

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

December Session of the October Adjourned

Term. 20 10

County of Boone

} ea.

In the County Commission of said county, on the

14<sup>th</sup>

day of December

20 10

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


Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to establish a 2010 budget for the OnTrack Reentry Court:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Reimbursement		4,729.00
1243	10100	Judicial Grants	Salary		3,755.00
1243	10200	Judicial Grants	FICA		287.00
1243	10300	Judicial Grants	Health Insurance		408.00
1243	10325	Judicial Grants	Disability Insurance		16.00
1243	10350	Judicial Grants	Life Insurance		5.00
1243	10375	Judicial Grants	Dental Insurance		31.00
1243	10400	Judicial Grants	Worker's Comp		177.00
1243	10500	Judicial Grants	401 (A) Match		50.00

Done this 14<sup>th</sup> day of December, 2010.

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

  
Kenneth M. Pearson  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

# REQUEST FOR BUDGET AMENDMENT

## BOONE COUNTY, MISSOURI

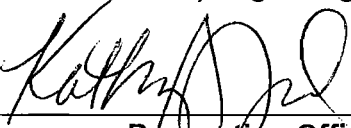
11/30/10

EFFECTIVE DATE

FOR AUDITORS USE


Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	4	3	0	3	4	5	1	Judicial Grants	State Reimbursement		\$4729.00
1	2	4	3	1	0	1	0	0	Judicial Grants	Salary		\$3,755.00
1	2	4	3	1	0	2	0	0	Judicial Grants	FICA		\$287.00
1	2	4	3	1	0	3	0	0	Judicial Grants	Health Insurance		\$408.00
1	2	4	3	1	0	3	2	5	Judicial Grants	Disability Insurance		\$ 16.00
1	2	4	3	1	0	3	5	0	Judicial Grants	Life Insurance		\$5.00
1	2	4	3	1	0	3	7	5	Judicial Grants	Dental Insurance		\$31.00
1	2	4	3	1	0	4	0	0	Judicial Grants	Worker's Comp		\$177.00
1	2	4	3	1	0	5	0	0	Judicial Grants	401 (A) Match		50.00

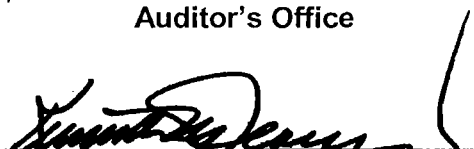
Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): **Establish a 2010 budget for the OnTrack Reentry Court. No county match. Grant will fund 1 full-time FTE (Reintegration Court Administrator) beginning December 13,2010.**

  
 \_\_\_\_\_  
 Requesting Official

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

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

  
 \_\_\_\_\_  
 Auditor's Office

  
 \_\_\_\_\_  
 PRESIDING COMMISSIONER

  
 \_\_\_\_\_  
 DISTRICT I COMMISSIONER

  
 \_\_\_\_\_  
 DISTRICT II COMMISSIONER

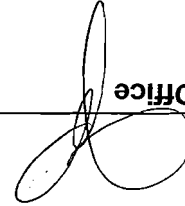
**BUDGET AMENDMENT PROCEDURES**

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

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

**BUDGET AMENDMENT PROCEDURES**

PRESIDING COMMISSIONER      DISTRICT I COMMISSIONER      DISTRICT II COMMISSIONER

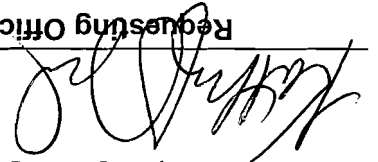


Auditor's Office

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

TO BE COMPLETED BY AUDITOR'S OFFICE

Requesting Official



Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): Establish a 2010 budget for the Ontrack Reentry Court. No county match. Grant will fund 1 full-time FTE (Reintegration Court Administrator) beginning December 13, 2010.

Department	Account	Department Name	Account Name	(Use whole \$ amounts)
1 2 4 3	0 3 4 5 1	Judicial Grants	State Reimbursement	\$4729.00
1 2 4 3	1 0 1 0 0	Judicial Grants	Salary	\$3,755.00
1 2 4 3	1 0 2 0 0	Judicial Grants	FICA	\$287.00
1 2 4 3	1 0 3 0 0	Judicial Grants	Health Insurance	\$408.00
1 2 4 3	1 0 3 2 5	Judicial Grants	Disability Insurance	\$ 16.00
1 2 4 3	1 0 3 5 0	Judicial Grants	Life Insurance	\$5.00
1 2 4 3	1 0 3 7 5	Judicial Grants	Dental Insurance	\$31.00
1 2 4 3	1 0 4 0 0	Judicial Grants	Worker's Comp	\$177.00
1 2 4 3	1 0 5 0 0	Judicial Grants	401 (A) Match	50.00

FOR AUDITORS USE

EFFECTIVE DATE

11/30/10

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

573-2010

1243 Judicial Grants & Contracts  
 OnTrack Reentry Court Grant  
 Calculations for Budget Amendment  
 October 1, 2010 - December 31, 2010

Position Number	Position Title	Budget Hours October-December	Hourly Rate	10100 Salary & Wages	10200 FICA	10300 Health Insurance	10325 Disability Insurance	10350 Life Insurance	10375 Dental Insurance	10400 Workers Comp	10500 401(A) Match	Total
709	OnTrack Court Administrator	173.33	21.6700	\$ 3,755.46 ✓	\$ 287.29 ✓	\$ 407.71 ✓	\$ <del>151.68</del> 1517	\$ 4.55 ✓	\$ 30.56 ✓	\$ 176.88 ✓	\$ 50.00	3451 \$ <del>4,864.13</del> 4727.62
October-December 2010 Exp Estimate				<u>\$ 3,755.46</u>	<u>\$ 287.29</u>	<u>\$ 407.71</u>	<u>\$ 151.68</u>	<u>\$ 4.55</u>	<u>\$ 30.56</u>	<u>\$ 176.88</u>	<u>\$ 50.00</u>	<u>\$ 4,864.13</u>
2010 Budget Amendment Expenditure Amounts:				\$ 3,755.46	\$ 287.29	\$ 407.71	\$ 151.68	\$ 4.55	\$ 30.56	\$ 176.88	\$ 50.00	<u>\$ 4,864.13</u>
2010 Budget Amendment Revenue Amounts:				\$ 3,755.46	\$ 287.29	\$ 407.71	\$ 151.68	\$ 4.55	\$ 30.56	\$ 176.88	\$ 50.00	<u>\$ 4,864.13</u>

Grant Award:

Oct.-Dec 2010	\$4,864.13
Jan. - Sept. 2011	\$51,959.99
Total Grant Award	\$56,824.12

OnTrack Court Administrator beginning his position 12/13/10.

1243 Judicial Grants & Contracts  
 OnTrack Reentry Court Grant  
 Calculations for Budget Amendment  
 January 1, 2011 - September 30, 2011

Position Number	Position Title	Budget Hours January-September	Hourly Rate	10100 Salary & Wages	10200 FICA	10300 Health Insurance	10325 Disability Insurance	10350 Life Insurance	10375 Dental Insurance	10400 Workers Comp	10500 401(A) Match	3451 Total
709	OnTrack Court Administrator	1906.67	21.6700	\$41,318.14	\$3,160.84	\$4,484.81	\$ 166.88	\$ 50.05	\$ 336.16	\$1,243.11	\$1,200.00	\$ 51,959.99
January - September 2011 Exp Estimate				<u>\$41,318.14</u>	<u>\$3,160.84</u>	<u>\$4,484.81</u>	<u>\$ 166.88</u>	<u>\$ 50.05</u>	<u>\$ 336.16</u>	<u>\$1,243.11</u>	<u>\$1,200.00</u>	<u>\$ 51,959.99</u>
2011 Budget Amendment Expenditure Amounts:				\$41,318.14	\$3,160.84	\$4,484.81	\$ 166.88	\$ 50.05	\$ 336.16	\$1,243.11	\$1,200.00	\$ 51,959.99
2011 Budget Amendment Revenue Amounts:				<del>\$41,318.14</del>	<del>\$3,160.84</del>	<del>\$4,484.81</del>	<del>\$ 166.88</del>	<del>\$ 50.05</del>	<del>\$ 336.16</del>	<del>\$1,243.11</del>	<del>\$1,200.00</del>	<del>\$ 51,959.99</del>
				41309.10	3160.15	4485	166.85	84.73	336.16	1945.66	600.00	52087.46
Grant Award:				41310	3161	4485	167	85	337	1946	600	52091
Oct.-Dec 2010						\$4,864.13						
Jan. - Sept. 2011						<u>\$51,959.99</u>						
Total Grant Award						\$56,824.12						

1243 Judicial Grants & Contracts  
 OnTrack Reentry Court Grant  
 January 1, 2011 - September 30, 2011

	23027 Inmate Work/Incentive	<sup>866 YR</sup> <del>7400</del> Rent Assistance <del>Outside Services</del>	Expenditure Budget TOTAL	<sup>51</sup> <del>03411</del> Revenue Budget
Jan.-Sept. 2011 Exp. Estimate	\$ 73,300.00	\$ 25,400.00	<u>\$ 98,700.00</u>	\$98,700.00
2011 Budget Amendment Expenditure Amounts:	\$ 73,300.00	\$ 25,400.00	<u>\$ 98,700.00</u>	\$98,700.00
2011 Budget Amendment Revenue Amounts:	\$ 73,300.00	\$ 25,400.00	<u>\$ 98,700.00</u>	\$98,700.00

Total Grant Award:                   \$98,700.00

<b>Boone County OnTrack Budget</b>				
13th Circuit Court of Missouri	13th Judicial Circuit Court: OnTrack Court Administrator	Administration Fee (Annual)		\$56,815.08
	Community Service Stipend	Average	\$100/week x 6weeks x 100 ppl	\$60,000.00
	Client Gift Cards	Average	\$133.00/person x 100 people	\$13,300.00
	Housing Support	Rental Asst.	Average \$508 x 50 ppl	\$25,400.00
				<b>\$155,515.08</b>

class  
23027  
23027  
86648

Boone County will be responsible to make the following expenditures then invoice the Department of Corrections directly. The Department of Corrections will then reimburse Boone County using state funds. Details are outlined in an MOU.

**Memorandum of Understanding  
Between  
Boone County Reintegration Court,  
Missouri Department of Corrections  
and  
Missouri Office of State Courts Administrator**

This Memorandum of Understanding is between the Boone County Reintegration Court ("Reintegration Court"), and Missouri Department of Corrections ("DOC") and the Missouri Office of State Courts Administrator ("OSCA") to set forth the responsibilities of each agency involved in OnTrack Program as awarded by the Bureau of Justice Assistance ("BJA") Second Chance Act Grant #2010-RM-BX-0005.

**General Contract Terms:**

1. This agreement is effective the date of final signature through one year. Upon mutual agreement of the parties, the agreement may be renewed for two additional one-year periods. At the time of renewal, the terms and conditions, requirements, and specifications shall be reviewed and revised, if necessary.
2. This agreement contains the entire agreement and understanding between the parties and supersedes any other agreement concerning the subject matter of this transaction, whether oral or written.
3. This agreement shall be entered into under the laws of the State of Missouri and the rights and obligations of the parties hereunder shall be governed according to the laws of said state.
4. No breach of any term, provision, or clause of this agreement shall be deemed waived or excused unless such waiver of consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of a breach of other whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
5. No modification, amendment, renewal, extension or other alteration of this agreement shall be effective unless mutually agreed upon in writing by the parties and incorporated herein as an official amendment to this agreement.
6. No party can assign this agreement to any person, corporation, partnership or other entity without express written approval of the other parties and incorporation herein as an official amendment to this agreement.

**Joint Responsibilities:**

1. All parties shall provide participant(s) in the OnTrack Program implementation/oversight team to:
  - o Establish policies and procedures relating to the operation of the OnTrack Program during the contract period.



**Memorandum of Understanding  
Between  
Boone County Reintegration Court,  
Missouri Department of Corrections  
and  
Missouri Office of State Courts Administrator**

- Plan and implement strategies to encourage collaboration and partnership with federal, state and local agencies and organizations to further the understanding and acceptance of the OnTrack Program.
  - Create a system to utilize and monitor incentive and housing support expenditures.
  - Create a system to develop and oversee community service activities and employer reimbursement activities and expenditures.
  - Recommend, approve, and monitor research activity.
  - Meet quarterly to monitor, coordinate, and evaluate the effectiveness of the OnTrack Program through process and outcome studies to determine requirements for program modification.
2. All parties must agree budget adjustments may be required throughout the contract period and must be agreed upon by parties before a revised budget will be submitted to the BJA.

**Reintegration Court shall:**

1. Provide a full time reintegration court administrator for program oversight and submit invoice by the 10<sup>th</sup> working day of each month to DOC for services provided.
2. Provide a location and equipment/office supplies for OnTrack Program case manager, employment specialist, and court administrator.
3. Provide DOC and OCSA monthly progress report including enrollments and discharges with dates, services provided, and other data as requested no later than the 10<sup>th</sup> day of each month.
4. Inform DOC within five working days of programming issues affecting the scope of the program or the integrity of the OnTrack Program model.
5. Inform OSCA within five working days of fiscal issues affecting the scope of the program or the integrity of the model.
6. Collect and review for accuracy all OnTrack Program financial invoices from vendors (not to exceed the attached budget) and submit one report monthly to DOC by the 10<sup>th</sup> working day of each month. The report must include details, including offender names and dates, for the following:
  - Offender rental assistance;
  - Offender incentives; and,
  - Offender community service stipends;
7. Collect and review for accuracy all OnTrack Program financial invoices from vendors (not to exceed the attached budget) and submit one report monthly to OSCA by the 10<sup>th</sup> working day of each month. The report must include details, including offender names and dates, for the following:
  - Reality House expenditures;
  - Family Counseling Expenditures; and,
  - Offender drug screens.

**Memorandum of Understanding  
Between  
Boone County Reintegration Court,  
Missouri Department of Corrections  
and  
Missouri Office of State Courts Administrator**

**DOC shall:**

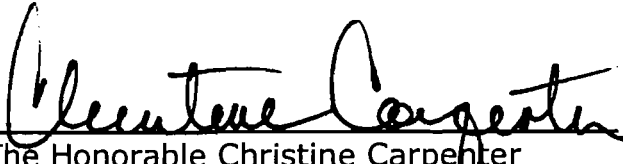
1. Chair the OnTrack Program implementation/oversight team.
2. Provide a part-time case manager and a part-time employment specialist to perform duties as outlined in the grant.
3. Provide supervision, case management and employment support services to program participants.
4. Submit monthly invoices to OSCA for employer payroll reimbursement for offenders.
5. Review all invoices submitted by Reintegration Court within 10 days of receipt.
6. Provide OSCA quarterly drafts and data to complete BJA Financial Status Reports and Performance Measurement Tool Reporting.  
Drafts due: April 15<sup>th</sup>, July 15<sup>th</sup>, October 15<sup>th</sup>, and January 15<sup>th</sup>
7. Provide OSCA semi-annual drafts and data to complete BJA GMA Reports.  
Drafts due: January 15<sup>th</sup> and July 15<sup>th</sup>
8. Track all categories of services provided to offenders.
9. Track all service providers who provide offenders services.
10. Be the central point of contact for OSCA and the Reintegration Court.
11. Reimburse the Reintegration Court for expenditures as stated on the attached budget page.
12. Reimburse the court monthly actual expenses for administration of the OnTrack Program not to exceed \$56,815.08 for the grant cycle.

**OSCA shall:**

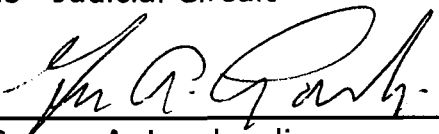
1. Reimburse invoices (not to exceed attached budget) within 30 days of receipt for:
  - o Reality House services;
  - o Family Counseling Services; and,
  - o Offender employer payroll reimbursement.
2. Submit quarterly BJA Financial Status Reports and Performance Measure Tool Reports.
  - o Due Dates: April 30<sup>th</sup>, July 30<sup>th</sup>, October 30<sup>th</sup>, and January 30<sup>th</sup>
3. Submit semi-annual BJA Grant Management System Reports.
  - o Due Dates: January 30<sup>th</sup> and July 30<sup>th</sup>
4. Notify DOC within five working days of receipt of any OnTrack Program compliance issues identified by BJA.
5. Invoice BJA for grant funds.
6. Under the control and direction of the Research Manager, conduct an independent evaluation of the OnTrack Program as outlined in the grant.

**Memorandum of Understanding  
Between  
Boone County Reintegration Court,  
Missouri Department of Corrections  
and  
Missouri Office of State Courts Administrator**

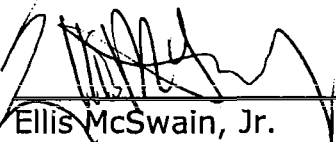
In consideration of the mutual agreements outlined herein it is understood that effective upon the signature of all parties, and countersigned by an authorized official of the Missouri Department of Corrections, as stipulated herein, a binding agreement shall exist.

