

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 11

In the County Commission of said county, on the 29th day of September 20 11

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

Now on this day the County Commission of the County of Boone does hereby approve Resource Management's request to utilize Sole Source Vendor Little River Research & Design for Sole Source Purchase 106-113011SS – Emriver Em2 Moveable Bed Geomodel. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 29th day of September, 2011.

ATTEST:

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

Karen M. Miller
Karen M. Miller
District I Commissioner
Acting Presiding Commissioner
Skip Elkin
Skip Elkin
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



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

MEMORANDUM

RECEIVED

SEP 14 2011

BOONE COUNTY AUDITOR

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: August 29, 2011
RE: Sole Source Purchase – 106-113011SS – Emriver Em2 Moveable Bed
Geomodel

Resource Management requests permission to purchase a Emriver Em2 moveable bed geomodel from Little River Research & Design of Carbondale, Illinois as a sole source purchase. Manufacturer of said product states they are the sole source provider of this larger size model (17.9 square feet) and Resource Management requires the larger model. There are other manufacturers of 12 square feet models.

Attached is the sole source request form for signature and the sole source justification memo from Little River Research & Design. This sole source was advertised in the Columbia Missourian and the Columbia Daily Tribune on August 31, 2011.

Total cost of contract is \$5,404.80 and ½ will be paid from 2046- Stormwater Administration, 91300 – Machinery & Equipment and ½ paid from 2141 –DNR 319 Minigrants, 91300 – Machinery & Equipment.

ATT Sole Source Request
Contracts

cc: Stan Shawver / Georgeanne Bowman, Resource Management
Sole Source File

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



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

SOLE SOURCE/NO SUBSTITUTE FACT SHEET

| | |
|-----------------------------|---------------------|
| Originating Office | Resource Management |
| Person Requesting | Georganne Bowman |
| Date Requested | July 20, 2011 |
| Contact Phone Number | 573-886-4480 |

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT.

PURCHASING DEPARTMENT APPROVAL: Melinda Bobbitt Signature 8-29-11 Date

SOLE SOURCE NUMBER: 106-11301155
(Assigned by Purchasing)

COMMISSION APPROVAL: [Signature] Signature 9-27-11 Date

Expiration Date: July 21, 2011 through August 21, 2011 One Time Purchase (check)

| | |
|---|---|
| Vendor Name | Little River Research & Design |
| Vendor Address | 514 East Main Street, Carbondale, IL 62901 |
| Vendor Phone and Fax | Phone 618-529-7423 Fax 618-529-0927 |
| Product Description | Emriver Em2 moveable bed geomodel |
| Estimated Cost | \$5404.80 |
| Department/Account Number(s) Invoices Will Be Paid | 1/2 from 2046-91300 and 1/2 from ²¹⁴¹⁻ 91300. Budget revisions will need to be completed & approved prior to purchase. |

The following is a list of questions that must be answered when making sole source requests. This is a formal document for submission to the County Commission. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

- Please check the reason(s) for this sole request:
 - Only Known Source-Similar equipment or material not available from another vendor
 - Equipment or materials must be compatible with existing Equipment
 - Immediate purchase necessary to correct situation threatening life/property
 - Lease Purchase - Exercise purchase option on lease
 - Medical device or supply specified by physician
 - Used Equipment - Within price set by one/two appraisal(s) by disinterested party(ies)

CERTIFICATION:
 I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.
Janis H. Hildebrand Auditor
9/29/11 Date 2011-91300

x Other - List (attach additional sheets if necessary) **_All though other companies offer a version of this product none of them equal the functionality or size of this product. The larger size is essential to producing a model as close to realistic as possible. This will be used as a teaching tool and to test possible solutions for current projects so reliable information is a must.**

2. Briefly describe the commodity/material you are requesting and its function.
****See attached**
3. Describe the unique features/compatibility of the commodity/material that precludes competitive bidding.
****See attached**
4. What research has been done to verify this vendor as the only known source?
****See attached**
5. Does this vendor have any distributors, dealers, resellers, etc. that sell the commodity/material?
 Yes (please attach a list of known sources)
 No
6. Must this commodity/material be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain.
N/A
7. If this is an initial purchase, what are the future consequences of the purchase? That is, once this purchase is approved and processed, what additional upgrades/additions/supplies/etc. are anticipated/projected over the useful life of this product?
.This is a one time purchase
8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurred since the initial purchase? Please state previous purchase order number(s).
N/A
9. How has this commodity/material been purchased in the past? (Sealed Bid, Sole Source, RFP, other)
Please provide document numbers.
Has not been purchased in the past
10. What are the consequences of not securing this specific commodity/material?
.Purchase of a smaller model would not produce accurate information.
11. List any other information relevant to the acquisition of this commodity/material (additional sheets may be attached, if necessary).
N/A
12. How long is sole source approval necessary for this type of purchase? Is this a one-time purchase or is there an identified time period needed?
One time purchase

Boone County Purchasing

Melinda Bobbitt, CPPB
Director of Purchasing



601 E. Walnut-Rm 209
Columbia, MO 65201
Phone (573) 886-4391
Fax (573) 886-4390

To: Ruby Wheeler
rwheeler@tribmail.com

From: Melinda Bobbitt, Director of Purchasing

RE: Advertisement for Sole Source Purchase

Date: August 29, 2011

The following is a sole source purchase advertisement. Please call if you have any questions.

NOTICE OF INTENT TO MAKE SINGLE FEASIBLE SOURCE PURCHASE

Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:

Emriver Em2 moveable bed geomodel for river research from Little River Research & Design of Carbondale, Illinois

To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by **9:30 a.m. on Tuesday, September 6, 2011**. Boone County Purchasing Department, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymmo.org.

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

Insertion date: Wednesday, August 31, 2011
COLUMBIA TRIBUNE

**NOTICE OF INTENT TO
MAKE SINGLE FEASIBLE
SOURCE PURCHASE**

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geomodel for river research from
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mbobbitt@boonecountymo.org.

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

INSERTION DATE: August 31,
2011

Melinda Bobbitt - RE: Sole Source Ad: Emriver Em2 moveable bed geomodel

From: "Wheeler, Ruby" <rgwheeler@columbiatribune.com>
To: "Melinda Bobbitt" <mbobbitt@boonecountymo.org>
Date: 8/29/2011 3:00 PM
Subject: RE: Sole Source Ad: Emriver Em2 moveable bed geomodel
Attachments: 1344194.pdf

Melinda:

I have attached a copy of the notice as it would appear on Wednesday 8/31. Total cost is \$36.49.

Please review the attached proof closely and make the following notations:

- If changes are required, mark them clearly on the proof; either email changes or and fax to 815-1851
- If no changes are required, please email confirmation

CANCELLATION POLICY

Please be advised that if a legal notice is cancelled prior to publication, a \$35.00 production fee will be charged. Cancellations or changes made within the duration of the ad will be effective for the next available publication according to our deadlines (typically 72 – 96 hours prior to publication, depending on publication date). Cancellation instructions MUST be faxed to 573-815-1851. If you do not receive confirmation from us that the notice has been cancelled, it is your responsibility to follow up on the cancellation request by calling 573-815-1855. The Columbia Daily Tribune will not be liable for cancellation discrepancies if these procedures are not followed.

Thanks,

Ruby

Ruby Wheeler
Classified Advertising Manager
Columbia Daily Tribune / ColumbiaTribune.com PO Box 798, Columbia, MO 65205
Ph 573.815.1859
Fx 573.815.1851

TRIBUNE CLASSIFIEDS
The Market Leader

From: Melinda Bobbitt [mailto:mbobbitt@boonecountymo.org]
Sent: Monday, August 29, 2011 14:36
To: Wheeler, Ruby
Subject: Sole Source Ad: Emriver Em2 moveable bed geomodel

Ruby,
See attached ad.
Thanks,
Melinda

Boone County Purchasing

Melinda Bobbitt, CPPB
Director of Purchasing



601 E. Walnut-Rm 209
Columbia, MO 65201
Phone (573) 886-4391
Fax (573) 886-4390

To: Susan Richison (884-0003)
twitchells@missouri.edu

From: Melinda Bobbitt, Director of Purchasing

RE: Advertisement for Sole Source Purchase

Date: August 29, 2011

The following is a sole source purchase advertisement. Please call if you have any questions.

NOTICE OF INTENT TO MAKE SINGLE FEASIBLE SOURCE PURCHASE

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Emriver Em2 moveable bed geomodel for river research from Little River Research & Design of Carbondale, Illinois

To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by **9:30 a.m. on Tuesday, September 6, 2011**. Boone County Purchasing Department, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

Insertion date: Wednesday, August 31, 2011
COLUMBIA MISSOURIAN

Page : 1 of 1 08/29/2011 14:39:08

Order Number : 30976357
PO Number :
Customer : L8864390 Boone Co. Purchasing
Contact :
Address1 : 601 E. Walnut, Room 205
Address2 :
City St Zip : Columbia MO 65201
Phone : (573) 886-4392
Fax : (573) 886-4390
Credit Card :
Printed By : Richison, Susan
Entered By : Richison, Susan

Keywords : Emriver Em2 moveable bed geomodel for river resear
Notes :
Zones :

Ad Number : 30986804
Ad Key : 30976357
Salesperson : 67 - Legal Acct
Publication : Columbia Missourian
Section : Classified Section
Sub Section : Classified Section
Category : Legal Notices 1300
Dates Run : 08/31/2011-08/31/2011
Days : 1
Size : 1 x 2.90, 29 lines
Words : 142
Ad Rate : Open
Ad Price : 18.85
Amount Paid : 0.00
Amount Due : 18.85

**NOTICE OF INTENT TO MAKE SINGLE
FEASIBLE SOURCE PURCHASE**

Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:

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Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.

Melinda Bobbitt, CPPB
Director, Boone County Purchasing
Insertion date: Wednesday, August 31, 2011

Little River Research & Design

514 East Main Street
Carbondale, IL 62901
618-529-7423 fax 618-529-0927
info@emriver.com www.emriver.com



Sole Source Statement Emriver Em2 moveable bed geomodel

Utility of moveable bed river models.

Little River Research & Design offers the *Emriver Em2* moveable bed river model (MBRM). MBRMs are small-scale physical models of rivers using recirculated flowing water and moveable media. These models overcome science teaching challenges by connecting river science and conservation to everyday life. MBRMs realistically and dynamically simulate a wide range of river processes, including sediment transport, meander development and movement, and floodplain formation. MBRMs move beyond hands-on learning; most students find it difficult to keep their hands *off* these river models. MBRMs excite the imagination and strongly motivate students to explore and understand river conservation issues.

Photographs, video, and full specifications of the *Emriver Em2* model are available at <http://www.emriver.com/specs.html>.

Sole Source Justification.

There are several other MBRMs on the market. All have limitations that greatly restrict their usefulness. In particular, they are much smaller than the Emriver, the largest being only 12 square feet in size. The Emriver Em2 is 2.75 ft. x 6.5 ft., giving a surface area of 17.9 square feet. The narrow widths of even the largest competitors (26 inches) are inadequate to properly show river meandering processes. The smaller size (and thus box perimeter) of the other models also greatly limits the number of students who can observe the model. The Emriver Em2 can easily accommodate a dozen students.

The *Emriver Em2* is designed and built for many years of hard use with very little maintenance. It is optimized for size and portability. All other MBRM's use lightweight plastic boxes or tubs to contain the modeling media and water. The *Emriver Em2* uses a very strong engineered aluminum box. The *Emriver's* support horses (most other models provide no support and must be used on a table) are very durable and also capable of safely supporting several hundred pounds. The *Emriver's* pumping, metering, and flow control system uses the highest quality components, including a

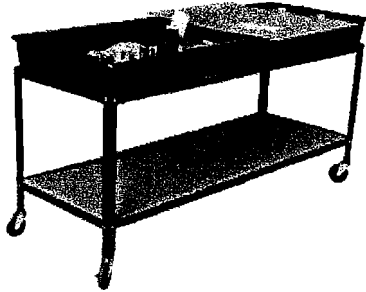
Google products

Search Products

Hubbard Scientific Hydro-Geology Stream Table w/Cart All Acc.

Overview - Online stores - Details

\$901 online



* Stream table allows the class to create actual streams, lakes, and related landforms. * Stream cutoffs, piracy, deltas, beaches, land erosion, and many other phenomena can be modeled. * High impact, 26"W x 66"L x 6"D plastic stream table is virtually unbreakable and easy to clean. * Once water and sand are added, the unit is completely self-contained. * Two separate stream flows provide for simultaneous study of separate streams. * Flow rates and water levels are easily controlled.

Add to Shopping List

Online stores

Show only: Google Checkout Free shipping New items Your location: Columbia, MO 65212 - Change

| Relevance | Seller rating | Condition | Tax and shipping (estimated) | Total price | Base price |
|-------------|----------------------|-----------|------------------------------|-------------|-------------------|
| Amazon.com | 5,347 seller ratings | New | No tax + Shipping: \$88.87 | \$1,130.87 | \$1,042.00 |
| Opentip.com | 204 seller ratings | New | No tax + Shipping: \$148.03 | \$1,088.53 | \$940.50 |
| S3 Stores | No rating | New | | | \$901.02 |
| wardsci.com | No rating | New | No tax + Shipping: \$60.00 | \$1,485.00 | \$1,425.00 |
| SensoryEdge | 57 seller ratings | New | No tax + Free shipping | \$1,394.95 | \$1,394.95 |

Online stores 1 - 5 of 5

Folding Table Carts

www.competitiveedgeproducts.com Many Table Racks & Trucks To Choose From. Volume Pricing Available!

Ads

Geology Stream Table

www.shopzilla.com/LearningToys Bring Joy & Fun to Learning. Save on Geology Stream Table!

Details

| | |
|-------------|----------------------|
| Brand | American Educational |
| Part Number | 916 |
| UPC | 795721107625 |

Stream Table

shopping.yahoo.com Find Low Prices On Stream Table. Compare Products, Prices & Stores.

Ads

Hydro Geology

www.ask.com Get Hydro Geology Find Hydro Geology

Hydro Stream Sale

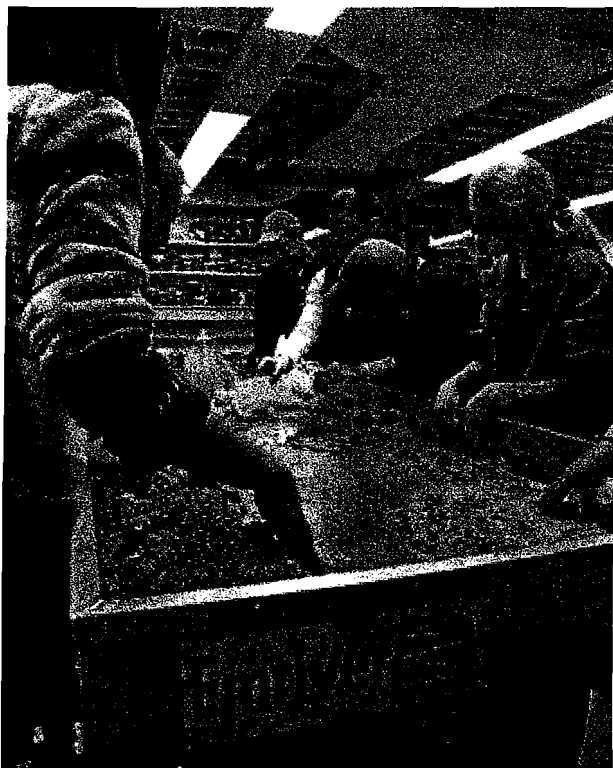
hydro.buycheapr.com Buy Hydro Stream And Save Big - Low US Shipping & Fast!

