

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 15

In the County Commission of said county, on the

10th

day of September

20 15

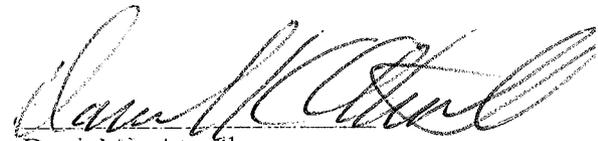
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby recognize September 2015 as Eat Local Month.

Done this 10th day of September, 2015.

ATTEST:

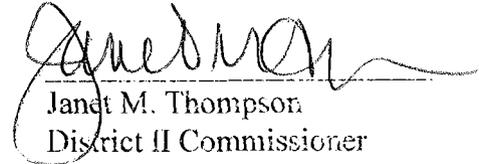
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

Proclamation Recognizing September 2015 as Eat Local Month

- Whereas,** the quality of life for Boone County citizens today and in the future is directly related to the health of individuals and the community as a whole; and
- Whereas,** City and County government agencies, University departments, public and private schools, non-profit organizations and local businesses must work together to improve the overall health of the community; and
- Whereas,** promoting local information and local resources regarding the connection between food products consumed and healthy living will give parents and children the tools they need to make healthy choices throughout their lives; and
- Whereas,** Boone County is located in an area with a rich legacy of agricultural production and innovation that helps feed citizens; and
- Whereas,** promoting local organizations which initiate programs to educate citizens and supporting local agricultural producers will combat hunger and promote healthy lifestyles; and
- Whereas,** supporting the sale of healthy foods to all citizens by offering increased access to locally-produced, fresh and healthy food products will make healthy food more easily obtainable for consumption; and
- Whereas,** Boone County is regularly host to tourists, many of whom are attracted to the efforts in place to encourage local production and consumption, which supports the economic health of the community; and
- Whereas,** Boone County supports many organizations and agencies devoted to health promotion for a healthy community, recognizing the importance of local food producers, farmers' markets and education programs in promoting healthy food consumption; businesses and schools using local food products; supplemental feeding programs; and shelters that not only combat hunger but also promote consumption of local, healthy food products, all of which continue to hold tremendous potential for insuring the future health of citizens.
- Therefore,** in recognition and support of the initiatives that enrich the life of Boone County citizens by offering improved health and quality of life, the Boone County Commission does hereby declare September 1-30, 2015 Eat Local Month in Boone County, Missouri.

IN TESTIMONY WHEREOF, this 10th day of September, 2015.

Daniel K. Atwill, Presiding Commissioner

Karen M. Miller, District I Commissioner

Janet M. Thompson, District II Commissioner

ATTEST:

Wendy S. Noren, County Clerk

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 15

In the County Commission of said county, on the 10th day of September 20 15

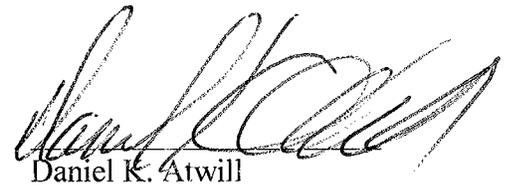
the following, among other proceedings, were had, viz:

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 6351 Mt. Celestial Road S, parcel #20-102-05-00-007.00 01.

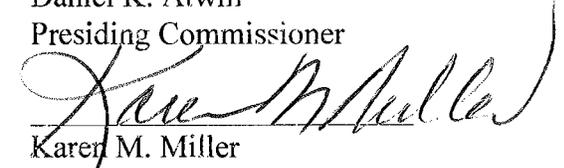
Done this 10th day of September, 2015.

ATTEST:

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



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

6351 Mt Celestial Rd.

Virginia Coleman and Eric Barnhill





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

In Re: Nuisance Abatement)	September Session
6351 Mt Celestial Rd S)	August Adjourned
Columbia, MO 65203)	Term 2015
)	Commission Order No. <u>413-2015</u>

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 10th day of September 2015, 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: weeds in excess of 12" or higher, trash/junk piles, abandoned vehicles.
4. The location of the public nuisance is as follows: 6351 Mt Celestial Rd S, SWPT W ½ SW (a/k/a parcel # 20-102-05-00-007.00 01) Section 5, Township 47, Range 13 as shown by deed book 3416 page 0031, Boone County
5. The specific violation of the Code is: 12" or higher of weeds, piles of trash/junk and abandoned vehicles in violation of sections 6.5 of the Code. 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 23 day of March, 2015, 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.

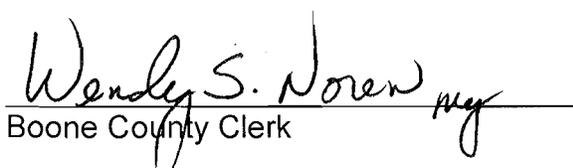
WITNESS the signature of the presiding commissioner on behalf Boone County Commission on the day and year first above written.

Boone County, Missouri
By Boone County Commission



Presiding Commissioner

ATTEST:



Boone County Clerk

6351 Mt Celestial Rd.

Virginia Coleman and Eric Barnhill

ACTIVITY LOG

07/23/2015	citizen complaint received
07/24/2015	complaint investigated – numerous piles of junk/trash all around property and abandoned truck
07/27/2015	notice of violation sent via Certified Mail
07/31/2015	Certified letter returned from post office, undeliverable
07/31/2015	reinspection conducted – violation still present- haven't heard from owner
08/12/2015	Notice ran in the Columbia Tribune
08/27/2015	Hearing notice sent via First Class Mail
08/27/2015	pictures taken



CITY OF COLUMBIA/BOONE COUNTY, MISSOURI

HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH

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

Coleman Virginia K & Eric P Barnhill
6351 Mt Celestial Rd. S
Columbia, MO 65202

An inspection of the property you own located at 6351 Mt Celestial Rd. (parcel # 20-102-05-00-007.00 01) was conducted on July 24, 2015 and revealed a large amount of junk and an abandoned truck.

This condition is hereby declared to be a public 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 6.3.6, 6.3.5. A reinspection will be conducted at the end of the 15-day period. If the above nuisance condition has not been fully 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 has not been removed as ordered under this notice, the County Commission may have the nuisance removed with the cost of abatement, plus administrative fees, charged against the property in a special 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,

Britni Hendren
Environmental Public Health Specialist

This notice deposited in the U.S. Mail certified, return receipt requested on the 27th day of July 2015 by MD

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



CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH

HEARING NOTICE

Coleman Virginia K & Eric P Barnhill
7149 W Rt. K
Columbia, MO 65203

An inspection of the property you own located at 6351 Mt Celestial Rd S (parcel # 20-102-05-00-007.00 01) was conducted on July 24, 2015 and revealed a large piles of trash/junk on the property and weeds in excess of 12" high, and abandoned truck. This condition is declared to be a nuisance and a violation of Boone County Public Nuisance Ordinance Section 6.5, 6.7, 6.3.5.

You are herewith notified that a hearing will be held before the County Commission on Thursday September 10, 2015 at 1:30 pm in the 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,

Britni Hendren
Environmental Public Health Specialist

This notice deposited in the U.S. Mail, first class postage paid on the 27th day of August 2015 by MM

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

AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI) ss.
County of Boone)

I, Candra Galiley, being duly sworn according to law, state that I am one of the publishers of the Columbia Daily Tribune, a daily newspaper of general circulation in the County of Boone, State of Missouri, where located; which newspaper has been admitted to the Post Office as periodical class matter in the City of Columbia, Missouri, the city of publication; which newspaper has been published regularly and consecutively for a period of three years and has a list of bona fide subscribers, voluntarily engaged as such, who have paid or agreed to pay a stated price for a subscription for a definite period of time, and that such newspaper has complied with the provisions of Section 493.050, Revised Statutes of Missouri 2000, and Section 59.310, Revised Statutes of Missouri 2000. The affixed notice appeared in said newspaper on the following consecutive issues:

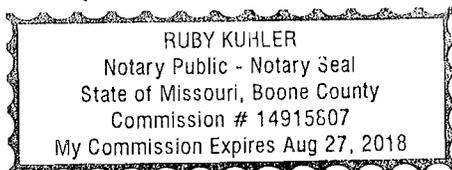
- 1st Insertion _____ August 12, 2015
- 2nd Insertion _____
- 3rd Insertion _____
- 4th Insertion _____
- 5th Insertion _____
- 6th Insertion _____
- 7th Insertion _____
- 8th Insertion _____
- 9th Insertion _____
- 10th Insertion _____
- 11th Insertion _____
- 12th Insertion _____
- 13th Insertion _____
- 14th Insertion _____
- 15th Insertion _____
- 16th Insertion _____
- 17th Insertion _____
- 18th Insertion _____
- 19th Insertion _____
- 20th Insertion: _____
- 21st Insertion: _____
- 22nd Insertion: _____

\$63.79
Printer's Fee

By: Candra Galiley
Candra Galiley

Subscribed & sworn to before me this 12 day of August, 2015

[Signature]
Notary Public



NOTICE OF DECLARATION OF PUBLIC NUISANCE AND ORDER OF ABATEMENT

To: Coleman Virginia K & Eric P Barnhill
7149 W Rt. K
Columbia, MO 65203

In accordance with section 67.402 RSMo and section 6.3.9 and 6.3.10, Boone County Code of Health Regulations, the undersigned gives notice to the above named persons or entities that the following described real property is hereby declared to contain the following described public nuisance which is ordered abated within 15 days of the date of this notice, and that if such abatement does not occur, then such nuisance may be ordered abated by action of the Columbia/Boone County Department of Public Health, with the cost thereof to be the subject of a special tax bill against the property subject to abatement.

Property Description: SWPT W 1/2 SW, a/k/a 6351 Mt. Celestial Rd S., as shown by deed book 3416 page 0031

Type of Nuisance: Large amount of junk and an abandoned truck

The above named persons are further notified that if they fail to abate such nuisance within the time specified in this notice, or fail to appeal this declaration of public nuisance and order of abatement within the time permitted for abatement specified in this notice, then a public hearing shall be conducted before the Boone County Commission, Commission Chambers, 801 E. Walnut, Columbia MO 65201, at a time and date determined by the Commission, and the County Commission will make findings of fact, conclusions of law and a final decision concerning the public nuisance and order of abatement set forth herein. For information concerning these proceedings, contact the Columbia/Boone Department of Public Health, 1005 W. Worley Street, Columbia, MO 65203.

Date of Declaration, Order and Publication: Stephanie Browning, Director, Columbia/Boone County Department of Public Health
INSERTION DATE: August 12, 2015.



Britni Dewro:

Aug 27

no.com>

county nuisance

3 messages

Katherine Cox <khcox@gocolumbiamo.com>

Thu, Jul 23, 2015 at 1:42 PM

To: Britni Dewrock <bmdewroc@gocolumbiamo.com>, Kristine Vellema <knvellem@gocolumbiamo.com>

6351 Mt Celestial Rd
weeds, trash, abandon vehicle,

K past KK

wouldn't leave name
445-1050

Submitted to
newspaper
8/10/15
Ran 8/12/15

--
Katherine Cox
Environmental Public Health Specialist
Columbia/Boone County Public Health and Human Services
573-874-7346
www.gocolumbiamo.com

Kristine Vellema <knvellem@gocolumbiamo.com>

Thu, Jul 23, 2015 at 4:26 PM

To: Britni Dewrock <bmdewroc@gocolumbiamo.com>

do you want this one or the one on botner?
[Quoted text hidden]

--
Kristine N. Vellema
Environmental Public Health Specialist
Columbia/Boone County Department of Public Health
1005 W. Worley Street
Columbia, MO 65203
(573) 874-7346
FAX: (573) 817-6407

Britni Dewrock <bmdewroc@gocolumbiamo.com>

Thu, Jul 23, 2015 at 4:27 PM

To: Kristine Vellema <knvellem@gocolumbiamo.com>

Yes I can do it
[Quoted text hidden]

--
Britni Hendren
Environmental Health Specialist
City of Columbia/Boone County Public Health and Human Services



Boone County Assessor

Boone County Government Center
801 E. Walnut, Room 143
Columbia, MO 65201-7733

Office (573) 886-4270
Fax (573) 886-4254

Parcel 20-102-05-00-007.00 01

Property Location 6351 MT CELESTIAL RD S

City **Road** COMMON ROAD DISTRICT (CO) **School** COLUMBIA (C1)
Library BOONE COUNTY (L1) **Fire** BOONE COUNTY (F1)

Owner COLEMAN VIRGINIA K & ERIC P BARNHILL
Address 7149 W RT K
City, State Zip COLUMBIA, MO 65203

Subdivision Plat Book/Page

Section/Township/Range 5 47 13
Legal Description SWPT W 1/2 SW
Deeded Acreage 1.08
Deed Book/Page 3416 0031 0451 0374

Current Appraised				Current Assessed			
Type	Land	Bldgs	Total	Type	Land	Bldgs	Total
RA	10,500	0	10,500	RA	1,995	0	1,995
Totals	10,500	0	10,500	Totals	1,995	0	1,995

Most Recent Tax Bill(s)

Copyright © 2015 Boone County, Missouri. All rights reserved.
This Web application was developed by [Boone County](http://boonecountymo.org).

[Home](#) [User Administration](#)User:
BMDLWROC@GOCOLUMBIAMO.COM
[Logout](#)**Nora Dietzel**
Boone County , Missouri - Recorder of Deeds[Click Here To View Document](#)**Boone County Recorder of Deeds**
801 East Walnut, Rm. 132
Columbia, MO 65201-7728**(573) 886-4345 Office**
(573) 886-4359 FaxDocument recording information**Instrument** WD - WARRANTY DEED
Document No. 2009001428
Book 3416
Page 31
Recording Date 1/23/2009 8:41:46 AM
Dated date 1/20/2009Referenced By This Document (0)References To This Document (0)Grantor(s) (1)**COLEMAN, LUCILLE**Grantee(s) (2)**COLEMAN, VIRGINIA K**
BARNHILL, ERIC PGrantee's Address**51 S MOUNT CELESTIAL RD**
COLUMBIA, MO 65203Legal Description(s) (1)**STR 5-47-13 SUR BK/PG: 314/591 AC 1.08**

Copyright © 2000-present Mobilis Technologies, LLC All rights reserved.

Boone County, Missouri
Unofficial Document



Recorded In Boone County, Missouri
Date and Time: 01/23/2009 at 08:41:46 AM
Instrument #. 2009001428 Book:3416 Page:31
Grantor COLEMAN, LUCILLE
Grantee COLEMAN, VIRGINIA K

Instrument Type WD
Recording Fee \$27.00 S
No of Pages 2

Bettie Johnson
Bettie Johnson, Recorder of Deeds



Boone-Central Title Company
File No. 0910325

Missouri General Warranty Deed

This Indenture, Made on ^{20th} day of January, 2009, by and between

Lucille Coleman, A Single Person and Surviving spouse of Carl S. Coleman, deceased,
as GRANTOR, and

Virginia K. Coleman and Eric P. Barnhill, as joint tenants with right of survivorship and not as tenants in
common,

as GRANTEE, whose mailing address is: *c/o Virginia Coleman
6351 S. Mount Celestial Road
Columbia MO 65203*

Property Address: 1.08 acres on Route K, Columbia, MO 65203

WITNESSETH: THAT THE GRANTOR, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby Grant, Bargain, Sell, Convey and Confirm unto GRANTEE, GRANTEE'S heirs and assigns, the following described lots, tracts and parcels of land situated in the County of Boone and State of Missouri, to wit:

A small tract of land in the southwest corner of Section Five (5), Township Forty-seven (47) North, Range Thirteen (13) West, of the Fifth (5th) Principal Meridian, in Boone County, Missouri, described as follows: Beginning at the southwest corner of said Section 5; thence with the section line North 323.6 feet to the southerly right-of-way line of State Route K; thence with said right-of-way line South 41 degrees 45' East 438 feet to the south line of said Section; thence with said south line North 89 degrees 20' West 292 feet to the point of beginning, and containing 1.08 acres, more or less. Said tract of land is also shown and described by the survey thereof made by D. E. Hill on April 15, 1959 and recorded March 7, 1962 in Book 314, Page 591, Records of Boone County, Missouri.

Subject to easements, restrictions, reservations, and covenants of record, if any.

TO HAVE AND TO HOLD The premises aforesaid with all singular, the rights, privileges, appurtenances and immunities thereto belonging or in any wise appertaining unto GRANTEE and unto GRANTEE'S heirs and assigns forever; the GRANTOR hereby covenanting that GRANTOR is lawfully seized of an indefeasible estate in fee of the premises herein conveyed; that GRANTOR has good right to convey the same; that the said premises are free and clear from any encumbrance done or suffered by GRANTOR or those under

Nora Dietzel, Recorder of Deeds

U.S. Postal Service
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®

OFFICIAL USE

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$10.75



Sent to
 Street & Apt. No.,
 or PO Box No.
 City, State, ZIP+4®
 Virginia Coleman & Eric Barnhill
 6351 Mt. Celestial Rd. S
 Columbia, MO 65202

PS Form 3800, July 2011 See Reverse for Instructions

7014 3490 0002 2759 8863

CERTIFIED MAIL®



CITY OF COLUMBIA/BOONE CO

DEPARTMENT OF PUBLIC HEALTH AND HUMAN S
 ENVIRONMENTAL HEATH

1005 W. WORLEY STREET
 P.O. BOX 6015
 COLUMBIA, MISSOURI 65205-6015



7014 3490 0002 2759 8863

HAZARD AND/OR NUISANCE AIN

Coleman Virginia K & Eric P Barnhill
 6351 Mt Celestial Rd. S

RETURN TO SENDER
 NOT DELIVERABLE AS ADDRESSED
 UNABLE TO FORWARD

NIXIE 631 DEC 1 0007/33/15

BC: 65205601515 *2864-08564-27-43

228

552056015



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 15

In the County Commission of said county, on the 10th day of September 20 15

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

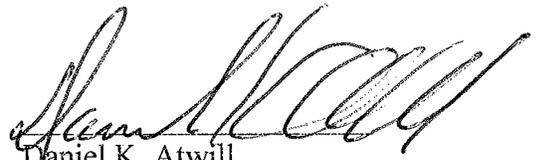
Now on this day the County Commission of the County of Boone does hereby approve the utilization of the City of Columbia Cooperative Contract 126/2015 to purchase Tree Cutting and Removal Services from Asplundh Tree Expert Company of Kansas City, MO.

The terms of the Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

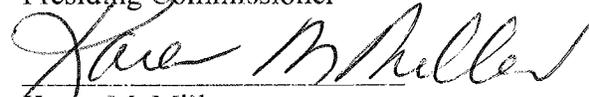
Done this 10th day of September, 2015.

ATTEST:

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



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

414-2015

Boone County Purchasing

Cheli Haley
Buyer



613 East Ash Street, Room 109
Columbia, MO 65201
Phone: (573)886-4392
Facsimile: (573)886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Cheli Haley, Buyer
DATE: September 2, 2015
RE: City of Columbia Cooperative Contract Number 126/2015
Tree Cutting and Removal Services

Purchasing and Resource Management request permission to utilize the City of Columbia cooperative contract number 126/2015 to purchase *Tree Cutting and Removal Services* from the City's tertiary contractor, Asplundh Tree Expert Company of Kansas City, Missouri. Resource Management plans to use this service for projects that require a vendor be chosen from a list provided by Boone Electric Cooperative. Of the three companies awarded a contract by the City, only Asplundh is on the pre-approved list. Further information from Resource Management on this matter is attached.

This is a Term and Supply contract, and invoices will be paid from Department 2041 – Infrastructure Preservation/Rehab, Account - 71202 – Contractor Costs. The amount budgeted for this service is \$50,000.00.

**PURCHASE AGREEMENT
FOR
TREE CUTTING AND REMOVAL SERVICES
TERM AND SUPPLY**

THIS AGREEMENT dated the 10th day of September 2015 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Asplundh Tree Expert Company**, herein Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a term and supply contract for the furnishing of **tree cutting and removal services** in compliance with all bid specifications and any addenda issued for the City of Columbia, Request for Proposal number **126/2015** as well as Boone County Standard Terms and Conditions, insurance requirements, Prevailing Wage Order #21, and Work Authorization. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement and the City of Columbia Request for Proposal number **126/2015** shall prevail and control over the contractor's bid response.

2. **Contract Duration** - This agreement shall commence **on the date written above and extend through June 30, 2016** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County on a month to month basis for a maximum of (6) months in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

3. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with tree cutting and removal services. These services will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County.

4. **Rates and Charges** - Contractor agrees to provide tree cutting and removal services in accordance with its bid response at the charges specified therein during the contract period. The County agrees to pay all invoices within thirty (30) days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

7. **Termination** - This agreement may be terminated by the County upon thirty (30) days advance written notice for any of the following reasons or under any of the following circumstances:

414-2015

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission hardware and/or service is chronically deficient such that it is unreasonable to continue services pursuant to this agreement, or
- c. If appropriations are not made available and budgeted for any calendar year or in the event funding by grant or otherwise is discontinued.

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

ASPLUNDH TREE EXPERT CO.

by *Douglas L. Gober*
 Douglas L. Gober
 title Vice President

BOONE COUNTY, MISSOURI

by: Boone County Commission
Daniel K. Atwill
 Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

Ron Sweet Fair
 County Counselor *CS Dykhouse*

ATTEST:

Wendy S. Noren
 Wendy S. Noren, County Clerk *ny*

AUDITOR CERTIFICATION

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

Jane E. Pitchford
 Signature *by aj*

9/2/15
 Date

2041/71202-Term & Supply
No Encumbrance Required
 Appropriation Account

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.

15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers -** The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

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

Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

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

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to include the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Business Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

Subcontractors: Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the County. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.

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

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

(Please complete and return with Bid)

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

Douglas L. Gober, Vice President

Print Name and Title of Authorized Representative

Douglas L. Gober

Signature

September 1, 2015

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/1/2015

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

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

PRODUCER Aon Risk Services Central, Inc. (Primary Marsh, Inc. Casualty Broker) (Umbrella Excess Broker) Philadelphia PA Office Two Logan Square, 22nd floor One Liberty Place, Suite 1000 Philadelphia PA, 19103 Philadelphia, PA 19103	CONTACT NAME: PHONE (A/C, No, Ext): 215-255-2000 FAX (A/C, No): 215-255-1886 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED Asplundh Tree Expert Co. 708 Blair Mill Road Willow Grove, PA 19090-1784	INSURER A : LIBERTY MUTUAL FIRE INSURANCE COMPANY	
	INSURER B :	
	INSURER C : LM Insurance Corporation	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 2144989997 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Broad Form Contractual GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			TB-631-004328-035	8/1/2015	8/1/2016	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS			AS2-631-004328-055 AS6-631-004328-185 (VI)	8/1/2015	8/1/2016	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WA5-63D-004328-015 (AOS) WC5-631-004328-025 (WI, MN)	8/1/2015	8/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT	\$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The County of Boone is listed as additional insured as required by written agreement but only according to policy terms, conditions and exclusions for liability arising from operations performed by or on behalf of the named insured.

CERTIFICATE HOLDER**CANCELLATION**

The County of Boone
 613 E. Ash Street,
 Columbia, MO 65201

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

AUTHORIZED REPRESENTATIVE

Aon Risk Services Central, Inc.

© 1988-2014 ACORD CORPORATION. All rights reserved.



CITY OF COLUMBIA, MISSOURI

FINANCE DEPARTMENT
PURCHASING DIVISION

July 27, 2015

NOTIFICATION OF AWARD - CITY OF COLUMBIA

CONTRACT FOR: Tree Cutting & Removal Term & Supply

Contract Period is July 27, 2015 through June 30, 2016

Your firm has been awarded the contract herein in response to our recent Request for Proposal. The purchase orders for this year will be sent to you. Please reference the appropriate purchase order number on every invoice submitted.

Please contact the Procurement Officer shown below if there are any questions pertaining to this contract.

Table with 4 columns: CONTRACT NUMBER, ITEMS AWARDED, VENDOR NUMBER, VENDOR NAME. Row 1: 126/2015, See attached Tertiary Contractor, 786, Asplundh Tree Expert Company...

Would you be willing to offer the same pricing to members of the Mid-Missouri Public Purchasing Cooperative? yes no (please check appropriate box, initial response, email back to bjorman@gocolumbiamo.com)

TERMS: Net 30
DELIVERY: As Needed

Barb Rorman, CPPB
Procurement Officer
573-874-7374

Cale Turner, CPPB
Purchasing Agent

cc: Sam T/Brenda B-Street; Chad H-PW; Brett O-PMC

ASPLUNDH

ASPLUNDH TREE EXPERT COMPANY

EXHIBIT A FINANCIAL PROPOSAL (EQUIPMENT)			
LINE ITEM	DESCRIPTION	ADDITIONAL INFORMATION	RATE
1	Standard Lift Truck	2010 or Newer, 55' Altec Lift w/ Ford Dump Body	\$17.00
2	Elevator or Scissor Lift Truck	2010 or Newer, 70' Altec Lift w/ Ford Dump Body	\$21.25
3	Chipper	2010 or Newer, Vermeer BC1000XL D	\$4.50
4	Tracked Skid Steer w/ Attachments	2010 or Newer, Takeuchi TL12 w/ Grapple &	\$30.80
5	ATV Side by Side w/ Dump Bed	2010 or Newer, 4x4 Kubota RTV900	\$5.50
6	Split Dump Truck	2010 or Newer, 2 Ton Ford w/ Dump Box	\$11.55
7	Tracked Large Mower w/ Cutter Head	2014 or Newer, Fecon FTX 128L w/ Seppi Type	\$65.00
8	Stump Grinder w/ Trailer	2010 or Newer, Vermeer SC252	\$10.75
9	Tracked Backyard Lift / Trailer	2010 or Newer, Skylift Mini-Arborist 53 w/	\$29.95
10	4x4 Ext Cab Pick-Up	2010 or Newer, 3/4 Ton Truck, GMC or Ford	\$14.00
11	4x4 Tractor w/ Attachments	2007 John Deere 6415 w/ Blade & Browns Cutter	\$20.80
12	Flatbed Haul Truck	2010 or Newer, F650 or F750 Ford w/ Southco	\$15.55
13	Gooseneck Trailer	2010 or Newer, Dual Axle Interstate, >20,000 lbs	\$3.80
14	Semi Truck w/ Lowboy Trailer	1995 Kenworth Tractor and AR Trailer	\$45.55
15	Mechanical Trimmer	2010 or Newer, 70' Wheeled Jarraff	\$38.85
16	Small Transport Trailer	2010 or Newer, Single Axle Haul Rite, >1600 lbs	\$1.85
17	Spray Truck	2010 or Newer, 4x4 F550 w/ Nozzles and Hoses	\$38.95

4025 N. Cherry St., Kansas City, MO 64116 / Phone 816-453-1300 Fax 816-453-1302



ASPLUNDH TREE EXPERT COMPANY

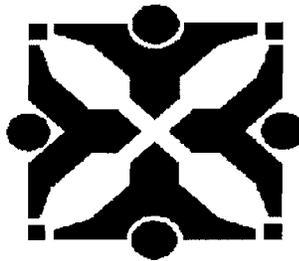
EXHIBIT A FINANCIAL PROPOSAL (LABOR)								
Line Item	LABOR	ADDITIONAL INFORMATION	REG RATE	REG OT RATE	REG DT RATE	PW RATE	PW OT RATE	PW DT RATE
18	Hourly labor rate for Foreman	Certified w/ Minimum of 2 Years Experience	\$37.00	\$51.80	\$66.60	\$61.00	\$85.40	\$109.80
19	Hourly labor rate Journey person/Trimmer	Certified w/ Minimum of 2 Years Experience	\$33.90	\$47.46	\$61.02	\$49.00	\$68.60	\$88.20
20	Hourly rate for Groundsperson	Certified w/ Minimum of 2 Years Experience	\$30.75	\$43.05	\$55.35	\$49.00	\$68.60	\$88.20
21	Hourly rate for ISA Certified Arborist	Dan Facklam, ISA Cert. # MW-5035A	\$40.15	\$56.21	\$72.27	\$61.00	\$85.40	\$109.80
22	Hourly rate for ISA Certified Arborist	Greg Chapple, ISA Cert. # MW-4042A	\$40.15	\$56.21	\$72.27	\$61.00	\$85.40	\$109.80
23	Hourly labor rate for other to be assigned to jobs	General Foreperson or Supervisor	\$40.15	\$56.21	\$72.27	\$61.00	\$85.40	\$109.80
24	Hourly labor rate for other to be assigned to jobs	Planner	\$36.05	\$50.47	\$64.89	\$61.00	\$85.40	\$109.80
25	Hourly labor rate for other to be assigned to jobs	Equipment Operator	\$35.45	\$49.63	\$63.81	\$61.00	\$85.40	\$109.80

REQUEST FOR PROPOSAL

**TREE CUTTING & REMOVAL SERVICES
TERM & SUPPLY
RFP 126/2015**

FOR THE

CITY OF COLUMBIA, MISSOURI



FINANCE/PURCHASING DIVISION
CALE TURNER
PURCHASING AGENT
701 E. BROADWAY, 5TH FLOOR
COLUMBIA, MO 65201
(573) 874-7687

CHAD HERWALD
PROJECT MANAGER

BARB RORMAN, CPPB
PROCUREMENT OFFICER

Request For Proposal No. 126/2015
Closing Date: 5:00 p.m., CST, Friday, June 12, 2015

1	GENERAL REQUIREMENTS	1
1.1	PURPOSE:	1
1.2	SCHEDULE OF ACTIVITIES:	1
1.3	DUE DATE FOR PROPOSALS:	1
1.4	QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR PROPOSAL:	1
1.5	VALIDITY OF PROPOSALS:	2
1.6	REJECTION OF PROPOSALS:	2
1.7	WITHDRAWAL OF PROPOSALS:	2
1.8	ALTERATION OF SOLICITATION:	2
1.9	RESPONSE MATERIAL OWNERSHIP:	2
1.10	INCURRING COSTS:	2
1.11	COLLUSION CLAUSE:	2
1.12	FUNDS:	2
1.13	TAX EXEMPTION:	3
1.14	APPLICABLE LAW:	3
1.15	RESPONSIBILITY:	3
1.16	ASSIGNMENT:	3
1.17	AUDITING OF INVOICES:	3
1.18	NONDISCRIMINATION IN EMPLOYMENT:	3
1.19	TERMINATION FOR DEFAULT	4
1.20	TERMINATION FOR CONVENIENCE:	4
1.21	EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED:	4
1.22	INSURANCE REQUIREMENTS:	5
1.23	HOLD HARMLESS	6
2	GENERAL SPECIFICATIONS	6
2.1	SCOPE OF WORK:	6
2.2	CONTRACTOR PERSONNEL REQUIREMENTS:	6
2.3	SAFETY STANDARDS:	6
2.4	WORKING IN PROXIMITY TO ELECTRICAL HAZARD:	7
2.5	WORKING HOURS:	7
2.6	EQUIPMENT	7
2.7	TREE CUTTING AND DISPOSAL:	7
2.8	EQUIPMENT AND CREW AVAILABILITY:	8
3	SUBMISSION OF PROPOSAL	8
3.1	TRANSMITTAL LETTER:	8
3.2	FORMAT OF PROPOSAL:	8
3.3	FINANCIAL PROPOSAL:	8
3.4	EXP., EXPERTISE, REFERENCES AND ABILITY TO PROVIDE SERVICE:	9
4	EVALUATION AND AWARD	9
4.1	EVALUATION:	9
4.2	SELECTION AND AWARD:	10
	EXHIBIT A-FINANCIAL PROPOSAL	11
	EXHIBIT B-STATEMENT OF BIDDERS QUALIFICATIONS	12
	EXHIBIT C-WORK AUTHORIZATION AFFIDAVIT	13
	EXHIBIT D-WAGE ORDER 21	14

1 GENERAL REQUIREMENTS

1.1 PURPOSE:

The City of Columbia “City” seeks proposals from qualified offerors to provide Tree Cutting & Removal Services, to furnish all required materials, supplies, equipment, tools and plant; to perform all necessary labor and supervision; and to install, erect, equip, and complete all work stipulated in, required by, and in accordance with the General Requirements document, specifications, and other documents referred to herein (as altered, amended, or modified by all addenda hereto) for and in consideration of the prices stated herein. All prices stated herein are firm. **Missouri Sales and Use Tax are not to be included in this pricing.**

The contract will be effective from date of award through June 30, 2016, for a period of one (1) year with the City reserving the option to renew for four additional one (1) year periods, based upon past service, current scope of work, and pricing. This contract may be terminated for convenience by either party with ninety days written notice. The City may terminate this contract with ten days written notice to contractor for non-compliance with contract requirements or other just cause.

1.2 SCHEDULE OF ACTIVITIES:

DATE	ACTIVITY
May 29, 2015	Close of written <i>Requests for Additional Information</i>
June 2, 2015	Written responses to <i>Requests for Additional Information</i> sent to all
June 12, 2015	Request for Proposal is due by 5:00 p.m. CST
July 1, 2015	Contract Start Date
The above dates are target dates and may change.	

1.3 DUE DATE FOR PROPOSALS:

Proposals may be submitted in a sealed envelope at the purchasing office or uploaded electronically on the City’s E-bidding website at <http://www.gocolumbiamo.com/Finance/purhome.php>. No faxed or e-mailed proposals will be accepted. Sealed proposals must be delivered to the Purchasing Department, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the closing date and time. Proposals received after the appointed time will be determined non-responsive and will not be opened. Sealed proposals must be submitted in three (3) copies, one of which must be an original and so marked. The proposals must be in sealed envelopes and marked in bold letters “**RFP 126/2015 TREE CUTTING & REMOVAL SERVICES T&S**”.

1.4 QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR PROPOSAL:

All questions concerning the RFP and specifications shall be submitted in writing via e-mail or fax to the name below. You are encouraged to submit your questions via e-mail.

Barb Rorman, CPPB, Procurement Officer
Phone: (573) 874-7374
Fax: (573) 874-7762
E-mail: bjrorman@GoColumbiaMO.com

Any oral responses to any question shall be unofficial and not binding on the City. An Addendum to this RFP providing the City's official response(s) will be issued if necessary to all known prospective offerors. Questions must be submitted no later than 5:00 p.m. on June 2, 2015.

This written *Request for Additional Information* will take place of the normal Pre-Proposal Conference.

1.5 VALIDITY OF PROPOSALS:

Offerors agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

1.6 REJECTION OF PROPOSALS:

The City reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.

1.7 WITHDRAWAL OF PROPOSALS:

Any offeror may withdraw his/her proposal at any time prior to the scheduled closing time for the receipt of proposals. However, no proposal will be withdrawn for a period of ninety days after the scheduled closing time for the receipt of proposals.

1.8 ALTERATION OF SOLICITATION:

The wording of the City's solicitation may not be changed or altered in any manner. Offerors taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their proposal; such exceptions will be evaluated and accepted or rejected by the City, whose decision will be final.

1.9 RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFP becomes the property of the City. Any person may review proposals after the "Notice of Intent to Award" letter has been issued, subject to the terms of this solicitation.