  
\_\_\_\_\_  
The Honorable Christine Carpenter  
Associate Circuit Judge  
13<sup>th</sup> Judicial Circuit

12-3-10  
Date

  
\_\_\_\_\_  
George A. Lombardi  
Department Director  
Department of Corrections

12/6/10  
Date

  
\_\_\_\_\_  
Ellis McSwain, Jr.  
Chairman of the Board  
Department of Corrections  
Division of Probation and Parole

12/9/10  
Date

  
\_\_\_\_\_  
Gregory Linhares  
State Courts Administrator  
Office of State Courts Administrator

12/6/10  
Date

Budget Page

MOU - OnTrack Budget Detail Worksheet

A. Personnel		Name/Position		Computation		Cash Match		Federal	
		Case Manager: TBH	\$18.00 x 19hrs x 52		\$17,784.00				
		Employment Specialist: TBH	\$18.00 x 19hrs x 52		\$17,784.00				
B. Fringe		Computation		Item		Cash Match			
		Case Manager: TBH	\$17,784 x 12.7638%		\$2,269.93				
		Employment Specialist: TBH	\$17,784 x 12.7638%		\$2,269.93				
G. Contracts									
Name of Contractor		Services Provided		Computation		Cash Match		Federal	
Reality House		Substance abuse and family services for men		Assessment	\$63/unit x 75ppi		\$4,725.00		
				Ind. Session	\$35/hour x 75ppi x 18 weeks		\$42,000.00		
				Groups	\$8/hour x 75 x 28 weeks		\$19,600.00		
				Food	\$15x30ppi x 4 events		\$1,800.00		
				Raffle and door prizes	\$750 x 4 events		\$3,000.00		
				Daily Cost	100 days x \$35.00		\$3,500.00		
				Resident's Treatment (aka Housing Assistance (aka Residential Support))	\$35/night x 3 nights x 100 participants		\$10,500.00		
Reality House		Substance abuse and family services for women		Assessment	\$110/unit x 25		\$2,750.00		
				Ind. Session	\$52/hour x 25 x 18 weeks		\$23,800.00		
				Groups	\$12/hour x 25 x 28 weeks		\$7,800.00		
				Food	\$15x30ppi x 3 events		\$1,350.00		
				Raffle and door prizes	\$750 x 3 events		\$2,250.00		
				Daily Cost	42 Days x \$35.00		\$1,500.00		
McCambidge Center		Residential Treatment (aka Day Treatment)		Average s/x tests per month	6.25unit x 100ppi x 8 tests/month x 8 months		\$18,800.00		
Redwood		Drug Screens		Average s/x tests per month	6.25unit x 100ppi x 8 tests/month x 8 months		\$18,800.00		
Community Employers - To be determined		Payroll Reimbursement		Average people	\$250/week x 8 weeks x 100		\$200,000.00		
Boone County 13th Judicial Circuit Court		Community Service Suspend		Average ppl	\$100/week x 6 weeks x 100		\$60,000.00		
				Average people	\$133.00/person x 100		\$13,300.00		
				Average	people		\$25,400.00		
				Client Gift Cards/Incentives	Average \$50 x 50 ppl		\$2,500.00		
				Housing Assistance	Average \$50 x 50 ppl		\$2,500.00		
				Court Administration Fee	Services for 12-months		\$68,515.00		
		Subtotals		Cash Match		\$195,622.94		\$336,475.00	

155515.08



Department of Justice  
Office of Justice Programs

---

Office of the Assistant Attorney General

Washington, D.C. 20531

September 2, 2010

Mr. Gregory Linhares  
Missouri Office of State Courts Administrator  
PO Box 104480  
2112 Industrial Drive  
Jefferson City, MO 65110

Dear Mr. Linhares:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 10 Second Chance Act State, Local, and Tribal Reentry Courts in the amount of \$346,022 for Missouri Office of State Courts Administrator.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Ania Dobrzanska, Program Manager at (202) 353-2155; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Laurie Robinson".

Laurie Robinson  
Assistant Attorney General

Enclosures

## ***OnTrack Budget Narrative: State of Missouri - Reentry Court Proposal***

**A. Personnel:** Total personnel expenses for project equal \$160,326.56 which does not include fringe. \$80,632.56 is requested from BJA and \$79,694.00 contributed in-kind. FTE has been calculated as the number of hours devoted to the proposed project as a percentage of total hours worked. Existing salaries have been utilized for current staff calculations and positions to be hired have been calculated at rates consistent with similar positions in the region.

**Project Coordinator (Dan Hanneken):** The in-kind contribution of \$4,350 reflects 10% of Hanneken's time will be solely devoted to the *OnTrack* project. He will serve as a liaison between state, county, and local partners. Hanneken will attend two DOJ sponsored grant meetings and be responsible for overall project oversight. Hanneken will also assist Grant Director with reporting requirements.

**District 6 Probation Officer (Clayton VanNurden):** The in-kind contribution of \$36,644 reflects 100% of VanNurdens time will be devoted to *OnTrack*. He will be responsible to provide evidence-based supervision utilizing motivational interviewing. He will actively participate on the *OnTrack* Team and be contributing to the treatment planning process and case management functions of the project.

**District 6 Probation Officer (Brenda Jamison):** The in-kind contribution of \$38,700 reflects 100% of Jamison's time will be devoted to *OnTrack*. She will be responsible to provide evidence-based supervision utilizing motivational interviewing. She will actively participate on the *OnTrack* Team and be contributing to the treatment planning process and case management functions of the project.

**Court Administrator (TBH):** The requested amount of \$45,064.56 reflects 100% of the administrator's time will be devoted to *OnTrack*. This person will be a graduate level professional who manages the court docket, collects program fees, conducts interviews and needs assessments, and manages the day-to-day affairs at the court house. This person will be directly supervised by Judge Carpenter.

**Case Manager (TBH):** The requested amount of \$17,784 reflects a 19-hc time position. The case manager will directly assist the probation officers participating on *OnTrack* Team, collecting, storing, and reporting data, document participant's progress and providing case management services to offender resources individual can easily access to meet their needs.

$$\begin{array}{r} 45,064.56 \div \\ 12.00 = \\ 3,755.38 * \end{array}$$

**Employment Specialist (TBH):** The requested amount of \$17,784 reflects a part-time position. This person will be committed solely to creating employment opportunities for participants then providing employment retention support post employment. This individual will use employer incentives to actively, and aggressively engage local employers educating them on the benefits of hiring program participants.

## OnTrack Budget Narrative: State of Missouri - Reentry Court Proposal

B. **Fringe Benefits:** Fringe for full-time DOC employees (Hanneken, Jamison, and VanNurden) are calculated as follows:

### Benefits in Addition to Salary

Retirement	12.75%
Social Security	
OASDI	6.20%
Medicare	1.45%
Retiree Health	4.13%
Life Insurance	0.33%
Long-term Disability	0.50%
Worker's Comp & Unemployment	1.43%
	<b>26.79% + \$600.00 per month for health insurance</b>

Fringe for County Court Administrator is calculated as follows:

### Benefits in Addition to Salary

*45,064.56 salary*

FICA	<i>correct rates</i>	7.65%	3442.44
Health Insurance	395.83	\$407.71 monthly	4892.52
Life Insurance	4.42	\$4.55 monthly	54.60 + 34.68 = 89.28 plugged extra 2.89/mo
Dental Insurance	29.67	\$30.56 monthly	366.72
Disability	.37%	0.4039%	182.02
772 Worker Compensation	3.64%	4.71%	2122.54
401 A Match	\$ 15.00	\$25 x 26 payrolls	650.00
		<b>12.7639% + \$445.71/monthly + \$26.00/bi-weekly</b>	11750.52
			5752.00      5348.52      650.00 = 11750.52

Fringe for part-time employees (Case Manager and Employment Specialist) are calculated as follows:

### Benefits in Addition to Salary

FICA	7.65%
Disability	0.4039%
Worker Compensation	4.71%
	<b>12.7639%</b>

## ***OnTrack* Budget Narrative: State of Missouri - Reentry Court Proposal**

- C. **Travel:** Travel for three *OnTrack* staff to attend DOJ grant conferences was estimated based upon previous conference attendance. All travel costs are based on CONSUS rates and established reimbursement rates for the state of Missouri.

### **DOJ Grant Conference (Washington D.C.)**

Airfare (round-trip)	\$500 per person
Hotel	\$200 per person/per night
Meals	\$64.00 per person/per day

**G. Contracts:** The 13<sup>th</sup> Circuit Court has an established invoice system in place with the Office of State Courts Administrator for the funding of the current Reintegration Court. *OnTrack* will utilize this pre-existing resource in order to expedite payments for urgent needs such as emergency housing and employer payroll reimbursement. The Department of Corrections has an existing agreement with the 13<sup>th</sup> Circuit Court for \$39,200 to provide emergency and transitional housing. This funding is provided in-kind and is not included in the 25% cash match. Contracted costs are itemized below.

### **Women's Substance Abuse Services (Family Counseling, McCambridge)**

Assessments	\$110 each
Individual Counseling Sessions	\$52 per hour/per client
Educational or Therapy Groups	\$12 per hour/ per client

### **Men's Substance Abuse Services (Reality House)**

Assessments	\$63 each
Individual Counseling Sessions	\$35 per hour/per client
Educational or Therapy Groups	\$8 per hour/ per client

**Drug Screens:** *OnTrack* participants are randomly selected for drug screens through a lottery type call-in system. The typical participant will be tested an average of six times per month for six months. Cost = \$5.25 each test

**Community Service Stipend:** Participants will be engaged in community service two days a week for which they will receive a stipend. The typical participant will receive stipends for six weeks of community service Cost = \$100 stipend/per week

**Payroll Reimbursement:** Employers who hire *OnTrack* participants will receive a maximum amount of \$350 a week, for up to eight weeks, in the form of payroll reimbursement. Cost = Average \$275 per week/per offender

**Client Gift Cards:** Participants will be rewarded for their achievements with gift cards. Gift Cards will be purchased in various denominations and purchased from vendors appropriate for the target population.  
Cost = Average \$75 per participant



## ***OnTrack Budget Narrative: State of Missouri - Reentry Court Proposal***

**Housing Assistance (In-Kind):** Emergency housing assistance will be provided for participants for both immediate and longer-term needs. From prison, participants will stay at the Reality House until their first court date, or until they have a safe environment in which they can return. Oxford and other local transitional houses will be utilized for participants needing longer-term housing. Reality House Cost (In-Kind) = \$35 per night (average five nights per offender). Transitional Housing Cost (In-Kind) = Average \$434 (provides average deposit and four weeks rent at one of the local transition houses for one half (50) participants. Independent living support may also be provided with a recommendation from the judge. The in-kind contribution from DOC is in addition to the required 25% cash match.

**Family Days:** The treatment centers will provide Family Day to accentuate family reunification and parenting programming. To promote participation incentives are provided. Reality house will have four Family Days per year for the men. McCambridge will have three per year for the women. It is expected an average of 30 people (including family) will participate at each event. Cost = \$15 per person for food and refreshments. Cost = \$750 per event (7) for prizes and raffles.

<b>Boone County OnTrack Budget</b>				
13th Circuit Court of Missouri	13th Judicial Circuit Court: OnTrack Court Administrator	Administration Fee (Annual)		\$56,815.08
	Community Service Stipend	Average	\$100/week x 6weeks x 100 ppl	\$60,000.00
	Client Gift Cards	Average	\$133.00/person x 100 people	\$13,300.00
	Housing Support	Rental Asst.	Average \$508 x 50 ppl	\$25,400.00
				<b>\$155,515.08</b>

Boone County will be responsible to make the following expenditures then invoice the Department of Corrections directly. The Department of Corrections will then reimburse Boone County using state funds. Details are outlined in an MOU.



**Department of Justice**  
**Office of Justice Programs**  
**Office for Civil Rights**

*Washington, D.C. 20531*

September 2, 2010

Mr. Gregory Linhares  
Missouri Office of State Courts Administrator  
PO Box 104480  
2112 Industrial Drive  
Jefferson City, MO 65110

Dear Mr. Linhares:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

**Ensuring Access to Federally Assisted Programs**

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

**Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

**Ensuring Equal Treatment for Faith-Based Organizations**

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

## Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

## Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO), 28 C.F.R. § 42.301-308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

### 1) Meeting the EEO Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEO, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEO specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO, but it does not have to submit the EEO to OCR for review. Instead, your organization has to maintain the EEO on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

### 2) Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

## Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**Grant**

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

Missouri Office of State Courts Administrator  
PO Box 104480 2112 Industrial Drive  
Jefferson City, MO 65110

4. AWARD NUMBER: 2010-RM-BX-0005

5. PROJECT PERIOD: FROM 10/01/2010 TO 09/30/2011

BUDGET PERIOD: FROM 10/01/2010 TO 09/30/2011

6. AWARD DATE 09/02/2010

7. ACTION

1A. GRANTEE IRS/VENDOR NO.

446000986

8. SUPPLEMENT NUMBER

00

Initial

9. PREVIOUS AWARD AMOUNT

\$ 0

3. PROJECT TITLE

The reentry court allows for individualized treatment intervention in the 13th judicial circuit.

10. AMOUNT OF THIS AWARD

\$ 346,022

11. TOTAL AWARD

\$ 346,022

12. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under FY10 (BJA - Offender Reentry Courts) 42 USC 3797w-2

15. METHOD OF PAYMENT

GPRS

AGENCY APPROVAL

GRANTEE ACCEPTANCE

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL

Laurie Robinson  
Assistant Attorney General

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

Gregory Linhares  
State Courts Administrator

17. SIGNATURE OF APPROVING OFFICIAL

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE

9/9/10

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT
X	B	RM	80	00	00		346022

21. JRMUGT#56



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 2 OF 4

PROJECT NUMBER 2010-RM-BX-0005

AWARD DATE 09/02/2010

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.
8. The award recipient agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Office of Justice Programs.

*6/16*



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 3 OF 4

PROJECT NUMBER 2010-RM-BX-0005

AWARD DATE 09/02/2010

*SPECIAL CONDITIONS*

9. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.
10. Recipient agrees that funds provided under this award may not be used to operate a "pay-to-stay" program in any local jail. Recipient further agrees not to subaward funds to local jails which operate "pay-to-stay" programs.
11. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

12. Grantee agrees that assistance funds awarded under this grant will not be used to support any inherently religious activities, such as worship, religious instruction, or proselytization. If the grantee refers participants to, or provides, a non-Federally funded program or service that incorporates such religious activities, (1) any such activities must be voluntary for program participants, and (2) program participants may not be excluded from participation in a program or otherwise penalized or disadvantaged for any failure to accept a referral or services. If participation in a non-Federally funded program or service that incorporates inherently religious activities is deemed a critical treatment or support service for program participants, the grantee agrees to identify and refer participants who object to the inherently religious activities of such program or service to, or provide, a comparable secular alternative program or service.
13. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
14. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
15. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
16. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformancetools.org](http://www.bjaperformancetools.org)). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.
17. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 4 OF 4

PROJECT NUMBER 2010-RM-BX-0005

AWARD DATE 09/02/2010

*SPECIAL CONDITIONS*

18. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Program Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.
19. Recipient may not obligate, expend, or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Budget Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.
20. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

*GSL*





**Department of Justice**  
Office of Justice Programs  
*Bureau of Justice Assistance*

---

Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Orbin Terry, Environmental Coordinator

**Subject:** Categorical Exclusion for Missouri Office of State Courts Administrator

Awards under this program will be used to develop demonstration, training, and technical assistance programs. None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

- (1) New construction.
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species
- (3) A renovation which will change the basic prior use of a facility or significantly change its size.
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment.
- (5) Implementation of a program involving the use of chemicals.

Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion. Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of the Code of Federal Regulations.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**  
**Grant**

PROJECT NUMBER  
2010-RM-BX-0005

PAGE 1 OF 1

This project is supported under FY10 (BJA - Offender Reentry Courts) 42 USC 3797w-2

1. STAFF CONTACT (Name & telephone number)		Ania Dobrzanska (202) 353-2155	
2. PROJECT DIRECTOR (Name, address & telephone number)		Sherri Paschal Assistant Director/Grants Manager PO Box 104480, 2112 Industrial Drive Jefferson City, MO 65110 (573) 751-4377	
3a. TITLE OF THE PROGRAM			
BJA FY 10 Second Chance Act State, Local, and Tribal Reentry Courts			
3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)			
4. TITLE OF PROJECT			
The reentry court allows for individualized treatment intervention in the 13th judicial circuit.			
5. NAME & ADDRESS OF GRANTEE		Missouri Office of State Courts Administrator PO Box 104480 2112 Industrial Drive Jefferson City, MO 65110	
6. NAME & ADDRESS OF SUBGRANTEE			
7. PROGRAM PERIOD		FROM: 10/01/2010 TO: 09/30/2011	
8. BUDGET PERIOD		FROM: 10/01/2010 TO: 09/30/2011	
9. AMOUNT OF AWARD		\$ 346,022	
10. DATE OF AWARD		09/02/2010	
11. SECOND YEAR'S BUDGET			
12. SECOND YEAR'S BUDGET AMOUNT			
13. THIRD YEAR'S BUDGET PERIOD			
14. THIRD YEAR'S BUDGET AMOUNT			
15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)			
<p>The Second Chance Act of 2007 (Pub. L. 110-199) provides a comprehensive response to the increasing number of people who are released from prison and fail into communities and the subsequent challenges communities face as offenders attempt to reintegrate into society. Section 111 of the Second Chance Act authorizes the creation of state, local, and tribal reentry courts to monitor offenders and provide them with the treatment services needed to establish a self-sustaining and law-abiding life.</p> <p>The Second Chance Act State, Local, and Tribal Reentry Courts Grant Program provides funding to state and local governments and federally recognized Indian tribes for demonstration projects to promote the safe and successful reintegration into the community of individuals who have been incarcerated. Funded demonstration projects will use validated and dynamic assessment tools to determine the risks and needs of offenders. Reentry courts are specialized courts that help reduce recidivism and improve public safety through the use of judicial oversight to apply graduated sanctions and positive reinforcement; to marshal resources to</p>			

support the prisoner's reintegration; and to promote positive behavior by the returning prisoners. The goal of a reentry court is to establish a seamless system of offender accountability and support services throughout the reentry process. These courts may be implemented as part of an overall drug court program. Focused on the back-end of the criminal justice system, the reentry court should be designed to leverage partnerships between courts and corrections to facilitate successful offender reintegration. While reentry court approaches vary based on the laws and needs of a jurisdiction, the core components of a reentry court are standard and must include: 1) assessment and planning; 2) active oversight; 3) management of support services; 4) accountability; 5) graduated, with-and-certain sanctions; and 6) rewards for success.