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About • Components • Videos • Support • Order
Emriver Em2 and Em4 river process simulators

Powerful tools for river research and education.

See our new **Emriver Em2** [movie!](#)

We are now filling orders for our new 4-meter Em4 river models ([video](#), [datasheet](#)), and designating the existing Emriver model as the Em2.

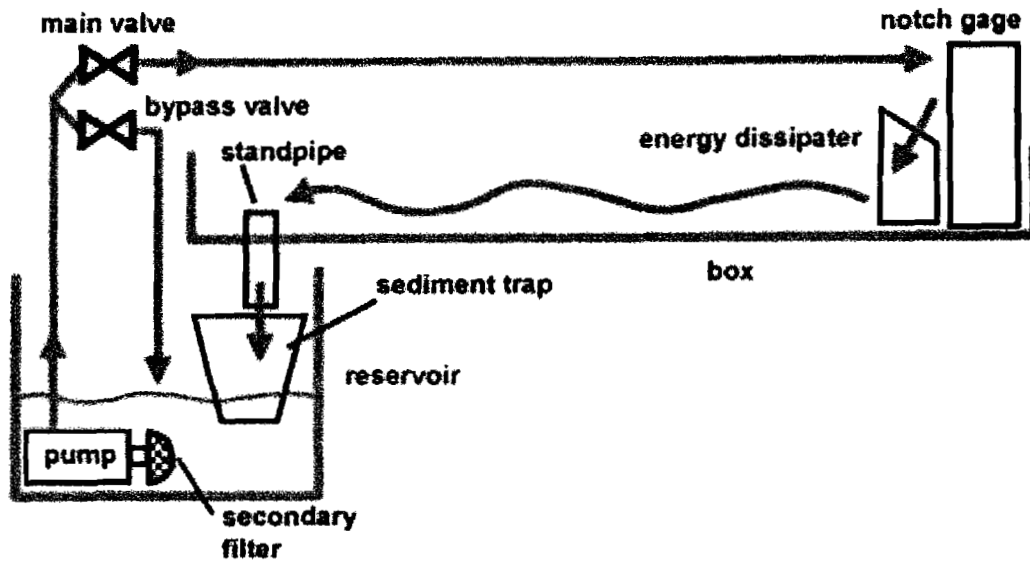


The Emriver Em2: Using a moveable thermoplastic bed and recirculated water, the **Emriver Em2** model simulates river processes with remarkable accuracy.

Now in wide use by river scientists and managers for education and research ([user map here](#)), the Emriver Em2 model demonstrates basic principles of river behavior and subtle channel morphology and sediment transport processes.

The Emriver Em2 model uses only 27 gallons (102 liters) of water, and is easily moved for field use.

Visit the components pages for photos and details on the Emriver's construction and parts.



Schematic of water flow through Emriver.

www.emriver.com • info@emriver.com

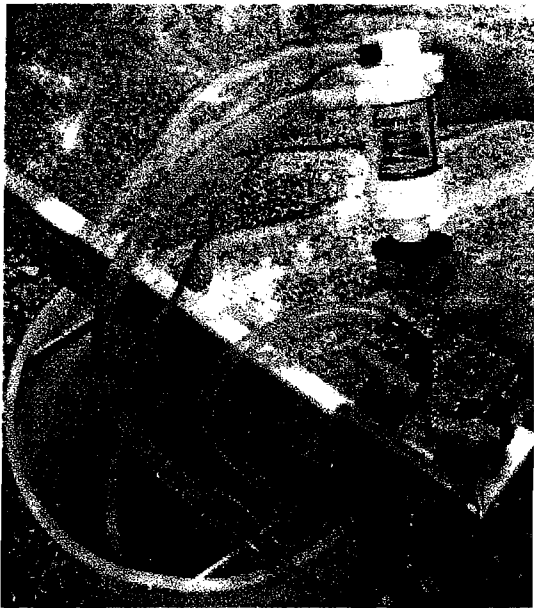
© 2008 Little River Research & Design

514 East Main • Carbondale, Illinois 62901, U.S.A. • Tel. (618) 529-7423 • Fax (618) 529-0927

Home • Consulting • Emriver • Contact Us
About • Components • Videos • Support • Order
Emriver : Components : Pump, Reservoir & Power Supply

- [Specifications](#)
- [Box & Supports](#)
- [Pump, Reservoir & Power Supply](#)
- [Modeling Media & Accessories](#)
- [Measurement Tools](#)
- [User Manuals](#)

Emriver is designed and built for durability under demanding conditions



The mag-drive pump may be run dry without damage. A small U1-series battery will power the pump for several hours. All hydraulic and electrical fittings are industrial grade parts.

Home • Consulting • Emriver • Contact Us
 About • Components • Videos • Support • Order
 Emriver : Components : Specifications

| Feature | Description |
|----------------------|---|
| Box | Engineered reinforced 3/16" sheet aluminum box, 7 x 3 x 0.5 ft., 65 pounds (29 kg) TIG welded and riveted, PVC standpipe and drain fixture |
| Supports | Two aluminum horses, folding, each with four adjustable broad-based feet, about 13 pounds (5.8 kg) each |
| Reservoir | 27 gal. (110 l) polypropylene, graduated, with supports for sediment filter and pump Sediment trapping system |
| Pump | Sealed 800 gph (3028 lph) 12-volt 3.8 amp submersible pump, with intake filter B+K Precision 12-volt power supply, input standard 115-volt 60 HZ. |
| Power Supply | (12 volt battery is not included) Wire harnesses for both laboratory and 12-volt battery or auto power |
| Modeling Media | 180 pounds (82 kg) cryogenically-ground melamine plastic, specially manufactured with proprietary mix of sizes and colors |
| Gage | Notch gage and energy-dissipation unit, machined acrylic, capable of gaging flows from 15ml/s to 325ml/s |
| Valve Array | Nylon glass-filled industrial half-union ball valves, fully field serviceable, 3/4" vinyl tubing supply to notch gage, nylon hose disconnects, garden hose fittings for field filling and emptying of system |
| Measurement Tools | Vertical measuring rod and bracket (for leveling) Custom-built measuring tape for long profile surveys riprap stones |
| Modeling Accessories | acrylic shapes for bridge culverts, piers, and other flow obstructions bars for low water crossings, "slab" bridges, and other built structures roughness elements, including simulated riparian vegetation |
| Sediment Handling | Two large scoops Coarse sieve for removing riprap and other elements from sediment Scrapers for moving and shaping media |
| Support | Comprehensive use and maintenance manual Comprehensive demonstration manual, updated via email and website Full parts and supplies support |

www.emriver.com • info@emriver.com

© 2006 Little River Research & Design

514 East Main • , Illinois 62901, U.S.A. • Tel. (618) 529-7423 • Fax (618) 529-0927

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

September Session of the July Adjourned

Term. 20 11

In the County Commission of said county, on the 29th day of September 20 11

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision for the sole source purchase of an Emriver Em2 moveable bed to be used for educational purposes:

| Department | Account | Department Name | Account Name | Decrease \$ | Increase \$ |
|------------|---------|------------------|---------------------|-------------|-------------|
| 2046 | 91300 | Stormwater Admin | Machinery & Equip | | 2,905.00 |
| 2046 | 10100 | Stormwater Admin | Salaries & Wages | 1,500.00 | |
| 2046 | 84010 | Stormwater Admin | Receptions/Meetings | 855.00 | |
| 2046 | 84300 | Stormwater Admin | Advertising | 150.00 | |
| 2046 | 86300 | Stormwater Admin | Testing | 400.00 | |
| 2141 | 91300 | DNR Mini Grants | Machinery & Equip | | 500.00 |
| 2141 | 71700 | DNR Mini Grants | Equipment Rentals | 500.00 | |

Done this 29th day of September, 2011.

ATTEST:

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

Karen M. Miller
 Karen M. Miller
 District I Commissioner
 Acting Presiding Commissioner

Skip Elkin
 Skip Elkin
 District II Commissioner

REQUEST FOR BUDGET REVISION

To: County Clerk's Office
Comm Order # 401-2011

BOONE COUNTY, MISSOURI

RECEIVED

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

9/21/11

EFFECTIVE DATE

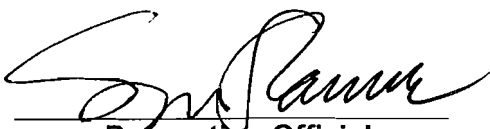
SEP 21 2011

FOR AUDITORS USE

| Department | | | | Account | | | | BOONE COUNTY AUDITOR | | (Use whole \$ amounts) | | |
|------------|---|---|---|---------|---|---|---|----------------------|------------------|------------------------|--------------|---------------|
| | | | | | | | | | | Department Name | Account Name | Transfer From |
| | | | | | | | | Decrease | Increase | | | |
| 2 | 0 | 4 | 6 | 9 | 1 | 3 | 0 | 0 | Stormwater Admin | Machinery & Equip | | 2905.00 |
| 2 | 0 | 4 | 6 | 1 | 0 | 1 | 0 | 0 | Stormwater Admin | Salaries & Wages | 1500.00 | |
| 2 | 0 | 4 | 6 | 8 | 4 | 0 | 1 | 0 | Stormwater Admin | Receptions/Meetings | 855.00 | |
| 2 | 0 | 4 | 6 | 8 | 4 | 3 | 0 | 0 | Stormwater Admin | Advertising | 150.00 | |
| 2 | 0 | 4 | 6 | 8 | 6 | 3 | 0 | 0 | Stormwater Admin | Testing | 400.00 | |
| 2 | 1 | 4 | 1 | 9 | 1 | 3 | 0 | 0 | DNR Mini Grants | Machinery & Equip | | 500.00 |
| 2 | 1 | 4 | 1 | 7 | 1 | 7 | 0 | 0 | DNR Mini Grants | Equipment Rentals | 500.00 | |
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| | | | | | | | | | | | | |

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): This budget amendment is for sole source purchase of an Emriver Em2 movable bed to be used for educational purposes. Should have no impact on remainder of 2011 budget year. No impact on subsequent years. *revision*

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES NO
If not, please explain (use an attachment if necessary):


Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- Unencumbered funds are available for this budget revision.
- Comments:

Agenda


Auditor's Office

PRESIDING COMMISSIONER


DISTRICT I COMMISSIONER


DISTRICT II COMMISSIONER

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



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

SOLE SOURCE/NO SUBSTITUTE FACT SHEET

| | |
|-----------------------------|---------------------|
| Originating Office | Resource Management |
| Person Requesting | Georganne Bowman |
| Date Requested | July 20, 2011 |
| Contact Phone Number | 573-886-4480 |

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT.

PURCHASING DEPARTMENT APPROVAL:

Melinda Bobbitt
Signature

8-29-11
Date

SOLE SOURCE NUMBER: 106-11301155
(Assigned by Purchasing)

COMMISSION APPROVAL:

Signature

Date

Expiration Date: July 21, 2011 through August 21, 2011

One Time Purchase (check)

| | |
|---|--|
| Vendor Name | Little River Research & Design |
| Vendor Address | 514 East Main Street, Carbondale, IL 62901 |
| Vendor Phone and Fax | Phone 618-529-7423 Fax 618-529-0927 |
| Product Description | Emriver Em2 moveable bed geomodel |
| Estimated Cost | \$5404.80 |
| Department/Account Number(s) Invoices Will Be Paid | 1/2 from 2046-91300 and 1/2 from ²¹⁴¹ 91300. Budget revisions will need to be completed & approved prior to purchase. |

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 - Only Known Source-Similar equipment or material not available from another vendor
 - Equipment or materials must be compatible with existing Equipment
 - Immediate purchase necessary to correct situation threatening life/property
 - Lease Purchase - Exercise purchase option on lease
 - Medical device or supply specified by physician
 - Used Equipment - Within price set by one/two appraisal(s) by disinterested party(ies)

CERTIFICATION:
I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.
James E. Holsinger
Auditor
Date 8/20/11 2046-91300 2141-91300

x Other - List (attach additional sheets if necessary) **All though other companies offer a version of this product none of them equal the functionality or size of this product. The larger size is essential to producing a model as close to realistic as possible. This will be used as a teaching tool and to test possible solutions for current projects so reliable information is a must.**

2. Briefly describe the commodity/material you are requesting and its function.
****See attached**
3. Describe the unique features/compatibility of the commodity/material that precludes competitive bidding.
****See attached**
4. What research has been done to verify this vendor as the only known source?
****See attached**
5. Does this vendor have any distributors, dealers, resellers, etc. that sell the commodity/material?
 Yes (please attach a list of known sources)
 No
6. Must this commodity/material be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain.
N/A
7. If this is an initial purchase, what are the future consequences of the purchase? That is, once this purchase is approved and processed, what additional upgrades/additions/supplies/etc. are anticipated/projected over the useful life of this product?
.This is a one time purchase
8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurred since the initial purchase? Please state previous purchase order number(s).
N/A
9. How has this commodity/material been purchased in the past? (Sealed Bid, Sole Source, RFP, other)
Please provide document numbers.
Has not been purchased in the past
10. What are the consequences of not securing this specific commodity/material?
.Purchase of a smaller model would not produce accurate information.
11. List any other information relevant to the acquisition of this commodity/material (additional sheets may be attached, if necessary).
N/A
12. How long is sole source approval necessary for this type of purchase? Is this a one-time purchase or is there an identified time period needed?
One time purchase

Boone County Purchasing

Melinda Bobbitt, CPPB
Director of Purchasing



601 E. Walnut-Rm 209
Columbia, MO 65201
Phone (573) 886-4391
Fax (573) 886-4390

To: Ruby Wheeler
rwheeler@tribmail.com

From: Melinda Bobbitt, Director of Purchasing

RE: Advertisement for Sole Source Purchase

Date: August 29, 2011

The following is a sole source purchase advertisement. Please call if you have any questions.

NOTICE OF INTENT TO MAKE SINGLE FEASIBLE SOURCE PURCHASE

Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:

Emriver Em2 moveable bed geomodel for river research from Little River Research & Design of Carbondale, Illinois

To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by **9:30 a.m. on Tuesday, September 6, 2011**. Boone County Purchasing Department, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymmo.org.

