		
Are there any discharges at the time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, describe:		

CERTIFICATION STATEMENT

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of Inspector

Printed Name and Title

Date

OVERALL SITE ISSUES

Below are some general site issues that should be assessed during inspections. Customize this list as needed for conditions at your site.

BMP/activity	Implemented?	Maintenance Required?	Corrective Action Needed and Notes
1. All inactive slopes and disturbed areas have been stabilized.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) protected with barriers or similar BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are all sanitary waste receptacles placed in secondary containment and free of leaks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Are discharge points and receiving waters free of any sediment deposits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Are storm drain inlets properly protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Is the construction exit preventing sediment from being tracked into the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Is trash/litter from work areas collected and placed in covered dumpsters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Are washout facilities (e.g., paint, stucco, concrete) available, clearly marked, and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Are materials that are potential stormwater contaminants stored inside or under cover?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13. (Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

APPENDIX F

BMP Detail Sheets

TEMPORARY AND PERMANENT SEEDING AND MULCHING

Establishment of vegetation by spreading grass seed designed to protect exposed soil from erosion by eliminating direct impact of precipitation and slowing overland flow rates. Once established, the vegetative cover will also filter pollutants from the runoff.

APPROPRIATE APPLICATIONS:

Exposed soil after a phase of rough or finish grading has been completed, or areas where no activity will occur for 14 days.

CONDITIONS FOR EFFECTIVE USE:

Type of Flow: Sheet flow and concentrated flow (additional stabilization is necessary).

Minimum Rates: See Project Specification Section 01590.

Acceptable Dates: See Project Specification Section 01590.

WHEN BMP IS TO BE INSTALLED:

Seed and mulch should be applied immediately after rough or finished grading is completed.

STANDARDS AND SPECIFICATIONS:

See Project Specification Section 01590

OPERATION AND MAINTENANCE PROCEDURES:

See Project Specifications Section 01590

CONSTRUCTION ENTRANCE/EXIT

A stabilized entrance to a construction site which is designed to minimize the amount of sediment tracked from the site on vehicles and equipment. Mud and sediment fall off of tires as they travel along the stabilized entrance.

APPROPRIATE APPLICATIONS:

At locations where it is safe for construction vehicles and equipment to access existing streets, preferably at the location of future streets or drives.

CONDITIONS FOR EFFECTIVE USE:

Site conditions will dictate design and need. Ditches or pipes, if needed, sized for 15 year, 20 minute storm; HGL 6" below surface of entrance.

WHEN BMP IS TO BE INSTALLED:

Install stabilized construction entrance/exit prior to vehicles or equipment accessing unpaved areas. This will most likely be the first BMP to be installed on the site.

STANDARDS AND SPECIFICATIONS:

Limit the points of entrance/exit to the construction site. Properly grade and compact each construction entrance/exit to prevent runoff from leaving the site. Install culvert under entrance if needed to maintain positive drainage. Place fabric and cover with aggregate, forming a diversion across the entrance, if needed, to direct runoff away from the roadway. Require all employees, subcontractors, and suppliers to utilize the stabilized construction access.

OPERATION AND MAINTENANCE PROCEDURES:

Inspect routinely for damage and assess effectiveness of the BMP. Remove sediment and clods of dirt from construction entrance continuously. Replace rock, as necessary, to maintain a clean surface for traffic. Repair any areas that have settled. Keep all temporary roadway ditches clear. Immediately remove any mud or debris tracked onto paved surfaces.

SITE CONDITIONS FOR REMOVAL:

Remove when vehicles and equipment will no longer require access to unpaved areas.

STANDARD DRAWING: See Project Plans.

SILT FENCE

A silt fence is a length of filter fabric stretched between anchoring posts spaced at regular intervals along the site at low/downslope areas. The filter fabric should be entrenched in the ground at least 6". When installed correctly and inspected frequently, silt fences encourages the ponding of runoff and can be an effective barrier to sediment leaving the site.

APPROPRIATE APPLICATIONS:

Installed along slopes, at base of slopes, and around the perimeter of a site as a final barrier to sediment being carried off site. Silt fence should not be used in areas of concentrated flow or as check dams.

CONDITIONS FOR EFFECTIVE USE:

Type of Flow: Sheet flow only

Contributing Area: Drainage area should not exceed 0.25 acres per 100-foot fence length.

Slope Length: The slope length above the fence should not exceed 100 feet.

WHEN BMP IS TO BE INSTALLED:

Silt fence should be installed prior to disturbance of natural vegetation and at intervals during construction of fill slopes.

STANDARDS AND SPECIFICATIONS:

If a standard-strength fabric is used, it can be reinforced with wire mesh behind the filter fabric. This increases the effective life of the fence. The maximum life expectancy for synthetic fabric silt fences is about 6 months, depending on the amount of rainfall and runoff. The fence should be designed to withstand the runoff from a 10-year peak storm event. Generally, drive posts for fence line, dig trench to required dimensions in front of posts for fabric burial, attach wire mesh to posts (if necessary), attach fabric to posts-allowing required length below ground level to run fabric along bottom of trench, and backfill and compact soil in trench to protect and anchor fabric. Alternate (and actually preferred) construction procedures include installing the fence by slicing it into the ground with specialized equipment.

OPERATION AND MAINTENANCE PROCEDURES:

Inspect at least every week and after every storm. Monitor and remove sediment buildup that is deeper than ½ the fence height. Replace torn/clogged fabric; repair loose fabric. Repair unstable or broken posts. Stabilize any areas susceptible to undermining. Add additional fencing if necessary to provide adequate protection.

SITE CONDITIONS FOR REMOVAL:

After permanent vegetation of slope is established, remove fence, regrade trench area and vegetate.

STANDARD DRAWING: See Project Plans.

ROLLED EROSION CONTROL PRODUCTS

Rolled erosion control products include erosion control blankets and turf reinforcement mats. Erosion control blankets are pre-formed protective blanket of plastic fibers, wood fibers, straw or other plant residue designed to protect soil from the impact of precipitation and overland flow, and retain moisture to facilitate establishment of vegetation. Turf reinforcement mats include netting designed to anchor the root system of the vegetation growing through it.

APPROPRIATE APPLICATIONS:

These products may be installed on seeded areas for temporary or permanent use.

CONDITIONS FOR EFFECTIVE USE:

Several factors, such as soil conditions, steepness and length of slope, depth of flow, runoff velocities, and time required to establish desired vegetation, influence the choice of product. Manufacturer's recommendations should be followed. Products are available for a variety of uses: Netting-synthetic or natural fiber mesh installed over disturbed areas to hold organic mulch and/or seed in place, Biodegradable Erosion Control Blanket-natural fiber blanket held together by netting to provide temporary erosion protection on slopes and channels, and Permanent Erosion Control Blanket-synthetic blanket material which provides permanent erosion control on slopes and channels with increased water flow velocities.

WHEN BMP IS TO BE INSTALLED:

Rolled erosion control products should be installed immediately after completion of a phase of grading or installation of vegetation.

STANDARDS AND SPECIFICATIONS:

Follow manufacturer's recommendations and specifications, particularly noting requirements for check slots, fastening devices and need for firm contact with soil.

OPERATION AND MAINTENANCE PROCEDURES:

Inspect at least every week and after every storm until adequate vegetation is established. Repair erosion and/or undermining at top of slope. Repair undermining beneath blankets-pull back the blanket(s), fill compact eroded area, re-vegetate and then firmly secure the blanket(s). Reposition or replace blanket(s) that have moved along the slope or have been damaged.

SITE CONDITIONS FOR REMOVAL:

Temporary blankets will generally degrade naturally; permanent blankets remain in place.

STANDARD DRAWING: See Project Plans.

CHECK DAMS (DITCH CHECKS)

Check dams reduce scour and channel erosion by reducing flow velocity and encouraging sediment settlement. A check dam is a small device constructed of rock, gravel bags, sandbags, fiber rolls, or other proprietary product placed across a natural or man-made channel or drainage ditch.

APPROPRIATE APPLICATIONS:

Check dams can be placed at intervals along drainage swales or channels. The top of the downstream check dam should be level with the base of the upstream check dam. Check dams can also be used during the establishment of grass linings in drainage ditches or channels or in temporary ditches where the short length of service does not warrant establishment of erosion-resistant linings. Not to be used in streams.

CONDITIONS FOR EFFECTIVE USE:

Type of Flow: Moderate concentrated flow.

WHEN BMP IS TO BE INSTALLED:

Check dams can be installed prior to disturbance of natural vegetation in the contributing drainage area or immediately after construction of a drainage way.

STANDARDS AND SPECIFICATIONS:

Check dams should be placed at a distance and height to allow small pools to form behind them. Install the first check dam approximately 16 feet from the outfall device and at regular intervals based on slope gradient and soil type. For multiple check dam installation, backwater from the downstream check dam should reach the toe of the upstream dam. High flows (typically a 2-year storm or larger) should safely flow over the check dam without an increase in upstream flooding.

OPERATION AND MAINTENANCE PROCEDURES:

Inspect at least every week and after every storm. Remove trash and leaf accumulation. Remove sediment when depth reaches one-half of the check dam height. Repair/restore dam structure, if necessary, to original configuration to protect the banks.

SITE CONDITIONS FOR REMOVAL:

Remove after contributing areas have been adequately stabilized and vegetation is adequately established in drainage way. Regrade and vegetate the area.

STANDARD DRAWING: See Project Plans.

OUTLETS/VELOCITY DISSIPATION DEVICES

These devices are placed at pipe and drainage swale outlets to prevent scour and reduce the velocity and/or energy of storm water flows. These devices protect the receiving area from erosion.

APPROPRIATE APPLICATIONS:

These devices may be used at the following locations: outlets of pipes, drains, culverts, slope drains, diversion ditches, swales, conduits or channels, outlets located at the bottom of mild to steep slopes, discharge outlets that carry continuous flows of water, outlets subject to short, intense flows of water, such as flash floods, points where lined conveyances to unlined conveyances, and at emergency overflows or outlet pipes of a sediment basin.

CONDITIONS FOR EFFECTIVE USE:

Type of Flow: Concentrated flow

WHEN BMP IS TO BE INSTALLED:

Energy dissipation devices should be installed with the construction of the upstream BMP or pipe that creates a concentrated discharge.

STANDARDS AND SPECIFICATIONS:

Install riprap, concrete apron, etc. at selected outlet. Riprap aprons are best suited for temporary use during construction. Carefully place riprap to avoid damaging the filter fabric. Align the apron with the receiving stream and keep straight throughout its length. If a curve is needed to fit site conditions, place it in the upper section of the apron. If the size of the apron riprap is comprised of large rocks, protect the underlying filter fabric with a gravel blanket. Outlets on slopes steeper than 10% need additional protection.

OPERATION AND MAINTENANCE PROCEDURES:

Inspect at least every week and after every storm during construction. Remove sediment and trash accumulation. Inspect apron for displacement of the riprap and/or damage to the underlying fabric. Repair fabric and replace riprap that has washed away. Inspect for scour beneath the riprap and around the outlet. Repair damage to slopes immediately, extend the pad or place larger rock, as needed.

SITE CONDITIONS FOR REMOVAL:

Temporary devices need to be completely removed as soon as the surrounding drainage area has been stabilized, or at the completion of construction.

STANDARD DRAWING: See Project Plans.

FIBER ROLLS/WATTLES

Fiber rolls (also called fiber logs or straw wattles) are tube-shaped erosion-control devices filled with straw, flax, rice, coconut fiber material, or composted material. Each roll is wrapped with UV-degradable polypropylene netting for longevity or with 100 percent biodegradable materials like burlap, jute, or coir. These devices reduce erosion on long or steep slopes by breaking up the slope length.

APPROPRIATE APPLICATIONS:

Fiber rolls can be used in areas of low shear stress such as; along the toe, top, face, and at-grade breaks of exposed and erodible slopes to shorten slope length and spread runoff as sheet flow, at the end of a downward slope where it transitions to a steeper slope, along the perimeter of a project or stockpile, as check dams in unlined ditches, and downslope of exposed soil areas.

CONDITIONS FOR EFFECTIVE USE:

Type of Flow: Sheet flow and concentrated flow.

WHEN BMP IS TO BE INSTALLED:

Wattles should be installed immediately after rough grading; prior to seeding or mulching.

STANDARDS AND SPECIFICATIONS:

On slopes, install fiber rolls along the contour with a slight downward angle at the end of each row to prevent ponding at the midsection. Turn the ends of each fiber roll upslope to prevent runoff from flowing around the roll. Determine the vertical spacing for slope installations on the basis of the slope gradient and soil type. A good rule of thumb is: 1:1 slopes=10 feet apart, 2:1 slopes=20 feet apart, 3:1 slopes=30 feet apart, and 4:1 slopes=40 feet apart. Stake fiber rolls securely into the ground and orient them perpendicular to the slope. Fiber rolls can also be used at projects with minimal slopes. Typically, the rolls are installed along sidewalks, on the bare lot side, to keep sediment from washing onto sidewalks and streets and into gutters and storm drains.

OPERATION AND MAINTENANCE PROCEDURES:

Inspect at least every week and after every storm. Remove sediment accumulation when it reaches $\frac{1}{2}$ the height of the roll/wattle. Repair or replace split, torn, unraveled, or slumping fiber rolls.

SITE CONDITIONS FOR REMOVAL:

Fiber rolls are typically left in place on slopes. If they are removed after stabilization has been achieved, collect and dispose of the accumulated sediment.

STANDARD DRAWING: See Project Plans.

Search Results

Current Search Terms: Jeff* schnieders* construction* company*

No records found for current search.

SAM | System for Award Management 1.0

IBM v1.1149.20130801-1829

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 13

In the County Commission of said county, on the 12th day of September 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the request by the Purchasing Department to dispose of the attached list of surplus equipment by auction on GovDeals or by destruction for whatever is not suitable for auction. It is further ordered the Presiding Commissioner is hereby authorized to sign the Request for Disposal forms.

Done this 12th day of September, 2013

ATTEST:

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

[Signature]

Daniel K. Atwill
Presiding Commissioner

[Signature]

Karen M. Miller
District I Commissioner

[Signature]
Janet M. Thompson
District II Commissioner

Boone County Purchasing
David Eagle
Office Specialist



613 E. Ash Street
Columbia, MO 65201
Phone: (573) 886-4394

MEMORANDUM

TO: Boone County Commission
FROM: David Eagle
RE: Surplus Disposal
DATE: September 4, 2013

The Purchasing Departments requests permission to dispose of the following list of surplus equipment by auction on GovDeals or by destruction for whatever is not suitable for auction.

	Asset #	Description	Make & Model	Department	Condition of Asset	Serial #
1.	NO TAG	DESK CHAIR		CIRCUIT COURT	POOR	PLEASE REMOVE FROM INVENTORY
2.	NO TAG	PLASTIC WALL CLOCK		CIRCUIT COURT	OLD, BROKEN	
3.	NO TAG	STAPLER		CIRCUIT COURT	OLD, BROKEN	
4.	NO TAG	FOUR RED PLASTIC LEGAL SIZE DESK TRAYS FOR FILES/PAPERS		CIRCUIT COURT	OLD, BROKEN	
5.	NO TAG	TWO STANDARD DESK TRAYS		CIRCUIT COURT	OLD, BROKEN	
6.	NO TAG	THREE STANDARD WALL FILE TRAYS		CIRCUIT COURT	OLD, BROKEN	
7.	NO TAG	METAL FILE CABINET DRAWER HANGING RACK		CIRCUIT COURT	OLD, BROKEN	
8.	NO TAG	TWO DRAWER METAL FILE CABINET		CIRCUIT COURT	OLD, BROKEN	

9.	NO TAG	ONE PLASTIC BOOKEND		CIRCUIT COURT	OLD, BROKEN	
10.	NO TAG	ELECTRIC PENCIL SHARPENER		CIRCUIT COURT	OLD, BROKEN	
11.	NO TAG	MAGAZINE FILE		CIRCUIT COURT	OLD, BROKEN	
12.	NO TAG	METAL FILE SORTING TRAY		CIRCUIT COURT	OLD, BROKEN	
13.	NO TAG	ERGONOMIC WRIST REST		CIRCUIT COURT	OLD, BROKEN	
14.	NO TAG	TWO PLASTIC HANGERS		CIRCUIT COURT	OLD, BROKEN	
15.	NO TAG	ONE PRISONER PARTITION FROM A CROWN VICTORIA		SHERIFF	POOR – PARTS MISSING	
16.	NO TAG	METAL SHELVING		SHERIFF	FAIR – DISASSEMBLED	
17.	NO TAG	LIGHTBAR	CODE 3, MX7000	SHERIFF	POOR – PARTS MISSING	
18.	NO TAG	AFTERMARKET CENTER CONSOLE FOR A CROWN VICTORIA		SHERIFF	POOR – PARTS MISSING	
19.	NO TAG	ONE PRISONER PARTITION FROM A CROWN VICTORIA		SHERIFF	POOR – PARTS MISSING	
20.	NO TAG	TWO PRISONER PARTITION FROM A CROWN VICTORIA		SHERIFF	POOR – PARTS MISSING	

