

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the August Adjourned Term. 20 03

In the County Commission of said county, on the 25th day of September 20 03

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

Now on this day the County Commission of the County of Boone does hereby approve the following recommendations from the Job Classification Committee:

For the Public Works Department

- 1) Change the Project Development Manager Salary Range from 49 to 45
- 2) Change the Fleet Operations Superintendent Salary Range from 39 to 41

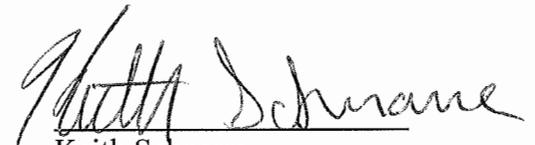
For the Planning and Building Inspections Department

- 1) Create a Senior Planner Job Class, with a Salary Range of 43 and said position will have an exempt status.

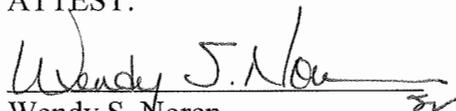
The County Commission does hereby approve the request by the Recorder of Deeds Office to change the Office Specialist position to Deputy Recorder.

The effective date for all positions shall be 1 January 2004.

Done this 25th day of September, 2003.


 Keith Schnarre
 Presiding Commissioner

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission

ABSENT
 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

**Boone County
Job Classification Review**

454-2003

Boone County has asked Public Sector Personnel Consultants (PSPC) to review selected job titles to determine whether they are still properly classified. The County has provided PSPC with new position description questionnaires (PDQ's) and memos from Department Heads explaining the rationale for the request.

A. OVERVIEW

From analyzing the information provided from departments and employees, there are some general guidelines that apply to most requests. These are important guidelines for these and for future reclassification requests.

- The Salary Plan has been approved, implemented and in operation for two years. All requests should be based on a change in job duties and requirements, changes in organization structure or particular market issues, which generally result from recruiting problems. Therefore, any approved requests should be effective the date specified by the Appointing Authority.
- The competitive market was defined during the classification/compensation study. This is the market that should be relied on when considering adjustments to meet competitive pressures. Using other markets for individual positions can create inequities based on the sample, rather than actual job differences.
- The benchmark positions represent the market anchors for the Salary Plan. Generally, the salary range assignments approved for benchmark positions should not be changed unless there is a corresponding change in the market.
- The County has not updated the salary survey since the plan was implemented. The data in the survey was aged to July 2002. Since the market has moved between four and five percent (4% and 5%) since that date, any new market data will appear to have a bigger difference than it actually has.

We recommend that the County update the salary ranges with the next plan year. While this may be difficult with current budgets, it is important to maintain competitive starting salaries and to avoid inequities that result from recruiting problems.

The information that follows briefly summarizes the nature of the classification request and documents our recommendations on a job-by-basis.

B. PUBLIC WORKS

The Public Works Department has requested that we review five job classes for internal equity.

1. Manager, Project Development

The Department is concerned about the salary range assignment for the Manager, Project Development. This job does not appear to be at the same level of responsibility as other jobs in the Department, specifically the Project Engineer, the Manager, Road Maintenance Operations and the Manager, Facilities Maintenance.

Boone County Job Classification Review

Recommendation: The workflow in the Department has changed with the addition of the Project Engineer. As a Professional Engineer (P.E.), this position has been assigned primary responsibility for project design and project management. The position of Manager, Project Development has focused more on construction management, construction plans, construction inspection, and coordination with contractors, utilities and other agencies.

Based on our review of the job descriptions and the new PDQ for the Manager, Project Development, we recommend that the job be reclassified to salary range 45. All of the other positions cited by the Department are benchmarks, and they are priced in salary ranges that are consistent with the market.

2. Manager, Road Maintenance Operations

The Department is concerned that this job is the same salary range as the Manager, Project Development.

Recommendation: This position is a market benchmark and is priced with a midpoint that is closely related to the prevailing market rate. If adopted, the change recommended above will address the equity issue. Since the job is competitively priced, we recommend no change in range assignment.

3. Road Maintenance Superintendent

The Department has expressed internal equity concerns about the salary range assignment for the three Road Maintenance Superintendents. The employees have expressed concerns about their jobs related to others, but much of the concern appears to relate to the fact that they are high in their salary ranges.

Recommendation: We have reviewed the updated PDQ's submitted by the position incumbents. Our review indicates that there have been no substantial changes in job duties over the past two years. This job was established as a benchmark in the salary survey and our review indicates that the market match is still valid. The job was priced in a salary range that is competitive with the market. Therefore, we recommend no change in the assigned salary range.