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

Insertion date: Wednesday, August 31, 2011
COLUMBIA TRIBUNE

**NOTICE OF INTENT TO
MAKE SINGLE FEASIBLE
SOURCE PURCHASE**

Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:

**Emriver Em2 moveable bed
geomodel for river research from
Little River Research & Design
of Carbondale, Illinois**

To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by **9:30 a.m. on Tuesday, September 6, 2011.** Boone County Purchasing Department, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201. Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail:

mbobbitt@boonecountymo.org.

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

INSERTION DATE: August 31,
2011

Melinda Bobbitt - RE: Sole Source Ad: Emriver Em2 moveable bed geomodel

From: "Wheeler, Ruby" <rgwheeler@columbiatribune.com>
To: "Melinda Bobbitt" <mbobbitt@boonecountymo.org>
Date: 8/29/2011 3:00 PM
Subject: RE: Sole Source Ad: Emriver Em2 moveable bed geomodel
Attachments: 1344194.pdf

Melinda:

I have attached a copy of the notice as it would appear on Wednesday 8/31. Total cost is \$36.49.

Please review the attached proof closely and make the following notations:

- If changes are required, mark them clearly on the proof; either email changes or and fax to 815-1851
- If no changes are required, please email confirmation

CANCELLATION POLICY

Please be advised that if a legal notice is cancelled prior to publication, a \$35.00 production fee will be charged. Cancellations or changes made within the duration of the ad will be effective for the next available publication according to our deadlines (typically 72 – 96 hours prior to publication, depending on publication date). Cancellation instructions MUST be faxed to 573-815-1851. If you do not receive confirmation from us that the notice has been cancelled, it is your responsibility to follow up on the cancellation request by calling 573-815-1855. The Columbia Daily Tribune will not be liable for cancellation discrepancies if these procedures are not followed.

Thanks,

Ruby

Ruby Wheeler
Classified Advertising Manager
Columbia Daily Tribune / ColumbiaTribune.com PO Box 798, Columbia, MO 65205
Ph 573.815.1859
Fx 573.815.1851

TRIBUNE CLASSIFIEDS
The Market Leader

From: Melinda Bobbitt [mailto:mbobbitt@boonecountymo.org]
Sent: Monday, August 29, 2011 14:36
To: Wheeler, Ruby
Subject: Sole Source Ad: Emriver Em2 moveable bed geomodel

Ruby,
See attached ad.
Thanks,
Melinda

Boone County Purchasing

Melinda Bobbitt, CPPB
Director of Purchasing



601 E. Walnut-Rm 209
Columbia, MO 65201
Phone (573) 886-4391
Fax (573) 886-4390

To: Susan Richison (884-0003)
twitchells@missouri.edu

From: Melinda Bobbitt, Director of Purchasing

RE: Advertisement for Sole Source Purchase

Date: August 29, 2011

The following is a sole source purchase advertisement. Please call if you have any questions.

NOTICE OF INTENT TO MAKE SINGLE FEASIBLE SOURCE PURCHASE

Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:

Emriver Em2 moveable bed geomodel for river research from Little River Research & Design of Carbondale, Illinois

To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by **9:30 a.m. on Tuesday, September 6, 2011**. Boone County Purchasing Department, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymmo.org.

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

Insertion date: Wednesday, August 31, 2011
COLUMBIA MISSOURIAN

Page : 1 of 1 08/29/2011 14:39:08

Order Number : 30976357
PO Number :
Customer : L8864390 Boone Co. Purchasing
Contact :
Address1 : 601 E. Walnut, Room 205
Address2 :
City St Zip : Columbia MO 65201
Phone : (573) 886-4392
Fax : (573) 886-4390
Credit Card :
Printed By : Richison, Susan
Entered By : Richison, Susan

Ad Number : 30986804
Ad Key : 30976357
Salesperson : 67 - Legal Acct
Publication : Columbia Missourian
Section : Classified Section
Sub Section : Classified Section
Category : Legal Notices 1300
Dates Run : 08/31/2011-08/31/2011
Days : 1
Size : 1 x 2.90, 29 lines
Words : 142
Ad Rate : Open
Ad Price : 18.85
Amount Paid : 0.00
Amount Due : 18.85

Keywords : Emriver Em2 moveable bed geomodel for river resear
Notes :
Zones :

NOTICE OF INTENT TO MAKE SINGLE FEASIBLE SOURCE PURCHASE
Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:
Emriver Em2 moveable bed geomodel for river research from Little River Research & Design of Carbondale, Illinois
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Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.
Melinda Bobbitt, CPPB
Director, Boone County Purchasing
Insertion date: Wednesday, August 31, 2011

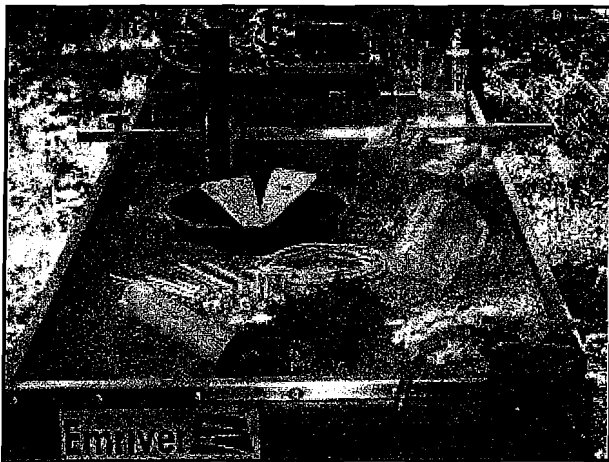
Emriver Em2 : Components

- [Specifications](#)
- [Box & Supports](#)
- [Pump, Reservoir & Power Supply](#)
- [Modeling Media & Accessories](#)
- [Measurement Tools](#)
- [User Manuals](#)

The Emriver Em2 model is designed and built for durability under demanding conditions

Click on the menu items at right for detailed photos and descriptions of the Emriver's parts. Years of real-world experience have gone into the design of the Emriver model. It is built to withstand the stresses of traveling and field use.

The Emriver Em2 is super-rugged and field serviceable. Lost or damaged parts are easily repaired or replaced.



Click on the image at left to see an interactive image map.

9/21/2011

FY 2011
 Budget Amendments/Revisions
 Public Works - Stormwater Administration (2046)

| Index # | Date Recd | Dept | Account | Dept Name | Account Name | \$Increase | \$Decrease | Reason/Justification | Comments |
|---------|-----------|--------------------|-------------------|-----------------------|---------------------|------------|------------|---|----------|
| 1 | 2/4/2011 | 2046 | 3411 | Stormwater Admin | Federal Grant Reimb | 9,700 | | Rollover for Nonpoint Source Pollution Minigrant. | |
| | | 2046 | 22000 | Stormwater Admin | Postage | 225 | | | |
| | | 2046 | 23000 | Stormwater Admin | Office Supplies | 600 | | | |
| | | 2046 | 23001 | Stormwater Admin | Printing | 1,100 | | | |
| | | 2046 | 23050 | Stormwater Admin | Other Supplies | 3,000 | | | |
| | | 2046 | 23850 | Stormwater Admin | Minor Tools & Equip | 200 | | | |
| | | 2046 | 71100 | Stormwater Admin | Outside Services | 200 | | | |
| | | 2046 | 71700 | Stormwater Admin | Equipment Rentals | 2,000 | | | |
| | | 2046 | 84010 | Stormwater Admin | Receptions/Meetings | 175 | | | |
| | | 2046 | 84300 | Stormwater Admin | Advertising | 200 | | | |
| 2046 | 91300 | Stormwater Admin | Machinery & Equip | 2,000 | | | | | |
| 2 | 2/22/2011 | 2046 | 3411 | Stormwater Admin | Federal Grant Reimb | | 9,700 | Move funds to new department | |
| | | 2046 | 22000 | Stormwater Admin | Postage | | 225 | | |
| | | 2046 | 23000 | Stormwater Admin | Office Supplies | | 600 | | |
| | | 2046 | 23001 | Stormwater Admin | Printing | | 1,100 | | |
| | | 2046 | 23050 | Stormwater Admin | Other Supplies | | 3,000 | | |
| | | 2046 | 23850 | Stormwater Admin | Minor Tools & Equip | | 200 | | |
| | | 2046 | 71100 | Stormwater Admin | Outside Services | | 200 | | |
| | | 2046 | 71700 | Stormwater Admin | Equipment Rentals | | 2,000 | | |
| | | 2046 | 84010 | Stormwater Admin | Receptions/Meetings | | 175 | | |
| | | 2046 | 84300 | Stormwater Admin | Advertising | | 200 | | |
| | | 2046 | 91300 | Stormwater Admin | Machinery & Equip | | 2,000 | | |
| | | 2141 | 3411 | DNR 319 Minigrants | Federal Grant Reimb | 9,700 | | | |
| | | 2141 | 22000 | DNR 319 Minigrants | Postage | 225 | | | |
| | | 2141 | 23000 | DNR 319 Minigrants | Office Supplies | 600 | | | |
| | | 2141 | 23001 | DNR 319 Minigrants | Printing | 1,100 | | | |
| | | 2141 | 23050 | DNR 319 Minigrants | Other Supplies | 3,000 | | | |
| | | 2141 | 23850 | DNR 319 Minigrants | Minor Tools & Equip | 200 | | | |
| | | 2141 | 71100 | DNR 319 Minigrants | Outside Services | 200 | | | |
| | | 2141 | 71700 | DNR 319 Minigrants | Equipment Rentals | 2,000 | | | |
| | | 2141 | 84010 | DNR 319 Minigrants | Receptions/Meetings | 175 | | | |
| 2141 | 84300 | DNR 319 Minigrants | Advertising | 200 | | | | | |
| 2141 | 91300 | DNR 319 Minigrants | Machinery & Equip | 2,000 | | | | | |
| 3 | 3/31/2011 | 2046 | 48000 | Stormwater | Telephones | 420 | | Re-classification for Stormwater phone | |
| | | 2045 | 48000 | Design & Construction | Telephones | | 420 | | |
| 4 | 6/1/2011 | 2046 | 59300 | Stormwater | Parking | 853 | | Re-classify funds to cover parking costs | |
| | | 2046 | 23000 | Stormwater | Office Supplies | | 13 | | |
| | | 2045 | 23001 | Design & Construction | Printing | | 153 | | |
| | | 2045 | 59300 | Design & Construction | Parking | | 687 | | |
| 5 | 9/21/2011 | 2046 | 91300 | Stormwater | Machinery & Equip | | 2,905 | Re-classify funds to cover purchase of movable river bed used for educational purposes. | |
| | | 2046 | 10100 | Stormwater | Salaries & Wages | 1500 | | | |
| | | 2046 | 84010 | Stormwater | Receptions/Meetings | 855 | | | |
| | | 2046 | 84300 | Stormwater | Advertising | 150 | | | |
| | | 2046 | 86300 | Stormwater | Testing | 400 | | | |

9/21/2011

| | | | | | |
|------|-------|--------------------|-------------------|-----|-----|
| 2141 | 91300 | DNR 319 Minigrants | Machinery & Equip | | 500 |
| 2141 | 71700 | DNR 319 Minigrants | Equipment Rentals | 500 | |

FY 2011
Budget Amendments/Revisions
DNR 319 Minigrants (2141)

| Index # | Date Recd | Dept | Account | Dept Name | Account Name | \$Increase | \$Decrease | Reason/Justification | Comments |
|---------|-----------|--------------------|---------------------|--------------------|---------------------|------------|------------|---|----------|
| 1 | 2/22/2011 | 2046 | 3411 | Stormwater Admin | Federal Grant Reimb | | 9,700 | Move funds to new department | |
| | | 2046 | 22000 | Stormwater Admin | Postage | | 225 | | |
| | | 2046 | 23000 | Stormwater Admin | Office Supplies | | 600 | | |
| | | 2046 | 23001 | Stormwater Admin | Printing | | 1,100 | | |
| | | 2046 | 23050 | Stormwater Admin | Other Supplies | | 3,000 | | |
| | | 2046 | 23850 | Stormwater Admin | Minor Tools & Equip | | 200 | | |
| | | 2046 | 71100 | Stormwater Admin | Outside Services | | 200 | | |
| | | 2046 | 71700 | Stormwater Admin | Equipment Rentals | | 2,000 | | |
| | | 2046 | 84010 | Stormwater Admin | Receptions/Meetings | | 175 | | |
| | | 2046 | 84300 | Stormwater Admin | Advertising | | 200 | | |
| | | 2141 | 3411 | DNR 319 Minigrants | Machinery & Equip | | | | |
| | | 2141 | 22000 | DNR 319 Minigrants | Federal Grant Reimb | | 9,700 | | |
| | | 2141 | 23000 | DNR 319 Minigrants | Postage | | 225 | | |
| | | 2141 | 23001 | DNR 319 Minigrants | Office Supplies | | 600 | | |
| | | 2141 | 23050 | DNR 319 Minigrants | Printing | | 1,100 | | |
| | | 2141 | 23850 | DNR 319 Minigrants | Other Supplies | | 3,000 | | |
| | | 2141 | 71100 | DNR 319 Minigrants | Minor Tools & Equip | | 200 | | |
| | | 2141 | 71700 | DNR 319 Minigrants | Outside Services | | 200 | | |
| | | 2141 | 84010 | DNR 319 Minigrants | Equipment Rentals | | 2,000 | | |
| 2141 | 84300 | DNR 319 Minigrants | Receptions/Meetings | | 175 | | | | |
| 2141 | 91300 | DNR 319 Minigrants | Advertising | | 200 | | | | |
| 2141 | 91300 | DNR 319 Minigrants | Machinery & Equip | | 2,000 | | | | |
| 2 | 9/21/2011 | 2046 | 91300 | Stormwater | Machinery & Equip | | 2,905 | Re-classify funds to cover purchase of movable river bed used for educational purposes. | |
| | | 2046 | 10100 | Stormwater | Salaries & Wages | | 1500 | | |
| | | 2046 | 84010 | Stormwater | Receptions/Meetings | | 855 | | |
| | | 2046 | 84300 | Stormwater | Advertising | | 150 | | |
| | | 2046 | 86300 | Stormwater | Testing | | 400 | | |
| | | 2141 | 91300 | DNR 319 Minigrants | Machinery & Equip | | | 500 | |
| | | 2141 | 71700 | DNR 319 Minigrants | Equipment Rentals | | | 500 | |

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

September Session of the July Adjourned

Term. 20 11

In the County Commission of said county, on the 29th day of September 20 11

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 to cover the cost of a new microfilm cabinet:

| Department | Account | Department Name | Account Name | Decrease \$ | Increase \$ |
|------------|---------|-----------------|------------------|-------------|-------------|
| 2110 | 86850 | Tax Maint. Fund | Contingency | 3,166.00 | |
| 2110 | 91100 | Tax Maint. Fund | Office Furniture | | 3,166.00 |

Done this 29th day of September, 2011.