21.	9047	FIVE DRAWER VERTICLE FILE CABINET		AUDITOR	EXCELLENT	
22.	9048	FIVE DRAWER VERTICLE FILE CABINET		AUDITOR	GOOD	
23.	NO TAG	5 BOXES OF OLD THREE RING BINDERS		COUNTY CLERK	GOOD	
24.	NO TAG	LIGHTBAR	CODE 3, MX7000	SHERIFF	POOR – PARTS MISSING	
25.	NO TAG	SLIDING ELECTRONICS TRAY	D&R ELECTRONICS COMPANY	SHERIFF	POOR – PARTS MISSING	
26.	11146	PRISM, SINGLE TILTING W/TARGET		RESOURCE MANAGEMENT	NON FUNCTIONAL	PLEASE REMOVE FROM INVENTORY
27.	NO TAG	TRAFFIC COUNTER	GRAVEL TYPE	RESOURCE MANAGEMENT	NO FUNCTIONING	PLEASE REMOVE FROM INVENTORY
28.	NO TAG	TRAFFIC COUNTER	GRAVEL TYPE	RESOURCE MANAGEMENT	NO FUNCTIONING	PLEASE REMOVE FROM INVENTORY
29.	14401	TRAFFIC COUNTER	PAVEMENT TYPE	RESOURCE MANAGEMENT	NO FUNCTIONING	PLEASE REMOVE FROM INVENTORY
30.	14402	TRAFFIC COUNTER	PAVEMENT TYPE	RESOURCE MANAGEMENT	NO FUNCTIONING	PLEASE REMOVE FROM INVENTORY
31.	16543	TRAFFIC COUNTER	PAVEMENT TYPE	RESOURCE MANAGEMENT	NO FUNCTIONING	PLEASE REMOVE FROM INVENTORY
32.	16544	TRAFFIC COUNTER	PAVEMENT TYPE	RESOURCE MANAGEMENT	NO FUNCTIONING	PLEASE REMOVE FROM INVENTORY

33.	17155	TRAFFIC COUNTER	GRAVEL TYPE	RESOURCE MANAGEMENT	NO FUNCTIONING	PLEASE REMOVE FROM INVENTORY
34.	17160	TRAFFIC COUNTER	GRAVEL TYPE	RESOURCE MANAGEMENT	STOLEN	PLEASE REMOVE FROM INVENTORY
35.	12065	METAL DETECTOR	SCHONSTEDT GA-52CX	RESOURCE MANAGEMENT	POOR	
36.	14153	DIGITAL CAMERA	FUGI	PUBLIC WORKS	UNKNOWN	
37.	14155	DIGITAL CAMERA	HP	PUBLIC WORKS	UNKNOWN	
38.	14923	DIGITAL CAMERA	FUGI	PUBLIC WORKS	UNKNOWN	

cc: Caryn Ginter, Auditor
Surplus File

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: **06/27/13**

FIXED ASSET TAG NUMBER: **No Asset Tag Numbers** BOONE COUNTY AUDITOR

DESCRIPTION: *BLUE ADJUSTABLE DESK CHAIR*

REQUESTED MEANS OF DISPOSAL: **Surplus**

OTHER INFORMATION: **Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.**

CONDITION OF ASSET: **Old, broken**

REASON FOR DISPOSITION: **no longer functional or no longer using**

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) *u/a*

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: **Immediately**

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: **Circuit Court**

SIGNATURE *Kathy [Signature]*

AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835

ORIGINAL COST _____ GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____ > GRANT NAME _____

AGENCY _____ % FUNDING _____

ASSET GROUP _____ DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE *[Signature]*

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: **06/27/13**

FIXED ASSET TAG NUMBER: **No Asset Tag Numbers** BOONE COUNTY AUDITOR

DESCRIPTION: *PLASTIC WALL CLOCK*

REQUESTED MEANS OF DISPOSAL: **Surplus**

OTHER INFORMATION: **Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.**

CONDITION OF ASSET: **Old, broken**

REASON FOR DISPOSITION: **no longer functional or no longer using**

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) *u/A*

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: **Immediately**

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: **Circuit Court**

SIGNATURE *Kathy [Signature]*

AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835

ORIGINAL COST _____ GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____ > GRANT NAME _____

AGENCY _____ % FUNDING _____

ASSET GROUP _____ DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE *[Signature]*

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: 06/27/13

FIXED ASSET TAG NUMBER: No Asset Tag Numbers BOONE COUNTY AUDITOR

DESCRIPTION: STAPLER

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.

CONDITION OF ASSET: Old, broken

REASON FOR DISPOSITION: no longer functional or no longer using

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) u/A

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE

AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835

ORIGINAL COST _____ GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____ > GRANT NAME _____

AGENCY _____ % FUNDING _____

ASSET GROUP _____ DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: 06/27/13

FIXED ASSET TAG NUMBER: No Asset Tag Numbers

BOONE COUNTY AUDITOR

DESCRIPTION: 4 RED PLASTIC LEGAL SIZE DESK TRAYS FOR FILES/PAPER

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.

CONDITION OF ASSET: Old, broken

REASON FOR DISPOSITION: no longer functional or no longer using

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) N/A

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE

AUDITOR

ORIGINAL PURCHASE DATE _____	RECEIPT INTO <u>1190-3835</u>
ORIGINAL COST _____	GRANT FUNDED (Y/N) <u>N</u>
ORIGINAL FUNDING SOURCE _____	GRANT NAME _____
	% FUNDING _____
	AGENCY _____
ASSET GROUP _____	DOCUMENTATION ATTACHED (Y/N) _____
	TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____
 LOCATION WITHIN DEPARTMENT _____
 INDIVIDUAL _____
 TRADE AUCTION SEALED BIDS
 OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: **06/27/13**

FIXED ASSET TAG NUMBER: **No Asset Tag Numbers** BOONE COUNTY AUDITOR

DESCRIPTION: **2 STANDARD DESK TRAYS**

REQUESTED MEANS OF DISPOSAL: **Surplus**

OTHER INFORMATION: **Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.**

CONDITION OF ASSET: **Old, broken**

REASON FOR DISPOSITION: **no longer functional or no longer using**

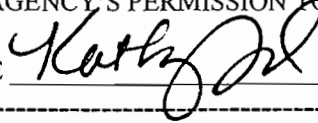
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) **N/A**

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: **Immediately**

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: **Circuit Court**

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE _____	RECEIPT INTO <u>1190-3835</u>
ORIGINAL COST _____	GRANT FUNDED (Y/N) <u>N</u>
ORIGINAL FUNDING SOURCE _____	GRANT NAME _____
	% FUNDING _____
	AGENCY _____
ASSET GROUP _____	DOCUMENTATION ATTACHED (Y/N) _____
	TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

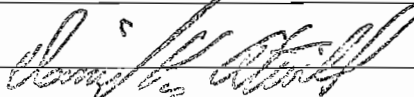
INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: 06/27/13

FIXED ASSET TAG NUMBER: No Asset Tag Numbers BOONE COUNTY AUDITOR

DESCRIPTION: 3 STANDARD WALL FILE TRAYS

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.

CONDITION OF ASSET: Old, broken

REASON FOR DISPOSITION: no longer functional or no longer using

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) u/A

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE _____	RECEIPT INTO <u>1190-3835</u>
ORIGINAL COST _____	GRANT FUNDED (Y/N) <u>N</u>
ORIGINAL FUNDING SOURCE _____	GRANT NAME _____
	% FUNDING _____
	AGENCY _____
ASSET GROUP _____	DOCUMENTATION ATTACHED (Y/N) _____
	TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: **06/27/13**

FIXED ASSET TAG NUMBER: **No Asset Tag Numbers**

BOONE COUNTY AUDITOR

DESCRIPTION: *METAL FILE CABINET DRAWER HANGING RACK*

REQUESTED MEANS OF DISPOSAL: **Surplus**

OTHER INFORMATION: **Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.**

CONDITION OF ASSET: **Old, broken**

REASON FOR DISPOSITION: **no longer functional or no longer using**

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) *u/a*

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: **Immediately**

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: **Circuit Court**

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835

ORIGINAL COST _____ GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____ ? GRANT NAME _____

AGENCY _____ % FUNDING _____

ASSET GROUP _____ DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

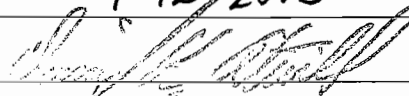
INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: 06/27/13

FIXED ASSET TAG NUMBER: No Asset Tag Numbers BOONE COUNTY AUDITOR

DESCRIPTION: 2 DRAWER METAL FILE CABINET - TWISTED FRAME, DOORS DO NOT OPEN PROPERLY

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.

CONDITION OF ASSET: Old, broken

REASON FOR DISPOSITION: no longer functional or no longer using

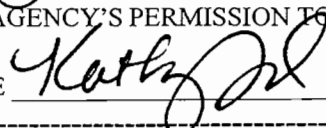
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) u/A

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835

ORIGINAL COST _____ GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____ GRANT NAME _____

ASSET GROUP _____ % FUNDING _____

AGENCY _____ DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

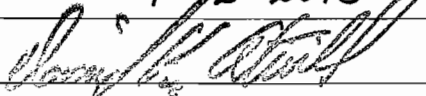
INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: **06/27/13**

FIXED ASSET TAG NUMBER: **No Asset Tag Numbers**

BOONE COUNTY AUDITOR

DESCRIPTION: **1 PLASTIC BUCKLE**

REQUESTED MEANS OF DISPOSAL: **Surplus**

OTHER INFORMATION: **Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.**

CONDITION OF ASSET: **Old, broken**

REASON FOR DISPOSITION: **no longer functional or no longer using**

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) **N/A**

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: **Immediately**

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: **Circuit Court**

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE _____	RECEIPT INTO <u>1190-3835</u>
ORIGINAL COST _____	GRANT FUNDED (Y/N) <u>N</u>
ORIGINAL FUNDING SOURCE _____	GRANT NAME _____
	% FUNDING _____
	AGENCY _____
ASSET GROUP _____	DOCUMENTATION ATTACHED (Y/N) _____
	TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

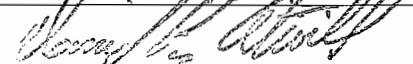
INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: **06/27/13**

FIXED ASSET TAG NUMBER: **No Asset Tag Numbers** BOONE COUNTY AUDITOR

DESCRIPTION: **1 ELECTRIC PENCIL SHARPENER - NO LONGER SHARPENS**

REQUESTED MEANS OF DISPOSAL: **Surplus**

OTHER INFORMATION: **Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.**

CONDITION OF ASSET: **Old, broken**

REASON FOR DISPOSITION: **no longer functional or no longer using**

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) **N/A**

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: **Immediately**

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: **Circuit Court**

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO **1190-3835**

ORIGINAL COST _____ GRANT FUNDED (Y/N) **N**

ORIGINAL FUNDING SOURCE _____ > GRANT NAME _____

ASSET GROUP _____ % FUNDING _____

AGENCY _____ DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

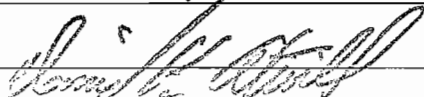
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER **414-2013**

DATE APPROVED **9-12-2013**

SIGNATURE 

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: **06/27/13**

FIXED ASSET TAG NUMBER: **No Asset Tag Numbers** BOONE COUNTY AUDITOR

DESCRIPTION: *1 MAGAZINE FILE*

REQUESTED MEANS OF DISPOSAL: **Surplus**

OTHER INFORMATION: **Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.**

CONDITION OF ASSET: **Old, broken**

REASON FOR DISPOSITION: **no longer functional or no longer using**

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) *u/A*

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: **Immediately**

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: **Circuit Court**

SIGNATURE *Kathy J...*

AUDITOR

ORIGINAL PURCHASE DATE _____	RECEIPT INTO <u>1190-3835</u>
ORIGINAL COST _____	GRANT FUNDED (Y/N) <u>N</u>
ORIGINAL FUNDING SOURCE _____	GRANT NAME _____
	% FUNDING _____
	AGENCY _____
ASSET GROUP _____	DOCUMENTATION ATTACHED (Y/N) _____
	TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE *[Signature]*

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: 06/27/13

FIXED ASSET TAG NUMBER: No Asset Tag Numbers BOONE COUNTY AUDITOR

DESCRIPTION: 1 METAL FILE SORTING TRAY

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.

CONDITION OF ASSET: Old, broken

REASON FOR DISPOSITION: no longer functional or no longer using

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) u/A

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE

AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835

ORIGINAL COST _____ GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____ > GRANT NAME _____

ASSET GROUP _____ % FUNDING _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: 06/27/13

FIXED ASSET TAG NUMBER: No Asset Tag Numbers BOONE COUNTY AUDITOR

DESCRIPTION: 1 ECONOMIC WRIST REST

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.

CONDITION OF ASSET: Old, broken

REASON FOR DISPOSITION: no longer functional or no longer using

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) N/A

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE

AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835

ORIGINAL COST _____ GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____ GRANT NAME _____

ASSET GROUP _____ % FUNDING _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JUN 28 2013

DATE: **06/27/13**

FIXED ASSET TAG NUMBER: **No Asset Tag Numbers** BOONE COUNTY AUDITOR

DESCRIPTION: **2 PLASTIC HANGERS**

REQUESTED MEANS OF DISPOSAL: **Surplus**

OTHER INFORMATION: **Items are stored in the Adult Court Services Office located on the 1st floor of the courthouse.**

CONDITION OF ASSET: **Old, broken**

REASON FOR DISPOSITION: **no longer functional or no longer using**

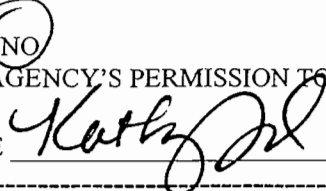
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) **u/a**

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: **Immediately**

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: **Circuit Court**

SIGNATURE



AUDITOR

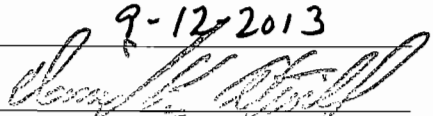
ORIGINAL PURCHASE DATE _____	RECEIPT INTO <u>1190-3835</u>
ORIGINAL COST _____	GRANT FUNDED (Y/N) <u>N</u>
ORIGINAL FUNDING SOURCE _____	GRANT NAME _____
	% FUNDING _____
	AGENCY _____
ASSET GROUP _____	DOCUMENTATION ATTACHED (Y/N) _____
	TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____
 LOCATION WITHIN DEPARTMENT _____
 INDIVIDUAL _____
 TRADE AUCTION SEALED BIDS
 OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013
SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 07-18-2013

FIXED ASSET TAG NUMBER: NONE / UNABLE TO LOCATE

DESCRIPTION: (QUANTITY 1) PRISONER PARTITIONS FROM CROWN VICTORIA

RECEIVED

REQUESTED MEANS OF DISPOSAL: SELL OR TRASH

JUL 30 2013

OTHER INFORMATION: NON-FUNCTIONAL

BOONE COUNTY AUDITOR

CONDITION OF ASSET: POOR, PARTS MISSING

REASON FOR DISPOSITION: OBSOLETE

COUNTY / COURT IT DEPT. (check one) DOES DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 07-18-2013

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF/ENFORCEMENT

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 1190-3835

ORIGINAL COST _____

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____

? GRANT NAME _____

% FUNDING _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

ASSET GROUP _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 07-18-2013

FIXED ASSET TAG NUMBER: NONE / UNABLE TO LOCATE

DESCRIPTION: METAL SHELVING

RECEIVED

REQUESTED MEANS OF DISPOSAL: SELL

JUL 30 2013

OTHER INFORMATION: FUNCTIONAL, BUT DISASSEMBLED

BOONE COUNTY AUDITOR

CONDITION OF ASSET: POOR TO GOOD. ALMOST ALL HARDWARE PRESENT.

REASON FOR DISPOSITION: LACK OF AVAILABLE SPACE

COUNTY / COURT IT DEPT. (check one) DOES DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 07-18-2013

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF/ENFORCEMENT

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 1190-3835

ORIGINAL COST _____

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____

? GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

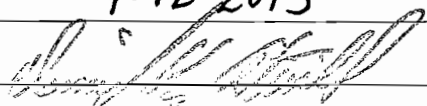
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 07-18-2013

FIXED ASSET TAG NUMBER: NONE / UNABLE TO LOCATE

DESCRIPTION: CODE 3 (BRAND), MX7000 (MODEL) LIGHTBAR

RECEIVED

REQUESTED MEANS OF DISPOSAL: SELL OR TRASH

JUL 30 2013

OTHER INFORMATION: NON-FUNCTIONAL

BOONE COUNTY AUDITOR

CONDITION OF ASSET: POOR, PARTS MISSING

REASON FOR DISPOSITION: OBSOLETE

COUNTY / COURT IT DEPT. (check one) DOES / DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 07-18-2013

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF/ENFORCEMENT

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 1190-3835

ORIGINAL COST _____

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 07-18-13

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: AFTERMARKET CENTER CONSOLE FOR CROWN VICTORIA (POLICE)

RECEIVED

REQUESTED MEANS OF DISPOSAL: SELL OR TRASH

JUL 30 2013

OTHER INFORMATION:

BOONE COUNTY AUDITOR

CONDITION OF ASSET: POOR. PARTS MAY BE MISSING.