1.10 INCURRING COSTS:

The City shall not be obligated or be liable for any cost incurred by offeror prior to issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the offeror.

1.11 COLLUSION CLAUSE:

Any contract or collusion among offerors and prospective offerors to illegally restrain freedom of competition by contract to fix prices, or otherwise, will render the proposals of such offerors void.

1.12 FUNDS:

Financial obligations of the City payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the City.

1.13 TAX EXEMPTION:

The City is funded by public monies and has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available upon request by the successful offeror.

1.14 APPLICABLE LAW:

The proposal and Contract shall be governed in all respects by the ordinances of the City and the laws of the State of Missouri, and any litigation with respect thereto shall be brought in the courts in the State of Missouri.

1.15 RESPONSIBILITY:

The City reserves the right to require the apparent successful offeror to file proof of his/her ability to properly finance and execute the Contract, together with his/her record of successful completion of similar prior contracts. The award of the contract will be contingent upon providing acceptable proof and record of performance. *This information will become a part of the contents of the file and hence public record unless the offeror indicates this material is confidential and request this information be returned at the expense of the offeror. This applies only to matters of financial reporting.*

1.16 ASSIGNMENT:

Firm shall not assign the Contract, subcontract it, or sublet it as a whole without the prior written consent of the City. Assignment, subcontracting, or subletting without such consent will in no way relieve the Firm of any of its obligations under this Contract unless specifically stated by the City in its consent.

1.17 AUDITING OF INVOICES:

Invoices are subject to audit for a period of five (5) years after the expiration date of the final year of the contract. If during the audit it is revealed that the offeror charged the City a price higher than the proposed price, the offeror will reimburse the City the amount of the overcharge.

1.18 NONDISCRIMINATION IN EMPLOYMENT:

In connection with the furnishing of supplies or performance of work under this Contract, the Firm agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State laws and further agrees to insert the foregoing provisions in all subcontracts awarded hereunder.

Contractor agrees to comply with all applicable provisions of: the Fair Labor Standards Act, as amended; the Employment Practices Act, as amended; the Civil Rights Act of 1964, as amended; Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Omnibus Reconciliation Act of 1981, as amended; the Americans with Disabilities Act of 1990, as amended; Chapter 12 of the City's Code of Ordinances, and all other applicable Federal and State laws which prohibit discrimination in employment and the delivery of services on the basis of race (racism), color, national origin, ancestry, sex, religion, disability, marital status, sexual orientation, gender identity, age (employment), and familial status (housing).

1.19 TERMINATION FOR DEFAULT:

If, through any cause, the firm shall fail to fulfill, in a timely and proper manner, its obligations under this contract, or if the firm shall violate any of the covenants, contracts, or stipulations of this contract, the City shall thereupon have the right to terminate this contract for cause by giving written notice to the firm of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the firm under this contract shall, at the option of the City, become its property, and the firm shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The firm shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding above, the firm shall not be relieved of liability to the City for any damages sustained by the City by virtue of any breach of the contract by the firm, and the City may withhold any payment to the firm for the purpose of mitigating its damages until such time as the exact amount of damages due the City from the firm is determined.

If after such termination it is determined, for any reason the firm was not in default, or that the firm's action/inaction was excusable, such termination shall be treated as a termination for convenience, as described herein.

1.20 TERMINATION FOR CONVENIENCE:

The performance of work under this Contract may be terminated by the City in whole or in part, whenever the Purchasing Agent determines that such termination is in the best interest of the City. Any such termination will be affected by delivery to the Offeror of a letter of termination specifying the extent to which performance of work under the Contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the Contractor shall:

- Stop work on the Contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under Contract not terminated.
- Complete on schedule such part of the work not to be terminated by termination letter.

1.21 EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED:

Contractor agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of this contract the contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Contractor shall require each subcontractor to affirmatively state in its contract with contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Contractor shall also require each subcontractor to provide contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

1.22 INSURANCE REQUIREMENTS:

Contractor shall maintain, on a primary basis and at its sole expense, at all times during the life of the Contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the City's review or acceptance of insurance maintained by contractor is not intended to, and shall not in any manner limit or qualify the liabilities or obligations assumed by contractor under the contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII.

Workers' Compensation & Employers Liability: Contractor shall maintain Workers' Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: \$500,000 each accident, disease each employee and disease policy limit.

Commercial General Liability: Contractor shall maintain Commercial General Liability at a limit of not less than \$2,000,000 Each Occurrence, \$3,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Business Auto Liability: Contractor shall maintain Business Automobile Liability at a limit not less than \$2,000,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event contractor does not own automobiles, contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the City as an Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

The City, its elected officials and employees are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the Effective Date of the contract between the contractor and the City. Contractor is required to maintain coverages as stated and required to notify the City of a Carrier Change or cancellation within two (2) business days. The City reserves the right to request a copy of the policy.

The Parties hereto understand and agree that the City is relying on, and does not waive or intend to waive by any provision of the contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the City, or its elected officials or employees.

Failure to maintain the required insurance in force may be cause for termination of the contract. In the event contractor fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the City shall have the right to cancel and terminate the contract without notice.

The insurance required by the provisions of this article is required in the public interest and the City does not assume any liability for acts of the contractor and/or their employees and/or their subcontractors in the performance of this contract.

1.23 HOLD HARMLESS AGREEMENT:

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

2 GENERAL SPECIFICATIONS

2.1 SCOPE OF WORK:

Contractor shall furnish crew personnel to include, but not be limited to, ISA (International Society of Arboriculture) Certified Arborist, Groundsman/Laborer who has skills necessary in ground operations such as loading trucks, cutting limbs on the ground, operating chipper, raking and cleaning up area and Foreman (working) who shall provide supervision and shall have responsibility for giving directions, making decisions, and assuming responsibility for all completed by the offeror as required to perform the work. Contractor shall furnish fully equipped equipment with trucks, chipping equipment, power and hand tools, transportation, and materials necessary to remove trees for City parks and other City operated facilities, and to dispose of all debris resulting from such work, as directed by the City.

Contractor shall perform all work to the complete satisfaction of City and in accordance with all applicable federal, municipal, county, state, and other local laws, ordinances, and regulations.

2.2 CONTRACTOR PERSONNEL REQUIREMENTS:

In addition to requirements so stated in the general requirements, the Contractor must also provide a single point of contact for the City.

Contractor shall have considerable experience actively engaged in tree removal work.

All personnel utilized by the Contractor shall have a minimum two years of experience in the tree removal business and be properly trained in the operation of tree cutting, grinding, and other related equipment.

ISA Certified Arborist is required to be on site of work assigned.

2.3 SAFETY STANDARDS:

The Contractor shall be solely responsible for pedestrian and vehicular safety and control within the worksite and shall provide the necessary warning devices, barricades, and ground personnel needed to give safety, protection, and warning to person and vehicular traffic within the area.

Traffic control is the responsibility of the Contractor and shall be accomplished in conformance with State, County and Local highway construction codes.

Any practice determined hazardous by the City shall be immediately discontinued by the Contractor upon receipt of either written or oral notice to discontinue such practice.

2.4 WORKING IN PROXIMITY TO ELECTRICAL HAZARDS:

An inspection shall be made by the Contractor to determine whether an electrical conductor passes through the tree or passes within reaching distance of the tree worker before climbing, entering, or working around any tree. Care shall be taken to avoid contact with all overhead utilities.

2.5 WORKING HOURS:

The Contractor will schedule work between 7:00 a.m. and 6:00 p.m. Monday through Friday unless authorized by the City to do otherwise.

2.6 EQUIPMENT:

Contractor's equipment shall be in excellent condition and of modern design made expressly for use in tree removal work. Chippers shall be of low noise level design for use in urban areas.

The Contractor shall maintain his equipment in excellent working order and have it available for work at any time. Failure to maintain the equipment in a dependable condition will be considered as non-performance and cause to terminate this Contract.

The contractor shall include with his initial proposal, a complete descriptive list of all items of equipment to be used. This list shall describe each piece of equipment by year, make, model, and capacity, and any other pertinent data.

Inoperable equipment shall not be charged to the City. Time spent to repair, lubricate or sharpen equipment shall not be charged to the City. Sharp, replacement saw chains shall be available at each job site to replace dull saw chains. Work shall not stop to sharpen saws.

The City reserves the right to demand replacement of any equipment which, in the opinion of the City, has an unsatisfactory performance.

2.7 TREE CUTTING AND DISPOSAL:

Work shall be completed on each project within one week after notification by the City to the Contractor. Trees shall be cut as low to the ground as permissible with the conditions. In no event will a stump be left remaining that is higher than 6" from the immediate surrounding ground. Stump removal will be handled by the City on a separate contract.

All brush and trunk material shall be removed from the site immediately following the cutting,

and shall be disposed of in an appropriate and legal manner. The site shall be left free of twigs, branches, trunk material and other debris associated with the work.

2.8 EQUIPMENT AND CREW AVAILABILITY:

Based on the City of Columbia's potential need for emergency services, such as but not limited to storm damage clean up, state miles from downtown Columbia crew and equipment are stationed, offerors' proposed response time for emergency and non-emergency calls.

3 SUBMISSION OF PROPOSAL

3.1 TRANSMITTAL LETTER:

All offerors must submit a transmittal letter prepared on the offerors' letterhead from an individual who is authorized to bind this firm to all statements, services, and prices contained in the proposal.

3.2 FORMAT OF PROPOSAL:

The offerors' proposal should be a clear, concise description of how the offeror intends to provide the services set forth herein. To receive high marks, the proposal should outline how the offeror plans to address each key issue noted in the General Requirements.

Proposals are to be kept within 30 pages with a minimum font size of 11.

3.3 FINANCIAL PROPOSAL:

The offeror should propose pricing for hourly rates of labor and equipment on Exhibit A herein.

Labor is to be quoted regular hourly wage rates.

In the event that a prevailing wage job would be necessary under this contract, quote wage rates using wage order EXHIBIT D.

Equipment examples listed here, are common for typical work projects that will be assigned to this to this contract. Offeror is advised to use this as a guide when completing Exhibit A.

Examples of Tree Removal Contract Equipment Preference for tracked machines when available

Tub grinder (950 hp) ex. Vermeer TG7000

Horizontal grinder on tracks ex. CBI 6800T

Excavator with grapple (120hp)

Log Skidder (120hp min) ex. JD 440D, Timberjack 360D

Feller buncher (150hp min) ex. JD 803, Timberjack 608

Bandit chipper 250

Platform track lift 22.10 (60-75')

Stump grinder ex. Bandit 2250

Kubota tractor (40hp or larger), grapple, bucket, box blade

Bobcat (92hp), grapple, tree saw, ect.

Caterpillar 299 cup, grapple, bucket

Bucket truck, 50'-60'

Logging grapple and winch system

Forestry attachments for skidders, skidders, excavators, and tractors.

3.4 EXPERIENCE, EXPERTISE, REFERENCES AND ABILITY TO PROVIDE THE SERVICES OUTLINED IN THE SCOPE OF WORK:

The purpose of this section is to provide offerors the opportunity to present its experience and qualifications to propose on this project. City is seeking a contractor who has extensive experience with comparable projects, who has the breadth and quality of resources necessary.

- A list of five customer sites of a comparable size and functional complexity to the City. At least two of these should be municipalities. The following information should be presented for each customer:

Customer name, business type, address and telephone number

A description of the project.

A detailed description of the offeror's project responsibilities and the number of staff assigned to each.

The City reserves the right to contact the customer references identified by offerors, as well as any other customers and customer employees, subcontractors, and others, not identified by offeror, directly involved in the project.

4 EVALUATION AND AWARD

4.1 PROPOSAL EVALUATION:

The City reserves the right to reject any or all proposals, to negotiate with any offeror considered qualified, or to make an award without further discussion.

Evaluation will be based on all elements of response to proposal criteria.

It is the purpose of this RFP to obtain data as complete as possible from each offeror that will enable the City to determine which prospective firm is best able to serve all the criteria which are to be considered in the award of this contract. Evaluation of the offerors qualifying as finalists will be based on the following criteria:

- 35% Equipment
- 15% ISA Arborist on Staff
- 20% ISA Arborist on site while work is done
- 15% Financial – Competitive pricing
- 10% On call availability
- 5% Experience in providing scope of services to the City or other similar entities.

Failure of the offeror to provide in his/her proposal any information requested in this RFP may result in disqualification of the proposal and shall be the responsibility of the proposing individual or firm.

During the evaluation process, discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award. It will be the recommendation of the evaluation committee if discussions for clarification are needed.

The objective of the evaluation committee will be to recommend the offeror whose proposal is most responsive to the City's needs while within the available resources. The specifications within this RFP represent the minimum performance necessary for response.

4.2 SELECTION AND AWARD:

The City reserves the right to reject any or all proposals, to negotiate with any offeror considered qualified, or to make an award without further discussion.

EXHIBIT A
FINANCIAL PROPOSAL

LINE ITEM	DESCRIPTION	ADDITIONAL INFORMATION	RATE	
1	Hourly Rate for equipment offered	Make/Model		
2	Hourly Rate for equipment offered	Make/Model		
3	Hourly Rate for equipment offered	Make/Model		
4	Hourly Rate for equipment offered	Make/Model		
5	Hourly Rate for equipment offered	Make/Model		
6	Hourly Rate for equipment offered	Make/Model		
7	Hourly Rate for equipment offered	Make/Model		
8	Hourly Rate for equipment offered	Make/Model		
9	Hourly Rate for equipment offered	Make/Model		
10	Hourly Rate for equipment offered	Make/Model		
11	Hourly Rate for equipment offered	Make/Model		
12	Hourly Rate for equipment offered	Make/Model		
13	Hourly Rate for equipment offered	Make/Model		
14	Hourly Rate for equipment offered	Make/Model		
15	Hourly Rate for equipment offered	Make/Model		
16	Hourly Rate for equipment offered	Make/Model		
17	Hourly Rate for equipment offered	Make/Model		
	LABOR		REG RATE	PW RATE
18	Hourly labor rate for Foreman			
19	Hourly labor rate Journeyman/Trimmer			
20	Hourly labor rate for Groundsperson			
21	Hourly labor rate for ISA Certified Arborist	Name and member number		
22	Hourly labor rate for ISA Certified Arborist	Name and member number		
23	Hourly labor rate for other to be assigned to jobs	Specify title and purpose		
24	Hourly labor rate for other to be assigned to jobs	Specify title and purpose		
25	Hourly labor rate for other to be assigned to jobs	Specify title and purpose		

EXHIBIT B

STATEMENT OF BIDDER QUALIFICATIONS

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

1. NAME OF BIDDER: _____

2. BUSINESS ADDRESS: _____

3. Date Organized: _____ 4. Date Incorporated: _____

Federal Tax ID# _____

5. If NOT INCORPORATED, state type of business (sole proprietor, partnership, etc):
_____ Provide Federal tax ID or social security #: _____

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

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

8. Percent (%) of work done by own staff: _____%

9. Have you ever failed to complete any work awarded to your company? _____
If so, where and why? _____

10. Have you ever defaulted on a contract? _____
If so, where and why? _____

11. List a minimum of three projects completed recently for same type as the work described herein, including value of each. Include contact names, telephone numbers and location of work performed. Use separate sheet if necessary.

12. List of projects currently in progress. Include same information as in Item 11 above. Use separate sheet if necessary.

EXHIBIT C

**CITY OF COLUMBIA, MISSOURI
WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530 RSMo
(FOR ALL BIDS IN EXCESS OF \$5,000.00)
Effective 1/1/2009**

County of _____)
)SS.

State of _____)

My name is _____. I am an authorized agent of _____
_____(Bidder). This business is enrolled and participates in a federal work
authorization program for all employees working in connection with services provided to the City of
Columbia. This business does not knowingly employ any person who is an unauthorized alien in
connection with the services being provided. **Documentation of participation in a federal work
authorization program is attached to this affidavit.**

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

Affiant

Printed Name

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

Notary Public

Missouri Division of Labor Standards

WAGE AND HOUR SECTION



JEREMIAH W. (JAY) NIXON, Governor

Annual Wage Order No. 21

Section 010
BOONE COUNTY

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by

John E. Lindsey, Director
Division of Labor Standards

This Is A True And Accurate Copy Which Was Filed With The Secretary of State: March 10, 2014

Last Date Objections May Be Filed: April 9, 2014

Prepared by Missouri Department of Labor and Industrial Relations

OCCUPATIONAL TITLE	** Date of Increase	*	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Asbestos Worker (H & F) Insulator	10/14		\$32.06	55	60	\$20.71
Boilermaker	6/14		\$33.36	57	7	\$27.95
Bricklayer and Stone Mason			\$28.30	59	7	\$15.93
Carpenter	6/14		\$24.36	60	15	\$15.05
Cement Mason	6/14		\$26.33	9	3	\$11.50
Communication Technician			\$31.04	28	7	\$12.52 + 13%
Electrician (Inside Wireman)			\$31.04	28	7	\$12.52 + 13%
Electrician (Outside-Line Construction)\Lineman)	9/14		\$41.08	43	45	\$5.00 + 36.5%
Lineman Operator	9/14		\$35.46	43	45	\$5.00 + 36.5%
Groundman	9/14		\$27.42	43	45	\$5.00 + 36.5%
Elevator Constructor		a	\$43.715	26	54	\$26.755
Glazier		c	\$32.78	87	31	\$21.13 + 13.2%
Ironworker	8/14		\$28.01	11	8	\$23.09
Laborer (Building):						
General			\$21.06	42	44	\$12.49
First Semi-Skilled			\$23.06	42	44	\$12.49
Second Semi-Skilled			\$22.06	42	44	\$12.49
Lather			USE CARPENTER RATE			
Linoleum Layer and Cutter	6/14		\$24.24	60	15	\$15.05
Marble Mason	6/14		\$21.55	124	74	\$12.79
Marble Finisher						
Millwright	6/14		\$25.36	60	15	\$15.05
Operating Engineer						
Group I	6/14		\$27.81	86	66	\$23.75
Group II	6/14		\$27.81	86	66	\$23.75
Group III	6/14		\$26.56	86	66	\$23.75
Group III-A	6/14		\$27.81	86	66	\$23.75
Group IV	6/14		\$25.58	86	66	\$23.75
Group V	6/14		\$28.51	86	66	\$23.75
Painter	6/14		\$22.00	18	7	\$11.77
Pile Driver	6/14		\$25.36	60	15	\$15.05
Pipe Fitter	7/14	b	\$35.75	91	69	\$26.68
Plasterer	6/14		\$24.94	94	5	\$11.55
Plumber	7/14	b	\$35.75	91	69	\$26.68
Roofer \ Waterproofer	9/14		\$29.30	12	4	\$14.55
Sheet Metal Worker	7/14		\$30.76	40	23	\$15.47
Sprinkler Fitter - Fire Protection	6/14		\$31.75	33	19	\$18.90
Terrazzo Worker	6/14		\$28.73	124	74	\$14.38
Terrazzo Finisher						
Tile Setter	6/14		\$21.55	124	74	\$12.79
Tile Finisher						
Traffic Control Service Driver			\$26.415	22	55	\$9.045
Truck Driver-Teamster						
Group I	6/14		\$25.30	101	5	\$10.70
Group II	6/14		\$25.95	101	5	\$10.70
Group III	6/14		\$25.45	101	5	\$10.70
Group IV	6/14		\$25.95	101	5	\$10.70

Fringe Benefit Percentage is of the Basic Hourly Rate

For additional information regarding the application of the Marble Finisher, Terrazzo Finisher and Tile Finisher see the Labor and Industrial Relations Commission Order of June 10, 2014, in the Matter of Objection Nos. 006-121.

**Annual Incremental Increase

**REPLACEMENT PAGE
BOONE COUNTY
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

FED: Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

NO. 9: Means the regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated for at double the regular rate of wages. The work week shall be Monday through Friday, except for midweek holidays.

NO. 11: Means eight (8) hours shall constitute a day's work, with the starting time to be established between 6:00 a.m. and 8:00 a.m. from Monday to Friday. Time and one-half (1½) shall be paid for first two (2) hours of overtime Monday through Friday and the first eight (8) hours on Saturday. All other overtime hours Monday through Saturday shall be paid at double (2) time rate. Double (2) time shall be paid for all time on Sunday and recognized holidays or the days observed in lieu of these holidays.

NO. 12: Means the work week shall commence on Monday at 12:01 a.m. and shall continue through the following Friday, inclusive of each week. All work performed by employees anywhere in excess of forty (40) hours in one (1) work week, shall be paid for at the rate of one and one-half (1½) times the regular hourly wage scale. All work performed within the regular working hours which shall consist of a ten (10) hour work day except in emergency situations. Overtime work and Saturday work shall be paid at one and one-half (1½) times the regular hourly rate. Work on recognized holidays and Sundays shall be paid at two (2) times the regular hourly rate.

NO. 18: Means the regular work day shall be eight (8) hours. Working hours are from six (6) hours before Noon (12:00) to six (6) hours after Noon (12:00). The regular work week shall be forty (40) hours, beginning between 6:00 a.m. and 12:00 Noon on Monday and ending between 1:00 p.m. and 6:00 p.m. on Friday. Saturday will be paid at time and one-half (1½). Sunday and Holidays shall be paid at double (2) time. Saturday can be a make-up day if the weather has forced a day off, but only in the week of the day being lost. Any time before six (6) hours before Noon or six (6) hours after Noon will be paid at time and one-half (1½).

NO. 22: Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

NO. 26: Means that the regular working day shall consist of eight (8) hours worked between 6:00 a.m., and 5:00 p.m., five (5) days per week, Monday to Friday, inclusive. Hours of work at each jobsite shall be those established by the general contractor and worked by the majority of trades. (The above working hours may be changed by mutual agreement). Work performed on Construction Work on Saturdays, Sundays and before and after the regular working day on Monday to Friday, inclusive, shall be classified as overtime, and paid for at double (2) the rate of single time. The employer may establish hours worked on a jobsite for a four (4) ten (10) hour day work week at straight time pay for construction work; the regular working day shall consist of ten (10) hours worked consecutively, between 6:00 a.m. and 6:00 p.m., four (4) days per week, Monday to Thursday, inclusive. Any work performed on Friday, Saturday, Sunday and holidays, and before and after the regular working day on Monday to Thursday where a four (4) ten (10) hour day workweek has been established, will be paid at two times (2) the single time rate of pay. The rate of pay for all work performed on holidays shall be at two times (2) the single time rate of pay.

**REPLACEMENT PAGE
BOONE COUNTY
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

NO. 28: Means a regular workday shall consist of eight (8) hours between 7:00 a.m. and 5:30 p.m., with at least a thirty (30) minute period to be taken for lunch. Five (5) days a week, Monday through Friday inclusive, shall constitute a work week. The Employer has the option for a workday/workweek of four (4) ten (10) hour days (4-10's) provided:

- The project must be for a minimum of four (4) consecutive days.
- Starting time may be within one (1) hour either side of 8:00 a.m.
- Work week must begin on either a Monday or Tuesday: If a holiday falls within that week it shall be a consecutive work day. (Alternate: If a holiday falls in the middle of a week, then the regular eight (8) hour schedule may be implemented).
- Any time worked in excess of any ten (10) hour work day (in a 4-10 hour work week) shall be at the appropriate overtime rate.

All work outside of the regular working hours as provided, Monday through Saturday, shall be paid at one & one-half (1½) times the employee's regular rate of pay. All work performed from 12:00 a.m. Sunday through 8:00 a.m. Monday and recognized holidays shall be paid at double (2) the straight time hourly rate of pay. Should employees work in excess of twelve (12) consecutive hours they shall be paid double time (2X) for all time after twelve (12) hours. Shift work performed between the hours of 4:30 p.m. and 12:30 a.m. (second shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus ten (10%) percent for seven and one-half (7½) hours work. Shift work performed between the hours of 12:30 a.m. and 8:00 a.m. (third shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus fifteen (15%) percent for seven (7) hours work. A lunch period of thirty (30) minutes shall be allowed on each shift. All overtime work required after the completion of a regular shift shall be paid at one and one-half (1½) times the shift hourly rate.

NO. 33: Means the standard work day and week shall be eight (8) consecutive hours of work between the hours of 6:00 a.m. and 6:00 p.m., excluding the lunch period Monday through Friday, or shall conform to the practice on the job site. Four (4) days at ten (10) hours a day may be worked at straight time, Monday through Friday and need not be consecutive. All overtime, except for Sundays and holidays shall be at the rate of time and one-half (1½). Overtime worked on Sundays and holidays shall be at double (2) time.

NO. 40: Means the regular working week shall consist of five (5) consecutive (8) hour days' labor on the job beginning with Monday and ending with Friday of each week. Four (4) 10-hour days may constitute the regular work week. The regular working day shall consist of eight (8) hours labor on the job beginning as early as 6:00 a.m. and ending as late as 5:30 p.m. All full or part time labor performed during such hours shall be recognized as regular working hours and paid for at the regular hourly rate. All hours worked on Saturday and all hours worked in excess of eight (8) hours but not more than twelve (12) hours during the regular working week shall be paid for at time and one-half (1½) the regular hourly rate. All hours worked on Sundays and holidays and all hours worked in excess of twelve (12) hours during the regular working day shall be paid at two (2) times the regular hourly rate. In the event of rain, snow, cold or excessively windy weather on a regular working day, Saturday may be designated as a "make-up" day. Saturday may also be designated as a "make-up" day, for an employee who has missed a day of work for personal or other reasons. Pay for "make-up" days shall be at regular rates.

**REPLACEMENT PAGE
BOONE COUNTY
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

NO. 42: Means eight (8) hours between the hours of 8:00 a.m. and 4:30 p.m. shall constitute a work day. The starting time may be advanced one (1) or two (2) hours. Employees shall have a lunch period of thirty (30) minutes. The Employer may provide a lunch period of one (1) hour, and in that event, the workday shall commence at 8:00 a.m. and end at 5:00 p.m. The workweek shall commence at 8:00 a.m. on Monday and shall end at 4:30 p.m. on Friday (or 5:00 p.m. on Friday if the Employer grants a lunch period of one (1) hour), or as adjusted by starting time change as stated above. All work performed before 8:00 a.m. and after 4:30 p.m. (or 5:00 p.m. where one (1) hour lunch is granted for lunch) or as adjusted by starting time change as stated above or on Saturday, except as herein provided, shall be compensated at one and one-half (1½) times the regular hourly rate of pay for the work performed. All work performed on Sunday and on recognized holidays shall be compensated at double (2) the regular hourly rate of pay for the work performed. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. The Employer shall have the option of working five eight (8) hour days or four ten (10) hour days Monday through Friday. If an Employer elects to work five (5) eight (8) hour days during any work week, hours worked more than eight (8) per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer elects to work four (4) ten (10) hour days in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer is working ten (10) hour days and loses a day due to inclement weather, they may work ten (10) hours Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) overtime rate. Overtime shall be computed at half-hour intervals. Shift Work: Two (2) or three (3) shifts shall be permitted, provided such shifts are scheduled for a minimum of three (3) consecutive days. The second shift shall begin at 4:30 p.m. and end at 12:30 a.m. with one-half (1/2) hour for lunch between 7:30 p.m. and 9:00 p.m. and shall received eighty (8) hours' pay. The third shift shall begin at 12:30 a.m. and end at 8:00 a.m. with one-half (1/2) hour for lunch between 3:30 a.m. and 5:00 a.m. and shall received (8) hour's; pay. There shall be at least one (1) foreman on each shift on jobs where more than one shift is employed, provided that there are two (2) or more employees on second and on the third shifts. All shifts shall arrange to interchange working hours at the end of each week. When three shifts are used, the applicable rate must be paid from Saturday at 8:00 a.m. until the following Monday at 8:00 a.m. When three shifts are employed, the second and third shifts shall contain at least one-half (1/2) as many employees as the first shift.

NO. 43: Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Work performed outside the regularly scheduled working hours and on Saturdays, Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

NO. 55: Means the regular work day shall be eight (8) hours between 6:00 a.m. and 4:30 p.m. The first two (2) hours of work performed in excess of the eight (8) hour work day, Monday through Friday, and the first ten (10) hours of work on Saturday, shall be paid at one & one-half (1½) times the straight time rate. All work performed on Sunday, observed holidays and in excess of ten (10) hours a day, Monday through Saturday, shall be paid at double (2) the straight time rate.

NO. 57: Means eight (8) hours per day shall constitute a day's work and forty (40) hours per week, Monday through Friday, shall constitute a week's work. The regular starting time shall be 8:00 a.m. If a second or third shift is used, the regular starting time of the second shift shall be 4:30 p.m. and the regular starting period for the third shift shall be 12:30 a.m. These times may be adjusted by the employer. The day shift shall work a regular eight (8) hours shift as outlined above. Employees working a second shift shall receive an additional \$0.25 above the regular hourly rate and perform seven and one-half (7½) hours work for eight (8) hours pay. Third shift employees shall be paid an additional \$0.50 above the regular hourly rate and work seven (7) hours for eight (8) hours pay. When circumstances warrant, the Employer may change the regular workweek to four (4) ten-hour days at the regular time rate of pay. All time worked before and after the established workday of eight (8) hours, Monday through Friday, and all time worked on Saturday shall be paid at the rate of time and one-half (1½) except in cases where work is part of an employee's regular Friday shift. All time worked on Sunday and recognized holidays shall be paid at the double (2) time rate of pay except in cases where work is part of an employee's previous day's shift. For all overtime hours worked \$26.71 of the fringe benefits portion of the prevailing wage shall be paid at the same overtime rate at which the cash portion of the prevailing wage is to be paid. The remaining \$1.24 of the fringe benefit portion of the prevailing wage may be paid at straight time.

**REPLACEMENT PAGE
BOONE COUNTY
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

NO. 59: Means that except as herein provided, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work. All time worked outside of the standard eight (8) hour work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½). All time worked on Sunday and holidays shall be classified as overtime and paid at the rate of double (2) time. The Employer has the option of working either five (5) eight hour days or four (4) ten hour days to constitute a normal forty (40) hour work week. When the four (4) ten-hour work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work, Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours or forty (40) hours per week. When the five day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours or forty (40) hours per week. The regular starting time (and resulting quitting time) may be moved to 6:00 a.m. or delayed to 9:00 a.m. Make-up days shall not be utilized for days lost due to holidays.

NO. 60: Means the Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any work week, hours worked more than eight (8) per day or forty (40) per week shall be paid at time and one-half (1½) the hourly wage rate plus fringe benefits Monday through Friday. **SATURDAY MAKE-UP DAY:** If an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. It is agreed by the parties that the make-up day is not to be used to make up time lost due to recognized holidays. If an Employer elects to work four 10-hour days, between the hours of 6:30 a.m. and 6:30 p.m. in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one half (1½) the hourly wage rate plus fringe benefits Monday through Friday. If an Employer is working 10-hour days and loses a day due to inclement weather, the Employer may work ten (10) hours on Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) the hourly wage rate plus fringe benefits. All Millwright work performed in excess of the regular work day and on Saturday shall be compensated for at time and one-half (1½) the regular Millwright hourly wage rate plus fringe benefits. The regular work day starting at 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work accomplished on Sundays and recognized holidays, or days observed as recognized holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. **NOTE:** All overtime is computed on the hourly wage rate plus an amount equal to the fringe benefits.

NO. 86: Means the regular work week shall consist of five (5) days, Monday through Friday, beginning at 8:00 a.m. and ending at 4:30 p.m. The regular work day beginning time may be advanced one or two hours or delayed by one hour. However, the Employer may have the option to schedule his work week from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be at the applicable overtime rate. If the Employer elects to work from Monday through Thursday and is stopped due to circumstances beyond his control, inclement weather or holiday, he shall have the option to work Friday at the straight time rate of pay to complete his forty (40) hours. If an employee declines to work Friday as a make-up day, he shall not be penalized. All overtime work performed on Monday through Saturday shall be paid at time and one-half (1½) of the hourly rate plus an amount equal to one-half (½) of the hourly Total Indicated Fringe Benefits. All work performed on Sundays and recognized holidays shall be paid at double (2) the hourly rate plus an amount equal to the hourly Total Indicated Fringe Benefits.

NO. 87: Means eight (8) hours starting between 6:00 a.m. and 8:00 a.m. and ending between 2:30 p.m. and 4:30 p.m. at the Employers discretion shall constitute a day's work. Any work prior to 6:00 a.m. or after eight (8) hours shall be paid at the overtime rate. Five (5) days from Monday through Friday inclusive shall constitute a regular work week. All hours before and after these regular hours shall be considered overtime and shall be paid for at the rate of double (2) time. All work on Saturday and Sunday shall be paid at double (2) the prevailing scale of wages.

**REPLACEMENT PAGE
BOONE COUNTY
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

NO. 91: Means eight (8) hours shall constitute a day's work commencing at 7:00 a.m. and ending at 3:30 p.m., allowing one-half (½) hour for lunch. The option exists for the Employer to use a flexible starting time between the hours of 6:00 a.m. and 9:00 a.m. The regular workweek shall consist of forty (40) hours of five (5) workdays, Monday through Friday. The workweek may consist of four (4) ten (10) hour days from Monday through Thursday, with Friday as a make-up day. If the make-up day is a holiday, the employee shall be paid at the double (2) time rate. The employees shall be paid time and one-half (1½) for work performed on Saturdays, before the regular starting time or after the regular quitting time or over eight (8) hours per work day (unless working a 10-hour work day, then time and one-half (1½) is paid for work performed over ten (10) hours a day) or over forty (40) hours per work week. Work performed on Sundays and recognized holidays shall be paid at the double (2) time rate of pay. **SHIFT WORK:** When it is necessary for the project to operate in shifts, there will be three (3) eight (8) hour shifts commencing at 8:00 a.m. Shift work must continue for a period of not less than three (3) consecutive work days, two (2) days which must be regular work days (Monday through Friday). In the event the second or third shift of any regular work day shall fall into a Saturday or a holiday, such extension into a Saturday or holiday shall be considered as part of the previous workday and employees shall be paid at the regular shift rate. The first day shift shall work a regular eight (8) hour day at regular rates. The second shift shall be eight (8) hours regular time pay plus \$2.50 per hour premium for eight (8) hours work. Third shift will be for eight (8) hours regular time pay plus \$3.00 per hour premium for eight (8) hours work.

NO. 94: Means eight (8) hours shall constitute a day's work between the hours of 8:00 a.m. and 5:00 p.m. The regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated at double the regular rate of wages.

NO. 101: Means that except as provided below, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work, which shall begin on Monday and end on Friday. All time worked outside of the standard work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½) (except as herein provided). All time worked on Sunday and recognized holidays shall be classified as overtime and paid at the rate of double (2) time. The regular starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. The Employer has the option of working either five (5) eight-hour days or four (4) ten-hour days to constitute a normal forty (40) hour work week. When a four (4) ten-hour day work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours per day or forty (40) hours per week. Starting time will be designated by the employer. When the five (5) day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours per day or forty (40) hours per week. Make-up days shall not be utilized for days lost due to holidays.