ATTEST:

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

Karen M. Miller
 Karen M. Miller
 District I Commissioner
 Acting Presiding Commissioner

Skip Elkin
 Skip Elkin
 District II Commissioner

REQUEST *PAYMENT REQUISITION IN HOLD BASKET* **VISION**

BOONE COUNTY, MISSOURI

RECEIVED

SEP 12 2011

9-12-11

EFFECTIVE DATE

FOR AUDITORS USE

| Department | Account | Department Name | Account Name | (Use whole \$ amounts) | |
|------------|-----------|-----------------|------------------|------------------------|-------------|
| | | | | Transfer From | Transfer To |
| | | | | Decrease | Increase |
| 2 1 1 0 | 8 6 8 5 0 | Tax Maint. Fund | Contingency | 3166.00 | |
| | | | | | |
| 2 1 1 0 | 9 1 1 0 0 | Tax Maint. Fund | Office Furniture | | 3166.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary): To cover cost of new microfilm cabinet (2110-91100).

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES NO
 If not, please explain (use an attachment if necessary):


 Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- Unencumbered funds are available for this budget revision.
- Comments:

AGENDA


 Auditor's Office

 PRESIDING COMMISSIONER


 DISTRICT I COMMISSIONER


 DISTRICT II COMMISSIONER

Patricia Lensmeyer - RE: FW: Micro Fiche lateral cabinet

From: Patricia Lensmeyer
To: Anne Farrow
Date: 8/9/2011 11:17 AM
Subject: RE: FW: Micro Fiche lateral cabinet
CC: Brian McCollum; Tyson Boldan

Anne,

Okay - thanks.

We are ordering the following:

One RXL - 12 cabinet in the light grey color at the total price of \$3,166.11 which includes shipping; and,
Two Tennesco CF669LGY cabinets in light grey for the total price of \$1,657.50 which includes delivery, installation and trash removal.

PREVIOUS BR

Please let me know if you need any additional information.

Thanks,
Pat

Patricia S. Lensmeyer
Collector of Revenue
Boone County Missouri
(573) 886-4285 phone
(573) 886-4294 fax
plensmeyer@boonecountymo.org

>>> "Anne Farrow" <anne@smartbusinessproducts.com> 8/9/2011 10:09 AM >>>

Hi Pat -

Your price on the RXL-12 file cabinet will be \$2,781.11 plus \$385 for shipping.

They estimate 3-4 weeks on delivery.

Also - they have a neutral, dark or light gray color as standards.

Let me know if you need any other information -

Thanks,

Anne Farrow
Smart Business Products
Phone: 573-474-4057
Cell: 573-864-7471
Fax: 573-474-3838
website: www.smartbusinessproducts.com

From: Patricia Lensmeyer [<mailto:PLensmeyer@boonecountymo.org>]
Sent: Tuesday, August 09, 2011 9:43 AM
To: Anne Farrow

Cc: Brian McCollum
Subject: Re: FW: Micro Fiche lateral cabinet

Anne,

Do you have a quote for me on the RXL - 12 Tall XD Lateral, 12 DWR - Roll Film?

Thanks,
Pat

Patricia S. Lensmeyer
Collector of Revenue
Boone County Missouri
(573) 886-4285 phone
(573) 886-4294 fax
plensmeyer@boonecountymo.org

>>> "Anne Farrow" <anne@smartbusinessproducts.com> 8/5/2011 12:47 PM >>>

Hi Pat & Tyson –

I can not find a 12 drawer cabinet as requested – please see the link below to the cabinets we can get & let me know if one of them will work for your needs.

If you email me back the part number – I can get the pricing for you asap!

Thanks,

Anne Farrow

Smart Business Products

Phone: 573-474-4057

Cell: 573-864-7471

Fax: 573-474-3838

website: www.smartbusinessproducts.com

Here is the link;

<http://www.russbassett.com/cabinets/cmg-rollfiche.htm>



ph 516-679-8155
 fax 516-679-1016
 www.data-links.com

CLASSIC MICROGRAPHIC ROLL FILM CABINETS

(see bottom of price list for freight & lead times)

as of 6/1/08

VERTICAL CABINETS - Max form size 4" H x 4-1/8" W

Drawer Configurations:

- Dividers: Welded dividers, 5 rows front-to-rear
- Plastic Compressors: One per row, holds film in place and reserves an open filing location
- Interlock: Interlocking drawers prevent tipping
- Drawer Capacity: 16mm: 130 rolls / 35mm: 80 rolls

| Model | Description | Height | Width | Depth | Weight | Price |
|-------|---------------------------|--------|-------|--------|--------|-------------|
| R-6 | Short Vertical - 6 Drawer | 28-7/8 | 25 | 28-5/8 | 235 | \$ 1,485.00 |
| R-8 | Med Vertical - 8 Drawer | 30-3/4 | 25 | 28-5/8 | 315 | \$ 1,775.00 |
| R-11 | Tall Vertical - 11 Drawer | 51-5/8 | 25 | 28-5/8 | 400 | \$ 2,195.00 |
| R-12 | Tall Vertical - 12 Drawer | 56 | 25 | 28-5/8 | 425 | \$ 2,329.00 |
| RO-5 | Overfile - 5 Drawer | 34 | 25 | 28-5/8 | 315 | \$ 1,830.00 |
| -L | Optional Push Lock | | | | 5 | \$ 61.00 |

| | Capacity | | | |
|------|----------|-------|--------|--------|
| | Per Dwr | 8 Dwr | 11 Dwr | 12 Dwr |
| 16mm | 130 | 780 | 1,040 | 1,430 |
| 35mm | 80 | 480 | 640 | 880 |

RO-5 Overfile mounts on top of R-6, R-8, R-11 or R-12 for the RF Series Only. Provides up to 50% more storage in the same footprint. RO-5 Capacity 16mm - 156/dwr - 780 total 35mm 86/drawer - 480 total

LATERAL & EXTRA DEEP LATERAL CABINETS - Max form size 4" H x 4-1/8" W

Drawer Configurations:

- Dividers: Welded Dividers, 8 rows front-to-rear
- Plastic Compressors: One per row, holds film in place and reserves an open filing location
- Interlock: Interlocking drawers prevent tipping
- Drawer Capacity:

| | |
|------------------|-------------------|
| RL Drawer | RXL Drawer |
| 16mm: 144 rolls | 16mm: 180 rolls |
| 35mm: 90 rolls | 35mm: 108 rolls |

| Model | Description | Height | Width | Depth | Weight | Price |
|--------|-----------------------------|--------|--------|--------|--------|-------------|
| RL-6 | Short Lateral - 6 Drawer | 28-7/8 | 43-1/8 | 18-1/4 | 235 | \$ 1,820.00 |
| RL-8 | Med Lateral - 8 Drawer | 30-3/4 | 43-1/8 | 18-1/4 | 305 | \$ 1,955.00 |
| RL-12 | Tall Lateral - 12 Drawer | 56 | 43-1/8 | 18-1/4 | 425 | \$ 2,590.00 |
| RXL-6 | Short XD Lateral - 6 Drawer | 28-7/8 | 43-1/8 | 22-1/2 | 285 | \$ 1,755.00 |
| RXL-8 | Med XD Lateral - 8 Drawer | 30-3/4 | 43-1/8 | 22-1/2 | 365 | \$ 2,125.00 |
| RXL-12 | Tall XD Lateral - 12 Drawer | 56 | 43-1/8 | 22-1/2 | 510 | \$ 2,539.00 |
| -L | Optional Push Lock | | | | 5 | \$ 61.00 |

| | RL Lateral Capacity | | | |
|------|---------------------|-------|-------|--------|
| | Per Dwr | 8 Dwr | 8 Dwr | 11 Dwr |
| 16mm | 144 | 864 | 1,152 | 1,728 |
| 35mm | 90 | 540 | 720 | 1,080 |

| | RXL Extra Deep Lateral Capacity | | | |
|------|---------------------------------|-------|-------|--------|
| | Per Dwr | 8 Dwr | 8 Dwr | 11 Dwr |
| 16mm | 180 | 1,080 | 1,440 | 2,160 |
| 35mm | 108 | 648 | 864 | 1,296 |

Combination Roll Film/Fiche Cabinets

Rollfilm Max Form Size 4" H x 4-1/8" W

Fiche Max Form Size 4-5/8" H x 6" W

Aperture Cards Drawers can also be specified, see Aperture Card Price List for Per Drawer Capacities

The RO-5 Overfile may be placed on top of the R/F Series Cabinets

VERTICAL CABINETS

Drawer Configurations:

- Roll Film: Same as "R" drawer, except 4 5/8" vertical clearance
- Microfiche: Same as "T" drawer
- Aperture Cards: Same as "A" drawer, except 4 5/8" vertical clearance (Specify number of drawers required for each form)

| Model | Description | Height | Width | Depth | Weight | Price |
|-----------|--------------------------------|--------|-------|--------|--------|-------------|
| R/F-5 | Short Vertical - 5 Drawer | 28-7/8 | 25 | 28-5/8 | 200 | \$ 1,449.00 |
| R/F-7 | Med Vertical - 7 Drawer | 30-3/4 | 25 | 28-5/8 | 253 | \$ 1,765.00 |
| R/F-10 | Tall Vertical - 10 Drawer | 56 | 25 | 28-5/8 | 420 | \$ 2,335.00 |
| -L | Optional Push Lock | | | | 5 | \$ 61.00 |
| CP-1 | Extra Control Plate | 3 | 6 | 1/16 | | \$ 3.75 |
| Mech Comp | Optional Mechanical Compressor | | | | | \$ 10.95 |
| TR-FL | Steel Fiche Tray - holds 2400 | 3-3/4 | 6-1/2 | 16 | 4 | \$ 49.50 |

| | R/F Capacity | | | |
|-------|--------------|--------|--------|---------|
| | Per Dwr | 8 Dwr | 11 Dwr | 10 Dwr |
| 16mm | 130 | 850 | 910 | 1,300 |
| 35mm | 80 | 400 | 500 | 800 |
| Fiche | 12,000 | 64,400 | 90,100 | 128,800 |

*5 MM Fiche at 100/tech working density

Handwritten notes:
 1/16" gap / 1/2" ...
 1/2" ...

Handwritten notes:
 129
 679

RL-6 Dimensions: 28-7/8"H x 43-1/8 "W x 18-1/4"D
RL-6 Weight: 225 lbs

RL-8: Eight drawer lateral roll film storage cabinet
RL-8 Capacity: 1,152 16mm roll film / 720 35mm roll film
RL-8 Dimensions: 39-3/4"H x 43-1/8 "W x 18-1/4"D
RL-8 Weight: 295 lbs

RL-12: Twelve drawer lateral roll film storage cabinet
RL-12 Max. Capacity: 1,728 16mm roll film / 1,080 35mm roll film
RL-12 Dimensions: 56"H x 43-1/8 "W x 18-1/4"D
RL-12 Weight: 420 lbs

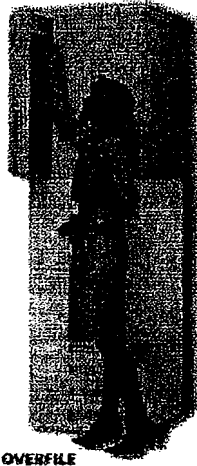
RXL-8: Eight drawer lateral roll film storage cabinet
RXL-8 Capacity: 1,440 16mm roll film / 864 35mm roll film
RXL-8 Dimensions: 39-3/4"H x 43-1/8 "W x 22-1/2"D
RXL-8 Weight: 365 lbs

All cabinets: Neutral Gray or Putty (Other colors available upon request) Click here for Russ Bassett Cabinet Color Chart

| Item | Description | List Price | Your Price |
|-------|--|------------|------------|
| R-6 | 6-Drawer Vertical Microfilm Roll Film Cabinet | \$2,202.00 | \$1,949.00 |
| R-8 | 8-Drawer Vertical Microfilm Roll Film Cabinet | \$2,620.00 | \$2,330.00 |
| R-11 | 11-Drawer Vertical Microfilm Roll Film Cabinet | \$3,240.00 | \$2,879.00 |
| R-12 | 12-Drawer Vertical Microfilm Roll Film Cabinet | \$3,437.00 | \$2,998.00 |
| RL-6 | 6-Drawer Lateral Microfilm Roll Film Cabinet | \$2,398.00 | \$2,099.00 |
| RL-8 | 8-Drawer Lateral Microfilm Roll Film Cabinet | \$2,881.00 | \$2,576.00 |
| RL-12 | 12-Drawer Lateral Microfilm Roll Film Cabinet | \$3,825.00 | \$3,422.00 |
| RXL-8 | 10-Drawer Lateral Microfilm Roll Film Cabinet | \$3,132.00 | \$3,103.00 |
| RSLK | Optional Gang Lock Accessory | \$89.00 | \$80.80 |

Russ Bassett Overfile Microfilm Cabinet

50% More Filing in the Same Floor Space



The RO-5 overfile microfilm cabinet is designed to be used with the R-6 and R-8 roll film cabinets and provides you with the greatest filing density per square foot. The vertical spacing of each self has been calculated to provide generous finger room with no loss of capacity. Weld nuts on the bottom of the RO-5 align with knockouts on the top of the R series' cabinets. This allows you to bolt the cabinets together for a safe installation.

Microfilm Overfile Cabinet Advantages:

- Scratch-resistant powder coat finish
- Media Specific Drawer Interiors
- 50% more filing in the same space
- Constructed of 16-gauge, fully welded steel framework

Microfilm Overfile Cabinet Specifications:

RO-5: Five drawer lateral roll film storage cabinet
RO-5 Max. Capacity: 780 16mm roll film / 480 35mm roll film
RO-5 Dimensions: 34"H x 25 "W x 28-5/8"D
RO-5 Weight: 310 lbs

| Item | Description | List Price | Your Price |
|------|---|------------|------------|
| RO-5 | Five Drawer, Overfile Microfilm Cabinet | \$2,698.00 | \$2,395.00 |

All prices and specifications subject to change without notice.

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 - Wide Format Scanners

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| <input type="checkbox"/> Item | Price | Quantity | Total |
|---|------------|----------|------------|
| <input type="checkbox"/>  Russ Bassett Roll Film Media Cabinets for Microfilm Item Number: R/RL Configuration: RXL12 Choose Model: RXL-12 Optional Lock: No thanks. Edit this product | \$3,595.00 | 1 | \$3,595.00 |

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Shopping Cart

| Qty | Item | Total |
|-----------------|---|-------------------|
| 1 | Russ Bassett Roll Film Media Cabinets for Microfilm | \$3,595.00 |
| Subtotal | | \$3,595.00 |

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With selected items...