4. Fleet Operations Superintendent

The issue with this job is also one of internal equity. The incumbent has completed a new PDQ. This document expands on information provided in the questionnaire prepared two years ago.

Recommendation: This position has responsibilities that extend beyond the standard definition of fleet maintenance. These include participation in the capital improvement planning process, active involvement in the procurement of vehicles and heavy equipment, and responsibilities for safety and accident review. For these reasons, we recommend that the job be moved from salary range 39 to salary range 41.

Boone County Job Classification Review

5. Senior Automotive/Equipment Mechanic

The Department has requested that a Senior Automotive/Equipment Mechanic position be added to create a job family and provide a promotional opportunity. The proposed difference between the mechanic and the senior mechanic would be qualifications. To be promoted, a mechanic would have to pass the eight exams required for Automotive Service Excellence (ASE). To stay at the senior level, a mechanic would have to complete the ongoing requirements and maintain the certification.

The Department has also expressed concern that the salary range assigned to the Automotive/Equipment Mechanic is low, and that a recent hire had to take a pay cut to join the County from the City of Columbia.

Recommendation: We have reviewed the information request from the Department, and documentation from the original plan document. The Automotive/Equipment Mechanic is a benchmark position and is priced competitively with the market. The salary range midpoint assigned for this job is higher than the midpoint reported by the City of Columbia in the salary survey. (There are several individual reasons that the new employee might have made more at the City, such as the individual being high in the range, the City changing the pay plan, etc.).

We do recommend that the County add the job class of Senior Automotive/Equipment Mechanic. We recommend that this new job be assigned to salary range 32, and that an employee be promoted in place after successfully completing the ASE exams. The employee would not be required to wait for a vacancy at the higher level. Conversely, the employee should be demoted to 29 if the certification lapses.

This will provide a career path for mechanics, and should be coordinated with the skilled based pay program to avoid double payment for the same certification.

C. **RECORDER'S OFFICE**

The Recorder's Office has asked that one job class be reviewed.

1. Office Specialist to Deputy Recorder

We have received a memo from the Recorder's Office and a PDQ from Lydia Hollinsworth. We understand that Lydia has resigned and no longer works for the County. Since the classification decisions are based on individual positions, we have not made a recommendation on this request. As appropriate, we will be happy to review a PDQ from the new incumbent and make a recommendation on the appropriate classification for this position.

Boone County Job Classification Review

D. SHERIFF'S OFFICE

The Sheriff's Office has submitted two positions for consideration.

1. Senior Account Specialist to Accountant

Leasa Quick has requested that her position be reclassified from Senior Account Specialist to Accountant. She made this same request approximately one year ago. The information that she submitted is very similar to the prior request, with some additional duties. This information details the wide range of duties, the large number of transactions and the size the Department and the Department's budget.

Recommendation: We recognize that there are a large number of bills to pay, that the department has a large payroll, that there is a large inventory for the facilities, and that there are a large number of vehicles, vehicle repairs and cellular phones to track. These factors contribute to the volume of the work and the demands on the employee. However, these and related duties do not change the nature of the job.

This position is best described as a senior level technical position, operating within the framework of a wide variety of defined procedures. It does not establish the procedures, and does not require a broad theoretical knowledge of accounting. Therefore, we recommend that this position not be reclassified.

2. Administrative Assistant to Office Manager

Angela Ayers has requested that her position be reclassified from Administrative Assistant to Office Manager. This is also a request that was made approximately one year ago. Ms. Ayers submitted the same documentation that was submitted for the earlier request.

Recommendation: Since there is no new information about this position, our recommendation is unchanged. The position does not supervise staff and therefore does not qualify for the Office Manager job class. We recommend no change in the classification.

E. INFORMATION TECHNOLOGY

1. PC/Network Analyst

The Information Technology Department has asked for the review of the position titled PC/Network Analyst. The employee has provided an updated PDQ. The Department has provided the completed Request for New Pay Range form and salary survey information from FlipDog, an on-line salary survey. The survey data is for a variety of job titles. The data for the closest matches are \$63,691 for the Network Administrator, Senior and \$68,058 for the Network Planning Analyst IV.

Recommendation: This position has changed significantly since our original study. The job reviewed in 2001 was focused primarily on personal computers and the desktop applications. Seventy percent (70%) of the updated position is committed to managing the County networks, including servers, systems operating on the servers, and the security and e-mail systems. The job is responsible for configuring, monitoring and managing the hardware and software for the LAN / WAN environment. The job also provides second-tier helpdesk support and other technical support for departments.

Boone County Job Classification Review

We reviewed salary data from Salary.Com, an on-line service that is associated with FlipDog. Our research indicates that the Network Administrator job has a median salary of \$55,224 in St. Louis and \$54,995 in Kansas City. The survey does not calculate data for Columbia.

The survey data can only be used as reference information. It does not represent the market defined by the County and used for all other benchmarks. In addition, it is not aged to the same date – July 1, 2002 – as other data from this survey. The data from the internet surveys is effective March and July 2003. This aging difference could represent a four to five percent (4% to 5%) difference from data reported in our salary survey.

As it has been revised, the job represents a different specialty but a level of duties, responsibilities, and qualifications that are closer to the two supervisory job classes in the Information Technology Department. Therefore, we recommend, on the basis of internal equity, that this job be re-titled Network Administrator and be assigned to salary range 47.

F. PLANNING AND BUILDING INSPECTION

1. Senior Planner

The Department has requested that a Senior Planner job class be added to the classification plan, that the job be assigned to salary range 49 and that the two current staff members be promoted to this senior position. The Department has provided a completed Request for New Pay Range form. The Planner job is referred to as an entry level position.

The employees have provided new PDQ's, a memo describing typical planning department organization structures, a salary survey from the American Planning Association and job recruitment postings for Senior Planner from the internet. The job postings are from Madison, Wisconsin; Hamilton, Ohio; Fort Worth, Texas; Phoenix, Arizona; Raleigh, North Carolina; and Wichita/Sedgwick County, Kansas.

The employees have evaluated the salary data and recommended assignment to pay range 49. In addition to the market data, this recommendation is based on their view that the Senior Planner should be in the same salary range as the Manager, Project Development. They also recommend that their pay be adjusted close to the midpoint because they have really been in the senior role for some time.

Based on information provided by the Department, the higher level duties required of the Senior Planner, and not typically required of the Planner include:

- Deal closely with developers, engineers, surveyors and attorneys over infrastructure issues.
- Negotiate infrastructure improvements
- Negotiate conditions of approval
- Interface with a wide range of utility providers
- Propose re-writes to existing ordinances
- Conduct specific planning studies to supplement the County master plan
- Coordinate work with municipalities
- Prepare and administer State and Federal grants
- Work with limited supervision
- Have the AICP certification

Boone County Job Classification Review

In contrast, the types of duties typically required of the Planner include:

- Process re-zoning requests
- Process conditional use permits
- Process subdivision and planned development requests

Recommendation: The Department and the employees have submitted a substantial amount of information. We have reviewed the information and the comments below are intended to respond to the key issues raised.

- The Planner job title represents a "journey level" position, and is matched in the market to the journey level, not the entry level.
- The salary data is from markets that are outside of the competitive market defined by the County. Since data is available from the defined market, it is not appropriate to go beyond the defined market.
- While good parallels can be useful in defining an organization structure, the most important issue is the needs of the Department. The most relevant question is whether the Department needs the Senior Planner position to meet its operating demands and public expectations.

From information provided by both the Department, there is an operating need for a senior level position. Both employees are performing a mix of duties that are at the Planner and the Senior Planner level.

We recommend that the County create a Senior Planner job class and assign it to salary range 43. If duties are not re-aligned, we also recommend that both employees be promoted to Senior Planner. The County's normal salary adjustment guidelines should apply.

As staff changes, we recommend that the Department re-align duties so that there is one Senior Planner and one Planner rather than two Senior Planners on the staff.



**PUBLIC
SECTOR**
PERSONNEL
CONSULTANTS

-
August 19, 2003

Ms. Betty Dickneite
Director, Human Resources
Boone County
601 East Walnut
Johnson Building, 2nd Floor
Columbia, MO 65201

Re: Request for the Recorder of Deeds

Dear Betty,

The purpose of this letter is to respond to the request for the reclassification of Pamela Beyer from the current job class of Office Specialist to the job class of Deputy Recorder.

We have reviewed the position description questionnaire (PDQ) as well as the correspondence and other documentation submitted by Bettie Johnson, the Recorder of Deeds. We have also reviewed PDQ's prepared by incumbents of the Deputy Recorder job class.

Based on our analysis, we recommend no change in the classification at this time. While it is a general class specification, the Office Specialist job description addresses most of the duties listed in the PDQ. This includes:

- Checking information for completeness and accuracy,
- Processing information in accordance with department procedures,
- Entering data into computer systems,
- Making copies of information,
- Receiving payments, and
- Researching and maintaining records.

We understand that there is a question about the level of supervision. It is important to recognize that the term "close supervision" considers both the direction provided by the supervisor and the degree to which the work tasks are covered by detailed instructions or procedures. While the position makes a number of decisions each day, the decisions are in accordance with established practices.

Betty, please feel free to call if you have any questions about this information.

Sincerely,

Rick McRoy
Principal Consultant

September 11, 2003

Ms. Betty Dickneite
Director, Human Resources
Boone County
601 East Walnut
Johnson Building, 2nd Floor
Columbia, MO 65201

Re: Senior Planner FLSA Status

Dear Betty,

This letter is to respond to questions regarding the FLSA status of the Senior Planner classification created in our recent review. We recognize that there are also issues surrounding the appropriate salaries for the employees.

We have recommended that the Senior Planner be assigned exempt status under the FLSA guidelines for a professional employee. Among other factors, these guidelines specify that an exempt employee performs work that:

- Requires knowledge of an advanced type acquired by a prolonged course of study,
- Requires the consistent exercise of discretion and judgment, and
- Is predominately intellectual and varied in character.

The information that we reviewed indicates that the Senior Planner negotiates infrastructure improvements and conditions of approval, drafts revised ordinances and conducts planning studies. The job requires the ACIP certification and works with limited supervision. Therefore, we believe that it qualifies under the FLSA Professional Test as an exempt position.

Because the planning positions require a substantial degree of overtime, there is a salary problem with the individuals assigned to the Senior Planner job class. This is more of a salary issue than it is a salary range issue. We believe that salary range 43 is appropriate and equitable in relationship to other jobs in the Boone County Salary Plan.

However, the employees should not be penalized for acquiring a higher level of skill and taking on more responsibility. We recommend that the County consider the employee's total salary from last year in setting their pay levels in the new job class. This is a one-time salary action, realizing that the Senior Planners will be required to work overtime in the future, as is true of other exempt employees, and will not be compensated on an hourly basis for the time.

Please call if you have any questions.

Sincerely

Rick McRoy

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STATE OF MISSOURI }
County of Boone } ea.

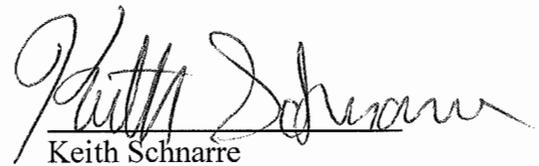
September Session of the August Adjourned Term. 20 03

In the County Commission of said county, on the 25th day of September 20 03

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

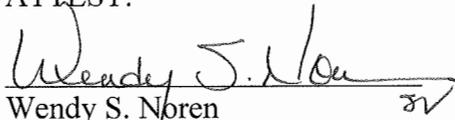
Now on this day the County Commission of the County of Boone does hereby approve the FY03 CERT Grant Application for the Boone County Sheriff's Department. It is further ordered that the Boone County Emergency Management Director be hereby authorized to sign said grant application.

Done this 25th day of September, 2003.



Keith Schnarre
Presiding Commissioner

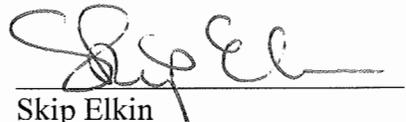
ATTEST:



Wendy S. Noren
Clerk of the County Commission

ABSENT

Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

FY03 CERT GRANT APPLICATION – Current Program

BRIEFLY DESCRIBE YOUR CURRENT CERT PROGRAM (# of teams/participants, current capabilities, frequency of training and/or meetings, etc.)	Our current CERT program is a cooperative project between the Boone County Sheriff's Department and the Boone County Fire District. The Boone County Fire District began providing CERT training programs in 1996 after being designated by SEMA the State of Missouri Urban Search & Rescue Task Force and in 1997 a FEMA US&R Task Force. CERT is the groundwork for the US&R program. Two department CERT instructors are also SEMA Train-the-Trainer instructors. Our previous CERT focus has been large business groups, government entities and neighborhood watch groups.
DESCRIBE YOUR CURRENT VOLUNTEER MANAGEMENT STRUCTURE	We currently have no volunteer management structure.
BRIEFLY DESCRIBE THE CURRENT LEVEL OF ACTIVITY OF YOUR CITIZEN CORPS COUNCIL	We have no citizen corps council.
BRIEFLY DESCRIBE THE LEVEL OF ACTIVITY YOUR JURISDICTION MAY HAVE IN THE OTHER THREE CITIZEN CORPS PROGRAMS (Medical Reserve Corps, Neighborhood Watch & Volunteers in Police Service)	The Boone County Sheriff's Department currently has 86 separate Neighborhood Watch Groups in Boone County. The department also utilizes 17 Volunteer Deputies (Reserve Officers) to assist commissioned officers. The Boone County Fire District operates the largest volunteer fire department in Missouri with over 200 volunteer firefighters. The B. C. Fire District manages the only volunteer FEMA Urban Search & Rescue Task Force in the FEMA disaster response system.
# (PER YEAR) OF CERT GRADUATES SINCE 1995	2003—36 100 Train the Trainers since 1995 1999—10 1998—12
LIST ALL CERT TRAINERS	Ken Hines, John Metz, Eric John and Paul Harris, Boone County Fire District
OPTIONAL FOR THOSE WITH EXISTING PROGRAMS: PLEASE LIST LESSONS LEARNED, BEST PRACTICES, IDEAS, COMMENTS, CONCERNS, REQUESTS, ETC.	(Empty)

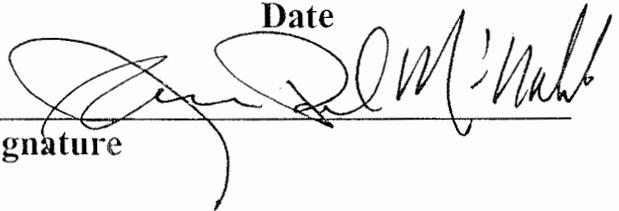
455-2003

Boone County Jurisdiction

James P. McNabb, Emergency Management Director
Authority Name and Title

09-25-03

Date


Signature

455

FY03 CERT GRANT APPLICATION - Plans

<p>DESCRIBE WHAT YOU PLAN TO ACCOMPLISH WITH YOUR CERT PROGRAM IN THE COMING YEAR.</p>	<p>Continue to provide CERT training to businesses, Neighborhood Watch groups and employees of local governments in disaster response. We intend to expand the number of CERT instructors, better educate the public in the CERT program and present more training programs.</p>
<p>FIRST QUARTER GOALS (WHAT WILL BE ACCOMPLISHED IN THE FIRST QUARTER?)</p>	<p>The First Quarter goals – build upon the current CERT training program already in place. With grant funds we will actively market the CERT course to businesses, local government employees and neighborhood watch groups in Boone County. In addition, we plan to expand our CERT instructors via Train the Trainer classes. We will evaluate the quarterly progress.</p>
<p>SECOND QUARTER GOALS (WHAT WILL BE ACCOMPLISHED IN THE SECOND QUARTER?)</p>	<p>The Second Quarter goals – evaluate our progress to date and begin course delivery. We will continue to expand marketing of our CERT course throughout Boone County. We would like to be able to offer two CERT programs per month. We will continue to evaluate the quarterly progress.</p>
<p>THIRD QUARTER GOALS (WHAT WILL BE ACCOMPLISHED IN THE THIRD QUARTER?)</p>	<p>The Third Quarter goals – continue to evaluate progress and course delivery. We would plan to offer three CERT classes per month. We will continue to evaluate the quarterly progress.</p>
<p>FOURTH QUARTER GOALS (WHAT WILL BE ACCOMPLISHED IN THE FOURTH QUARTER?)</p>	<p>The Fourth Quarter goals – finish delivery of scheduled classes. We will gather the course assessment materials for a final report to SEMA. We would expect to continue the CERT program after grant termination as we have been providing CERT training prior to the grant.</p>
<p>PROPOSED NUMBER OF CLASSES TO BE OFFERED. PROPOSED NUMBER OF INDIVIDUALS TO BE TRAINED.</p>	<p>We plan to offer approx. 20 classes throughout the coming grant period.</p>
<p>DESCRIBE YOUR PLAN FOR MARKETING, PUBLIC AWARENESS, AND RECRUITMENT. INCLUDE TARGET AUDIENCES.</p>	<p>We will advertise our class offerings through the local Chamber of Commerce; through the Neighborhood Watch Newsletter; through Internet web sites; through the Local Emergency Planning Committee and through word of mouth. We can train from 12 to 30 trainees at one time.</p>
<p>DESCRIBE HOW YOU INTEND TO MAINTAIN & USE YOUR CERTS (EMERGENCY AND NON-EMERGENCY USES).</p>	<p>Through regular communication to the members we will keep them up to date on current information. Also through refresher courses as we are able to offer them to current members. This community participates in annual emergency preparedness drills which we expect our members to become involved and assist.</p>
<p>DESCRIBE YOUR PLANS FOR ADDITIONAL TRAINING AND REFRESHER COURSES</p>	<p>We plan to expand the Train the Trainer force which will enable us to offer refresher courses to our current members.</p>

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County of Boone } ea.

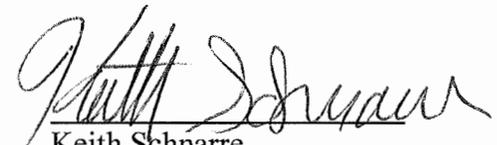
September Session of the August Adjourned Term. 20 03

In the County Commission of said county, on the 25th day of September 20 03

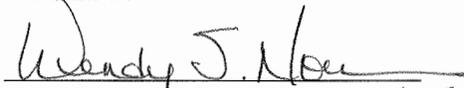
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the use of the Commission Chambers of the Roger B. Wilson Boone County Government Center on Thursday, October 2, 2003 from 3:15 to 5:15 p.m. by the Greenbelt Coalition of Mid-Mo.

Done this 25th day of September, 2003.


Keith Schnarre
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission

ABSENT
Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Keith Schnarre, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



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

Boone County Commission

456-2003

ROGER B. WILSON BOONE COUNTY GOVERNMENT CENTER REQUEST TO USE CONFERENCE ROOM

Today's Date 9/23/03 Date of Event 10/2 Hours Needed 3:15 am - 5:15 pm
Organization Greenbelt Coalition of Mid Mo
Contact Mary Lottes Telephone # 573-657-2746
Substitute Chrissy Hietkamp Telephone # 882-5391

TYPE OF EVENT

Dave Slikas, former Planner for Boone Co. Ill.
will speak on Farmland Preservation, Open Space
Preservation + working with (or starting) foundations.

P.S. Commissioners - Join us, and tell your friends.

Room requested:

Chambers _____ Room 208
_____ Room 139 _____ Room 220

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STATE OF MISSOURI }
County of Boone } ea.

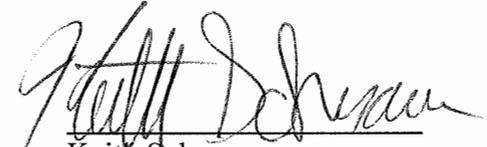
September Session of the August Adjourned Term. 20 03

In the County Commission of said county, on the 25th day of September 20 03

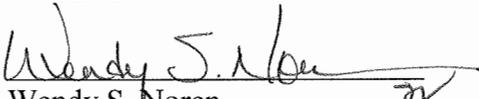
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve Amendment #1 to bid 72-12NOV02 for the Digital Dictation System. It is further ordered that the Presiding Commissioner be hereby authorized to sign said amendment.

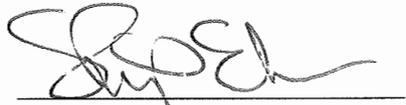
Done this 25th day of September, 2003.


Keith Schnarre
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission

ABSENT
Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



601 E. Walnut, 2nd Floor
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

457-2003

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: September 15, 2003
RE: 72-12NOV02 – Digital Dictation System Amendment Number One

Attached is Amendment Number One to bid 72-12NOV02 – Digital Dictation System for the Sheriff Department. The original contract included a comprehensive maintenance schedule beginning date of March 23, 2003 based upon the *Notice to Proceed* date rather than the completion of installation date. The warranty period expired on June 7, 2003. The revised schedule for the five one-year maintenance renewals are as follows:

- 1st Renewal: June 8, 2003 – June 7, 2004 - \$6,070.00
- 2nd Renewal: June 8, 2004 – June 7, 2005 - \$6,373.50
- 3rd Renewal: June 8, 2005 – June 7, 2006 - \$7,010.85
- 4th Renewal: June 8, 2006 – June 7, 2007 - \$8,062.48
- 5th Renewal: June 8, 2007 – June 7, 2008 - \$9,674.98

Department number 2500 – Sheriff Forfeiture Fund, Account 60050 – Equipment Service Contract.

cc: Proposal File
Captain Braun

457-2003

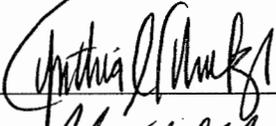
CONTRACT AMENDMENT NUMBER ONE
PURCHASE AGREEMENT FOR
DIGITAL DICTATION SYSTEM – BOONE COUNTY SHERIFF DEPARTMENT
Bid 72-12NOV02

The Agreement dated December 31, 2002 made by and between Boone County, Missouri and Buscomm Incorporated for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

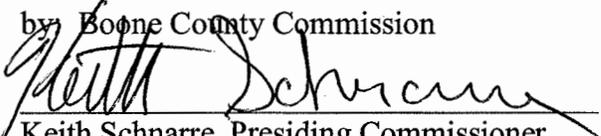
1. Acknowledge change of comprehensive maintenance schedule as follows:
The first Comprehensive Maintenance Agreement shall begin on June 8, 2003 and continue through June 7, 2004 for a cost of \$6,070. The 1st renewal period @ 5% increase shall begin on June 8, 2004 and continue through June 7, 2005 for a cost of \$6,373.50. The 2nd renewal period @ 10% increase shall begin on June 8, 2005 and continue through June 7, 2006 for a cost of \$7,010.85. The 3rd renewal period @ 15% increase shall begin on June 8, 2006 and continue through June 7, 2007 for a cost of \$8,062.48. The 4th renewal period @ 20% increase shall begin on June 8, 2007 and continue through June 7, 2008 for a cost of \$9,674.98.
2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

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

BUSCOMM INCORPORATED

by 
title Director of Administration

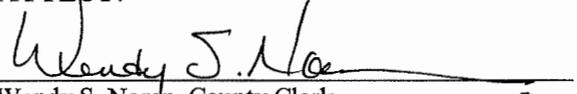
BOONE COUNTY, MISSOURI

by Boone County Commission

Keith Schnarre, Presiding Commissioner

APPROVED AS TO FORM:


County Counselor

ATTEST:


Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

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

Signature June Pitchford by KF Date 9/22/2003 Appropriation Account 2500-60050 \$6070.00
First year maintenance \$6070 paid 8/13/2003.
Future years subject to annual appropriation.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

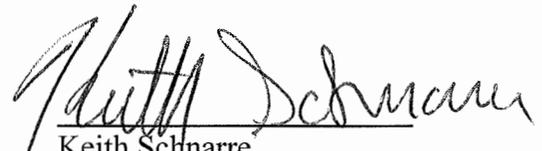
September Session of the August Adjourned Term. 20 03

In the County Commission of said county, on the 25th day of September 20 03

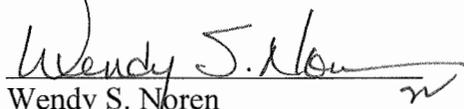
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 62-04SEP03 for 2004 Ford Crown Victorias and Explorer to Joe Machens Ford. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

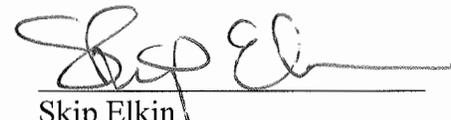
Done this 25th day of September, 2003.


 Keith Schmarre
 Presiding Commissioner

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission

ABSENT
 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

Boone County Purchasing

Marlene Ridgway
Buyer



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

458-2003

MEMORANDUM

TO: Boone County Commission
FROM: Marlene Ridgway *MR*
RE: 62-04-SEP03 – 2004 Ford Crown Vics and Explorer
DATE: September 18, 2003

The Sheriff's department and the Purchasing department have reviewed the responses received for the above referenced bid. We recommend award to Joe Machens Ford for having the lowest and best bid meeting the minimum specifications. As budgeted, a total of 9 Crown Victorias at a unit price of \$19,827.00 are to be purchased. We are able to receive these vehicles \$87.00 less per each vehicle than the state contracted price. Also to be purchased is a 2004 Ford Explorer at a unit price of \$22,387.00. Total contract price is \$200,830.00. These vehicles are budgeted in accounts 2901-91400 and 2901-92400,

The amount budgeted for these purchases were \$209,850.00. The bid tabulation is attached.

Bid Tabulation

62-04SEP03 - 2004 Ford Crown Victorias and Explorer

	Qty	Joe Machens Ford		Anderson Ford	
		Unit Price	Ext Price	Unit Price	Ext Price
2004 Crown Vics	9	\$ 19,827.00	\$ 178,443.00	\$ 20,273.00	\$ 182,457.00
2004 Explorer	1	\$ 22,387.00	\$ 22,387.00	\$ 24,957.00	\$ 24,957.00
Total			\$ 200,830.00		\$ 207,414.00

9/18/03

PURCHASE REQUISITION BOONE COUNTY, MISSOURI

Purch

DATE

507

Joe Machens Ford

VENDOR NO.

VENDOR NAME

PHONE #

ADDRESS

CITY

STATE ZIP

458-2003

BID DOCUMENTATION

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

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

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

RECEIVED
SEP 22 2003

#62-04SEP03

(Enter Applicable Bid / Sole Source / Emergency Number)

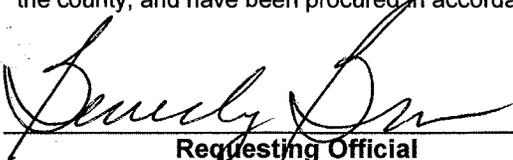
BOONE COUNTY AUDITOR

Ship To Department # 2901

Bill To Department # 2901

Department	Account	Item Description	Qty	Unit Price	Amount
9 0 1	9 1 4 0 0	2004 Crown Victoria Police Interceptors	5	19827.00	99135
2 9 0 1	9 2 4 0 0	2004 Crown Victoria Police Interceptors	4	19827.00	79308
2 9 0 1	9 2 4 0 0	2004 Ford Explorer	1	22387	22387
		TOTAL	10		200830
CLERK'S OFFICE					
*DO NOT UNSTAPLE THESE PAGES					
*THE ONLY ACTION NEEDED IS TO WRITE THE COMM ORDER # ON THE FORM AND RETURN TO AUDITOR'S OFFICE.					

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


Requesting Official


Auditor Approval

**PURCHASE AGREEMENT FOR
2004 CROWN VICTORIA POLICE INTERCEPTORS AND EXPLORER**

THIS AGREEMENT dated the 25 day of September 2003 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and Joe Machens Ford, herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a 2004 Crown Victoria Police Interceptors and Explorer, County of Boone Request for Bid for 2004 Crown Victoria Police Interceptors and Explorer,, bid number 62-04SEP03 including Instructions and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, as well as the Contractor's bid response on September 4, 2003 executed by Steve Veltrop, Jr. on behalf of the Contractor. All such documents shall constitute the contract documents which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in the bid specifications including Instructions and General Conditions of Bidding, Primary Specifications, Response Presentation and Review and the unexecuted Response Form and addendum one shall prevail and control over the Contractor's bid response.

2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with nine (9) year 2004 Ford Crown Victoria Police Interceptors as specified and responded to in the bid specifications for a unit price of \$19,827.00. The County also agrees to purchase a 2004 Ford Explorer as specified and responded to for a unit price of \$22,387.00. Total contract value is \$200,830.00.

3. **Delivery** - Contractor agrees to deliver the vehicle stated above to the Boone County Sheriff's Department within one hundred twenty (120) days after order.

4. **Billing and Payment** - All billing shall be invoiced to the Boone County Sheriff's Department. Billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

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

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

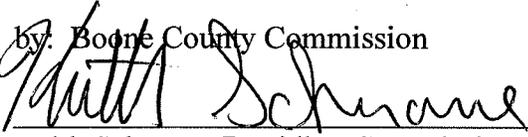
JOE MACHENS FORD

by 

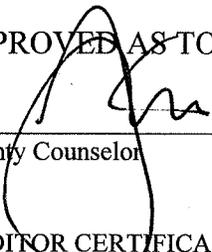
title Fleet Manager

BOONE COUNTY, MISSOURI

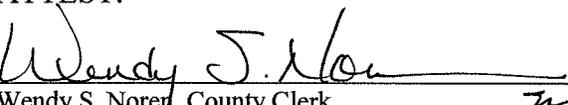
by: Boone County Commission


Keith Schnarre, Presiding Commissioner

APPROVED AS TO FORM:


County Counselor

ATTEST:


Wendy S. Noreff, 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 is not required if the terms of this contract do not create a measurable county obligation at this time.)

2901-91400 - \$99,135.00

2901-92400 - \$101,695.00

Signature

June Pitchford by KF 9/22/2003

Date

Appropriation Account

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the August Adjourned Term. 20 03

In the County Commission of said county, on the 25th day of September 20 03

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

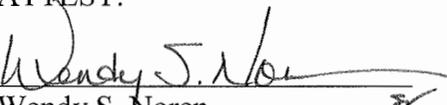
Now on this day the County Commission of the County of Boone does hereby authorize the disposal of the following items:

- Fixed Asset Tag # 8191
Canon 4050 copier
- Fixed Asset Tag #10503
1996 Jeep Cherokee
- Fixed Asset Tag #10933
1994 Ford 4x4 Pickup

It is further ordered that the Presiding Commissioner be hereby authorized to sign said disposal request forms and vehicle titles.

Done this 25th day of September, 2003.


 Keith Schnarre
 Presiding Commissioner

ATTEST:

 Wendy S. Noren
 Clerk of the County Commission

ABSENT
 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

Boone County Purchasing

Marlene Ridgway
Buyer



601 E. Walnut Room 209
Columbia, MO 65201
(573) 886-4392
Fax (573) 886-4390
Email – mridgway@boonecountymo.org

459-2003

Memorandum

To: Boone County Commission
From: Marlene Ridgway *MR*
RE: Disposal of Surplus
Date: September 23, 2003

We are requesting disposal of the following items.

Fixed Asset Tag # 8191

Canon 4050 copier

This was traded in on new copier purchased in July 2003 from Data Comm.

Fixed Asset Tag #10503

1996 Jeep Cherokee

This vehicle will be replaced by the Explorer from Machens to be ordered this month.

Fixed Asset Tag #10933

1994 Ford 4x4 Pickup

This vehicle was replaced by the vehicle purchased in July 2003.