NO. 122: Means forty (40) hours between Monday and Friday shall constitute the normal work week. Work shall be scheduled between the hours of 6:00 a.m. and 6:30 p.m., with one-half hour for lunch. Work in excess of eight (8) hours per day and forty (40) hours per week, and on Saturdays, shall be paid at the rate of one and one-half times the normal rate. Due to inclement weather during the week, Saturday shall be a voluntary make up day.

NO. 124: Means eight (8) hours shall constitute a day's work on all classes of work between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. The pay for time worked during these hours shall be at the regular wage rate. The regular workweek shall be Monday through Friday. Employment from 4:30 p.m. to 12:00 midnight, Monday through Friday, shall be paid for at one and one-half (1½) times the regular hourly rate. From 12:00 midnight until 8:00 a.m. on any day shall be paid for at twice the regular hourly rate. All time worked on Sundays and the recognized holidays shall be paid at the rate of double (2) time. It is understood that forty (40) hours shall constitute a regular workweek, (5-8's) Sunday Midnight through Friday Midnight, understanding anything over eight (8) hours is one and one-half (1½) times the hourly wage rate.

**BOONE COUNTY
HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

NO. 3: All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day (November 11), Thanksgiving Day, and Christmas Day shall be compensated at the double (2) time rate of pay. When any of these holidays fall on a Sunday, the following Monday shall be observed. No work shall be performed on the days set forth except in cases of emergencies to protect life or property.

NO. 4: All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day shall be paid at the double time rate of pay. If any of the above holidays fall on Sunday, Monday will be observed as the recognized holiday. If any of the above holidays fall on Saturday, Friday will be observed as the recognized holiday.

NO. 5: All work that shall be done on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay.

NO. 7: The following days are assigned days and are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This is applied to protect Labor Day. When a holiday falls during the normal workweek, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week. However, no reimbursement for these eight (8) hours is to be paid to the workman unless worked. If workman are required to work the above enumerated holidays or days observed as such, or on Sunday, they shall receive double (2) the regular rate of pay for such work.

NO. 8: All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day, or the days observed in lieu of these holidays, shall be paid at the double time rate of pay.

NO. 15: All work accomplished on the recognized holidays of New Year's Day, Decoration Day (Memorial Day), Independence Day (Fourth of July), Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, or days observed as these named holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. If a holiday falls on Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day, Christmas Day, Decoration Day or Independence Day except to preserve life or property.

NO. 19: All work done on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. The employee may take off Friday following Thanksgiving Day. However, the employee shall notify his or her Foreman, General Foreman or Superintendent on the Wednesday preceding Thanksgiving Day. When one of the above holidays falls on Sunday, the following Monday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate. When one of the holidays falls on Saturday, the preceding Friday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate.

NO. 23: All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and Sundays shall be recognized holidays and shall be paid at the double time rate of pay. When a holiday falls on Sunday, the following Monday shall be considered a holiday. When a holiday falls on Saturday, Friday is recognized as a holiday.

NO. 31: All work done on New Year's Day, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, and Employee's Birthday shall be paid at the double time rate of pay. If a holiday falls on Sunday, the following Monday will be observed as the recognized holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the recognized holiday.

NO. 44: All work done on New Year's Day, Memorial Day, Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. If a holiday falls on a Sunday, it shall be observed on the Monday following. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on these days except in emergency to protect life or property. All work performed on these holidays shall be compensated at double the regular hourly rate for the work performed. Overtime shall be computed at half-hour intervals.

**BOONE COUNTY
HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

NO. 45: All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, and Christmas Day, shall be paid at the double time rate of pay.

NO. 54: All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay. When a holiday falls on Saturday, it shall be observed on Friday. When a holiday falls on Sunday, it shall be observed on Monday.

NO. 55: The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

NO. 60: All work performed on New Year's Day, Armistice Day (Veteran's Day), Decoration Day (Memorial Day), Independence Day (Fourth of July), Thanksgiving Day and Christmas Day shall be paid at the double time rate of pay. No work shall be performed on Labor Day except when triple (3) time is paid. When a holiday falls on Saturday, Friday will be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday.

NO. 66: All work performed on Sundays and the following recognized holidays, or the days observed as such, of New Year's Day, Decoration Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) the hourly rate plus an amount equal to the hourly Total Indicated Fringe Benefits. Whenever any such holidays fall on a Sunday, the following Monday shall be observed as a holiday.

NO. 69: All work performed on New Year's Day, Memorial Day, July Fourth, Labor Day, Veteran's Day, Thanksgiving Day or Christmas Day shall be compensated at double (2) their straight-time hourly rate of pay. Friday after Thanksgiving and the day before Christmas are also holidays, however, if the employer chooses to work the normal work hours on these days, the employee will be paid at straight -time rate of pay. If a holiday falls on a Saturday, the holiday will be observed on Saturday; if a holiday falls on a Sunday, the holiday will be observed on the following Monday.

NO. 74: All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) time of the hourly rate of pay. In the event one of the above holiday's falls on Saturday, the holiday shall be celebrated on Saturday. If the holiday falls on Sunday, the holiday will be celebrated on Monday.

NO. 76: Work performed on Holidays shall be paid at the rate of two times the normal rate. Holidays are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. If a holiday falls on a Sunday, it shall be celebrated on the following Monday, if it falls on Saturday, it shall be celebrated on the preceding Friday.

OCCUPATIONAL TITLE	* Date of Increase	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Carpenter	6/14	\$30.01	7	16	\$15.05
Electrician (Outside-Line Construction\Lineman)	9/14	\$41.08	9	12	\$5.00 + 36.5%
Lineman Operator	9/14	\$35.46	9	12	\$5.00 + 36.5%
Lineman - Tree Trimmer	6/14	\$23.65	32	31	\$5.00 + 23%
Groundman	9/14	\$27.42	9	12	\$5.00 + 36.5%
Groundman - Tree Trimmer	6/14	\$17.44	32	31	\$5.00 + 23%
Laborer					
General Laborer	6/14	\$26.81	2	4	\$12.47
Skilled Laborer	6/14	\$26.81	2	4	\$12.47
Millwright	6/14	\$30.01	7	16	\$15.05
Operating Engineer					
Group I	6/14	\$26.89	21	5	\$23.64
Group II	6/14	\$26.54	21	5	\$23.64
Group III	6/14	\$26.34	21	5	\$23.64
Group IV	6/14	\$22.69	21	5	\$23.64
Oiler-Driver	6/14	\$22.69	21	5	\$23.64
Pile Driver	6/14	\$30.01	7	16	\$15.05
Traffic Control Service Driver		\$26.415	28	27	\$9.045
Truck Driver-Teamster					
Group I	6/14	\$28.52	22	19	\$11.65
Group II	6/14	\$28.68	22	19	\$11.65
Group III	6/14	\$28.67	22	19	\$11.65
Group IV	6/14	\$28.79	22	19	\$11.65

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate sheet.

**BOONE COUNTY
OVERTIME SCHEDULE - HEAVY CONSTRUCTION**

FED: Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

NO. 2: Means a regular workweek shall be forty (40) hours and will start on Monday and end on Friday. The Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any workweek, hours worked more than eight (8) per day or 40 per week shall be paid at time and one-half the hourly rate Monday through Friday. If an Employer elects to work four 10-hour days in a week, work performed more than ten (10) hours per day or 40 hours per week shall be paid at time and one-half the hourly rate Monday through Friday. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours Monday through Friday, or any part thereof, by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. If an Employer is working a four 10-hour day schedule and loses a day due to inclement weather, he may work 10 hours Friday at straight time. All hours worked over the 40 hours Monday through Friday will be paid at 1 ½ overtime rate. A workday shift is to begin at the option of the Employer, between 6:00 a.m. and not later than 9:00 a.m. However, the project starting time may be advanced or delayed if required. If workmen are required to work the enumerated holidays or days observed as such or Sundays, they shall receive double (2) the regular rate of pay for such work. Overtime shall be computed at one-half (1/2) hour intervals. Shift: The Contractor may elect to work one, two or three shifts on any work. When operating on more than one shift, the shifts shall be known as the day shift, swing shift, and graveyard shift as such terms are recognized in the industry. When two shifts are worked on any operation, the shifts will consist of eight (8) or ten (10) hours exclusive of lunchtime. When three shifts are worked the first day or day shift will consist of eight (8) hours exclusive of lunchtime. The second or swing shift shall consist of seven and one-half (7 1/2) hours work for eight hours pay, exclusive of lunchtime, and the third or the graveyard shift shall consist of seven (7) hours work for eight (8) hours pay, exclusive of the lunchtime. All time in excess of normal shifts shall be considered overtime. Multiple shift (the two or three shift) operation will not be construed on the entire project if at anytime it is deemed advisable and necessary for the Employer to multiple shift a specific operation. However, no shift shall be started between midnight and six a.m. except the graveyard shift on a three-shift operation, or except in an unusual or emergency situation. If an Employer starts a shift between midnight and 6 a.m. except the graveyard shift on a three-shift operation, he shall reimburse all employees for the entire shift at the double time rate. Completion of the second shift on a two-shift operation or completion of the graveyard shift on a three-shift operation that carries over into Saturday morning, shall be at the straight time rate. Overtime shall be computed at ½ hour intervals.

NO. 7: Means the regular work week shall start on Monday and end on Friday, except where the Employer elects to work Monday through Thursday, ten (10) hours per day. All work over ten (10) hours in a day or forty (40) hours in a week shall be at the overtime rate of one and one-half (1½) times the regular hourly rate. The regular work day shall be either eight (8) or ten (10) hours. If a job can't work forty (40) hours Monday through Friday because of inclement weather or other conditions beyond the control of the Employer, Friday or Saturday may be worked as a make-up day at straight time (if working 4-10's). Saturday may be worked as a make-up day at straight time (if working 5-8's). Make-up days shall not be utilized for days lost due to holidays. A workday is to begin at the option of the Employer but not later than 11:00 a.m. except when inclement weather, requirements of the owner or other conditions beyond the reasonable control of the Employer prevent work. Except as worked as a make-up day, time on Saturday shall be worked at one and one-half (1½) times the regular rate. Work performed on Sunday shall be paid at two (2) times the regular rate. Work performed on recognized holidays or days observed as such, shall also be paid at the double (2) time rate of pay.

NO. 9: Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Worked performed in the first eight (8) hours on Saturday shall be paid at the rate of one and eight tenths (1.8) the regular straight time rate. Work performed outside these hours and on Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

**BOONE COUNTY
OVERTIME SCHEDULE - HEAVY CONSTRUCTION**

NO. 21: Means the regular workday for which employees shall be compensated at straight time hourly rate of pay shall, unless otherwise provided for, begin at 8:00 a.m. and end at 4:30 p.m. However, the project starting time may be advanced or delayed at the discretion of the Employer. At the discretion of the Employer, when working a five (5) day eight (8) hour schedule, Saturday may be used for a make-up day. If an Employer is prohibited from working on a holiday, that employer may work the following Saturday at the straight time rate. However, the Employer may have the option to schedule his work from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate. If the Employer elects to work from Monday through Thursday and is stopped due to circumstances beyond his control, he shall have the option to work Friday or Saturday at the straight time rate of pay to complete his forty (40) hours. If an Employer is prohibited from working on a holiday, that Employer may work the following Friday or Saturday at the straight time rate. Overtime will be at one and one-half (1½) times the regular rate. If workmen are required to work the enumerated holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work.

NO. 22: Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interested parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

NO. 28: Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

No. 32: Means the overtime rate shall be time and one-half the regular rate for work over forty (40) hours per week. Sundays and Holidays shall be paid at double the straight time rate.

**BOONE COUNTY
HOLIDAY SCHEDULE – HEAVY CONSTRUCTION**

NO. 4: All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, or observed as such, shall be paid at the double time rate of pay. When a Holiday falls on a Sunday, Monday shall be observed. No work shall be performed on Labor Day, except in case of jeopardy to life or property. This is applied to protect Labor Day.

NO. 5: The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward a forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workman unless worked. If workmen are required to work the above recognized holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work. The above shall apply to the four 10's Monday through Friday work week. The ten (10) hours shall be applied to the forty (40) hour work week.

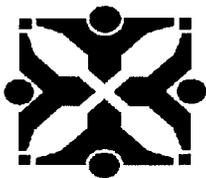
NO. 12: All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, or days celebrated as such, shall be paid at the double time rate of pay. When one of the foregoing holidays falls on Sunday, it shall be celebrated on the following Monday. When one of the foregoing holidays falls on Saturday, it shall be celebrated on the Friday before the holiday.

NO. 16: The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on Sunday, it shall be observed on the following Monday. If a holiday falls on Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid to the worker unless worked. If workers are required to work the above recognized holidays or days observed as such, they shall receive double (2) the regular rate of pay for such work.

NO. 19: The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

NO. 27: The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

NO. 31: All work performed on New Year's Day, Presidents' Day, Veterans' Day, Good Friday, Decoration Day, Fourth of July, Labor Day, Christmas Eve Day, Christmas Day, Thanksgiving Day and Day after Thanksgiving or days celebrated for the same.



CITY OF COLUMBIA, MISSOURI

FINANCE DEPARTMENT
PURCHASING DIVISION

ADDENDUM #1

June 2, 2015

Request for Proposal # 126/2015

TREE CUTTING AND REMOVAL TERM & SUPPLY

Closing Date: 5:00 pm, CT, Friday, June 12, 2015

Bidders shall note these changes to the above Request for Quotation and *incorporate these changes in their submittal*. Bidders shall attach a signed acknowledged copy of this addendum to their bid. This addendum consists of the following information:

1. **CLOSING DATE** has not been changed.
2. **REQUESTS FOR ADDITIONAL INFORMATION** expired, **May 29, 2015**
3. **REQUESTS FOR ADDITIONAL/CHANGES/CLARIFICATIONS TO SPECIFICATIONS**

Q1) Will this contract be subject to cooperative contract pricing?

A1) that is optional, please indicate if you would want to extend to other entities in this area.

Cooperative Contract Pricing:

Would you be willing to offer the same pricing to members of the Mid-Missouri Public Purchasing Cooperative? (Not responding to this question will not impact the evaluation of this bid.)

Q2) What is the difference between Bid Number 126/2105 and Bid Number 66/2015?

A2) This RFP (Request for Proposal) replaces RFQ (Request for Quotation) 66/2015. The main difference is the asking for ISA (International Society of Arboriculture) Certified Arborist on staff, and a more detailed list of the equipment examples of what is required to do this work. We will not be awarding contract 66/2015.

NO OTHER ADDITIONAL CHANGES MADE

BARB RORMAN, CPPB
PROCUREMENT OFFICER
CITY OF COLUMBIA

ACKNOWLEDGMENT

The undersigned bidder hereby certifies that the change set forth in this addendum has been incorporated in their bid and is a part of the Request for Proposal # 126/2015.

Firm: _____

Signed: _____

Date: _____

City of Columbia Purchasing

id Information

Bid Owner Barb Rorman Procurement Officer
Email bjorman@gocolumbiamo.com
Phone (573) 8747374
Fax (573) 8747762
Bid Number 126/2015 Addendum 1
Title TREE CUTTING AND REMOVAL TERM & SUPPLY
Bid Type RFP
Issue Date 05/21/2015
Close Date 6/12/2015 5:00:00 PM Central

Contact Information

Address
Contact
Department
Building
Floor/Room
Telephone
Fax
Email

Ship to Information

Address
Contact
Department
Building
Floor/Room
Telephone
Fax
Email

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____
Signature _____

Supplier Notes

Date / /

Bid Notes

Proposals may be submitted in a sealed envelope at the purchasing office or uploaded electronically on the City's E-bidding website. No fax or e-mail proposals will be accepted. Sealed proposals must be delivered to the Purchasing Department, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the close date and time. Delivery of the proposal is the sole responsibility of the bidder. Any proposals received after the appointed time will be determined non-responsive and will not be opened. Sealed proposals must be submitted in three (3) copies, one of which must be an original and so marked. The proposal must be submitted in a sealed envelope and marked in bold letters "RFP 126/2015, TREE CUTTING AND REMOVAL TERM & SUPPLY".

Bid Activities

Bid Messages

Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

Line	Filename	Description
Header	126-2015 RFP Tree Cutting and Removal-PW.pdf	RFP 126/2015 Tree Cutting and Removal Term & Supply
Header	126-2015 Addendum 1.pdf	126/2015 Tree Cutting and Removal Services Term and Supply Addendum 1

id Attributes

Please review the following and respond where necessary

#	Name	Note	Response
.	Addendums	Bidders shall note the changes outlined in Addendum No. 1 to the above Request for Quotation and incorporate these changes in their submittal. Bidders shall attach a signed acknowledged copy of this addendum to their bid, if submitting a hard copy (via paper) or agree to the addendum electronically, by checking the box to the right of this field, if submitting their bid through this electronic bid system on line.	_____ (Required)

Line Items

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 15

In the County Commission of said county, on the 10th day of September 20 15

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

Now on this day the County Commission of the County of Boone does hereby approve the request by the Purchasing Department to dispose of the attached list of surplus PC & Peripheral equipment through MRC Recycling Center.

It is further ordered the Presiding Commissioner is hereby authorized to sign said Request for Disposal forms.

Done this 10th day of September, 2015

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Purchasing
David Eagle
Office Specialist



613 E. Ash St.
Columbia, MO 65201
Phone: (573) 886-4394

MEMORANDUM

TO: Boone County Commission
FROM: David Eagle
RE: Computer and Peripheral Surplus Disposal
DATE: September 3, 2015

The Purchasing Departments requests permission to dispose of the following list of surplus PC & Peripheral equipment through MRC Recycling Center. MRC Recycling will pick up our surplus at no charge. They are a State of Missouri, DNR Level Four recycling center. No computer items are land-filled. Purchasing will obtain a Certificate of Destruction, and we will let them know that we want everything recycled, not reused so nothing ends up in the landfill.

Prior to Computer surplus coming to Purchasing for disposal, Information Technology has removed the hard-drives for destruction by their department. Their procedure for PC disposal is:

Once all the data is copied or recovered for the user, IT removes the hard drive and memory from the PC. The memory is held to be used for upgrading other PCs at the county that can benefit. IT sometimes removes parts that can be used as spare if the model is current enough. (ie Power Supplies, Video Cards, etc.) The hard drive is held for a minimum of 30 days in case a user identifies something is missing. After 30 days IT may reuse the hard drive in other county PCs if there are failures. If a hard drive goes unused or fails and IT needs to physically dispose of it, they drill a 5/8" hole through the drive and the data platters. Once IT has collection of "drilled" drives, they deliver them to PC recycling vendor, MRC Recycling Center.

MRC Recycling Center certifies that they have picked up the following items and that all items will be recycled, not reused, so nothing ends up in the landfill.

Signature: _____

Date: _____

	Asset #	Description	Make & Model	Department	Condition of Asset	Serial #
1.	9134	LAPTOP	IBM THINKPAD	ASSESSOR	UNKNOWN	
2.	16468	LAPTOP	PANASONIC TOUGHBOOK CF30	PUBLIC WORKS	UNKNOWN	
3.	NO TAG	PRINTER	BNECCL13 C500	CIRCUIT CLERK	UNKNOWN	

4.	13295	PRINTER	LASERJET 4100	CIRCUIT CLERK	UNKNOWN	
5.	NO TAG	4 BATTERIES	APC	IT	UNKNOWN	
6.	NO TAG	PC	DELL – DHM MODEL	SHERIFF	UNKNOWN	
7.	NO TAG	5 DOCKING STATIONS	PANASONIC	IT	UNKNOWN	(4) CF-VEB181-4 (1) CF-VEB272A-1
8.	NO TAG	4 BATTERIES	APC	IT	UNKNOWN	
9.	15082	17" LCD MONITOR	HP L1740	DESIGN & CONSTRUCTION	UNKNOWN	
10.	15084	17"LCD MONITOR	HP L1740	DESIGN & CONSTRUCTION	UNKNOWN	
11.	16727	19" LCD MONITOR	HP L1950	DESIGN & CONSTRUCTION	UNKNOWN	
12.	15817	TAPE CACHE	CYBERNETIC CYNSTC 1216	IT	UNKNOWN	
13.	18584	TAPE CACHE	CYBERNETIC CYNSTC 1216	IT	UNKNOWN	
14.	17547	1 CLIENT	CYBERNETIC CY-LIBG1/R	IT	UNKNOWN	
15.	13648	LAPTOP	DELL LATITUDE C400	RECORDER	UNKNOWN	
16.	17548	1 CLIENT	CYBERNETIC CY-LIBG1/R	I.T.	UNKNOWN	
17.	16483	LAPTOP	PANASONIC TOUGHBOOK CF19	DESIGN & CONSTRUCTION	UNKNOWN	
18.	16856	LAPTOP	HPCOMPAQ 6730B	SHERIFF	UNKNOWN	
19.	17096	LAPTOP	HP CLITEBOOK 8530	STORMWATER	UNKNOWN	
20.	16241	PC	PERSONALIZ ANTEC	SHERIFF	UNKNOWN	

21.	16647	LAPTOP	PANASONIC TOUGHBOOK CF-30	STORMWATER	UNKNOWN	
22.	16528	FAX	LASER CLASS 710	CIRCUIT CLERK	UNKNOWN	
23.	NO TAG	19" LCD MONITOR	ACER	CIRCUIT CLERK	UNKNOWN	ETL2302214518004EC ED4A
24.	NO TAG	17" LCD MONITOR	ACER / AL1714	CIRCUIT COURT	UNKNOWN	ETL180900934800044P Q01
25.	NO TAG	17" LCD MONITOR	ACER MODEL AL1715	CIRCUIT COURT	UNKNOWN	ETL21021055160041B ED67
26	NO TAG	17" LCD MONITOR	ACER MODEL AL1714	CIRCUIT COURT	UNKNOWN	ETL1809009341007CE PQ00
27	NO TAG	PRINTER	LASER JET P3005	CIRCUIT COURT	UNKNOWN	2UA70506R0
28	16704	NETBOOK	RT2700E	JURY SERVICES AND COURT COSTS	UNKNOWN	
29	14061	NETWORK PRINTER	LASERJET 5100	CIRCUIT COURT	UNKNOWN	
30	NO TAG	CRT MONITOR	HYUNDAI IMAGE QUEST B7904	CIRCUIT COURT	UNKNOWN	
31	NO TAG	NOTEBOOK BATTERY		CIRCUIT COURT	UNKNOWN	
32	NO TAG	NETBOOK	RT2700E	JURY SERVICES AND COURT COSTS	UNKNOWN	
33	NO TAG	NETBOOK	RT2700E	JURY SERVICES AND COURT COSTS	UNKNOWN	
34	NO TAG	17" LCD MONITOR	MODEL HP L1706	CIRCUIT COURT	UNKNOWN	CNC6122JMX

cc: Heather Acton, Auditor
Surplus File

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/25/15

FIXED ASSET TAG NUMBER: 9134

DESCRIPTION: IBM think pad

RECEIVED

REQUESTED MEANS OF DISPOSAL: ?

AUG 25 2015

OTHER INFORMATION:

BOONE COUNTY AUDITOR

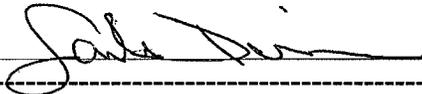
CONDITION OF ASSET: ?

REASON FOR DISPOSITION: Haven't used in years

COUNTY / COURT IT DEPT. (check one) DOES / DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2010 / Assessor SIGNATURE: 

AUDITOR Already Disposed in System
ORIGINAL PURCHASE DATE _____ RECEIPT INTO 2010-3836 Ha

ORIGINAL COST _____ GRANT FUNDED (Y/N) N
ORIGINAL FUNDING SOURCE _____ GRANT NAME _____
% FUNDING _____
AGENCY _____
DOCUMENTATION ATTACHED (Y/N) _____
ASSET GROUP _____ TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

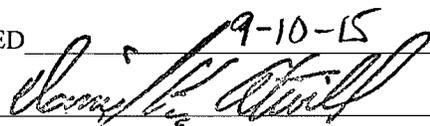
____ TRANSFER DEPARTMENT NAME _____ NUMBER _____
LOCATION WITHIN DEPARTMENT _____
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE: 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 08/12/2015 FIXED ASSET TAG NUMBER: 00016468

DESCRIPTION: PANASONIC TOUGHBOOK CF30
LAPTOP NOTEBOOK

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP. In GC Room 123.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: PUBLIC WORKS SIGNATURE: *Judy*

AUDITOR

ORIGINAL PURCHASE DATE 7-23-08
ORIGINAL COST 3926.20
ORIGINAL FUNDING SOURCE 2791
ASSET GROUP 1603

RECEIPT INTO 2040-3836 Ha
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE *Danny L. Atwell*

RECEIVED

AUG 13 2015

BOONE COUNTY AUDITOR

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9.21.15 FIXED ASSET TAG NUMBER: NA

RECEIVED

DESCRIPTION: BNECLL13 Lexmark C500

JUL 21 2015

REQUESTED MEANS OF DISPOSAL: Surplus

BOONE COUNTY AUDITOR

OTHER INFORMATION: Located in the civil division

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Replacement part more than printer is worth

COUNTY / COURT IT DEPT. (circle one) DOES DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1221 SIGNATURE [Signature]

AUDITOR
ORIGINAL PURCHASE DATE NO DATA RECEIPT INTO 1190-3836 HQ
ORIGINAL COST _____ GRANT FUNDED (Y/N) _____
ORIGINAL FUNDING SOURCE _____ GRANT NAME _____
ASSET GROUP _____ % FUNDING _____
AGENCY _____
DOCUMENTATION ATTACHED (Y/N) _____
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:
____ TRANSFER DEPARTMENT NAME _____ NUMBER _____
LOCATION WITHIN DEPARTMENT _____
INDIVIDUAL _____
____ TRADE _____ AUCTION _____ SEALED BIDS _____
____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 7.21.15 FIXED ASSET TAG NUMBER: 13295

RECEIVED

DESCRIPTION: Laserjet 4100

JUL 21 2015

REQUESTED MEANS OF DISPOSAL: Surplus

BOONE COUNTY AUDITOR

OTHER INFORMATION: Located in room behind 25 Ct. rm.

CONDITION OF ASSET: POOR

REASON FOR DISPOSITION: NO longer in service

COUNTY / COURT IT DEPT. (circle one) DOES DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1221 SIGNATURE [Signature]

AUDITOR
ORIGINAL PURCHASE DATE 3-22-02 RECEIPT INTO 1190-3836
ORIGINAL COST 1,530.00 GRANT FUNDED (Y/N) N
ORIGINAL FUNDING SOURCE 2731 GRANT NAME _____
ASSET GROUP 1603 % FUNDING _____
AGENCY _____
DOCUMENTATION ATTACHED (Y/N) _____
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:
____ TRANSFER DEPARTMENT NAME _____ NUMBER _____
LOCATION WITHIN DEPARTMENT _____
INDIVIDUAL _____
____ TRADE _____ AUCTION _____ SEALED BIDS
____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015
DATE APPROVED 9-10-15
SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 7-15-15 FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: 3 APC Batteries
1 Excess Battery

REQUESTED MEANS OF DISPOSAL:

OTHER INFORMATION:

CONDITION OF ASSET: Non-working

REASON FOR DISPOSITION: Replacement

RECEIVED

JUL 16 2015

BOONE COUNTY AUDITOR

COUNTY / COURT IT DEPT. (check one) DOES / DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Information Technology SIGNATURE Judy

AUDITOR ORIGINAL PURCHASE DATE NO DATA RECEIPT INTO 1190-3836 HA

ORIGINAL COST _____ GRANT FUNDED (Y/N) _____
ORIGINAL FUNDING SOURCE _____ GRANT NAME _____
ASSET GROUP _____ % FUNDING _____
AGENCY _____
DOCUMENTATION ATTACHED (Y/N) _____
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:
____ TRANSFER DEPARTMENT NAME _____ NUMBER _____
LOCATION WITHIN DEPARTMENT _____
INDIVIDUAL _____
____ TRADE _____ AUCTION _____ SEALED BIDS _____
____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 7-15-15 FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: Dell PC - DTM model

RECEIVED

REQUESTED MEANS OF DISPOSAL:

JUL 16 2015

OTHER INFORMATION: Serial # B7DY411

BOONE COUNTY AUDITOR

CONDITION OF ASSET: Hard Drive/Memory Removed

REASON FOR DISPOSITION: Replacement

COUNTY / COURT IT DEPT. (check one) DOES / DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In 6L Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Sheriff

SIGNATURE: Judy

AUDITOR NO DATA

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 1190-3836 Ha

ORIGINAL COST _____

GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2615

DATE APPROVED 9-10-15

SIGNATURE [Signature]

From: "Mateja, Chris" <CMateja@sccmo.org>
To: Tracy Perkins <TWest@boonecountymmo.org>
Date: 4/6/2015 9:50 AM
Subject: Re: Disposal of MO ICAC equipment

Just dispose of it and let us know any ICAC tags on it.

Lt. Chris Mateja DSN 526, CFCE
St. Charles County Police Department
Commander, Missouri ICAC
101 Sheriff Dierker Ct.
Ofallon, MO. 63366
636-949-3020 x4604
636-949-3009 fax
www.moicac.org
www.preventcybercrime.org
www.facebook.com/scc.ccu

> On Apr 3, 2015, at 9:34 AM, Tracy Perkins <TWest@boonecountymmo.org> wrote:

>

> In 2007 our Task Force purchased several computers, 2 undercover machines and a forensic computer, plus two monitors which no longer work that will need to be disposed. The computers have been replaced by State grant over the past year.

>

> Is there any paperwork that I need to feel out on ICAC side to show the disposal request?

>

>

> Detective Tracy Perkins
> Boone County Sheriff's Dept
> Cyber Crimes Task Force
> 2121 County Drive
> Columbia, MO 65202
> Office #573-442-4598
> Main #573-442-4302
> twest@boonecountymmo.org

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 7-7-15 FIXED ASSET TAG NUMBER: N/A
DESCRIPTION: Panasonic Docking Stations (5)

RECEIVED
JUL 08 2015
BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL:
OTHER INFORMATION: CF-VEB181-4
CONDITION OF ASSET: CF-VEB272A-1
REASON FOR DISPOSITION: No longer needed.

COUNTY / COURT IT DEPT. (check one) DOES / DOES NOT (check one) WISH TO ~~TRANSFER~~ THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Information Technology SIGNATURE: Judy

AUDITOR
ORIGINAL PURCHASE DATE NO DATA RECEIPT INTO 1190-3836 Ha
ORIGINAL COST _____ GRANT FUNDED (Y/N) _____
ORIGINAL FUNDING SOURCE _____ GRANT NAME _____
ASSET GROUP _____ % FUNDING _____
AGENCY _____
DOCUMENTATION ATTACHED (Y/N) _____
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:
____ TRANSFER DEPARTMENT NAME _____ NUMBER _____
LOCATION WITHIN DEPARTMENT _____
INDIVIDUAL _____
____ TRADE _____ AUCTION _____ SEALED BIDS _____
____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015
DATE APPROVED 9-10-15
SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 7-7-15 FIXED ASSET TAG NUMBER:

DESCRIPTION: APC Batteries (4)

REQUESTED MEANS OF DISPOSAL:

RECEIVED

OTHER INFORMATION: Non-working

JUL 08 2015

CONDITION OF ASSET:

BOONE COUNTY AUDITOR

REASON FOR DISPOSITION:

COUNTY / COURT IT DEPT. (check one) DOES / DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible. In GC Room 123.