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Zip/Postal Code: [Get Rates](#)

Subtotal: \$3,595.00
 Shipping & Handling: ---
 Total: \$3,595.00

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 Colorado

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| | | | |
|----------------|---|------------------------|-----------------------------|
| Year | <u>2011</u> | Original Appropriation | <u>34,085.00</u> |
| Dept | <u>2110 COLLECTOR TAX MAINT ACTIVITY</u> | Revisions | <u>4,284.00-</u> |
| Acct | <u>86850 CONTINGENCY</u> | Original + Revisions | <u>29,801.00</u> |
| Fund | <u>211 COLLECTOR TAX MAINTENANCE FUND</u> | Expenditures | <u> </u> |
| | | Encumbrances | <u> </u> |
| Class/Account | <u>A ACCOUNT</u> | Actual To Date | <u> </u> |
| Account Type | <u>E EXPENSE</u> | Remaining Balance | <u>29,801.00</u> |
| Normal Balance | <u>D DEBIT</u> | Shadow Balance | <u>29,801.00</u> |

Expenditures by Period

| | | | |
|----------|-------|-----------|-------|
| January | _____ | July | _____ |
| February | _____ | August | _____ |
| March | _____ | September | _____ |
| April | _____ | October | _____ |
| May | _____ | November | _____ |
| June | _____ | December | _____ |

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions

FY 2011
Budget Amendments/Revisions
Tax Maintenance (2110)

| Index # | Date Recd | Dept | Account | Dept Name | Account Name | \$Increase | \$Decrease | Reason/Justification | Comments |
|---------|-----------|------|---------|------------------|---------------------------|------------|------------|---|----------|
| 1 | 1/27/2011 | 2110 | 86830 | Tax Maintenance | Contingency | | | | |
| | | 2110 | 91302 | Tax Maintenance | Computer Software | 1,084 | 1,084 | Move funds to cover cost of 2 Microsoft Office Professional Pro software licenses. | |
| 2 | 4/19/2011 | 2110 | 83917 | Tax Maintenance | OTO: To General Fund | 66,693 | | Establish budget for the transfer of excess tax maintenance funds to the General Fund | |
| | | 1190 | 3917 | Non-Departmental | OTT: From Special Revenue | 66,693 | | | |
| 3 | 8/16/2011 | 2110 | 86830 | Tax Maintenance | Contingency | | 3,200 | Re-classify contingency to cover office supplies and multimedia cabinets | |
| | | 2110 | 23000 | Tax Maintenance | Office Supplies | 732 | | | |
| | | 2110 | 23850 | Tax Maintenance | Minor Equip & Tools | 810 | | | |
| | | 2110 | 91100 | Tax Maintenance | Office Furniture | 1,658 | | | |
| 4 | 9/12/2011 | 2110 | 86850 | Tax Maintenance | Contingency | | 3,166 | Re-classify contingency to cover cost of new microfilm cabinet. | |
| | | 2110 | 91100 | Tax Maintenance | Office Furniture | 3,166 | | | |

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

29th

day of

September

20 11

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

Now on this day the County Commission of the County of Boone does hereby accept the Victims of Crime Act grant from the Department of Public Safety in the amount of \$65,031.72. It is further ordered the Presiding Commissioner is hereby authorized to sign said grant award.

Done this 29th day of September, 2011.

ATTEST:

Wendy S. Noren

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller

Karen M. Miller
District I Commissioner
Acting Presiding Commissioner

Skip Elkin

Skip Elkin
District II Commissioner



Office of the Boone County Prosecuting Attorney

DANIEL K. KNIGHT, Prosecutor

705 E. Walnut Street – Courthouse
Columbia, Missouri 65201-4485

573-886-4100
FAX: 573-886-4148

DATE: September 27, 2011

TO: Commissioner Miller
Commissioner Elkin

FROM: Bonnie Adkins – Office Administrator
Boone County Prosecuting Attorney

RE: VOCA Grant Award Acceptance

We respectfully request your approval to accept the award for VOCA (Victims of Crime Act) grant funds for our Victim Response Team through the Department of Public Safety in the amount of \$65,031.72. We have been receiving funds for the Victim Response Team since 1993. The grant funds will be used for the salaries of our Victim Specialist and our part time Case Specialist. The local match of \$16,265.14 is taken from the existing salary of the Victim Assistant and FICA for the Case Specialist.

We anticipate serving around 3100 victims in the next year.

Thank you for your consideration of this request.



MISSOURI DEPARTMENT OF PUBLIC SAFETY
 OFFICE OF THE DIRECTOR
 AWARD OF CONTRACT

P.O. Box 749
 Jefferson City, Missouri 65102
 Phone: (573) 751-4905

| | | |
|--|---|---|
| Program Area: Victims of Crime Act (VOCA) | | Catalog of Federal Domestic Assistance (CFDA) #: 16.575 |
| Contractor Name: Boone County, Prosecutor's Office | | |
| Project Title: Victim Response Team | | |
| Contract Period: October 1, 2011 to September 30, 2013 | State/Federal Funds Awarded: 65031.72 | Contract Number: 2009-VOCA-099-OS |

Award is hereby made in the amount and for the period shown above to the above-mentioned Contractor. This award is subject to compliance with the general conditions governing grants and contracts, as well as, any attached Certified Assurances. This award is also subject to compliance with all current applicable federal and state laws, regulations and guidelines.

The undersigned hereby certify acceptance of the above-described contract on the terms and conditions specified or incorporated by reference above and herein, including those stated in the contract application.

Karen B. Miller 9/29/11
 Applicant Authorized Official Date

Bonnie Atkins 9-27-11
 Applicant Project Director Date

This contract shall be in effect for the duration of the contract period stated herein, and funds shall become available on the award date with the signed return of this form to the Missouri Department of Public Safety and the signature of the Authorized Official of the Missouri Department of Public Safety.

 Authorized Official, MO Department of Public Safety

October 1, 2011
 Award Date

| |
|---|
| VOCA CERTIFIED ASSURANCES & SPECIAL CONDITIONS |
| AGENCY NAME: Boone County, Prosecutor's Office |
| PROJECT TITLE: Victim Response Team |

The Subgrantee is subject to compliance with the following assurances:

1. **Laws, Orders, Circulars and Regulations:** The Subgrantee agrees to comply, and assure that all its subcontractors will comply, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the Victims of Crime Act (VOCA) of 1984, 42 U.S.C. 10603 (a)(2) and (b)(1) and (2) and the applicable Program Guidelines and Regulations; the Missouri Department of Public Safety VOCA Request for Proposal and Application Packet for the specified contract period; the financial and administrative requirements set forth in the current edition of the Office of Justice Programs Financial Guide; and all other applicable federal and State laws, orders, circulars or regulations as they pertain to the use of VOCA and match funds.
2. **Services to Victims of Domestic and/or Sexual Violence and their children:** The Subgrantee, if providing services to victims of domestic and/or sexual violence and their children through this contract, shall comply with the service standards and guidelines set forth by the Missouri Coalition Against Domestic and Sexual Violence Service Standards and Guidelines for Domestic Violence Programs and/or Sexual Violence Programs, as they relate to the provision of services required herein.
3. **Services to All Other Victims of Crime:** The Subgrantee, if not primarily providing services to victims of domestic and/or sexual violence through this contract, shall comply with the program standards and guidelines set forth by the Missouri Department of Public Safety Crime Victim Services Unit Program Standards and Guidelines, as they relate to the provision of services required herein.
4. **Civil Rights information:** The Subgrantee agrees to collect and maintain information on race, sex, national origin, age, and disability of recipients of assistance, where such information is voluntarily furnished by those receiving assistance.
5. **Coordination of activities:** The Subgrantee shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
6. **Non-Supplantation:** The Subgrantee assures that federal VOCA funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the activities of this project.
7. **Data Collection:** The Subgrantee assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues, and in response to requests from the Department of Justice, Office of Justice Programs.
8. **Access to Records:** The Subgrantee authorizes the Missouri Department of Public Safety and/or the Office for Victims of Crime and/or the Office of the Comptroller, and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.
9. **Equal Employment Opportunity Program:** The Subgrantee assures that, if required to formulate an Equal Employment Opportunity Program (EEO) in accordance with 28 CFR 42.301 et.seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEO on file that meets the requirements therein.
10. **Drug-Free Workplace Act of 1988:** The Subgrantee assures that it will comply, and all its subcontractors will comply, with the Drug-Free Workplace Act of 1988. The Law further requires that all individual contractors and grant recipients, regardless of dollar amount/value of the contract or grant, comply with the Law.
11. **Discrimination Prohibited:** The Subgrantee assures that it will comply, and all its subcontractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or the Victims of Crime Act (as applicable) which prohibits discrimination in federally funded programs on the basis of race, color, national origin, religion or sex; Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, or nation origin (includes limited English proficiency – LEP) in federally funded programs; Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in federally funded programs on the basis of disability; Subtitle A, Title II of the Americans with Disability Act (ADA) (1990) which prohibits discrimination on the basis of disability; Title IX of the Education Amendments of 1972 which prohibits discrimination in federally funded programs on the basis of sex; the Age Discrimination Act of 1975 which prohibits discrimination in federally funded programs on the basis of age; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39.

The Subgrantee assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin (including limited English proficiency), age, disability or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights (OCR) of the Office of Justice Programs, U.S. Department of Justice.

12. **Limited English proficiency (LEP):** The Subgrantee assures that, in accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). “Meaningful access” will generally involve some combination of oral interpretation services and written translation of vital documents.
13. **Faith-based Organizations:** Such organizations applying for and receiving federal funds must ensure that services are offered to all crime victims without regard to religious affiliation, that federal funds are not used for inherently religious activities – that these activities must be held separately from the federally funded activities and that the receipt of services is not contingent upon participation in a religious activity or event.
14. **Audit Requirement:** An audit is required for the **Agency** fiscal year when **FEDERAL** financial assistance (which consists of **ALL** funds received the Federal Government or federal funds passed through state agencies), of \$500,000 or more is expended by the applicant agency. If an audit is required, applicant assures that such audit will be submitted to the MO Dept. of Public Safety, Office of the Director. If applicant receives multiple grants through the MO Dept. of Public Safety and a current audit has already been submitted, a letter from applicant with the corresponding audit dates can be submitted in lieu of a copy of the audit.
15. **Timesheets Requirement:** The applicant assures that, **all** project personnel funded through the VOCA grant (federal or local funds) will maintain timesheets that detail 100% of their time along with the activities/services provided. These timesheets must be provided to DPS personnel upon request.
16. **Historic Preservation Act:** Subgrantees must be in compliance with the National Historic Preservation Act (16 USC 470) stating that you must consult the State Historic Preservation Officer to identify protected properties and agree to avoid or mitigate adverse effects to such properties.
17. **Fair Labor Standards Act:** All recipients of federal funds will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
18. **Client-Counselor Confidentiality:** The Subgrantee assures that they will maintain confidentiality of client-counselor information as required by state and federal law
19. **Confidentiality of Research Information:** The Subgrantee assures that except as otherwise provided by federal law, they shall not use or reveal any research or statistical information furnished under this program by any person identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604.
20. **Injury or Damage:** The Subgrantee agrees that they will be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract. In addition to the liability imposed upon the Subgrantee on the account of personal injury, bodily injury (including death) or property damage suffered as a result of the Subgrantee’s performance under the contract, the Subgrantee assumes the obligation to save the Department of Public Safety (DPS) and the Office of the Director, including its officers, employees and representatives, harmless and to indemnify DPS and the Office of the Director, including its officers, employees and representatives, from every expense, liability or payment arising out of such negligent act. The Subgrantee also agrees to hold DPS and the Office of the Director, including its officers, employees and representatives, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Subgrantee under the terms of the contract.
21. **Printed Materials:** All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: “**This project was supported by funding made available through the Victims of Crime Act administered by the Missouri Department of Public Safety, Office of the Director.**” The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Missouri Department of Public Safety, Office of the Director.

22. **Relationship:** The Subgrantee agrees that they will represent themselves to be an independent Subgrantee offering such services to the general public and shall not represent themselves or their employees to be employees of the Office of the Director or the Department of Public Safety. Therefore, the Subgrantee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agree to indemnify, save, and hold the Office of the Director and the Department of Public Safety, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
23. **Law Enforcement Certification:** If the Subgrantee is a law enforcement agency, the Subgrantee assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
24. **Uniform Crime Reporting and Racial Profiling:** If the Subgrantee is a law enforcement agency, the Subgrantee assures that the agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
25. **Intoxication-Related Traffic Offenses:** If the Subgrantee is a law enforcement agency, the Subgrantee assures it is in full compliance with the provisions of Section 577.005, RSMo relating to the adoption of a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by section 43.503, RSMo.

If the Subgrantee is a county prosecuting attorney or municipal prosecutor, the Subgrantee assures it is in full compliance with the provisions of Section 577.005, RSMo relating to the adoption of a written policy to forward charge information for all intoxication-related traffic offenses to the central repository as required by section 43.503, RSMo.

26. **Code of Professional Ethics:** The Subgrantee shall comply with and assures that the program adheres to the Missouri Department of Public Safety Code of Professional Ethics for Victim Service Provider Subgrantees.
27. **Victims' Rights Compliance:** The Subgrantee assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for **Victims' Rights and Section 595.209, RSMo**. (These eligible direct victim services do not include general witness assistance).
28. **Criminal Activity:** The Subgrantee assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.
29. **Lobbying:** Subgrantee understands and agrees that it cannot use any federal or state funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

Applicants for DPS awards with total costs expected to exceed \$100,000 are required to certify that (1) they have not made, and will not make, such a prohibited payment, (2) they will be responsible for reporting the use of non-appropriated funds for such purposes, and (3) they will include these requirements in consortium agreements and contracts under grants that will exceed \$100,000 and obtain necessary certifications from those consortium participants and contractors.

The signature of the authorized organizational official on the application serves as the required certification of compliance for the applicant organization. DPS appropriated funds may not be used to pay the salary or expenses of an employee of a grantee, consortium participant, or contractor or those of an agent related to any activity designed to influence legislation or appropriations pending before Congress or any State legislature.

30. **Texting While Driving:** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages sub-recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
31. **Renewal:** An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the



Application

362 - 2011 Victims of Crime Act (VOCA) Solicitation

880 - Victim Response Team

Victims of Crime Act (VOCA)

Status: Submitted **Submitted Date:** 05/17/2011 2:40 PM

Applicant Information

Primary Contact:

| | | | |
|--------------------------|-----------------------------------|-------------------------------|--------------------------------|
| Name:* | Office Administrator | Bonnie | Adkins |
| | <small>Title</small> | <small>First Name</small> | <small>Last Name</small> |
| 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 |
| | <small>City</small> | <small>State/Province</small> | <small>Postal Code/Zip</small> |
| Phone:* | 573-886-4112 | | |
| | | | Ext. |
| Fax: | 573-886-4148 | | |

Organization Information

| | | | | |
|--------------------------------|-----------------------------------|---------------------------------|--------------------------------|--------------------|
| Applicant Agency: | Boone County, Prosecutor's Office | | | |
| Organization Type: | Government | | | |
| Federal Tax ID#: | 436000349 | | | |
| DUNS #: | 073755977 | | | |
| CCR Code: | 4SWR3 | 06/05/2012 | | |
| | | <small>Valid Until Date</small> | | |
| Organization Website: | www.showmeboone.com | | | |
| Mailing Address: | Boone County | | | |
| Street Address 1: | 801 E. Walnut Street | | | |
| Street Address 2: | | | | |
| * | Columbia | Missouri | 65201 | 0449 |
| | <small>City</small> | <small>State/Province</small> | <small>Postal Code/Zip</small> | <small>+ 4</small> |
| 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 Edward Robb
Title First Name Last Name

Job Title: Presiding Commissioner

Agency: Boone County

Mailing Address: 801 E Walnut Street

Street Address 1: Room 333 - Roger Wilson Government Center

Street Address 2:

AO City* Columbia Missouri 65201
City State Zip Code

Email: erobb@boonecountymo.org

Phone:* 573-886-4305

Fax: 573-886-3311 Ext.

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: 4th Floor - Boone County Courthouse

Street Address 2:

PD City* Columbia Missouri 65201
City State Zip Code

Email: badkins@boonecountymo.org

Phone:* 573-886-4112

Fax: 573-886-4148 Ext.

Fiscal Officer

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

Fiscal Officer:* Boone County Treasurer Nicole Galloway
Title First Name Last Name

Job Title: Boone County Treasurer

Agency: Boone County Treasurer's Office

Mailing Address: 801 E Walnut Street

Street Address 1: Room 205 - Roger Wilson Government Center

Street Address 2:

FO City* Columbia Missouri 65201
City State Zip Code

Email: ngalloway@boonecountymo.org

Phone:* 573-886-4365

Fax 573-886-4369

Ext.

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: 4th Floor - Boone County Courthouse
Street Address 2:

OC City* 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:

NC City Missouri
City State Zip Code

Email:

Phone:

Ext.

Fax

Project Summary

Application Type: Continuation
Current Contract Number(s): 2008-VOCA-0082-OS
Program Category: Victim Services
Project Type: Local

Geographic Area: Boone County - Missouri

Brief Summary: The Victim Response Team is dedicated to addressing the needs of crime victims in Boone County. The Victim Specialist, Victim Assistant and Case Specialist provide basic and comprehensive services to victims of crime. The Case Specialist focuses on victims of felony and serious crimes. These services are designed to minimize harm to victims through the provision of information, advocacy and support during the investigation, prosecution and disposition of criminal cases.

Program Income No

Generated:

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. The office is comprised of 43 staff members, including the elected Prosecutor, 12 Assistant Prosecuting Attorneys (2 VAWA funded Domestic Violence Assistant Prosecutors), 5 investigators, 1 Victim Specialist (VOCA funded), 1 Case Specialist (VOCA funded), 1 Victim Assistant, 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. Before receiving grant funding through VOCA the Boone County Prosecutor's Office was comprised of seven Prosecutors and two victim service staff. STOP Violence Against Women grant funds have been used to enhance services to victims of domestic violence since 1998. Our Victim Response Team is dedicated to addressing the needs of crime victims in Boone County. The Victim Specialist, Victim Assistant and the Case Specialist provide crisis intervention for victims of violent crimes including sexual assault, domestic violence, parents of victims of child abuse and family members of homicide victims. The Victim Specialist, Victim Assistant and the Case Specialist 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. The Victim Response Team also provides a secure victim waiting room, court accompaniment, and restitution management. We have an excellent volunteer program which utilizes students from the University of Missouri and other educational institutions. We use a wide range of volunteers including social work and occupational therapy students, criminal justice majors, pre-law and law school students. Volunteers assist with a variety of direct victim service-related work. Social work student volunteers have been especially helpful to victims of domestic and sexual violence by assessing victim safety, educating victims and their families about the dynamics of victimization, and partnering with advocates in the community to coordinate care. Our volunteer program enables us to provide comprehensive services to crime victims while assisting volunteers in developing specialized, professional skills for future employment.

With the ongoing support of VOCA funds, we can minimize trauma to victims by asking each survivor what they need to repair the harm. We can continue to educate victims about their rights, make services available to meet their needs, and help them plan for the future.

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 Type of Program 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 at the crossroads of major east-west and north-south highways. Columbia is the 5th largest city in Missouri. Columbia is the County Seat and the City of Columbia covers 53.5 square miles. According to the 2010 Census the City of Columbia has a population of 108,500, and the region has 162,642 residents. Twenty five point 3 percent (25.3%) of Boone County's population is between the ages of 25 and 44 with the median age being 29.2. The average Columbia household income is \$56,368. Since the last census, the population of the City of Columbia has increased by 14,072 and the population of Boone County has increased by 16,594. Demographics are of an urban, semi-urban and rural composition with a diverse ethnic population, demonstrated as follows:

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

With the prosperity and growth of this community in the last decade has come a more volatile crime rate in all areas. The Victim Specialist, Victim Assistant, Case Specialist and volunteers work closely with victims of all types of crime, but the domestic and sexual violence are significant.

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

Felonies

2007 2008 2009 2010 2011 Through 4/30/11

1496 1450 1507 1533 619

Misdemeanors

2007 2008 2009 2010 2011 Through 4/30/11

4379 4126 4844 4331 1127

Domestic violence offenses:

| | |
|------|---------------------|
| 2007 | 1164 |
| 2008 | 1244 |
| 2009 | 1123 |
| 2010 | 1269 |
| 2011 | 301 Through 4/30/11 |

The Boone County Prosecutor's Office is faced with the dual challenge of attending to the needs of crime victims while expediting the appropriate disposition of criminal actions. Lack of knowledge of the justice system is one of the greatest challenges faced by crime victims and their families. Recognizing that the justice system is designed to protect the rights of the accused and not the accuser can be particularly troubling for victims. There are numerous individual challenges faced by crime victims. For those harmed by someone they know, victims often feel a sense of guilt or shame associated with the crime and they may be reluctant to participate in the prosecution of their offender. Victims are tied to their partners economically and may be hesitant to assist because of the financial impact on the family. The issue of self-blame is also especially prevalent in cases of domestic violence, sexual assault, and child abuse. Unfortunately, fear of going forward, testifying, and holding the perpetrator accountable is also a challenge. Danger to the victim may escalate during a criminal prosecution. Often victims simply are not aware of the resources available to them.

Adequate staff is vital to quality victim service provision. It is especially challenging to fully address the needs of each victim with over 3000 victims of crime in Boone County. This past year we were able to secure funds through VOCA to add a part time Case Specialist to focus on victims of felony cases and underserved victims. Having the Case Specialist helped increase our effectiveness in serving victims of more serious crimes while improving their safety and security. The demands placed on victims of felony cases are much greater than those in misdemeanors. Victims may be required to testify in depositions and preliminary hearings. The Case Specialist was able to anticipate victim's needs, provide for their safety and security, and help them prepare for court proceedings while minimizing the traumatic impact of participation in the justice system. April 30, 2011 marked the end of our Recovery Act VAWA funding and we lost an Assistant Prosecuting Attorney dedicated to Domestic Violence. We also had a domestic violence Investigator through the Recovery Act, but we were able to retain the Investigator by eliminating a legal secretary position. This investigator will be expanding his duties to handle all crime victims, not just domestic violence victims. The Case Specialist will focus on felony victim related crimes, but will also help handle the serious domestic violence cases that were previously handled by the DV Investigator and Assistant Prosecutor.

While the Case Specialist will focus on felony victims and serious domestic cases, the Victim Specialist, Victim Assistant and Case Specialist will all provide information, education, and emotional support to aid each victim in making an informed decision about participation in the criminal justice system. The Victim Specialist, the Victim Assistant and the Case Specialist will work with victims throughout the investigation, prosecution, and even after the disposition of the criminal case. The continuation of VOCA funding will ensure that crime victims receive the information and support that they deserve from this office.

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 (MoCVSU) 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.

A link of the MCADSV and CVSU Standards is included:

DV Standards

SV Standards

DPS Standards

The Victim Response Team is dedicated to serving the varied needs of crime victims in Boone County. Service delivery is divided into two categories: Basic and Comprehensive. All victims of crime receive or have access to basic victim services. Comprehensive victim services are provided in cases where the level of trauma or severity of injury dictates a more sensitive, proactive, and hands-on approach to victim assistance. These services are also provided to those individuals who may have to testify at court proceedings, depositions, or at trial. Below is an outline and narrative description defining the two categories of service provision.

BASIC VICTIM SERVICES

Notification of case filing

Notification of Crime Victims' Compensation and assistance filing claim

Assistance with restitution management

Orientation to the judicial process

Notification of case status

Notification of case disposition

Each new case file is reviewed by a designated member of the Victim Response Team. Initial notification is made via written correspondence. Victims receive a packet with basic

information (ie. criminal charge, case number, Assistant Prosecuting Attorney, and Advocate) corresponding to the criminal case. Victims are also provided with written notification of their rights and the county and statewide resources available to them. Upon receipt of an initial contact letter, the Advocate provides a follow-up phone call to offer emotional support, clarify expectations and orient the victim to the criminal process. During the course of a prosecution, victims are given additional information about case status when requested. At the conclusion of a case, all victims receive written notification regarding the disposition.

Examples of cases requiring basic victim services are misdemeanor property damage, stealing or assault, peace disturbance, trespassing, forgery, and some traffic violations involving motor vehicle accidents. Typically, these cases are assigned to the Victim Assistant.

COMPREHENSIVE VICTIM SERVICES

Provision of emotional support, individualized goal/action planning

Collaboration with community resources and support

Assistance accessing statewide, ancillary victim services

Preparation for court appearance

Support during court process or trial

Follow-up advocacy services post-conviction

Most felony cases involve the provision of basic and comprehensive victim services. Initial victim contact is made via telephone. The Victim Specialist and/or Case Specialist facilitate a meeting with the victim and Assistant Prosecuting Attorney assigned to the case. The purpose of the initial meeting is to gain insight into the victim's needs and expectations about the justice system and to help the victim make an informed decision about participating or not participating in a criminal prosecution. In some cases, victims may require crisis counseling and safety planning. The Victim Specialist and/or Case Specialist provide information about community resources to increase their level of support and actively assist the victim in accessing these resources. They may also organize an action plan or goals to aid in the victim's healing and recovery. During the course of a prosecution, the Victim Specialist and/or Case Specialist may meet several times with the victim to assess their needs, provide ongoing support and information, and prepare the victim for court appearances or trial. During court proceedings, the designated Victim Specialist and/or Case Specialist are available to counsel and support the victim and their family. Even after the disposition of the criminal case, victims will continue to receive services from the Victim Response Team when requested. Post-conviction assistance involves providing victims with referrals to resources available through the Department of Corrections, Probation & Parole, and the Office of the Attorney General. In addition, the Victim Specialist and/or Case Specialist can help the victim prepare impact information for the Parole Board or designated Probation Officer or accompany them to parole hearings.

Examples of cases requiring comprehensive victim services are domestic and sexual assault, child abuse, vehicular assault and manslaughter, burglary, robbery, homicide and other felony offenses. The Case Specialist and/or the Victim Specialist will assist with victim

services in homicide, robbery, or sexual assault cases.

The Victim Response Team offers victim services in compliance with MoCVSU Services Standards and Guidelines for Subgrantees. It is our mission to provide services to all identified victims of crime in Boone County. Regarding organizational administration, the Boone County Personnel Policy Manual contains written 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 Boone County Prosecuting Attorney's Office contains information about the daily operations of the office, safety/security procedures, and the provision of services by the Victim Response Team and this manual is reviewed and updated yearly. The Administrative Manual contains written procedures on how our Advocates 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 Victim Response Team and 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 Prosecutor's Office uses Prosecutor by Karpel case management software which maintains a data collection and record-keeping system that allows for the efficacy and progress toward program goals and objectives.

Regarding guidelines for training, all members of the Victim Response Team are expected to adhere to the Missouri Department of Public Safety Code of Professional Ethics for Victim Service Providers. Written policies regarding volunteer opportunities are available in the Volunteer Training Manual, which is maintained and regularly updated by members of the Victim Response Team. Training is required for all personnel of the Victim Response Team that provide direct services (i.e. crisis intervention, case management and court advocacy) to victims of domestic violence and their children. Our volunteers receive 40 hours of observational training provided by Victim Response Team staff members and Assistant Prosecuting Attorneys. Volunteers also receive an additional 12 hours of domestic violence and sexual violence training provided by True North Women's Shelter. Our Victim Specialist and Victim Assistant receive specialized training through the Missouri Victim Academy each year and take advantage of training opportunities through MCADSV whenever possible.

Service standards and guidelines for direct service provision are consistent with MoCVSU recommendations. Crisis intervention services are only offered 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 minimizing further harm while helping the victim plan for his/her future. Members of the Victim Response Team must be familiar with community resources and maintain relationships with ancillary service providers in order to provide effective case management services. Coordinating services in a collaborative manner is a cornerstone of the Victim Response Team's service provision.

The Boone County Prosecutor's Office meets MoCVSU service standards and guidelines for court advocacy service provision. Civil and criminal justice information and support is provided to all identified crime victims. Volunteers providing court advocacy services must demonstrate proficiency in articulating justice system terminology and Missouri law as it

pertains to domestic and sexual violence. Court advocacy services include the provision of written and verbal information about victims' rights, state and local resources that advocate on behalf of victims of crime, Crime Victims' Compensation, safety planning, etc. Victim services surveys are conducted in person, on-line and by mail to ensure quality of services.

Proposed Service Area

Proposed Service Area*

State the geographic area to be served by this project.

The Boone County Prosecutor'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*

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

The Victim Specialist and Victim Assistant attend monthly DOVE (Domestic Violence Enforcement) Unit meetings with members from the Columbia Police Department, the Boone County Sheriff's Department, Probation & Parole, Family Counseling Center, and the Shelter to review service provision protocols for battered women and to coordinate services for victims in active criminal investigations and prosecutions. In addition, the Victim Specialist attends monthly meetings to review current cases at Rainbow House Regional Child Advocacy Center with a team of community-based advocates, law enforcement investigators,

juvenile officers, and the Children's Division.

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 required component to receiving VOCA funds.

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

For the 2010 fiscal year, the Crime Victims' Compensation Fund awarded \$64,089.48 to victims of crime in Boone County. During that time, the Victim Response Team assisted 30 applicants with 23 of those granted awards through the fund. In 2010, Boone County collected \$10,474.76 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 VOCA 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 Application Summary report. Give statistics from previous years to support your estimate.

The Boone County Prosecuting Attorney's Victim Response Team anticipates serving 3100 victims of crime utilizing VOCA funds. This number is based on the number of victims served during the prior grant cycle as well as taking into account the number of victims served each year during the past five years. Approximately 1100 of the 3100 are female victims of domestic violence.