Missouri Office of State Courts Administrator will use the FY 2010 grant funds to enhance the current Reentry Court Reintegration Program to allow for more individualized treatment intervention in the 13th judicial circuit. The On Track program is an enhancement of an existing Reentry Court Program and was designed to replace the existing model. To meet this goal, the grantee will draw upon the scientific literature and experience to create an enhanced reentry court designed to improve public safety and reduce recidivism. The program will serve a minimum of 100 unduplicated offenders returning to Boone County, on probation status, having completed 120-day prison-based treatment program. A court administrator will be hired to assist the judge in the daily operation of On Track. The grant will also fund two part time positions, including the On Track case manager and the employment specialist. The program will have a split sentencing/prison to probation structure that relies upon probation, rather than parole, to provide services and monitoring. Substance abuse treatment will be provided during an initial four month prison term. On Track participants will remain supervised from prison to their first court visit by the Reality House, a secure community corrections facility. It is expected that the program will provide a solid infrastructure and systems so those released on probation will have the same access to area resources as those released on parole, only with judicial oversight.

CAN/CJ

12/8/2010

FY 2010  
 Budget Amendments/Revisions  
 Judicial Grants & Contracts (1243)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	2/18/2010	1243	10100	Judicial Grants	Salaries and Wages	291		transfer unused salary and FICA in JABG Grant 2009 Art & Music Positions to 2010	
		1243	10200	Judicial Grants	FICA	22			
		1243	3411	Judicial Grants	Federal Grant Reimbursement	313			
2	2/26/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	47,304		increase revenue & expenditures for the STOP Violence Against Women Grant 1/1/10-12/31/10	
		1243	71100	Judicial Grants	Outside Services	47,304			
3	3/2/2010	1243	3451	Judicial Grants	State Grant Reimbursment	43,638		establish budget for Domestic Assault Court Coordinator Grant	
		1243	10100	Judicial Grants	Salary	32,483			
		1243	10200	Judicial Grants	FICA	2,485			
		1243	10300	Judicial Grants	Health Insurance	4,892			
		1243	10350	Judicial Grants	Life Insurance	55			
		1243	10375	Judicial Grants	Dental Insurance	367			
		1243	10325	Judicial Grants	Disability Insurance	120			
		1243	10400	Judicial Grants	Workers Comp	1,446			
		1243	10500	Judicial Grants	401A Match	650			
		1243	10600	Judicial Grants	Unemployment Comp	1,140			
4	4/27/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	22,854		establish budget for Equipment Assistance grant for kitchen equipment	
		1243	92300	Judicial Grants	Replacement Machine & Equipment	18,263			
		1243	91300	Judicial Grants	Machine & Equipment	4,591			
5	6/28/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	4,557		transfer unused amounts from 2009 Title II-JDAI to 2010	
			37220	Judicial Grants	Travel to Training	522			
			37230	Judicial Grants	Meals/Lodging	585			
			71101	Judicial Grants	Professional Services	3,450			
6	6/28/2010	1243	91302	Judicial Grants	Computer Software	2,695		state approved revision due to savings in travel and professional services	
			37220		Travel to Training		1,294		
			71101		Professional Services		1,401		
7	8/6/2010	1243	3411	Judicial Grants	Federal Grant Reimbursment	43,638		reclassify revenue as Federal Grant	
			3451		State Grant Reimbursement		43,638		
8	8/23/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	3,434		budget 2010 portion of Juvenile Accountability Block Grant	
			10100		Salaries	3,190			
			10200		FICA	244			
9	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	5,498		establish budget for 7/1/10-12/31/10 Intensive Intervention Grant	
			10100		Salaries/Wages	5,107			
			10200		FICA	391			
10	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	5,100		establish budget for 7/1/10-12/31/10 Contact for Kids: A Safe Way	
			71101		Professional Services	5,100			
11	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	6,147		transfer unused grant funds from 2009 to 2010 for Contact for Kids	
			71101		Professional Services	6,147			
12	9/3/2010	1243	3451	Judicial Grants	State Grant Reimbursement	12,500		establish budget for 2010 portion of Mid-Missouri Access to Justice Project	
			71101		Professional Services	12,500			
13	9/8/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	6,943		establish budget for 2010 portion of Title II-JDAI grant	
			37220		Travel to Training	111			
			37230		Meals/Lodging	532			
			71101		Professional Services	6,300			

12/8/2010

14	9/8/2010	1243	3451	Judicial Grants	40,967	
			10100	State Grant Reimbursement	31,720	establish budget for 2010 portion of Probation Services Grant
			10200	Salaries/Wages	2,426	
			10300	FICA	4,750	
			10325	Health Insurance	117	
			10350	Disability Insurance	53	
			1375	Life Insurance	356	
			10400	Dental Insurance	1,155	
			10500	Workers Comp.	390	
				401A March		
15	9/28/2010	1243	71101	Professional Services	200	200 establish budget for Contact for Kids supplies
			23050	Other Supplies		
16	11/3/2010	1243	86300	Drug Testing	1700	2100 move funds to Participant Education and Sanctions-Home Detention
			22500	Publications	400	
			71600	Equipment Lease & Rentals		
17	11/3/2010	1243	3451	State Reimbursement	750	Fostering Court Improvement Grant 10/25/10-12/31/10
			22500	Subscription	150	
			37230	Meals	600	
18	11/3/2010	1243	3411	Federal Grant Reimbursement	12500	DWI Court Pilot Project 10/1/10-12/31/10
			71100	Outside Services	4186	
			71600	Equipment Lease & Rentals	810	
			86300	Testing	7504	
19	11/30/2010	1243	3451	State Reimbursement	4729	establish 2010 budget for OnTrack Reintegration Court Administrator
			10100	Salary	3755	
			10200	FICA	287	
			10300	Health Insurance	408	
			10325	Disability Insurance	16	
			10350	Life Insurance	5	
			10375	Dental Insurance	31	
			10400	Worker's Comp	177	
			10500	401A March	50	

**Memorandum of Understanding  
Between  
Boone County Reintegration Court,  
Missouri Department of Corrections  
and  
Missouri Office of State Courts Administrator**

This Memorandum of Understanding is between the Boone County Reintegration Court ("Reintegration Court"), and Missouri Department of Corrections ("DOC") and the Missouri Office of State Courts Administrator ("OSCA") to set forth the responsibilities of each agency involved in OnTrack Program as awarded by the Bureau of Justice Assistance ("BJA") Second Chance Act Grant #2010-RM-BX-0005.

**General Contract Terms:**

1. This agreement is effective the date of final signature through one year. Upon mutual agreement of the parties, the agreement may be renewed for two additional one-year periods. At the time of renewal, the terms and conditions, requirements, and specifications shall be reviewed and revised, if necessary.
2. This agreement contains the entire agreement and understanding between the parties and supersedes any other agreement concerning the subject matter of this transaction, whether oral or written.
3. This agreement shall be entered into under the laws of the State of Missouri and the rights and obligations of the parties hereunder shall be governed according to the laws of said state.
4. No breach of any term, provision, or clause of this agreement shall be deemed waived or excused unless such waiver of consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of a breach of other whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
5. No modification, amendment, renewal, extension or other alteration of this agreement shall be effective unless mutually agreed upon in writing by the parties and incorporated herein as an official amendment to this agreement.
6. No party can assign this agreement to any person, corporation, partnership or other entity without express written approval of the other parties and incorporation herein as an official amendment to this agreement.

**Joint Responsibilities:**

1. All parties shall provide participant(s) in the OnTrack Program implementation/oversight team to:
  - o Establish policies and procedures relating to the operation of the OnTrack Program during the contract period.

**Memorandum of Understanding  
Between  
Boone County Reintegration Court,  
Missouri Department of Corrections  
and  
Missouri Office of State Courts Administrator**

- Plan and implement strategies to encourage collaboration and partnership with federal, state and local agencies and organizations to further the understanding and acceptance of the OnTrack Program.
  - Create a system to utilize and monitor incentive and housing support expenditures.
  - Create a system to develop and oversee community service activities and employer reimbursement activities and expenditures.
  - Recommend, approve, and monitor research activity.
  - Meet quarterly to monitor, coordinate, and evaluate the effectiveness of the OnTrack Program through process and outcome studies to determine requirements for program modification.
2. All parties must agree budget adjustments may be required throughout the contract period and must be agreed upon by parties before a revised budget will be submitted to the BJA.

**Reintegration Court shall:**

1. Provide a full time reintegration court administrator for program oversight and submit invoice by the 10<sup>th</sup> working day of each month to DOC for services provided.
2. Provide a location and equipment/office supplies for OnTrack Program case manager, employment specialist, and court administrator.
3. Provide DOC and OCSA monthly progress report including enrollments and discharges with dates, services provided, and other data as requested no later than the 10<sup>th</sup> day of each month.
4. Inform DOC within five working days of programming issues affecting the scope of the program or the integrity of the OnTrack Program model.
5. Inform OSCA within five working days of fiscal issues affecting the scope of the program or the integrity of the model.
6. Collect and review for accuracy all OnTrack Program financial invoices from vendors (not to exceed the attached budget) and submit one report monthly to DOC by the 10<sup>th</sup> working day of each month. The report must include details, including offender names and dates, for the following:
  - Offender rental assistance;
  - Offender incentives; and,
  - Offender community service stipends:
7. Collect and review for accuracy all OnTrack Program financial invoices from vendors (not to exceed the attached budget) and submit one report monthly to OSCA by the 10<sup>th</sup> working day of each month. The report must include details, including offender names and dates, for the following:
  - Reality House expenditures;
  - Family Counseling Expenditures; and,
  - Offender drug screens.

**Memorandum of Understanding  
Between  
Boone County Reintegration Court,  
Missouri Department of Corrections  
and  
Missouri Office of State Courts Administrator**

**DOC shall:**

1. Chair the OnTrack Program implementation/oversight team.
2. Provide a part-time case manager and a part-time employment specialist to perform duties as outlined in the grant.
3. Provide supervision, case management and employment support services to program participants.
4. Submit monthly invoices to OSCA for employer payroll reimbursement for offenders.
5. Review all invoices submitted by Reintegration Court within 10 days of receipt.
6. Provide OSCA quarterly drafts and data to complete BJA Financial Status Reports and Performance Measurement Tool Reporting.  
Drafts due: April 15<sup>th</sup>, July 15<sup>th</sup>, October 15<sup>th</sup>, and January 15<sup>th</sup>
7. Provide OSCA semi-annual drafts and data to complete BJA GMA Reports.  
Drafts due: January 15<sup>th</sup> and July 15<sup>th</sup>
8. Track all categories of services provided to offenders.
9. Track all service providers who provide offenders services.
10. Be the central point of contact for OSCA and the Reintegration Court.
11. Reimburse the Reintegration Court for expenditures as stated on the attached budget page.
12. Reimburse the court monthly actual expenses for administration of the OnTrack Program not to exceed \$56,815.08 for the grant cycle.

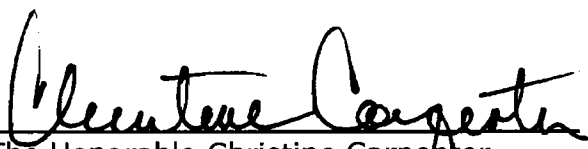
**OSCA shall:**

1. Reimburse invoices (not to exceed attached budget) within 30 days of receipt for:
  - o Reality House services;
  - o Family Counseling Services; and,
  - o Offender employer payroll reimbursement.
2. Submit quarterly BJA Financial Status Reports and Performance Measure Tool Reports.
  - o Due Dates: April 30<sup>th</sup>, July 30<sup>th</sup>, October 30<sup>th</sup>, and January 30<sup>th</sup>
3. Submit semi-annual BJA Grant Management System Reports.
  - o Due Dates: January 30<sup>th</sup> and July 30<sup>th</sup>
4. Notify DOC within five working days of receipt of any OnTrack Program compliance issues identified by BJA.
5. Invoice BJA for grant funds.
6. Under the control and direction of the Research Manager, conduct an independent evaluation of the OnTrack Program as outlined in the grant.

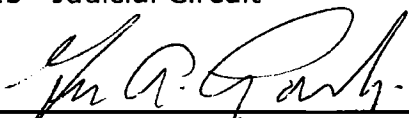


**Memorandum of Understanding  
Between  
Boone County Reintegration Court,  
Missouri Department of Corrections  
and  
Missouri Office of State Courts Administrator**


In consideration of the mutual agreements outlined herein it is understood that effective upon the signature of all parties, and countersigned by an authorized official of the Missouri Department of Corrections, as stipulated herein, a binding agreement shall exist.

  
\_\_\_\_\_  
The Honorable Christine Carpenter  
Associate Circuit Judge  
13<sup>th</sup> Judicial Circuit

12-3-10  
Date

  
\_\_\_\_\_  
George A. Lombardi  
Department Director  
Department of Corrections

12/6/10  
Date

  
\_\_\_\_\_  
Ellis McSwain, Jr.  
Chairman of the Board  
Department of Corrections  
Division of Probation and Parole

12/9/10  
Date

  
\_\_\_\_\_  
Gregory Linhares  
State Courts Administrator  
Office of State Courts Administrator

12/6/10  
Date

## Budget Page

### MOU - OnTrack Budget Detail Worksheet

#### A. Personnel

Name/Position	Computation	Cash Match	Federal
Case Manager: TBH	\$18.00 x 19hrs x 52	\$17,764.00	
Employment Specialist: TBH	\$18.00 x 19hrs x 52	\$17,764.00	

#### B. Fringe

Name/Position	Computation	Item	Cash Match	Federal
Case Manager: TBH	\$17,784 x 12.7639%	FICA, disability, workers comp	\$2,269.93	
Employment Specialist: TBH	\$17,784 x 12.7639%	FICA, disability, workers comp	\$2,269.93	

#### G. Contracts

Name of Contractor	Services Provided	Assessment	Computation	Cash Match	Federal
Reality House	Substance abuse and family services for men	Assessment	\$83/unit x 75 ppl		\$4,725.00
		Ind. Session	\$35/hour x 75 ppl x 16 weeks		\$42,000.00
		Groups	\$2/hour x 75 x 26 weeks		\$15,800.00
	Family Day (4 per year)	Food	\$15x30pplx4events		\$1,500.00
		Raffle and door prizes	\$750 x 4 events		\$3,000.00
	Residential Treatment (aka Day Treatment)	Daily Cost:	100 days x \$35.00		\$3,500.00
	Housing Assistance (aka Residential Support)	Reality House	\$35/night x 3 nights x 100 participants		\$10,500.00
	Family Counseling, McCambridge Center	Substance abuse and family services for women	Assessment	\$110/unit x 25	
Ind. Session			\$52/hourx25x16 weeks		\$20,800.00
Groups			\$12/hour x 25 x 26 weeks		\$7,600.00
Family Day (3 per year)		Food	\$15x30pplx3events		\$1,350.00
		Raffle and door prizes	\$750 x 3 events		\$2,250.00
Residential Treatment (aka Day Treatment)		Daily Cost:	42 Days x \$35.00		\$1,500.00
Redwood	Drug Screens	Average 5 x tests per month	5.25unit x 100ppl x 6 tests/month x 6 months		\$18,900.00
Community Employers - To be determined	Payroll Reimbursement	Average	\$250/week x 8 weeks x 100 people		\$200,000.00
Boone County 13th Judicial Circuit Court	Community Service Stipend	Average	\$100/week x 6 weeks x 100 ppl	\$60,000.00	
	Client Gift Cards/Incentives	Average	\$133.00/person x 100 people	\$13,300.00	
	Housing Assistance	Rental Asst.	Average \$508 x 50 ppl	\$25,400.00	
	Court Administration Fee	Services for 12-months		\$50,515.00	
<b>Subtotals</b>				<b>Cash Match</b>	<b>Federal</b>
				\$195,622.94	\$336,475.00

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

December Session of the October Adjourned

Term. 20 10

County of Boone } ea.

In the County Commission of said county, on the 14<sup>th</sup> day of December 20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment for the City of Columbia's portion of the asphalt overlay on Lake of the Woods and Oakland Church Road projects:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2041	71100	PW Pavement Preserv	Outside Services		65,000.00

Done this 14<sup>th</sup> day of December, 2010.

ATTEST:

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

*Kenneth M. Pearson*  
Kenneth M. Pearson  
Presiding Commissioner

*Karen M. Miller*  
Karen M. Miller  
District I Commissioner

*Skip Elkin*  
Skip Elkin  
District II Commissioner

# REQUEST FOR BUDGET AMEN

Return to Auditor's Office  
 Please do not remove staple.

## BOONE COUNTY, MISSOURI


11/1/10

EFFECTIVE DATE

FOR AUDITORS USE

Department	Account	Department Name	Account Name	(Use whole \$ amounts)	
				Decrease	Increase
<del>2 0 4 0</del>	<del>0 3 5 2 8</del>	<del>PW Administration</del>	<del>Reimb. Persnl/Project</del>		<del>65,000</del>
2 0 4 1	7 1 1 0 0	PW-Pavement Preserv	Outside Services		65,000

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): **Establish budget for expense for the City of Columbia's portion of the asphalt overlay on Lake of the Woods and Oakland Church Road.**

  
 Requesting Official

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

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

*Agenda*

  
 Auditor's Office

  
 PRESIDING COMMISSIONER

  
 DISTRICT I COMMISSIONER

  
 DISTRICT II COMMISSIONER

**BUDGET AMENDMENT PROCEDURES**

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

**BOONE COUNTY AND CITY OF COLUMBIA  
ROAD MAINTENANCE COOPERATIVE AGREEMENT  
Lake of the Woods Road and Oakland Church Road**

**THIS AGREEMENT** is entered into by and between Boone County, Missouri, through its County Commission, a political subdivision of the State of Missouri, herein "Boone County" and the City of Columbia, Missouri, a political subdivision of the State of Missouri, herein "City".

**WHEREAS**, County and City desire to cooperate with each other on the maintenance of certain roadways in which both County and City have certain maintenance obligations; and

**WHEREAS**, the parties are authorized pursuant to the provisions of RSMo §70.220 to enter into this cooperative agreement; and

**WHEREAS**, cooperation between the parties for the purposes herein stated is intended to benefit each through the containment and reduction of associated costs as well as provide for the preservation and maintenance of the impacted roadways.