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Information Technology SIGNATURE: Judy

AUDITOR
ORIGINAL PURCHASE DATE NO DATA RECEIPT INTO 1190-3836 Ha

ORIGINAL COST _____ GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____ GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP _____ DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2015 FIXED ASSET TAG NUMBER: 00015082

DESCRIPTION: HP L1740
MONITOR LCD 17 INCH

RECEIVED

REQUESTED MEANS OF DISPOSAL: _____

JUL 16 2015

OTHER INFORMATION: _____

BOONE COUNTY AUDITOR

CONDITION OF ASSET: PURCHASED 2005

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: DESIGN & CONSTRUCTION SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 8-5-05
ORIGINAL COST 319
ORIGINAL FUNDING SOURCE 2741
ASSET GROUP 1603

RECEIPT INTO 2040-3836 Ha
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2015

FIXED ASSET TAG NUMBER: 00015084

DESCRIPTION: HP L1740
MONITOR LCD 17 INCH

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: PURCHASED 2005

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) ~~DOES~~/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: DESIGN & CONSTRUCTION SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 8-5-05
ORIGINAL COST 319
ORIGINAL FUNDING SOURCE 2741
ASSET GROUP 1603

RECEIPT INTO 2045-3836 HQ
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

RECEIVED

JUL 16 2015

BOONE COUNTY AUDITOR

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2015

FIXED ASSET TAG NUMBER: 00016727

DESCRIPTION: HP L1950
MONITOR LCD 19 INCH

RECEIVED

REQUESTED MEANS OF DISPOSAL: _____

JUL 16 2015

OTHER INFORMATION: _____

CONDITION OF ASSET: PURCHASED 2009 - POOR

BOONE COUNTY AUDITOR

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: DESIGN & CONSTRUCTION SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 3-25-09
ORIGINAL COST 189.00
ORIGINAL FUNDING SOURCE 2741
ASSET GROUP 1603

RECEIPT INTO 2040-3836 HA
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

___ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

___ TRADE ___ AUCTION ___ SEALED BIDS

___ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 418-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2015 FIXED ASSET TAG NUMBER: 00015817

DESCRIPTION: CYBERNETIC CYHSTC1216
TAPE CACHE

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: NON-WORKING

REASON FOR DISPOSITION: REPLACEMENT

RECEIVED

JUL 16 2015

BOONE COUNTY AUDITOR

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: INFORMATION TECHNOL SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 2-9-07
ORIGINAL COST 6,096.95
ORIGINAL FUNDING SOURCE 2787
ASSET GROUP 1603

RECEIPT INTO 2905-3835 Ha
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2015 FIXED ASSET TAG NUMBER: 00018584

DESCRIPTION: CYBERNETIC CYHSTC1216
TAPE CACHE

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: NON-WORKING

REASON FOR DISPOSITION: REPLACEMENT

RECEIVED

JUL 16 2015

BOONE COUNTY AUDITOR

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) NO

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: INFORMATION TECHNOL SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 2-10-06
ORIGINAL COST \$7,736.48
ORIGINAL FUNDING SOURCE 2731
ASSET GROUP 1603

RECEIPT INTO 1190-3835 Ha
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2015

FIXED ASSET TAG NUMBER: 00017547

DESCRIPTION: CYBERNETIC CY-LIBG1/R
I CLIENT

RECEIVED

REQUESTED MEANS OF DISPOSAL: _____

JUL 16 2015

OTHER INFORMATION: _____

BOONE COUNTY AUDITOR

CONDITION OF ASSET: HARD DRIVE REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: INFORMATION TECHNOLOGY SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 3-1-11
ORIGINAL COST 1872.00
ORIGINAL FUNDING SOURCE 2731, 2743
ASSET GROUP 1603

RECEIPT INTO 1190-3836 78.5% 2010-3836 21.5% Ha
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2015

FIXED ASSET TAG NUMBER: 00013648

DESCRIPTION: DELL LATITUDE C400
LAPTOP NOTEBOOK

RECEIVED

REQUESTED MEANS OF DISPOSAL: _____

JUL 16 2015

OTHER INFORMATION: _____

BOONE COUNTY AUDITOR

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: RECORDER SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 9-10-02
ORIGINAL COST 2949.83
ORIGINAL FUNDING SOURCE 2780
ASSET GROUP 1603

RECEIPT INTO 2800-3836 HA

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2015

FIXED ASSET TAG NUMBER: 00017548

DESCRIPTION: CYBERNETIC CY-LIBG1/R
CLIENT

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: HARD DRIVE REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: INFORMATION TECHNOLOGY SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 3-1-11
ORIGINAL COST 1,872
ORIGINAL FUNDING SOURCE 2731, 2743
ASSET GROUP 1603

RECEIPT INTO 1190-3836 78.5%
2010-3836 21.5% Ha
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2015

FIXED ASSET TAG NUMBER: 00016483

DESCRIPTION: PANASONIC TOUGHBOOK CF19
LAPTOP NOTEBOOK

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT/IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: DESIGN & CONSTRUCTION SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 6-11-08
ORIGINAL COST 4,149.37
ORIGINAL FUNDING SOURCE 2741
ASSET GROUP 1603

RECEIPT INTO 2045-3836 HA

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE Daniel K. Atwill

RECEIVED

JUL 16 2015

BOONE COUNTY AUDITOR

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2015

FIXED ASSET TAG NUMBER: 00016856

DESCRIPTION: HP COMPAQ 6730B
LAPTOP NOTEBOOK

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT/IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 4-28-09
ORIGINAL COST \$923.98
ORIGINAL FUNDING SOURCE 2731
ASSET GROUP 1603

RECEIPT INTO 1190-3836 Ha

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

RECEIVED

JUL 16 2015

BOONE COUNTY AUDITOR

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/14/2015

FIXED ASSET TAG NUMBER: 00017096

DESCRIPTION: HP ELITEBOOK 8530P
LAPTOP NOTEBOOK

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

RECEIVED

JUL 16 2015

BOONE COUNTY AUDITOR

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: STORMWATER SIGNATURE: *Judy*

AUDITOR

ORIGINAL PURCHASE DATE 3-17-10
ORIGINAL COST \$1691.19
ORIGINAL FUNDING SOURCE 2741
ASSET GROUP 1603

RECEIPT INTO 2046-3836 HQ
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2015 FIXED ASSET TAG NUMBER: 00016241

DESCRIPTION: PERSONALIZ ANTEC
PC WORKSTATION

RECEIVED

REQUESTED MEANS OF DISPOSAL: _____

JUL 16 2015

OTHER INFORMATION: _____

BOONE COUNTY AUDITOR

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) ~~WISH TO TRANSFER THIS ITEM FOR ITS OWN USE~~ (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF SIGNATURE: Judy

AUDITOR

ORIGINAL PURCHASE DATE 5-1-07
ORIGINAL COST \$1,387
ORIGINAL FUNDING SOURCE 2731
ASSET GROUP 1603

RECEIPT INTO 1190-3836 HA
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

From: "Mateja, Chris" <CMateja@sccmo.org>
To: Tracy Perkins <TWest@boonecountymmo.org>
Date: 4/6/2015 9:50 AM
Subject: Re: Disposal of MO ICAC equipment

Just dispose of it and let us know any ICAC tags on it.

Lt. Chris Mateja DSN 526, CFCE
St. Charles County Police Department
Commander, Missouri ICAC
101 Sheriff Dierker Ct.
Ofallon, MO. 63366
636-949-3020 x4604
636-949-3009 fax
www.moicac.org
www.preventcybercrime.org
www.facebook.com/scc.ccu

> On Apr 3, 2015, at 9:34 AM, Tracy Perkins <TWest@boonecountymmo.org> wrote:
>
> In 2007 our Task Force purchased several computers, 2 undercover machines and a forensic
computer, plus two monitors which no longer work that will need to be disposed. The computers have
been replaced by State grant over the past year.
>
> Is there any paperwork that I need to feel out on ICAC side to show the disposal request?
>
>
> Detective Tracy Perkins
> Boone County Sheriff's Dept
> Cyber Crimes Task Force
> 2121 County Drive
> Columbia, MO 65202
> Office #573-442-4598
> Main #573-442-4302
> twest@boonecountymmo.org

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2015

FIXED ASSET TAG NUMBER: 00016647

DESCRIPTION: PANASONIC TOUGHBOOK CF30
LAPTOP NOTEBOOK

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: STORMWATER SIGNATURE: *Judy*

AUDITOR

ORIGINAL PURCHASE DATE 11-14-08
ORIGINAL COST 4771.59
ORIGINAL FUNDING SOURCE 2744
ASSET GROUP 1603

RECEIPT INTO 1190-3836 Ha

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE *[Signature]*

RECEIVED

JUL 16 2015

BOONE COUNTY AUDITOR

Dave Eagle - Fwd: RE: Asset Disposal Permission

From: Dave Eagle
To: Heather Acton
Date: 8/5/2015 11:26 AM
Subject: Fwd: RE: Asset Disposal Permission

Got it. I will staple this to disposal form.

Dave

Dave Eagle
Office Specialist
Boone County Purchasing
613 E. Ash St. Room 113
Columbia, MO 65201
Phone : (573) 886-4394
Fax: (573) 886-4390

>>> Heather Acton 8/5/2015 10:53 AM >>>

Thanks Trudy! Dave- Do you have this disposal form currently? Could you print this off and staple to it? Thanks! - Heather

>>> Trudy Fisher 8/5/2015 10:51 AM >>>

Approval regarding Tag #16647 (Grant) to be surplus.

Trudy

>>> "Mayus, Andrea" <Andrea.Mayus@dnr.mo.gov> 8/5/2015 10:36 AM >>>

Nicki,

Yes the toughbook can be sent to surplus.

Thanks,

Andrea

From: Nicki Fuemmeler [mailto:NFuemmeler@boonecountymo.org]
Sent: Tuesday, August 04, 2015 8:54 AM
To: Mayus, Andrea
Subject: Asset Disposal Permission

Good morning Andrea,

I'm not really sure where to direct my question, so I thought I would start with you. I'd appreciate any help you can give me.

We have a toughbook we'd like to surplus that was purchased with grant funds from the Hinkson Creek Watershed Restoration PHI grant we finished in 2010. I just need something in writing from the Department stating you are okay with us sending this to surplus/disposal.

Again, thanks for your help with this,

Nicki Fuemmeler

Nicki Fuemmeler, CPESC
Stormwater Coordinator
Boone County Resource Management
573-886-4330

BOONE COUNTY
Request for Disposal/Transfer of County Property

Date: 08/24/2015 Fixed Asset Tag Number: 16528
 Description: FAX Machine / LaserClass 710
 Requested Means of Disposal: SURPLUS
 Other Information: Current Location: Boone County Courthouse / Floor: 1 / Room: Technology Services
 Condition of Asset: BROKEN
 Reason for Disposition: BROKEN/NO LONGER FUNCTIONS
 COUNTY IT DOES DOES NOT wish to transfer this item for its own use.
 Desired Date for Asset Removal to Storage: IMMEDIATELY
 Was Asset Purchased with Grant Funding? NO
 DEPARTMENT: 1221-Circuit Clerk SIGNATURE: Christy Blaremap

RECEIVED

AUG 24 2015

BOONE COUNTY AUDITOR

AUDITOR

Original Purchase Date: 4-4-08 Receipt Into 1190-3836 HO
 Original Cost: \$1,318.60 Grant Funded (Y/N) N
 Original Funding Source: 2731 Grant Name _____
 Asset Group: 1601 %Funding _____
 Agency _____
 Documentation Attached (Y/N) _____
 Transfer Confirmed _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

___ TRANSFER DEPARTMENT NAME: _____ NUMBER _____
 LOCATION WITHIN DEPARTMENT: _____
 INDIVIDUAL: _____
 ___ TRADE ___ AUCTION ___ SEALED BIDS
 ___ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER: 415-2015
 DATE APPROVED: 9-10-15
 SIGNATURE: [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 7/28/15

FIXED ASSET TAG NUMBER: NA

DESCRIPTION: ACER 19" LCD MONITOR
MODEL AL1914
SERIAL NUMBER: ETL2302214518004ECED4A

REQUESTED MEANS OF DISPOSAL: SURPLUS

OTHER INFORMATION:

CONDITION OF ASSET: FAIR

REASON FOR DISPOSITION: OLDER MODEL

RECEIVED

JUL 28 2015

BOONE COUNTY AUDITOR

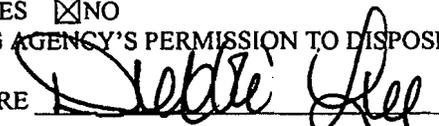
COUNTY / COURT IT DEPT. (check one) DOES / DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1221

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE NO DATA

RECEIPT INTO 1190-3836 HA

ORIGINAL COST _____

GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

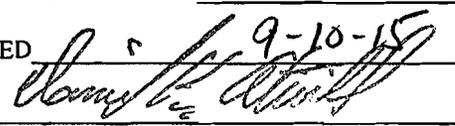
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 7/28/15

FIXED ASSET TAG NUMBER: NA

DESCRIPTION: ACER 17' LCD MONITOR
MODEL AL1714
SERIAL NUMBER: ETL180900934800044PQ01

REQUESTED MEANS OF DISPOSAL: SURPLUS

OTHER INFORMATION:

CONDITION OF ASSET: FAIR

REASON FOR DISPOSITION: OLDER MODEL

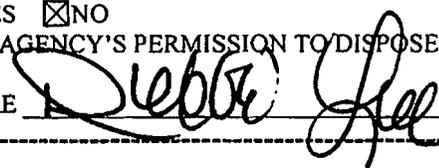
COUNTY / COURT IT DEPT. (check one) DOES DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1221

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE NO DATA

RECEIPT INTO 1190-3836 HA

ORIGINAL COST _____

GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

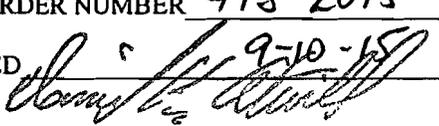
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE 

RECEIVED

JUL 28 2015

BOONE COUNTY AUDITOR

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 7/28/15

FIXED ASSET TAG NUMBER: NA

DESCRIPTION: ACER 17" LCD MONITOR
MODEL AL1715
SERIAL NUMBER: ETL21021055160041BED67

RECEIVED

REQUESTED MEANS OF DISPOSAL: SURPLUS

JUL 28 2015

OTHER INFORMATION:

BOONE COUNTY AUDITOR

CONDITION OF ASSET: FAIR

REASON FOR DISPOSITION: OLDER MODEL

COUNTY / COURT IT DEPT. (check one) DOES DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1221

SIGNATURE

Debbie Lee

AUDITOR

ORIGINAL PURCHASE DATE NO DATA

RECEIPT INTO 1190-3836 Ha

ORIGINAL COST _____

GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 7/28/15

FIXED ASSET TAG NUMBER: NA

DESCRIPTION: ACER 17' LCD MONITOR
MODEL AL1714
SERIAL NUMBER: ETL1809009341007CEPQ00

RECEIVED

JUL 28 2015

REQUESTED MEANS OF DISPOSAL: SURPLUS

BOONE COUNTY AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: FAIR

REASON FOR DISPOSITION: OLDER MODEL

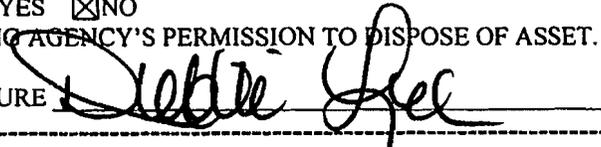
COUNTY / COURT IT DEPT. (check one) DOES DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1221

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE NO DATA

RECEIPT INTO 1190-3836 HL

ORIGINAL COST _____

GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

ASSET GROUP _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

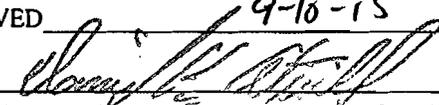
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE 

BOONE COUNTY
Request for Disposal/Transfer of County Property

Date: 08/07/2015 Fixed Asset Tag Number: <none>
Description: Network Printer / LaserJet P3005
Requested Means of Disposal: SURPLUS
Other Information: Current Location: Boone County Courthouse / Floor: 1 / Room: Technology Services
Condition of Asset: BROKEN
Reason for Disposition: BROKEN/NO LONGER FUNCTIONS
COUNTY IT DOES DOES NOT wish to transfer this item for its own use.

Desired Date for Asset Removal to Storage: IMMEDIATELY

Was Asset Purchased with Grant Funding? NO

DEPARTMENT: 9999-*Donated SIGNATURE: *[Signature]*

1221

RECEIVED

AUG 13 2015

BOONE COUNTY AUDITOR

AUDITOR

Original Purchase Date: NO DATA Receipt Into 1190-3836 He
Grant Funded (Y/N) _____
Original Cost: _____ Grant Name _____
%Funding _____
Original Funding Source _____ Agency _____
Documentation Attached (Y/N) _____
Asset Group: _____ Transer Confirmed _____

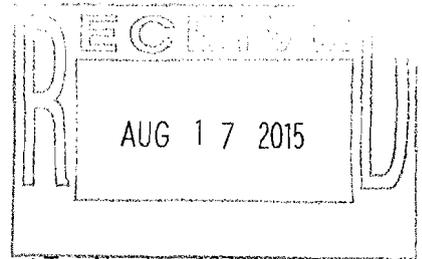
COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME: _____ NUMBER _____
LOCATION WITHIN DEPARTMENT: _____
INDIVIDUAL: _____
____ TRADE _____ AUCTION _____ SEALED BIDS
____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER: 415-2015
DATE APPROVED: 8-10-15
SIGNATURE: *[Signature]*

BOONE COUNTY
Request for Disposal/Transfer of County Property



Date: 08/07/2015 Fixed Asset Tag Number: 16704
Description: Netbook / RT2700E
Requested Means of Disposal: SURPLUS
Other Information: Current Location: Boone County Courthouse / Floor: 1 / Room: Technology Services

Condition of Asset: OUTDATED
Reason for Disposition: ROUTINE REPLACEMENT
COUNTY IT DOES DOES NOT wish to transfer this item for its own use.

RECEIVED

AUG 17 2015

Desired Date for Asset Removal to Storage: IMMEDIATELY

BOONE COUNTY AUDITOR

Was Asset Purchased with Grant Funding? NO

DEPARTMENT: 1230-Jury Services and Court Costs SIGNATURE: Mary Eppins

AUDITOR

Original Purchase Date: 10-29-08 Receipt Into 1190-3836 Ha
Original Cost: \$314.11 Grant Funded (Y/N) _____
Original Funding Source 2731 Grant Name _____
Asset Group: 1603 %Funding _____
Agency _____
Documentation Attached (Y/N) _____
Transfer Confirmed _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

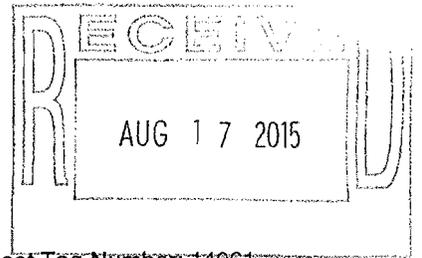
____ TRANSFER DEPARTMENT NAME: _____ NUMBER _____
LOCATION WITHIN DEPARTMENT: _____
INDIVIDUAL: _____
____ TRADE _____ AUCTION _____ SEALED BIDS
____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER: 415-2015

DATE APPROVED: 9-10-15

SIGNATURE: [Signature]

BOONE COUNTY
Request for Disposal/Transfer of County Property



Date: 08/07/2015 Fixed Asset Tag Number: 14061
Description: Network Printer / LaserJet 5100
Requested Means of Disposal: SURPLUS
Other Information: Current Location: Boone County Courthouse / Floor: 1 / Room: Technology Services
Condition of Asset: POOR
Reason for Disposition: OUTDATED
COUNTY IT DOES DOES NOT wish to transfer this item for its own use.

RECEIVED

AUG 17 2015

BOONE COUNTY AUDITOR

Desired Date for Asset Removal to Storage: IMMEDIATELY
Was Asset Purchased with Grant Funding? NO
DEPARTMENT: 1210-Circuit Court SIGNATURE: Mary Epping

AUDITOR

Original Purchase Date: 4-9-03 Receipt Into 1190-3836 HA
Original Cost: 2015.00 Grant Funded (Y/N) N
Original Funding Source 2731 Grant Name _____
Asset Group: 1603 %Funding _____
Agency _____
Documentation Attached (Y/N) _____
Transfer Confirmed _____

COUNTY COMMISSION / COUNTY CLERK
APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME: _____ NUMBER _____
LOCATION WITHIN DEPARTMENT: _____
INDIVIDUAL: _____
____ TRADE _____ AUCTION _____ SEALED BIDS
____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER: 415-2015
DATE APPROVED: 8-10-15
SIGNATURE: [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/7/2015 FIXED ASSET TAG NUMBER: NONE
DESCRIPTION: CRT MONITOR - HYUNDAI IMAGE QUEST B790T

REQUESTED MEANS OF DISPOSAL: SURPLUS

OTHER INFORMATION:

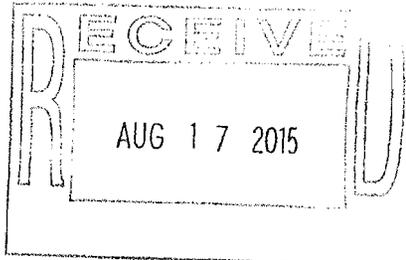
RECEIVED

CONDITION OF ASSET: POOR

AUG 17 2015

REASON FOR DISPOSITION: GOING

BOONE COUNTY AUDITOR



COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: IMMEDIATELY

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1210

SIGNATURE Mary Sping

AUDITOR NO DATA

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 1190-3836 HA

ORIGINAL COST _____

GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8/7/2015 FIXED ASSET TAG NUMBER: NONE

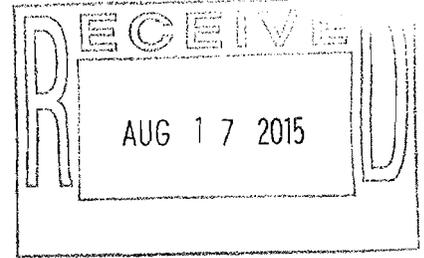
DESCRIPTION: NOTEBOOK BATTERY

REQUESTED MEANS OF DISPOSAL: SURPLUS

OTHER INFORMATION:

RECEIVED

AUG 17 2015



CONDITION OF ASSET: BROKEN

REASON FOR DISPOSITION: BROKEN BOONE COUNTY AUDITOR

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: IMMEDIATELY

WAS ASSET PURCHASED WITH GRANT FUNDING? YES (NO) IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1210 SIGNATURE: Mary Egan

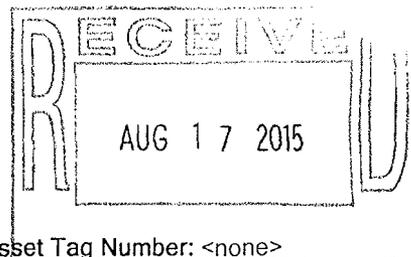
AUDITOR NO DATA ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3836 HR ORIGINAL COST _____ GRANT FUNDED (Y/N) _____ ORIGINAL FUNDING SOURCE _____ GRANT NAME _____ % FUNDING _____ AGENCY _____ ASSET GROUP _____ DOCUMENTATION ATTACHED (Y/N) _____ TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:
____ TRANSFER DEPARTMENT NAME _____ NUMBER _____
LOCATION WITHIN DEPARTMENT _____
INDIVIDUAL _____
____ TRADE _____ AUCTION _____ SEALED BIDS
____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015
DATE APPROVED 9-10-15
SIGNATURE: [Signature]

BOONE COUNTY
Request for Disposal/Transfer of County Property



Date: 08/07/2015 Fixed Asset Tag Number: <none>
Description: Netbook / RT2700E
Requested Means of Disposal: SURPLUS
Other Information: Current Location: Boone County Courthouse / Floor: 1 / Room: Technology Services
Condition of Asset: OUTDATED
Reason for Disposition: ROUTINE REPLACEMENT
COUNTY IT DOES DOES NOT wish to transfer this item for its own use.

RECEIVED

AUG 17 2015

BOONE COUNTY AUDITOR

Desired Date for Asset Removal to Storage: IMMEDIATELY

Was Asset Purchased with Grant Funding? NO

DEPARTMENT: 1230-Jury Services and Court Costs SIGNATURE: Mary Epping

AUDITOR

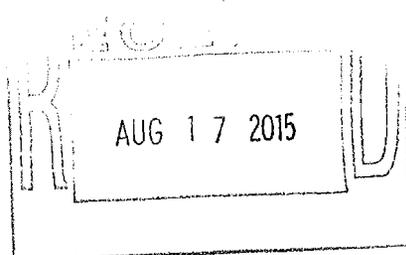
Original Purchase Date: NO DATA Receipt Into 1190-3836 HA
Grant Funded (Y/N) _____
Original Cost: _____ Grant Name _____
%Funding _____
Original Funding Source _____ Agency _____
Documentation Attached (Y/N) _____
Asset Group: _____ Transer Confirmed _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

___ TRANSFER DEPARTMENT NAME: _____ NUMBER _____
LOCATION WITHIN DEPARTMENT: _____
INDIVIDUAL: _____
___ TRADE ___ AUCTION ___ SEALED BIDS
___ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER: 415-2015
DATE APPROVED: 9-10-15
SIGNATURE: [Signature]



BOONE COUNTY
Request for Disposal/Transfer of County Property

Date: 08/07/2015 Fixed Asset Tag Number: <none>
Description: Netbook / RT2700E
Requested Means of Disposal: SURPLUS
Other Information: Current Location: Boone County Courthouse / Floor: 1 / Room: Technology Services
Condition of Asset: OUTDATED
Reason for Disposition: ROUTINE REPLACEMENT
COUNTY IT DOES DOES NOT wish to transfer this item for its own use.
Desired Date for Asset Removal to Storage: IMMEDIATELY
Was Asset Purchased with Grant Funding? NO
DEPARTMENT: 1230-Jury Services and Court Costs SIGNATURE: Mary Epping

RECEIVED

AUG 17 2015

BOONE COUNTY AUDITOR

AUDITOR

Original Purchase Date: NO DATA Receipt Into 1190-3836 HA
Grant Funded (Y/N)
Original Cost: Grant Name
%Funding
Original Funding Source Agency
Documentation Attached (Y/N)
Asset Group: Transer Confirmed

COUNTY COMMISSION / COUNTY CLERK
APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME: NUMBER
LOCATION WITHIN DEPARTMENT:
INDIVIDUAL:
TRADE AUCTION SEALED BIDS
OTHER EXPLAIN

COMMISSION ORDER NUMBER: 415-2015
DATE APPROVED: 9-10-15
SIGNATURE: [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 7/29/15

FIXED ASSET TAG NUMBER: NA

DESCRIPTION: HP 17' LCD MONITOR
MODEL HP L1706
SERIAL NUMBER CNC6122JMX

RECEIVED

JUL 29 2015

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: DISPOSAL

OTHER INFORMATION:

CONDITION OF ASSET: POOR

REASON FOR DISPOSITION: DOES NOT WORK

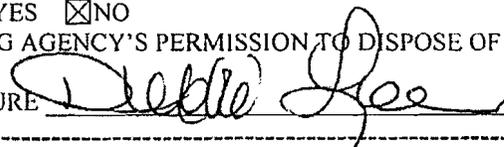
COUNTY / COURT IT DEPT. (check one) DOES DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1221

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE NO Data

RECEIPT INTO 1190-3836 HA

ORIGINAL COST _____

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

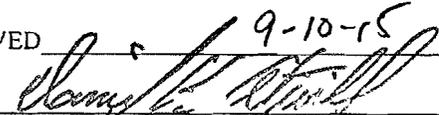
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 415-2015

DATE APPROVED 9-10-15

SIGNATURE 

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

September Session of the July Adjourned

Term. 20 15

County of Boone

} ea.

In the County Commission of said county, on the

10th

day of

September

20 15

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

Now on this day the County Commission of the County of Boone does hereby approve the attached grant application by the Boone County Prosecuting Attorney's Office for the 2014/2015 Stop Violence Against Women Grant.

Done this 10th day of September, 2015.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill

Presiding Commissioner

Karen M. Miller
Karen M. Miller

District I Commissioner

Janet M. Thompson
Janet M. Thompson

District II Commissioner



DANIEL K. KNIGHT, Prosecutor

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

September 8, 2015

TO: Commissioner Atwill
Commissioner Miller
Commissioner Thompson

FROM: Bonnie Adkins
Boone County Prosecuting Attorney's Office

RE: 2014/2015 Stop Violence Against Women Grant Award Acceptance

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

We have been receiving grant funds through VAWA since 1998, and continue to serve over 1000 victims of domestic violence each year.

This grant award is for two years and will fund the full salary of our Victim Specialist and part of the salaries of two assistant prosecuting attorneys dedicated to serving victims of domestic violence. There is a 25% matching requirement. The federal share is \$293,662 and the local match is \$98,919.

Thank you for your consideration of this request.

Missouri Department of Public Safety

Application

55966 - 2016-2017 STOP VAWA Solicitation

56388 - 2016-2017 STOP VAWA Solicitation

STOP Violence Against Women Grant (VAWA)

Status: Editing

Submitted Date:

Primary Contact

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

Organization Information

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

CCR Code: 4SWR3 02/17/2016
Valid Until Date
Organization Website: www.showmeboone.com
Mailing Address: Boone County
Street Address 1: 801 E. Walnut Street
Street Address 2:
City*: Columbia Missouri 65201 0449
City State/Province Postal Code/Zip + 4
County: Boone
Congressional District: 09
Phone:* 573-886-4305
Ext.
Fax: 573-886-3311

Contact Information

Authorized Official

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

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

Authorized Official:* Presiding Commissioner Daniel Atwill
Title First Name Last Name
Job Title: Presiding Commissioner
Agency: Boone County Commission
Mailing Address: 801 E Walnut Street
Street Address 1:
Street Address 2:
AOCity*: Columbia Missouri 65201
City State Zip Code
Email: datwill@boonecountymo.org
Phone:* 573-886-4305
Ext.
Fax: 573-886-3311
Project Director

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

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

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

Project Director:*	Office Administrator	Bonnie	Adkins
	Title	First Name	Last Name

Job Title: Office Administrator

Agency: Boone County Prosecuting Attorney

Mailing Address: 705 E Walnut Street

Street Address 1:

Street Address 2:

PDCity*	Columbia	Missouri	65201
	City	State	Zip Code

Email: badkins@boonecountymmo.org

Phone:* 573-886-4112
Ext.

Fax: 573-886-4148

Fiscal Officer

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

Fiscal Officer:*	Boone County Treasurer	Tom	Darrough
	Title	First Name	Last Name

Job Title: Boone County Treasurer

Agency: Boone County Treasurer's Office

Mailing Address: 801 E Walnut Street

Street Address 1:

Street Address 2:

FOCity*	Columbia	Missouri	65201
	City	State	Zip Code

Email: tdarrough@boonecountymmo.org

Phone:* 573-886-4365
Ext.

Fax: 573-886-4369

Project Contact Person

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

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

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

Non-Profit Chairperson

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

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

Non-Profit Chairperson:			
	Title	First Name	Last Name
Job Title:			
Agency:			
Mailing Address:			
Street Address 1:			
Street Address 2:			
NCCity		Missouri	
	City	State	Zip Code
Email:			
Phone:			Ext.
Fax			

Project Summary

Application Type: Continuation
Current Contract Number(s): 2012-VAWA-003-OS
Program Category: Prosecution
Project Type: Local
Geographic Area: Boone County, Missouri

Brief Summary:

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

Program Income Generated: No

History of the Agency

Brief History of the Program Project Agency

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

The Boone County Prosecuting Attorney's Office is responsible for the prosecution of criminal violations that occur within this jurisdiction and for Family Support Enforcement. The office is comprised of 39 staff members, including the elected Prosecutor, 14 Assistant Prosecuting Attorneys (2 Domestic Violence Assistant Prosecuting Attorneys), 5 Investigators, 2 Victim Specialists, 1 Case Specialist, and support staff. We have been providing services to crime victims and their families in Boone County with the support of VOCA funds since 1993 and STOP Violence Against Women grant funds since 1998. Our Victim Services staff provides crisis intervention for victims of violent crimes including sexual assault, domestic violence, parents of victims of child abuse and family members of homicide victims. They also offer information about victims' rights and crime victims' compensation, orientation to the criminal justice system, and support during the investigation, prosecution and disposition of criminal cases. When necessary, referrals are made to appropriate counselors and/or agencies to work with victims and their families for long term follow-up. We also have an excellent volunteer program which utilizes students from the University of Missouri and other educational institutions. Volunteers assist with a variety of direct victim service-related work. Social work student volunteers have been especially helpful to victims of domestic and sexual violence by assessing victim safety, educating victims and their families about the dynamics of victimization, and partnering with advocates in the community to coordinate service delivery.

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

Statement of the Problem

Statement of the Problem

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

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

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

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

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

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

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

Boone County is a growing, progressive county located in the center of the state and the crossroads of major east-west and north-south highways. Columbia is the 5th largest city in Missouri. Columbia is the County Seat and the City of Columbia covers 53.5 square miles.

Demographics are of an urban, semi-urban and rural composition with a diverse ethnic population.

Demographics:	2012	2013	2014
County Population	168,535	170,773	172,717
Population Growth	1.62%	1.33%	1.14%
Median Household Income	\$40,395	\$41,028	Information not available
County Unemployment Rate	4.6%	4.5%	4.1%

Ethnicity

White Non-Hispanic 85%
 African America/Black 9%
 Asian/Pacific Islander 3%
 Other 3%

Gender

Female 54%
 Male 46%

With the prosperity and growth of this community in the last decade has come a more volatile crime rate. Thirty eight percent (38%) of victim related cases filed in Boone County involve domestic violence.

The following is a listing of felonies and misdemeanors filed in Boone County over the past five years as well as the total number of domestic violence offenses prosecuted:

Felonies

2010 2011 2012 2013 2014 2015 (As of 8/24/2015)
 1533 1661 1632 1302 1317 937

Misdemeanors (Including traffic offenses)

2010 2011 2012 2013 2014 2015 (As of 8/24/2015)
 7461 6398 6009 5827 5310 3357

Domestic violence offenses:

2010 2011 2012 2013 2014 2015 (As of 8/24/2015)
 1123 1269 1097 1019 1135 742

Certainly, these figures indicate the ongoing need for a coordinated response to violence against women in Boone County. We currently serve around 3000 victims of crime per year and approximately 38% of the cases involve domestic violence victims. Research supports the fact that women are at an increased risk of violence committed

by an intimate or known partner and that this violence often escalates over time. The coercive power of the justice system can be especially effective at preventing further criminal behavior when it utilizes a coordinated, specialized, and timely response. Implementation of Boone County's domestic violence docket has further necessitated coordination among service providers. Shortened bond returns (10 days) require more comprehensive follow up with victims to assess safety and solicit input regarding filing decisions.

Prosecutors handling violence against women cases have the challenging task of balancing the safety of victims and community while holding offenders accountable. In many cases, the Assistant Prosecuting Attorneys must proceed with a criminal prosecution without the victim's active participation. Economic dependence, fear, or the desire for reconciliation are some of the complicated dynamics that can impact a victim's willingness or ability to participate in a prosecution. The Boone County Prosecuting Attorney's Office receives over 1100 domestic violence referrals each year. Between 15 and 20% of the victims are either unavailable or unwilling to assist. By utilizing an aggressive, specialized response, our DOVE Unit removes, as much as possible, the weight of a case resting solely on the victim's shoulders.

Type of Program

Methodology/Type of Program

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

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

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

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

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

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

Our 2016/2017 STOP funds request is to continue the funding for two Assistant Prosecuting Attorneys and our Domestic Violence Victim Specialist. These staff members are critical to providing services to victims of domestic violence in Boone County.

When probable cause is established that a domestic violence crime has occurred, local law enforcement agencies forward criminal cases to the Boone County Prosecuting Attorney's Office for review. Cases are assigned to a designated DV Prosecutor and Victim Specialist. These cases include: misdemeanor and felony domestic violence, harassment, stalking, violation of orders of protection, burglary, property damage and sexual assault or misconduct. In consultation with the victim and the DV Victim Specialist, the Assistant Prosecutors have 10 working days to make a filing or charging decision. Domestic violence cases are reviewed within 24 hours of receipt from a referring law enforcement agency. In felony cases, contact is made with the victim as soon as possible. The DV Specialist will contact the victim to assess safety/support, solicit input, and discuss expectations. The DV Specialist will also attempt to schedule a face-to-face meeting between the victim and DV Prosecutor. In misdemeanor cases, a letter will be sent to the victim informing them of their rights and requesting follow up contact with the DV Victim Specialist. If time permits, the DV Victim Specialist will attempt to follow the felony protocol as phone contact seems to increase the likelihood of victim participation.

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

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

tracking progress toward program goals and objectives.

Regarding guidelines for training, all project staff members are expected to be familiar with and adhere to MoCVSU training curricula that address the historical context of domestic and sexual violence, the dynamics of abusive relationships, safety planning, and trauma-informed/coordinated response to victims. At a minimum, volunteers receive forty hours of observational training in the Prosecutor's Office and an additional twelve hours of domestic violence and sexual violence training is provided by True North Women's Shelter. Training is required for all personnel who provide direct services (i.e. crisis intervention, case management and court advocacy) to victims of domestic violence and their children. This includes a minimum of six hours of ongoing professional development/continuing education during the calendar year. The Assistant Prosecuting Attorneys and the DV Victim Specialist attend specialized domestic violence training through the Missouri Association of Prosecuting Attorneys each year to keep current on domestic violence issues and are encouraged to attend MCADSV trainings whenever possible.

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

Proposed Service Area

Proposed Service Area

State the geographic area to be served by this project.

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

Coordination of Services

Coordination of Services

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

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

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

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

Coordination and communication with other service providers is active, ongoing and occurs on a daily bases. Timely communication between first responders and members of the Boone County Prosecuting Attorney's Office is critical in ensuring victims' safety, anticipating victims' needs/expectations, and holding offenders accountable. Members of law enforcement and True North (local advocacy and shelter program) contact the Victim Specialist on a daily basis to coordinate service provision. Because a criminal prosecution can take months, coordination with community-based advocates and counseling providers is essential for meeting the changing needs of victims and their families. The DV Specialist coordinates with True North's DOVE advocate to ensure all victims have access and information about civil justice remedies (orders of protection) and safety planning. Often, the DOVE advocate will attend meetings between victims and Prosecuting Attorney staff to ensure that victims are given comprehensive support throughout the court process.