Volunteers

Volunteers*

Please detail the number of volunteers the agency currently has, the types of services (direct and non-direct) they provide and who supervises their activities.

Describe the procedures to recruit and train volunteers used by your agency. Include the type of training to be provided, the number of hours of training volunteers receive, and the eligibility or qualification requirements for volunteers.

Please note that the use of volunteers in the provision of direct services by the applicant agency is required to receive VOCA funds; but the use of volunteer match on the VOCA grant is not required.

The Boone County Prosecuting Attorney's Office Victim Response Team continues to utilize volunteers in the provision of direct services to victims. These volunteers possess a wide range of educational backgrounds, such as criminal justice, social work, occupational therapy, political science, sociology, pre-law and law. The volunteer program is critical given the large number of crime victims and their families served by the Victim Response Team.

The University of Missouri – School of Social Work regularly refers bachelor and masters level students for volunteer placement. Each semester, the Victim Specialist and Victim Assistant share supervision of a student completing either a 400 or 800 hour fieldwork rotation with the Prosecuting Attorney's Office Victim Response Team. Candidates are treated as job applicants and make a formal application, complete an interview, provide references and consent to a criminal background check. In addition, volunteers must sign a confidentiality agreement. Selected applicants are given a Volunteer Handbook for review. The Volunteer Training Manual includes basic orientation information about the Boone County Prosecutor's Office and its staff, policies and procedures used in direct victim service provision, and samples of documentation related to criminal case files. Volunteers and students receive a minimum of 40 hours of observational training provided by Victim Response Team staff members and Assistant Prosecuting Attorneys. In addition, volunteers also complete True North Women's Shelter volunteer training program and receive 12 hours of domestic and sexual violence training. Social work students complete a learning plan with their supervisor that includes goals related to the provision of direct victim services. During the final weeks of placement, students demonstrate proficiency in basic social work skills and most areas of direct victim service provision.

Each year a maximum of ten students are enrolled in the University of Missouri - School of Law Criminal Clinic. University of Missouri Law students perform an average of 1800 hours of service on behalf of the Boone County Prosecuting Attorney's Office. Law Clinic participants review arrest reports, make personal contact with victims and witnesses, assess their needs, and help them prepare for criminal proceedings. They are mentored by law school faculty and a designated Assistant Prosecutor. This experience enhances the students' legal education and allows them to receive valuable hands on training in the criminal justice process.

Goals and Objectives

| Goal | Measurable Objectives |
|------|--|
| | 1. Maintain the number of victims receiving basic victim services from the |

| | |
|--|--|
| <p>Goal 1: To make advocacy services available to all victims and their families participating in the criminal justice system in Boone County.</p> | <p>Victim Response Team at 3100 during the grant period.</p> <ol style="list-style-type: none"> 2. Maintain the number of victims receiving comprehensive victim services from the Victim Response Team at 750 during the grant period. |
| <p>Goal 2: To provide advocacy and comprehensive court preparation services to victims of felony cases in historically underserved populations (ie. robbery, homicide, sexual assault, etc.).</p> | <ol style="list-style-type: none"> 1. Provide comprehensive services to 125 victims of felony cases. 2. Place special focus on 25 underserved victims. |

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 DPS.

Daily statistics are compiled as to victim and defendant demographics, type of crime and disposition of cases. These figures include underserved victims (ie. adult survivors of incest, burglary victims, robbery victims, survivors of homicide, and seriously or fatally injured victims of drunk drivers). The Victim Response Team utilizes a Victim Services Survey which measures overall satisfaction with the support and information provided by the designated Victim Response Team member, the Assistant Prosecuting Attorney and the Investigator assigned to the criminal case. Accessibility to program services is also measured. It is a continuing struggle to get victims to return our Victim Services survey. In 2010 and 2011 our Victim Response Team members have been personally handing surveys to victims when they meet with them. We also mail a victim survey to every victim along with the initial contact letter and remind them to fill out the survey and mail it in or go to the website to fill it out on line. They are also mailing surveys to each victim along with a letter at the close of their case. By including the survey with the initial contact letter we have found that victims are thinking about their service level during the entire court process and are a little more motivated to respond to the survey. We have gotten a better response with this new approach than in the past. We received 41 surveys since instituting this policy as compared to a handful in the past couple of years. We will continue to look for ways to encourage our victims to respond to our survey. A sample survey is included in the "other attachments" of this grant application. The responses to the surveys are reviewed by all the members of the Victim Response Team and feedback is used to improve our services to crime victims. The Chief Investigator conducts an annual evaluation of the Victim Response Team staff. This evaluation takes into consideration feedback from the victim surveys, coworkers and

community partners (i.e. law enforcement, social services, etc.) as well as knowledge and skills demonstrated by program staff.

Report of Success

Report of Success*

In outline format, restate the goals and objectives from your current contract.

After each goal and objective listed, provide information regarding results attained from beginning of current grant to date.

Please include all actual numbers along with the corresponding percentages (number of victims served, number of surveys sent out and returned, etc).

Attach any relevant documents supporting the success of this project.

Note: This component is applicable only to those proposals seeking continuation of a project already supported with VOCA funds.

GOAL 1: To make advocacy services available to all victims and their families participating in the criminal justice system in Boone County

1. Maintain the number of victims receiving basic victim services from the Victim Response Team at 3100 during the grant period.

2. Maintain the number of victims receiving comprehensive victim services from the Victim Response Team at 750 during the grant period.

OBJECTIVE 1 BEING MET AND EXCEEDED: During the first 6 months of this grant cycle our Victim Response Team provided basic victim services to 1645. If we annualize that rate our Victim Response Team will provide basic victim services to 3290 victims of crime in Boone County.

OBJECTIVE 2 MET AND EXCEEDED: During the first 6 months of this grant cycle, 496 victims received comprehensive victim services from the Victim Response Team. If we continue at this current rate we will serve 992 and exceed our number of victims receiving comprehensive services.

GOAL 2: To provide advocacy and comprehensive court preparation services to victims of felony cases in historically underserved populations (ie. robbery, homicide, sexual assault, etc.)

1. Provide basic and comprehensive services to victims of felony cases.

OBJECTIVE 1 MET: During the first 6 months of this grant cycle our Case Specialist provided services to 56 victims of felony cases.

2. Place special focus on underserved victims.

OBJECTIVE 2 BEING MET: During this grant cycle our Case Specialist provided services to 22 underserved victims.

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 |
|----------------|-------------------|----------|-------------------|-----------------------|-----------------------|------------------------|--------------------|---------------|--------------------|---------------------|
| Aleshia Marso | Victim Specialist | Retained | FT | \$1,561.60 | 26.0 | 100.0 | \$40,601.60 | 0 | \$0.00 | \$40,601.60 |
| Jessica Watson | Victim Assistant | Retained | FT | \$1,160.80 | 26.0 | 47.7 | \$14,396.24 | 100.0 | \$14,396.24 | \$0.00 |
| Mark Koch | Case Specialist | Retained | PT | \$939.62 | 26.0 | 100.0 | \$24,430.12 | 0 | \$0.00 | \$24,430.12 |
| | | | | | | | \$79,427.96 | | \$14,396.24 | \$65,031.72 |

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 deion 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.

Personnel Justification

The Boone County Prosecuting Attorney's Office is requesting a continuation of VOCA funding for the salary of our **Victim Specialist**, Aleshia Marso, in the amount of \$40,601.60. This is an existing position that we have been receiving funds for since 1993. Aleshia has a Masters Degree in Social Work from the University of Missouri-Columbia. She has been working in victim services since 2006 when she was an intern with our office. She has also worked with the Rainbow House as a House Parent, at the Audrain County Prosecuting Attorney's Office as a Victim Advocate and at The Shelter as a Victim Advocate. Aleshia began working in our office in July of 2010. She provides services to victims and their families by offering basic and comprehensive services to victims that aid in the healing and restoration of those affected by crime in Boone County. Comprehensive and basic services are detailed in the Type of Program section of this grant application. Boone County's general fund pays for the full benefits of this position.

The matching funds for this grant application are provided by the salary of our **Victim Assistant**, Jessica Watson. Jessica has a Bachelor's Degree in Psychology from the University of Missouri-Columbia and is currently working on her Master's Degree in Educational Counseling at Stephens College in Columbia. Like Aleshia, Jessica provides services to victims and their families by offering basic and comprehensive services to victims that aid in the healing and restoration of those affected by crime in Boone County. Comprehensive and basic services are detailed in the Type of Program section of this grant application. Boone County's General fund pays for the full salary and benefits of this position.

Our **Case Specialist**, Mark Koch, is an Occupational Therapist and worked as our Victim

Specialist for over 10 years. He left in July of 2010 to attend Law School at the University of Missouri-Columbia. This is a part time, non-benefited position that focuses on victims of felony cases as well as underserved victims. Felony cases are more complicated and the victims often required additional time and emotional support. The Case Specialist anticipates the victim's needs, provides for their safety and security while minimizing the traumatic impact of participation in the criminal justice system. We are requesting funds for the full salary of this position.

Personnel Benefits

| Category | Item | Salary/Premium | Percentage/# of Periods | % of Funding Requested | Total Cost | Local Match % | Local Match Share | Federal/State Share |
|---------------|------|----------------|-------------------------|------------------------|-------------------|---------------|-------------------|---------------------|
| FICA/Medicare | FICA | \$939.62 | 26.0 | 7.65 | \$1,868.90 | 100.0 | \$1,868.90 | \$0.00 |
| | | | | | \$1,868.90 | | \$1,868.90 | \$0.00 |
| | | | | | \$1,868.90 | | \$1,868.90 | \$0.00 |

Personnel 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.

Benefits Justification

We are including FICA for the salary of our **Case Specialist**, Mark Koch, as matching funds in the amount of \$1868.90.

PRN Time

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

PRN Time Justification

If PRN Time is included in the budget, provide justification for the expense. Describe why PRN 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 pay rate increase is included, address the individuals eligibility for such increase, the percentage of increase, and the effective date of the increase.

PRN Justification

PRN Time Benefits

| Category | Item | PRN/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 Benefits Justification

If PRN 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.

PRN Benefits Justification

Volunteer Match

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

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).

Volunteer Match Justification

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

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

On-Call Volunteer Match Justification

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

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.

Travel/Training Justification

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

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.

Equipment Justification

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

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 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 rate change during the contract period, indicate the effective date of change and the reasoning for such change.

Supplies/Operations Justification

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

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 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 rate change during the contract period, indicate the effective date of change and the reasoning for such change.

Contractual Justification

Total Budget

| | |
|--|-------------|
| Total Federal/State Share: | \$65,031.72 |
| Federal/State Share Percentage: | 79.99% |
| Total Local Match Share: | \$16,265.14 |
| Local Match Share Percentage: | 20.01% |
| Total Project Cost: | \$81,296.86 |

Supplanting

Supplanting*

All agencies need to address the issue of supplanting as it pertains to this grant. If you are requesting funds for existing costs not covered through VOCA, please address in detail how using VOCA funds for these costs would not constitute supplanting.

The Boone County Prosecuting Attorney's Office is not requesting funds for existing costs. The sole function of this application is to continue the current level of funding for the salary of our Victim Specialist and Case Specialist.

Cost Assumption

Cost Assumption*

Describe how the Project Agency plans to continue the activities of this project if VOCA 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 VOCA funding is no longer available, the Boone County Prosecutor's Office will make application to the Boone County Commission for continuation of this victim services program. Boone County has a commitment to serving crime victims and fully funds the Victim Specialists' benefits, the Victim Assistant's full salary as well as supplies, operations, and training for the Victim Response Team.

VOCA Data Form

| | | |
|---|--------------------|-------------|
| VOCA Funds Requested: | \$65,031.72 | |
| <i>Prorate the VOCA Funds Requested by putting the percentage by the types of victims to be served: (Please give your best estimates.)Please make sure your percentage comes out to 100%.</i> | | |
| Domestic Violence:* | 33.0% | \$21,460.47 |
| Child Abuse:* | 3.0% | \$1,950.95 |
| Sexual Assault:* | 4.0% | \$2,601.27 |
| Total Underserved and Other:* | 60.0% | \$39,019.03 |
| Total Percent: | 100.0% | \$65,031.72 |

Prorated Amounts and % of Underserved (\$ and % must equal \$ and % of Total Underserved and Other above):Please make sure your percentage comes out to 100%.

| | | |
|--|--------|-------------|
| DUI/DWI Crashes:* | 12.0% | \$4,682.28 |
| Survivors of Homicide Victims:* | 1.0% | \$390.19 |
| Assault:* | 24.0% | \$9,364.57 |
| Adults Molested as Children:* | 0% | \$0.00 |
| Elder Abuse:* | 0% | \$0.00 |
| Robbery:* | 23.0% | \$8,974.38 |
| Other Violent Crimes:* | 40.0% | \$15,607.61 |
| Total Percent: | 100.0% | \$39,019.03 |

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

| | |
|--------------------------------|--|
| Total Victims of Crime: | 3100 |
| | <small>Not including Hotline Calls</small> |
| Hotline Calls: | 0 |

If a domestic violence shelter, indicate the anticipated breakdown of residential, non-residential victims to be served, and the anticipated number of bed nights provided for this VOCA funded project:

- Women:**
- Children:**
- Men:**
- Bed-Nights:**

Other Funding Sources

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

| | | | | |
|---|--------------------|--|------------------|--|
| Boone County General Fund-Victim Witness Dept | \$16,901.25 | 20% Matching funds, taken from the salary of the Victim Assistant. Victim Assistant is paid through the General Fund, the Victim Witness Department. | 10/1/11-09/30/12 | Boone County pays for the full salary and benefits of the Victim Assistant. The 20% match is taken from this position. |
| | \$16,901.25 | | | |

Required Attachments

| Attachment | Description | File Name | Type | File Size |
|---|---|---|------|-----------|
| A detailed copy of your agency's organizational chart (REQUIRED) | Boone County Prosecuting Attorney's Office Organizational Chart | Organizational Chart Boone County Prosecutor's Office.pub | pub | 94 KB |
| Your agency's procurement (purchasing) policy (if Applicable) | | | | 2.3 MB |
| Your agency's mileage reimbursement policy (if Applicable) | | | | 2.3 MB |
| Job descriptions for personnel involved in this proposed project (REQUIRED) | Job Descriptions for Victim Specialist, Victim Assistant and Case Specialist. | Job Description VOCA.doc | doc | 1.5 MB |
| Your agency's profit/loss statement from the most recently completed fiscal year (for your agency as a whole) (If Applicable) | | | | 2.3 MB |
| Your Agency Budget (Current) REQUIRED | Boone County Prosecuting Attorney Budget 2011 | Budget 2011.doc | doc | 2.7 MB |
| Your Agency Budget (Past) REQUIRED | Boone County Prosecuting Attorney Budget 2010 | Budget 2010.doc | doc | 3.6 MB |
| A list of your organization's Board of Directors (if Applicable) | | | | 2.3 MB |
| Documentation of Nonprofit Status (if Applicable) | | | | 2.3 MB |
| Letters of Collaboration (REQUIRED) | Letters of Collaboration | VOCA Letters of Collaboration.doc | doc | 2.3 MB |
| Copy of Contractual Agreement to be used (if applicable) | | | | 2.3 MB |

Audit Requirements

Date last audit was completed: RubinBrown LLP St Louis, Missouri
Date(s) covered by last audit: 1/1/2009-12/31/2009
Last audit performed by: RubinBrown LLP St Louis, Missouri
Phone number of auditor: 314-290-3300
Date of next audit: Began May 2011
Date(s) to be covered by next audit: 1/1/2010-12/31/2010
Next audit will be performed by: RubinBrown LLP or may be bid. Unknown at this time
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.*

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

Federal Amount: \$1,274,000.00
State Amount: \$2,926,000.00

Other Attachments

| File Name | Description | File Size |
|-------------------------------------|------------------------|-----------|
| Victim Services Survey.doc (595 KB) | Victim Services Survey | 595 KB |

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:

VOCA 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

If No is selected please provide an explanation.

If No

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

Title: Presiding Commissioner
Authorized Official Name: Edward Robb
Date: 05/17/2011

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

September Session of the July Adjourned

Term. 20 11

In the County Commission of said county, on the 29th day of September 20 11

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

Now on this day the County Commission of the County of Boone does hereby approve the agreement between TAG Events, LLC and Boone County, Missouri for a temporary lease of the Boone County Fairgrounds. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 29th day of September, 2011.

ATTEST:

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

Karen M. Miller
 Karen M. Miller
 District I Commissioner
 Acting Presiding Commissioner

Skip Elkin
 Skip Elkin
 District II Commissioner

TEMPORARY LEASE AND AGREEMENT

(Last Revised 9/28/2011)

This Lease Agreement (this "Lease") is dated this 29 day of September, 2011, by and between Boone County, Missouri, by and through its County Commission ("Landlord"), and TAG Events, LLC ("Tenant"). The parties agree as follows:

1. **PREMISES.** Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant, land and buildings commonly referred to as "Boone County Fairgrounds", (the "Premises") located at 5212 Oakland Gravel Rd, Columbia, MO 65202. Said property can be more particularly described in a Warranty Deed recorded at Book 1569, Page 376, Boone County Records, and is as depicted in an aerial photograph outlining the subject property, both of which are attached hereto and incorporated herein by reference.
2. **TERM.** The lease term will begin on October 1, 2011 and will terminate on December 31, 2011.
3. **LEASE PAYMENTS.** Landlord shall pay to Tenant monthly installments of \$45,000.00, payable in advance on the first day of each month, for a total lease payment of \$ 135,000.00. Lease payments shall be made to the Tenant at 4709 Paris Road, Columbia, MO 65202, which address may be changed from time to time by the Landlord. Tenant acknowledges that Landlord is paying Tenant to take possession and manage the property on a short-term basis.
4. **POSSESSION.** Tenant shall be entitled to possession on the first day of the term of this Lease, and shall yield possession to Landlord on the last day of the term of this Lease, unless otherwise agreed by both parties in writing. At the expiration of the term, Tenant shall remove its goods and effects and peaceably yield up the Premises to Landlord in as good a condition as when delivered to Tenant, ordinary wear and tear excepted.
5. **USE OF PREMISES.** Tenant shall use the Premises for scheduling, leasing, holding events and any other legal and permissible use subject, however, to the Boone County Commission's authority to determine if a proposed use is unacceptable for this facility as the same would be conducted in a lewd or crude manner or the same would constitute an unacceptable drain on public resources. Landlord acknowledges an undetermined number of events have previously booked the premises for this contract term. Landlord further agrees that any revenue generated by these bookings shall become sole property of the Tenant, after the payment of expenses outlined herein. Tenant shall operate the property in good faith for Landlord while Landlord is conducting a formal request for proposals process designed to procure a longer-term agreement for the management of the property.
6. **PROPERTY INSURANCE AND INDEMNITY AGREEMENT.** Tenant shall maintain appropriate commercial, general liability insurance, worker's compensation insurance, and automobile liability insurance in an amount not less than the current sovereign immunity limits as promulgated by the Missouri Department of Insurance. Landlord shall be named as an additional insured in such policies, and

Tenant shall provide an insurance certificate to Landlord documenting such coverage prior to October 1, 2011. Said insurance coverage shall be on a "per occurrence" basis and be issued by companies reasonably satisfactory to Landlord. Landlord shall receive advance written notice from the insurer prior to any termination of such insurance policies. Tenant is responsible for maintaining casualty insurance on its own property. To the fullest extent permitted by law, Tenant shall indemnify, hold harmless and defend Landlord, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Tenant, (meaning anyone, including but not limited to consultants having a contract with Tenant or subcontractor for part of the services), of anyone directly or indirectly employed by Tenant, or of anyone for whose acts the Tenant may be liable, in connection with providing these services. This provision does not, however, require Tenant to indemnify, hold harmless, or defend Landlord from its own negligence.

Tenant shall further require that any user of the property provide certificates of insurance naming the County as an additional insured that provides the same coverage as outlined above, and said certificates of insurance shall be timely filed with the County Clerk's office prior to the user taking possession of the property for any event or activity.

7. **MAINTENANCE.** Tenant shall have the responsibility to maintain the Premises in good repair at all times and maintain the premises in a safe, clean condition, except Tenant shall not be obligated to expend more than \$5,000.00 per month on maintenance and except Tenant shall not be required to contribute any amount toward replacement of the HVAC equipment.

8. **UTILITIES AND SERVICES.** Tenant shall be responsible for 50% of all utilities and services incurred in connection with the Premises, but given the term of this Agreement, the same shall remain in the name of Landlord, with Tenant to reimburse Landlord for those actual expenses within thirty (30) days of being presented a copy of the utility bill. Landlord shall only be responsible for 50% of those utilities that are in service and functioning at the time Tenant takes possession; any additional meters, services, etc., shall be at the sole cost and expense of Tenant

9. **TAXES.** Taxes attributable to the Premises or the use of the Premises shall be allocated as follows:

REAL ESTATE TAXES. Landlord, as a public entity, is exempt from real estate taxes.

PERSONAL TAXES. Tenant shall pay all personal taxes on Tenant's personal property.

10. **DEFAULTS.** Tenant shall be in default of this Lease if Tenant fails to fulfill any lease obligation or term by which Tenant is bound. Subject to any governing provisions of law to the contrary, if Tenant fails to cure any financial obligation within 5 days (or any other obligation within 10 days) after written notice of such default is provided by Landlord to Tenant, Landlord may take possession of the Premises without further notice (to the extent permitted by law), and without prejudicing Landlord's rights to damages. In the alternative, Landlord may elect to cure any default and the cost of such action shall be added to Tenant's financial obligations under this Lease. Tenant shall pay all costs, damages, and expenses (including reasonable attorney fees and expenses) suffered by Landlord by reason of Tenant's

defaults. All sums of money or charges required to be paid by Tenant under this Lease shall be additional rent, whether or not such sums or charges are designated as "additional rent". The rights provided by this paragraph are cumulative in nature and are in addition to any other rights afforded by law.

11. **HOLDOVER.** Tenant shall have no right to holdover at the end of the term contemplated herein and Landlord shall have all remedies in equity and at law to remove Tenant at the end of the term if Tenant fails to peaceably surrender the Premises.

12. **CUMULATIVE RIGHTS.** The rights of the parties under this Lease are cumulative, and shall not be construed as exclusive unless otherwise required by law.

13. **NONAPPROPRIATION.** Notwithstanding any other provision of this Temporary Lease and Agreement to the contrary, any obligation of Landlord herein which requires the expenditure of funds is conditioned on their being a sufficient, unencumbered balance in a fund appropriated for that purpose.

14. **BOOKS AND RECORDS.** Tenant shall establish and maintain an appropriate accounting system and filing system so as to account for all revenue and expenses associated with the operation of the property. The financial records shall be in a form that allows Landlord to readily assess all revenues and expenditures, supplemented with additional information as appropriate to document internal controls and other attributes of the accounting system. Tenant shall maintain complete and orderly files containing correspondence, payroll records, bills, vouchers, reservation records and other documents and papers pertaining to its management of the property, and shall provide Landlord copies of such records upon the expiration of this Agreement, as well as when reasonably requested by Landlord during the term of this Agreement.

15. **ESCROW.** Tenant shall maintain any advanced deposit in an escrow account and shall transfer all amounts held in escrow for any booked, future events to Landlord at the conclusion of the term of this Agreement, along with appropriate records.

16. **LICENSES, FEES, TAXES.** Tenant shall facilitate the transmission of all vendor information to the Missouri Department of Revenue to ensure that any sales taxes are paid that are legally required as a result of Tenant's or any other user's activities at the property, and shall further require that all required licenses, permits, and/or inspections required by any federal, state or local law be obtained both by Tenant for any of Tenant's activities and by any user of the property, including, when applicable, a Merchant's License as available from the Boone County Collector.

17. **RELATIONSHIP OF PARTIES.** Nothing herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture, between the parties hereto.

18. NOTICE. Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed as follows:

LANDLORD:

Boone County Commission
801 E. Walnut, Rm. 333
Columbia, MO 65201-7732

TENANT:

TAG Events, LLC
4709 Paris Road Columbia, MO
65202

Such addresses may be changed from time to time by either party by providing notice as set forth above. Notices mailed in accordance with the above provisions shall be deemed received on the third day after posting.

19. GOVERNING LAW. This Lease shall be construed in accordance with the laws of the State of Missouri.

20. ENTIRE AGREEMENT/AMENDMENT. This Lease Agreement contains the entire agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Lease. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

21. SEVERABILITY. If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

22. WAIVER. The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

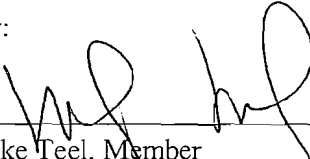
23. NO ASSIGNMENT. As the operational services anticipated to be provided by Tenant herein are professional services in which Tenant's skills and particular experience were a substantial factor in Landlord's decision to enter into this Agreement with Tenant, this Temporary Lease and Agreement may not be assigned by Tenant.

SO AGREED.

TENANT:

TAG Events, LLC

By:



Mike Teel, Member

Dated:

9/28/2011

LANDLORD:

Boone County, Missouri

By:



Acting Presiding Commissioner

Dated:


9/28/11

Attest:



Wendy S. Noren, Boone County Clerk

Approved as to Legal Form:



C.J. Dykhouse, County Counselor

Auditor Certification:

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

Auditor

Date

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

September Session of the July Adjourned

Term. 20 11

In the County Commission of said county, on the 29th day of September 20 11

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 to appropriate funds to an account for the new Fair Grounds Lease from October 1, 2011 to December 1, 2011. Lease payments will be paid in monthly installments of \$45,000.

| Department | Account | Department Name | Account Name | Decrease \$ | Increase \$ |
|------------|---------|-----------------------------|------------------------------|-------------|-------------|
| 1190 | 83822 | Non-Departmental | OTO: To Special Revenue Fund | | 135,000.00 |
| 2120 | 3913 | Fairground Maintenance Fund | OTI: From General Fund | | 135,000.00 |

Done this 29th day of September, 2011.

ATTEST:

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

Karen M. Miller
 Karen M. Miller
 District I Commissioner
 Acting Presiding Commissioner

Skip Elkin
 Skip Elkin
 District II Commissioner

BOONE COUNTY, MISSOURI REQUEST FOR BUDGET REVISION

9/27/11

EFFECTIVE DATE

FOR AUDITORS USE

(Use whole \$ amounts)

Transfer From Transfer To
Decrease Increase

| Dept | Account | Fund/Dept Name | Account Name | Transfer From Decrease | Transfer To Increase |
|------|---------|-----------------------------|------------------------------|------------------------|----------------------|
| 1190 | 83922 | Non-Departmental | OTO: To Special Revenue Fund | | 135,000 |
| 2120 | 3913 | Fairground Maintenance Fund | OTI: From General Fund | | 135,000 |
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| | | | | - | 270,000 |

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

To appropriate funds to account for new Fair Grounds Lease from October 1, 2011 to December 1, 2011. Lease payments will be paid in monthly installments of \$45,000 for a total of \$135,000.

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):

SMG

Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached
- Unencumbered funds are available for this budget revision.
- Comments:

Auditor's Office

PRESIDING COMMISSIONER

[Signature]

DISTRICT I COMMISSIONER

[Signature]

DISTRICT II COMMISSIONER

9/27/2011

FY 2011
Budget Amendments/Revisions
Non-Departmental (1190)

| Index # | Date Recd | Dept | Account | Dept Name | Account Name | \$Increase | \$Decrease | Reason/Justification |
|---------|-----------|------|---------|-------------------------------|------------------------------|------------|------------|--|
| 1 | 4/19/2011 | 2110 | 83917 | Tax Maintenance | OTO: To General Fund | 66,693 | | Establish budget for the transfer of excess tax maintenance funds to the General Fund |
| | | 1190 | 3917 | Non-Departmental | OTT: From Special Revenue | 66,693 | | |
| 2 | 8/30/2011 | 1123 | 86800 | Emergency & Contingency | Emergency | | 221 | Cover copier expense portion owed by Commission Office for Pednet copier when it was still leased under Commission Office at Lifestyles building |
| | | 1190 | 60050 | Non-Departmental | Equipment Service Contract | 221 | | |
| 3 | 9/9/2011 | 1190 | 3821 | Non-Departmental | Bldg Rent | 9,504 | | To increase revenues & expenditures for CY assessment |
| | | 1190 | 71500 | Non-Departmental | Building Use/Rent Charge | 3,216 | | |
| 4 | 9/27/2011 | 1190 | 83922 | Non-Departmental | OTO: To Special Revenue Fund | 135,000 | | To appropriate funds to account for new Fair Grounds Lease |
| | | 2120 | 3913 | Fair Grounds Maintenance Fund | OTT: From General Fund | 135,000 | | |

9/27/2011

FY 2011
Budget Amendments/Revisions
Fairground Maintenance Fund (2120)

| <u>Index #</u> | <u>Date Recd</u> | <u>Dept</u> | <u>Account</u> | <u>Dept Name</u> | <u>Account Name</u> | <u>\$Increase</u> | <u>\$Decrease</u> | <u>Reason/Justification</u> |
|----------------|------------------|-------------|----------------|-------------------------------|------------------------------|-------------------|-------------------|--|
| 1 | 9/27/2011 | 1190 | 83922 | Non-Departmental | OTO: To Special Revenue Fund | 135,000 | | To appropriate funds to account for new Fair Grounds Lease |
| | | 2120 | 3913 | Fair Grounds Maintenance Fund | OTI: From General Fund | 135,000 | | |