**WITNESSETH:**

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and representations in this agreement the parties agree as follows:

1. **PURPOSE**: The purpose of this agreement is to formalize the understanding between the parties regarding the sharing of costs associated with work to be done on Lake of the Woods Road and Oakland Church Road in connection with the contemplated 2010 asphalt overlay projects.
2. **SHARED MAINTENANCE OBLIGATIONS**: Currently, Boone County is responsible for the maintenance of all of Lake of the Woods Road and Oakland Church Road as part of its road system, except that the City is responsible for a one half interest in maintenance responsibilities for those portions of the roads adjacent to property annexed into the City of Columbia. Said shared maintenance obligations are depicted in the Exhibits attached hereto and incorporated herein by reference.
3. **LOCATION**: The project to be done on Lake of the Woods Road will begin at the intersection with St. Charles Road, and continue north approximately 7,900

Contingency (10%)	\$ 29,678.55	\$ 21,965.97
Not to Exceed	\$ 326,464.01	\$ 241,625.70
<b>Project Totals</b>		
Engineer Estimate	\$ 321,977.43	\$ 253,256.76
Contingency (10%)	\$ 32,197.74	\$ 25,325.68
Not to Exceed	\$ 354,175.17	\$ 278,582.44

The projects are anticipated to be paid by Boone County, and upon completion of the projects, the City of Columbia will reimburse Boone County for the actual costs incurred, **not to exceed \$ 65,000.00**, within thirty (30) days of presentation of a final bill from the County to the City.


6. **AUTHORITY:** The individuals signing this agreement below certify that they have obtained the appropriate authority to execute this agreement on behalf of the respective parties.

**IN WITNESS WHEREOF** the parties through their duly authorize representatives have executed this agreement effective as of the date of the last party and execute the same.

Executed by Boone County this \_\_\_\_ day of \_\_\_\_\_, 2010

Executed by the City of Columbia this 4<sup>th</sup> day of August, 2010.

\_\_\_\_\_  
John D. Glascock, P.E. Director  
Public Works, City of Columbia

  
Derin Campbell, P.E. Interim Director  
of Public Works, Boone County

**CITY OF COLUMBIA**

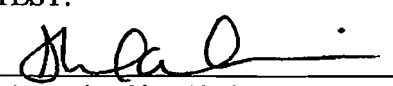
**BOONE COUNTY**

  
H. William Watkins, City Manager

\_\_\_\_\_  
Kenneth M. Pearson, Presiding Comm.

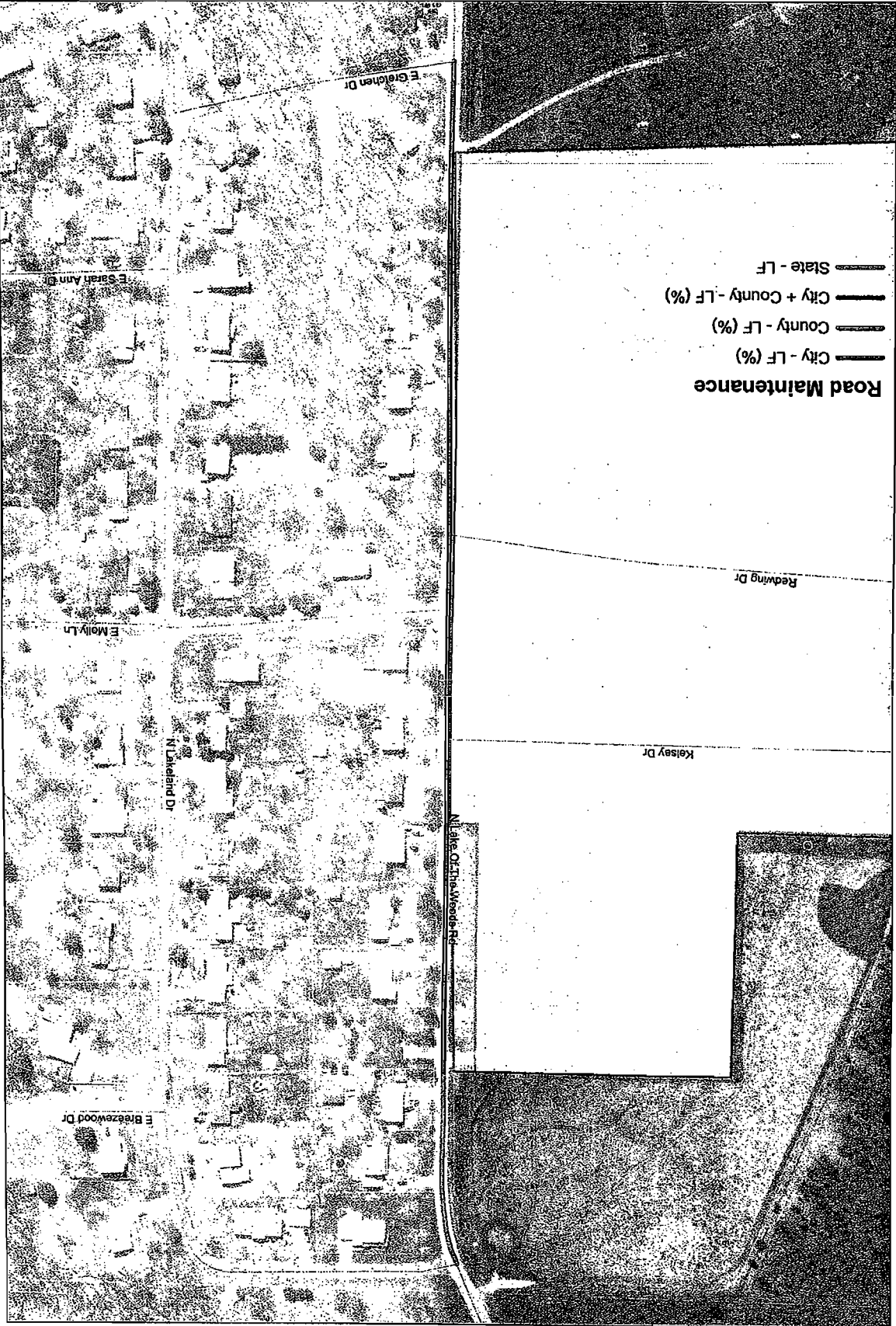
ATTEST:

ATTEST:

  
Sheela Amin, City Clerk

\_\_\_\_\_  
Wendy S. Noren, County Clerk

Lake of the Woods Road - Gretchen Dr to Lakeland Dr



12/1/2010

FY 2010  
Budget Amendments/Revisions  
Public Works - Pavement Preservation (2041)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	# 11/18/2010	2041	71100	PW - Pavement Preservation	Outside Services	65,000		Establish budget for City of Columbia's portion of asphalt overlay on Lake of the Woods and Oakland Church Road both revenue & expense	



## Fund Statement - Road & Bridge Fund 204 and 208 Com

	2009 Actual	2010 Budget
<b>REVENUES:</b>		
Property Taxes	\$ 1,232,417	\$ 1,197,900
Assessments	-	-
Sales Taxes	11,478,664	11,465,000
Franchise Taxes	-	-
Licenses and Permits	10,897	14,000
Intergovernmental	1,916,727	1,124,500
Charges for Services	60,144	370,530
Fines and Forfeitures	-	-
Interest	51,892	74,000
Hospital Lease	-	-
Other	4,747	1,000
<b>Total Revenues</b>	<b>14,755,488</b>	<b>14,246,930</b>
<b>EXPENDITURES:</b>		
Personal Services	3,683,095	3,787,870
Materials & Supplies	2,504,473	2,999,730
Dues Travel & Training	22,727	34,750
Utilities	82,611	101,660
Vehicle Expense	523,829	665,150
Equip & Bldg Maintenance	306,487	379,720
Contractual Services	8,012,856	8,644,860
Debt Service (Principal and Interest)	-	-
Emergency	-	310,000
Other	(64,837)	20,299
Fixed Asset Additions	675,159	595,786
<b>Total Expenditures</b>	<b>15,746,400</b>	<b>17,539,825</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(990,912)</b>	<b>(3,292,895)</b>
<b>OTHER FINANCING SOURCES (USES):</b>		
Transfer In	-	-
Transfer Out	-	-
Proceeds of Sale of Capital Assets/Insurance Claims/Capital Lease	27,198	53,000
Proceeds of Long-Term Debt	-	-
Retirement of Long-Term Debt	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>27,198</b>	<b>53,000</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES (BUDGET BASIS)</b>	<b>(963,714)</b>	<b>(3,239,895)</b>
<b>FUND BALANCE (GAAP), beginning of year</b>	9,043,410	8,361,739
Less encumbrances, beginning of year	(1,340,571)	(1,622,614)
Add encumbrances, end of year	1,622,614	1,622,614
<b>FUND BALANCE (GAAP), end of year</b>	<b>\$ 8,361,739</b>	<b>\$ 5,121,844</b>
<b>FUND BALANCE RESERVES AND DESIGNATIONS, end of year</b>		
Reserved:		
Loan Receivable (Street NIDS/Levy District)	\$ -	\$ -
Prepaid Items/Security Deposits/Other Reserves	-	-
Debt Service/Restricted Assets	-	-
Prior Year Encumbrances	1,622,614	1,622,614
Designated:		
Capital Project and Other	1,039,400	1,039,400
<b>Total Fund Balance Reserves and Designations, end of year</b>	<b>2,662,014</b>	<b>2,662,014</b>
<b>FUND BALANCE, end of year</b>	<b>8,361,739</b>	<b>5,121,844</b>
<b>FUND BALANCE RESERVES/DESIGNATIONS, end of year</b>	<b>(2,662,014)</b>	<b>(2,662,014)</b>
<b>UNRESERVED/UNDESIGNATED FUND BALANCE, end of year</b>	<b>\$ 5,699,725</b>	<b>\$ 2,459,830</b>
<b>Percent of expenditures</b>	<b>36.20%</b>	<b>14.02%</b>

**CERTIFIED COPY OF ORDER**STATE OF MISSOURI }  
County of Boone } ea.

December Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the

14<sup>th</sup>

day of December

20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to establish a budget to reimburse the Road & Bridge Fund from the General Fund for frame relay charges that were incorrectly charged to the Road & Bridge Fund:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1190	83918	Non-departmental	OTO: To R & B Fund		3,629.00
2049	03913	PW Administration	OTI: From General Fund		3,629.00

Done this 14<sup>th</sup> day of December, 2010.

ATTEST:

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

Kenneth M. Pearson  
Kenneth M. Pearson  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

# REQUEST FOR BUDGET AMENDMENT

## BOONE COUNTY, MISSOURI

11/23/10

**EFFECTIVE DATE**

**FOR AUDITORS USE**

Department				Account				Department Name	Account Name	(Use whole \$ amounts)		
										Decrease	Increase	
1	1	9	0	8	3	9	1	8	Non-departmental	OTO: To R & B Fund		3,629
2	0	4	9	0	3	9	1	3	PW - Administration	OTI: From Genral Fund		3,629

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): **Establish budget to reimburse the Road & Bridge Fund from the General Fund for frame relay charges that were incorrectly charged to the Road & Bridge Fund. The time period covered is from January 2006 to December 2009.**

*Auditor's office*  
**Requesting Official**

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

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

*cgj*  
**Auditor's Office**

*[Signature]*  
**PRESIDING COMMISSIONER**

*[Signature]*  
**DISTRICT I COMMISSIONER**

*[Signature]*  
**DISTRICT II COMMISSIONER**

**BUDGET AMENDMENT PROCEDURES**

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

## Caryn Ginter - Frame Relay Charges

---

**From:** Aron Gish  
**To:** Caryn Ginter; June Pitchford  
**Date:** 10/27/2010 5:19 PM  
**Subject:** Frame Relay Charges  
**CC:** Trudy Fisher  
**Attachments:** Trudy Fisher

---

Attached is a spreadsheet showing the charges dating back to 1/2006. These are split out to 1170 (GC), Sheriff (SD), Public Works (PW) and Child Services (CS).

Items with blank Circuit ID's means we didn't have the ID in our paper work, but Trudy did show how it was billed back.

Let me know if need more information on this,

Aron



11/23/07	\$592.97	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QGXX/270514//CTMO
10/23/07	\$592.97	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QGXX/270514//CTMO
09/23/07	\$592.97	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QGXX/270514//CTMO
08/23/07	\$592.97	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QGXX/270514//CTMO
07/23/07	\$592.97	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QGXX/270514//CTMO
06/23/07	\$592.97	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QGXX/270514//CTMO
05/23/07	\$592.97	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QGXX/270514//CTMO
04/23/07	\$584.34	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QGXX/270514//CTMO
03/23/07	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QGXX/270514//CTMO
02/23/07	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QGXX/270514//CTMO
01/23/07	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QGXX/270514//CTMO
12/23/06	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QGXX/270514//CTMO
11/23/06	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QRXX/402850//CTMO
10/23/06	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QRXX/402850//CTMO
09/23/06	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QRXX/402850//CTMO
08/23/06	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QRXX/402850//CTMO
07/23/06	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QRXX/402850//CTMO
06/23/06	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QRXX/402850//CTMO
05/23/06	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QRXX/402850//CTMO
04/23/06	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QRXX/402850//CTMO
03/23/06	\$590.96	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$600.00	27/QRXX/402850//CTMO
02/23/06	\$591.48	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$886.93	27/QRXX/402850//CTMO
01/23/06	\$590.41	27/QGDA/401511//CTMO	\$570.00	27/QGDA/401512//CTMO	\$75.60	C1.FDDT.000002..GTMW	\$292.00	27/QRXX/402850//CTMO

**\$4,158.00**

2006-2009 Charges = ~~\$3628.80~~  
 2010 Charges \$529.20  
 4,158.00

2049 - 3826 - operating transfer  
 2040 - 48002 - journal entry

12/1/2010

FY 2010  
 Budget Amendments/Revisions  
 Public Works - Administration (2049)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	2/17/2010	2049	71450	PW - Administration	Revenue Sharing		29,000	Cover the following costs: position stacking - increased civil engineer position 1 to professional civil engineer, computer hardware and software licenses upgrades for this position, and traffic counters omitted from original budget	
			70050	PW - D & C	Software Service Contract	5,000			
			92301	PW - D & C	Rplc Computer Hardware	1,000			
			92300	PW - D & C	Rplc Mach & Equip	5,500			
			10100	PW - D & C	Salaries & Wages	16,100			
			10200	PW - D & C	FICA	1,230			
			10325	PW - D & C	Disability	60			
			10400	PW - D & C	Workers' Comp	110			
2	8/18/2010	2049	3528	PW - Administration	Reimb Personnel/Projects	65,000		Establish budget for City of Columbia's portion of asphalt overlay on Lake of the Woods and Oakland Chuch Road	
3	9/8/2010	2049	3528	PW - Administration	Reimb Personnel/Projects	9,859		Establish budget for revenue/exepnse reimb from the City of Columbia for Rolling Hills Road demolition and easement acquisition costs.	
			71118	PW - D & C	Easement Acquisition	220,000			
			3528	PW - Administration	Reimb Personnel/Projects	220,000			
4	11/23/2010	1190	83918	Non-departmental	OTO: To R&B Fund	3,629		Establish budget to reimburse Public Works for frame relay charges that were incorrectly charged to the R & B Fund. The charges were General Fund Expenses (Jan 2006 - Dec 2009)	
		2049	3913	PW - Administration	OTI: From General Fund	3,629			

11/23/2010

FY 2010  
 Budget Amendments/Revisions  
 Non-Departmental (1190)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	6/25/2010	1190	84050 84100 83920	Non-Departmental	Debt Retirement - Principle Interest Expense OTO: to Debt Service		42,000 18,000	reclassify budget to propert accounts for transfer to 2010 Recovery Zone Bonds for Elections/Sheriff Warehouse	
2	11/23/2010	1190 2049	83918 3913	Non-departmental PW - Administration	OTO: To R&B Fund OTI: From General Fund	3,629 3,629		Establish budget to reimburse Public Works for frame relay charges that were incorrectly charged to the R & B Fund. The charges were General Fund Expenses (Jan 2006 - Dec 2009)	



## Fund Statement - Road & Bridge Fund 204 and 208 Com

	2009 Actual	2010 Budget
<b>REVENUES:</b>		
Property Taxes	\$ 1,232,417	\$ 1,197,900
Assessments	-	-
Sales Taxes	11,478,664	11,465,000
Franchise Taxes	-	-
Licenses and Permits	10,897	14,000
Intergovernmental	1,916,727	1,124,500
Charges for Services	60,144	370,530
Fines and Forfeitures	-	-
Interest	51,892	74,000
Hospital Lease	-	-
Other	4,747	1,000
<b>Total Revenues</b>	<b>14,755,488</b>	<b>14,246,930</b>
<b>EXPENDITURES:</b>		
Personal Services	3,683,095	3,787,870
Materials & Supplies	2,504,473	2,999,730
Dues Travel & Training	22,727	34,750
Utilities	82,611	101,660
Vehicle Expense	523,829	665,150
Equip & Bldg Maintenance	306,487	379,720
Contractual Services	8,012,856	8,644,860
Debt Service (Principal and Interest)	-	-
Emergency	-	310,000
Other	(64,837)	20,299
Fixed Asset Additions	675,159	595,786
<b>Total Expenditures</b>	<b>15,746,400</b>	<b>17,539,825</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(990,912)</b>	<b>(3,292,895)</b>
<b>OTHER FINANCING SOURCES (USES):</b>		
Transfer In	-	3,629
Transfer Out	-	-
Proceeds of Sale of Capital Assets/Insurance Claims/Capital Lease	27,198	53,000
Proceeds of Long-Term Debt	-	-
Retirement of Long-Term Debt	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>27,198</b>	<b>56,629</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES (BUDGET BASIS)</b>	<b>(963,714)</b>	<b>(3,236,266)</b>
<b>FUND BALANCE (GAAP), beginning of year</b>	9,043,410	8,361,739
Less encumbrances, beginning of year	(1,340,571)	(1,622,614)
Add encumbrances, end of year	1,622,614	1,622,614
<b>FUND BALANCE (GAAP), end of year</b>	<b>\$ 8,361,739</b>	<b>\$ 5,125,473</b>
<b>FUND BALANCE RESERVES AND DESIGNATIONS, end of year</b>		
Reserved:		
Loan Receivable (Street NIDS/Levy District)	\$ -	\$ -
Prepaid Items/Security Deposits/Other Reserves	-	-
Debt Service/Restricted Assets	-	-
Prior Year Encumbrances	1,622,614	1,622,614
Designated:		
Capital Project and Other	1,039,400	1,039,400
<b>Total Fund Balance Reserves and Designations, end of year</b>	<b>2,662,014</b>	<b>2,662,014</b>
<b>FUND BALANCE, end of year</b>	<b>8,361,739</b>	<b>5,125,473</b>
<b>FUND BALANCE RESERVES/DESIGNATIONS, end of year</b>	<b>(2,662,014)</b>	<b>(2,662,014)</b>
<b>UNRESERVED/UNDESIGNATED FUND BALANCE, end of year</b>	<b>\$ 5,699,725</b>	<b>\$ 2,463,459</b>
<b>Percent of expenditures</b>	<b>36.20%</b>	<b>14.04%</b>

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

December Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the

14<sup>th</sup>

day of December

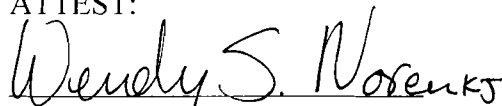
20 10

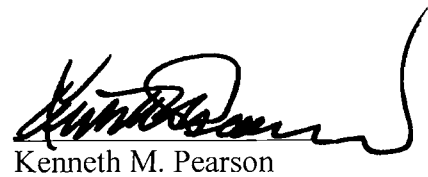
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize Commissioner Karen M. Miller to sign Change Order #016 in the amount of \$12,656.00 for the Sheriff's Annex & Warehouse project.

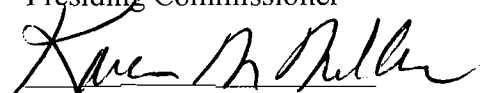
Done this 14<sup>th</sup> day of December, 2010.

ATTEST:

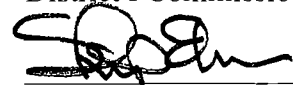
  
Wendy S. Noren  
Clerk of the County Commission



Kenneth M. Pearson  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner



Little Dixie Construction

RECEIVED:

DEC 09 2010

TREASURER'S OFFICE

# CHANGE ORDER REQUEST #016

**PROJECT:** Boone County Sheriff Annex and Warehouse

LDC# 09062

Request Submitted to: Simon Associates, Inc.  
Street Address: 13 South 6th Street  
City, State, Zip Code: Columbia, MO 65201  
Phone: 573-874-1818  
Fax: 573-499-0887  
Attention: Blake Segafredo

Description	Value
All work associated with SAI RFP No. (20) 21	\$ 12,656
<b>Total Request</b>	<b>\$ 12,656</b>

✓ Poland  
12-13-10

Requested Time Extension: **None**

SUBMITTED BY: Joseph W. Gruender  
Joseph W. Gruender, Project Manager

DATE: 12/08/2010

ACCEPTED BY: John P. Simon  
John P. Simon, Principal, Simon Associates

DATE: 12/16/10

ACCEPTED BY: Karen M. Miller  
Karen M. Miller, Commissioner, Boone County Commission

DATE: 12-14-10

Per 12-8-10 Mtg:

\*County set condition that if approved, this work will be performed when weather permits (Spring) - as there will be no additional payment made for cold weather work. Poland 12-13-10

DOES NOT INCLUDE ANY COSTS ASSOCIATED WITH DOING THIS WORK IN COLD WEATHER - Poland

573.449.7200

316 LeMone Industrial Boulevard

Columbia Missouri 65201



## Little Dixie Construction

December 8, 2010

LDC Cost Breakdown Summary in response to SAI RFP No. (20) 21			
Terracon		\$	195
Emery Sapp & Sons		\$	12,301
LDC			
Emails:	11 @ 1/10 hour each	1.1 hours @ \$80 per hour	\$ 88
Phone Calls	2 @ 1/10 hour	.2 hour @ \$80 per hour	\$ 16
Compiling This Summary		.3 hours @ \$80 per hour	\$ 24
Follow up administration		.4 hours @ \$80 per hour	\$ 32
<b>Net Change Order Request Total</b>			<b>\$ 12,656</b>

Attachments:

Terracon Cost Estimate Work Sheet  
Emery Sapp & Sons Change Order #7

Blake Segafredo email to Joe Gruender dated November 16, 2010  
SAI RFP #20 dated November 16, 2010  
Joe Gruender email to Jason Rode dated November 16, 2010  
Jason Rode email to Joe Gruender dated November 18, 2010 (2 pages) with COR #7 dated 11/18/10  
Joe Gruender email to Blake Segafredo dated November 18, 2010 (2 pages)  
Phone Log dated "Wednesday 12-1-2010", Bob Davidson call to discuss his involvement in concrete pad.  
Blake Segafredo email to Joe Gruender dated December 02, 2010, 2010  
SAI RFP #21 dated December 2, 2010  
SAI Dumpster Pad Drawing dated 7/10/08 (received with RFP #21 on December 2, 2010)  
Joe Gruender email to Blake Segafredo dated December 02, 2010  
Blake Segafredo email to Joe Gruender dated December 02, 2010 (2 pages)  
Joe Gruender email to Jason Rode dated December 02, 2010  
Joe Gruender email to Bryan Chinn dated December 06, 2010  
Bryan Chinn email to Joe Gruender dated December 06, 2010 (2 pages)  
Terracon Cost Estimate Worksheet dated 12/6/10  
Phone Log dated "Tuesday Dec. 7, 2010 Continued"  
Jason Rode email to Joe Gruender dated December 07, 2010 (pages) with COR #7 dated 05/06/00

# COST ESTIMATE WORKSHEET

Construction Testing & Observation Services

## Terracon

3601 Mojave Court, Suite A  
Columbia, MO 65202  
PHN 573-214-2677  
FAX 573-214-2714

### Boone County Sheriff's Annex & Warehouse - Concrete Pad for Dumpster Columbia, Missouri

Task	Unit Type	No. of Units	Unit Rate	Subtotal	Total
<b>I. Proofroll Observations</b>					
Technician (Assumes 1 trip of 2 hours)	hours	2	\$ 45.00	\$ 90.00	
Reports / Engineering Review / Supervision	hours	1	\$ 105.00	\$ 105.00	
				subtotal	\$ 195
				<b>TOTAL</b>	<b>\$ 195</b>

Increase hourly rate by 1.5 for Saturdays, Sundays, Holidays and more than 40 hours per week.

The above estimate is not considered a lump sum or not-to-exceed cost, but an estimate for budgeting purposes only.

2602 N. Stadium  
Blvd. Columbia, MO  
65202  
PH: 573.445.8331  
FAX: 573.446.4805



## CHANGE ORDER REQUEST #7

<b>Submitted To:</b> Little Dixie Construction	<b>Date:</b> 05/06/00
<b>Address:</b> 3316 Lemone Industrial Blvd. Columbia, MO	<b>Contact Person:</b> Joe Greunder
<b>Engineer:</b> Crocket	<b>Date of Plans:</b> 3/23/2010
<b>Job Location:</b> Columbia, MO	<b>Job Name:</b> BCS Warehouse

We hereby propose to furnish materials and labor necessary for the completion of:

1.00 LS --- 21' x 38.5' x 6" Concrete Pad with 4" base rock @ \$ 12,301.00 = \$12,301.00

**TOTAL = \$12,301.00**

### Clarifications

Both Pricing and Exclusions/Clarifications constitute our proposal.  
Layout to be verified by owner.  
Proposal excludes bond.  
Excludes all permits, fees, engineering and testing.  
Excludes staking, layout, licensed professional survey or as-builts.  
Includes rough grading at perimeter areas  
Excludes all cold weather concrete precautions and work. (Will provide on T&M basis)  
Includes wheel stops.  
Excludes work with frozen subgrade.  
Excludes curb and gutter.  
Includes 4" of base rock.  
Includes WWF.  
Excludes seeding, sod and landscaping.  
Excludes erosion control.

We hereby propose to furnish material and labor -- complete in accordance with above specifications, for the following price:

### SEE ABOVE

Payment to be made as follows:

### Estimates First of Month

**Terms Net 15 Days**

All material is guaranteed to be as specified. All work is to be completed in a substantial workmanlike manner according to the specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Note: This proposal may be withdrawn by us  
if not accepted within 30 days.

Authorized Signature

### Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted.  
You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date

Signature

Date

## Joe Gruender

---

**From:** Blake Segafredo  
**Sent:** Tuesday, November 16, 2010 10:55 AM  
**To:** Joe Gruender  
**Subject:** BCSA&W - Concrete Pad for dumpster  
**Attachments:** RFP #20 11-16-10.pdf

Joe,

Attached you will find RFP#20 for your review and response, if you have any questions, please let me know.

Thanks,  
Blake

Blake Segafredo  
Simon Associates  
13 S. 6th Street  
Columbia Missouri 65201  
(573) 874-1818

Data, plans, specifications, reports, documents or other information recorded or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents are provided to the parties for informational purposes only, not as a record document. Any reliance thereon is deemed to be unreasonable and unenforceable. The signed and /or stamped hard copies of Simon Associates Inc. are the only true contract documents of record.

## RFP No.20

**To:** Joe Gruender, Little Dixie Construction

**From:** Blake Segafredo

**Date:** November 16, 2010

**Re:** Boone County Sheriff's Annex & Warehouse – Concrete pad for dumpster

---

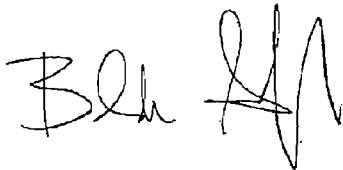
Joe,

Please provide an itemized proposal for the following changes in the changes at the Boone County Sheriff's Annex and Warehouse:

The installation of a 18'x36' concrete pad for the dumpster enclosure to be located to the west of the trustee's shed. This pad is to be similar to the construction of the installed drive (per civil engineering drawings)

This itemized proposal will be submitted to Chad Martin. Martin will use this information to see if the addition of this pad is feasible from a budgeting standpoint. If you need any additional information, do not hesitate to contact me.

Thanks,



Blake Segafredo



## Joe Gruender

---

**From:** Joe Gruender  
**Sent:** Tuesday, November 16, 2010 3:43 PM  
**To:** Jason Rode (jrode@emerysapp.com)  
**Subject:** FW: BCSA&W - Concrete Pad for dumpster  
**Attachments:** RFP #20 11-16-10.pdf; Proposed Pad Location.jpg

Jason,  
Please submit a COR in response to the attached Request For Proposal No. 20.  
I have attached a current picture of the location that they are proposing to place the pad.

Thank you,  
*Joseph W. Gruender*, Project Manager  
Little Dixie Construction, LLC  
Phone: 573-449-7200  
Fax: 573-449-7300  
Cell: 573-864-4513  
Direct Fax: 573-815-0289

---

**From:** Blake Segafredo [<mailto:bsegafredo@simonassoc.net>]  
**Sent:** Tuesday, November 16, 2010 10:55 AM  
**To:** Joe Gruender  
**Subject:** BCSA&W - Concrete Pad for dumpster

Joe,  
Attached you will find RFP#20 for your review and response, if you have any questions, please let me know.

Thanks,  
Blake

Blake Segafredo  
Simon Associates  
13 S. 6th Street  
Columbia Missouri 65201  
(573) 874-1818

Data, plans, specifications, reports, documents or other information recorded or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents are provided to the parties for informational purposes only, not as a record document. Any reliance thereon is deemed to be unreasonable and unenforceable. The signed and /or stamped hard copies of Simon Associates Inc. are the only true contract documents of record.

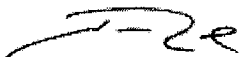
## Joe Gruender

---

**From:** Jason Rode  
**Sent:** Thursday, November 18, 2010 9:57 AM  
**To:** Joe Gruender  
**Cc:** Justin Gay; James Price  
**Subject:** RE: BCSA&W - Concrete Pad for dumpster  
**Attachments:** CO #7 1 x 36 Conc Pad.pdf

Joe,  
Please see attached.

Thanks,



**Jason E. Rode**  
**Emery Sapp & Sons, Inc.**  
**2602 N. Stadium Blvd.**  
**Columbia, MO 65202**  
**573.445.8331 Phone**  
**573.445.0266 Fax**  
**573.489.9260 Cell**

---

**From:** Joe Gruender [<mailto:JGruender@ldconst.com>]  
**Sent:** Tuesday, November 16, 2010 3:43 PM  
**To:** Jason Rode  
**Subject:** FW: BCSA&W - Concrete Pad for dumpster

Jason,  
Please submit a COR in response to the attached Request For Proposal No. 20.  
I have attached a current picture of the location that they are proposing to place the pad.

Thank you,  
*Joseph W. Gruender*, Project Manager  
Little Dixie Construction, LLC  
Phone: 573-449-7200  
Fax: 573-449-7300  
Cell: 573-864-4513  
Direct Fax: 573-815-0289

---

**From:** Blake Segafredo [<mailto:bsegafredo@simonassoc.net>]  
**Sent:** Tuesday, November 16, 2010 10:55 AM  
**To:** Joe Gruender  
**Subject:** BCSA&W - Concrete Pad for dumpster

Joe,

Attached you will find RFP#20 for your review and response, if you have any questions, please let me know.

Thanks,  
Blake

Blake Segafredo  
Simon Associates  
13 S. 6th Street  
Columbia Missouri 65201  
(573) 874-1818

Data, plans, specifications, reports, documents or other information recorded or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents are provided to the parties for informational purposes only, not as a record document. Any reliance thereon is deemed to be unreasonable and unenforceable. The signed and /or stamped hard copies of Simon Associates Inc. are the only true contract documents of record.

2602 N. Stadium  
Blvd. Columbia, MO  
65202  
PH: 573.445.8331  
FAX: 573.446.4805



# CHANGE ORDER REQUEST #7

<b>Submitted To:</b> Little Dixie Construction	<b>Date:</b> 11/18/10
<b>Address:</b> 3316 Lemone Industrial Blvd. Columbia, MO	<b>Contact Person:</b> Joe Greunder
<b>Engineer:</b> Crocket	<b>Date of Plans:</b> 3/23/2010
<b>Job Location:</b> Columbia, MO	<b>Job Name:</b> BCS Warehouse

We hereby propose to furnish materials and labor necessary for the completion of:

1.00 LS --- 18' x 36' x 6" Concrete Pad @ \$ 6,321.00 = \$6,321.00

**TOTAL = \$6,321.00**

## Clarifications

- Both Pricing and Exclusions/Clarifications constitute our proposal.
- Layout to be verified by owner.
- Proposal excludes bond.
- Excludes all permits, fees, engineering and testing.
- Excludes staking, layout, licensed professional survey or as-builts.
- Excludes base rock. (Add \$ 1,925.00 for 4" of base rock.)
- Excludes all cold weather concrete precautions and work. (Will provide on T&M basis)
- Excludes reinforcement.
- Excludes work with frozen subgrade.
- Excludes curb and gutter.
- Includes minimal grading.
- Includes 6" thick concrete slab on grade.
- Excludes erosion control.

We hereby propose to furnish material and labor – complete in accordance with above specifications, for the following price:

## SEE ABOVE

Payment to be made as follows:

## Estimates First of Month

**Terms Net 15 Days**

All material is guaranteed to be as specified. All work is to be completed in a substantial workmanlike manner according to the specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Authorized Signature

## Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date

Signature

Date

## Joe Gruender

---

**From:** Joe Gruender  
**Sent:** Thursday, November 18, 2010 10:23 AM  
**To:** 'Blake Segafredo'  
**Subject:** FW: BCSA&W - Concrete Pad for dumpster  
**Attachments:** CO #7 1 x 36 Conc Pad.pdf

Blake,  
Attached is ESS's proposal for the concrete pad.  
Please note the exclusions listed on the request and also note that I have not solicited a bid for any landscaping.

At this time, I cannot submit a complete COR value as I do not know how many communications I will have regarding this change until you notify me to submit an actual COR.

I will wait to hear from you before taking further action.

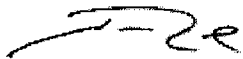
Thank you,  
*Joseph W. Gruender*, Project Manager  
Little Dixie Construction, LLC  
Phone: 573-449-7200  
Fax: 573-449-7300  
Cell: 573-864-4513  
Direct Fax: 573-815-0289

---

**From:** Jason Rode [<mailto:Jason.Rode@emerysapp.com>]  
**Sent:** Thursday, November 18, 2010 9:57 AM  
**To:** Joe Gruender  
**Cc:** Justin Gay; James Price  
**Subject:** RE: BCSA&W - Concrete Pad for dumpster

Joe,  
Please see attached.

Thanks,



**Jason E. Rode**  
**Emery Sapp & Sons, Inc.**  
**2602 N. Stadium Blvd.**  
**Columbia, MO 65202**  
**573.445.8331 Phone**  
**573.445.0266 Fax**  
**573.489.9260 Cell**

**From:** Joe Gruender [mailto:JGruender@ldconst.com]  
**Sent:** Tuesday, November 16, 2010 3:43 PM  
**To:** Jason Rode  
**Subject:** FW: BCSA&W - Concrete Pad for dumpster

Jason,  
Please submit a COR in response to the attached Request For Proposal No. 20.  
I have attached a current picture of the location that they are proposing to place the pad.

Thank you,  
*Joseph W. Gruender*, Project Manager  
Little Dixie Construction, LLC  
Phone: 573-449-7200  
Fax: 573-449-7300  
Cell: 573-864-4513  
Direct Fax: 573-815-0289

---

**From:** Blake Segafredo [mailto:bsegafredo@simonassoc.net]  
**Sent:** Tuesday, November 16, 2010 10:55 AM  
**To:** Joe Gruender  
**Subject:** BCSA&W - Concrete Pad for dumpster

Joe,

Attached you will find RFP#20 for your review and response, if you have any questions, please let me know.

Thanks,  
Blake

Blake Segafredo  
Simon Associates  
13 S. 6th Street  
Columbia Missouri 65201  
(573) 874-1818

Data, plans, specifications, reports, documents or other information recorded or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents are provided to the parties for informational purposes only, not as a record document. Any reliance thereon is deemed to be unreasonable and unenforceable. The signed and /or stamped hard copies of Simon Associates Inc. are the only true contract documents of record.

3:56	Kim STT Concrete	Shevitt
4:10	Gary Heat <b>OK</b> Detectors CO	
Wednesday, Dec 1, 2010		
7:55	Welling Lee in trouble with footings needs grade beam	us spread footing
7:59	IC Patty & Randolph no answer	
8:14	Daniel w Questec	CAD plans
8:17	Tim L. Broadway	looks OK at this time
8:30	Welling ton	Spoke w Todd, re: rebar footings
8:19	Todd Gute	changes from spread footing to grade beam
	Jason w Kaiser E	
10:18	Bob Davidson	concrete pad question on design
		Took 5 looks off
10:35	Larry w Faber Tech	Jim Van Beekere Plass
10:55	Curtis BCM	aluminum cylinders?
1:55	IC Raudhal	I left wrong

## Joe Gruender

---

**From:** Blake Segafredo  
**Sent:** Thursday, December 02, 2010 9:09 AM  
**To:** Joe Gruender  
**Subject:** BCSA&W - RFP #21  
**Attachments:** RFP #21 12-2-10.pdf

Joe,

Find attached RFP #21 related to more specific sizing and location for the dumpster. If you have any questions, please let me know.

Thanks,  
Blake

Blake Segafredo  
Simon Associates  
13 S. 6th Street  
Columbia Missouri 65201  
(573) 874-1818

Data, plans, specifications, reports, documents or other information recorded or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents are provided to the parties for informational purposes only, not as a record document. Any reliance thereon is deemed to be unreasonable and unenforceable. The signed and /or stamped hard copies of Simon Associates Inc. are the only true contract documents of record.



## RFP No.21

**To:** Joe Gruender, Little Dixie Construction

**From:** Blake Segafredo

**Date:** December 2, 2010

**Re:** Boone County Sheriff's Annex & Warehouse – Concrete pad for dumpster

---

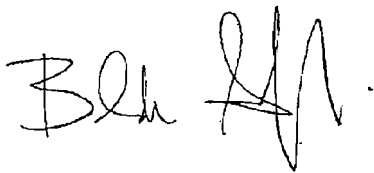
Joe,

Please provide an itemized proposal for the following changes in the changes at the Boone County Sheriff's Annex and Warehouse:

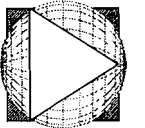
The installation of a 21'x38'-6" deep reinforced concrete pad for the dumpster to be located. See attached drawing for location and related details.

This itemized proposal will be submitted for approval by the client, upon approval, a Change Order Request can be generated. If you need any additional information, do not hesitate to contact me.

Thanks,



Blake Segafredo

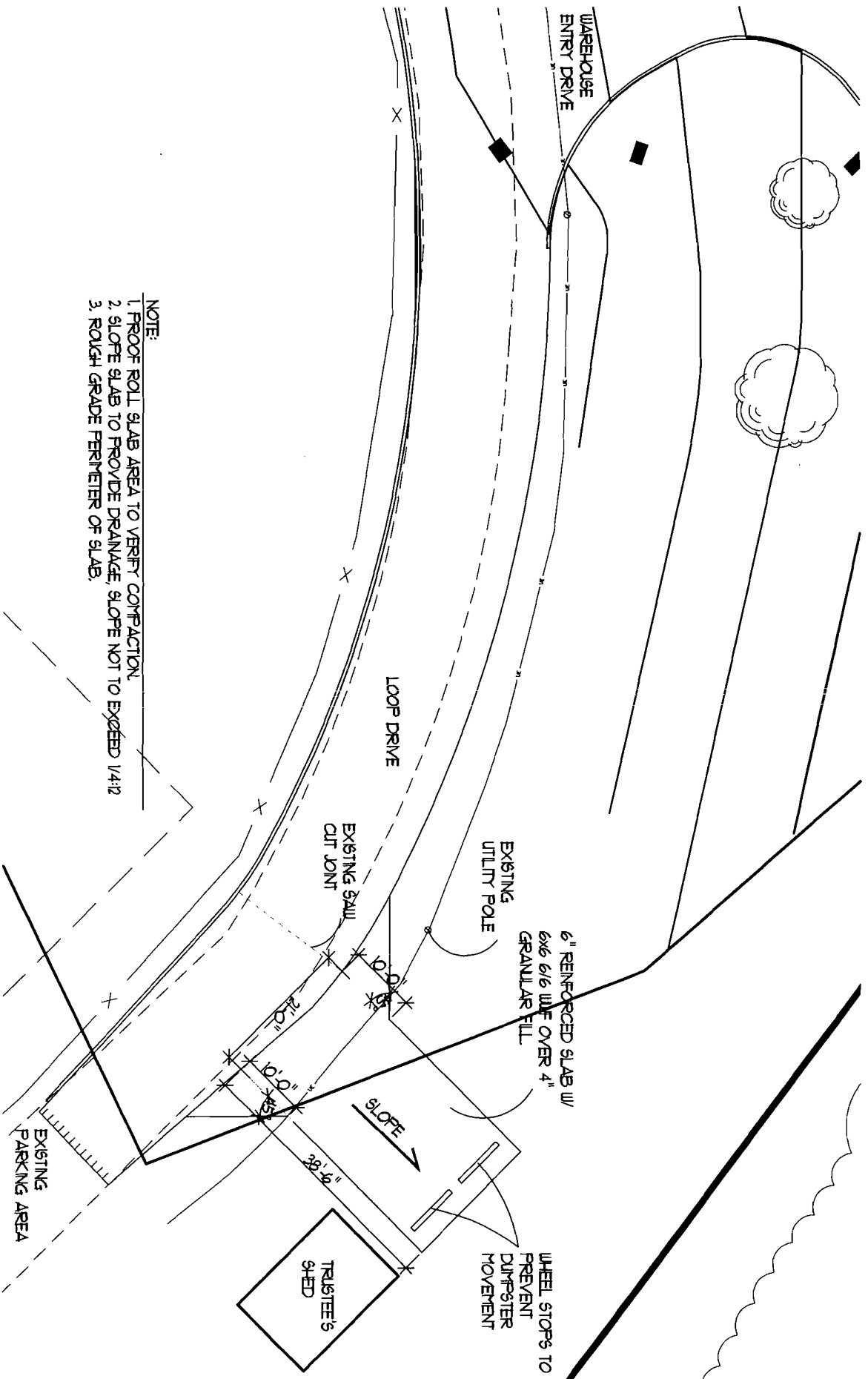


**BOONE COUNTY SHERIFFS ANNEX & WAREHOUSE**  
 2721 COUNTY HWY  
 COLUMBIA, MISSOURI

REVISIONS:

**SIMON ASSOCIATES INC.**  
 ARCHITECTURE  
 11 South Main Street, Columbia, Missouri Phone: 572-44-1110 Fax: 572-448-4407

THIS DOCUMENT IS THE  
 PROPERTY OF THE  
 ARCHITECT AND IT MAY  
 NOT BE REPRODUCED  
 DATE PLOTTED  
 7/10/08



- NOTE:**
1. PROOF ROLL SLAB AREA TO VERIFY COMPACTION
  2. SLOPE SLAB TO PROVIDE DRAINAGE, SLOPE NOT TO EXCEED 1/4":2
  3. ROUGH GRADE PERIMETER OF SLAB.

**DUMPSTER PAD**  
 SCALE: 1/20

## Joe Gruender

---

**From:** Joe Gruender  
**Sent:** Thursday, December 02, 2010 9:11 AM  
**To:** 'Blake Segafredo'  
**Subject:** RE: BCSA&W - RFP #21

I clarified last week that we were not to include any landscaping repair or seeding.

Are we to include the wheel stops?

Thank you,  
*Joseph W. Gruender*, Project Manager  
Little Dixie Construction, LLC  
Phone: 573-449-7200  
Fax: 573-449-7300  
Cell: 573-864-4513  
Direct Fax: 573-815-0289

---

**From:** Blake Segafredo [<mailto:bsegafredo@simonassoc.net>]  
**Sent:** Thursday, December 02, 2010 9:09 AM  
**To:** Joe Gruender  
**Subject:** BCSA&W - RFP #21

Joe,

Find attached RFP #21 related to more specific sizing and location for the dumpster. If you have any questions, please let me know.

Thanks,  
Blake

Blake Segafredo  
Simon Associates  
13 S. 6th Street  
Columbia Missouri 65201  
(573) 874-1818

Data, plans, specifications, reports, documents or other information recorded or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents are provided to the parties for informational purposes only, not as a record document. Any reliance thereon is deemed to be unreasonable and unenforceable. The signed and /or stamped hard copies of Simon Associates Inc. are the only true contract documents of record.

## Joe Gruender

---

**From:** Blake Segafredo  
**Sent:** Thursday, December 02, 2010 9:35 AM  
**To:** 'Joe Gruender'  
**Subject:** RE: BCSA&W - RFP #21

Joe,

Just received an e-mail from Chad, Yes, LDC is to provide the wheel stops.

Thanks,  
Blake

Blake Segafredo  
Simon Associates  
13 S. 6th Street  
Columbia Missouri 65201  
(573) 874-1818

Data, plans, specifications, reports, documents or other information recorded or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents are provided to the parties for informational purposes only, not as a record document. Any reliance thereon is deemed to be unreasonable and unenforceable. The signed and /or stamped hard copies of Simon Associates Inc. are the only true contract documents of record.

---

**From:** Joe Gruender [<mailto:JGruender@ldconst.com>]  
**Sent:** Thursday, December 02, 2010 9:11 AM  
**To:** Blake Segafredo  
**Subject:** RE: BCSA&W - RFP #21

I clarified last week that we were not to include any landscaping repair or seeding.

Are we to include the wheel stops?

Thank you,  
*Joseph W. Gruender*, Project Manager  
Little Dixie Construction, LLC  
Phone: 573-449-7200  
Fax: 573-449-7300  
Cell: 573-864-4513  
Direct Fax: 573-815-0289

---

**From:** Blake Segafredo [<mailto:bsegafredo@simonassoc.net>]  
**Sent:** Thursday, December 02, 2010 9:09 AM  
**To:** Joe Gruender  
**Subject:** BCSA&W - RFP #21

Joe,

Find attached RFP #21 related to more specific sizing and location for the dumpster. If you have any questions, please let me know.

Thanks,  
Blake

Blake Segafredo  
Simon Associates  
13 S. 6th Street  
Columbia Missouri 65201  
(573) 874-1818

Data, plans, specifications, reports, documents or other information recorded or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents are provided to the parties for informational purposes only, not as a record document. Any reliance thereon is deemed to be unreasonable and unenforceable. The signed and /or stamped hard copies of Simon Associates Inc. are the only true contract documents of record.

## Joe Gruender

---

**From:** Joe Gruender  
**Sent:** Thursday, December 02, 2010 2:09 PM  
**To:** Jason Rode (jrode@emerysapp.com)  
**Subject:** FW: BCSA&W - RFP #21  
**Attachments:** RFP #21 12-2-10.pdf

Jason,  
They have changed the size/design for the pad that you priced recently.  
Please revise your COR to reflect the attached drawing and let me know if you want to include the wheel stops.

I will get a bid from Terracon to observe the proof roll test.

Thank you,  
*Joseph W. Gruender*, Project Manager  
Little Dixie Construction, LLC  
Phone: 573-449-7200  
Fax: 573-449-7300  
Cell: 573-864-4513  
Direct Fax: 573-815-0289

---

**From:** Blake Segafredo [<mailto:bsegafredo@simonassoc.net>]  
**Sent:** Thursday, December 02, 2010 9:09 AM  
**To:** Joe Gruender  
**Subject:** BCSA&W - RFP #21

Joe,

Find attached RFP #21 related to more specific sizing and location for the dumpster. If you have any questions, please let me know.

Thanks,  
Blake

Blake Segafredo  
Simon Associates  
13 S. 6th Street  
Columbia Missouri 65201  
(573) 874-1818

Data, plans, specifications, reports, documents or other information recorded or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents are provided to the parties for informational purposes only, not as a record document. Any reliance thereon is deemed to be unreasonable and unenforceable. The signed and /or stamped hard copies of Simon Associates Inc. are the only true contract documents of record.

## Joe Gruender

---

**From:** Joe Gruender  
**Sent:** Monday, December 06, 2010 7:17 AM  
**To:** Bryan Chinn (pbchinn@terracon.com)  
**Subject:** FW: BCSA&W - RFP #21  
**Attachments:** RFP #21 12-2-10.pdf

Bryan,  
Please submit a cost estimate to observe proof rolling and generating a report as per the attached RFI.

Thank you,  
*Joseph W. Gruender*, Project Manager  
Little Dixie Construction, LLC  
Phone: 573-449-7200  
Fax: 573-449-7300  
Cell: 573-864-4513  
Direct Fax: 573-815-0289

---

**From:** Blake Segafredo [<mailto:bsegafredo@simonassoc.net>]  
**Sent:** Thursday, December 02, 2010 9:09 AM  
**To:** Joe Gruender  
**Subject:** BCSA&W - RFP #21

Joe,

Find attached RFP #21 related to more specific sizing and location for the dumpster. If you have any questions, please let me know.

Thanks,  
Blake

Blake Segafredo  
Simon Associates  
13 S. 6th Street  
Columbia Missouri 65201  
(573) 874-1818

Data, plans, specifications, reports, documents or other information recorded or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents are provided to the parties for informational purposes only, not as a record document. Any reliance thereon is deemed to be unreasonable and unenforceable. The signed and /or stamped hard copies of Simon Associates Inc. are the only true contract documents of record.

## Joe Gruender

---

**From:** Chinn, P. Bryan  
**Sent:** Monday, December 06, 2010 2:11 PM  
**To:** Joe Gruender  
**Subject:** RE: BCSA&W - RFP #21  
**Attachments:** Proofroll Observation Estimate.pdf

Attached is our estimate for a proofroll and report. Let me know if you have any questions.  
Thanks,

**P. Bryan Chinn, P.E.**  
**Department Manager I Construction Services**  
**Terracon Consultants, Inc.**  
3601 Mojave Court, Suite A I Columbia, MO 65202  
P 573-214-2677 I F 573-214-2714 I M 573-673-2520  
[pbchinn@terracon.com](mailto:pbchinn@terracon.com) I [www.terracon.com](http://www.terracon.com)

---

**From:** Joe Gruender [<mailto:JGruender@ldconst.com>]  
**Sent:** Monday, December 06, 2010 7:17 AM  
**To:** Chinn, P. Bryan  
**Subject:** FW: BCSA&W - RFP #21

Bryan,  
Please submit a cost estimate to observe proof rolling and generating a report as per the attached RFI.

Thank you,  
*Joseph W. Gruender*, Project Manager  
Little Dixie Construction, LLC  
Phone: 573-449-7200  
Fax: 573-449-7300  
Cell: 573-864-4513  
Direct Fax: 573-815-0289

---

**From:** Blake Segafredo [<mailto:bsegafredo@simonassoc.net>]  
**Sent:** Thursday, December 02, 2010 9:09 AM  
**To:** Joe Gruender  
**Subject:** BCSA&W - RFP #21

Joe,

Find attached RFP #21 related to more specific sizing and location for the dumpster. If you have any questions, please let me know.

Thanks,  
Blake

Blake Segafredo  
Simon Associates  
13 S. 6th Street  
Columbia Missouri 65201  
(573) 874-1818



Data, plans, specifications, reports, documents or other information recorded or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents are provided to the parties for informational purposes only, not as a record document. Any reliance thereon is deemed to be unreasonable and unenforceable. The signed and /or stamped hard copies of Simon Associates Inc. are the only true contract documents of record.

Terracon provides geotechnical, environmental, construction materials, and facilities consulting engineering services delivered with reliability, responsiveness, convenience, and innovation.

---

*Private and confidential as detailed here (<http://www.terracon.com/default.aspx?tabid=501>). If you cannot access hyperlink, please e-mail sender.*

# COST ESTIMATE WORKSHEET

Construction Testing & Observation Services



3601 Mojave Court, Suite A  
Columbia, MO 65202  
PHN 573-214-2677  
FAX 573-214-2714

## Boone County Sheriff's Annex & Warehouse - Concrete Pad for Dumpster Columbia, Missouri

Task	Unit Type	No. of Units	Unit Rate	Subtotal	Total
<b>I. Proofroll Observations</b>					
Technician (Assumes 1 trip of 2 hours)	hours	2	\$ 45.00	\$ 90.00	
Reports / Engineering Review / Supervision	hours	1	\$ 105.00	\$ 105.00	
				subtotal	\$ 195
				<b>TOTAL</b>	<b>\$ 195</b>

Increase hourly rate by 1.5 for Saturdays, Sundays, Holidays and more than 40 hours per week.

The above estimate is not considered a lump sum or not-to-exceed cost, but an estimate for budgeting purposes only.

Tuesday Dec 7 2010 Conference

IC Jason @ Terrace

IC Eddie  
my plan went wrong unless 4"  
4-3" to building  
Fred Schoen & Geo-entrapprises

10:04 Brian DeLong in May's group  
2010 Cad Summit  
M700  
701-704 not up yet  
has not revised Ashes yet

10:37 IC Rick Burk  
BGTM  
Zake 289-4133

10:39 IC Zake  
BGTM

10:57 IC Blake

12:05 Robert

1:00 Gary Polanc discussed toilet partitions A-D

1:33 IC Jason Rodc  
Sherritt pod vehicle  
I left message

1:37 message  
Today w SAI received new bird break down, looks appropriate

2:16 message  
Jim Auto Dumm

2:55 Blake  
who is Fred  
Door

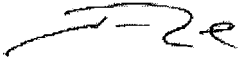
## Joe Gruender

---

**From:** Jason Rode  
**Sent:** Tuesday, December 07, 2010 3:55 PM  
**To:** Joe Gruender  
**Subject:** RE: BCSA&W - RFP #21  
**Attachments:** CO #7 1 x 36 Conc Pad - Rev1.pdf

Please see attached.

Thanks,



**Jason E. Rode**  
**Emery Sapp & Sons, Inc.**  
**2602 N. Stadium Blvd.**  
**Columbia, MO 65202**  
**573.445.8331 Phone**  
**573.445.0266 Fax**  
**573.489.9260 Cell**

---

**From:** Joe Gruender [<mailto:JGruender@ldconst.com>]  
**Sent:** Thursday, December 02, 2010 2:09 PM  
**To:** Jason Rode  
**Subject:** FW: BCSA&W - RFP #21

Jason,  
They have changed the size/design for the pad that you priced recently.  
Please revise your COR to reflect the attached drawing and let me know if you want to include the wheel stops.

I will get a bid from Terracon to observe the proof roll test.

Thank you,  
*Joseph W. Gruender*, Project Manager  
Little Dixie Construction, LLC  
Phone: 573-449-7200  
Fax: 573-449-7300  
Cell: 573-864-4513  
Direct Fax: 573-815-0289

---

**From:** Blake Segafredo [<mailto:bsegafredo@simonassoc.net>]  
**Sent:** Thursday, December 02, 2010 9:09 AM  
**To:** Joe Gruender  
**Subject:** BCSA&W - RFP #21

Joe,

Find attached RFP #21 related to more specific sizing and location for the dumpster. If you have any questions, please let me know.

Thanks,  
Blake

Blake Segafredo  
Simon Associates  
13 S. 6th Street  
Columbia Missouri 65201  
(573) 874-1818

Data, plans, specifications, reports, documents or other information recorded or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, all such documents are provided to the parties for informational purposes only, not as a record document. Any reliance thereon is deemed to be unreasonable and unenforceable. The signed and /or stamped hard copies of Simon Associates Inc. are the only true contract documents of record.

2602 N. Stadium  
Blvd. Columbia, MO  
65202  
PH: 573.445.8331  
FAX: 573.446.4805



# CHANGE ORDER REQUEST #7

**Submitted To:** Little Dixie Construction  
**Address:** 3316 Lemone Industrial Blvd.  
 Columbia, MO  
**Engineer:** Crocket  
 Columbia, MO  
**Job Location:** Columbia, MO  
**Date:** 05/06/00  
**Contact Person:** Joe Greunder  
**Date of Plans:** 3/23/2010  
**Job Name:** BCS Warehouse

We hereby propose to furnish materials and labor necessary for the completion of:

1.00 LS --- 21' x 38.5' x 6" Concrete Pad with 4" base rock @ \$ 12,301.00 = \$12,301.00

**TOTAL = \$12,301.00**

## Clarifications

Both Pricing and Exclusions/Clarifications constitute our proposal.  
 Layout to be verified by owner.  
 Proposal excludes bond.  
 Excludes all permits, fees, engineering and testing.  
 Excludes staking, layout, licensed professional survey or as-builts.  
 Includes rough grading at perimeter areas  
 Excludes all cold weather concrete precautions and work. (Will provide on T&M basis)  
 Includes wheel stops.  
 Excludes work with frozen subgrade.  
 Excludes curb and gutter.  
 Includes 4" of base rock.  
 Includes WWF.  
 Excludes seeding, sod and landscaping.  
 Excludes erosion control.

We hereby propose to furnish material and labor -- complete in accordance with above specifications, for the following price:

**SEE ABOVE**

Payment to be made as follows:

**Estimates First of Month**

**Terms Net 15 Days**

All material is guaranteed to be as specified. All work is to be completed in a substantial workmanlike manner according to the specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Note: This proposal may be withdrawn by us

if not accepted within 30 days.

**Authorized Signature**

**Acceptance of Proposal**  
 The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

December Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 14<sup>th</sup> day of December 20 10

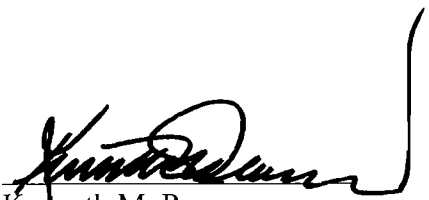
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 16780 N Bentwood Lane Lot 12 Bentwood Estates (parcel # 08-100-06-03-012.01 01).

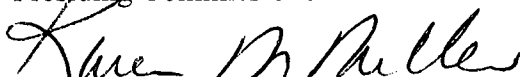
Done this 14<sup>th</sup> day of December, 2010.

ATTEST:

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



Kenneth M. Pearson  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner

**BEFORE THE COUNTY COMMISSION OF  
BOONE COUNTY, MISSOURI**

In Re: Nuisance Abatement	)	December Session
16780 N Bentwood Lane	)	October Adjourned
Centralia, MO 65240	)	Term 2010
	)	Commission Order No. <u>577-2010</u>

**FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT**

**NOW** on this 14th day of December 2010, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

**Findings of Fact and Conclusions of Law**

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: the following derelict/unlicensed/junk-filled/dismantled/inoperable vehicles: a black Dodge Durango, red Ford Mustang, maroon 4 door Chevrolet car, black extended cab Chevrolet truck.
4. The location of the public nuisance is as follows: 16780 N Bentwood Lane Lot 12 Bentwood Estates a/k/a parcel # 08-100-06-03-012.01 01 Section 06, Township 50, Range 11 as shown by deed book 3261 page 0117, Boone County
5. The specific violation of the Code is: derelict/unlicensed/junk-filled/dismantled/inoperable automobiles violation of 6.9 of the Code.
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 15th day of October, 2010, to the property owner, occupant, and any other applicable interested persons.
7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner, occupant, and any other applicable interested persons were given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.



8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

**Order For Abatement Chargeable As a Special Assessment To The Property**

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

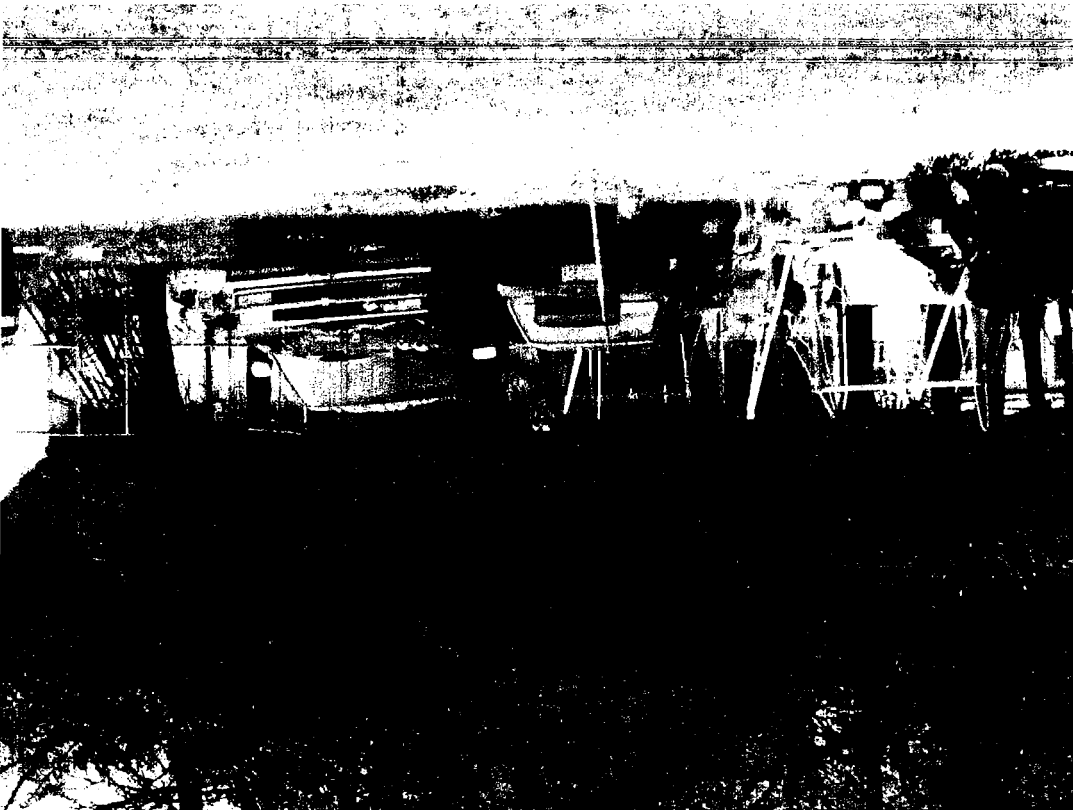
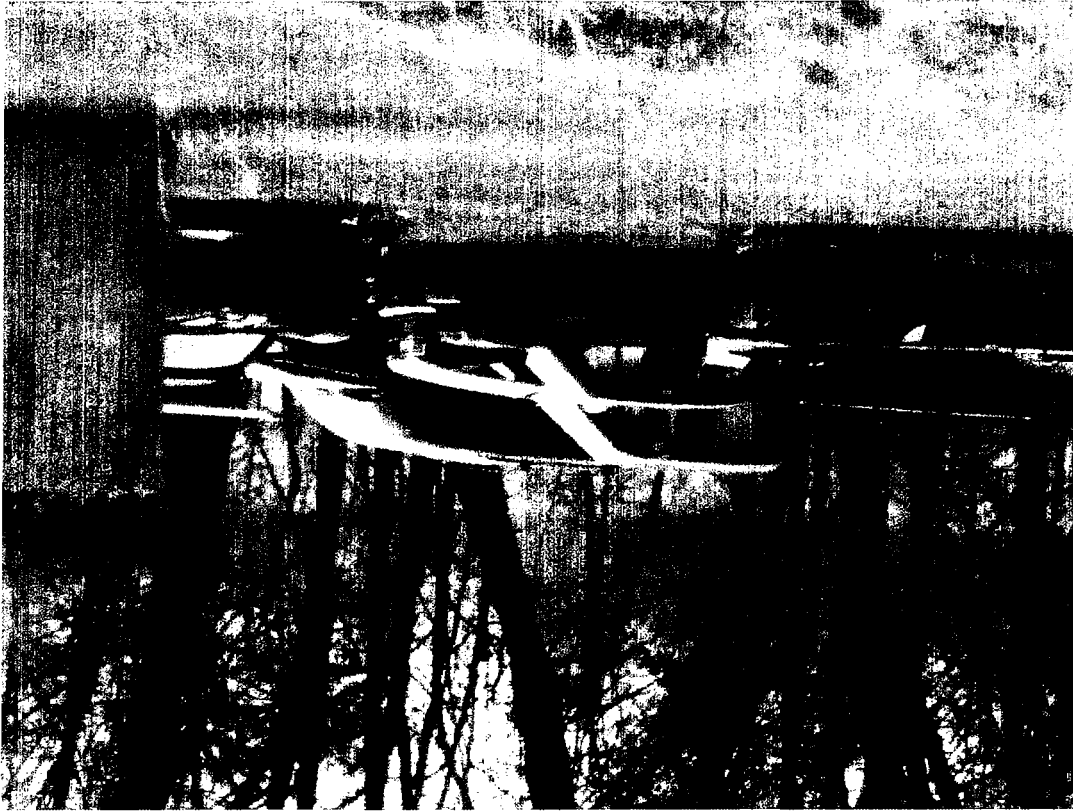
**WITNESS** the signature of the presiding commissioner on behalf Boone County Commission on the day and year first above written.

Boone County, Missouri  
By Boone County Commission

  
\_\_\_\_\_  
Presiding Commissioner

ATTEST:

  
\_\_\_\_\_  
Boone County Clerk



16780 N Bentwood Lane  
derelict/unlicensed vehicles pictures taken 11/29/10 by Kala Guntier

16780 N Bentwood Lane  
ACTIVITY LOG

10/14/10	Citizen complaint received from Commissioner Elkin
10/15/10	Inspection conducted, pictures taken
10/15/10	pictures forwarded to Commissioners for advice on how to proceed
11/8/10	got ok to proceed from Commission
11/9/10	notice sent via Certified Mail
11/10/10	notice signed for by Patricia Williford
11/29/10	reinspection conducted, vehicles still present, photos taken
12/1/10	hearing notice sent via First Class Mail

There is no phone number list in the public phone directory for Patricia Williford. She did receive notice of the violation since she was the individual that signed for the Certified letter.

**BEFORE THE COUNTY COMMISSION OF  
BOONE COUNTY, MISSOURI**

In Re: Nuisance Abatement	)	December Session
16780 N Bentwood Lane	)	November Adjourned
Centralia, MO 65240	)	Term 2010
	)	Commission Order No. _____

**FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT**

**NOW** on this 14th day of December 2010, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

**Findings of Fact and Conclusions of Law**

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: the following derelict/unlicensed/junk-filled/dismantled/inoperable vehicles: a black Dodge Durango, red Ford Mustang, maroon 4 door Chevrolet car, black extended cab Chevrolet truck.
4. The location of the public nuisance is as follows: 16780 N Bentwood Lane Lot 12 Bentwood Estates a/k/a parcel # 08-100-06-03-012.01 01 Section 06, Township 50, Range 11 as shown by deed book 3261 page 0117, Boone County
5. The specific violation of the Code is: derelict/unlicensed/junk-filled/dismantled/inoperable automobiles violation of 6.9 of the Code.
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the \_15th day of October, 2010, to the property owner, occupant, and any other applicable interested persons.
7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner, occupant, and any other applicable interested persons were given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.

8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

**Order For Abatement Chargeable As a Special Assessment To The Property**

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

**WITNESS** the signature of the presiding commissioner on behalf Boone County Commission on the day and year first above written.

Boone County, Missouri  
By Boone County Commission

ATTEST:

\_\_\_\_\_  
Presiding Commissioner

\_\_\_\_\_  
Boone County Clerk



# CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



HEALTH DEPARTMENT  
DIVISION OF ENVIRONMENTAL HEALTH

## HEARING NOTICE

Patricia Williford  
16760 N Bentwood Lane  
Centralia, MO 65240

An inspection of the property you own located at 16780 N Bentwood Lane (parcel # 08-100-06-03-012.01 01) was conducted on October 15, 2010 and revealed the following derelict/unlicensed/junk-filled/dismantled/inoperable vehicles: black Dodge Durango, red Ford Mustang, maroon 4 door Chevrolet car and a black extended cab Chevrolet truck. This condition is declared to be a nuisance and a violation of Boone County Public Nuisance Ordinance Section 6.9.

**You are herewith notified that a hearing will be held before the County Commission on Tuesday, December 14, 2010 at 9:30 AM in County Commission Chambers at the Boone County Government Center, 801 E. Walnut Street, Columbia, Missouri. The purpose of this hearing will be to determine whether a violation exists. If the County Commission determines that a violation exists, it will order the violation to be abated.**

If the nuisance is not removed as ordered, the County Commission may have the nuisance removed. All costs of abatement, plus administrative fees, will be assessed against the property in a tax bill. **If the above nuisance condition has been corrected prior to the hearing, you do not have to appear for the hearing.**

The purpose of these ordinances is to create and maintain a cleaner, healthier community. If you have any questions, please do not hesitate to contact our office. If you are not the owner or the person responsible for the care of this property, please call our office at the number listed at the bottom of this letter.

Sincerely,

Kala Gunier  
Environmental Health Specialist

This notice deposited in the U.S. Mail, first class postage paid on the 21 day of December, 2010 by DW.

1005 W. Worley • P.O. Box 6015 • Columbia, Missouri 65205-6015  
Phone: (573) 874-7346 • TTY: (573) 874-7356 • Fax: (573) 817-6407  
[www.GoColumbiaMo.com](http://www.GoColumbiaMo.com)



## NOTIFICATION OF DETERMINATION OF PUBLIC HEALTH HAZARD AND/OR NUISANCE AND ORDER FOR ABATEMENT

Patricia Williford  
16760 N Bentwood Lane  
Centralia, MO 65240

An inspection of the property you own located at 16780 N Bentwood Lane (parcel # 08-100-06-03-012.01 01) was conducted on October 15, 2010 and revealed the following derelict/unlicensed/junk-filled/dismantled/inoperable vehicles: black Dodge Durango, red Ford Mustang, maroon 4 door Chevrolet car and a black extended cab Chevrolet truck on the premises.

This condition is hereby declared to be a nuisance. You are herewith notified that you must begin correcting this condition within 7 days of receipt of this notice and order and that if the above nuisance condition has not been fully corrected within **15 days** after the receipt of this notice, an additional enforcement action will result for violation of Boone County Public Nuisance Ordinance Section 6.9. In order to correct this violation, the vehicle must be legally licensed, repaired, removed from the premises, stored in a garage or similar enclosure, or enclosed within a locked, fenced area that is not clearly visible from adjacent property within **15 days** after the receipt of this notice. A reinspection will be conducted at the end of the 15-day period. If the above nuisance condition has not been corrected by that time, a hearing before the Boone County Commission will be called to determine whether a violation exists. If the County Commission determines that a violation exists and the nuisance is not abated as ordered, the County Commission may have the nuisance abated with the cost of abatement, plus administrative fees, charged against the property in a tax bill. In addition, a complaint may be filed against you in Circuit Court. **If the above nuisance condition has been corrected within the 15-day period, no further action is necessary.**

The purpose of these ordinances is to create and maintain a cleaner, healthier community. If you have any questions, please do not hesitate to contact our office. If you are not the owner or the person responsible for the care of this property, please call our office at the number listed at the bottom of this letter. Your cooperation is greatly appreciated.

Sincerely,

Kala Gunier  
Senior Environmental Health Specialist

This notice deposited in the U.S. Mail certified, return receipt requested on the 09 day of November 2010 by [Signature].

1005 W. Worley • P.O. Box 6015 • Columbia, Missouri 65205-6015  
Phone: (573) 874-7346 • TTY: (573) 874-7356 • Fax: (573) 817-6407  
[www.GoColumbiaMo.com](http://www.GoColumbiaMo.com)

## Michala Gunier - Re: Fwd: 16780 Bentwood Lane

---

**From:** "Skip Elkin" <SElkin@boonecountymo.org>  
**To:** "Michala Gunier" <MAGUNIER@GoColumbiaMO.com>  
**Date:** 11/16/2010 2:22 PM  
**Subject:** Re: Fwd: 16780 Bentwood Lane

---

Would you be so kind as to call the neighbors of these people. Please speak with Sherry Nichols at 573-682-2119 and explain the process to her and your findings. Thanks.

Skip Elkin  
Northern (District II) Commissioner  
Boone County Government Center  
801 E. Walnut, Room 245  
Columbia, MO 65201-7732  
1.573.886.4305  
[selkin@boonecountymo.org](mailto:selkin@boonecountymo.org)

**For all the latest news from Boone County Government, subscribe to the Boone County News Listserv at [WWW.SHOWMEBOONE.COM](http://WWW.SHOWMEBOONE.COM)!**

>>> "Michala Gunier" <MAGUNIER@GoColumbiaMO.com> 11/16/2010 11:19 AM >>>

Hi Skip,

Gerry said you wanted an update on 16780 Bentwood Lane. A nuisance notice was sent 10/15/10 for the trash - a reinspection was conducted 11/8/10 - at the time of inspection, the trash and junk had been cleaned up. There were a couple of lawnmowers and several trash barrels that had lids on them.

A notice was sent on 11/9/10 for the cars - it took a while to get the go ahead on the cars. The notice was signed for on 11/10/10 so the owner has until 11/25/10 for the cars.

If the trash has accumulated again, please let me know and I will be happy to check it out again. Additionally, please let me know if you have any questions.

Thanks,

Kala

Kala Gunier, MHA  
Sr. Environmental Health Specialist  
Columbia/Boone County Department of Public Health and Human Services  
1005 W Worley Street  
Columbia, MO 65205  
573.874.7346  
[www.gocolumbiamo.com](http://www.gocolumbiamo.com)

>>> Gerald Worley 11/8/2010 11:35 AM >>>  
yes. move forward.

>>> Michala Gunier 11/8/2010 11:10 AM >>>  
Did Karen or Ken ever respond to this?



>>> Gerald Worley 10/18/2010 8:48 AM >>>

>>> "Skip Elkin" <SElkin@boonecountymo.org> 10/18/2010 8:38 AM >>>  
Yes please.

Skip Elkin  
Northern (District II) Commissioner  
Boone County Government Center  
801 E. Walnut, Room 245  
Columbia, MO 65201-7732  
1.573.886.4305  
[selkin@boonecountymo.org](mailto:selkin@boonecountymo.org)

**For all the latest news from Boone County Government, subscribe to the Boone County News Listserv at [WWW.SHOWMEBOONE.COM](http://WWW.SHOWMEBOONE.COM)!**

>>> "Gerald Worley" <GRW@GoColumbiaMO.com> 10/15/2010 11:51 AM >>>  
please let us know if you want us to schedule a hearing on these vehicles.

Gerald R. Worley  
Environmental Health Manager  
Columbia/Boone County Health Department  
P.O. Box 6015  
Columbia, Missouri 65201  
573-874-7346  
573-817-6407 Fax  
[GRW@GoColumbiaMo.com](mailto:GRW@GoColumbiaMo.com)

>>> Michala Gunier 10/15/2010 11:21 AM >>>  
Gerry,

Attached are the pictures I took at 16780 Bentwood Lane concerning the complaint from Skip Elkin. I will send a notice for junk/trash. Can you please forward the pictures of the automobiles to the County Commissioners so they can give their opinion of if they are "derelict" vehicles or not?

Thanks,

Kala



## Michala Gunier - Re: Fwd: 16780 Bentwood Lane

---

**From:** Gerald Worley  
**To:** Michala Gunier  
**Date:** 11/8/2010 11:35 AM  
**Subject:** Re: Fwd: 16780 Bentwood Lane

---

yes. move forward.

>>> Michala Gunier 11/8/2010 11:10 AM >>>  
Did Karen or Ken ever respond to this?

>>> Gerald Worley 10/18/2010 8:48 AM >>>

>>> "Skip Elkin" <SElkin@boonecountymo.org> 10/18/2010 8:38 AM >>>  
Yes please.

Skip Elkin  
Northern (District II) Commissioner  
Boone County Government Center  
801 E. Walnut, Room 245  
Columbia, MO 65201-7732  
1.573.886.4305  
[selkin@boonecountymo.org](mailto:selkin@boonecountymo.org)

**For all the latest news from Boone County Government, subscribe to the Boone County News Listserv at [WWW.SHOWMEBOONE.COM](http://WWW.SHOWMEBOONE.COM)!**

>>> "Gerald Worley" <GRW@GoColumbiaMO.com> 10/15/2010 11:51 AM >>>  
please let us know if you want us to schedule a hearing on these vehicles.

Gerald R. Worley  
Environmental Health Manager  
Columbia/Boone County Health Department  
P.O. Box 6015  
Columbia, Missouri 65201  
573-874-7346  
573-817-6407 Fax  
[GRW@GoColumbiaMo.com](mailto:GRW@GoColumbiaMo.com)

>>> Michala Gunier 10/15/2010 11:21 AM >>>  
Gerry,

Attached are the pictures I took at 16780 Bentwood Lane concerning the complaint from Skip Elkin. I will send a notice for junk/trash. Can you please forward the pictures of the automobiles to the County Commissioners so they can give their opinion of if they are "derelict" vehicles or not?

Thanks,

Kala

City of Columbia/Boone County  
Environmental Complaint Form

Date 10/14 Date/Time Rec'd. \_\_\_\_\_ by \_\_\_\_\_ Referred to \_\_\_\_\_

How was complaint received?  Phone  Voicemail  Walk-in  Inner-dept. x \_\_\_\_\_  
Complainant Steph Shinn Please call? Yes  No

Address 16760 N. Bonfanti Lane  
Complaint Location/Info \_\_\_\_\_  
methanol -  
junk cars  
cert see from the Env  
Owner \_\_\_\_\_

AESTHETIC WEEDS/BRUSH VEHICLE JUNK/TRASH SEWER SMOKING FOOD OTHER  
13 people made

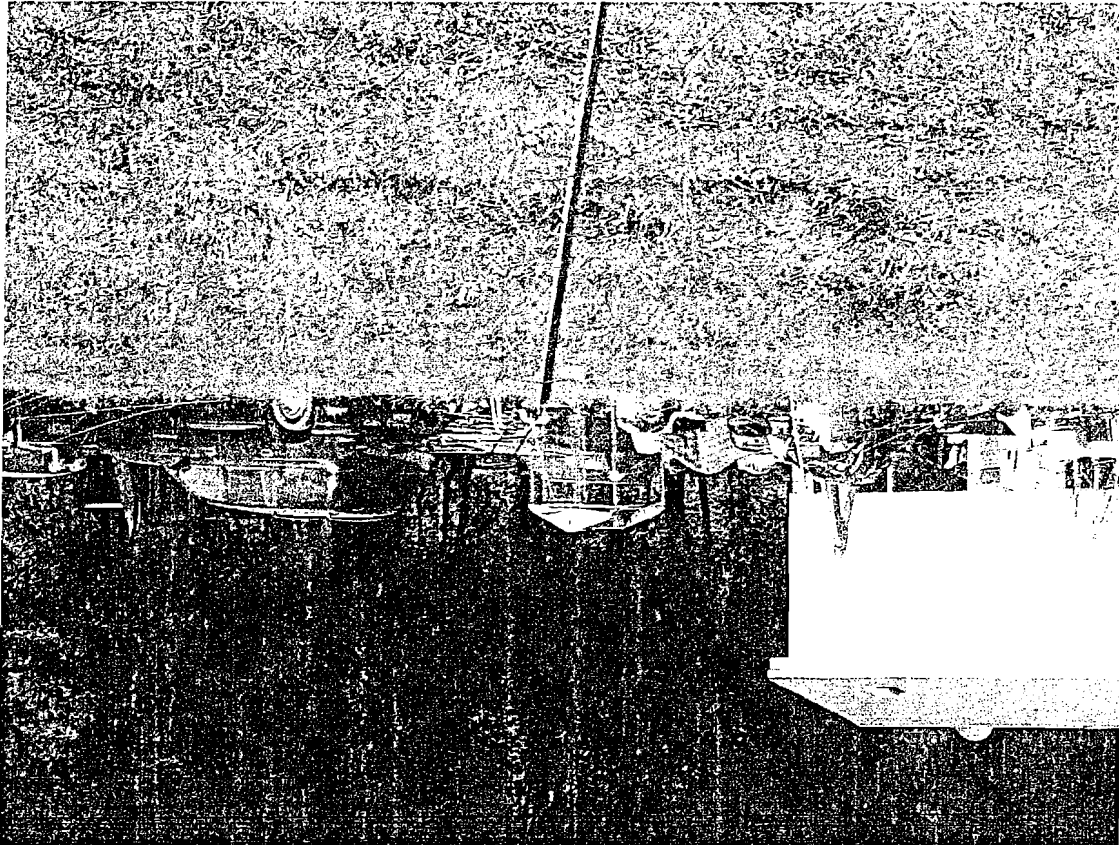
INVESTIGATION RESULTS

2 trailers on on track

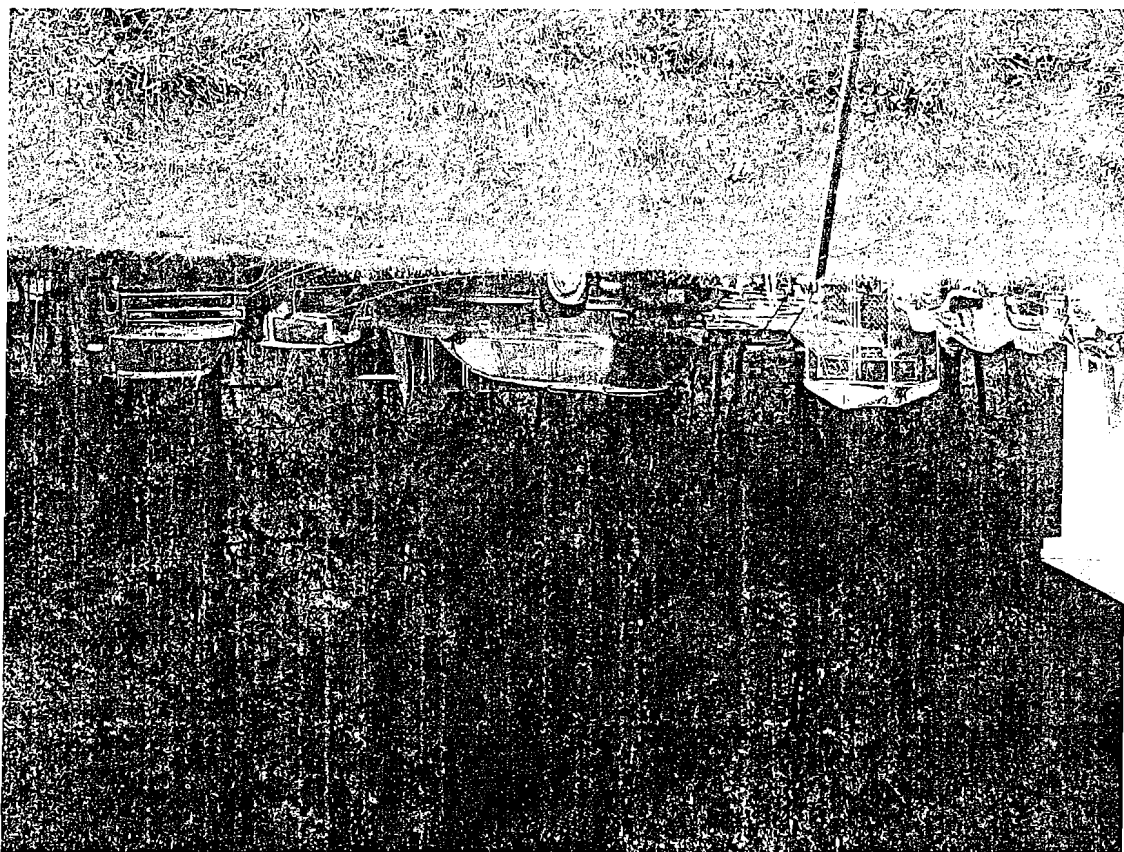
owned by Ed Johnson

and 1 Bedford - on Right

[Signature]

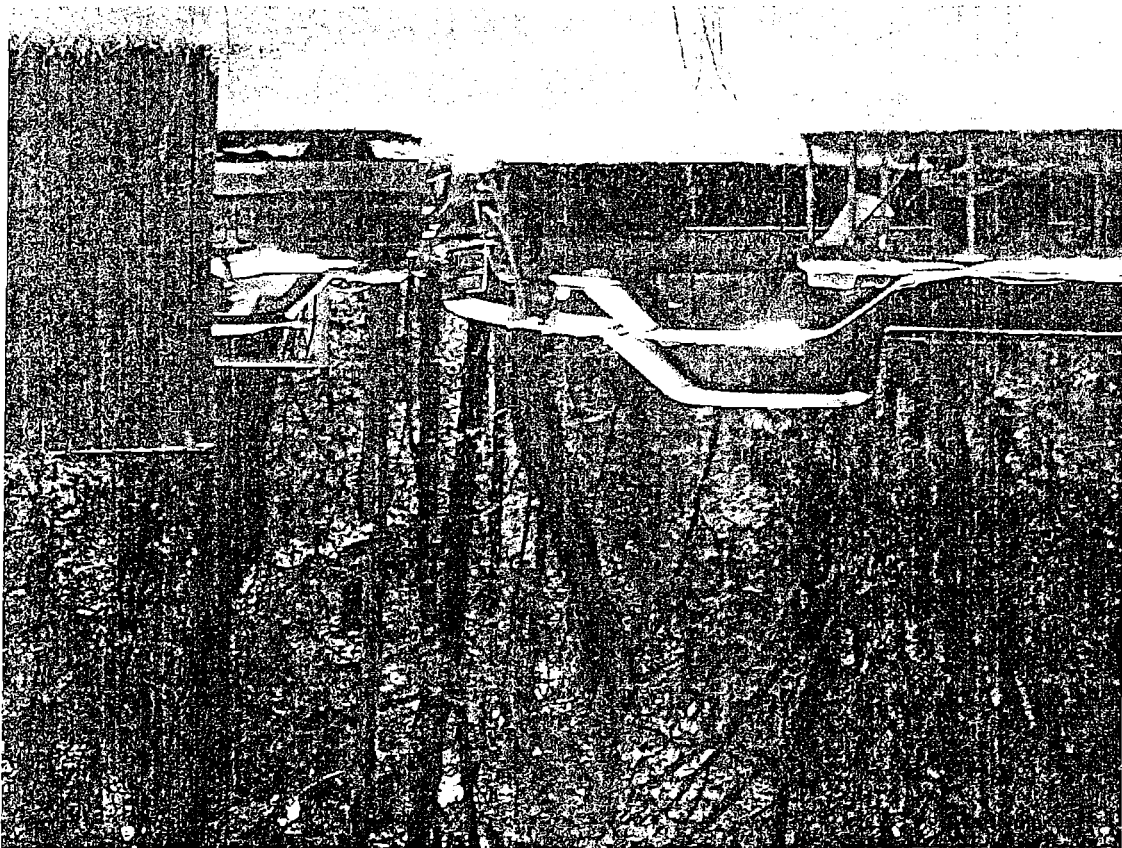


ABOVE: Dodge Durango, Ford Mustang, Chevy extended cab truck, 4 door Chevy car  
BELOW: junk/trash & view of some vehicles



16780 Bentwood Lane pictures taken 10/15/10 by Kala Gunier

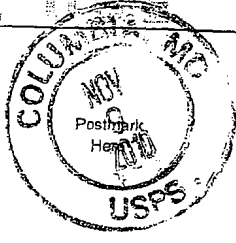
4 door Chevrolet car, extended cab Chevrolet truck, Ford Mustang



7010 0290 0002 6841 6190

US Postal Service  
**CERTIFIED MAIL RECEIPT**  
(Domestic Mail Only. No Insurance Coverage Provided)  
For delivery information, visit our website at [www.usps.com](http://www.usps.com)

Postage	\$ 44
Certified Fee	2.10
Return Receipt Fee (Endorsement Required)	2.30
Restricted Delivery Fee (Endorsement Required)	
<b>Total Postage &amp; Fees</b>	<b>\$ 5.54</b>



Sent To: Patricia Williford  
 Street, Apt. No., or PO Box No.: 16760 N Bentwood Lane  
 City, State, ZIP+: Centralia, MO 65240

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
  
 Patricia Williford  
 16760 N Bentwood Lane  
 Centralia, MO 65240

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  Agent  Addressee  
*Patricia Williford*

B. Received by (Printed Name) C. Date of Delivery  
 11-10-04

D. Is delivery address different from item 1?  Yes  No  
 If YES, enter delivery address below:

3. Service Type  
 Certified Mail  Express Mail  
 Registered  Return Receipt for Merchandise  
 Insured Mail  C.O.D.

4. Restricted Delivery? (Extra Fee)  Yes

2. Article Number (Transfer from service label) 7010 0290 0002 6841 6190