Members of the DOVE Unit play a vital role in the continued coordination of victim services in Boone County through training and ongoing education. Members of the DOVE Unit participate in annual collaborative training for local law enforcement. In addition, DOVE Unit members participate in volunteer training at True North as well as training for the Sexual Assault Nurse Examiner (SANE) programs at local hospitals. Participants of these trainings include representatives from the three local hospitals, law enforcement agencies, psychiatric facilities, True North women's shelter, the University of Missouri, and other counseling and social service organizations.

More recently, Columbia Police Department has begun utilizing the Domestic Violence Workbook when responding to DV-related calls for service. This resource was created as a collaborative effort among DOVE Unit members. It provides a framework for the first responding officer when interviewing victims to assess lethality, gather history, and provide information about local resources.

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

Consultation with Victim Services

Prosecution, Law Enforcement and Court based applicants Only:

Consultation with Victim Services

Prosecution, Law Enforcement and Court based applicants are required to consult with state or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Please explain in detail the process undertaken to meet this requirement.

This grant application was written in consultation with members of the DOVE Unit and administrative staff. Proposed services and activities between the Boone County Prosecutor's Office, Boone County Sheriff's Department, True North, the Columbia Police Department, Probation & Parole and our local batterer's intervention/counseling program reflect the core assumptions and values of the victim services movement. Violence against women poses unique challenges and requires a specialized response from the justice system. Trauma-informed service delivery must be utilized. This project is part of a larger collaborative, multidisciplinary effort that continues to strengthen partnerships with community allies, hold offenders accountable, and empower women who experience violence and other forms of coercion. A copy of our signed Memorandum of Agreement is attached to this application.

Victim Compensation Assistance

Victim Compensation Assistance

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

Victims' Compensation information is offered to every domestic violence victim. The DV Victim Specialist and Assistant Prosecuting Attorney's are very familiar with CVC -- forms of assistance, guidelines, and application requirements/procedures. All domestic violence victims receive a letter outlining their rights and the services available to them. Included with this letter is information about the Crime Victims' Compensation program. Our DV Victim Specialist, Mark Koch, plays an active role in aiding crime victims with their applications. He assists victims/claimants by securing documentation related to the crime, notarizing the application and communicating with the designated CVC caseworker regarding the status of the claimant's application. Once a claim has been awarded, the Crime Victims' Compensation Fund is listed in the Prosecuting Attorney's case file as a secondary victim. Defendant's who receive probation are held accountable for the amount paid on the claim.

For the 2014 fiscal year, the Crime Victim's Compensation Fund awarded \$79,901.11 to victims of crime in Boone County. During that time, our DV Victim Specialist along with other members of the Victim Response Team assisted 33 applicants and 18 of those applicants were granted awards through the fund. From July 1, 2013 through June 30, 2014, Boone County collected \$111,636.11 in restitution for the Crime Victims' Compensation Fund.

For the 2015 fiscal year, the Crime Victims' Compensation Fund awarded \$99,970.75 to victims of crime in Boone County. During that time, our DV Victim Specialist along with other members of our Victim Response Team assisted 30 applicants and 22 of those applicants were granted awards through the fund. From July 1, 2014 through June 30, 2015 Boone County collected \$14,688.64 in restitution for the Crime Victims' Compensation Fund.

Number of Victims to Be Served

Number of Victims to Be Served

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

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

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

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

Give statistics from previous years to support your estimate.

The Boone County Prosecuting Attorney's Office anticipates receiving approximately 2500 domestic violence offense referrals with this project and serving around 2100 domestic violence victims during the two year grant cycle. As mentioned previously in this application, approximately 15-20% of victims who initially participate in a criminal investigation do not participate in the court process. All identified victims of domestic violence, regardless of their ability or willingness to assist in the prosecution of the offender, will have access to services provided by the DV Specialist.

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

2010 1123
 2011 1269
 2012 1097
 2013 1019
 2014 1135
 2015 742 (As of August 24, 2015)

Goals and Objectives

Organization Type	Objective	Objectives Percentage (%)
Prosecutors	Increase individualized contact (in person, mail, email or phone communication) between the prosecutors office and survivors by _____%	90
Prosecutors	_____ % of survivors will report having received information about the criminal justice process and their individualized case	100
Prosecutors	_____ % of survivors will report having received information on available community resources	100

Evaluation Procedure

Evaluation Procedure

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

Our goal is to hold batterers accountable while continuing to strengthen services to victims of domestic violence, sexual violence, dating violence and stalking.

Evaluating progress toward program goals/objectives will be accomplished by tracking the feedback gathered from our Victim Services Survey, soliciting verbal feedback from victims and by gathering data collected from our case management system.

Victim Services Surveys are mailed to all identified victims of crime at the disposition of the case. In our closing letter to victims, instructions outlining how to access this evaluation tool on our website is also provided. Our survey is available in Spanish and can be translated directly on our website.

Project data from the surveys and our case management system is compared to previous years to help evaluate our services to victims of crime in Boone County. A copy of the survey in English and in Spanish is attached to this application.

Our objectives will be evaluated as follows:

Objective #1 - Increase individualized contact (in person, mail, email or phone communication) between the prosecutor's office and survivors. The Victim Services Survey is one of the data sources for evaluation of this objective. Victims are sent a survey at the close of their case. The survey contains two questions that inquire about how they were contacted by the DV Specialist and the DOVE prosecutor -- individually, in person, by mail, on the phone or by email. The desired result is individual contact by both the prosecutor and the specialist with more than one type of contact. Historically, the return rate of our surveys has been very low despite providing self-addressed stamped envelopes. To gain additional feedback the prosecutors and the specialist elicit verbal feedback from the victims when they have in-person and phone communication.

- 90% of the survivors will indicate that they were contacted by **both** the prosecutor and the victim advocate with more than one type of contact.

Objective #2 - Survivors will report having received information about the criminal justice process and their individualized case. The Victim Services Survey is one of the data sources for evaluation of this objective.

The survey contains a question that inquires if the prosecutor's office provided them with information about the criminal justice system process and their individualized case. Again, due to the low rate of return on our surveys, the prosecutors and the specialist elicit verbal feedback from the victims when they have in-person and phone communication to gain additional information. An affirmative response is the desired result.

- 100% of the survivors will indicate that they received information about the criminal justice process and their individualized case.

Objective #3 - Survivors will report having received information on available community resources. The Victim Services Survey is one of the data sources for evaluation of this objective. The survey contains a question that inquires if the prosecutor's office provided them with information about community resources. Again, due to the low rate of return, the prosecutors and the specialist elicit verbal feedback from the victims when they have in-person and phone communication to gain additional information. An affirmative response is the desired result.

- 100% of the survivors will indicate that they received information about the criminal justice process and their individualized case.

Evaluation of progress toward goals/objectives is also accomplished by gathering data entered in our case

management system. We collect and maintain service statistics (ie. type of service provided), including demographic data for all domestic violence victims served by our DOVE Assistant Prosecutors and DV Specialist and review them annually. We also collaborate with our DOVE Unit partners at our monthly meetings -- reviewing cases and outcomes in an effort to further evaluate and improve our services to victims of domestic violence in Boone County.

Report of Success

Goal	Measurable Objectives	VAWA Outcomes
Goal: To offer timely, effective, and appropriate prosecution services of domestic violence crimes in Boone County.	Increase individualized contact (in person, mail, email or phone communication) between the prosecutors office and survivors by 15%.	<p>Individualized contact between the prosecuting attorneys office and survivors was maintained during the grant cycle. From January 1, 2014 through August 24, 2015 we have served 1877 victims of domestic violence. 100% of those victims have received in person, mail, email or phone communication from either the advocate or assistant prosecuting attorney assigned to the case. When compared with the previous grant cycle, individualized contact with victims was maintained at 100%.</p>
Goal: To offer timely, effective, and appropriate prosecution services of domestic violence crimes in Boone County.	75% of survivors will report having received information about the criminal justice process and their individualized case	<p>From January 1, 2014 through August 24, 2015 we have served 1877 victims of domestic violence. All 1877 victims received information about the criminal justice system and a survey along with their closing letter. During that same time period we received 34 surveys. 29 victims stated that they received information about the criminal justice process & their individual case from our office. GOAL EXCEEDED: 85.30% stated they received information and our goal was 75%.</p>

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

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

From January 1, 2014 through August 24, 2015 we have served 1877 victims of domestic violence. During that same time period we received 34 surveys. 27 victims stated that they received information on community resources. 2 surveys indicated that the question was not applicable, 2 didn't answer the question at all and 3 said they did not receive any information on community resources. If we remove the 2 that didn't answer the question and the 2 that said it was not applicable, that leaves 30 applicable surveys, and 27 of the 30 said they received information about community resources (90%) GOAL EXCEEDED: Our goal was 75% and 90% said they received information about available community resources.

Personnel

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
Cassandra Rogers	Domestic Violence Assistant Prosecuting Attorney	Retained	FT	\$2,805.00	52.0	95.68	\$139,558.85	35.44	\$49,459.66	\$90,099.19
Cecily Daller	Domestic Violence Assistant Prosecuting Attorney	Retained	FT	\$2,805.00	52.0	95.68	\$139,558.85	35.44	\$49,459.66	\$90,099.19

Mark	Domestic								
Koch	Violence		\$2,182.0			\$113,464			\$113,464
	Victim	Retained	0	52.0	100.0	.00	0	\$0.00	.00
	Specialist	FT							
						\$392,581	\$98,919.	\$293,662	
						.70	32	.38	

Personnel Justification

Personnel Justification

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

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

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

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

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

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

The Boone County Prosecuting Attorney's Office is requesting a continuation of funding at the same percentage as our current award for two existing Domestic Violence Assistant Prosecuting Attorneys, Cecily Daller and Cassandra Rogers and funding for one Domestic Violence Victim Specialist, Mark Koch. Cecily's current salary is \$66,144.00. Cecily received a 4.5% merit increase in 2014, 5% in 2015 and we would like to factor in a 5% increase for 2016 and 2017. Boone County will pay for her full benefits plus 35.44% of her salary. The portion of her salary paid by Boone County will be used towards the overall match of this grant. Cecily received her Juris Doctorate in September 2005 from the University of Missouri - Columbia School of Law. She was an Assistant Attorney General with the Missouri Attorney General's Office from 2005 through 2006. In January 2007 she was hired by the Boone County Prosecutor's Office as an Assistant Prosecutor. She began working with the DOVE Unit in September 2010.

Cassandra's current salary is \$66,144.00. Cassandra received a 4.5% merit increase in 2014, 5% in 2015 and we would like to factor in a 5% increase for 2016 and 2017. Cassandra began working for the Boone County Prosecuting Attorney's Office in 1999 as a Legal Secretary. She also worked in our Child Support division and as a Victim Advocate with our office. Cassandra received her Juris Doctorate from the University of Missouri - Columbia School of Law in 2005 and has been an Assistant Prosecutor with Boone County since May 2008. She worked with the DOVE Unit in 2009 and 2010 and returned to the DOVE Unit in April 2015. Boone County will pay for her full benefits plus 35.44% of her salary. The portion of her salary paid by Boone County will be used toward the overall match for this grant.

Mark's current salary is \$51,459.20. Mark received a 4.5% merit increase in 2014, 5% in 2015 and we would like to factor in a 5% increase for 2016 and 2017. Mark has a Bachelor of Science in Occupational Therapy from the University of Missouri - Columbia, and is a licensed Occupational Therapist. Mark worked as our Victim Specialist from 2001 - 2010 and left for a year to attend law school. He returned to our office in 2011 as our part time Case Specialist and began full time as our Domestic Violence Victim Specialist in December 2012.

We are requesting increased funding for salaries based solely on merit raises given to the two assistant prosecuting attorneys and the victim specialist. The percentage paid by Boone County is exactly the same as our current contract (35.44% of the two assistant prosecuting attorney's salaries). Boone County General Fund will pay for the 25% matching funds. The overall match for this grant is comprised of the portion of the salary of the two assistant prosecuting attorneys paid for by Boone County.

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

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

Excellent oral and written communication skills.

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and briefs using progressive or innovative techniques and style.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Thorough knowledge of the judicial process.
- Ability to work independently as well as part of a team to meet the needs of domestic violence victims.

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Masters degree in social work, counseling or psychology and a minimum of 2 years experience in related field, or a combination of education and experience.
- Excellent oral and written communication skills
- Educated in cultural awareness and possess the ability to communicate and be non-biased to others who may have a different ethnic, socio-economic background, race or religion.
- Thorough knowledge of the judicial process.
- Thorough knowledge of the issues of domestic violence.
- Thorough knowledge of the issues of sexual violence.
- Knowledge of local area referral services.

Personnel Benefits

Category	Item	Salary/Pre mium	Percentag e/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/St ate Share
					\$0.00		\$0.00	\$0.00
					\$0.00		\$0.00	\$0.00

Personnel Benefits Justification

Benefits Justification

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

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

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

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

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

PRN/Overtime

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

PRN/Overtime Justification

PRN/Overtime Justification

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

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

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

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

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

PRN/Overtime Benefits

Category	Item	PRN/Overtime Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00
					\$0.00		\$0.00	\$0.00

PRN/Overtime Benefits Justification

PRN/Overtime Benefits Justification

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

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

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

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

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

Volunteer Match

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

Volunteer Match Justification

Volunteer Match Justification

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

On-Call Volunteer Match

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

On-Call Volunteer Match Justification

On-Call Volunteer Match Justification

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

Travel/Training

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

Travel/Training Justification

Travel/Training Justification

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

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

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

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

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

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

Equipment

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

Equipment Justification

Equipment Justification

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

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

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

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

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

Supplies/Operations

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

Supplies/Operations Justification

Supplies/Operations Justification

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

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

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

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

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

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

Contractual

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

Contractual Justification

Contractual Justification

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

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

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

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

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

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

Total Budget

Total Federal/State Share:	\$293,662.38
Federal/State Share Percentage:	74.8%
Total Local Match Share:	\$98,919.32
Local Match Share Percentage:	25.2%

Total Project Cost:

\$392,581.70

Cost Assumption

Cost Assumption

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

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

VAWA Data Form

Budget Total:

\$293,662.38

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

Law Enforcement:*	0%	\$0.00
Prosecution:*	100.0%	\$293,662.38
Victim Services Project:*	0%	\$0.00
Court:*	0%	\$0.00
Discretionary:*	0%	\$0.00
Culturally Specific:*	0%	\$0.00
Other:*	0%	\$0.00

Project Focus:

Domestic Violence Services

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

Total Victims of Crime:

2100

Hotline Calls:

0

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

Women:

Children:

Men:

Bed-Nights:

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

People:

Communities:

Type of victimization

Budget Total 1	\$293,662.38	
Sexual assault*	0%	\$0.00
Domestic violence/dating violence*	100.0%	\$293,662.38
Stalking*	0%	\$0.00
Total	100.0% (must equal 100%)	\$293,662.38 (must equal budget total 1)

Other Funding Sources

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
Boone County General Fund	\$98,919.32	Boone County will provide 25% matching funds from our General Fund	01/01/2016-12/31/2017	Boone County currently pays for part of the salaries of the two Domestic Violence Assistant Prosecuting Attorneys and the full benefits of all three grant funded positions. The portion of the salary of the two assistant prosecuting attorneys that Boone County pays for will be used for the overall 25% matching funds.

\$98,919.32

Required Attachments

Attachment	Description	File Name	File Size	Type
A detailed copy of your agency's organizational chart (REQUIRED)	Organizational Chart	Organizational Chart August 25, 2015.pdf	69.8 MB	pdf
Your agency's procurement (purchasing) policy (if Applicable)			69.8 MB	
Your agency's mileage reimbursement policy (if Applicable)			69.8 MB	
Job descriptions and last Pay Stub for personnel involved in this proposed project (REQUIRED)	Job Descriptions and Pay Stubs for VAWA Personnel 2015	VAWA Job Descriptions and Pay Stubs 2015.pdf	69.8 MB	pdf
Your agency's profit/loss statement from the past two (2)years recently completed for your agency as a whole) (if Applicable)			69.8 MB	
Your Agency Budget (Current) REQUIRED	Budget 2015	Budget 2015.pdf	69.8 MB	pdf
Your Agency Budget (Past)two (2) years REQUIRED	Budget 2013 and 2014	Budget 2013 and 2014.pdf	69.8 MB	pdf
A list of your organization's Board of Directors (if Applicable)			69.8 MB	
Documentation of Nonprofit Status and two (2)years of 990's(if Applicable)			69.8 MB	
Letters of Collaboration (REQUIRED)	DOVE Memorandum of Agreement 2015	DOVE Memorandum of Agreement - Signed September 2015.pdf	69.8 MB	pdf
Copy of Contractual Agreement to be used (if applicable)			69.8 MB	

Other Attachments

File Name	Description	File Size
DOVE Unit Procedural Protocols - Signed September 2015.pdf	DOVE Unit Procedural Protocols - Created in August 2003 - Reviewed and sign September 2015	4.2 MB
Victim Surveys for 2016 -2017 VAWA Grant Application.pdf	Victim Survey - Mailed version, web survey and Spanish survey	2.0 MB

STOP Certification

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

Consultation with Victim Services **Yes**

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

Title: **Presiding Commisioner**

Authorized Official Name: **Daniel Atwill**

Agency Type **Prosecution**

Date: **09/10/2015**

Audit Requirements

Date last audit was completed: **RubinBrown LLP St Louis, Missouri**

Date(s) covered by last audit: **01/01/14-12/31/14**

Last audit performed by: **Rubin Brown LLP St Louis, Missouri**

Phone number of auditor: **314-290-3300**

Date of next audit: **1/1/2016**

Date(s) to be covered by next audit: **1/1/2015-12/31/2015**

Next audit will be performed by: **RubinBrown LLP St. Louis, Missouri**

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

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

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

Federal Amount: \$1,042,399.00

State Amount: \$2,582,060.00

Application Certified Assurances

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

2016-2017 STOP VAWA Certified Assurances

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

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

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

Title: **Daniel Atwill**

Authorized Official Name: **Boone County Presiding Commissioner**

Date: **09/10/2015**

2013 BUDGET

Boone County Missouri



Dan Atwill
Presiding Commissioner

Karen M. Miller
District I Commissioner

Janet M. Thompson
District II Commissioner

June E. Pitchford, CPA
Boone County Auditor
Budget Officer

Prosecuting Attorney Summary

Budget Summary

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

Prosecuting Attorney Summary

Personnel Summary

Position Title	FY		Departmental Funding Source						FY	Change
	2011	2012	Dept. No.	Dept. No.	Dept. No.	Dept. No.	Dept. No.	Dept. No.	2013	
	Full-time	Full-time	Full-time	Full-time	Full-time	Full-time	Full-time	Full-time	Total	
	Equiva- lent	Equiva- lent	Equiva- lent	Equiva- lent	Equiva- lent	Equiva- lent	Equiva- lent	Equiva- lent	Equiva- lent	
Prosecuting Attorney										
Operations:										
Prosecuting Attorney (Elected)	1.00	1.00	1.00	-	-	-	-	-	1.00	-
First Assistant Prosecuting Attorney	1.00	1.00	1.00	-	-	-	-	-	1.00	-
Assistant Prosecuting Attorney I	10.33	10.00	8.00	-	-	-	-	2.00	10.00	-
Chief Investigator	1.00	1.00	1.00	-	-	-	-	-	1.00	-
Investigator	2.33	3.00	1.00	-	-	-	-	2.00	3.00	-
Office Administrator	1.00	1.00	1.00	-	-	-	-	-	1.00	-
Witness Location Investigator	1.00	1.00	1.00	-	-	-	-	-	1.00	-
Legal Secretary	8.00	7.00	6.00	-	-	-	-	1.00	7.00	-
Criminal Investigations Specialist	1.00	1.00	1.00	-	-	-	-	-	1.00	-
Office Specialist	1.00	1.00	1.00	-	-	-	-	-	1.00	-
Receptionist	1.00	-	-	-	-	-	-	-	-	-
Crime Victim Specialist	1.00	1.00	-	2.00	-	-	-	-	2.00	1.00
Victim Assistant	1.00	1.00	-	-	-	-	-	-	-	(1.00)
Witness Coordinator	1.00	1.00	-	1.00	-	-	-	-	1.00	-
Case Specialist	0.48	0.48	-	0.48	-	-	-	-	0.48	-
Bad Check /Tax Administrator	1.00	1.00	-	-	-	0.75	0.25	-	1.00	-
Account Specialist	1.00	2.00	1.00	-	-	1.00	-	-	2.00	-
Account Specialist PT Pool	0.25	0.25	-	-	-	0.25	-	-	0.25	-
Subtotal	34.39	33.73	23.00	3.48	-	2.00	0.25	5.00	33.73	-
Child Support Enforcement:										
Assistant Prosecuting Attorney I	1.00	1.00	-	-	1.00	-	-	-	1.00	-
Child Support Administrator	1.00	-	-	-	-	-	-	-	-	-
Child Support Budget Administrator	-	1.00	-	-	1.00	-	-	-	1.00	-
Child Support Technician	3.50	4.00	-	-	1.00	-	-	-	1.00	(3.00)
Legal Secretary	1.00	1.00	-	-	-	-	-	-	-	(1.00)
Receptionist	1.00	-	-	-	-	-	-	-	-	-
Subtotal	7.50	7.00	-	-	3.00	-	-	-	3.00	(4.00)
Total FTEs	41.89	40.73	23.00	3.48	3.00	2.00	0.25	5.00	36.73	(4.00)
Overtime	\$ 24,800	\$ 28,800	\$ 20,000	\$ 1,500	\$ -	\$ 2,900	\$ 1,000	\$ 4,200	\$ 29,600	\$ 800

a) The Child Support Administrator was re-classified to Child Support Budget Administrator

b) The Receptionist position was eliminated and a part-time Child Support Technician was increased to full-time

c) 4.0 FTEs reduced due to budget reductions

Prosecuting Attorney Operations

Annual Budget

1261 PROSECUTING ATTORNEY

100 GENERAL FUND

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

Prosecuting Attorney Operations

1261 PROSECUTING ATTORNEY
100 GENERAL FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
	VEHICLE EXPENSE							
59000	MOTORFUEL/GASOLINE	8,314	9,300	6,500	8,100	0	8,100	12-
59010	FUEL SURCHARGE - REIMB TO R&B	0	0	215	230	0	220	0
59030	MOTOR VEHICLE LICENSE FEE	99	50	50	100	0	100	100
59100	VEHICLE REPAIRS/MAINTENANCE	2,367	1,500	1,000	2,400	1,400-	1,000	33-
59105	TIRES	171	690	375	750	250-	500	27-
59110	MECHANICS CHARGE - REIMB R&B	0	0	578	650	0	650	0
59200	LOCAL MILEAGE	367	1,000	250	750	0	750	25-
	SUBTOTAL *****	11,319	12,540	8,968	12,970	1,650-	11,320	9-
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	3,452	3,566	4,294	4,209	1,675	5,884	65
60200	EQUIP REPAIRS/MAINTENANCE	145	300	150	300	0	300	0
	SUBTOTAL *****	3,598	3,866	4,444	4,509	1,675	6,184	59
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	30	0	0	0	0	0	0
71100	OUTSIDE SERVICES	666	1,000	250	1,000	0	1,000	0
71500	BUILDING USE/RENT CHARGE	152,599	121,073	121,073	150,525	0	150,525	24
71600	EQUIP LEASES & METER CHR	127	71	60	60	0	60	15-
	SUBTOTAL *****	153,423	122,144	121,383	151,585	0	151,585	24
	FIXED ASSET ADDITIONS							
92300	REPLCMNT MACH & EQUIP	0	10,500	9,897	0	0	0	0
92400	REPLCMNT AUTO/TRUCKS	23,425	0	0	0	17,775	17,775	0
	SUBTOTAL *****	23,425	10,500	9,897	0	17,775	17,775	69
	TOTAL EXPENDITURES *****	1,613,061	1,619,422	1,610,479	1,663,010	65,089	1,698,960	4

1262 VICTIM WITNESS

100 GENERAL FUND

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

Prosecuting Attorney Operations

1262 VICTIM WITNESS 100 GENERAL FUND

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

1264 PA RETIREMENT

100 GENERAL FUND

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

2600 PA TRAINING

260 PA TRAINING FUND

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

Prosecuting Attorney Operations

2610 PA TAX COLLECTION

261 PA TAX COLLECTION FUND

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

2620 PA CONTINGENCY

262 PA CONTINGENCY FUND

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

Prosecuting Attorney Operations

2630 PA BAD CHECK COLLECTIONS

263 PA BAD CHECK FUND

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

Prosecuting Attorney Operations

2640 PA FORFEITURE MONEY

264 PA FORFEITURE FUND

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

2903 PROSECUTING ATTRNY-LE SALES TX

290 LAW ENFORCEMENT SERVICES FUND

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

Prosecuting Attorney Operations

2971 PA - VIOLENCE AGAINST WOMEN

297 RECOVERY ACT GRANTS - REIMB

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

Decimal values have been truncated.

Child Support Enforcement

Annual Budget

1263 IV-D

100 GENERAL FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM FY BUD
3465	FEDERAL REIMBURSE EXPENSES	379,131	388,909	388,909	226,000	0	226,000	41-
	SUBTOTAL *****	379,131	388,909	388,909	226,000	0	226,000	41-
3826	MISCELLANEOUS PRIOR YEAR COST REPAYMENT	0	0	59	0	0	0	0
	SUBTOTAL *****	0	0	59	0	0	0	0
	TOTAL REVENUES *****	379,131	388,909	388,968	226,000	0	226,000	41-
10100	PERSONAL SERVICES SALARIES & WAGES	248,930	263,142	263,158	144,783	3,000	144,783	44-
10110	OVERTIME	22	0	19	0	0	0	0
10200	FICA	16,961	20,130	18,375	11,075	230	11,075	44-
10300	HEALTH INSURANCE	34,041	33,250	33,250	14,250	0	14,250	57-
10325	DISABILITY INSURANCE	927	763	763	419	0	419	45-
10350	LIFE INSURANCE	369	329	329	141	0	141	57-
10375	DENTAL INSURANCE	2,551	2,492	2,492	1,422	0	1,422	42-
10400	WORKERS COMP	780	710	710	376	8	376	47-
10500	401(A) MATCH PLAN	1,845	2,457	1,560	1,053	0	1,053	57-
10600	UNEMPLOYMENT BENEFITS	4,170	2,230	2,230	0	0	0	0
	SUBTOTAL *****	310,598	325,503	322,886	173,519	3,238	173,519	46-
22000	MATERIALS & SUPPLIES POSTAGE	1,100	1,700	900	900	0	900	47-
22500	SUBSCRIPTIONS/PUBLICATIONS	489	500	500	600	0	600	20
23000	OFFICE SUPPLIES	2,326	4,334	4,334	3,288	0	3,288	24-
23001	PRINTING	0	550	550	0	0	0	0
23850	MINOR EQUIP & TOOLS (<\$1000)	597	300	300	300	0	300	0
	SUBTOTAL *****	4,513	7,384	6,584	5,088	0	5,088	31-
37000	DUES TRAVEL & TRAINING DUES & PROF CERTS/LICENSE	150	515	430	610	0	610	18
37200	SEMINARS/CONFEREN/MEETING	940	330	330	520	0	520	57
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	88	580	300	200	0	200	65-
37230	MEALS & LODGING-TRAINING	212	700	500	219	0	219	68-
	SUBTOTAL *****	1,391	2,125	1,560	1,549	0	1,549	27-
48000	UTILITIES TELEPHONES	3,845	4,530	4,300	2,700	0	2,700	40-
48002	DATA COMMUNICATIONS	0	1,040	1,040	1,040	0	1,040	0
48100	NATURAL GAS	943	3,000	2,300	2,200	0	2,200	26-
48200	ELECTRICITY	4,274	5,700	3,800	4,487	0	4,487	21-
48300	WATER	186	264	250	240	0	240	9-
48400	SOLID WASTE	527	504	504	600	0	600	19
48500	STORM WATER UTILITY	4	0	48	48	0	48	0
48600	SEWER USE	280	226	360	360	0	360	59
	SUBTOTAL *****	10,062	15,264	12,602	11,675	0	11,675	23-
60050	EQUIP & BLDG MAINTENANCE EQUIP SERVICE CONTRACT	1,596	1,350	1,350	1,350	0	1,350	0
60125	CUSTODIAL/JANITORIAL SERV	6,000	6,000	6,000	6,000	0	6,000	0
60200	EQUIP REPAIRS/MAINTENANCE	187	200	200	200	0	200	0
	SUBTOTAL *****	7,783	7,550	7,550	7,550	0	7,550	0
70050	CONTRACTUAL SERVICES SOFTWARE SERVICE CONTRACT	915	1,860	1,860	2,070	0	2,070	11
71000	INSURANCE AND BONDS	93	145	45	50	0	50	65-
71100	OUTSIDE SERVICES	1,552	2,500	2,000	5,289	0	5,289	111
71500	BUILDING USE/RENT CHARGE	13,801	13,208	13,208	12,760	0	12,760	3-
	SUBTOTAL *****	16,362	17,713	17,113	20,169	0	20,169	13
91302	FIXED ASSET ADDITIONS COMPUTER SOFTWARE	74	0	0	0	0	0	0
	SUBTOTAL *****	74	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	350,786	375,539	368,295	219,550	3,238	219,550	41-

Decimal values have been truncated.

2014 BUDGET

Boone County Missouri



Dan Atwill
Presiding Commissioner

Karen M. Miller
District I Commissioner

Janet M. Thompson
District II Commissioner

June E. Pitchford, CPA
Boone County Auditor
Budget Officer

Prosecuting Attorney Summary

Budget Summary

Fund	Dept	Department Name	2012	2013	2014	2014	2014	2014
			Actual	Estimated	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
Prosecuting Attorney Operations								
100	1261	Prosecuting Attorney	\$ 1,599,928	\$ 1,693,439	\$ 1,547,740	\$ 214,628	\$ 9,620	\$ 1,771,988
100	1262	Victim Witness	184,675	193,768	188,110	21,876	1,600	211,586
100	1264	PA Retirement	7,752	7,752	-	7,752	-	7,752
260	2600	PA Training	4,897	4,937	-	5,385	-	5,385
261	2610	PA Tax Collection	84,854	97,470	88,133	3,658	-	91,791
262	2620	PA Contingency	11,920	11,500	-	20,000	-	20,000
263	2630	PA Bad Check Collections	39,932	16,665	13,015	1,585	-	14,600
264	2640	PA Forfeiture Money	-	-	-	3,075	-	3,075
265	2650	PA Admin Handling Cost	-	-	-	17,500	-	17,500
290	2903	PA-Law Enf Sales Tax	292,675	304,305	300,585	5,992	-	306,577
		Subtotal	<u>2,226,633</u>	<u>2,329,836</u>	<u>2,137,583</u>	<u>301,451</u>	<u>11,220</u>	<u>2,450,254</u>
Child Support Enforcement								
100	1263	IV-D Child Support	357,920	223,945	181,742	45,542	-	227,284
		Subtotal	<u>357,920</u>	<u>223,945</u>	<u>181,742</u>	<u>45,542</u>	<u>-</u>	<u>227,284</u>
		Total	<u>\$ 2,584,553</u>	<u>\$ 2,553,781</u>	<u>\$ 2,319,325</u>	<u>\$ 346,993</u>	<u>\$ 11,220</u>	<u>\$ 2,677,538</u>

Prosecuting Attorney Summary

Personnel Summary

Position Title	Departmental Funding Source									
	Full-time Equivalent Positions									
	2012	2013	Dept. 1261	Dept. 1262	Dept. 1263	Dept. 2610	Dept. 2630	Dept. 2903	2014 Total	Change
Prosecuting Attorney										
Operations:										
Prosecuting Attorney (Elected)	1.00	1.00	1.00	-	-	-	-	-	1.00	-
First Assistant Prosecuting Attorney	1.00	1.00	1.00	-	-	-	-	-	1.00	-
Assistant Prosecuting Attorney I	10.00	10.00	8.00	-	-	-	-	2.00	10.00	-
Chief Investigator	1.00	1.00	1.00	-	-	-	-	-	1.00	-
Investigator	3.00	3.00	1.00	-	-	-	-	2.00	3.00	-
Office Administrator	1.00	1.00	1.00	-	-	-	-	-	1.00	-
Witness Location Investigator	1.00	1.00	1.00	-	-	-	-	-	1.00	-
Legal Secretary	7.00	7.00	6.00	-	-	-	-	1.00	7.00	-
Criminal Investigations Specialist	1.00	1.00	1.00	-	-	-	-	-	1.00	-
Office Specialist	1.00	1.00	1.00	-	-	-	-	-	1.00	-
Crime Victim Specialist	1.00	2.00	-	2.00	-	-	-	-	2.00	-
Victim Assistant	1.00	-	-	-	-	-	-	-	-	-
Witness Coordinator	1.00	1.00	-	1.00	-	-	-	-	1.00	-
Case Specialist	0.48	0.48	-	0.48	-	-	-	-	0.48	-
Bad Check/Tax Administrator	1.00	1.00	-	-	-	0.75	0.25	-	1.00	-
Account Specialist	2.00	2.00	1.00	-	-	1.00	-	-	2.00	-
Restitution Assistant	-	-	1.00	-	-	-	-	-	1.00	b) 1.00
Account Specialist PT Pool	0.25	0.25	-	-	-	0.25	-	-	0.25	-
Subtotal	33.73	33.73	24.00	3.48	-	2.00	0.25	5.00	34.73	1.00
Child Support Enforcement:										
Assistant Prosecuting Attorney I	1.00	1.00	-	-	1.00	-	-	-	1.00	-
Child Support Budget Administrator	1.00	1.00	-	-	1.00	-	-	-	1.00	-
Child Support Technician	4.00	1.00	a)	-	1.00	-	-	-	1.00	-
Legal Secretary	1.00	-	a)	-	-	-	-	-	-	-
Receptionist	-	-	-	-	-	-	-	-	-	-
Subtotal	7.00	3.00	-	-	3.00	-	-	-	3.00	-
Total FTEs	40.73	36.73	24.00	3.48	3.00	2.00	0.25	5.00	37.73	1.00
Overtime	\$ 28,800	\$ 29,600	\$ 20,000	\$1,000	\$ -	\$ 2,500	\$ 1,000	\$ 1,500	\$ 26,000	\$ (3,600)

a) 4.0 FTEs reduced due to budget reductions

b) 1.0 FTE Restitution Assistant added

Prosecuting Attorney Operations

Annual Budget

1261 PROSECUTING ATTORNEY

100 GENERAL FUND

ACCT	DESCRIPTION	2012 ACTUAL	2013 BUDGET + REVISIONS	2013 PROJECTED	2014 CORE REQUEST	2014 SUPPLEMENTAL REQUEST	2014 ADOPTED BUDGET	%CHG FROM FY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	74,951	78,191	78,303	82,350	0	82,350	5
	SUBTOTAL *****	74,951	78,191	78,303	82,350	0	82,350	5
CHARGES FOR SERVICES								
3528	REIMB PERSONNEL/PROJECTS	25,882	25,852	26,521	26,665	17,500	44,165	70
3560	COLLECTION FEES	90,688	90,000	116,000	100,000	0	100,000	11
3574	P.A. FEES	110,551	110,000	110,000	110,000	0	110,000	0
	SUBTOTAL *****	227,121	225,852	252,521	236,665	17,500	254,165	13
MISCELLANEOUS								
3835	SALE OF COUNTY FIXED ASSET	0	2,639	1,316	0	0	0	100-
	SUBTOTAL *****	0	2,639	1,316	0	0	0	100-
	TOTAL REVENUES *****	302,072	306,682	332,140	319,015	17,500	336,515	10
PERSONAL SERVICES								
10100	SALARIES & WAGES	1,151,295	1,201,066	1,198,004	1,245,018	30,191	1,275,209	6
10110	OVERTIME	20,490	20,000	25,000	20,000	0	20,000	0
10120	HOLIDAY WORKED	286	250	400	250	0	250	0
10200	FICA	86,992	93,430	91,779	96,793	2,310	99,103	6
10300	HEALTH INSURANCE	108,062	109,250	109,250	114,701	4,987	119,688	9
10325	DISABILITY INSURANCE	3,309	3,483	3,483	3,610	88	3,698	6
10350	LIFE INSURANCE	1,045	1,081	1,081	1,081	47	1,128	4
10375	DENTAL INSURANCE	8,099	10,901	10,901	11,500	500	12,000	10
10400	WORKERS COMP	4,843	4,806	4,004	3,997	57	4,054	15-
10500	401(A) MATCH PLAN	6,060	8,082	6,060	11,960	650	12,610	56
10510	CERF-EMPLOYER PD CONTRIBUTION	245	0	0	0	0	0	0
	SUBTOTAL *****	1,390,726	1,452,349	1,449,962	1,508,910	38,830	1,547,740	7
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATIONS	32,744	17,679	19,400	17,061	0	17,061	3-
23000	OFFICE SUPPLIES	10,512	16,100	16,100	15,480	0	15,480	3-
23001	PRINTING	443	800	800	700	0	700	12-
23050	OTHER SUPPLIES	252	250	250	250	0	250	0
23200	AMMUNITION	0	275	275	275	0	275	0
23300	UNIFORMS	79	100	100	100	0	100	0
23850	MINOR EQUIP & TOOLS (<\$1000)	448	275	351	275	0	275	0
23855	FURNITURE/FIXTURE <\$1000	0	1,731	1,200	0	0	0	100-
	SUBTOTAL *****	44,478	37,210	38,476	34,141	0	34,141	8-
DUES TRAVEL & TRAINING								
37000	DUES & PROF CERTIFCTN/LICENSE	5,145	5,670	5,475	5,545	0	5,545	2-
37200	SEMINARS/CONFEREN/MEETING	1,635	1,705	1,865	1,740	0	1,740	2
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	935	828	1,097	837	0	837	1
37230	MEALS & LODGING-TRAINING	2,740	2,945	2,945	2,808	0	2,808	4-
	SUBTOTAL *****	10,455	11,148	11,382	10,930	0	10,930	2-