REASON FOR DISPOSITION: OBSOLETE

COUNTY / COURT IT DEPT. (check one) DOES DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 07-18-2013

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 1190-3835

ORIGINAL COST _____

GRANT FUNDED (Y/N) NOT ON SYSTEM

ORIGINAL FUNDING SOURCE _____ ?

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

David Alexander - Re: Console for 2009 Crown Vic

From: "jeff@jlmerriman.com" <jeff@jlmerriman.com>
To: "Chad Martin" <cmartin@boonecountymo.org>
Date: 7/10/2013 8:02 AM
Subject: Re: Console for 2009 Crown Vic

Chad sorry about that. No nobody wants it. Do with it as you must .

Jeff

Sent from my HTC on the Now Network from Sprint!

----- Reply message -----

From: "Chad Martin" <cmartin@boonecountymo.org>
Date: Wed, Jul 10, 2013 7:33 am
Subject: Console for 2009 Crown Vic
To: "Jeff Merriman" <jeff@jlmerriman.com>

Is it safe to assume you did not get a response to this and I can dispose of this following local protocols?

>>> "Jeff Merriman" <jeff@jlmerriman.com> 5/17/2013 1:55 PM >>>
Boone County has a console for a 2009 Crown Vic that was purchased under the CMRJIS grant. They no longer have Crown Vics and want to know if any agency in our group can use it. Please let me know if your agency could take it off their hands. They are short on storage space and need to get rid of it. I'm including the vendor on this email as they might know of an agency in our group that could use it.

Jeff Merriman

Government Affairs Specialist

3902 College View Drive 3B

Joplin, MO 64801

Mobile 417-622-2005

email: jeff@jlmerriman.com

Visit us on the web at www.jlmerriman.com

RECEIVED

JUL 30 2013

BOONE COUNTY

BOONE COUNTY AUDITOR

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 07-30-2013

FIXED ASSET TAG NUMBER: NONE / UNABLE TO LOCATE

DESCRIPTION: (QUANTITY 1) PRISONER PARTITION FROM CROWN VICTORIA

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION: NON-FUNCTIONAL

CONDITION OF ASSET: POOR TO GOOD

REASON FOR DISPOSITION: OBSOLETE

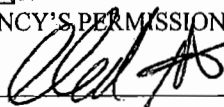
COUNTY / COURT IT DEPT. (check one) DOES DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 07-30-2013

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF/TRANSPORTS

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 1190-3835

ORIGINAL COST _____

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

ASSET GROUP _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 07-09-2013

FIXED ASSET TAG NUMBER: NONE / UNABLE TO LOCATE

DESCRIPTION: (QUANTITY 2) PRISONER PARTITIONS FROM CROWN VICTORIA

RECEIVED

JUL - 9 2013

REQUESTED MEANS OF DISPOSAL: SELL OR TRASH

BOONE COUNTY AUDITOR

OTHER INFORMATION: NON-FUNCTIONAL

CONDITION OF ASSET: POOR, PARTS MISSING

REASON FOR DISPOSITION: OBSOLETE

COUNTY / COURT IT DEPT. (check one) DOES DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 07-09-2013

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF/ENFORCEMENT

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835
ORIGINAL COST _____ GRANT FUNDED (Y/N) N
ORIGINAL FUNDING SOURCE _____ ? GRANT NAME _____
AGENCY _____
DOCUMENTATION ATTACHED (Y/N) _____
ASSET GROUP _____ TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 07/26/13

FIXED ASSET TAG NUMBER: 09047

RECEIVED

DESCRIPTION: Verticle File Cabinet - 5 DRAWER

JUL 25 2013

REQUESTED MEANS OF DISPOSAL: surplus

BOONE COUNTY AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: excellent

REASON FOR DISPOSITION: no longer needed

COUNTY / COURT IT DEPT. (check one) DOES / DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

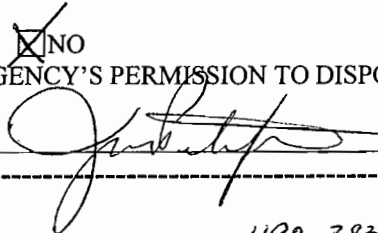
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1110

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 8/3/1988

RECEIPT INTO 1190-3835

ORIGINAL COST 193.25

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2743

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP 1602

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

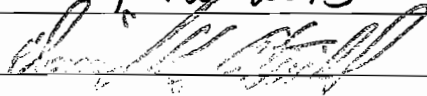
TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE



BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8-13-13

FIXED ASSET TAG NUMBER: 09048

DESCRIPTION: Legal file cabinet

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: Good

REASON FOR DISPOSITION: No longer needed

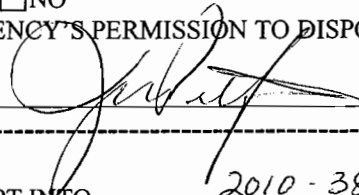
COUNTY / COURT IT DEPT. (check one) DOES DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1110 Auditor

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 8/3/1988

RECEIPT INTO 2010-3835

ORIGINAL COST 193.25

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2743

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP 1602

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8-1-13

FIXED ASSET TAG NUMBER: NO TAG

RECEIVED

DESCRIPTION: 5 BOXES OF OLD NOTEBOOKS

AUG - 1 2013

REQUESTED MEANS OF DISPOSAL: ANY

BOONE COUNTY AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: USED

REASON FOR DISPOSITION: NO LONGER USING

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: COUNTY CLERK SIGNATURE Danda Eagle

AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835
ORIGINAL COST _____ GRANT FUNDED (Y/N) N
ORIGINAL FUNDING SOURCE _____ ? GRANT NAME _____
% FUNDING _____
AGENCY _____
DOCUMENTATION ATTACHED (Y/N) _____
ASSET GROUP _____ TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____
LOCATION WITHIN DEPARTMENT _____
INDIVIDUAL _____
____ TRADE _____ AUCTION _____ SEALED BIDS
____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE Danda Eagle

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 08-13-2013

FIXED ASSET TAG NUMBER: NONE / UNABLE TO LOCATE

RECEIVED

DESCRIPTION: CODE 3 (BRAND), MX7000 (MODEL) LIGHTBAR

AUG 14 2013

REQUESTED MEANS OF DISPOSAL: SELL OR TRASH

BOONE COUNTY AUDITOR

OTHER INFORMATION: NON-FUNCTIONAL

CONDITION OF ASSET: POOR, PARTS MISSING

REASON FOR DISPOSITION: OBSOLETE

COUNTY / COURT IT DEPT. (check one) DOES DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 08-13-2013

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF/ENFORCEMENT

SIGNATURE

AUDITOR

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 1190-3835

ORIGINAL COST _____

GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

ASSET GROUP _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 08-13-2013

FIXED ASSET TAG NUMBER: NONE / UNABLE TO LOCATE

DESCRIPTION: D&R ELECTRONICS COMPANY, SLIDING ELECTRONICS TRAY

RECEIVED

AUG 14 2013

REQUESTED MEANS OF DISPOSAL: SELL OR TRASH

BOONE COUNTY AUDITOR

OTHER INFORMATION: THIS ITEM MOUNTS INSIDE THE TRUNK OF A CROWN VICTORIA. ORIGINALLY USED TO MOUNT RADIOS AND ELECTRONICS.

CONDITION OF ASSET: POOR, PARTS MIGHT BE MISSING

REASON FOR DISPOSITION: OBSOLETE

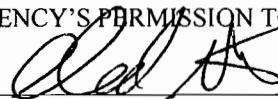
COUNTY / COURT IT DEPT. (check one) DOES DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 08-13-2013

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF/ENFORCEMENT

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 1190-3835

ORIGINAL COST _____

GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : .5/31/13

FIXED ASSET TAG NUMBER: 11146

RECEIVED

DESCRIPTION: Prism, single tilting w/target.

AUG - 7 2013

REQUESTED MEANS OF DISPOSAL: Dispose/trash

BOONE COUNTY AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: Non functional

REASON FOR DISPOSITION: Prism is broken

COUNTY / COURT IT DEPT. (circle one) DOES DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: None

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2045

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 7/08/1997

RECEIPT INTO 2045 - 3835

ORIGINAL COST \$181.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1604

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

 TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

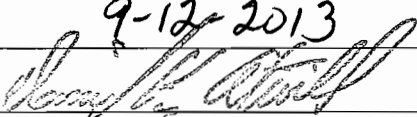
INDIVIDUAL _____

 TRADE AUCTION SEALED BIDS

 OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 8/7/2013

FIXED ASSET TAG NUMBER: None

RECEIVED

DESCRIPTION: Gravel type traffic counter

AUG - 7 2013

REQUESTED MEANS OF DISPOSAL: dispose

BOONE COUNTY AUDITOR

OTHER INFORMATION: serial # RD11211 D

CONDITION OF ASSET: non functioning

REASON FOR DISPOSITION: condition

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2045

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 2045-3835

ORIGINAL COST _____

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

ASSET GROUP _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

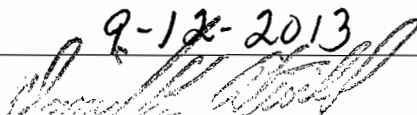
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 8/7/2013

FIXED ASSET TAG NUMBER: None

RECEIVED

DESCRIPTION: Gravel type traffic counter

AUG - 7 2013

REQUESTED MEANS OF DISPOSAL: dispose

BOONE COUNTY AUDITOR

OTHER INFORMATION: serial # RD11207 D

CONDITION OF ASSET: non functioning

REASON FOR DISPOSITION: condition

COUNTY / COURT IT DEPT. (circle one) DOES / ~~DOES NOT~~ (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2045

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 2045-3835

ORIGINAL COST _____

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

ASSET GROUP _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 8/7/2013

FIXED ASSET TAG NUMBER: 14401

RECEIVED

DESCRIPTION: Pavement type traffic counter

AUG - 7 2013

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: dispose

OTHER INFORMATION: serial # 3106849-418

CONDITION OF ASSET: non functioning

REASON FOR DISPOSITION: condition

COUNTY / COURT IT DEPT. (circle one) DOES DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2045

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 2/24/2004

RECEIPT INTO 2045-3835

ORIGINAL COST 1,308.25

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1604

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 8/7/2013

FIXED ASSET TAG NUMBER: 14402

RECEIVED

DESCRIPTION: Pavement type traffic counter

AUG - 7 2013

REQUESTED MEANS OF DISPOSAL: dispose

BOONE COUNTY AUDITOR

OTHER INFORMATION: serial # 3096612-418

CONDITION OF ASSET: non functioning

REASON FOR DISPOSITION: condition

COUNTY / COURT IT DEPT. (circle one) DOES ~~DOES NOT~~ (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES (NO)
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2045

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 2/24/2004

RECEIPT INTO 2045-3835

ORIGINAL COST 1,308.25

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1604

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

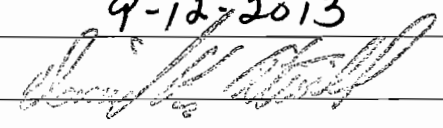
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 8/7/2013

FIXED ASSET TAG NUMBER: 16543

RECEIVED

DESCRIPTION: Pavement type traffic counter

AUG - 7 2013

REQUESTED MEANS OF DISPOSAL: dispose

BOONE COUNTY AUDITOR

OTHER INFORMATION: serial # 7124746-418

CONDITION OF ASSET: non functioning

REASON FOR DISPOSITION: condition

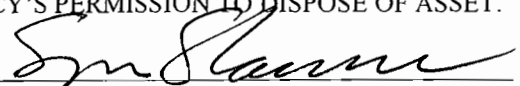
COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2045

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 4/25/2008

RECEIPT INTO 2045-3835

ORIGINAL COST 1,347.50

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1604

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

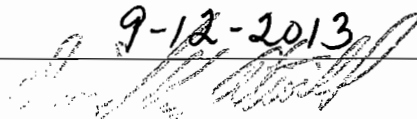
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 8/7/2013

FIXED ASSET TAG NUMBER: 16544

RECEIVED

DESCRIPTION: Pavement type traffic counter

AUG - 7 2013

REQUESTED MEANS OF DISPOSAL: dispose

BOONE COUNTY AUDITOR

OTHER INFORMATION: serial # 7124748-418

CONDITION OF ASSET: non functioning

REASON FOR DISPOSITION: condition

COUNTY / COURT IT DEPT. (circle one) DOES DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2045

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 4/25/2008

RECEIPT INTO 2045-3835

ORIGINAL COST 1,347.50

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1604

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

 TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

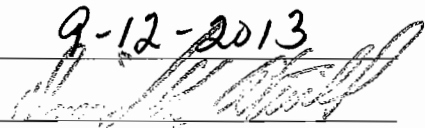
INDIVIDUAL _____

 TRADE AUCTION SEALED BIDS

 OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 8/5/2013

FIXED ASSET TAG NUMBER: 17155

RECEIVED

DESCRIPTION: Gravel Road Traffic Counter

AUG - 7 2013

REQUESTED MEANS OF DISPOSAL: Dispose

BOONE COUNTY AUDITOR

OTHER INFORMATION: Road Runner RD14736 D

CONDITION OF ASSET: does not work

REASON FOR DISPOSITION: condition

COUNTY / COURT IT DEPT. (circle one) DOES DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2045

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 4/19/2010

RECEIPT INTO 2045-3835

ORIGINAL COST 346.41

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME _____

% FUNDING _____

ASSET GROUP 1604

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

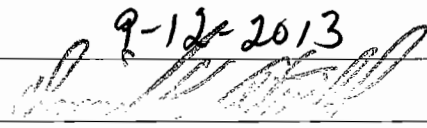
INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 8/5/2013

FIXED ASSET TAG NUMBER: 17160

RECEIVED

DESCRIPTION: Gravel Road Traffic Counter

AUG - 7 2013

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: Dispose

OTHER INFORMATION: Road Runner RD14938 D

CONDITION OF ASSET: counter was stolen

REASON FOR DISPOSITION: condition

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2045

SIGNATURE Erin Starnum

AUDITOR

ORIGINAL PURCHASE DATE 4/19/2010

RECEIPT INTO 2045-3835

ORIGINAL COST 346.40

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1604

DOCUMENTATION ATTACHED (Y/N)

TRANSF

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

the stolen unit is serial # 938
~~17160~~
17160

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/5/2013

FIXED ASSET TAG NUMBER: 12065 Dispose

DESCRIPTION: Metal Detector

REQUESTED MEANS OF DISPOSAL: Sell or dispose

OTHER INFORMATION: Schonstedt GA-52CX, serial #165671

CONDITION OF ASSET: poor, speaker does not work very well

REASON FOR DISPOSITION: condition

RECEIVED

AUG - 7 2013

BOONE COUNTY AUDITOR

COUNTY / COURT IT DEPT. (circle one) DOES DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2045

SIGNATURE [Signature]

AUDITOR

ORIGINAL PURCHASE DATE 9/23/1999

RECEIPT INTO 2045-3835

ORIGINAL COST 655.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME _____

% FUNDING _____

ASSET GROUP 1604

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE: 8-23-13

FIXED ASSET TAG NUMBER: 14153

AUG 23 2013

DESCRIPTION: DIGITAL CAMERA (FUG 1)

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: UNKNOWN

REASON FOR DISPOSITION:

COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2040

SIGNATURE

Paula Taylor

AUDITOR

ORIGINAL PURCHASE DATE 6/17/2003

RECEIPT INTO 2040-3835

ORIGINAL COST 581.01

GRANT FUNDED (Y/N) N

Previously removed from inventory 5/1/2010

ORIGINAL FUNDING SOURCE 2741

GRANT NAME

% FUNDING

AGENCY

DOCUMENTATION ATTACHED (Y/N)

ASSET GROUP 1604

TRANSFER CONFIRMED

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE: 8-23-13

FIXED ASSET TAG NUMBER: 14155

AUG 23 2013

DESCRIPTION: DIGITAL CAMERA w/ACCESSORIES

BOONE COUNTY ALFORD

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: UNKNOWN

REASON FOR DISPOSITION:

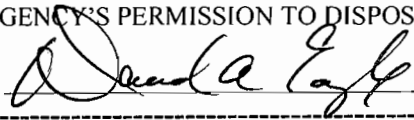
COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: HST 2045

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 6/27/2003

RECEIPT INTO 2040-3835

ORIGINAL COST 259.94

GRANT FUNDED (Y/N) N

Previously removed from inventory 5/18/2010

ORIGINAL FUNDING SOURCE 2741

GRANT NAME

% FUNDING

AGENCY

DOCUMENTATION ATTACHED (Y/N)

ASSET GROUP 1604

TRANSFER CONFIRMED

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

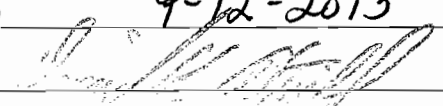
INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED 9-12-2013

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8-23-13

FIXED ASSET TAG NUMBER: 14923

RECEIVED

DESCRIPTION: DIGITAL CAMERA w/ACCESSORIES

AUG 23 2013

REQUESTED MEANS OF DISPOSAL: TRASH

BOONE COUNTY AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: BROKEN

REASON FOR DISPOSITION:

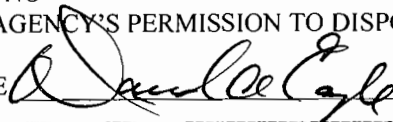
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1118

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 2/7/2005

RECEIPT INTO 1190-3835

ORIGINAL COST 351.75

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP 1604

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

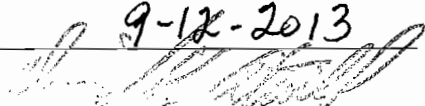
OTHER EXPLAIN

COMMISSION ORDER NUMBER 414-2013

DATE APPROVED

9-12-2013

SIGNATURE



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

September Session of the July Adjourned

Term. 20 13

In the County Commission of said county, on the 12th day of September 20 13

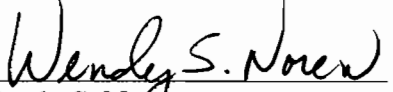
the following, among other proceedings, were had, viz:

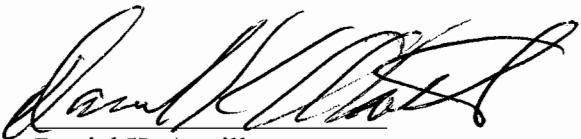
Now on this day the County Commission of the County of Boone does hereby approve the following budget revision for the Auditor's Office on accounts receivable determined to be uncollectible.

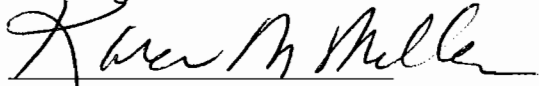
Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1190	86883	Non-Departmental	Uncollectible Account Expense		35,215
1123	86800	Emergency & Contingency	Emergency	35,215	

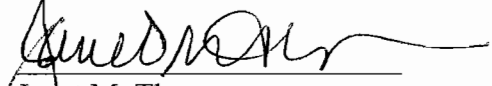
Done this 12th day of September, 2013.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Daniel K. Atwill
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Janet M. Thompson
 District II Commissioner

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

To: County Clerk's Office
Comm Order # 415-2013
Return to Auditor's Office
Please do not remove staple.

6/17/13
EFFECTIVE DATE

FOR AUDITORS USE

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

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
1190	86883	Non-Departmental	Uncollectible Account Expense		35,215
1123	86800	Emergency & Contingency	Emergency	35,215	
				<u>35,215</u>	<u>35,215</u>

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

To move funds to uncollectible accounts expense for write-off of accounts receivable account determined to be uncollectible. The balance in this account is a result of overpayment(s) of tax withholding(s). The County has attempted to contact the appropriate agencies for reclamation of these overpayments but the claims were disallowed. A letter of appeal was sent on April 2009 and no answer was received.

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

Auditor's Office
Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

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

[Signature]
Auditor's Office
PRESIDING COMMISSIONER

Agenda

[Signature]
DISTRICT I COMMISSIONER [Signature]
DISTRICT II COMMISSIONER

June Pitchford - Budget Revision from GF Emergency needed for Write-off of ~\$35K Uncollectible Receivables

From: June Pitchford
To: Dan Atwill; Janet Thompson; Karen Miller
Date: 9/5/2013 9:29 AM
Subject: Budget Revision from GF Emergency needed for Write-off of ~\$35K Uncollectible Receivables
CC: BOCOMORecords@boonecountymo.org; Jason Gibson; WENDY NOREN
Attachments: Acct Receivable write-off Gen Fund.xlsx

Commission,

A Budget Revision request from Emergency is needed to facilitate the write-off of \$35,215 in uncollectible receivables in the General Fund. See the attached xls summary below for the detail amounts comprising this total. Jason will handle this on an up-coming Commission agenda and this e-mail is intended to provide background information in advance of that meeting. The stale receivables are related to payroll transactions with a brief explanation for the largest item (\$~30,600) provided below. If you need additional information, Wendy would be the one to contact.

Thanks,
June

\$30,634- Payroll withholdings related to Associate Commissioner Salary Increases-- Background:

A 1995 legislative change increased the Associate Commissioner's term of office from 2 years to 4 years. The Salary Commission met in 1997 to set the salaries for those offices to be elected at the general election in 1998, which resulted in salary increases to these offices. The salary increase was also applied to Associate Commissioners, but such increase was later deemed to be an unconstitutional mid-term salary increase. The Associate Commissioners had anticipated this possible outcome and had set aside the "net pay" they received and returned this amount to the County. A receivable was recorded for the payroll withholding amounts that were withheld and remitted to various agencies (Fed/State withholding, FICA, etc.), but said amounts have never been recovered and are deemed to be uncollectible at this time and should be written-off.

Relevant Commission Orders and commission minutes in the event you want more information:

December 21, 2000: Discussion and approval of Associate Commissioners' mid-term salary increases. CO# 506-2000
June 26, 2001: Discussion of re-payment of Associate Commissioners' mid-term salary increases
July 3, 2011: Commission Order requesting repayment of amounts from Associate Commissioners and recovery of amounts withheld and remitted to other agencies. CO # 300-2001.

Jason Gibson - Fwd: Stale Receivables - Overpayment of taxes to IRS

From: June Pitchford
To: Wendy Noren
Date: 7/24/2013 9:24 AM
Subject: Fwd: Stale Receivables - Overpayment of taxes to IRS
CC: Jason Gibson; Julie Crouch
Attachments: Stale Receivables - Overpayment of taxes to IRS

Wendy,

This is in follow-up to the e-mail I sent earlier this month (forwarded below). Please let us know by July 31st if you have reason to expect collection of these receivables; if so, we'll need a copy of documentation supporting that conclusion.

If I don't hear from you by July 31st, we will move forward with write-off.

Thanks,
June

Jason Gibson - Stale Receivables - Overpayment of taxes to IRS

From: June Pitchford
To: WENDY NOREN
Date: 7/9/2013 12:49 PM
Subject: Stale Receivables - Overpayment of taxes to IRS
CC: Jason Gibson; Julie Crouch
Attachments: Accounts Receivable - Other

Wendy,

We have been carrying a couple of receivable balances in the General Fund (\$35,215) and the R&B Fund (\$389) for many years. (See Jason's e-mail below.) Both amounts are related to overpayment of taxes, with the majority pertaining to the associate commissioner salary increase of FY 2000. Given the stale status of the receivables, collection seems unlikely but I wanted to confirm with you before writing them off.

If you agree that the amounts are uncollectible, we'll move forward with the write-off. The General Fund amount will require a budget revision from emergency, which Jason will prepare and handle on the Commission agenda. We'll provide the Commission with basic background information prior to the commission meeting, so let us know if there is anything you want to include.

Thanks,
June

BOONE COUNTY, MISSOURI REQUEST FOR JOURNAL ENTRY

6/17/2013

DATE

COPY

FOR AUDITORS USE

Fund	Dept	Account	Fund/Dept Name	Account Name	Debit	Credit
100		1211	General Fund	Accounts Receivable-Other		35,214.78
	1190	86883	Non-Departmental	Uncollectible Account Expense	35,214.78	
					35,214.78	35,214.78
Explanation: To write-off an immaterial accounts receivable account determined to be uncollectible.						
<i>Auditors Office - mj</i> Origination Office						Auditors Office

GENLSCR BOONE GENERAL LEDGER INQUIRY MAIN SCREEN 3/18/13 08:19:58
 Year 2012 Opening Balance 35,214.78
 Fund 100 GENERAL FUND Actual YTD Credits _____
 Acct 1211 ACCOUNTS RECEIVABLE-OTHER Actual YTD Debits _____
 Account Type A ASSET
 Normal Balance D DEBIT Current Balance 35,214.78

Period	Debits	Credits	Current Balance
January	_____	_____	<u>35,214.78</u>
February	_____	_____	<u>35,214.78</u>
March	_____	_____	<u>35,214.78</u>
April	_____	_____	<u>35,214.78</u>
May	_____	_____	<u>35,214.78</u>
June	_____	_____	<u>35,214.78</u>
July	_____	_____	<u>35,214.78</u>
August	_____	_____	<u>35,214.78</u>
September	_____	_____	<u>35,214.78</u>
October	_____	_____	<u>35,214.78</u>
November	_____	_____	<u>35,214.78</u>
December	_____	_____	<u>35,214.78</u>
Post Closing	_____	_____	_____

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions

Write-off in FY2013

GENERAL FUND

Debit Credit Balance

214

		Debit	Credit	Balance	
	Accounts Receivable-Other				DETAIL:
1989	Joe Mosely 1989 FICA error	3,960.39			Amounts related to Commissioner pay:
7/2/2001	FY 2000 Audit Adjustment	67,770.00			CERF 401A (Vogt)
7/6/2001	Received from Commissioner Karen Miller		15,977.83		FICA (Employee)
7/18/2001	Received from Commissioner Linda Vogt		16,474.60		FICA (Employer)
9/28/2001	Correction for Commission Void		2,000.00		Federal Income Tax
9/28/2001	Correction for Commission Void		222.04		State Income Tax
9/28/2001	Correction for Commission Void (JE #2001 789)		1,268.80		
9/28/2001	Correction for Commission Void		1,192.34		
12/31/2001	Reverse JE #2001 789	1,268.80			Plus: rounding difference
2/20/2002	Received from CERF for Karen Miller & Linda Vogt		1,268.80		Plus: Joe Mosely 1989 FICA error
12/31/2006	Due from State of MO for 1/2/04 payroll - state tax withholding overpmt	620.00			Plus: Overpayment to State of MO
		73,619.19	38,404.41	35,214.78	Total

Boone County, Missouri
Long-term Payroll Receivables/Payables
Prepared by Auditor's Office

	<u>\$ Amount</u>
RECEIVABLES	
100-1211 General Fund: Accounts Receivable-Other	
Amounts related to Commissioners Miller/Vogt special pay:	
CERF 401A (Vogt)	222.04
FICA (Employee)	4,329.60
FICA (Employer)	4,329.60
Federal Income Tax	18,397.60
State Income Tax	<u>3,355.15</u>
Total	30,633.99
Joe Mosely 1989 FICA error	3,960.39
Due from State of MO for 1/2/04 payroll - state tax withholding overpayment	620.00
Plus: rounding difference	0.40
Total	<u><u>35,214.78</u></u>

From: Wendy Noren
To: Don Stamper; John Patton; June Pitchford; Karen Miller; Kay Murray; Skip Elkin
Date: 7/31/01 1:26PM
Subject: Re: Fwd: 100-1211 A/R-Other (2nd Attempt)

June: - I contacted the IRS to make sure we could, in fact, retrieve the 457/401A moneys. After checking with the Employee benefits section, they did say that we could get the erroneous payments back just as we have with voided payroll checks.

For all of the deductions except Fica/Fed/State taxes I would recommend we withhold the appropriate amounts from a future payment.. I think the best way to do this and maintain accurate long term records would be to void the payroll checks issued. We need to have IT research the impact of voiding a cleared check on the Treasurer's system and the problems associated for the ledger when it crosses a closed year but it is the only way I can figure out how to adjust all the records to accurately reflect this. If we don't do this, someone is going to have to forever remember the situation.

Once the 2000 payroll records have been corrected we will need to re-run 941 and W2 reports. The IRS will issue a check for the difference (I think they include interest also) after the 941-C is filed (they aren't always quick about it either).

Like regular voided payroll checks, the other deductions can be withheld from the next payments as a credit for overpayment.

In addition to the withholding that will need to be taken as a credit on our future payments to all the affected vendors we will also need to withhold a payment amount on disability also. This would not show up with the payroll void but would need to be handled with the monthly billing.

I will be discussing this with IT when

>>> June Pitchford 07/31/01 12:43PM >>>

Commissioners, Kay, Wendy and John--

We have a receivable recorded for the remaining amount to be collected by the County from Karen Miller and Linda Vogt (please see e-mail below). What is the plan and timetable for collection and who is responsible for collecting the amounts still due? Perhaps this has already been discussed and decided--- if so, I'm in the dark about it.

Also, I continue to field questions about interest computations.... John, what are the legal requirements for interest due to the County on amounts that have yet to be paid to the county? Thanks.

June

You may reach me via e-mail at jpitchford@boonecountymo.org or at (573) 886-4278

VOID 12/29/2000 PAYROLL PER COMMISSION ORDER # 300-2001

Name	Check #	Gross	CERF Pen.	CERF 401(A)	CERF 457	Nationwide 457	FICA - SS	FICA - Med	MO tax	Extra Fed Tax	Total Ded.
Karen Miller	72593	\$ 7,540.00	\$ 150.80	\$ 52.78	\$ 2,000.00	\$ 1,192.34	\$ 467.48	\$ 109.33	\$ 227.64	\$ 1,885.00	\$ 6,085.37
Karen Miller	72600	\$ 7,540.00	\$ 150.80	\$ 52.78			\$ 467.48	\$ 109.33	\$ 419.19	\$ 1,885.00	\$ 3,084.58
Karen Miller	72602	\$ 8,320.00	\$ 166.40	\$ 58.24			\$ 515.84	\$ 120.64	\$ 464.72	\$ 2,080.00	\$ 3,405.84
Karen Miller	72604	\$ 8,320.00	\$ 166.40	\$ 58.24			\$ 276.38	\$ 120.64	\$ 464.72	\$ 2,080.00	\$ 3,166.38
Total - Karen Miller		\$ 31,720.00	\$ 634.40	\$ 222.04	\$ 2,000.00	\$ 1,192.34	\$ 1,727.18	\$ 459.94	\$ 1,576.27	\$ 7,930.00	\$ 15,742.17
Linda Vogt	72599	\$ 7,540.00	\$ 150.80	\$ 52.78			\$ 467.48	\$ 109.33	\$ 421.95	\$ 2,480.20	\$ 3,690.54
Linda Vogt	72601	\$ 7,540.00	\$ 150.80	\$ 52.78			\$ 467.48	\$ 109.33	\$ 421.95	\$ 2,488.20	\$ 3,690.54
Linda Vogt	72603	\$ 8,320.00	\$ 166.40	\$ 58.24			\$ 515.84	\$ 120.64	\$ 467.49	\$ 2,745.60	\$ 4,074.21
Linda Vogt	72605	\$ 8,320.00	\$ 166.40	\$ 58.24			\$ 231.74	\$ 120.64	\$ 467.49	\$ 2,745.60	\$ 3,790.11
Total - Linda Vogt		\$ 31,720.00	\$ 634.40	\$ 222.04	\$ -	\$ -	\$ 1,682.54	\$ 459.94	\$ 1,778.88	\$ 10,467.60	\$ 15,245.40
GRAND TOTAL		\$ 63,440.00	\$ 1,268.80	\$ 444.08	\$ 2,000.00	\$ 1,192.34	\$ 3,409.72	\$ 919.88	\$ 3,355.15	\$ 18,397.60	\$ 46,232.97

ae/r
- enae

Boone County Commission Orders
2001

		for a 47-foot radius on a cul-de-sac in Shalimar Gardens, Block V as allowed by Appendix B of the Subdivision Regulations and as recommended by the Road and Bridge Advisory Committee. This will remain consistency with the other cul-de-sacs within previous plats of this subdivision.
	287-2001	Authorize the use of the Commission Chambers for a discussion of the State Board of the National Audubon Society, sponsored by Audubon Missouri on July 14, 2001, from 10am to 1pm.
6-28-01	288-2001	Award bid 28-12JUN01 for Coats Lane Bridge to Viebrock Construction and Equipment, Incorporated. (Presiding Commissioner is also authorized to sign.)
	289-2001	Award bid 30-06JUN01 for a Jib Crane Hoist to Shannahan Crane & Hoist. (Presiding Commissioner is also authorized to sign.)
	290-2001	Authorize a budget revision decreasing account 1123-86800 (Emergency) in the amount of \$4,920.00, and increasing account 1115-85700 (Human Resources: Recruitment/Relocation Expense) in the amount of \$4,920.00. Said budget revision is to cover relocation expenses for the Public Works Director, David Mink.
	291-2001	Approve a request by the Turtle Creek Homeowners Association to Adopt one mile of High Point Lane for the Adopt-A-Road Program.
	292-2001	Adopt the Safety Policy Statement.
	293-2001	Authorize the use of the Commission Chambers for an Electronic Filing Seminar for Practitioners, sponsored by the Internal Revenue Service on September 17, 2001 from 9am-1pm.
	294-2001	Authorize the use of the Commission Chambers for a forum, sponsored by the Boone County Republican Women on September 24, 2001 from 7-9pm.
	295-2001	Accept the Comprehensive Annual Financial Report on behalf of the Boone County Auditor and KPMG for the Year Ending December 31, 2001.
7-03-01 (9:30am)	296-2001	Award bid #29-06JUN01 for Fitness Course Stations to Play Mart. (Presiding Commissioner is also authorized to sign)
	297-2001	Approve the Proposal for Consultant Services agreement between Boone County and Trabue, Hansen & Hinshaw Inc., for Construction Management Services for the Coats Lane Bridge Improvement Project, in an amount not to exceed \$15,431.00. (Presiding Commissioner is also authorized to sign the agreement)
	298-2001	Authorize a closed session on July 3, 2001 as authorized by section 610.021 (1) RSMo
	299-2001	Rescind Commission Order 243-2001, appointing Jeane Grace of the Rocky Fork Township to a 4-year term on the Road and Bridge Advisory Committee.
	300-2001	Request the repayment of funds to Associate Commissioners, in the form of back compensation, to the County Treasurer in the form of a check no later than July 20, 2001. It is further ordered that the County Clerk and Auditor's office begin work on adjusting the other proceeds of the payments.
	301-2001	Designate Associate Commissioner Karen Miller as Boone County's designated delegate for credentials, on behalf of Boone County at the 2001 NACo Conference.
7-03-01 (7:00pm)	302-2001	Approve a request by Public Water Supply District 10 on behalf of Consolidated Energy LLC to rezone from A-1 (Agriculture) to M-G (General Industrial), located at 22545 March Road, Centralia

7/3/01

#111

270

Correction

Supporting Statement To Correct Information

Do Not File Separately

File with Form 941, 941-M, 941-SS, 943, 945, or 843.

Name County of Boone

Employer identification number 43 6000349

Telephone number (optional) 573-886-4299

A This form supports adjustments to Check one box. [X] Form 941 [] Form 941-SS [] Form 945 [] Form 941-M [] Form 943

B This form is filed with the return for the period ending (month, year) 12-00

C Enter the date you discovered the error(s) reported on this form (if you are making more than one correction and the errors were not discovered at the same time, please explain in Part V) 07-01

Part I Signature and Certification (You MUST complete this part for the IRS to process your adjustments for overpayments.) Skip Part I if all your adjustments are underpayments. (See the instructions for Part I.)

I certify that Forms W-2c, Corrected Wage and Tax Statement, have been filed (as necessary) with the Social Security Administration, and that (check appropriate boxes):

- [] All overcollected income taxes for the current calendar year and all social security and Medicare taxes for the current and prior calendar years have been repaid to employees...
[] All affected employees have given their written consent to the allowance of this credit or refund...
[] The social security tax and Medicare tax adjustments represent the employer's share only...
[X] None of this refund or credit was withheld from employee wages.

Sign Here

Signature

Title Boone County Clerk

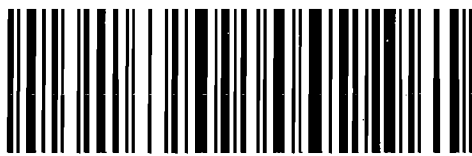
Date 10-04-2001

Part II Income Tax Withholding (Including Backup Withholding) Adjustment

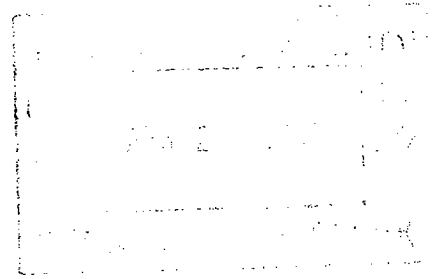
Table with 4 columns: (a) Period Corrected, (b) Withheld Income Tax Previously Reported, (c) Correct Withheld Income Tax for Period, (d) Withheld Income Tax Adjustment. Row 1: December 31, 2000, 296,659.46, 278,261.86, -18,397.60.

Part III Social Security Tax Adjustment (Use the tax rate in effect during the period(s) corrected. You must also complete Part IV.)

Table with 6 columns: (a) Period Corrected, (b) Wages Previously Reported, (c) Correct Wages for Period, (d) Tips Previously Reported, (e) Correct Tips for Period, (f) Social Security Tax Adjustment. Row 1: December 31, 2000, 2,449,625.92, 2,394,630.25, -6,819.45.



7112 7667 8554 8080 1699



COUNTY OF BOONE
% WENDY S NOREN
801 E WALNUT ST RM 236
COLUMBIA MO 65201-4890618

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT,
EVEN IF YOU ALSO HAVE AN INQUIRY.

The IRS address must appear in the window.

Use for payments

BODCD-TE

0442735113

Letter Number: LTR0105C
Letter Date : 2007-04-17
Tax Period : 200012

INTERNAL REVENUE SERVICE

OGDEN UT 84201-0038



436000349

COUNTY OF BOONE
% WENDY S NOREN
801 E WALNUT ST RM 236
COLUMBIA MO 65201-4890618

OGDEN UT 84201-0038

71127667855480801699

In reply refer to: 0442735113
Apr. 17, 2007 LTR 105C E0
43-6000349 200012 01 000
00001378
BODC: TE

COUNTY OF BOONE
% WENDY S NOREN
801 E WALNUT ST RM 236
COLUMBIA MO 65201-4890618

CERTIFIED MAIL

Taxpayer Identification Number: 43-6000349
Kind of Tax: Employment
Amount of Claim : \$ 27,056.81

Date of Claim(s) Received: Mar. 19, 2007
Tax Period : Dec. 31, 2000

WE COULDN'T ALLOW YOUR CLAIM

Dear Taxpayer:

WHY WE'RE SENDING YOU THIS LETTER

This letter is your notice that we've disallowed your claim for credit for the period shown above.

WHY WE CANNOT ALLOW YOUR CLAIM

You filed your claim more than 3 years after you filed your tax return.

IF YOU DISAGREE

You may appeal our decision with the Appeals Office (which is independent of our office) if we disallowed your claim because our records show that you filed your claim late. Generally, a claim is late if you filed it the later of:

- 3 years from the return due date of a timely filed, unextended return
- 3 years from the date we received a late return or a timely filed, extended return
- 2 years after you paid the tax

In addition, the amount of any credit or refund for a claim filed within three years of the tax return is limited to amounts paid within the three years before filing the claim plus the period of any extension of time granted for filing the tax return. Similarly, the amount of a claim filed within the two-year period is limited to the amount paid within the two years before filing the claim.

0442735113
Apr. 17, 2007 LTR 105C E0
43-6000349 200012 01 000
00001380

COUNTY OF BOONE
% WENDY S NOREN
801 E WALNUT ST RM 236
COLUMBIA MO 65201-4890618

Sincerely yours,



Rita Sandoval
Accounts Management II

Enclosure(s):
Publication 1



FICA + Fed
Tax
Receivable
(Commissioner Pay)

April 16, 2009

Internal Revenue Service
Ogden UT 84201-0038

Re: Refund of Overpayment \$27,056.81
ID #: 43-6000349
Kind of Tax: Employment

To Whom It May Concern:

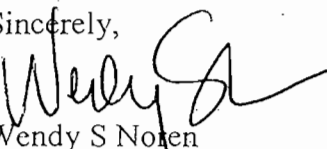
Attached please find your letter of denial for a tax correction ending December 31, 2000.

After reviewing previous year's files, we have found that a Form 941 with corrections for the Fourth Quarter 2000 requesting a refund of overpaid monies and also Form 941c – Supporting Statement to Correct Information were filed in a timely manner in October 2001.

Please find copies of all supporting documents concerning our claim for a refund that is referred to in your letter dated April 17, 2007 of \$27,056.81. We wish to appeal your decision to disallow our claim for tax refund/credit.

Thank you very much for your attention to this matter.

Sincerely,


Wendy S Noren
County Clerk – County of Boone
(573) 886-4295

COPY

Enclosures

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 2013

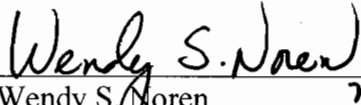
In the County Commission of said county, on the 12th day of September 20 13

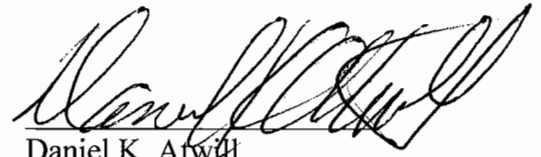
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached grant application request by the Circuit Court for the Integrated Domestic Violence Program STOP – Violence Against Women.

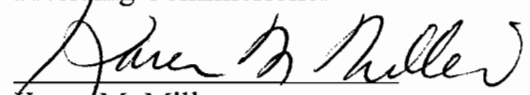
Done this 12th day of September, 2013.

ATTEST:


Wendy S. Noen
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner



Application

26002 - 2014-2015 STOP VAWA Solicitation - Final

26056 - Integrated Domestic Violence Program
 STOP Violence Against Women Grant (VAWA)

Status: Editing

Submitted Date:

Applicant Information

Primary Contact:

Name:*	Ms. <small>Title</small>	Angela <small>First Name</small>	Loftin <small>Last Name</small>
Job Title:*	Domestic Assault Court Coordinator		
Email:*	angela.loftin@courts.mo.gov		
Mailing Address:*	Boone County Courthouse		
Street Address 1:	705 E. Walnut St.		
Street Address 2:	Court Administration		
*:	Columbia <small>City</small>	Missouri <small>State/Province</small>	65201 <small>Postal Code/Zip</small>
Phone:*	573-886-4188		<small>Ext.</small>
Fax:*	573-886-4070		

Organization Information

Applicant Agency:*	13th Judicial Circuit Court		
Organization Type:*	Government		
Federal Tax ID#:*	436000349		
DUNS #:*	073755977		
CCR Code:	4SWR3	06/10/2014 <small>Valid Until Date</small>	
Organization Website:	http://www.courts.mo.gov/hosted/circuit13/		
Mailing Address:*	705 E. Walnut Street		

Street Address 1:

Street Address 2:

City*	Columbia City	Missouri State/Province	65201 Postal Code/Zip	4487 + 4
County:*	Boone			
Congressional District:*	09			
Phone:*	573-886-4060			Ext.
Fax:*	573-886-4070			

Contact Information

Authorized Official

The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Board President, Presiding Commissioner, Mayor, City Administrator, University President, State Department Director).

The Authorized Official and the Project Director cannot be the same person.

Authorized Official:*	Mr.	Dan	Atwill
	Title	First Name	Last Name
Job Title:*	Presiding Commissioner		
Agency:*	Boone County		
Mailing Address:*	801 E. Walnut Street		
Street Address 1:	Rm. 333		
Street Address 2:			
AOCity*	Columbia City	Missouri State	65201 Zip Code
Email:*	datwill@boonecountymmo.org		
Phone:*	573-886-4305		
			Ext.
Fax:*	573-886-4311		

Project Director

The Project Director is the individual that will have direct oversight of the proposed project.

The Authorized Official and the Project Director cannot be the same person.

If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.

Project Director:*	Ms.	Mary	Epping
	Title	First Name	Last Name
Job Title:*	Assistant Court Administrator		
Agency:*	13th Judicial Circuit Court		

Mailing Address:* 705 E. Walnut Street
Street Address 1:
Street Address 2:
PDCity* Columbia Missouri 65201
City State Zip Code
Email:* mary.epping@courts.mo.gov
Phone:* 573-886-4059
Ext.
Fax:* 573-886-4070

Fiscal Officer

The Fiscal Officer is the individual who has responsibility for accounting and audit issues at the applicant agency level (e.g. City Clerk, County Treasurer, Director of Finance, Accountant).

Fiscal Officer:* Ms. Nicole Galloway
Title First Name Last Name

Job Title:* Treasurer
Agency:* Boone County
Mailing Address:* 801 E. Walnut Street
Street Address 1: Rm. 205
Street Address 2:

FOCity* Columbia Missouri 65201
City State Zip Code
Email:* ngalloway@boonecountymo.org
Phone:* 573-886-4365
Ext.

Fax* 573-886-4369

Project Contact Person

The Project Contact Person should be the individual who is most familiar with the program this grant will fund.

This person can be the Project Director if that individual is most familiar with the program.

Project Contact Person:* Ms. Angela Loftin
Title First Name Last Name

Job Title:* Domestic Assault Court Coordinator
Agency:* 13th Judicial Circuit Court
Mailing Address:* 705 E. Walnut Street
Street Address 1:
Street Address 2:

OCCity* Columbia Missouri 65201

City State Zip Code

Email:* angela.loftin@courts.mo.gov

Phone:* 573-886-4188 Ext.

Fax:* 573-886-4070

Non-Profit Chairperson

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address.

This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.

Non-Profit Chairperson:

	Title	First Name	Last Name
Job Title:			
Agency:			
Mailing Address:			
Street Address 1:			
Street Address 2:			
NCCity		Missouri	
	City	State	Zip Code
Email:			
Phone:			
			Ext.
Fax			

Project Summary

Application Type:* Continuation

Current Contract Number(s): 2009-VAWA-0060-OS

Program Category:* Court

Project Type:* Regional

Geographic Area:* Boone and Callaway Counties, Missouri

Brief Summary:* The Integrated Domestic Violence Program consists of the specialized domestic violence dockets; the utilization of MEND (Men Exploring Non-violent Directions), a batterers' intervention program, as part of a graduated range of sanctions for offenders; and the DACC (Domestic Assault Court Coordinator), a court employee dedicated to the domestic violence dockets, who tracks and reports on MEND participants as well as all domestic cases, acts as a liaison to domestic violence docket stakeholders, and assists with the processing of domestic violence cases.

Program Income

Generated:* Yes

History of the Agency

Brief History of the Program Project Agency*

Provide a brief history of the Agency and the type(s) of victim services the agency provides.

The 13th Judicial Circuit includes Boone and Callaway counties. Both counties have a long judicial history with the state, with existing records of court cases being decided as early as 1818, before the current circuit court system was established. As of 2010, Boone County has a population of 162,642, and its county seat, Columbia, has a population of 108,500. Callaway County has a population of 44,332, and its county seat, Fulton, has a population of 12,790.

Current Programs

The 13th Circuit is a leader in innovative court programs. The court implemented a Drug Court in Boone County in 1998 and in Callaway County in 2001. The 13th Circuit also implemented a Mental Health Court in 2003, a Reintegration Court in 2007 (now known as OnTrack), a DWI Court in 2010 and a Veteran's Court in 2013.

Another innovation is the creation of separate dockets for criminal cases involving domestic violence. The separate docket started in Boone County in 2008 and in Callaway County in September 2010. In these specialized dockets, all criminal cases involving domestic violence are assigned to one associate circuit judge in each county, with the exception of defendants who are on probation in another division. Beginning October 2013, the domestic violence docket in Boone County will be transitioning to a new judge. While new cases will be assigned to the new judge, pending cases will be reviewed to determine assignment. Some of the cases will be retained by the previous judge such as pending cases which will soon be disposed or disposed cases with existing probation. While there will be a transition to a new judge, the domestic violence docket model will remain the same.

In Boone County, the four designated domestic violence dockets are morning and afternoon on Tuesday and Wednesday, with an average of 200 domestic cases per week.

In Callaway County, the two designated domestic violence dockets are on the second and fourth Tuesdays of the month, with an average of 50 domestic cases per month. Cases include misdemeanor cases through disposition and preliminary hearings on felony cases.

The domestic violence dockets are overseen by a single judge in each county. The dockets also include a domestic violence prosecutor and a Domestic Assault Court Coordinator dedicated to domestic violence cases. This inclusive approach allows for the

accelerated adjudication of domestic violence cases, which is key to victim safety and offender accountability. Other emphasized elements of this domestic violence approach include a quicker return date on bonds (10 days) and expedited settings for preliminary hearings. The bond returnable schedule can be found in the "Other Attachments" section. This schedule clearly shows that bond returnable dates for domestic violence cases are much quicker than for any other type of cases. Additionally, the judge's familiarity with individual cases allows for more effective dispositions.

Starting in 2009 in Boone County, and subsequently in 2012 in Callaway County, the Court began receiving STOP-VAWA funding for a batterers' intervention program (BIP) to be used as part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal action and for changing their behavior. MEND (Men Exploring Non-violent Directions), the local BIP, is a 27-week program administered by Family Counseling Center (FCC) of Missouri.

From January 2009 through July 2013, 512 defendants have been court-ordered to attend MEND. Of those, 292 have graduated, 70 are currently enrolled, 150 have been terminated, and 17 are on hold due to medical issues, outstanding capias warrants, or pending probation violations. Of the 292 graduates, only 41, or 14%, have had a new domestic violence case since graduation. In contrast, of the 150 defendants who were terminated, 33% had a new domestic case after termination. A new domestic case is defined as a case filed in Missouri after graduation or termination that was inherently domestic, such as domestic assault and violation of order of protection. It should be noted that for an additional number of defendants, termination from MEND was a result of a new domestic case, which may have been mitigated had they been further along or completed MEND.

Starting in February 2010 the Court began receiving STOP-VAWA Recovery funding for a Domestic Assault Court Coordinator (DACC). The DACC performs a variety of functions including monitoring the attendance and participation of defendants in MEND and coordinating with probation and court services officers in monitoring compliance with other court-ordered conditions of probation. When noncompliance occurs the DACC takes actions based on a graduated range of sanctions including sending warning letters to defendants, talking and meeting with defendants, and setting hearings. When appropriate, noncompliance is reported to the domestic violence judge so that a show cause or probation violation hearing can be initiated. In addition, the DACC administers grant funds; collects, maintains and analyzes data regarding court programs; and assists the court on domestic violence cases as needed. The DACC also acts as the court's liaison to Family Counseling Center (FCC), prosecutors, defense counsel, law enforcement, and probation officers regarding court programs and procedures. This has allowed the Court to realistically require defendants to enroll in MEND within approximately one month, from a period of 143 days in 2010 to 40 days presently (orientation sessions are held on the second and fourth Wednesdays of the month at the Columbia FCC location, the first Monday of the month at the Fulton location, and the third Tuesday of the month at the Jefferson City location) and start class two to three weeks after that, from a period of 78

days in 2010 to 31 days presently. The time period between defendants being terminated from MEND or placed on hold and the court's notification of such action has also been reduced from one month or more (the time it takes for a probation officer's report to be written, submitted, and processed by the court) to one to two weeks.

In addition to the significant reduction in the time from the date MEND was ordered to the defendants starting class, the monitoring of the DACC has decreased the amount of time required for defendants to complete MEND. Since the DACC position was filled in 2010, 396 defendants have been ordered to MEND and 280 have graduated. The implementation of the Domestic Violence Compliance Record (DVCR) can also be attributed to the improvement. The DVCR is a record signed by both the Judge and the defendant at the time MEND is ordered. It assigns dates that the defendant must enroll by, start by, and complete by. It is designed so that defendants are required to complete the 27-week MEND class within 35 weeks of being ordered. In short, it is a written agreement that sets firm timeframes for participation in the program. The DVCR along with the actions of the DACC have improved the efficiency of the Court in handling domestic violence cases and the implantation of the MEND program in a timely manner. For example, in the period of June 2012 to December 2012, there were 23 graduates. The average length of time from start to graduation for these 23 graduates was 233 days. This falls under our target of completing MEND within 35 weeks (245 days).

Future Programs

The 13th Judicial Circuit Court plans to continue its domestic violence docket as well as the utilization of a Domestic Assault Court Coordinator and the MEND program. It was the original intent and desire of the Court that the domestic violence dockets eventually transform in to a domestic violence court, with dedicated personnel, regular meetings with appropriate agencies, and a broader range of programs and sanctions. The new domestic violence judge in Boone County has experience with Alternative Sentencing Courts and should be able to provide valuable insight into the best direction for the program, whether it is a separate domestic violence court or an alternative model.

Statement of the Problem

Statement of the Problem*

This section must address the need for grant funds and the proposed project.

Define the problem that you will be attempting to impact with the project for which you are requesting funds. Be specific

Do not include every issue the Applicant Agency addresses, but only the one(s) that will be impacted by the use of the grant funds being requested. (Please note that the problem is NOT a lack of staff, counselors, equipment, etc. This is the result of the problem).

Since you are competing with other agencies for limited funds, you should document as extensively and as factually as possible the

definition of the problem.

This section must justify the proposed services to be outlined in the Methodology section.

This section should include relevant facts and local statistics on incidents of crime, the number of victims served during the past year - (two years, three years, etc.), existing resources, demographic and geographic specifications, etc. that document and support the stated problem.

Provide crime statistics for all areas served; do not provide global statistics - information must be specific to the service area.

The Problem of Domestic Violence in Missouri

Domestic violence continues to be a major societal issue across the country and specifically in Missouri. The Missouri legislature has enacted legislation to aggressively protect victims of domestic violence. The Missouri statutes in chapter 565 define domestic assault as the circumstance when a person commits an act against a "family or household member or an adult who is or has been in a continuing social relationship of a romantic or intimate nature." The extension of the definition of domestic violence victims to include "social relationships" indicates a broad approach to domestic violence. Additionally, legislative intent to treat violence in domestic relationships differently from other cases involving violence can be seen in chapter 565. For example, the act of taking away a phone, which is often not considered a crime, may be determined to be such when it occurs between family or household members for the purpose of isolation. Another example is that the status of a victim as a family or household member can escalate misdemeanor cases to the felony level and increase punishments for repeat offenders.

According to the Missouri Uniform Crime Reporting Program (MUCRP), the number of domestic violence incidents in Boone County over the last five years is as follows: 1,098 in 2008, 1,310 in 2009, 1,539 in 2010, 1,722 in 2011, and 1,738 in 2012. The MUCRP reports that the number of domestic violence incidents in Callaway County over the last five years is as follows: 463 in 2008, 427 in 2009, 413 in 2010, 444 in 2011, and 389 in 2012. There could be many reasons for the increase of domestic violence cases such as an increase in reporting and a more expansive definition of domestic violence by the State to include "social relationships" indicating a broad approach to domestic violence. Both sets of statistics confirm the ongoing issue of domestic violence within the 13th Judicial Circuit. Additionally, there has not been any domestic violence homicides since 2010. According to "*A Raised Hand: Can a new approach curb domestic homicide?*" by Rachel Louise Snyder, "the single biggest indicator for domestic homicide was a prior incidence of physical domestic violence". Citing the same article, "it's a lot cheaper to do what we're doing. It's a lot cheaper than murder investigations and prosecutions and jail time", referring to domestic violence prevention.

Acknowledging the continuing problem of domestic violence in Missouri, the Missouri Attorney General's Task Force on Domestic Violence released a report in February 2011 which contained 12 recommendations to combat domestic violence. The recommendations that were the most applicable to the domestic violence court include the following: legislation should be consistent in the terminology utilized for domestic violence statutes, the Missouri Division of Probation and Parole should be established as

the credentialing agency to establish standards for batterers' intervention programs, law enforcement agencies and advocates should establish and formalize collaborative working relationships, courts should utilize specialized dockets to monitor compliance with conditions of probation, and judges should make greater use of Missouri Supreme Court Rule 33 as authority to set conditions of bond. The 13th Circuit Court supports all of the Task Force's recommendations.

Batterer Intervention Strategies

Studies have shown that programs of at least 26 weeks in length significantly reduce battering behavior. "Batterer Intervention Programs: Where Do We Go From Here?" Shelly Jackson, Lynette Feder, David R. Forde, Robert C. Davis, Christopher D. Maxwell, and Bruce G. Taylor, U.S. Department of Justice, Office of Justice Programs, June, 2003. D. G. Saunders in "Husbands Who Assault: Multiple Profiles Requiring Multiple Responses," reviewed the available information on male batterers and found that the recurrence of violence six months or more after batterers' treatment averages 35 percent across a number of studies (*Legal Response to Wife Assault*, [Newbury Park, CA: Sage, 1993]). For men who do not complete treatment, the average re-assault rate is 52 percent." <http://www.libraryindex.com/pages/2066/Treatment-Male-Batterers-RECIDIVISM-RATES.html>. MEND is a 27-week curriculum.

Recognizing the importance of batterers' intervention programs, recommendation #3 of the Attorney General's Task Force report recommended establishing a credentialing agency to adopt statewide standards for the programs.

The MEND program being utilized by the 13th Judicial Circuit is a 27-week program based on the Duluth Model, a widely recognized cognitive behavioral therapy for batterers. The main objectives of the program are to help men identify goals to reach a non-violent lifestyle; identify abusive behaviors and their own pattern of abuse; explore the intent of abusive behavior and the belief system that supports those behaviors; understand the connection of painful and negative feelings to beliefs about women's and men's roles; identify the function and extent of member's minimizing, denying, or blaming; fully explore the impact of violent and abusive behaviors on partners, children, and class members; and identify and practice non-abusive behaviors.

While strictly anecdotal evidence, court-ordered MEND defendants routinely comment on the benefits of MEND to the domestic violence judge, DACC, FCC, and probation officers. Most recently, a defendant came to court with one more class left until graduation. He informed the Judge of how much he gained from the program and stated that he thought everyone should be required to take the class. He also told a newly ordered defendant how much he liked the program. Additionally, FCC wrote to the Judge stating that a court ordered defendant who was close to graduation wanted the Judge to order him to 3 additional months of the program. This defendant expressed how much the group is helping him and how he wants to keep going. Although the cost of the program after 27 weeks is free, he still wanted a court order so that he would go. Probation and Parole has

provided the DACC with the following quotes regarding the MEND program: "I've had some wives and girlfriends say that MEND has really helped. I've had some guys say that they look forward to attending the classes and that they're really good"; "Over all, I have found clients have a positive feeling about MEND, as learning to deal with life in general in a more positive manner, not just with regards to the relationship with the significant other. The only major complaint I hear is about the cost of the program"; "The clients that do go, love it. The money factor is the biggest obstacle. I had clients today in PTC that were discussing the techniques they had learned to use in dealing with anger and frustration when they feel like going off. It was kinda cool to listen to them advise each other and say 'ya, I learned that in class!' I wish they had it for women and I wish they could do community service to work off some of the money." Additionally, in a Case Summary Report submitted to the Court, Probation and Parole testified that a court-ordered MEND defendant has benefited from supervision and the MEND program specifically. That report is attached to this application.

The Domestic Violence Dockets in Boone and Callaway Counties

Since 2008 in Boone County and 2010 in Callaway County, criminal cases involving domestic violence have been heard on consolidated dockets assigned to one associate circuit judge in each county. The designated domestic violence dockets in Boone County and semi-monthly docket in Callaway County allow the domestic violence prosecutors and criminal defense counsel dedicated time to speak with each other, their witnesses and clients, as well as opportunities to discuss scheduling and possible dispositions. The result of this has been cases being processed and disposed of more quickly, which improves the court's efficiency, increases offender accountability, and brings quicker resolution for victims.

Consolidated dockets also make it easier for victims to stay engaged in the judicial process by knowing generally when they can access the domestic violence prosecuting attorneys, what judge will be hearing the case, and when their case will be heard in court. Prior to the consolidation, domestic violence cases were divided between multiple dockets with different judges in different courtrooms. Court appearances were often made by attorneys other than those assigned to the case who did not have the authority to discuss final dispositions. This resulted in cases being adjudicated for longer than necessary and the frequent inability to keep the victim committed to the process. Consolidating the cases has provided a more effective system for the court, the victims, the attorney, and all other parties involved.

Finally, the utilization of specialized dockets for domestic violence cases was addressed in the Attorney General's Task Force on Domestic Violence report. According to the report, the regular use of compliance dockets promotes greater victim safety through increased adherence to the terms of an order by holding offenders accountable.

Continued Need for Batterers' Intervention Program Funds and a Domestic Assault Court Coordinator (DACC)

An essential component of the domestic violence docket is the requirement that some defendants attend MEND as part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal action and for changing their behavior. In 2006 Family Counseling Center obtained grant funding for its batterers' intervention program, MEND. This allowed participants who could not afford the total cost of \$1,100 (\$40/class for 27 classes plus \$20 orientation fee) for the 27-week program to still attend. That grant funding was discontinued in 2008. To make the program financially feasible for defendants, the court applied for STOP-VAWA funding for the program in 2008. The current funding permits up to \$30 of the \$40/class MEND fee to be paid for by the grant. The remaining portion, or copay, which is a minimum of \$10/class, is calculated utilizing a sliding scale and is paid for by the defendants, which constitutes the match for the grant. Approximately 72% of court-ordered defendants financially qualify for the full benefit of the grant. The remaining 28% pay between \$12 and \$40 per class.

The Domestic Assault Court Coordinator (DACC) assists the court by tracking defendants who are ordered to MEND as well as domestic violence cases in general, ensuring that defendants enroll in and begin MEND by the dates ordered by the judge, sending letters and setting hearings if those dates are not met, and fostering communication between the Court and prosecuting attorneys, public defenders, private defense counsel, probation officers, and other stakeholders. This has allowed the Court to realistically require defendants to enroll in MEND within approximately one month, from a period of 143 days in 2010 to 40 days presently (orientation sessions are held on the second and fourth Wednesdays of the month at the Columbia FCC location, the first Monday of the month at the Fulton FCC location, and on the third Tuesday of the month at the Jefferson City FCC location) and start class two to three weeks after that, from a period of 78 days in 2010 to 31 days presently. The time period between defendants being terminated from MEND or placed on hold and the court's notification of such action has also been reduced from one month or more (the time it takes for a probation officer's report to be written, submitted, and processed by the court) to one to two weeks.

In addition to the significant reduction in the time from the date MEND was ordered to the defendants starting class, the monitoring of the DACC has decreased the amount of time required for defendants to complete MEND. Since the DACC position was filled in 2010, 396 defendants have been ordered to MEND and 280 have graduated. The implementation of the Domestic Violence Compliance Record (DVCR) can also be attributed to the improvement. The DVCR is a record signed by both the Judge and the defendant at the time MEND is ordered. It assigns dates that the defendant must enroll by, start by, and complete by. It is designed so that defendants are required to complete the 27-week MEND class within 35 weeks of being ordered. In short, it is a written agreement that sets firm timeframes for participation in the program. The DVCR along with the actions of the DACC have improved the efficiency of the Court in handling domestic violence cases and the implantation of the MEND program in a timely manner. For example, in the period of June 2012 to December 2012, there were 23 graduates. The average length of time from start to graduation for these 23 graduates was 233 days. This falls under our target of

completing MEND within 35 weeks (245 days).

Type of Program

Methodology/Type of Program*

Outline the services to be provided by this project. Give as much detail as possible about your proposed project.

Define what services will be provided through the grant project, who will provide these services, how they will be accessed and who will benefit from these services. Flow charts and chronological outlines are great, but must be supported by additional narrative description.

Agencies that primarily serve domestic and/or sexual violence victims will be required to comply with the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Service Standards & Guidelines. (These agencies will not be required to comply with the Missouri Department of Public Safety Crime Victim Services Unit (MoCSVU) Program Standards and Guidelines)

In this section, agencies will need to explain how services are delivered in compliance with the MCADSV Standards. Please do not simply state the agency is in compliance! MCADSV Service Standards & Guidelines can be downloaded as a separate document from the DPS website.

All other agencies (those NOT primarily serving victims of domestic violence and/or sexual violence) will be required to comply with the new Missouri Department of Public Safety Crime Victim Services Unit (MoCVSU) Program Standards and Guidelines. (These agencies will not be required to adhere to the MCADSV Standards)

In this section, agencies will need to explain how services are delivered in compliance with the MoCVSU Program Standards and Guidelines. Please do not simply state the agency is in compliance! MoCVSU Program Standards and Guidelines can be downloaded as a separate document from the DPS website.

Type of Program

The core of the Court's domestic violence program is the designated dockets for criminal cases involving domestic violence. The designated dockets started in Boone County in 2008 and in Callaway County in 2010. In these specialized dockets, all criminal cases involving domestic violence are assigned to one associate circuit judge in each county, with the exception of defendants who are on probation in another division.

In Boone County, the four designated domestic violence dockets are morning and afternoon on Tuesday and Wednesday, with an average of 200 domestic cases per week. During the transition between domestic violence judges in Boone County, probation and related show-cause and probation violation hearings will be held on Tuesdays and overseen by the original domestic violence judge, while newly assigned cases will be held on Wednesdays and overseen by the new domestic violence judge. As older cases are phased out, the new judge will eventually oversee all domestic violence cases in Boone County. In Callaway County, the two designated domestic violence dockets are on the

second and fourth Tuesdays of the month, with an average of 50 domestic cases per month. Cases include misdemeanor cases through disposition and preliminary hearings on felony cases.

The domestic violence dockets are overseen by a single judge in each county. The dockets also include a domestic violence prosecutor and a court coordinator dedicated to domestic violence cases. This inclusive approach allows for the accelerated adjudication of domestic violence cases, which is key to victim safety and offender accountability. Other emphasized elements of this domestic violence approach include a quicker return date on bonds (10 days) and expedited settings for preliminary hearings. Additionally, the judge's familiarity with individual cases allows for more effective dispositions.

Starting in 2009 in Boone County, and subsequently in 2012 in Callaway County, the Court began receiving STOP-VAWA funding for a batterers' intervention program (BIP) to be used as part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal action and for changing their behavior. MEND (Men Exploring Non-violent Directions), the local BIP, is a 27-week program administered by Family Counseling Center (FCC) of Missouri. The majority of the VAWA funds currently requested will be used to help offset the cost of MEND.

The MEND program coordinator was trained in Duluth, Minnesota using the internationally recognized Duluth Model Curriculum. The classes cover eight themes in 3-4 week cycles. The themes are: 1) Nonviolence, 2) Non-threatening Behavior, 3) Respect, 4) Support and Trust, 5) Accountability and Honesty, 6) Sexual Respect, 7) Partnership (includes topics of shared responsibility, financial partnership, and responsible parenting), and 8) Negotiation and Fairness.

The main objectives of the program are to help men identify goals to reach a non-violent lifestyle; identify abusive behaviors and their own pattern of abuse; explore the intent of abusive behavior and the belief system that supports those behaviors; understand the connection of painful and negative feelings to beliefs about women's and men's roles; identify the function and extent of member's minimizing, denying, or blaming; fully explore the impact of violent and abusive behaviors on partners, children, and class members; and identify and practice non-abusive behaviors. There are currently six MEND classes offered per week, morning, afternoon, and evening. Classes consist of up to 18 group members and a male and female facilitator team.

In order for MEND to be effective, it must be financially accessible to the individuals who are court-ordered to attend. When funding was not available for the program, attendance at MEND decreased and it was often not included as a bond or probation condition due to

the financial infeasibility. This is not surprising considering that the \$40/session fee is an unsustainable obligation for many defendants. With grant funding the court is able to offset the fees charged for the MEND program. The result is a sliding scale based on income and dependents with a range of \$10 (the minimum a participant must pay) to \$40 (the actual cost of the class). While the participants' contribution is required for the match component of the grant, the court also believes that defendants paying as much of their own way as possible is crucial to them taking responsibility for their actions. Approximately 72% of court-ordered defendants financially qualify to use the full extent of the grant. Approximately 15% utilize the grant for less than the full benefit, paying \$12 to \$35/class, and 13% pay the full \$40/class fee.

Compliance with the Missouri Coalition Against Domestic and Sexual Violence Standards and Guidelines for Domestic Violence Programs

- **Service Standards and Guidelines for the Board of Directors**

This program has no board of directors. The affairs of the domestic violence dockets are administered by one judge in each county who is appointed by the 13th Judicial Circuit Presiding Judge. The Court en Banc (all judges of the 13th Circuit) meets monthly to discuss issues concerning the activities of the court, including the domestic violence dockets, and to approve local rules and administrative orders which govern the operation of the court. The Court en Banc approves the Personnel Policies and Rules and Regulations of the court.

- **Service Standards and Guidelines for Organizational Administration**

The court has written personnel policies that apply to all court staff including the Domestic Assault Court Coordinator. The court has a prepared job description for the Domestic Assault Court Coordinator, which is a part of this application.

Confidential personnel files are maintained for all court personnel.

- **Service Standards and Guidelines for Confidentiality**

The court follows Missouri Supreme Court Operating Rule 2 governing public access to court records, and applicable statutes protecting the confidentiality of specific court records. The DACC does not receive details of defendants' participation in the MEND program except for attendance records and overall attitude regarding treatment.

- **Service Standards and Guidelines for Documentation of Service Provision**

Counseling services are provided by Family Counseling Center of Missouri. The Center follows the guidelines of the MCADSV, as set out below. The court maintains records regarding defendants' attendance in MEND. These records are kept electronically in a password protected environment and in hard copy in a locking cabinet. The domestic assault court coordinator will not be a provider of counseling services.

- **Service Standards and Guidelines for Training**

The DACC will not be providing direct services to victims of domestic violence. The DACC has a background in domestic violence and the court supports ongoing training for the individual in the form of attendance at outside training programs, such as the training

offered by the Missouri Coalition Against Domestic and Sexual Violence and the Missouri Office of Prosecutorial Services.

- **This program will not be providing the following services:**
 - Hotline
 - Crisis intervention
 - Case management services (as contemplated by the MCADSV Guidelines)
 - Support groups
 - Professional therapy – except through the MEND batterers' intervention program
 - Services to children
 - Court advocacy
 - Shelter
 - Hospital/medical advocacy
 - Transitional housing
- **This program will not use volunteers.**

FCC adheres to the Standards and Guidelines for batterer intervention programs established by the Missouri Coalition Against Domestic & Sexual Violence.

- The program philosophy of MEND and the curriculum used (The Duluth Curriculum) follow MCADSV's "Declaration of Principles" and curriculum requirements.
- MEND requires that participants attend an intake/orientation session, where the information set out on p. 9 of the MCADSV guidelines is gathered and assessed, and then 27 weekly 2-hour group sessions.
- With funding from the STOP grant, FCC utilizes a sliding fee scale allowing defendants to pay between \$10-\$40 per group session, depending on their income and dependents.
- FCC reserves the right to exclude people from MEND if they are unable to function in the group because of chemical dependency or psychiatric or cognitive issues.
- All program participants sign an agreement that they will adhere to group rules, which are listed on the agreement and discussed at the orientation session.
- Facilitators
 - All current facilitators have a master's degree in counseling or social work.
 - The program has used facilitators who have a bachelor's degree and experience working at women's shelters. Periodically staff from True North, a local women's shelter and advocacy center, assist with the training of new facilitators.
 - New facilitators are trained in all aspects of the training guidelines and must observe several groups before starting in their own group. When beginning with a group, they must work with an experienced facilitator.
 - Monthly facilitator staff meetings are held in which facilitators discuss the curriculum and articles regarding domestic violence treatment.
- The MEND coordinator was trained in Duluth, Minnesota and has been a licensed professional counselor for more than 20 years. He has had training in all issues listed

on p. 11 of the MCASDV guidelines. He has facilitated groups for batterer intervention programs for more than a decade.

- Victims
 - Program participants must sign a release of information that allows FCC to send victims a summary of the MEND program.
 - FCC makes it clear in this information that it does not guarantee any particular outcome regarding MEND.
 - FCC does not solicit any information from victims but may make victims aware of services available through True North.

Proposed Service Area

Proposed Service Area*

State the geographic area to be served by this project.

The geographic area to be served by this project is Boone and Callaway counties in central Missouri.

Coordination of Services

Coordination of Services*

Outline how your agency will coordinate the activities of this project with other service providers, law enforcement agencies, prosecuting attorney's offices, courts and other agencies in your community. Other services may not necessarily be the same as offered by your project.

Explain how the services to be offered by this project will complement other activities and services already in place in your community.

Do not merely state who you coordinate with; provide an explanation of specific activities.

Please note that this is a required component to receiving VAWA funds.

The 13th Circuit currently works closely with many offices, agencies, and stakeholders including the Boone and Callaway County Prosecutor's Office, criminal defense attorneys, probation officers, True North (domestic violence shelter), Coalition Against Rape and Domestic Violence (domestic violence shelter), and the Family Counseling Center (FCC). The Court anticipates continuing these relationships.

Meetings regarding the Boone County domestic violence docket have been hosted quarterly at the Boone County Courthouse. These meetings include the domestic violence judge, the domestic assault court coordinator (DACC), court administration, the Boone County domestic violence prosecutors, victim advocates, public defenders, a representative

from the private criminal defense bar, Missouri State probation officers, the Boone County Circuit Clerk's Office, True North, Adult Court Services (Boone County's internal probation and parole department), and FCC. The meetings allow stakeholders to openly discuss programs, issues, and solutions specifically related to the domestic violence docket. The DACC schedules and conducts these meetings. The frequency in which these meetings will be held in the future will be reviewed and evaluated with the new domestic violence judge.

Boone County is fortunate to have what is known as the Domestic Violence Enforcement (DOVE) Unit. The DOVE unit includes the Columbia Police Department, Boone County Sheriff's Department, Missouri State Probation and Parole, True North, Boone County Prosecutor's Office, and Family Counseling Center. Representatives from these agencies meet monthly to discuss the coordination of services, the domestic violence docket, and ideas for improving domestic violence awareness in the community. Outside of these monthly meetings the agencies partner to provide trainings and communicate about cases as needed. The DACC attends DOVE meetings to discuss the court's programs and ways to improve the domestic violence docket.

In collaboration with the Court, and as a way to further assist victims, the Prosecutors' Office sends an informational letter to victims that include information on accessing Case.net, Missouri's automated case management system. This allows victims to easily determine court dates, bond conditions, and other applicable information that is part of the Court's case file. This informational letter is attached.

Callaway County also has a domestic violence task force known as the Coordinated Community Response Team (CCRT). The group includes the Fulton Police Department, Holt's Summit Police Department, Callaway County Sheriff's Department, Callaway County Prosecutor's Office, Missouri State Probation and Parole, and CARD-V (domestic violence shelter). The group meets monthly to discuss domestic violence issues in Callaway County. The DACC attends these meetings as well to discuss the court's programs and ways to improve the domestic violence docket.

Victim Compensation Assistance

Victim Compensation Assistance*

*Describe the procedures used by your agency to provide information on and assistance to crime victims with filing for victim's compensation funds. Please note that this is a **NEW** component to receiving VAWA funds.*

While the Domestic Assault Court Coordinator (DACC) works with and monitors participation of offenders in MEND (local batterers' intervention program), the Victim Response Team with the Prosecuting Attorney's office in both Boone and Callaway Counties deals directly with victims of domestic violence. According to the Victim

Response Team, Victim's Compensation information is offered to every victim of crime. Once a charge is filed, victims receive a letter outlining their rights and the services available to them. Included with this letter is information about the Crime Victims' Compensation Program. The Victim Response Team plays an active role in aiding crime victims with their applications. Victim Response Team staff members assist the victim/claimant by securing documentation of expenses related to the crime, notarizing the application, and communicating with the Victims' Compensation Fund caseworker regarding the status of the claimant's application. Once a claim has been awarded, the Crime Victims' Compensation Fund is listed in the Prosecuting Attorney's case file as a secondary victim. Defendants who receive probation are held accountable for the amount paid on the claim.

Number of Victims to Be Served

Number of Victims to Be Served*

Indicate the anticipated number of victims to be served by this VAWA funded project.

Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular project.

For victims of domestic and/or sexual violence break out the number of women to be served, men to be served, and children to be served separately.

These numbers should match what is listed on the VAWA Data Report.

Give statistics from previous years to support your estimate.

It is anticipated that this program will indirectly serve approximately 2,458 victims per year for a total of 4,916 victims. This is based on the 874 domestic violence cases filed in Boone County and the 115 domestic violence cases filed in Callaway County in 2012 times the average household size in their respective counties.

While only a portion of the cases involving domestic violence will result in a defendant being ordered to attend MEND, all of those cases will be part of the domestic violence dockets or subject to interaction with the Domestic Assault Court Coordinator. As part of the integrated domestic violence program, there are enhanced bond conditions and expedited preliminary hearings. This impacts on offender accountability. In addition to these indirect victims, the program will continue to contribute to the overall safety of the community by reducing recidivism rates.

From January 2009 through July 2013, 512 defendants have been court-ordered to attend MEND. This includes 120 in 2009, 109 in 2010, 120 in 2011, 86 in 2012 and 77 during the first seven months of 2013. Of those ordered, 480 started the program and 292 have graduated.

Goals and Objectives

Organization Type	Objective	Objectives Percentage (%)
Batterer Intervention Programs	_____ % that completes the BIP program	65%
Batterer Intervention Programs	_____ % with no reported incidents of violence while in the BIP program	75%

Evaluation Procedure

Evaluation Procedure*

The evaluation component of the application should tie to the goals and objectives. Describe the process to be used to determine the effectiveness of your program and the effect of your program on the victims served, such as pre- and post-testing, surveys, client-satisfaction evaluations, etc (it is helpful to attach blank samples of these tools, if available). Explain how data is assessed and used to improve services to victims. This must also include a description of the data to be collected, as outlined in the Program Description, to prepare any progress reports and/or final reports required by the Violence Against Women Act.

Objective 1: 65% of court-ordered defendants will complete the BIP program.

For the purpose of this objective, the DACC is using a timeframe of one year. The DACC currently tracks all defendants ordered to attend MEND in Boone and Callaway Counties utilizing attendance and participation reports from Family Counseling Center, OSCA Reports software, and Excel. While 65% may seem like a low target, we are taking into consideration that there will be some noncompliance causing a delay in completion time.

Objective 2: 75% of court-ordered defendants will have no reported incidents of violence while in the BIP program.

For the purpose of this objective, "violence" is being defined as any domestic violence case. The DACC currently tracks recidivism for MEND participants through Missouri Case.net, which is online access to the Missouri state courts automated case management system. From there one is able to inquire about case records including docket entries, parties, judgments and charges in public court. Via this system the DACC is able to monitor MEND participants for new domestic violence cases.

Progress and/or final report.

Utilizing records kept by the Domestic Assault Court Coordinator in Excel as well as

reports generated through the Court's OSCA Reports software, the following information required on the yearly progress reports is available: the number and type of criminal cases filed; the number, type, and disposition of disposed cases; the number of offenders reviewed and hearings conducted with regards to judicial monitoring; the disposition of probation violations; the number of offenders enrolled in MEND, and the program outcomes of MEND participants.

Report of Success

Goal	Measurable Objectives	VAWA Outcomes
To hold batterers accountable and strengthen services to victims of domestic violence, sexual violence, dating violence and stalking.	75% of survivors will report having received information about the civil or criminal justice process.	The Court does not currently have direct contact with victims. Information regarding the criminal justice process is provided by the Prosecutor's Office. The Prosecuting Attorney's Office added a victim notification question to the questionnaire that they provide to victims. The question was: "The Prosecutor's Office provided me with information about the criminal justice system and my individual case (Please include verbal information provided over the phone or in person) The Boone County Prosecuting Attorney's Office has received 55 surveys from January 1, 2012 to September 4, 2013. Of those, 42 people answered "yes" and 10 answered "no". This puts us at 76% for survivors reporting that they received information about the civil or criminal justice process in Boone County.
To hold batterers accountable and strengthen services to victims of domestic violence, sexual violence, dating violence and stalking.	100% of offenders with adjudicated domestic/sexual/dating violence and stalking cases will be monitored for non-compliance.	For the purpose of this objective, "offenders" is being defined as defendants ordered to attend the local BIP-Men Exploring Non-violent Directions (MEND)- at the Family Counseling Center (FCC). The Domestic Assault Court Coordinator (DACC) tracks all defendants (100%) ordered to attend MEND in the 13th Circuit by reviewing FCC's attendance and participation reports, reports generated from the Court's case management system, and combining this information on a worksheet in Excel.

Personnel

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
Angela Loftin (2014)	Domestic Assault Court Coordinator	Retained	FT	\$1,363.72	26.0	100.0	\$35,456.72	0	\$0.00	\$35,456.72
Angela Loftin (2015)	Domestic Assault Court Coordinator	Retained	FT	\$1,404.63	26.0	100.0	\$36,520.38	0	\$0.00	\$36,520.38
							\$71,977.10		\$0.00	\$71,977.10

Personnel Justification

Personnel Justification

If personnel is included in the budget, provide justification for each position.

If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If a salary increase is included, address the type/reason for such increase, the percentage of increase, and the effective date of the increase.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

The Domestic Assault Court Coordinator (DACC) assists the court by tracking defendants who are ordered to MEND as well as domestic violence cases in general, ensuring that defendants enroll in and begin MEND by the dates ordered by the judge, sending letters and setting hearings if those dates are not met, and fostering communication between the Court and prosecuting attorneys, public defenders, private defense counsel, probation officers, and other stakeholders. This has allowed the Court to realistically require defendants to enroll in MEND within approximately one month, from a period of 143 days in 2010 to 40 days presently (orientation sessions are held on the second and fourth Wednesdays of the month at the Columbia FCC location, the first Monday of the month at the Fulton FCC location, and the third Tuesday of the month at the Jefferson City location) and start class two to three weeks after that, from a period of 78 days in 2010 to 31 days presently. The time period between defendants being terminated from MEND or placed on hold and the court's notification of such action has also been reduced from one month or more (the time it takes for a probation officer's report to be written, submitted, and processed by the court) to one to two weeks.

In addition to the significant reduction in the time from the date MEND was ordered to the defendants starting class, the monitoring of the DACC has decreased the amount of time required for defendants to complete MEND. Since the DACC position was filled in 2010, 396 defendants have been ordered to MEND and 280 have graduated. The implementation of the Domestic Violence Compliance Record (DVCR) can also be attributed to the improvement. The DVCR is a record signed by both the Judge and the defendant at the time MEND is ordered. It assigns dates that the defendant must enroll by, start by, and complete by. It is designed so that defendants are required to complete the 27-week MEND class within 35 weeks of being ordered. In short, it is a written agreement that sets firm timeframes for participation in the program. The DVCR along with the actions of the DACC have improved the efficiency of the Court in handling domestic violence cases and the implantation of the MEND program in a timely manner. For example, in the period of June 2012 to December 2012, there were 23 graduates. The average length of time from start to graduation for these 23 graduates was 233 days. This falls under our target of completing MEND within 35 weeks (245 days).

Calculations for salary and benefits are based on Boone County employees being paid bi-weekly, resulting in 26 pay periods per year. The estimates for 2014 and 2015 include a 3% COLA raise per year as is customary with other Boone County employees, usually given on the first of the year. This COLA raise will only occur if the County approves the

raise for all other staff.

Personnel Benefits

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
Deferred Comp	401 A Match (2014 and 2015)	\$15.00	24.0	100.0	\$360.00	0	\$0.00	\$360.00
					\$360.00		\$0.00	\$360.00
Dental Insurance	Dental Insurance (2014 and 2015)	\$39.50	24.0	100.0	\$948.00	0	\$0.00	\$948.00
					\$948.00		\$0.00	\$948.00
Disability Insurance	Disability Insurance (2014 and 2015)	\$71,977.10	0.0029	100.0	\$208.73	0	\$0.00	\$208.73
					\$208.73		\$0.00	\$208.73
FICA/Medicare	FICA/Medicare (2014 and 2015)	\$71,977.10	0.0765	100.0	\$5,506.25	0	\$0.00	\$5,506.25
					\$5,506.25		\$0.00	\$5,506.25
Life Insurance	Life Insurance (2014 and 2015)	\$3.92	24.0	100.0	\$94.08	0	\$0.00	\$94.08
					\$94.08		\$0.00	\$94.08
Medical Insurance	Medical Insurance (2014 and 2015)	\$395.83	24.0	100.0	\$9,499.92	0	\$0.00	\$9,499.92
					\$9,499.92		\$0.00	\$9,499.92
Workers Comp	Workers Comp (2014 and 2015)	\$71,977.10	0.0315	100.0	\$2,267.28	0	\$0.00	\$2,267.28
					\$2,267.28		\$0.00	\$2,267.28
					\$18,884.26		\$0.00	\$18,884.26

Personnel Benefits Justification

Benefits Justification

If personnel benefits are included in the budget, provide justification for each fringe benefit.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

The benefits stated are currently provided to all Boone County employees. The rates stated are current and are not expected to change at this time.

PRN/Overtime

Name	Title	PRN/Overtime Pay	Hours on Project	Total Cost	Local Match %	Local Match Share	Federal/State Share
				\$0.00		\$0.00	\$0.00

PRN/Overtime Justification

PRN/Overtime Justification

If PRN/Overtime is included in the budget, provide justification for the expense. Describe why PRN/Overtime funding is necessary and how it will aid in the success of the project.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an PRN/Overtime pay rate increase is included, address the individuals eligibility for such increase, the percentage of increase, and the effective date of the increase.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

NA.

PRN/Overtime Benefits

Category	Item	PRN/Overtime Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00
					\$0.00		\$0.00	\$0.00

PRN/Overtime Benefits Justification

PRN/Overtime Benefits Justification

If PRN/Overtime benefits are included in the budget, provide justification for each fringe benefit.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

NA.

Volunteer Match

Description of Service	Number of Volunteers	Total Hours	Local Match Share
			\$0.00

Volunteer Match Justification

Volunteer Match Justification

If volunteer match is included in your application explain the number of volunteers that will be used, the activities that they will be conducting and when they will be conducting these activities (day, evening, weekends).

NA.

On-Call Volunteer Match

Description of Service Provided	Number of Volunteers	Total Number of Hours	Total Local Match
			\$0.00

On-Call Volunteer Match Justification

On-Call Volunteer Match Justification

Outline the specific activities/duties that the volunteers will be conducting.

NA.

Travel/Training

Item	Category	Unit Cost	Duration	Number	Total Cost	Local Match %	Local Match Share	Federal/State Share
Mileage to and from Callaway County Courthouse	Mileage	\$0.37	48.0	72.0	\$1,278.72	100.0	\$1,278.72	\$0.00
Missouri Office of Prosecution Services Domestic and Sexual Violence Conference (2014 and 2015)	Registration Fee	\$100.00	1.0	2.0	\$200.00	100.0	\$200.00	\$0.00
Missouri Office of Prosecution Services Domestic and Sexual Violence Conference (2014 and 2015)	Mileage	\$0.37	237.8	2.0	\$175.97	100.0	\$175.97	\$0.00
Missouri Office of Prosecution Services Domestic and Sexual Violence Conference (2014 and 2015)	Meals	\$50.00	3.0	2.0	\$300.00	100.0	\$300.00	\$0.00
Missouri Office of Prosecution Services Domestic and Sexual Violence Conference (2014 and 2015)	Lodging	\$105.00	2.0	2.0	\$420.00	100.0	\$420.00	\$0.00
					\$2,374.69		\$2,374.69	\$0.00

Travel/Training Justification

Travel/Training Justification

If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project.

For training, identify the location and date(s) of the training. If either the location or date(s) is unknown, clearly identify such.

Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

The Missouri Office of Services Domestic and Sexual Violence Conference is the main training the DACC will receive during the year. The conference typically lasts three days and includes training, seminars, and speakers on a variety of topics related to domestic and sexual violence. Past topics have included the following: Pretrial Supervision of Domestic and Sexual Violence Offenders, Best Practices In Community Supervision of Domestic Violence Cases and Utilization of Domestic Violence Courts and Dockets. In addition to the information gained, this conference allows the DACC to interact and collaborate with other stakeholders. The locations of the 2014 and 2015 conferences have not yet been

released; however, the conference was held in Columbia, Missouri in 2012 and Springfield, Missouri in 2013.

Part of the Domestic Assault Court Coordinator's job duties is leaving her office at the Boone County Courthouse for travel to the Callaway County Courthouse twice per month for the domestic violence docket and additionally once per month for Coordinated Community Response Team (CCRT) meetings which are held to discuss issues related to domestic violence and the domestic violence docket. This makes a total of 36 round trips per year, each round trip being 48 miles.

The funds utilized for match in this section will be provided by the Administration of Justice Fund. The fund, which is established by section 488.5025 of the Missouri Revised Statutes, is accessible by the Court for the improvement of case processing and the administration of justice.

Equipment

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
Laptop Computer	Laptop Computer	\$900.00	1.0	OSCA	100.0	\$900.00	0	\$0.00	\$900.00
						\$900.00		\$0.00	\$900.00

Equipment Justification

Equipment Justification

If equipment is included in the budget, provide justification for each item.

Address why the item is needed, whether it is a replacement or an addition, who will use it, and how it will be used.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

A laptop computer is necessary for the portability of information required in the Domestic Assault Court Coordinator's job duties. While a desktop computer is currently provided by the Boone County Courthouse for use in the DACC's office, a laptop would provide computer access in courtrooms or while on location at the Callaway County Courthouse. Access to the DACC's records is necessary in the courtroom to assist the respective judges with their handling of domestic violence cases and in various meetings with other domestic

violence personnel at offsite locations. In addition, Callaway County has already converted to E-filing and no longer has paper files to access the cases. Boone County is in transition to the same system. A copy of the bid through OSCA can be found in the "Other Attachments" section. Please note that while the bid quotes a total of \$875.45, the budget reflects \$900.00 as the price is subject to increase over the next few months.

Supplies/Operations

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
Office supplies (2014 and 2015)	Annually	\$150.00	2.0	100.0	\$300.00	100.0	\$300.00	\$0.00
					\$300.00		\$300.00	\$0.00

Supplies/Operations Justification

Supplies/Operations Justification

If supplies/operations are included in the budget, provide justification for each expense.

Address why the item is necessary for the proposed project, who will use it, and how it will be used.

If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Office supplies will be purchased for sole use by the DACC.

The funds utilized for match in this section will be provided by the Administration of Justice Fund. The fund, which is established by section 488.5025 of the Missouri Revised Statutes, is accessible by the Court for the improvement of case processing and the administration of justice.

Contractual

	Basis for	Unit		% of Funding	Total	Local	Local	Federal/State
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Item	Cost Estimate	Cost	Quantity	Requested	Cost	Match %	Match Share	Share
Boone County MEND (per year)	Annually	\$80,083.33	2.0	100.0	\$160,166.66	38.3	\$61,343.83	\$98,822.83
Callaway County MEND (per year)	Annually	\$26,092.00	2.0	100.0	\$52,184.00	29.9	\$15,603.02	\$36,580.98
					\$212,350.66		\$76,946.85	\$135,403.81

Contractual Justification

Contractual Justification

If contractual or consultant services are included in the budget, provide justification for each expense.

Address why each item is necessary for the proposed project and who will benefit from the services.

If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

An essential component of the domestic violence docket is the requirement that some defendants attend MEND as part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal action and for changing their behavior. In 2006 Family Counseling Center obtained grant funding for its batterers' intervention program, MEND. This allowed participants who could not afford the total cost of \$1,100 (\$40/class for 27 classes plus \$20 orientation fee) for the 27-week program to still attend. That grant funding was discontinued in 2008. To make the program financially feasible for defendants, the court applied for STOP-VAWA funding for the program in 2008. The current funding permits up to \$30 of the \$40/class MEND fee to be paid for by the grant. The remaining portion, or copay, which is a minimum of \$10/class, is calculated utilizing a sliding scale, and is paid for by the defendants. Approximately 72% of court-ordered defendants financially qualify for the full benefit of the grant. The remaining 28% pay between \$12 and \$40 per class.

From January 2009 through July 2013, 512 defendants have been court-ordered to attend MEND. Of those, 292 have graduated, 70 are currently enrolled, 150 have been terminated, and 17 are on hold due to medical issues, outstanding capias warrants, or pending probation violations. Of the 292 graduates, only 41, or 14%, have had a new domestic violence case since graduation. In contrast, of the 150 defendants who were terminated, 33% had a new domestic case after termination. A new domestic case was defined as a case filed in Missouri after graduation or termination that was inherently domestic, such as domestic assault and violation of order of protection. It should be noted that for an additional number of defendants, termination from MEND was a result of a new domestic case, which may have been mitigated had they been farther along or completed

MEND.

The funds designated as match in this section will be provided by the portion of MEND fees paid by defendants. The portion paid by defendants is currently \$10 to \$40/class (\$40 being the actual cost per class). The amount defendants are required to pay is determined utilizing a sliding scale that considers income and dependents.

Boone County MEND

Per Family Counseling Center billing for Boone County, the total cost of classes and orientation for 2011 was \$94,090.00, with defendants paying \$33,772.00 of that, or 35.9%. The total cost of classes and orientation for 2012 was \$74,400.00, with defendants paying \$30,487.00 of that, or 41.0%. Through the end of June 2013, the total cost of classes and orientation was \$35,880.00, with defendants paying \$13,862.00 of that, or 38.6%.

Assuming the second half of 2013 is consistent with the first half, totals for 2013 would be estimated at \$71,760.00 total and \$27,724.00 paid by defendants. Averaging the last three years together based on billing, it is expected that the total cost of classes and orientation will be \$80,083.33 with 38.3% or \$30,661.00 covered by defendant payments. During the last two years there has been a dip in overall misdemeanor case filings in Boone County. The number of misdemeanors filed for the last five years is as follows: 5,619 in 2008, 6,180 in 2009, 6,043 in 2010, 5,310 in 2011 and 4,743 in 2012. This could be attributed to various reasons including but not limited to law enforcement staffing and changes in prosecuting staff. In addition, there was a deficit in 2011 as the grant did not adequately cover the total cost of classes and orientation, leading to cuts in MEND sessions and decreased participation as defendants could not afford the classes. With continuity in law enforcement and prosecution and sufficient funding, it is expected that misdemeanor and domestic violence case filings may return to the 2011 levels.

Callaway County MEND

Per Family Counseling Center billing for Callaway County, the total cost of classes and orientation for 2012 was \$10,840.00, with defendants paying \$3,634.00 of that, or 33.5%. Through the end of June 2013, the total cost of classes and orientation was \$11,860.00, with defendants paying \$3,546.00 of that, or 29.9%. Assuming the second half of 2013 is consistent with the first half, totals for 2013 would be estimated at \$23,720.00 total and \$7,092.00 paid by defendants. The remarkable increase in expenditures from 2012 to 2013 is due to the program funding for Callaway County only beginning in January 2012. As such, early billing numbers in 2012 are not indicative of future needs. Therefore unlike the average used for Boone County, an average of the last two years would not produce a reasonable expectation for future budgets. Assuming 2013 has now produced a reliable number, by assessment of billing alone it is expected that total cost of classes and orientation per year will be \$23,720.00 with 29.9% or \$7,092.00 covered by defendant

payments. However, it is expected that the program in Callaway County will continue to grow in participation. From its first year in 2012 to its second year in 2013, the program saw a 118% growth in the cost of classes and orientation from \$10,840 to \$23,720. Even figuring a much more modest rate of growth of 10% through the end of 2015, the program would still require \$26,092.00 per year, still figuring that 29.9% or \$7,801.51 will be covered by defendant payments. To ensure the growth and success of the program in Callaway County, this level of funding will be necessary for the upcoming period.

Supplanting

There are not any funds requested in this application that are subject to supplanting.

Total Budget

Total Federal/State Share:	\$227,165.17	74.05%
Total Local Match Share:	\$79,621.54	25.95%
Total Project Cost:	\$306,786.71	

Cost Assumption

Cost Assumption*

Describe how the Project Agency plans to continue the activities of this project if VAWA funds would no longer be available to the Project Agency. What proactive steps are being taken to absorb the project cost into the applicant agency's future budget? Provide information on the development of a contingency plan for victim services.

In the event that STOP VAWA funding is no longer available, the 13th Circuit will attempt to identify other sources of funding for the program. This would include applying for public grants and private grants, applying to Boone County for assistance through the Proposition L Law Enforcement Sales Tax, or a combination of multiple approaches. As with most local governments, the sales tax revenue for Boone and Callaway counties continues to be depressed in the current economy, but it is anticipated that revenue will increase as the economy recovers over the next two years. Also, even if the funding is no longer available, the domestic violence dockets will continue to operate. However, without the assistance of the DACC and funding to subsidize the MEND programs, the dockets will not have their maximum impact on public safety.

VAWA Data Form

Budget Total: \$227,165.17

The requested STOP Program funds will be used for: (Prorate percentage of time if project covers more than one category.)

Law Enforcement:* 0% \$0.00

Prosecution:* 0% \$0.00

Victim Services Project:* 0% \$0.00

Court:* 100.0% \$227,165.17

Discretionary:* 0% \$0.00

Culturally Specific:* 0% \$0.00

Other:* 0% \$0.00

Project Focus:* Domestic Violence Services

Indicate the anticipated number of victims to be served by this STOP funded project

Total Victims of Crime:* 4916

Hotline Calls:* 0

If a domestic violence shelter, indicate the anticipated number of women and children to be served, by this STOP funded project, in shelter and outreach services, the number of anticipated hotline calls and the anticipated number of bednights.

Women:

Children:

Men:

Bed-Nights:

If a training/technical assistance project, show the anticipated number of people and/or communities to be trained:

People:

Communities:

Type of victimization

Budget Total 1	\$227,165.17	
Sexual assault*	0%	\$0.00
Domestic violence/dating violence*	87.0%	\$197,633.70
Stalking*	13.0%	\$29,531.47
Total	100.0%	\$227,165.17
	(must equal 100%)	(must equal budget total 1)

Other Funding Sources

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
Administration of Justice Fund	\$3,400.00	The Administration of Justice Fund, which is established by section 488.5025 of the Missouri Revised Statutes, is accessible by the Court for the improvement of case processing and the administration of justice.	01/01/2014 to 12/31/2015	Travel/Training Supplies/Operations Vehicle Expenses (mileage)
	\$3,400.00			

Audit Requirements

Date last audit was completed:* 06/25/2013

Date(s) covered by last audit:* 01/01/2012 to 12/31/2012

Last audit performed by:* RubinBrown LLP

Phone number of auditor:* 314-290-3300

Date of next audit:* May 2014

Date(s) to be covered by next audit:* 01/01/2013 to 12/31/2013

Next audit will be performed by:* RubinBrown LLP

Total amount of financial assistance received from all entities, including the Missouri Department of Public Safety, during the date(s) covered by your agency's last audit, as indicated above.

The Federal Amount refers to funds received directly from the Federal Government or federal funds passed through state agencies in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

The State Amount refers to funds received directly from the State of Missouri, not including federal pass-thru funds.

Federal Amount:* \$1,560,453.00

State Amount:* \$3,235,267.00

Required Attachments

Attachment	Description	File Name	Type	File Size
A detailed copy of your agency's organizational chart (REQUIRED)	13th Judicial Circuit Court Administrative Organizational Chart	13th Judicial Circuit Court Administrative Organizational Chart.pdf	pdf	106 KB
Your agency's procurement (purchasing) policy (if Applicable)	Purchasing Policy	Purchasing Policy.pdf	pdf	279 KB
Your agency's mileage reimbursement policy (if Applicable)	Travel Reimbursement Policy	Travel Reimbursement Policy.pdf	pdf	166 KB
Job descriptions and last Pay Stub for personnel involved in this proposed project (REQUIRED)	Job Description and Pay Stub	Jod Description and Paystub.pdf	pdf	195 KB
Your agency's profit/loss statement from the past two (2)years recently completed for your agency as a whole) (If Applicable)				
Your Agency Budget (Current) REQUIRED	Current Agency Budget	Current Budget.pdf	pdf	117 KB
Your Agency Budget (Past)two (2) years REQUIRED	Budget for Past Two Years: 2011 and 2012	Budget for Past 2 Years.pdf	pdf	51 KB
A list of your organization's Board of Directors (if Applicable)				
Documentation of Nonprofit Status and two (2)years of 990's(if Applicable)				
Letters of Collaboration (REQUIRED)	Letters of Collaboration and MOU	Letters of Collaboration and MOU.pdf	pdf	499 KB
Copy of Contractual Agreement to be used (if applicable)	Contractual Agreement with FCC	Contractual Agreement with FCC.pdf	pdf	126 KB

Other Attachments

File Name	Description	File Size
Bond Returnable Schedule.pdf (64 KB)	Bond Returnable Schedule	64 KB
Laptop Computer Bid.pdf (35 KB)	Laptop Computer Bid from OSCA	35 KB
Victim letter, victim survey, and testimonials.pdf (170 KB)	The victim information letter is referenced in the "coordination of services" section. The victim survey is referenced in the "report of success" section. The testimonials and probation report are referenced in the "statement of the problem" section.	170 KB

STOP Certification

I certify that the agency has complied with the requirements of the Violence Against Women and Department of Justice Reauthorization Act of 2005 during the course of developing this application for grant funds by consulting with victim service programs to ensure that the proposed services and activities are designed to promote the safety, confidentiality and economic independence of victims of domestic

violence, sexual assault, stalking and dating violence.

Consultation with Victim Services Yes

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance that the agency has consulted with a community victim service agency before submitting this application.

Title: Presiding Commissioner
 Authorized Official Name: Dan Atwill
 Agency Type: Court
 Date: 09/20/2013

Application Certified Assurances

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:

STOP Certified Assurances

I am aware that failure to comply with any of the Certified Assurances and/or Confidential Funds Certifications, if applicable, could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance.

I have read and agree to the terms and conditions of the grant. Yes

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application.

Title:* Presiding Commissioner
 Authorized Official Name:* Dan Atwill
 Date:* 09/20/2013

THIRTEENTH JUDICIAL CIRCUIT COURT Administrative Organizational Chart