Prosecuting Attorney Operations

UTILITIES								
48000	TELEPHONES	9,754	10,448	9,900	10,500	0	10,500	0
48050	CELLULAR TELEPHONES	956	996	975	972	0	972	2-
SUBTOTAL *****		10,710	11,444	10,875	11,472	0	11,472	0
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	6,501	6,045	6,000	6,000	0	6,000	25-
59010	FUEL SURCHARGE - REIMB TO R&B	207	220	200	200	0	200	9-
59025	MOTOR VEHICLE TITLE EXP	0	0	11	0	0	0	0
59030	MOTOR VEHICLE LICENSING EXP	56	100	99	50	0	50	50-
59100	VEHICLE REPAIRS/MAINTENANCE	790	1,000	500	1,000	0	1,000	0
59105	TIRES	14	500	500	500	0	500	0
59110	MECHANICS CHARGE - REIMB R&B	622	650	400	500	0	500	23-
59200	LOCAL MILEAGE	144	750	250	500	0	500	33-
SUBTOTAL *****		8,334	11,265	7,960	8,750	0	8,750	22-
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	4,198	5,884	6,600	6,043	0	6,043	2
60200	EQUIP REPAIRS/MAINTENANCE	0	300	300	300	0	300	0
SUBTOTAL *****		4,198	6,184	6,900	6,343	0	6,343	3
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	0	1,000	500	1,000	0	1,000	0
71500	BUILDING USE/RENT CHARGE	121,073	150,525	150,525	141,932	0	141,932	5-
71600	EQUIP LEASES & METER CHRG	59	60	60	60	0	60	0
SUBTOTAL *****		121,132	151,585	151,085	142,992	0	142,992	6-
FIXED ASSET ADDITIONS								
92100	REPLCMNT FURN & FIXTURES	0	0	0	0	9,620	9,620	0
92300	REPLCMNT MACH & EQUIP	9,897	0	0	0	0	0	0
92400	REPLCMNT AUTO/TRUCKS	0	17,775	16,799	0	0	0	100-
SUBTOTAL *****		9,897	17,775	16,799	0	9,620	9,620	46-
TOTAL EXPENDITURES *****		1,599,930	1,698,960	1,693,439	1,723,538	48,450	1,771,988	4

1262 VICTIM WITNESS

100 GENERAL FUND

ACCT	DESCRIPTION	2012 ACTUAL	2013 BUDGET + REVISIONS	2013 PROJECTED	2014 CORE REQUEST	2014 SUPPLEMENTAL REQUEST	2014 ADOPTED BUDGET	%CHG FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	68,770	69,780	71,971	78,027	0	78,027	11
SUBTOTAL *****		68,770	69,780	71,971	78,027	0	78,027	12
CHARGES FOR SERVICES								
3510	COPIES	619	0	0	0	0	0	0
SUBTOTAL *****		619	0	0	0	0	0	0
TOTAL REVENUES *****		69,389	69,780	71,971	78,027	0	78,027	12
PERSONAL SERVICES								
10100	SALARIES & WAGES	139,677	145,511	146,933	156,041	0	156,041	7
10110	OVERTIME	660	1,500	500	1,000	0	1,000	33-
10120	HOLIDAY WORKED	0	200	100	200	0	200	0
10200	FICA	10,055	11,261	10,793	12,028	0	12,028	6
10300	HEALTH INSURANCE	14,250	14,250	14,250	14,961	0	14,961	4
10325	DISABILITY INSURANCE	316	364	364	381	0	381	4
10350	LIFE INSURANCE	133	141	141	141	0	141	0
10375	DENTAL INSURANCE	1,068	1,422	1,422	1,500	0	1,500	5
10400	WORKERS COMP	366	388	328	298	0	298	23-
10500	401(A) MATCH PLAN	750	1,053	780	1,560	0	1,560	48
SUBTOTAL *****		167,275	176,090	175,611	188,110	0	188,110	7
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATIONS	244	262	155	132	0	132	49-
23000	OFFICE SUPPLIES	2,180	1,940	2,010	2,000	0	2,000	3
23001	PRINTING	71	250	250	250	0	250	0
23050	OTHER SUPPLIES	414	250	250	250	0	250	0
23850	MINOR EQUIP & TOOLS (<\$1000)	453	750	750	750	0	750	0
SUBTOTAL *****		3,362	3,452	3,415	3,382	0	3,382	2-

Prosecuting Attorney Operations

DUES TRAVEL & TRAINING								
37000	DUES & PROF CERTIFCTN/LICENSE	400	400	475	475	0	475	18
37200	SEMINARS/CONFEREN/MEETING	185	460	440	580	0	580	26
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	91	258	262	178	0	178	31-
37230	MEALS & LODGING-TRAINING	223	833	765	936	0	936	12
SUBTOTAL *****		899	1,951	1,942	2,169	0	2,169	11
UTILITIES								
48000	TELEPHONES	1,485	1,690	1,650	1,675	0	1,675	0
SUBTOTAL *****		1,485	1,690	1,650	1,675	0	1,675	1-
OTHER								
84010	RECEPTION/MEETINGS	148	150	150	150	0	150	0
84600	COURT COSTS	1,209	2,500	1,500	2,500	0	2,500	0
84700	WITNESS EXPENSES	7,330	7,000	5,500	7,000	0	7,000	0
84800	TRANSCRIPTS-CRIMINAL	2,967	5,000	4,000	5,000	0	5,000	0
SUBTOTAL *****		11,654	14,650	11,150	14,650	0	14,650	0
FIXED ASSET ADDITIONS								
92100	REPLCMENT FURN & FIXTURES	0	0	0	0	1,600	1,600	0
SUBTOTAL *****		0	0	0	0	1,600	1,600	0
TOTAL EXPENDITURES *****		184,675	197,833	193,768	209,986	1,600	211,586	7

1264 PA RETIREMENT

100 GENERAL FUND

ACCT DESCRIPTION	2012 ACTUAL	2013 BUDGET + REVISIONS	2013 PROJECTED	2014 CORE REQUEST	2014 SUPPLEMENTAL REQUEST	2014 ADOPTED BUDGET	%CHG FROM PY BUD	
OTHER								
86790	MO PROSECUTOR'S RETIREMEN	7,752	7,752	7,752	7,752	0	7,752	0
SUBTOTAL *****		7,752	7,752	7,752	7,752	0	7,752	0
FIXED ASSET ADDITIONS								
92301	REPLC COMPUTER HDWR	0	0	3,294	0	0	0	0
SUBTOTAL *****		0	0	3,294	0	0	0	0
TOTAL EXPENDITURES *****		7,752	7,752	11,046	7,752	0	7,752	0

2600 PA TRAINING

260 PA TRAINING FUND

ACCT DESCRIPTION	2012 ACTUAL	2013 BUDGET + REVISIONS	2013 PROJECTED	2014 CORE REQUEST	2014 SUPPLEMENTAL REQUEST	2014 ADOPTED BUDGET	%CHG FROM PY BUD	
CHARGES FOR SERVICES								
3540	DEFENDANT CRT COSTS&RECOUPMENT	3,975	4,000	4,000	4,000	0	4,000	0
SUBTOTAL *****		3,975	4,000	4,000	4,000	0	4,000	0
INTEREST								
3711	INT-OVERNIGHT	2	2	2	2	0	2	0
3712	INT-LONG TERM INVEST	14	15	15	15	0	15	0
3798	INC/DEC IN FV OF INVESTMENTS	3	0	-15	0	0	0	0
SUBTOTAL *****		19	17	2	17	0	17	0
TOTAL REVENUES *****		3,994	4,017	4,002	4,017	0	4,017	0
DUES TRAVEL & TRAINING								
37200	SEMINARS/CONFEREN/MEETING	1,879	1,410	1,859	1,740	0	1,740	23
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	638	828	463	837	0	837	1
37230	MEALS & LODGING-TRAINING	2,380	2,700	2,615	2,808	0	2,808	4
SUBTOTAL *****		4,897	4,938	4,937	5,385	0	5,385	9
TOTAL EXPENDITURES *****		4,897	4,938	4,937	5,385	0	5,385	9

Prosecuting Attorney Operations

2620 PA CONTINGENCY

262 PA CONTINGENCY FUND

ACCT	DESCRIPTION	2012 ACTUAL	2013 BUDGET + REVISIONS	2013 PROJECTED	2014 CORE REQUEST	2014 SUPPLEMENTAL REQUEST	2014 ADOPTED BUDGET	%CHG FROM PY BUD
CHARGES FOR SERVICES								
3569	OTHER FEES	19,999	18,050	11,920	11,501	0	11,501	36-
	SUBTOTAL *****	19,999	18,050	11,920	11,501	0	11,501	36-
	TOTAL REVENUES *****	19,999	18,050	11,920	11,501	0	11,501	36-
CONTRACTUAL SERVICES								
71105	LEGAL SERVICES	0	500	0	500	0	500	0
	SUBTOTAL *****	0	500	0	500	0	500	0
OTHER								
84600	COURT COSTS	1,080	2,000	1,000	2,000	0	2,000	0
84700	WITNESS EXPENSES	5,088	7,500	3,000	7,500	0	7,500	0
84800	TRANSCRIPTS-CRIMINAL	5,753	9,500	7,500	9,500	0	9,500	0
85400	CRIMINAL INVESTIGATION	0	500	0	500	0	500	0
	SUBTOTAL *****	11,921	19,500	11,500	19,500	0	19,500	0
	TOTAL EXPENDITURES *****	11,921	20,000	11,500	20,000	0	20,000	0

2630 PA BAD CHECK COLLECTIONS

263 PA BAD CHECK FUND

ACCT	DESCRIPTION	2012 ACTUAL	2013 BUDGET + REVISIONS	2013 PROJECTED	2014 CORE REQUEST	2014 SUPPLEMENTAL REQUEST	2014 ADOPTED BUDGET	%CHG FROM PY BUD
CHARGES FOR SERVICES								
3560	COLLECTION FEES	37,729	39,500	30,000	30,000	0	30,000	24-
	SUBTOTAL *****	37,729	39,500	30,000	30,000	0	30,000	24-
MISCELLANEOUS								
3892	DEPOSIT OVERAGE	28	25	25	25	0	25	0
	SUBTOTAL *****	28	25	25	25	0	25	0
	TOTAL REVENUES *****	37,757	39,525	30,025	30,025	0	30,025	24-
PERSONAL SERVICES								
10100	SALARIES & WAGES	30,774	12,113	11,732	9,612	0	9,612	20-
10110	OVERTIME	917	1,000	1,000	1,000	0	1,000	0
10200	FICA	2,395	1,003	956	811	0	811	19-
10300	HEALTH INSURANCE	3,562	1,187	1,187	1,246	0	1,246	4
10325	DISABILITY INSURANCE	91	34	34	27	0	27	20-
10350	LIFE INSURANCE	34	11	11	11	0	11	0
10375	DENTAL INSURANCE	267	119	119	125	0	125	5
10400	WORKERS COMP	95	32	25	20	0	20	37-
10500	401(A) MATCH PLAN	98	78	101	130	0	163	108
	SUBTOTAL *****	38,233	15,577	15,165	12,982	0	13,015	16-
MATERIALS & SUPPLIES								
22000	POSTAGE	681	710	600	650	0	650	8-
23000	OFFICE SUPPLIES	378	500	500	500	0	500	0
23001	PRINTING	203	300	300	330	0	330	10
23050	OTHER SUPPLIES	0	50	50	50	0	50	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	50	50	50	0	50	0
	SUBTOTAL *****	1,262	1,610	1,500	1,580	0	1,580	2-
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	438	0	0	0	0	0	0
	SUBTOTAL *****	438	0	0	0	0	0	0
OTHER								
86896	DEPOSIT SHORTAGE	0	5	0	5	0	5	0
	SUBTOTAL *****	0	5	0	5	0	5	0
	TOTAL EXPENDITURES *****	39,933	17,192	16,665	14,567	0	14,600	15-

Prosecuting Attorney Operations

2640 PA FORFEITURE MONEY

264 PA FORFEITURE FUND

ACCT DESCRIPTION	2012 ACTUAL	2013 BUDGET + REVISIONS	2013 PROJECTED	2014 CORE REQUEST	2014 SUPPLEMENTAL REQUEST	2014 ADOPTED BUDGET	%CHG FROM PY BUD
INTEREST							
3711 INT-OVERNIGHT	3	3	3	3	0	3	0
3712 INT-LONG TERM INVEST	18	21	27	25	0	25	19
3798 INC/DEC IN FV OF INVESTMENTS	3	0	-60	0	0	0	0
SUBTOTAL *****	24	24	-30	28	0	28	17
TOTAL REVENUES *****	24	24	-30	28	0	28	17
DUES TRAVEL & TRAINING							
37200 SEMINARS/CONFEREN/MEETING	0	575	0	575	0	575	0
37220 TRAVEL (AIRFARE, MILEAGE, ETC)	0	750	0	750	0	750	0
37230 MEALS & LODGING-TRAINING	0	750	0	750	0	750	0
SUBTOTAL *****	0	2,075	0	2,075	0	2,075	0
CONTRACTUAL SERVICES							
71100 OUTSIDE SERVICES	0	1,000	0	1,000	0	1,000	0
SUBTOTAL *****	0	1,000	0	1,000	0	1,000	0
TOTAL EXPENDITURES *****	0	3,075	0	3,075	0	3,075	0

2650 PA ADMIN HANDLING COST

265 PA ADMIN HANDLING COST FUND

ACCT DESCRIPTION	2012 ACTUAL	2013 BUDGET + REVISIONS	2013 PROJECTED	2014 CORE REQUEST	2014 SUPPLEMENTAL REQUEST	2014 ADOPTED BUDGET	%CHG FROM PY BUD
CHARGES FOR SERVICES							
3560 COLLECTION FEES	0	0	2,300	17,500	0	17,500	0
SUBTOTAL *****	0	0	2,300	17,500	0	17,500	0
TOTAL REVENUES *****	0	0	2,300	17,500	0	17,500	0
CONTRACTUAL SERVICES							
71101 PROFESSIONAL SERVICES	0	0	0	17,500	0	17,500	0
SUBTOTAL *****	0	0	0	17,500	0	17,500	0
TOTAL EXPENDITURES *****	0	0	0	17,500	0	17,500	0

2903 PROSECUTING ATTRNY-LE SALES TX

290 LAW ENFORCEMENT SERVICES FUND

ACCT DESCRIPTION	2012 ACTUAL	2013 BUDGET + REVISIONS	2013 PROJECTED	2014 CORE REQUEST	2014 SUPPLEMENTAL REQUEST	2014 ADOPTED BUDGET	%CHG FROM PY BUD
PERSONAL SERVICES							
10100 SALARIES & WAGES	236,307	246,611	248,517	247,594	0	247,594	0
10110 OVERTIME	3,027	4,200	1,200	1,500	0	1,500	64-
10120 HOLIDAY WORKED	109	0	61	0	0	0	0
10200 FICA	18,123	19,187	18,338	19,055	0	19,055	0
10300 HEALTH INSURANCE	23,750	23,750	23,750	24,935	0	24,935	4
10325 DISABILITY INSURANCE	680	715	715	718	0	718	0
10350 LIFE INSURANCE	228	235	235	235	0	235	0
10375 DENTAL INSURANCE	1,780	2,370	2,370	2,500	0	2,500	5
10400 WORKERS COMP	659	652	519	473	0	473	27-
10500 401 (A) MATCH PLAN	1,395	1,755	1,935	2,600	0	3,575	103
10510 CERF-EMPLOYER PD CONTRIBUTION	1,391	1,560	1,328	0	0	0	100-
SUBTOTAL *****	287,449	301,035	298,968	299,610	0	300,585	0
MATERIALS & SUPPLIES							
23000 OFFICE SUPPLIES	999	1,000	1,000	1,000	0	1,000	0
SUBTOTAL *****	999	1,000	1,000	1,000	0	1,000	0

Prosecuting Attorney Operations

DUES TRAVEL & TRAINING								
37000	DUES & PROF CERTIFCTN/LICENSE	1,180	1,180	905	1,180	0	1,180	0
37200	SEMINARS/CONFEREN/MEETING	460	460	405	580	0	580	26
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	177	352	346	352	0	352	0
37230	MEALS & LODGING-TRAINING	516	900	781	936	0	936	4
SUBTOTAL *****		2,333	2,892	2,437	3,048	0	3,048	5
UTILITIES								
48000	TELEPHONES	1,895	1,980	1,900	1,920	0	1,920	3-
SUBTOTAL *****		1,895	1,980	1,900	1,920	0	1,920	3-
CONTRACTUAL SERVICES								
71101	PROFESSIONAL SERVICES	0	0	0	24	0	24	0
SUBTOTAL *****		0	0	0	24	0	24	0
TOTAL EXPENDITURES *****		292,676	306,907	304,305	305,602	0	306,577	0

Decimal values have been truncated.

Child Support Enforcement

Annual Budget

1263 IV-D

100 GENERAL FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3465	FEDERAL REIMBURSE EXPENSES	379,131	388,909	388,909	226,000	0	226,000	41-
	SUBTOTAL *****	379,131	388,909	388,909	226,000	0	226,000	41-
3826	MISCELLANEOUS PRIOR YEAR COST REPAYMENT	0	0	59	0	0	0	0
	SUBTOTAL *****	0	0	59	0	0	0	0
	TOTAL REVENUES *****	379,131	388,909	388,968	226,000	0	226,000	41-
10100	PERSONAL SERVICES SALARIES & WAGES	248,930	263,142	263,158	144,783	3,000	144,783	44-
10110	OVERTIME	22	0	19	0	0	0	0
10200	FICA	16,961	20,130	18,375	11,075	230	11,075	44-
10300	HEALTH INSURANCE	34,041	33,250	33,250	14,250	0	14,250	57-
10325	DISABILITY INSURANCE	927	763	763	419	0	419	45-
10350	LIFE INSURANCE	369	329	329	141	0	141	57-
10375	DENTAL INSURANCE	2,551	2,492	2,492	1,422	0	1,422	42-
10400	WORKERS COMP	780	710	710	376	0	376	47-
10500	401(A) MATCH PLAN	1,845	2,457	1,560	1,053	0	1,053	57-
10600	UNEMPLOYMENT BENEFITS	4,170	2,230	2,230	0	0	0	0
	SUBTOTAL *****	310,598	325,503	322,886	173,519	3,238	173,519	46-
22000	MATERIALS & SUPPLIES POSTAGE	1,100	1,700	900	900	0	900	47-
22500	SUBSCRIPTIONS/PUBLICATIONS	489	500	500	600	0	600	20
23000	OFFICE SUPPLIES	2,326	4,334	4,334	3,288	0	3,288	24-
23001	PRINTING	0	550	550	0	0	0	0
23850	MINOR EQUIP & TOOLS (<\$1000)	597	300	300	300	0	300	0
	SUBTOTAL *****	4,513	7,384	6,584	5,088	0	5,088	31-
37000	DUES TRAVEL & TRAINING DUES & PROF CERTS/LICENSE	150	515	430	610	0	610	18
37200	SEMINARS/CONFEREN/MEETING	940	330	330	520	0	520	57
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	88	580	300	200	0	200	65-
37230	MEALS & LODGING-TRAINING	212	700	500	219	0	219	68-
	SUBTOTAL *****	1,391	2,125	1,560	1,549	0	1,549	27-
48000	UTILITIES TELEPHONES	3,845	4,530	4,300	2,700	0	2,700	40-
48002	DATA COMMUNICATIONS	0	1,040	1,040	1,040	0	1,040	0
48100	NATURAL GAS	943	3,000	2,300	2,200	0	2,200	26-
48200	ELECTRICITY	4,274	5,700	3,800	4,487	0	4,487	21-
48300	WATER	186	264	250	240	0	240	9-
48400	SOLID WASTE	527	504	504	600	0	600	19
48500	STORM WATER UTILITY	4	0	48	48	0	48	0
48600	SEWER USE	280	226	360	360	0	360	59
	SUBTOTAL *****	10,062	15,264	12,602	11,675	0	11,675	23-
60050	EQUIP & BLDG MAINTENANCE EQUIP SERVICE CONTRACT	1,596	1,350	1,350	1,350	0	1,350	0
60125	CUSTODIAL/JANITORIAL SERV	6,000	6,000	6,000	6,000	0	6,000	0
60200	EQUIP REPAIRS/MAINTENANCE	187	200	200	200	0	200	0
	SUBTOTAL *****	7,783	7,550	7,550	7,550	0	7,550	0
70050	CONTRACTUAL SERVICES SOFTWARE SERVICE CONTRACT	915	1,860	1,860	2,070	0	2,070	11
71000	INSURANCE AND BONDS	93	145	45	50	0	50	65-
71100	OUTSIDE SERVICES	1,552	2,500	2,000	5,289	0	5,289	111
71500	BUILDING USE/RENT CHARGE	13,801	13,208	13,208	12,760	0	12,760	3-
	SUBTOTAL *****	16,362	17,713	17,113	20,169	0	20,169	13
91302	FIXED ASSET ADDITIONS COMPUTER SOFTWARE	74	0	0	0	0	0	0
	SUBTOTAL *****	74	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	350,786	375,539	368,295	219,550	3,238	219,550	41-

Decimal values have been truncated.

2015 BUDGET

Boone County Missouri



Dan Atwill
Presiding Commissioner

Karen M. Miller
District I Commissioner

Janet M. Thompson
District II Commissioner

June E. Pitchford, CPA
Boone County Auditor
Budget Officer

Prosecuting Attorney Summary

Budget Summary

Fund	Dept	Department Name	2013	2014	2015	2015	2015	2015
			Actual	Estimated	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
Prosecuting Attorney Operations								
100	1261	Prosecuting Attorney	\$ 1,681,767	\$ 1,779,386	\$ 1,742,300	\$ 221,602	\$ 5,273	\$ 1,969,175
100	1262	Victim Witness	198,333	201,491	197,615	26,485	-	224,100
100	1264	PA Retirement	7,752	7,752	-	7,752	-	7,752
260	2600	PA Training	4,937	5,649	-	2,198	-	2,198
261	2610	PA Tax Collection	94,363	82,484	28,278	2,275	-	30,553
262	2620	PA Contingency	7,578	12,800	-	20,000	-	20,000
263	2630	PA Bad Check Collections	16,262	13,059	47,002	1,565	-	48,567
264	2640	PA Forfeiture Money	-	-	-	3,075	-	3,075
265	2650	PA Admin Handling Cost	-	14,000	-	12,000	-	12,000
290	2903	PA-Law Enf Sales Tax	303,219	306,664	331,776	6,564	-	338,340
		Subtotal	<u>2,314,211</u>	<u>2,423,285</u>	<u>2,346,971</u>	<u>303,516</u>	<u>5,273</u>	<u>2,655,760</u>
Child Support Enforcement								
100	1263	IV-D Child Support	218,264	212,727	191,128	25,174	-	216,302
		Subtotal	<u>218,264</u>	<u>212,727</u>	<u>191,128</u>	<u>25,174</u>	<u>-</u>	<u>216,302</u>
		Total	<u>\$ 2,532,475</u>	<u>\$ 2,636,012</u>	<u>\$ 2,538,099</u>	<u>\$ 328,690</u>	<u>\$ 5,273</u>	<u>\$ 2,872,062</u>

Prosecuting Attorney Summary

Personnel Summary

Position Title	Departmental Funding Source									2015 Total	Change
	Full-time Equivalent Positions										
	2013	2014	Dept. 1261	Dept. 1262	Dept. 1263	Dept. 2610	Dept. 2630	Dept. 2903	2015 Total		
Prosecuting Attorney											
Operations:											
Prosecuting Attorney (Elected)	1.00	1.00	1.00	-	-	-	-	-	-	1.00	-
First Assistant Prosecuting Attorney	1.00	1.00	1.00	-	-	-	-	-	-	1.00	-
Assistant Prosecuting Attorney II	10.00	10.00	9.00	-	-	-	-	2.00	-	11.00	1.00
Chief Investigator	1.00	1.00	1.00	-	-	-	-	-	-	1.00	-
Investigator	3.00	3.00	1.00	-	-	-	-	2.00	-	3.00	-
Office Administrator	1.00	1.00	1.00	-	-	-	-	-	-	1.00	-
Witness Location Investigator	1.00	1.00	1.00	-	-	-	-	-	-	1.00	-
Legal Assistant I	7.00	7.00	7.00	-	-	-	-	1.00	-	8.00	1.00
Legal Assistant III	1.00	1.00	1.00	-	-	-	-	-	-	1.00	-
Office Specialist	1.00	1.00	-	-	-	-	-	-	-	-	(1.00)
Crime Victim Specialist	1.00	2.00	-	2.00	-	-	-	-	-	2.00	-
Victim Assistant	1.00	-	1.00	-	-	-	-	-	-	1.00	1.00
Witness Coordinator	1.00	1.00	-	1.00	-	-	-	-	-	1.00	-
Case Specialist	0.48	0.48	-	0.48	-	-	-	-	-	0.48	-
Bad Check /Tax Administrator	1.00	1.00	-	-	-	0.50	0.50	-	-	1.00	-
Account Specialist	2.00	2.00	1.50	-	-	-	0.50	-	-	2.00	-
Restitution Assistant	-	1.00	-	-	-	-	-	-	-	-	(1.00)
Account Specialist PT Pool	0.25	0.25	-	-	-	-	-	-	-	-	(0.25)
Subtotal	33.73	34.73	25.50	3.48	-	0.50	1.00	5.00	-	35.48	0.75
Child Support Enforcement:											
Assistant Prosecuting Attorney II	1.00	1.00	-	-	1.00	-	-	-	-	1.00	-
Legal Assistant III	1.00	1.00	-	-	1.00	-	-	-	-	1.00	-
Child Support Technician	1.00	1.00	-	-	1.00	-	-	-	-	1.00	-
Legal Secretary	-	a	-	-	-	-	-	-	-	-	-
Receptionist	-	a	-	-	-	-	-	-	-	-	-
Subtotal	3.00	3.00	-	-	3.00	-	-	-	-	3.00	-
Total FTEs	36.73	37.73	25.50	3.48	3.00	0.50	1.00	5.00	-	38.48	0.75
Overtime	\$ 29,600	\$ 26,000	\$ 25,000	\$1,000	\$ -	\$ 100	\$ 250	\$ 5,000	-	\$ 31,350	\$ 5,350

a) 4.0 FTEs reduced due to budget reductions

b) 1.0 FTE Restitution Assistant added

Prosecuting Attorney Operations

Annual Budget

1261 PROSECUTING ATTORNEY

100 GENERAL FUND

ACCT	DESCRIPTION	2013 ACTUAL	2014 BUDGET + REVISIONS	2014 PROJECTED	2015 CORE REQUEST	2015 SUPPLEMENTAL REQUEST	2015 ADOPTED BUDGET	CHG FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	79,672	82,350	79,672	79,672	0	79,672	3-
	SUBTOTAL *****	79,672	82,350	79,672	79,672	0	79,672	3-
CHARGES FOR SERVICES								
3528	REIMB PERSONNEL/PROJECTS	26,433	44,165	41,737	41,240	0	41,240	6-
3560	COLLECTION FEES	105,755	100,000	45,000	45,000	0	45,000	55-
3574	P.A. FEES	110,169	110,000	110,000	110,000	0	110,000	0
	SUBTOTAL *****	242,357	254,165	196,737	196,240	0	196,240	23-
MISCELLANEOUS								
3835	SALE OF CAPITAL FIXED ASSET	1,317	0	0	0	0	0	0
	SUBTOTAL *****	1,317	0	0	0	0	0	0
	TOTAL REVENUES *****	323,346	336,515	276,409	275,912	0	275,912	18-
PERSONAL SERVICES								
10100	SALARIES & WAGES	1,196,984	1,275,209	1,274,577	1,347,869	93,789	1,431,658	12
10110	OVERTIME	21,892	20,000	35,000	25,000	0	25,000	25
10120	HOLIDAY WORKED	447	250	1,250	500	0	500	100
10200	FICA	90,619	99,103	98,530	105,062	6,410	111,472	12
10300	HEALTH INSURANCE	109,250	119,688	114,174	128,088	8,004	136,092	13
10325	DISABILITY INSURANCE	3,447	3,698	3,309	5,121	322	5,443	47
10350	LIFE INSURANCE	1,044	1,128	1,045	1,152	72	1,224	8
10375	DENTAL INSURANCE	10,901	12,000	11,448	12,000	750	12,750	6
10400	WORKERS COMP	4,004	4,054	3,789	4,517	189	4,706	16
10500	401(A) MATCH PLAN	6,205	12,610	11,060	12,480	975	13,455	6
	SUBTOTAL *****	1,444,793	1,547,740	1,554,182	1,641,789	100,511	1,742,300	13
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATIONS	18,498	17,061	17,061	17,866	0	17,866	4
23000	OFFICE SUPPLIES	14,059	15,480	15,480	15,340	0	15,340	0
23001	PRINTING	512	700	695	698	0	698	0
23050	OTHER SUPPLIES	207	250	250	250	1,053	1,303	421
23200	AMMUNITION	267	275	275	275	0	275	0
23300	UNIFORMS	0	100	100	100	0	100	0
23850	MINOR EQUIP & TOOLS (<\$1000)	435	275	300	1,170	250	1,420	416
23855	FURNITURE/FIXTURE <\$1000	933	0	0	1,330	395	1,625	0
	SUBTOTAL *****	34,911	34,141	34,161	37,029	1,598	39,627	13
DUES TRAVEL & TRAINING								
37000	DUES & PROF CERTIFCTN/LICENSE	5,430	5,545	6,072	6,620	0	6,620	19
37200	SEMINARS/CONFEREN/MEETING	1,705	1,740	1,665	1,740	290	2,030	16
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,098	837	878	858	90	948	13
37230	MEALS & LODGING-TRAINING	2,898	2,808	2,275	2,651	235	2,886	2
	SUBTOTAL *****	11,131	10,930	10,890	11,869	615	12,484	14

Prosecuting Attorney Operations

UTILITIES								
48000	TELEPHONES	10,272	10,500	10,500	10,500	0	10,500	0
48050	CELLULAR TELEPHONES	945	972	650	588	0	588	39--
48100	NATURAL GAS	0	0	64	96	0	96	0
48200	ELECTRICITY	0	0	300	600	0	600	0
48300	WATER	0	0	25	50	0	50	0
48400	SOLID WASTE	0	0	60	120	0	120	0
48500	STORM WATER UTILITY	0	0	5	10	0	10	0
48600	SEWER USE	0	0	42	72	0	72	0
SUBTOTAL *****		11,217	11,472	11,646	12,036	0	12,036	5--
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	4,856	6,000	5,500	6,000	0	6,000	0
59010	FUEL SURCHARGE - REIMB TO R&B	160	200	175	200	0	200	0
59025	VEHICLE TITLE/LICENSE/PLATES	11	0	0	0	0	0	0
59030	MOTOR VEHICLE LICENSING EXP	99	50	50	100	0	100	100
59100	VEHICLE REPAIRS/MAINTENANCE	315	1,000	800	1,000	0	1,000	0
59105	TIRES	226	500	355	500	0	500	0
59110	MECHANICS CHARGE - REIMB R&B	441	500	520	500	0	500	0
59200	LOCAL MILEAGE	238	500	800	800	0	800	60
SUBTOTAL *****		6,346	8,750	8,200	9,100	0	9,100	4
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	5,628	6,043	5,775	6,074	0	6,074	0
60200	EQUIP REPAIRS/MAINTENANCE	74	300	195	300	0	300	0
SUBTOTAL *****		5,702	6,343	5,970	6,374	0	6,374	0
CONTRACTUAL SERVICES								
71000	INSURANCE AND BONDS	0	0	50	50	0	50	0
71100	OUTSIDE SERVICES	283	1,000	1,000	1,000	0	1,000	0
71500	BUILDING USE/RENT CHARGE	150,526	144,002	144,000	141,871	0	141,871	1-
71600	EQUIP LEASES & METER CHRG	59	60	60	60	0	60	0
SUBTOTAL *****		150,868	145,062	145,110	142,981	0	142,981	1-
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	0	0	0	0	5,273	5,273	0
92100	REPLCMNT FURN & FIXTURES	0	9,620	9,227	0	0	0	100-
92400	REPLCMNT AUTO/TRUCKS	16,799	0	0	0	0	0	0
SUBTOTAL *****		16,799	9,620	9,227	0	5,273	5,273	45-
TOTAL EXPENDITURES *****		1,681,767	1,774,058	1,779,386	1,861,178	107,997	1,969,175	11

1262 VICTIM WITNESS

100 GENERAL FUND

ACCT	DESCRIPTION	2013 ACTUAL	2014 BUDGET + REVISIONS	2014 PROJECTED	2015 CORE REQUEST	2015 SUPPLEMENTAL REQUEST	2015 ADOPTED BUDGET	%CHG FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	72,459	78,027	78,028	78,028	0	82,803	6
SUBTOTAL *****		72,459	78,027	78,028	78,028	0	82,803	6
TOTAL REVENUES *****		72,459	78,027	78,028	78,028	0	82,803	6
PERSONAL SERVICES								
10100	SALARIES & WAGES	154,287	156,041	149,644	163,729	0	163,729	4
10110	OVERTIME	185	1,000	1,000	1,000	0	1,000	0
10120	HOLIDAY WORKED	0	200	200	200	0	200	0
10200	FICA	11,053	12,028	11,035	12,617	0	12,617	4
10300	HEALTH INSURANCE	14,250	14,961	14,961	16,011	0	16,011	7
10325	DISABILITY INSURANCE	351	381	350	525	0	525	37
10350	LIFE INSURANCE	133	141	137	144	0	144	2
10375	DENTAL INSURANCE	1,422	1,500	1,500	1,500	0	1,500	0
10400	WORKERS COMP	328	298	286	329	0	329	10
10500	401(A) MATCH PLAN	800	1,560	1,300	1,560	0	1,560	0
SUBTOTAL *****		182,809	188,110	180,413	197,615	0	197,615	5
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATIONS	155	132	132	132	0	132	0
23000	OFFICE SUPPLIES	2,010	2,000	2,056	2,300	0	2,300	15
23001	PRINTING	0	250	210	320	0	320	28
23050	OTHER SUPPLIES	0	250	250	250	0	250	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	675	750	750	0	750	11
23855	FURNITURE/FIXTURE <\$1000	0	0	69	0	0	0	0
SUBTOTAL *****		2,165	3,307	3,467	3,752	0	3,752	13

Prosecuting Attorney Operations

DUES TRAVEL & TRAINING								
37000	DUES & PROF CERTIFCTN/LICENSE	500	475	500	475	0	475	0
37200	SEMINARS/CONFEREN/MEETING	440	580	545	435	0	435	25-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	263	178	210	93	0	93	47-
37230	MEALS & LODGING-TRAINING	739	936	1,081	705	0	705	24-
SUBTOTAL *****		1,942	2,169	2,336	1,708	0	1,708	21-
UTILITIES								
48000	TELEPHONES	1,552	1,675	1,600	1,600	0	1,600	4-
SUBTOTAL *****		1,552	1,675	1,600	1,600	0	1,600	4-
OTHER								
84010	RECEPTION/MEETINGS	150	150	0	150	0	4,925	183
84600	COURT COSTS	470	2,500	1,000	2,500	0	2,500	0
84700	WITNESS EXPENSES	4,607	7,000	6,000	7,000	0	7,000	0
84800	TRANSCRIPTS-CRIMINAL	4,640	5,000	5,000	5,000	0	5,000	0
SUBTOTAL *****		9,867	14,650	12,000	14,650	0	19,425	33
FIXED ASSET ADDITIONS								
92100	REPLCMENT FURN & FIXTURES	0	1,675	1,675	0	0	0	100-
SUBTOTAL *****		0	1,675	1,675	0	0	0	100-
TOTAL EXPENDITURES *****		198,335	211,586	201,491	219,325	0	224,100	6

1264 PA RETIREMENT

100 GENERAL FUND

ACCT	DESCRIPTION	2013 ACTUAL	2014 BUDGET + REVISIONS	2014 PROJECTED	2015 CORE REQUEST	2015 SUPPLEMENTAL REQUEST	2015 ADOPTED BUDGET	%CHG FROM PY BUD
OTHER								
86790	MO PROSECUTOR'S RETIREMEN	7,752	7,752	7,752	7,752	0	7,752	0
SUBTOTAL *****		7,752	7,752	7,752	7,752	0	7,752	0
TOTAL EXPENDITURES *****		7,752	7,752	7,752	7,752	0	7,752	0

2600 PA TRAINING

260 PA TRAINING FUND

ACCT	DESCRIPTION	2013 ACTUAL	2014 BUDGET + REVISIONS	2014 PROJECTED	2015 CORE REQUEST	2015 SUPPLEMENTAL REQUEST	2015 ADOPTED BUDGET	%CHG FROM PY BUD
CHARGES FOR SERVICES								
3540	DEFENDANT CRT COSTS&RECOUPMENT	3,649	4,000	3,285	3,285	0	3,285	17-
SUBTOTAL *****		3,649	4,000	3,285	3,285	0	3,285	18-
INTEREST								
3711	INT-OVERNIGHT	1	2	2	2	0	2	0
3712	INT-LONG TERM INVEST	12	15	13	13	0	13	13-
3798	INC/DEC IN FV OF INVESTMENTS	-15	0	0	0	0	0	0
SUBTOTAL *****		-2	17	15	15	0	15	12-
TOTAL REVENUES *****		3,647	4,017	3,300	3,300	0	3,300	18-
DUES TRAVEL & TRAINING								
37200	SEMINARS/CONFEREN/MEETING	1,859	1,740	1,795	1,740	0	1,740	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	464	837	838	94	0	94	88-
37230	MEALS & LODGING-TRAINING	2,615	2,808	3,016	364	0	364	87-
SUBTOTAL *****		4,938	5,385	5,649	2,198	0	2,198	59-
TOTAL EXPENDITURES *****		4,938	5,385	5,649	2,198	0	2,198	59-

Prosecuting Attorney Operations

2620 PA CONTINGENCY

262 PA CONTINGENCY FUND

ACCT DESCRIPTION	2013 ACTUAL	2014 BUDGET + REVISIONS	2014 PROJECTED	2015 CORE REQUEST	2015 SUPPLEMENTAL REQUEST	2015 ADOPTED BUDGET	%CHG FROM PY BUD
CHARGES FOR SERVICES							
3569 OTHER FEES	11,921	11,501	7,578	12,800	0	12,800	11
SUBTOTAL *****	11,921	11,501	7,578	12,800	0	12,800	11
TOTAL REVENUES *****	11,921	11,501	7,578	12,800	0	12,800	11
CONTRACTUAL SERVICES							
71105 LEGAL SERVICES	0	500	0	500	0	500	0
SUBTOTAL *****	0	500	0	500	0	500	0
OTHER							
84600 COURT COSTS	144	2,000	300	2,000	0	2,000	0
84700 WITNESS EXPENSES	3,336	7,500	5,000	7,500	0	7,500	0
84800 TRANSCRIPTS-CRIMINAL	4,098	9,500	7,500	9,500	0	9,500	0
85400 CRIMINAL INVESTIGATION	0	500	0	500	0	500	0
SUBTOTAL *****	7,578	19,500	12,800	19,500	0	19,500	0
TOTAL EXPENDITURES *****	7,578	20,000	12,800	20,000	0	20,000	0

2630 PA BAD CHECK COLLECTIONS

263 PA BAD CHECK FUND

ACCT DESCRIPTION	2013 ACTUAL	2014 BUDGET + REVISIONS	2014 PROJECTED	2015 CORE REQUEST	2015 SUPPLEMENTAL REQUEST	2015 ADOPTED BUDGET	%CHG FROM PY BUD
CHARGES FOR SERVICES							
3560 COLLECTION FEES	32,580	30,000	25,000	30,000	0	30,000	0
SUBTOTAL *****	32,580	30,000	25,000	30,000	0	30,000	0
MISCELLANEOUS							
3892 DEPOSIT OVERAGE	21	25	30	25	0	25	0
SUBTOTAL *****	21	25	30	25	0	25	0
TOTAL REVENUES *****	32,601	30,025	25,030	30,025	0	30,025	0
PERSONAL SERVICES							
10100 SALARIES & WAGES	12,076	9,612	9,041	47,890	-17,789	36,725	282
10110 OVERTIME	448	1,000	250	250	0	250	75-
10200 FICA	942	811	711	3,682	-1,361	2,828	248
10300 HEALTH INSURANCE	1,187	1,246	1,247	8,005	-2,667	5,977	379
10325 DISABILITY INSURANCE	40	27	24	181	-71	126	366
10350 LIFE INSURANCE	14	11	11	72	-24	48	336
10375 DENTAL INSURANCE	119	125	125	750	-250	500	300
10400 WORKERS COMP	25	20	25	96	-37	93	365
10500 401(A) MATCH PLAN	79	163	163	780	-325	455	179
SUBTOTAL *****	14,930	13,015	11,597	61,706	-22,524	47,002	261
MATERIALS & SUPPLIES							
22000 POSTAGE	598	650	550	550	0	550	15-
23000 OFFICE SUPPLIES	498	500	500	500	0	500	0
23001 PRINTING	236	330	407	410	0	410	24
23050 OTHER SUPPLIES	0	50	0	50	0	50	0
23850 MINOR EQUIP & TOOLS (<\$1000)	0	50	0	50	0	50	0
SUBTOTAL *****	1,332	1,580	1,457	1,560	0	1,560	1-
OTHER							
86896 DEPOSIT SHORTAGE	0	5	5	5	0	5	0
SUBTOTAL *****	0	5	5	5	0	5	0
TOTAL EXPENDITURES *****	16,262	14,600	13,059	63,271	-22,524	48,567	233

Prosecuting Attorney Operations

2640 PA FORFEITURE MONEY

264 PA FORFEITURE FUND

ACCT DESCRIPTION	2013 ACTUAL	2014 BUDGET + REVISIONS	2014 PROJECTED	2015 CORE REQUEST	2015 SUPPLEMENTAL REQUEST	2015 ADOPTED BUDGET	%CHG FROM PY BUD
INTEREST							
3711 INT-OVERNIGHT	3	3	3	3	0	3	0
3712 INT-LONG TERM INVEST	30	25	26	26	0	26	4
3798 INC/DEC IN FV OF INVESTMENTS	-29	0	0	0	0	0	0
SUBTOTAL *****	4	28	29	29	0	29	4
TOTAL REVENUES *****	4	28	29	29	0	29	4
DUES TRAVEL & TRAINING							
37200 SEMINARS/CONFEREN/MEETING	0	575	0	575	0	575	0
37220 TRAVEL (AIRFARE, MILEAGE, ETC)	0	750	0	750	0	750	0
37230 MEALS & LODGING-TRAINING	0	750	0	750	0	750	0
SUBTOTAL *****	0	2,075	0	2,075	0	2,075	0
CONTRACTUAL SERVICES							
71100 OUTSIDE SERVICES	0	1,000	0	1,000	0	1,000	0
SUBTOTAL *****	0	1,000	0	1,000	0	1,000	0
TOTAL EXPENDITURES *****	0	3,075	0	3,075	0	3,075	0

2650 PA ADMIN HANDLING COST

265 PA ADMIN HANDLING COST FUND

ACCT DESCRIPTION	2013 ACTUAL	2014 BUDGET + REVISIONS	2014 PROJECTED	2015 CORE REQUEST	2015 SUPPLEMENTAL REQUEST	2015 ADOPTED BUDGET	%CHG FROM PY BUD
CHARGES FOR SERVICES							
3560 COLLECTION FEES	2,800	17,500	12,000	12,000	0	12,000	31-
SUBTOTAL *****	2,800	17,500	12,000	12,000	0	12,000	31-
INTEREST							
3711 INT-OVERNIGHT	0	0	5	5	0	5	0
3712 INT-LONG TERM INVEST	4	0	35	35	0	35	0
3798 INC/DEC IN FV OF INVESTMENTS	-1	0	0	0	0	0	0
SUBTOTAL *****	3	0	40	40	0	40	0
MISCELLANEOUS							
3892 DEPOSIT OVERAGE	0	0	5	10	0	10	0
SUBTOTAL *****	0	0	5	10	0	10	0
TOTAL REVENUES *****	2,803	17,500	12,045	12,050	0	12,050	31-
CONTRACTUAL SERVICES							
71101 PROFESSIONAL SERVICES	0	17,500	14,000	12,000	0	12,000	31-
SUBTOTAL *****	0	17,500	14,000	12,000	0	12,000	31-
TOTAL EXPENDITURES *****	0	17,500	14,000	12,000	0	12,000	31-

Prosecuting Attorney Operations

2903 PROSECUTING ATRRNY-LE SALES TX

290 LAW ENFORCEMENT SERVICES FUND

ACCT	DESCRIPTION	2013 ACTUAL	2014 BUDGET + REVISIONS	2014 PROJECTED	2015 CORE REQUEST	2015 SUPPLEMENTAL REQUEST	2015 ADOPTED BUDGET	%CHG FROM PY BUD
PERSONAL SERVICES								
10100	SALARIES & WAGES	247,446	247,594	248,156	260,064	0	260,064	5
10110	OVERTIME	1,437	1,500	2,000	5,000	0	5,000	233
10120	HOLIDAY WORKED	60	0	100	100	0	100	0
10200	FICA	18,892	19,055	19,054	20,285	0	20,285	6
10300	HEALTH INSURANCE	23,750	24,935	24,935	26,685	0	39,467	58
10325	DISABILITY INSURANCE	698	718	658	988	0	988	37
10350	LIFE INSURANCE	228	235	228	240	0	240	2
10375	DENTAL INSURANCE	2,370	2,500	2,500	2,500	0	2,500	0
10400	WORKERS COMP	519	473	468	532	0	532	12
10500	401(A) MATCH PLAN	1,860	3,575	2,340	2,600	0	2,600	27-
10510	CERF-EMPLOYER PD CONTRIBUTION	1,363	0	0	0	0	0	0
	SUBTOTAL *****	298,623	300,585	300,439	318,994	0	331,776	10
MATERIALS & SUPPLIES								
23000	OFFICE SUPPLIES	275	1,000	1,360	1,360	0	1,360	36
	SUBTOTAL *****	275	1,000	1,360	1,360	0	1,360	36
DUES TRAVEL & TRAINING								
37000	DUES & PROF CERTIFCTN/LICENSE	905	1,180	1,180	1,390	0	1,390	17
37200	SEMINARS/CONFEREN/MEETING	405	580	580	580	0	580	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	346	352	225	358	0	358	1
37230	MEALS & LODGING-TRAINING	782	936	936	940	0	940	0
	SUBTOTAL *****	2,438	3,048	2,921	3,268	0	3,268	7
UTILITIES								
48000	TELEPHONES	1,874	1,920	1,920	1,920	0	1,920	0
	SUBTOTAL *****	1,874	1,920	1,920	1,920	0	1,920	0
CONTRACTUAL SERVICES								
71101	PROFESSIONAL SERVICES	9	24	24	16	0	16	33-
	SUBTOTAL *****	9	24	24	16	0	16	33-
	TOTAL EXPENDITURES *****	303,219	306,577	306,664	325,558	0	338,340	10

Decimal values have been truncated.

Child Support Enforcement

Annual Budget

1263 IV-D

100 GENERAL FUND

ACCT DESCRIPTION	2013 ACTUAL	2014 BUDGET + REVISIONS	2014 PROJECTED	2015 CORE REQUEST	2015 SUPPLEMENTAL REQUEST	2015 ADOPTED BUDGET	%CHG FROM PY BUD
INTERGOVERNMENTAL REVENUE							
3465 FEDERAL REIMBURSE EXPENSES	219,819	226,000	200,000	226,000	0	226,000	0
SUBTOTAL *****	219,819	226,000	200,000	226,000	0	226,000	0
TOTAL REVENUES *****	219,819	226,000	200,000	226,000	0	226,000	0
PERSONAL SERVICES							
10100 SALARIES & WAGES	144,645	151,282	151,723	158,842	0	158,842	5
10110 OVERTIME	34	0	0	0	0	0	0
10200 FICA	9,653	11,573	10,670	12,151	0	12,151	4
10300 HEALTH INSURANCE	14,250	14,961	14,961	16,011	0	16,011	7
10325 DISABILITY INSURANCE	442	438	402	603	0	603	37
10350 LIFE INSURANCE	137	141	137	144	0	144	2
10375 DENTAL INSURANCE	1,422	1,500	1,500	1,500	0	1,500	0
10400 WORKERS COMP	317	287	273	317	0	317	10
10500 401 (A) MATCH PLAN	800	1,560	1,309	1,560	0	1,560	0
10600 UNEMPLOYMENT BENEFITS	10,754	0	0	0	0	0	0
SUBTOTAL *****	182,454	181,742	180,966	191,128	0	191,128	5
MATERIALS & SUPPLIES							
22000 POSTAGE	559	650	500	460	0	460	29-
22500 SUBSCRIPTIONS/PUBLICATIONS	2,091	1,584	1,584	2,029	0	2,029	28
23000 OFFICE SUPPLIES	1,638	2,850	1,500	1,602	0	1,602	43-
23850 MINOR EQUIP & TOOLS (<\$1000)	200	0	423	0	0	0	0
SUBTOTAL *****	4,488	5,084	4,007	4,091	0	4,091	20-
DUES TRAVEL & TRAINING							
37000 DUES & PROF CERTIFCTN/LICENSE	430	610	610	565	0	565	7-
37200 SEMINARS/CONFERN/MEETING	675	500	850	580	0	580	16
37220 TRAVEL (AIRFARE, MILEAGE, ETC)	436	459	459	169	0	169	63-
37230 MEALS & LODGING-TRAINING	1,174	1,047	1,047	240	0	240	77-
SUBTOTAL *****	2,715	2,616	2,966	1,554	0	1,554	41-
UTILITIES							
48000 TELEPHONES	3,129	2,580	2,580	2,384	0	2,384	7-
48002 DATA COMMUNICATIONS	240	240	240	440	0	440	83
48100 NATURAL GAS	1,149	2,340	1,447	1,006	0	1,006	57-
48200 ELECTRICITY	4,013	4,546	2,273	1,955	0	1,955	57-
48300 WATER	144	240	160	103	0	103	57-
48400 SOLID WASTE	666	666	460	286	0	286	57-
48500 STORM WATER UTILITY	48	48	48	21	0	21	56-
48600 SEWER USE	317	360	245	155	0	155	56-
SUBTOTAL *****	9,706	11,020	7,453	6,350	0	6,350	42-
EQUIP & BLDG MAINTENANCE							
60050 EQUIP SERVICE CONTRACT	480	525	525	1,188	0	1,188	126
60125 CUSTODIAL/JANITORIAL SERV	500	4,696	4,000	2,140	0	2,140	54-
SUBTOTAL *****	980	5,221	4,525	3,328	0	3,328	36-
CONTRACTUAL SERVICES							
70050 SOFTWARE SERVICE CONTRACT	435	1,560	1,560	1,725	0	1,725	10
71000 INSURANCE AND BONDS	0	0	0	100	0	100	0
71100 OUTSIDE SERVICES	1,432	1,500	750	750	0	750	50-
71500 BUILDING USE/RENT CHARGE	12,760	15,167	10,500	7,276	0	7,276	52-
SUBTOTAL *****	14,627	18,227	12,810	9,851	0	9,851	46-
FIXED ASSET ADDITIONS							
91301 COMPUTER HARDWARE	0	652	0	0	0	0	100-
92301 REPLC COMPUTER HDWR	3,295	652	0	0	0	0	100-
SUBTOTAL *****	3,295	1,304	0	0	0	0	100-
TOTAL EXPENDITURES *****	218,265	225,214	212,727	216,302	0	216,302	4-

Decimal values have been truncated.

Memorandum of Agreement

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

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

SAFETY AND DIGNITY

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

All victims of domestic and sexual violence deserve to be treated with dignity and respect. True North of Columbia provides emergency shelter for victims of domestic violence in Columbia, Missouri and the surrounding mid-Missouri area. Highly trained professional and volunteer staff members are available twenty four hours a day, seven days a week to address the issues of domestic violence. Emergency shelter, counseling, advocacy, and referral service to other agencies are some of what is provided by True North. Additionally, True North has a twenty four hour hotline with an advocate system for both court and non-court related issues. In addition, as a member of the DOVE Unit, True North provides a victim advocate who serves as an active member, coordinating on-going service delivery for victims working with/through the legal and judicial systems. In addition, True North provides advocates who can be on-site during the immediate aftermath of a domestic violence incident, freeing law enforcement officials to focus on building a case while ensuring the victim receives immediate crisis intervention and aftercare. These advocates, too, are a part of the DOVE Unit. This close, cooperative relationship allows for immediate response to selected calls of domestic violence. This collaborative effort provides twenty

four hour assistance in obtaining Orders of Protection and all services provided (directly or indirectly) are done so to ensure the safety and dignified treatment of domestic violence survivors.

BALANCING THE SYSTEM

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

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

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

RESPONSE AND INVESTIGATION

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

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

These investigators are also available to offer technical assistance relating to domestic violence cases to other departments in the central Missouri geographical area.

PROSECUTION AND COURTS

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

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

DOMESTIC VIOLENCE ENFORCEMENT UNIT GOAL

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

Through the STOP Violence Against Women Grant funding, DOVE partnerships have strengthened the law enforcement and criminal justice system's response to domestic violence targeting women, and have increased the utilization of

services available to women who are victims of domestic violence and have enabled us to develop and implement collaborative community-based systemic programs to address domestic violence targeting women.

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

Daniel K. Knight 9-7-15

Daniel K. Knight
Boone County Prosecuting Attorney

Dwayne Carey

Dwayne Carey
Sheriff, Boone County

Ken Burton

Ken Burton
Chief of Police, Columbia

Barbara Hodges

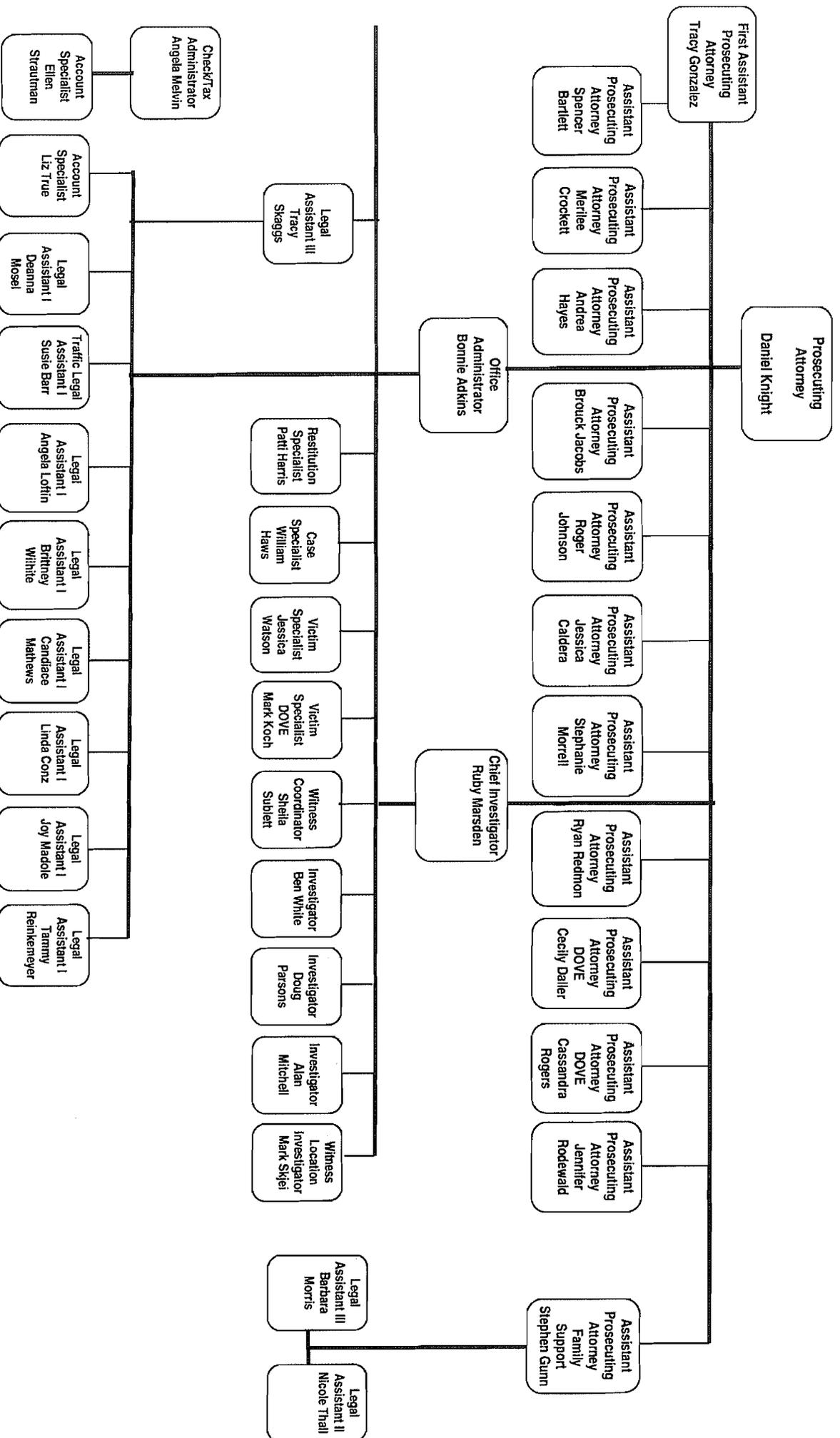
Barbara Hodges
Executive Director
True North of Columbia, Inc.

Christy Blakemore

Christy Blakemore
Circuit Clerk, Boone County

Date: September, 2015

Boone County Prosecuting Attorney Organizational Chart



JOB DESCRIPTION
BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

Cecily Daller/Cassandra Rogers

ASSISTANT PROSECUTING ATTORNEY – DOMESTIC VIOLENCE

STATUS: FULL-TIME

RESPONSIBILITIES:

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

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

Excellent oral and written communication skills

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

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

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

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

Thorough knowledge of the judicial process.

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

JOB DESCRIPTION
BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

Mark Koch

DOMESTIC VIOLENCE VICTIM SPECIALIST

STATUS: FULL-TIME

RESPONSIBILITIES:

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Masters degree in social work, counseling or psychology

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

Excellent oral and written communication skills

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

Thorough knowledge of the judicial process

Thorough knowledge of the issues of domestic violence

Thorough knowledge of the issues of sexual violence

Through knowledge of local area referral services

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

PAYROLL



Tom Darrough
Boone County Treasurer

NO 462452

DATE 8/28/2015

ONE THOUSAND FOUR HUNDRED FIFTY-SEVEN AND 36/100***** \$ *****1,457.36

VOID AFTER 180 DAYS

PAY TO CASSANDRA A ROGERS
THE ORDER 111 WILLIS
OF COLUMBIA MO 65201

DIRECT DEPOSITED TO: MIZZOU CREDIT UNION

ACCOUNT: 65930

NON NEGOTIABLE

Detach and Retain for your Records

COUNTY OF BOONE EARNINGS AND DEDUCTIONS STATEMENT

AY PERIOD	8/10/2015 THRU 8/23/2015	HOURS TYPE	EARNED	AVAILABLE	MAXIMUM
CHECK DATE	8/28/2015	VACATION	4.6154	69.74	360.00
SN		SICK	3.6923	558.52	
NAME	CASSANDRA A ROGERS	FLS COMP			
TITLE	ASST PROSECUTING ATTORNEY II	REG COMP			
DEI	PROSECUTING ATTORNEY				

EARNINGS				DEDUCTIONS		
Description	Rate	Hours	Gross	Description	Current	Y-T-D
REGULAR	31.80	16.00	508.80	CAFETERIA LIFE INSURAN *	5.07	81.12
VACATION	31.80	64.00	2,035.20	CERF 401(A) DEDUCTION	17.81	319.47
				CERF 6% PENSION DEDUCT *	152.64	2738.03
				CERF 457 DEDUCTION PAY	152.64	2738.03
				NATIONWIDE 457 DEDUCT	25.00	450.00
				EXTRA FEDERAL TAX	45.00	810.00
				EXTRA STATE TAX	15.00	270.00
				FEDERAL INCOME TAX	359.70	6450.96
				FICA - SOCIAL SECURITY	156.38	2807.74
				FICA - MEDICARE	36.57	656.60
				MISSOURI STATE TAX	95.72	1717.29
				SUPPLEMENTAL LIFE INSU	8.45	135.20
				UNREIMBURSED MEDICAL *	16.66	266.56
				COUNTY 401(A) MATCH	25.00	450.00
FEDERAL MARITAL STATUS S # OF DEPENDENTS						0
STATE MARITAL STATUS S # OF DEPENDENTS						0

SUMMARY	TOTAL GROSS	CAFETERIA	FEDERAL GROSS	DEDUCTIONS	NET PAY
CURRENT YEAR	2,544.00	21.73	2,174.18	1,086.64	1,457.36
YEAR TO DATE	45,633.92	347.68	39,040.71	19,441.00	26,192.92

PAYROLL



Tom Darrough
Boone County Treasurer

NO 462438

DATE 8/28/2015

ONE THOUSAND FOUR HUNDRED FORTY-SIX AND 90/100***** \$ *****1,446.90

VOID AFTER 180 DAYS

PAY TO CECILY L DALLER
THE ORDER 5902 FREEPORT WAY
OF COLUMBIA MO 65201

DIRECT DEPOSITED TO: BANK OF AMERICA

ACCOUNT: 003540215682

NON NEGOTIABLE

Detach and Retain for your Records

COUNTY OF BOONE EARNINGS AND DEDUCTIONS STATEMENT

PAY PERIOD	8/10/2015 THRU 8/23/2015	HOURS TYPE	EARNED	AVAILABLE	MAXIMUM
CHECK DATE	8/28/2015	VACATION	4.6154	316.29	360.00
SSN		SICK	3.6923	729.64	
NAME	CECILY L DALLER	FLS COMP			
TITLE	ASST PROSECUTING ATTORNEY II	REG COMP			
DE	PROSECUTING ATTORNEY				

EARNINGS				DEDUCTIONS		
Description	Rate	Hours	Gross	Description	Current	Y-T-D
REGULAR	31.80	64.00	2,035.20	CAFETERIA LIFE INSURAN *	1.17	18.72
VACATION	31.80	16.00	508.80	CERF 401(A) DEDUCTION	17.81	319.47
				CERF 6% PENSION DEDUCT *	152.64	2738.03
				CERF 457 DEDUCTION PAY	50.00	900.00
				NATIONWIDE 457 DEDUCT	25.00	450.00
				DENTAL INSURANCE *	9.47	151.52
				EXTRA FEDERAL TAX	125.00	1250.00
				EXTRA STATE TAX	25.00	250.00
				FEDERAL INCOME TAX	386.94	6934.57
				FICA - SOCIAL SECURITY	156.77	2813.68
				FICA - MEDICARE	36.66	657.98
				MISSOURI STATE TAX	102.26	1833.40
				SUPPLEMENTAL LIFE INSU	3.64	61.36
				VISION INSURANCE *	4.74	80.58
				COUNTY 401(A) MATCH	25.00	450.00
FEDERAL MARITAL STATUS S # OF DEPENDENTS 0						
STATE MARITAL STATUS S # OF DEPENDENTS 0						

SUMMARY	TOTAL GROSS	CAFETERIA	FEDERAL GROSS	DEDUCTIONS	NET PAY
CURRENT YEAR	2,544.00	15.38	2,283.17	1,097.10	1,446.90
YEAR TO DATE	45,633.92	250.82	40,975.60	18,459.31	27,174.61

PAYROLL



Tom Darrough
Boone County Treasurer

NO 462458

DATE 8/28/2015

ONE THOUSAND ONE HUNDRED FORTY-SIX AND 32/100***** \$ *****1,146.32

VOID AFTER 180 DAYS

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

DIRECT DEPOSITED TO: CALLAWAY BANK

ACCOUNT: 851272

NON NEGOTIABLE

Detach and Retain for your Records

COUNTY OF BOONE EARNINGS AND DEDUCTIONS STATEMENT

PAY PERIOD	8/10/2015 THRU 8/23/2015	HOURS TYPE	EARNED	AVAILABLE	MAXIMUM
CHECK DATE	8/28/2015	VACATION	4.0000	22.33	312.00
SSN		SICK	3.6923	135.80	
NAME	MARK C KOCH	FLS COMP			
TITLE	CRIME VICTIM SPECIALIST	REG COMP			
DEPT	VICTIM WITNESS				

EARNINGS				DEDUCTIONS		
Description	Rate	Hours	Gross	Description	Current	Y-T-D
REGULAR	24.74	64.00	1,583.36	CAFETERIA LIFE INSURAN *	3.51	56.16
VACATION	24.74	16.00	395.84	CERF 401(A) DEDUCTION	13.85	248.45
				CERF 6% PENSION DEDUCT *	118.75	2130.14
				CERF 457 DEDUCTION PAY	118.75	2130.14
				NATIONWIDE 457 DEDUCT	25.00	450.00
				DEPENDENT HEALTH INSUR *	153.92	2462.72
				FEDERAL INCOME TAX	174.13	3172.46
				FICA - SOCIAL SECURITY	111.43	2020.12
				FICA - MEDICARE	26.06	472.44
				MISSOURI STATE TAX	54.85	1000.36
				SUPPLEMENTAL LIFE INSU	8.19	131.04
				UNREIMBURSED MEDICAL *	15.00	240.00
				VISION INSURANCE *	9.44	160.48
				COUNTY 401(A) MATCH	25.00	450.00
FEDERAL MARITAL STATUS S # OF DEPENDENTS 1						
STATE MARITAL STATUS S # OF DEPENDENTS 1						

SUMMARY	TOTAL GROSS	CAFETERIA	FEDERAL GROSS	DEDUCTIONS	NET PAY
CURRENT YEAR	1,979.20	181.87	1,520.98	832.88	1,146.32
YEAR TO DATE	35,502.88	2,919.36	27,624.79	14,674.51	20,829.27

THE DOVE UNIT

PROCEDURAL PROTOCOLS

Developed and Implemented August, 2003

COLUMBIA POLICE DEPARTMENT/ BOONE COUNTY SHERIFF'S DEPARTMENT

A. PROTOCOL FOR DETECTIVE RESPONSE INVESTIGATING CRIMES OF DOMESTIC VIOLENCE

1. Investigators are responsible for obtaining initial domestic violence reports with the following guidelines:
 - < Reporting officers will complete all preliminary reports by the end of their tour of duty
 - < Columbia Police investigators will receive all domestic violence related incidents on the next business day after the incident occurs or within no more than two business days.
 - < Boone County Sheriff's Department investigators will receive all domestic violence related incidents where a criminal violation occurred on the next business day after the incident occurs or within no more than two business days. Investigators will receive all other domestic violence incidents where no known criminal violation occurred (verbal argument only) within four business days.
 - < The investigator will receive the reports through their supervisor or records department after the case has been assigned to them.
 - < When the investigator receives the cases, they check the agencies record system for any domestic violence related incidents with the subjects before making contact with the victim.
 - < When investigator receives a report of domestic violence, said report will be made available to victim advocate.
2. After reviewing the original report, investigator will attempt to contact the victim within two business days of receiving said report.
 - < When the investigator contacts the victim, the investigator will obtain as much information from them about the incident, and if any abuse has occurred since the police were last in contact with them.
 - < The investigator will obtain information on previous reported or unreported incidents of abuse.
 - < Whether the victim has left the abusive relationship or has chosen to stay.
 - < The investigator asks about injuries sustained during the incident.
3. Cases of high lethality may require an investigator's immediate response.
 - < The investigator will assist the responding/reporting officer in the investigation of the incident, apprehension of the suspect, interview of the victim, provide information for obtaining Orders of Protection, and attempt to increase the suspect's bond if appropriate.

- < Investigator will put the victim in communication with the advocate, if the victim chooses.
 - < If the victim refuses, the investigator will provide the advocate with the victim's information for contact attempts by the advocate.
4. For criminal offenses, in person or telephone contact is to be attempted in all cases by the investigator.
- < If injuries occurred during the incident, in person contact should be the priority in order to properly photograph or re-photograph the injuries.
 - < In the course of speaking with the victim, the investigator will try to obtain a written statement from the victim about the crime that had occurred.
 - < The investigator informs the victim that the state of Missouri, not the victim, is pressing charges against the abuser.
5. Contact with victim may include in person, telephone or written notification.
6. In person contact may be indicated when:
- < Follow up photos must be taken of visible injuries.
 - < Medical release form must be obtained.
 - < Multiple cases with same victim.
 - < When requested by a team member.
 - < Investigator has been unable to make contact by other means.
7. Investigator will perform follow up investigations which include interviewing victim, suspect, or witness.
8. Investigator may be responsible for performing additional investigation at the request of the assistant prosecuting attorney.
9. Investigators are responsible for evidence collection including the following:
- < Follow up photographs.
 - < Copies of 911 or jail tapes.
 - < Medical record release forms.
 - < Signed or written statements.
 - < Any other pertinent detectable physical evidence.
10. Upon completion of follow up investigation the investigator will complete a written report of said investigation and provide a copy of that report to immediate supervisor and prosecuting attorney's office within three business days.
- < After hours-investigations of high lethality incidents, the investigator will make contact with the on call prosecutor to obtain a higher bond, if appropriate.
11. Investigator may attend ex parte hearings on an as needed basis or as requested by a team member or victim.
- < This purpose would be to contact a victim who would otherwise be difficult to contact or to provide support/security for the victim.

12. Investigator is required to facilitate, conduct and/or participate in domestic violence training sessions between law enforcement, advocates or others.

- < Participation between all team members is vital to the success of the training of local law enforcement and advocates. That participation exemplifies a coordinated domestic violence response in our community

13. Investigator will be required to contribute to community awareness presentations or participate in panel discussions.

- < These are important for the success of the unit and all members are expected to provide support for these events.

14. Investigator must be able to work as part of a team, a coordinated response to domestic violence.

- < Investigators will continue to build partnerships with other agencies in the fight against domestic violence.
- < These relationships are ever changing as we discover new ideas and ways to assist one another.

15. Investigator is required to keep statistical data on domestic violence.

- < Every criminal case assigned to an investigator is entered into a database developed to track information pertaining to domestic violence cases the unit works.
- < Data collected includes but not limited to the following:

- | | |
|---|--|
| <input type="checkbox"/> race of victim | <input type="checkbox"/> gender of suspect |
| <input type="checkbox"/> age of victim | <input type="checkbox"/> 911 tape for evidence |
| <input type="checkbox"/> gender of victim | <input type="checkbox"/> ethnicity of victim |
| <input type="checkbox"/> relationship of victim to abuser | <input type="checkbox"/> warrant applied for arrest of suspect |
| <input type="checkbox"/> type of violence | <input type="checkbox"/> weapons involved during incident |
| <input type="checkbox"/> location of incident (urban or rural) | <input type="checkbox"/> warrant applied for arrest of suspect |
| <input type="checkbox"/> prior domestic violence suspect | <input type="checkbox"/> weapons involved during incident |
| <input type="checkbox"/> prior domestic violence victim | <input type="checkbox"/> level of injury to victim |
| <input type="checkbox"/> prior incidents with same victim/suspect | <input type="checkbox"/> drug/alcohol use by suspect or victim |
| <input type="checkbox"/> ex parte obtained | <input type="checkbox"/> special needs of victim |
| <input type="checkbox"/> children present at scene | <input type="checkbox"/> photographs taken at scene |
| <input type="checkbox"/> suspect arrested at scene | <input type="checkbox"/> photographs taken by follow up investigator |
| <input type="checkbox"/> language spoken by victim | <input type="checkbox"/> method used to contact victim |
| <input type="checkbox"/> race of suspect | |

***Sections 16, 17, 18 are handled slightly different at the Columbia Police Department (CPD) and the Boone County Sheriff's Department (BCSD) as outlined below:**

16. (CPD) Members of Family Services Unit will address child abuse incidents when they are related to domestic violence.
16. (BCSD) The investigator will address child abuse incidents related to domestic violence by referral to a child abuse investigator.
17. (CPD) Members of the Family Services Unit will support each other on the investigation of all violence against women incidents to include:
 - < Rape
 - < Sexual Assault
 - < Stalking
 - < Domestic Violence
 - < Property Damage
17. (BCSD) The investigator will provide support for investigations involving crimes against women including, but not limited to:
 - < Rape
 - < Sexual Assault
 - < Stalking
 - < Other criminal offenses as a result of an intimate relationship
18. (CPD) Members of the Family Services Unit will provide records of their time spent on working domestic violence investigations that will be approved by the supervisor and provided to Department of Public Safety.

True North of Columbia: for Victims of Domestic Violence

B. DOVE VICTIM ADVOCATE PROTOCOLS

1. The DOVE Victim Advocate is responsible for reviewing CPD/BCSD Domestic Violence reports (FFR and Offense) within 24 hours after the detective makes the report available.
2. The DOVE Victim Advocate will attempt to contact victim within 48 hours of reviewing the detective's report. This communication may be by letter, telephone, home visit with an accompanying detective, or in person meeting somewhere other than victim's home.
3. Home visits are performed at the request of the victim or DOVE Unit member when there is a concern or reason to do so.
4. The DOVE Victim Advocate will provide victims with information regarding shelter services, safety planning, community resource information, and information regarding civil orders of protection or other basic court information.

5. The DOVE Victim Advocate will meet with survivors to provide DV101 education sessions when amenable to victim.
6. The DOVE Victim Advocate will assist with “case management” on an as-needed or as-appropriate basis if the service assists the crime victim in working toward a life free from violence. This includes advocacy with other community agency members and community resources.
7. The DOVE Victim Advocate will refer victims to and work with Prosecutor’s Victim Advocate when appropriate—particularly in assisting with crime victim’s compensation applications and researching the status of the criminal case against the abuser.
8. The DOVE Victim Advocate will attend full order hearings on the request of the victim, or will assist with arranging court advocacy through The Shelter CAP program. (If The DOVE Victim Advocate deems it appropriate, he/she may offer The Shelter services information to victims met at full order hearing.)
9. The DOVE Victim Advocate will attend Unit meetings on a regular basis. If the advocate cannot attend, he/she will contact the agency supervisor to find a replacement.
10. The DOVE Victim Advocate will provide DOVE Unit members with domestic violence information and will assist in facilitating DOVE Unit education presentations involving shelter volunteers, law enforcement personnel and community members.
11. The DOVE Victim Advocate will keep ongoing information regarding DOVE clients for two months. If no contact has been achieved by this time, the information will be filed.
12. The DOVE Victim Advocate will maintain ongoing communication with other Unit members.
13. The DOVE Victim Advocate will attempt to prioritize cases on basis of potential lethality, repeated law enforcement response to the same victim, weapons involved/available, level of injury, threats to kill or commit suicide, etc.
14. The DOVE Victim Advocate will implement and adhere to the protocol accountability structure established by the Unit.
15. The DOVE Victim Advocate will assist the Unit in providing appropriate feedback to criminal justice systems’ personnel when commendation or criticism is warranted.
16. The DOVE Victim Advocate will send evaluations to all victims with whom he/she has been able to establish contact at least quarterly.

C. First Responder Victim Advocate

1. The first responder advocate will respond to domestic disturbance calls within CPD’s jurisdiction during the advocate’s shift when call out criteria is met:
 - < If subjects are involved in an Intimate Partner Relationship
 - < The suspect will be charged with first, second or third degree domestic assault.
 - < If the victim is requesting an afterhours ex parte or shelter

- < If the victim is intoxicated, officers still need to call for the first responder advocate to respond. The first responder will then provide information about services and determine if the victim is suitable for services. If the advocate determines the victim is too intoxicated for services, the officer will be responsible if the victim requests a ride to safety.
- 2. The first responder advocate will offer immediate crisis intervention and personal advocacy services to the victim while responding to the domestic disturbance.
- 3. If extended services are going to be provided (more than 10-15 minutes), the first responder advocate will attempt to take the victim to True North to complete services.
- 4. Provide technical assistance regarding the nature and dynamics of domestic violence for law enforcement while responding to a domestic disturbance.
- 5. The first responder will educate victims about the cycle of violence, the dynamics of domestic violence, and options for service.
- 6. The first responder advocate will provide transportation back to the shelter if the victim would like services. However, if the victim needs transportation back their home the officer will be responsible.
- 7. Accompany CPD officers on "ride along" to stay current with protocols, expectations and establish trust and familiarity with officers.
- 8. Attend DOVE unit meetings on a regular basis.
- 9. Provide DOVE unit members with domestic violence information and assist in facilitating DOVE unit education presentations involving shelter volunteers, law enforcement personnel and community members.
- 10. Attend shift meetings at 3pm and 6pm at CPD once a month to communicate with the 3rd and 4th shift officers. This time will be used to ask the officers if they have any questions and remind them about the first responder's protocol for being call-out.

THE BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

D. PROTOCOL/GUIDELINES FOR THE PROSECUTING ATTORNEY IN DOMESTIC VIOLENCE CASES

1. Review investigative reports as soon after receipt as possible;
2. If additional information is needed before the filing decision can be made, request the appropriate officer to conduct follow up investigation;
3. Ensure that investigative members of the DOVE unit clearly understand exactly what the follow up request is and why the request is being made;

4. Make contact with the victim via PA investigator, victim advocate or personally prior to filing when appropriate to evaluate the filing decision;
5. Make filing decisions in a timely fashion to avoid compromising victim safety;
6. If there is a good faith basis for a charge, err on the side of filing charges;
7. Filing decisions shall be based on whether there is sufficient evidence to get a conviction regardless of the victim's desire to prosecute. A victim's unwillingness or inability to assist is an issue for consideration but not an exclusion to filing charges in the appropriate case;
8. Request bond amounts higher than pre-set bonds when appropriate to further victim safety, for instance, do not hesitate to request a \$30,000 bond with condition no contact with the victim even when the charge is misdemeanor assault in a case where the facts warrant such a request;
9. Post filing, contact victim when practicable to develop rapport, assist victim in understanding outcome options and gain further factual education;
10. Ensure that discovery and consistent, appropriate recommendations are promptly sent to defense counsel;
11. Move cases to final disposition as expeditiously as possible;
12. Attend DOVE unit meetings and be prepared to discuss cases, explain rationale for decisions and freely express ideas on how to improve our work product;
13. Provide training to law enforcement and other agencies involved in protecting and serving victims of domestic violence;
14. Stay current on the law and update members of DOVE unit on new legislative developments;
15. Attend training and maintain progressive approach to domestic violence prosecution.

E. PROTOCOL/GUIDELINES FOR THE PROSECUTING ATTORNEY'S VICTIM ADVOCATE WHEN RESPONDING TO DOMESTIC VIOLENCE CASES

The Prosecuting Attorney's Victim Advocate will attempt to do the following when practicable:

1. Review law enforcement reports or case files, and, within 24 hours, attempt to contact victims. on a case wherein the offense is a misdemeanor, a Victim Impact Statement will be sent if possible. On felony cases, phone contact and a Victim Impact Statement will be the means of contact.
2. During phone contact the Victim Advocate will assess the victims':
 - < Safety
 - < Severity of injury/trauma (medical release, CVCF)

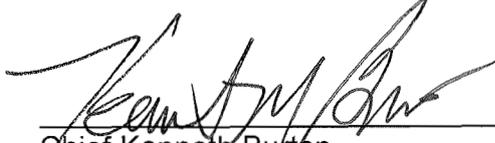
- < Level of support (family, community, DOVE unit contact)
 - < Level of Criminal Justice System knowledge
 - < Need for immediate face-to-face contact
3. Document all contacts in the case file and follow-up with the designated prosecuting attorney or DOVE Unit member (if necessary) and inform the victim of potential plea options.
 4. Meet with the victim face-to-face to provide Criminal Justice System education/preparation, emotional support, court accompaniment, and referral to community supports.
 5. Respond within a reasonable time to any other victim request.
 6. Upon case disposition, send closing letter and Victim Services Survey with self addressed stamped envelope.
 7. Attend all DOVE Unit meetings and prepare list for case review.

These protocols have been reviewed and approved by DOVE Unit agency supervisors.


 Sheriff Dwayne Carey
 Boone County Sheriff's Department

9-8-15

Date


 Chief Kenneth Burton
 Columbia Police Department

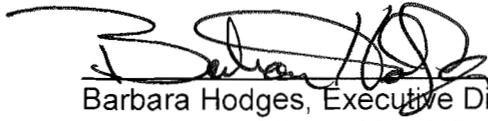
9-8-15

Date


 Daniel Knight, Prosecuting Attorney
 Boone County Office

9-7-15

Date


 Barbara Hodges, Executive Director
 True North of Columbia, INC.

9-8-15

Date

MAILED TO ALL VICTIMS

Office of the Boone County Prosecuting Attorney



705 E Walnut – Courthouse
Columbia, Missouri 65201

Victim Response Team

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

VICTIM SERVICES SURVEY

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

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

Advocate

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

Prosecutor

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

Additional Information

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

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

Your

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

Spanish Website Survey



Daniel K. Knight
Boone County Fiscal Fiscal

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

Original English text: [Google](#)
 En Español | [print](#) | [+](#) | [-](#)
[+](#) [Contribute a better translation](#)

Encuesta de Servicios a las Víctimas

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

Defensor

1. Introduzca el nombre del abogado que trabajó con: _____

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

- email
- carta
- conversación telefónica
- conversación personal

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

3. _____

Límite de 500 caracteres: 500

Abogado Víctima

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

Fiscal

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

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

- email
- carta
- conversación telefónica
- conversación personal

Información adicional

1. incluya la información verbal proporcionada por teléfono o en persona.) Sí No

2. mi caso. (Por favor, incluya la información verbal proporcionada por teléfono o en persona.) Sí No

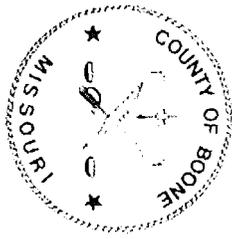
Por favor, añadir comentarios o sugerencias para ayudarnos a mejorar nuestros servicios a las víctimas de delitos.

- 3.

Límite de 500 caracteres: 500

4. Edad:
5. Origen étnico:
6. Sexo: macho femenino
7. Número de caso (opcional):

Website Survey



Daniel K. Knight
Boone County Prosecuting Attorney

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

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

Victim Services Survey

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

Advocate

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

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

- email
- letter
- phone conversation
- personal conversation

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

3.

Limit of 500 characters: 500

Victim Advocate

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

Prosecutor

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

3. The prosecutor worked with me via: (select all that apply)

- email
- letter
- phone conversation
- personal conversation

Additional Information

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

3.

Limit of 500 characters: 500

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

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

September Session of the July Adjourned

Term. 20 15

County of Boone

} ea.

In the County Commission of said county, on the

10th

day of September

20 15

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision for Resource Management to replace a dissolved oxygen, conductivity and salinity instrument.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1725	71100	Stormwater Admin	Outside Services	760	
2046	71100	Stormwater Admin	Outside Services	760	
1725	92300	Stormwater Admin	Replacement Mach & Equip		760
2046	92300	Stormwater Admin	Replacement Mach & Equip		760
				1,520	1,520

Done this 10th day of September, 2015.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Jane M. Thompson
Jane M. Thompson
District II Commissioner

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

RECEIVED

AUG 21 2015

8/20/15
EFFECTIVE DATE

FOR AUDITORS USE

BOONE COUNTY AUDITOR

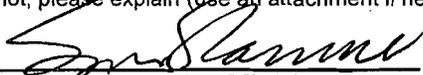
(Use whole \$ amounts)
Transfer From Transfer To
Decrease Increase

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
1725	71100	Stormwater Admin	Outside Services	760	
2046	71100	Stormwater Admin	Outside Services	760	
1725	92300	Stormwater Admin	Replacement Mach & Equip		760
2046 1725	92300	Stormwater Admin	Replacement Mach & Equip		760
				1,520	1,520

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

Request for budget revision is to replace a dissolved oxygen, conductivity, and salinity instrument (meter) which was purchased in 2009. Current meter with asset tag 16967 requires repairs estimated around \$700. Current functionality and accuracy of existing meter is unknown and may require additional repairs. The cost of a new meter is approximately \$1675 plus shipping. We will receive a \$200 trade-in for current meter.

Do you anticipate that this Budget Revision will provide sufficient funds to compete the year? **YES** or NO
If not, please explain (use an attachment if necessary):


Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- N/A* A schedule of previously processed Budget Revisions/Amendments is attached
 Unencumbered funds are available for this budget revision.
 Comments:

*Agenda - class 9 over \$1,000
not in original budget request*


Auditor's Office

PRESIDING COMMISSIONER

DISTRICT I COMMISSIONER

DISTRICT II COMMISSIONER

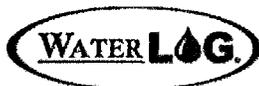


Quote Number: B128874
Quote Date: 8/20/2015
Quote Expiration Date: 12/31/2015

Quotation Prepared For:

Paula Evans
Boone Missouri, County of
801 East Walnut, Room 315
Columbia, MO 65201
pevans@boonecountymmo.org

Submitted By:
Brent Register
(937) 767-7241
brent.register@xyleminc.com



Proposal Summary

#	Product	Description	Net Price	Qty	Ext. Price
1	603176	Pro2030 Field Kit. Includes Pro2030 Instrument, 10-m field cable with Polarographic DO, Conductivity and Temp Sensors and soft-sided carrying case.	\$1,675.00	1	\$1,675.00
2	EstSHIP	Shipping Cost - Estimated shipping price, actual freight charge will be applied to invoice - Ground Shipping and Insurance	\$15.00	1	\$15.00
3	TRADE-IN VALUE	for model 85	-\$200.00	1	-\$200.00

Subtotal: \$1,490.00

Total Net Price \$1,490.00

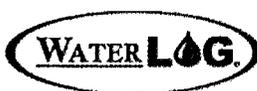
Subtotal \$1,490.00

Grand Total \$1,490.00

Terms Net 30

FOB Origin

This pricing is Proprietary and Confidential information. Neither this document nor its contents may be revealed or disclosed to unauthorized persons or sent outside the institution without prior permission from YSI Inc.



Trns. N. Tag 16967 Tagged Y Tag Replaced N To _____ From _____ Last Posted
Description DISSOLVED OXYGEN METER Adjustments in Process 9 2009
Acquired 9/01/2009 Acq Amt. 1,531.63 Useful Life Months _____
Acct. Grp. 1604 MACHINERY & EQUIPMENT Res. Val. % 0
Category 85 EQUIPMENT - \$1,000 TO \$20,000 Tag in Book N
Location 1725 STORMWATER ADMINISTRATION
Purch Dept. 2045 RM-DESIGN & CONSTRUCTION
Inventory Date 8/06/2015 Inv. Status Found - No Change
Site Loc. Boone County Government Center
Site Detl. Room 315
Make USI INCORPORATED Model 85-25FT
Serial 09E 100017 Note STORMWATER COORDINATOR
Invoice 1013641575 Check 9792
Vendor _____
Bid# _____
User _____

Calculated Fields Book Value

Dep. St. Dt. _____

Adj. Total. _____

Total Cost 1,531.63

Acm Dep. Ytd .00

* NOTES *

F2=Key Scr F3=Exit

F11=Grant

F23=Bid F22=Hist F24=More

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

September Session of the July Adjourned

Term. 20 15

County of Boone

} ea.

In the County Commission of said county, on the

10th

day of September

20 15

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

Now on this day the County Commission of the County of Boone does hereby adopt the Findings of Fact and Conclusions of Law relative to a request by Sally Leann Frazier on behalf of USCOC of Greater Missouri LLC for a Transmission Facility with a 190' monopole tower.

Done this 10th day of September, 2015.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill

Presiding Commissioner

Karen M. Miller
Karen M. Miller

District I Commissioner

Janet M. Thompson
Janet M. Thompson

District II Commissioner

FINDINGS OF FACT AND CONCLUSIONS OF LAW

Subject to the conditions of approval, the Boone County Commission finds and concludes in issuance of this permit that:

1. The establishment, maintenance, operation and use of the conditional use permit issued hereunder will not be detrimental to or endanger the public health, safety, comfort or general welfare, and
2. The conditional use permit issued hereunder will not be injurious to the use and enjoyment of other property in the immediate vicinity of the property which is the subject matter of this permit with respect to the purposes already permitted by these regulations, and
3. The conditional use permit and authorized uses thereunder will not substantially diminish or impair property values of existing properties in the neighborhood surrounding the property which is the subject matter of this permit, and
4. All necessary public facilities for use of the land subject to this permit are or will be available if the conditions for issuance are satisfied, and
5. The conditional use permit issued hereunder and the authorized uses under such permit will not impede the normal or orderly development or improvement of surrounding property for the uses permitted within the zoning district, and
6. The grant of this conditional use permit will not hinder the flow of traffic or result in traffic congestion on the public roads and that adequate access points to the subject property from public streets are available, and
7. The uses authorized by this conditional use permit are otherwise in conformity with the regulations pertaining to the zoning districts in which the uses are located and that there is a public necessity for the issuance of the conditional use permit hereunder.

The Commission, by authorizing issuance of the conditional use permit hereunder, further concludes as a matter of law that issuance of the permit is proper under the zoning regulations of Boone County in effect at the time of issuance and the general statutes and laws of this state.

Additional Findings:

The County Commission further finds as fact in support of issuance of this conditional use permit the following to be true:

-
- The Federal Government has endorsed wide-spread availability of cellular communications through the adoption of the Telecommunications Act of 1996.
 - The State of Missouri encourages the widespread availability of wireless services by adopting the Uniform Wireless Infrastructure Development Act.
 - The application complies with the requirements of Boone County Zoning Regulations Section 15. B. **“Conditional Use Permits for Transmission Facilities.”**
 - This transmission facility will provide needed telecommunications access to the general public.

**CONDITIONAL USE PERMIT
BOONE COUNTY, MISSOURI**

PROPERTY OWNER: Sally Leann Frazier /USCOC of Greater Missouri

ADDRESS: 20305 N Hwy 124, Centralia

LEGAL DESCRIPTION: NE1/4 Sec.20, Twp. 51 N., Rge. 11 W.

TAX PARCEL: 04-400-20-00-001.00

ZONING: A-2 (Agriculture)

DATE APPROVED: 9/1/2015

CONDITIONAL USE: Transmission Facility with 190' monopole tower.

CONDITIONS OF APPROVAL: No additional conditions.

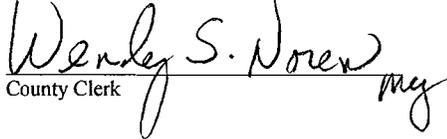
VOID DATE: Void if not used for 12 month period.

EXPIRATION DATE: N/A

ORDER OF APPROVAL

The Boone County Commission through its presiding officer hereby approves issuance of the above conditional use permit as prescribed above, subject to the conditions of approval specified above. Subject to the conditions for issuance and use of this permit, the Commission finds in issuance of this permit that all requirements for issuance are satisfied and that the Commission further makes its findings of fact and conclusions of law in accordance with the provisions shown on the reverse side hereof, validating issuance of this permit. This permit shall not be valid unless countersigned by the Director of the Boone County Department of Planning and Building Inspection and shall expire unless the use authorized hereunder is exercised within one year after the approval date shown above. This permit shall also be revocable for violation of any term or condition contained in this permit upon the complaint of the director and a showing of good cause upon order of the Boone County Commission in accordance with the regulations applicable hereto.

ATTEST:


County Clerk

BOONE COUNTY, MISSOURI
BOONE COUNTY COMMISSION

by 
Presiding Commissioner

APPROVED:


Director, Boone County Resource Management Department

Dated: 9-10-15

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

September Session of the July Adjourned

Term. 20 15

County of Boone

} ea.

In the County Commission of said county, on the

10th

day of September

20 15

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

Now on this day the County Commission of the County of Boone does hereby adopt the Findings of Fact and Conclusions of Law relative to a request by MD Storage of Columbia LLC for self-storage units located on 1.46 acres located at 1080 E. Shalimar Drive, Columbia.

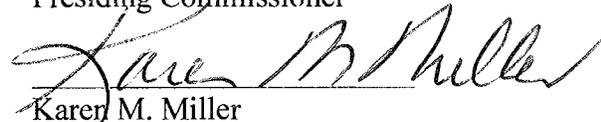
Done this 10th day of September, 2015.

ATTEST:

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



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

FINDINGS OF FACT AND CONCLUSIONS OF LAW

Subject to the conditions of approval, the Boone County Commission finds and concludes in issuance of this permit that:

1. The establishment, maintenance, operation and use of the conditional use permit issued hereunder will not be detrimental to or endanger the public health, safety, comfort or general welfare, and
2. The conditional use permit issued hereunder will not be injurious to the use and enjoyment of other property in the immediate vicinity of the property which is the subject matter of this permit with respect to the purposes already permitted by these regulations, and
3. The conditional use permit and authorized uses thereunder will not substantially diminish or impair property values of existing properties in the neighborhood surrounding the property which is the subject matter of this permit, and
4. All necessary public facilities for use of the land subject to this permit are or will be available if the conditions for issuance are satisfied, and
5. The conditional use permit issued hereunder and the authorized uses under such permit will not impede the normal or orderly development or improvement of surrounding property for the uses permitted within the zoning district, and
6. The grant of this conditional use permit will not hinder the flow of traffic or result in traffic congestion on the public roads and that adequate access points to the subject property from public streets are available, and
7. The uses authorized by this conditional use permit are otherwise in conformity with the regulations pertaining to the zoning districts in which the uses are located and that there is a public necessity for the issuance of the conditional use permit hereunder.

The Commission, by authorizing issuance of the conditional use permit hereunder, further concludes as a matter of law that issuance of the permit is proper under the zoning regulations of Boone County in effect at the time of issuance and the general statutes and laws of this state.

Additional Findings:

The County Commission further finds as fact in support of issuance of this conditional use permit the following to be true:

-
-
- This facility can be operated in such manner as to have little impact on surrounding properties if done so in accordance with existing laws and regulations.
 - Use of this property as self storage should have less impact on surrounding properties than other permitted uses of the C-G zoning classification.
 - There is a continuing need for storage space in the community.

**CONDITIONAL USE PERMIT
BOONE COUNTY, MISSOURI**

PROPERTY OWNER: MD Storage of Columbia LLC

ADDRESS: 1080 E Shalimar Dr.

LEGAL DESCRIPTION: NE1/4 Sec.25, Twp. 49 N., Rge. 13 W.

TAX PARCEL: 11-908-25-01-046.00

ZONING: C-G (General Commercial)

DATE APPROVED: 9/1/2015

CONDITIONAL USE: Self storage facility.

CONDITIONS OF APPROVAL:

- Dust-free paving, minimum chip-seal, is required for all drive surfaces.
- Exterior lighting must be focused inward and downward to prevent light from leaving the site.
- A new privacy fence to be installed and maintained in good condition on the south and west sides, a chain link fence on the east side, and landscape screening and architectural fence on the north side. The screening is to be based on two off-set rows of conifers with 15' triangulated centers. When a planting dies, it must be replaced with a similarly-sized element. (amended from staff recommendation)
- A site plan, including landscaping, fencing, and lighting details be provided as part of the permitting process.

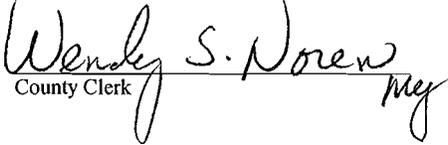
VOID DATE: Void if not used for 12 month period.

EXPIRATION DATE: N/A

ORDER OF APPROVAL

The Boone County Commission through its presiding officer hereby approves issuance of the above conditional use permit as prescribed above, subject to the conditions of approval specified above. Subject to the conditions for issuance and use of this permit, the Commission finds in issuance of this permit that all requirements for issuance are satisfied and that the Commission further makes its findings of fact and conclusions of law in accordance with the provisions shown on the reverse side hereof, validating issuance of this permit. This permit shall not be valid unless countersigned by the Director of the Boone County Department of Planning and Building Inspection and shall expire unless the use authorized hereunder is exercised within one year after the approval date shown above. This permit shall also be revocable for violation of any term or condition contained in this permit upon the complaint of the director and a showing of good cause upon order of the Boone County Commission in accordance with the regulations applicable hereto.

ATTEST:


County Clerk

BOONE COUNTY, MISSOURI
BOONE COUNTY COMMISSION

by 
Presiding Commissioner

APPROVED:


Director, Boone County Resource Management Department

Dated: 9-10-15

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 15

In the County Commission of said county, on the 10th day of September 20 15

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

Now on this day the County Commission of the County of Boone does hereby adopt the Findings of Fact and Conclusions of Law relative to a request by David L. Sallee for a sewage lagoon on 5.0 acres located at 11251 N. Hecht Road, Hallsville.

Done this 10th day of September, 2015.

ATTEST:

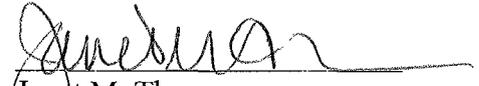
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

FINDINGS OF FACT AND CONCLUSIONS OF LAW

NOW ON THIS ____ day of September, 2015, the Boone County Commission enters these Findings of Fact and Conclusions of Law.

The Commission conducted a hearing on this matter on September 1, 2015. The record before the Commission includes the application and attachments including an appeal, the minutes of the Planning and Zoning Commission on the hearing related to this application, the zoning ordinances and subdivision regulations of Boone County, the materials and recommendations provided by staff and the testimony received at the public hearing.

On this record, the Boone County Commission finds and concludes in denial of this permit that:

The applicant, David L. Sallee was issued a conditional use permit on April 28, 2009 to allow the use of a sewage lagoon on 5.0 acres located at 11251 N Hecht Road, Hallsville, Missouri.

The permit issued on April 28, 2009 was issued with conditions deemed necessary by the Boone County Commission in order to meet the criteria required to issue any conditional use permit in accordance with Section 15. A. (2) Criteria for Approval of the Boone County Zoning Regulations. The conditions are as follows:

- A) No structure be connected to the collector lagoon system other than Mobile homes with county permits which are show and approved in accordance with the Mobile Home Park Ordinance and other county regulations.
- B) The sewage lagoon is restricted to serving only units lawfully placed upon the 5.0 acre tract and is not allowed to serve any structure or use on any other property or parcel.
- C) A proper permit to operate the lagoon from the Missouri Department of Natural Resources must be maintained at all times.

Applicant David L. Sallee filed application to amend the conditional use permit issued on April 28, 2009 to allow the sewer service to be extended mobile home on other properties. If approved, a new permit would eliminate conditions A) and B) as listed.

During the September 1, 2015 public hearing on this request, applicant David L. Salle did not provide any testimony or documentation that addressed the Criteria for Approval as listed in Section 15. A. (2), which states:

“Criteria for Approval. It is the responsibility of the applicant to provide sufficient information/documentation to allow approval of the conditional use permit. Before authorizing the issuance of such conditional use permit, the County Commission shall satisfy itself that:

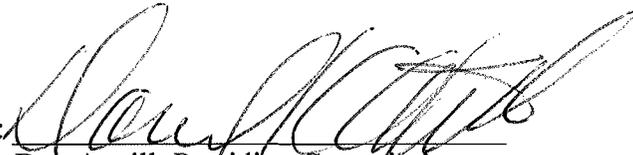
- (a) The establishment, maintenance or operation of a conditional use permit will not be detrimental to or endanger the public health, safety, comfort or general welfare.
- (b) The conditional use permit will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted by these regulations.

- (c) The conditional use permit will not substantially diminish or impair property values of existing properties in the neighborhood.
- (d) All necessary facilities will be available, including, but not limited to, utilities, roads, road access, and drainage.
- (e) The establishment of a conditional use permit will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the zoning district.
- (f) The establishment of a conditional use permit will not hinder the flow of traffic or result in traffic congestion on the public streets. This will include the provision of points of access to the subject property.
- (g) The conditional use permit shall in all other respects conform to the applicable regulations of the zoning district in which it is located. The County Commission shall find that there is a public necessity for the conditional use permit.”

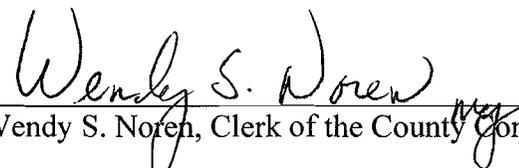
The applicant David L. Salle having failed to meet the burden of proof required by the Boone County Zoning Regulations in Section 15. A. (2), the Boone County Commission hereby finds that the permit requested cannot be issued, and so does deny the request.

SO ORDERED THIS 10th DAY OF SEPTEMBER 2015.

BOONE COUNTY COMMISSION

By: 
Dan Atwill, Presiding Commissioner

ATTEST:


Wendy S. Noren, Clerk of the County Commission

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

}

ea.

September Session of the July Adjourned

Term. 20 15

County of Boone

In the County Commission of said county, on the

10th

day of September

20 15

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Monday, September 14, 2015, at 1:30 p.m. The meeting will be held in the Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 10th day of September, 2015.

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill

Presiding Commissioner

Karen M. Miller

Karen M. Miller

District I Commissioner

Janet M. Thompson

Janet M. Thompson

District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 15

County of Boone

In the County Commission of said county, on the

10th

day of September

20 15

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, September 15, 2015, at 8:30 a.m. The meeting will be held in the Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 10th day of September, 2015.

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Karen M. Miller

Karen M. Miller
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner