

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

September Session of the July Adjourned

Term. 20 10

In the County Commission of said county, on the 28<sup>th</sup> day of September 20 10

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

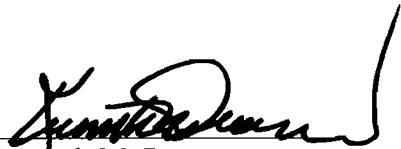
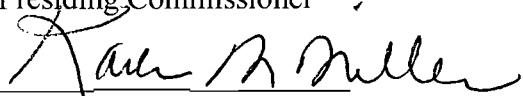
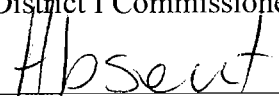
Now on this day the County Commission of the County of Boone does hereby **approve** the petition by Oakland Baptist Church to vacate and re-plat Lots 30, 31 and 32 of Haystack Acres Addition located at 3345 E Northwood Dr., Columbia.

Said vacation is not to take place until the re-plat is approved.

Done this 28<sup>th</sup> day of September, 2010.

ATTEST:

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

  
Kenneth M. Pearson  
Presiding Commissioner  
  
Karen M. Miller  
District I Commissioner  
  
Skip Elkin  
District II Commissioner

475-2010

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

September Session of the July Adjourned

Term. 20 10

In the County Commission of said county, on the 28<sup>th</sup> day of September 20 10

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

Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 6000 E. Gretchen Dr (parcel # 17-305-02-01-038.00 01).

Done this 28<sup>th</sup> day of September, 2010.

ATTEST:

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

Kenneth M. Pearson  
Kenneth M. Pearson  
Presiding Commissioner  
Karen M. Miller  
Karen M. Miller  
District I Commissioner  
Absent  
Skip Elkin  
District II Commissioner

# HEARING NOTICE

Gerald T. Johnson  
6000 E. Gretchen Drive  
Columbia, MO 65202

An inspection of the property you own located at 6000 E. Gretchen Drive (parcel # 17-305-02-01-038.00 01) was conducted on July 29, 2010 and revealed trash, rubbish, garbage, junk and other refuse on the premises and growth of weeds in excess of twelve inches high on the premises. This condition was declared to be a nuisance and a violation of Boone County Public Nuisance Ordinance Section 6.5 and 6.7.

You are herewith notified that a hearing will be held before the County Commission on Tuesday, September 28, 2010 at 9:30 a.m. in the County Commission Chambers at the Boone County Government Center, 801 E. Walnut Street, Columbia, Missouri. The purpose of this hearing will be to determine whether a violation exists. If the County Commission determines that a violation exists, it will order the violation to be abated.

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

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

Sincerely,

Kristine Vellema  
Environmental Health Specialist

This notice deposited in the U.S. Mail, first class postage paid on the \_\_\_\_\_ day of \_\_\_\_\_ 2010 by \_\_\_\_\_.

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

In Re: Nuisance Abatement        )  
      6000 Gretchen Drive         )  
      (a/k/a 6000 N. Lake of     )  
      The Woods Rd.)            )

September Session  
July Adjourned  
Term 2010  
Commission Order No. 475-2010

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

**NOW** on this 28<sup>th</sup> day of September 2010, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

**Findings of Fact and Conclusions of Law**

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

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: trash, rubbish, garbage, junk and other refuse and growth of weeds in excess of twelve inches high
4. The location of the public nuisance is as follows: 6000 E. Gretchen Drive, Columbia, MO, a/k/a 6000 N. Lake of the Woods Road, Columbia, MO, a/k/a parcel# 17-305-02-01-038.00 01, Section 2, Township 48, Range 12 as shown in deed book 0776 page 0120, Boone County
5. The specific violation of the Code is: trash, rubbish, garbage, junk and other refuse in violation of section 6.5 of the Code and growth of weeds in excess of twelve inches high in violation of section 6.7 of the Code
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 13<sup>h</sup> day of August 2010, to the property owner, occupant, and any other applicable interested persons.
7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner, occupant, and any other applicable interested persons were given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.

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

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

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

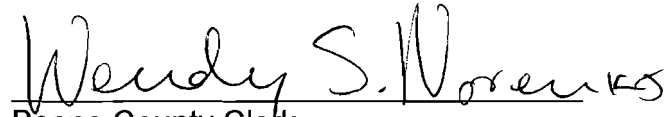
It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment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

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

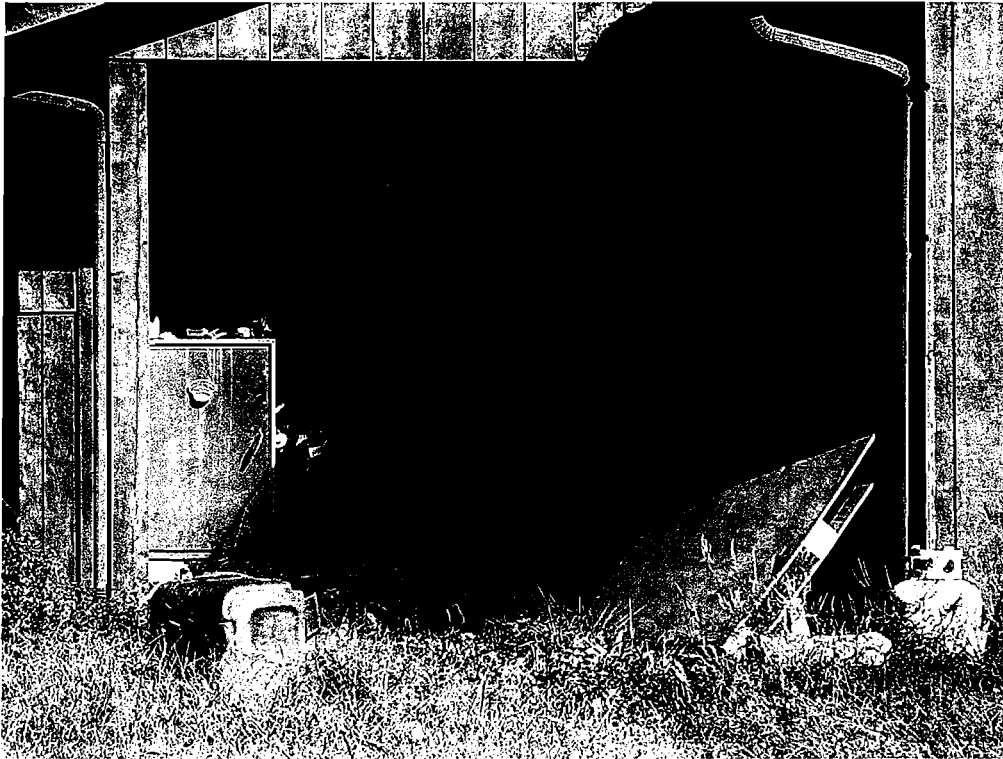
Boone County, Missouri  
By Boone County Commission

  
Presiding Commissioner

ATTEST:

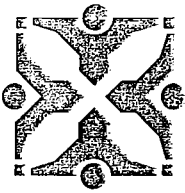
  
Boone County Clerk

TAKEN 9-13-10 @ ~ 4:30 PM  
6000 GRETCHEN DRIVE



Gerald T. Johnson  
6000 E. Gretchen Drive – trash and weeds violation  
TIMELINE

- 7/29/10: citizen complaint received
- 7/29/10: initial inspection conducted
- 7/30/10: certified notices of violation sent to owner
- 8/13/10: owner signed for notices
- 9/3/10: second inspection conducted – violation not abated
- 9/3/10: telephone message left for owner
- 9/10/10: 2<sup>nd</sup> attempt to contact owner via telephone – no answer
- 9/13/10: photographs of violations taken at approximately 4:30 pm
- 9/15/10: hearing notice sent



## HEARING NOTICE

Gerald T. Johnson  
6000 E. Gretchen Drive  
Columbia, MO 65202

An inspection of the property you own located at 6000 E. Gretchen Drive (parcel # 17-305-02-01-038.00 01) was conducted on July 29, 2010 and revealed trash, rubbish, garbage, junk and other refuse on the premises and growth of weeds in excess of twelve inches high on the premises. This condition was declared to be a nuisance and a violation of Boone County Public Nuisance Ordinance Section 6.5 and 6.7.

You are herewith notified that a hearing will be held before the County Commission on Tuesday, September 28, 2010 at 9:30 a.m. in the County Commission Chambers at the Boone County Government Center, 801 E. Walnut Street, Columbia, Missouri. The purpose of this hearing will be to determine whether a violation exists. If the County Commission determines that a violation exists, it will order the violation to be abated.

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

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

Sincerely,

Kristine Vellema  
Environmental Health Specialist

This notice deposited in the U.S. Mail, first class postage paid on the 15 day of September 2010 by DP.



**Kristine Vellema - Update on Nuisance Property 6000 Gretchen**

**From:** Katy Cassidy  
**To:** Gunier, Michala; Vellema, Kristine  
**Date:** 8/17/2010 10:29 AM  
**Subject:** Update on Nuisance Property 6000 Gretchen

---

Katie Peterson phoned and would like an update on the status of this complaint.

417-343-1661

Thanks!

Katy

**Kristine Vellema - Fwd: Neighborhood Services Reporting**

---

**From:** Gerald Worley  
**To:** Daniel Schneiderjohn; Kristine Vellema  
**Date:** 7/29/2010 7:51 AM  
**Subject:** Fwd: Neighborhood Services Reporting

---

Dan inside-Kris outside.

>>> Leigh Britt 7/28/2010 5:34 PM >>>

Hi Gerry -- Pretty sure this is in Hunter's Gate or Vanderveen outside our area.

Also just took a call regarding a house at Gretchen & Lake of the Woods Road (she believes it is 6000 Gretchen). Said lots of trash, high weeds, cars, poor maintenance. I'm not sure if this is in the City.... thought I would start with you; please let me know if we need to have a building inspector review. The citizen would like a call back: Katie Peterson - 417-343-1661.

THANKS!!

Leigh

>>> <http://www2.gocolumbiamo.com> 7/28/2010 5:29 PM >>>

The following form submission was received on the City of Columbia website. The sender has been notified of the successful receipt of this request. Recipients should respond to this request within a reasonable time frame, normally within 1 to 3 business days. For more information regarding origin of this message or to report spam contact the Webmaster at [seshelby@gocolumbiamo.com](mailto:seshelby@gocolumbiamo.com).

Below are the results of a Neighborhood Services Reporting form submitted on July 28th, 2010 at 05:29PM (CDT).

Issue: Residential Maintenance

Address: 207 Caribou Dr

Observation Date: 07/27/2010

Information: Lawn extremely overgrown.

Name:

Phone:

Email:

Form: neigh-report

IP:173.30.136.241

Parcel 17-305-02-01-038.00 01

Property Location LT38 LAKELAND AC.2-GRETCHEN

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

Owner JOHNSON GERALD T  
Address 6000 E GRETCHEN DRIVE  
City, State Zip COLUMBIA, MO 65202

JUL 30 2010

Subdivision Plat Book/Page 0010 0134  
Section/Township/Range 2 48 12

Legal Description LAKELAND ACRES #2  
LOT 38  
Lot Size 200 x 105

Deed Book/Page 0776 0120

Current Appraised				Current Assessed			
Type	Land	Bldgs	Total	Type	Land	Bldgs	Total
RI	18,500	101,200	119,700	RI	3,515	19,228	22,743
Totals	18,500	101,200	119,700	Totals	3,515	19,228	22,743

Previous Year's Tax  
Year 2009 Amount \$1,366.81

**Residence Description**

Year Built 1984  
Use SINGLE FAMILY (101)

Basement	PARTIAL (3)	Attic	NONE (1)
Bedrooms	3	Main Area	1,392
Full Bath	2	Finished Basement Area	576
Half Bath	0		
Total Rooms	6	Total Square Feet	1,968

*7/24: needs  
trash, junk,  
garage*

[Track & Confirm](#) [FAQs](#)

## Track & Confirm

### Search Results

Label/Receipt Number: **7010 0290 0002 6841 5186**  
Service  
(s): **Certified Mail™**  
Status: **Delivered**

[Track & Confirm](#)

Enter Label/Receipt Number.

Your item was delivered at 5:12 pm on August 13, 2010 in  
COLUMBIA, MO 65202.

[Go >](#)

### Notification Options

#### Track & Confirm by email

Get current event information or updates for your item sent to you or others by email. [Go >](#)

[Site Map](#)

[Customer Service](#)

[Forms](#)

[Gov't Services](#)

[Careers](#)

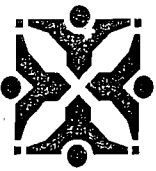
[Privacy Policy](#)

[Terms of Use](#)

[Business Customer Gateway](#)

Copyright© 2010 USPS. All Rights Reserved. No FEAR Act EEO Data FOIA





# CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH

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

Gerald T. Johnson  
6000 E. Gretchen Drive  
Columbia, MO 65202

An inspection of the property you own located at 6000 E. Gretchen Drive (parcel # 17-305-02-01-038.00 01) was conducted on July 29, 2010 and revealed trash, rubbish, garbage, junk and other refuse on the premises.

This condition is hereby declared to be a nuisance. You are herewith notified that you must begin correcting this condition within 7 days of receipt of this notice and order and that if the above nuisance condition has not been fully corrected within **15 days** after the receipt of this notice, an additional enforcement action will result for violation of Boone County Public Nuisance Ordinance Section 6.5. A reinspection will be conducted at the end of the 15-day period. If the above nuisance condition has not been fully corrected by that time, a hearing before the Boone County Commission will be called to determine whether a violation exists. If the County Commission determines that a violation exists and the nuisance has not been removed as ordered, the County Commission may have the nuisance removed with the cost of abatement, plus administrative fees, charged against the property in a tax bill. In addition, a complaint may be filed against you in Circuit Court. **If the above nuisance condition has been corrected within the 15-day period, no further action is necessary.**

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

Sincerely,

Kristine N. Vellema  
Environmental Health Specialist

This notice deposited in the U.S. Mail certified, return receipt requested on the 30 day of July 2010 by K.V.

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

**Parcel** 17-305-02-01-038.00 01

**Property Location** 6000 N LAKE OF THE WOODS RD

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

Owner JOHNSON GERALD T  
Address 6000 N LAKE OF THE WOODS R  
City, State Zip COLUMBIA, MO 65202

Subdivision Plat Book/Page 0010 0134  
Section/Township/Range 2 48 12

Legal Description LAKELAND ACRES #2  
LOT 38  
Lot Size 200 x 105

Deed Book/Page 0776 0120

Current Appraised				Current Assessed			
Type	Land	Bldgs	Total	Type	Land	Bldgs	Total
RI	18,500	101,200	119,700	RI	3,515	19,228	22,743
Totals	18,500	101,200	119,700	Totals	3,515	19,228	22,743

Previous Year's Tax  
Year 2009 Amount \$1,366.81

**Residence Description**

Year Built 1984  
Use SINGLE FAMILY (101)

Basement	PARTIAL (3)	Attic	NONE (1)
Bedrooms	3	Main Area	1,392
Full Bath	2	Finished Basement Area	576
Half Bath	0		
Total Rooms	6	Total Square Feet	1,968

[www.ShowMeBoone.com](http://www.ShowMeBoone.com), Boone County, Missouri. 801 East Walnut Columbia, MO 65201 USA.

Boone County, Missouri  
Unofficial Document

Warranty Deed

120

Filed for record on June 4 19 90 at 10:15 o'clock A M. in Boone County, Mo.

Document No. 8110 recorded in Book 776 page 120 BETTIE JOHNSON Recorder of Deeds

THIS DEED Made and entered into this 1st day of JUNE A.D. One Thousand Nine Hundred and

XXX NINETY by and between PAULA A. MASON, A SINGLE PERSON

of BOONE County State of MISSOURI party or parties of the first part, and

(Grantee's mailing address is) GERALD T JOHNSON, A SINGLE PERSON  
Route 6 38 Lakeland Acres Columbia, MO 65202

of BOONE County State of MISSOURI party or parties of the second part.

WITNESSETH That the said party or parties of the First Part, for and in consideration of the sum of ten dollars and other valuable considerations paid by the said party or parties of the Second Part the receipt of which is hereby acknowledged, does or do by these presents Grant, Bargain and Sell Convey and Confirm unto the said party or parties of the Second Part the following described real estate situated in the County of Boone in the State of Missouri to wit:

LOT THIRTY-EIGHT (38) OF LAKELAND ACRES SUBDIVISION NO 2 AS SHOWN ON PLAT THEREOF RECORDED IN PLAT BOOK 10, PAGE 134 OF THE BOONE COUNTY, MISSOURI RECORDS

SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD

Address of Property \_\_\_\_\_ Street or Route \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Assessor's Tax Parcel No. \_\_\_\_\_

TO HAVE AND TO HOLD the same together with all the rights immunities privileges and appurtenances to the same belonging unto the said party or parties of the Second Part, and to their heirs and assigns forever the said party or parties of the first part hereby convenanting that said party or parties and the heirs executors, and administrators of such party or parties shall and will warrant and defend the title to the premises unto the said party or parties of the Second Part, and to their heir and assigns of such party or parties forever against the lawful claims of all persons whomsoever

EXCEPT TAXES FOR 1990 AND THEREAFTER

IN WITNESS WHEREOF the said party or parties of the First Part has or have hereunto set their hand or hands the day and first year above written.

Paula A Mason  
PAULA A MASON

STATE OF MISSOURI

ss.

On this 1st day of JUNE 19 90

County of BOONE

before me personally appeared PAULA A. MASON, A SINGLE PERSON

and \_\_\_\_\_  
to me known to be the \_\_\_\_\_ persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed my official seal, at my office in COLUMBIA, MISSOURI the day and year first above written.

My term expires July 8, 1993 NK

Stephen E Curtis  
Stephen E Curtis Notary Public

STATE OF MISSOURI

ss.

IN THE RECORDER'S OFFICE

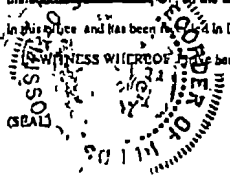
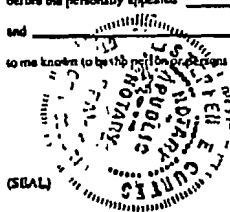
County of Boone

I Recorder of Boone County do hereby certify that the within instrument of writing was at 10 o'clock 15 minutes 10:15 AM on the 4 day of June A D 19 90 duly filed for record

in this office and has been recorded in Book 776 Page 120

WITNESS WHEREOF I have hereunto set my hand and affixed my official seal at Columbia, Missouri on the day and year aforesaid.

BETTIE JOHNSON Recorder  
By Jay Berg Deputy  
Jay Berg



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

September Session of the July Adjourned

Term. 20 10

In the County Commission of said county, on the 28<sup>th</sup> day of September 20 10

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

Now on this day the County Commission of the County of Boone does hereby award bid 46-09Sep10 Replacement of Existing Condensing Units and DX Cooling Coils in the Boone County Government Center to Specialized Mechanical Services Inc. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

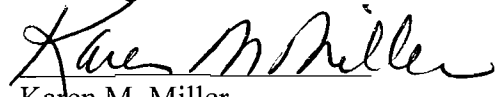
Done this 28<sup>th</sup> day of September, 2010.

ATTEST:

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



Kenneth M. Pearson  
Presiding Commissioner



Karen M. Miller  
District I Commissioner

Absent  
Skip Elkin



# Boone County Purchasing

**Melinda Bobbitt**  
Director of Purchasing



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

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, Director of Purchasing  
DATE: September 27, 2010  
RE: 46-09SEP10 – Replacement of Existing Condensing Units and DX Cooling Coils in the Boone County Government Center

The Bid for the Replacement of Existing Condensing Units and DX Cooling Coils in the Boone County Government Center closed on September 9, 2010. Three bids were received. Recommendation for award is Specialized Mechanical Services Inc of Columbia, Missouri for offering the lowest bid for Boone County.

Contract will be paid from department 4010 – Administration Building Construction, Account 71231 – Owner Costs. Award is as follows:

Equipment: Condensing Units	\$42,175.00
Equipment: DX Cooling Coils	\$9,397.00
Labor	\$48,975.00
For a total contract amount of	<b>\$100,547.00.</b>

Attached is the Bid Tabulation.

ATT: Bid Tabulation

cc: Aubrey Weger, Planning and Building  
Bob Davidson, Facilities  
Amanda Norris, Architect  
Lisa Roland, Treasurer  
Bid File

**Bid Opening: 46-09SEP10 - Replacement of Existing Condensing Units and DX Cooling Coils in the Boone County Government Center**

4.7.	PRICING	Central Missouri Plumbing Co.	Specialized Mechanical Services	GBH Builders
4.7.1.	Equipment: Condensing Units	\$34,600.00	\$42,175.00	\$39,098.00
4.7.2.	Equipment: DX Cooling Coils	\$9,000.00	\$9,397.00	\$8,711.00
4.7.3.	Labor: necessary for the replacement of existing condensing units and DX cooling coils	\$59,400.00	\$48,975.00	\$56,056.00
	<b>TOTAL</b>	<b>\$103,000.00</b>	<b>\$100,547.00</b>	<b>\$103,865.00</b>
	Brand and Model #	Trane RAUJC504B	Trane RAUJC504B	Trane RAUJC504B
	Work will begin ___ days after receipt of Notice to Proceed	5	30	30
	Work will be complete ___ days after receipt of Notice to Proceed	60	60	180
	Warranty	Not Provided	Whole Unit 5 years parts only	Not Provided
	Work Authorization Certification with Backup returned?	Certification: Yes (still need backup)	Yes	Yes
	References	Yes	Yes	Not Provided
	Statement of Bidder's Qualifications	Yes	Yes	Yes
	Anti-Collusion Statement	Yes	Yes	Yes
	Signature and Identity of Bidder	Yes	Yes	Yes
	Bidder's Acknowledgment	Yes	Yes	Yes
	Debarment Certification	Yes	Yes	Yes
	Bid Bond	Yes	Yes	Yes
	Certification Regarding Lobbying	Yes	Yes	No

**Bid Opening: 46-09SEP10 - Replacement of Existing Condensing Units and DX Cooling Coils in the Boone County Government Center**

4.7.	PRICING	Central Missouri Plumbing Co.	Specialized Mechanical Services	GBH Builders
4.7.1.	Equipment: Condensing Units	\$34,600.00	\$42,175.00	\$39,098.00
4.7.2.	Equipment: DX Cooling Coils	\$9,000.00	\$9,397.00	\$8,711.00
4.7.3.	Labor: necessary for the replacement of existing condensing units and DX cooling coils	\$59,400.00	\$48,975.00	\$56,056.00
	<b>TOTAL</b>	<b>\$103,000.00</b>	<b>\$100,547.00</b>	<b>\$103,865.00</b>
	Brand and Model #	Trane RAUJC504B	Trane RAUJC504B	Trane RAUJC504B
	Work will begin ___ days after receipt of Notice to Proceed	5	30	30
	Work will be complete ___ days after receipt of Notice to Proceed	60	60	180
	Warranty	Not Provided	Whole Unit 5 years parts only	Not Provided
	Work Authorization Certification with Backup returned?	Certification: Yes (still need backup)	Yes	Yes
	References	Yes	Yes	Not Provided
	Statement of Bidder's Qualifications	Yes	Yes	Yes
	Anti-Collusion Statement	Yes	Yes	Yes
	Signature and Identity of Bidder	Yes	Yes	Yes
	Bidder's Acknowledgment	Yes	Yes	Yes
	Debarment Certification	Yes	Yes	Yes
	Bid Bond	Yes	Yes	Yes
	Certification Regarding Lobbying	Yes	Yes	No

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 10

County of Boone

In the County Commission of said county, on the

28<sup>th</sup>

day of September

20 10

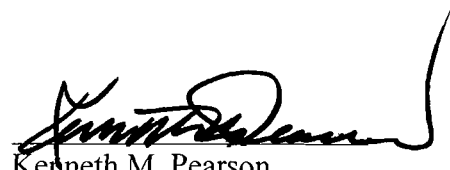
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the agreement between Boone County, Missouri, and the State of Missouri, Department of Social Services, Family Support Division, Child Support Enforcement for Child Support Enforcement Cooperative Agreement Addendum. 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.

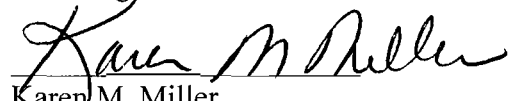
Done this 28<sup>th</sup> day of September, 2010.

ATTEST:

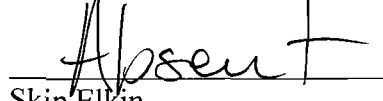
Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission



Kenneth M. Pearson  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner

 Missouri Department of  
**SOCIAL SERVICES**

*Your Potential. Our Support.*

JEREMIAH W. (JAY) NIXON, GOVERNOR • RONALD J. LEVY, DIRECTOR

FAMILY SUPPORT DIVISION

ALYSON CAMPBELL, DIRECTOR

615 HOWERTON COURT, PO BOX 2320, JEFFERSON CITY, MO 65102

WWW.DSS.MO.GOV • 573-751-3221

October 7, 2010

Mr. Ken Pearson  
Boone County  
Presiding Commissioner  
801 E. Walnut St.  
Columbia MO 65201

Dear Mr. Pearson:

Enclosed is a copy of the fully executed Cooperative Agreement for child support services for the State Fiscal Year 2011. This Agreement is in effect July 1, 2010, through June 30, 2011. **This is the only copy being provided to your county; therefore, if other officials within your county require a copy, please share a copy with them.**

This Agreement enables the county to claim reimbursement for allowable child support related activities. Allowable cost incurred as of the first day of the calendar quarter in which this Agreement is in effect and subsequently hereafter are eligible for reimbursement. Please be aware of the time frames for submitting claims as set forth in 13 CSR 30-3.010 (5)(H).

Thank you for your assistance and cooperation. If you have any questions, please contact me at 816-889-5194 or Debbie Schnieders at 573-526-1424.

Sincerely,



Diane L. Salisbury  
Manager  
County Reimbursements

DLS/ds

Enclosure

c: Circuit Clerk  
Prosecuting Attorney

RECEIVED OCT 15 2010  
KM  
SE  
S  
from  
Ken  
10/18/10  
AK-

RELAY MISSOURI

FOR HEARING AND SPEECH IMPAIRED

1-800-735-2466 VOICE • 1-800-735-2966 TEXT PHONE

**LEVEL C****CHILD SUPPORT ENFORCEMENT COOPERATIVE AGREEMENT****ADDENDUM**

State of Missouri

Department of Social Services

Family Support Division

This addendum agreement ("**ADDENDUM AGREEMENT**") is entered into between the State of Missouri, Department of Social Services, Family Support Division, Child Support Enforcement (FSD-CSE), hereinafter referred to as "**STATE**," and the

**COUNTY of BOONE**

by their respective office holders, including the Prosecuting Attorney, Circuit Clerk and Presiding Commissioner of the County Commission, hereinafter referred to inclusively as "**COUNTY**." For purposes of this **ADDENDUM AGREEMENT**, **COUNTY** is designated as a Level C County. This is defined as a county in which the FSD-CSE has sole responsibility for the entire operation of the IV-D program in that county and the prosecuting attorney performs specific legal functions on referrals sent to him/her by the FSD-CSE.

The following provisions contained herein will amend the original cooperative agreement offered to **COUNTY** for State Fiscal Year 2011, (July 1, 2010 through and June 30, 2011) and shall be incorporated by reference herein. All other provisions of the original cooperative agreement not addressed below remain unchanged and in full force and effect.

As shown below, the "original" presentation shows where the section can be found in the cooperative agreement already submitted to **COUNTY**. In the "original" presentation, deletions

are noted in brackets and additions are both bolded and underlined. In the “addendum” presentation, the language is correct and final.

1. Original language, page 4, A.2.(b):

2. The Prosecuting Attorney’s Office shall: ...

b) Hire for the purpose of fulfilling the responsibilities of 22Section 454.405, RSMo, and this **AGREEMENT**, [new and] additional staff, such as assistant prosecuting attorneys, clerical, investigative, or administrative, after first obtaining prior written approval from the **STATE** for [new and] additional staff employed by the **COUNTY** in carrying out the responsibilities defined in this **AGREEMENT** and for which federal financial participation is available. ...

**Addendum language:**

2. The Prosecuting Attorney’s Office shall: ...

b) Hire for the purpose of fulfilling the responsibilities of Section 454.405, RSMo, and this **AGREEMENT**, additional staff, such as assistant prosecuting attorneys, clerical, investigative, or administrative, after first obtaining prior written approval from the **STATE** for additional staff employed by the **COUNTY** in carrying out the responsibilities defined in this **AGREEMENT** and for which federal financial participation is available. ...

2. Original language, page 7, B.1(a)(3)

B. FISCAL RESPONSIBILITIES—THE STATE SHALL: ...

(3) The **STATE** [may] **shall** reimburse the **COUNTY** based upon a provisional indirect cost reimbursement plan **as described below**. These plans are due to the **STATE** no later than six (6) months from the end of the **COUNTY** fiscal year. A plan established provisionally shall

be reconciled to actual costs no later than six (6) months from the date of receipt of the provisional by the STATE. The sum of indirect cost reimbursements made under the provisional plan and subsequent reimbursements based on reconciled actual costs shall not exceed 8% of total direct cost reimbursements for the budget period, and together those actual indirect and direct cost reimbursements shall not exceed the total budget set by this AGREEMENT. ...

**Addendum language:**

B. FISCAL RESPONSIBILITIES—THE STATE SHALL: ...

(3) The STATE shall reimburse the COUNTY based upon a provisional indirect cost reimbursement plan as described below. These plans are due to the STATE no later than six (6) months from the end of the COUNTY fiscal year. A plan established provisionally shall be reconciled to actual costs no later than six (6) months from the date of receipt of the provisional by the STATE. The sum of indirect cost reimbursements made under the provisional plan and subsequent reimbursements based on reconciled actual costs shall not exceed 8% of total direct cost reimbursements for the budget period, and together those actual indirect and direct cost reimbursements shall not exceed the total budget set by this AGREEMENT. ...

3. Original language, page 17, IV.B.2.

B. Judicial Performance Indicators—Compliance ...

2. Compliance reviews will be conducted solely on the case information contained in MACSS. If an action was taken, but not documented in MACSS, the action will not be initially considered for the purposes of compliance review. **However, if there is an audit finding of non-compliance, then the adverse audit finding may be timely rebutted by the COUNTY in an audit response. The COUNTY shall have the**



**opportunity to present additional information to the auditor, and the auditor shall consider the additional information of the COUNTY'S compliance. ...**

**Addendum language:**

B. Judicial Performance Indicators—Compliance ...

Compliance reviews will be conducted solely on the case information contained in MACSS. If an action was taken, but not documented in MACSS, the action will not be initially considered for the purposes of compliance review. However, if there is an audit finding of non-compliance, then the adverse audit finding may be timely rebutted by the COUNTY in an audit response. The COUNTY shall have the opportunity to present additional information to the auditor, and the auditor shall consider the additional information of the COUNTY'S compliance.

4. Original language, page 17, C.3: ...

3. The COUNTY will maintain an up-to-date case file on each case in the assigned case load and shall enter and/or update case [data] **information** [on] **in** MACSS **on the case DIARY screen.** [Data] **Information** updates include, at a minimum, but are not limited to: case actions, dates of actions, results of actions, and information regarding addresses, employment and assets. ...

**Addendum language: ...**

3. The COUNTY will maintain an up-to-date case file on each case in the assigned case load and shall enter and/or update case information in MACSS on the case DIARY screen. Information updates include, at a minimum, but are not limited to: case actions, dates of actions, results of actions, and information regarding addresses, employment and assets. ...

**IN WITNESS WHEREOF, THE COUNTY AND THE STATE EXECUTE THIS AGREEMENT:**

FOR THE COUNTY OF BOONE:

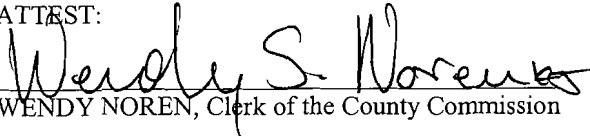
FOR THE FAMILY SUPPORT DIVISION:


  
KENNETH M. PEARSON, Presiding Commissioner

  
Director

DATED: 09/28/2010

DATED: 9-30-10

ATTEST:  
  
WENDY NOREN, Clerk of the County Commission

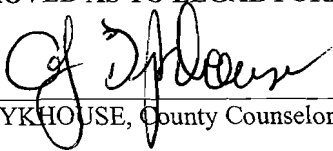
  
DANIEL K. KNIGHT, Boone County Prosecutor

DATED: 9-24-10

  
CHRISTY BLAKEMORE, Clerk of the Circuit Court

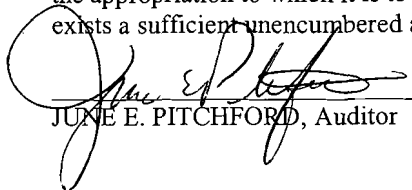
DATED: 9-24-10

**APPROVED AS TO LEGAL FORM:**

  
C.J. DYKHOUSE, County Counselor

**AUDITOR CERTIFICATION**

I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged and there exists a sufficient unencumbered appropriation balance.

 9/27/2010  
JUNE E. PITCHFORD, Auditor Date

Attachment A  
Documentation of Expenditures and Federal Claims

**This agreement identifies the basis upon which claims will be documented by the County for expenditures funded by the Child Support Enforcement Program (Title IV-D) for the purposes specified under this agreement.**

**General Provisions:**

- 1) All costs must satisfy the general provisions for allowability of costs as defined in OMB Circular A-87.
- 2) All costs must satisfy the specific provisions for allowability of costs as defined by all applicable Federal program rules.
- 3) DSS shall only reimburse for allowable IV-D Expenditures.
- 4) All matching funds supporting the billing must be consistent with applicable Federal regulations governing such funds and certified by the **County** with each billing.
- 5) Any deferrals, disallowances, questioned costs, or other items not allowed for Federal Financial participation, claimed by DSS on behalf of the **County**, shall be returned either to DSS or directly to the Federal agency (as determined by DSS) by the **County**.
- 6) Billings will be based on the actual cost incurred and shall be in the form, format and frequency specified by DSS.

**Framework:**

**45 CFR Part 95.507 (6)** "...costs...for services provided by a governmental agency outside the State agency...will be supported by a written agreement that includes, at a minimum (i) the specific service(s) being purchased, (ii) the basis upon which the billing will be made by the provider agency (e.g. time reports, number of homes inspected, etc.) and (iii) a stipulation that the billing will be based on the actual cost incurred."

**Documentation Standards – Basis Upon Which the Billings Will Be Made:**

**Salaries and Wages:** Please refer to OMB Circular A-87, Attachment B – Selected Items of Cost, Section 11 – Support of Salaries and Wages.

***Check the item(s) that apply:***

Employees will work solely on activities funded by Title IV-D for the purposes specified under this agreement. Employee payroll records will support the documentation requirements. The **County** agrees to periodically certify that these employees worked solely on that program for the period covered by the certification. Certifications will be prepared at least semi-annually and be maintained by the **County** for inspection by DSS or the Federal agency as they may require.

Employees work on multiple activities or cost objectives in addition to the activities funded by Title IV-D for the purposes specified under this agreement. Distribution of their salaries or wages will be supported by personnel activity reports that:

- a) reflect an after the fact distribution of the actual Title IV-D activity reimburseable under the purposes of this agreement of each employee, and;
- b) account for the TOTAL activity for which each employee is compensated, and;
- c) be prepared at least monthly and coincide with one or more pay periods.

**Expense and Equipment:** Please refer to OMB Circular A-87 Attachment A, Section D, Composition of Cost, and OMB Circular A-87 Attachment B – Selected Items of Cost

***Check the item(s) that apply.***

Direct costs: Costs of materials acquired, consumed, or expended benefit only Title IV-D for the purposes specified under this agreement.

Allocable Costs: Cost are chargeable or assignable in part to Title IV-D for the purposes authorized under this agreement in accordance with relative benefits received.

***If expense and equipment items are allocable you must attach detailed description of the methodology you will utilize to assign those costs in accordance with the relative benefits received under this agreement. Any changes to that methodology implemented after execution of this agreement will require an amendment to this agreement.***

**Automated Data Processing Costs:** Please refer to 45 CFR Part 95 Subpart F.

**Check the item(s) that apply:**

Costs for automated data processing equipment and services will not be included as a direct charge to Title IV-D for the purposes under this agreement.

Costs for automatic data processing equipment and services will be included as a direct charge to Title IV-D for the purposes under this agreement. We have complied with all provisions 45 CFR Part 95, Subpart F

Direct Costs: Costs for automated data processing equipment and services will be included as a direct charge for those costs that benefit only Title IV-D for the purposes specified under this agreement.

Allocable Costs: Costs for automated data processing equipment and services will be included as chargeable or assignable in part to Title IV-D for the purposes authorized under this agreement in accordance with relative benefits received.

***If automated data processing costs are allocable you must attach detailed description of the methodology you will utilize to assign those costs in accordance with the relative benefits received under this agreement. Any changes to that methodology implemented after execution of this agreement will require an amendment to this agreement.***

**Indirect Costs:**

Check the item that applies:

County indirect costs will not be included.

County indirect costs will be included. They have been approved as evidenced by our Federal or State Approved Indirect Cost Negotiation Agreement.

***If indirect costs are to be included, you must attach a copy of your current Federal or State Approved Indirect Cost Negotiation Agreement. The annual or bi-annual changes to indirect cost rates - provided they have been approved in your Federal or State Approved Indirect Cost Negotiation Agreement - will be allowed and will not require an amendment to this agreement, provided that a copy of the newly approved agreement is provided to the County Reimbursement Unit, Family Support Division.***

SEE ATTACHED  
County Presiding Judge/ Commissioner

Date \_\_\_\_\_

SEE ATTACHED  
Director, Family Support Division

Date \_\_\_\_\_

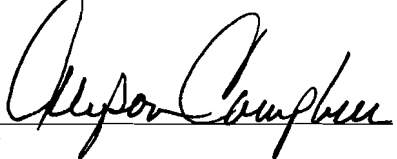
**IN WITNESS WHEREOF, THE COUNTY AND THE STATE EXECUTE THIS AGREEMENT:**

FOR THE COUNTY OF BOONE:

  
KENNETH M. PEARSON, Presiding Commissioner

DATED: 09/28/2010

FOR THE FAMILY SUPPORT DIVISION:

  
Director

DATED: 9-30-10

ATTEST:

  
WENDY NOREN, Clerk of the County Commission


  
DANIEL K. KNIGHT, Boone County Prosecutor

DATED: 9-24-10

  
CHRISTY BLAKEMORE, Clerk of the Circuit Court

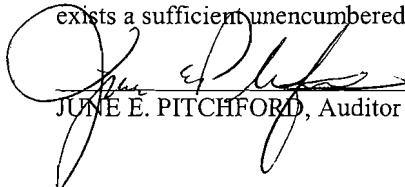
DATED: 9-24-10

**APPROVED AS TO LEGAL FORM:**

  
C.J. DYKHOUSE, County Counselor

**AUDITOR CERTIFICATION**

I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged and there exists a sufficient unencumbered appropriation balance.

  
JUNE E. PITCHFORD, Auditor

9/27/2010  
Date

 *Missouri Department of*  
**SOCIAL SERVICES**  
*Your Potential. Our Support.*

JUL 27 2009

JEREMIAH W. (JAY) NIXON, GOVERNOR • RONALD J. LEVY, DIRECTOR

FAMILY SUPPORT DIVISION

DIANE L. SALISBURY, COUNTY REIMBURSEMENT UNIT

PHONE: 816-889-5199 FAX: 816-889-1170

July 23, 2009

Barbara Morris, Administrator  
Office of the Boone County Prosecuting Attorney  
Family Support Division  
22 North 8<sup>th</sup> Street  
Columbia, MO 65201

Re: Boone County Indirect Cost Proposal – Actual 2008 Costs

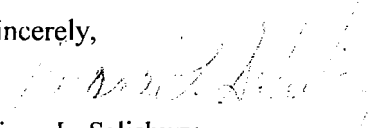
Dear Ms. Morris,

The CFY 2008 indirect cost plan prepared by your contractor has been reviewed and approved, subject to audit. As shown on the attached work sheet, the actual percentage rate was used to calculate the disparity between the indirect costs paid for the period and the actual costs supported by your plan. The 13.37% supported in the latest cost plan is approved for the Prosecuting Attorney's office and may be used as the new provisional rate. The \$514.17 per month supported in the latest cost plan is approved for the Circuit Clerk's office and may be used as the new provisional rate. The approved rate should be used on all claims submitted after receipt of this letter.

As you can see by the attached worksheet, the amount of indirect costs paid to your County in 2008 was \$78,021.78. The actual costs were \$53,412.78. The amount owed to the State is \$24,608.99.

If we have not heard from you by August 07, 2009, we will presume concurrence, and will arrange for reimbursement to the state by making an adjustment on your next claim for reimbursement. This settlement is subject to adjustment at audit. If you have questions, please call me at (816) 889-5194. Thank you.

Sincerely,

  
Diane L. Salisbury  
County Reimbursement Unit Manager

Attachment

C:

Alyson Campbell, Family Support Division Director  
✓ Dan Knight, Prosecuting Attorney  
Christy Blakemore, Circuit Clerk  
June Pitchford, County Auditor

RELAY MISSOURI  
FOR HEARING AND SPEECH IMPAIRED  
1-800-735-2466 VOICE • 1-800-735-2966 TEXT PHONE

*An Equal Opportunity Employer, services provided on a nondiscriminatory basis.*

Boone County  
Indirect Cost Allocation Plan  
County FY 2008 Settlement Statement

PROSECUTING ATTORNEY IV-D PROGRAM CIRCUIT CLERK IV-D PROGRAM

Month	Year	Indirect Cost Base	Indirect Rate (Provisional)	FFP Rate (Provisional)	Indirect Cost Paid to County (Provisional)	FFP Rate (Provisional)	Indirect Cost Paid to County (Provisional)
JAN	2008	\$30,766.81	17.57%	100%	\$5,405.73	100%	\$763.67
FEB	2008	\$30,817.89	17.57%	100%	\$5,414.70	100%	\$763.67
MAR	2008	\$31,343.28	15.46%	100%	\$4,845.67	100%	\$763.67
APR	2008	\$30,606.16	17.57%	100%	\$5,377.50	100%	\$763.67
MAY	2008	\$43,938.27	17.57%	100%	\$7,719.95	100%	\$763.67
JUN	2008	\$30,606.16	17.57%	100%	\$5,377.50	100%	\$763.67
JUL	2008	\$30,487.19	17.57%	100%	\$5,356.60	100%	\$763.67
AUG	2008	\$30,514.11	17.57%	100%	\$5,361.33	100%	\$763.67
SEP	2008	\$30,633.24	17.57%	100%	\$5,382.26	100%	\$763.67
OCT	2008	\$48,344.90	17.57%	100%	\$8,494.20	100%	\$662.17
NOV	2008	\$30,657.54	17.57%	100%	\$5,386.53	100%	\$662.17
DEC	2008	\$30,781.71	17.57%	100%	\$5,408.35	100%	\$294.08
Dec - only paid a portion county over budget							
CFY 2008 TOTAL		\$399,497.26			\$69,530.33		\$8,491.45

Period	PA Indirect Rate	IDC Rate	FFP %	Total IDC Due at FFP	Circuit Clerk IDC Due	IDC Rate	FFP %	Total IDC Due at FFP
JAN-DEC 2008	\$399,497.26	13.37%	100%	\$53,412.78	\$6,170.00	514.17/month	100%	\$53,412.78
ACTUAL INDIRECT COSTS FROM THE ALLOCATION PLAN								
ACTUAL INDIRECT COST TOTAL		\$53,412.78						

SETTLEMENT RECAPITULATION	CFY 2008 PAID (PROVISIONAL) AT FFP	\$78,021.78
ACTUAL CFY 2008 INDIRECT COSTS AT FFP		\$53,412.78
COSTS OVERPAID: DUE TO STATE		\$24,608.99

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

September Session of the July Adjourned

Term. 20 10

In the County Commission of said county, on the 28<sup>th</sup> day of September 20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the agreement between Boone County, Missouri, the Circuit Court, and the State of Missouri, Department of Social Services, Family Support Division, Child Support Enforcement for the Supplemental Agreement for Boone County Family Court Staff. 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 28<sup>th</sup> day of September, 2010.

ATTEST:

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

Kenneth M. Pearson  
Kenneth M. Pearson  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Absent  
Skip Elkin  
District II Commissioner



LEVEL C

**CHILD SUPPORT ENFORCEMENT COOPERATIVE AGREEMENT**

State of Missouri

Department of Social Services

Family Support Division

This agreement (“**AGREEMENT**”) is entered into between the State of Missouri, Department of Social Services, Family Support Division, Child Support Enforcement (FSD-CSE), hereinafter referred to as "**STATE**," and the

COUNTY of **BOONE**

by their respective office holders, including the Prosecuting Attorney, Circuit Clerk and Presiding Commissioner of the County Commission, hereinafter referred to inclusively as "**COUNTY**". For purposes of this **AGREEMENT**, **COUNTY** is designated as a Level C County. This is defined as a county in which the FSD-CSE has sole responsibility for the entire operation of the IV-D program in that county and the prosecuting attorney performs specific legal functions on referrals sent to him/her by the FSD-CSE.

WHEREAS, the **STATE** has been delegated the responsibility for the development and administration of a statewide program to establish and enforce child support obligations; and

WHEREAS, the **COUNTY** possesses resources useful in the establishment, enforcement, and collection of child support obligations; and

NOW, in consideration of the mutual undertakings and agreements hereinafter set forth, the **STATE** and **COUNTY** agree as follows:

I. FISCAL RESPONSIBILITIES OF THE PARTIES

A. The COUNTY shall:

1. The COUNTY through their respective offices shall:

a) Appropriate to the Office of the Prosecuting Attorney a sum of monies sufficient for investigation and litigation of cases referred to that office by the STATE. Failure to appropriate resources sufficient to allow the Prosecuting Attorney to comply with the performance standards established by 13 CSR 30-2.010 shall be deemed a breach of this AGREEMENT and cause for its termination.

b) Furnish office space and other administrative requirements mandated by Section 454.405, RSMo, provided prior written approval is obtained from the STATE for any office space leased from the private sector. All space obtained from a private source shall be acquired in conformance with Sections 105.454, and 50.660, RSMo, and 13 CSR 40-3.010(5) (A).

c) Agree to maintain, as required by the STATE, all fiscal and other records necessary for reporting and accountability under federal regulations and action transmittals, including, but not limited to, 45 CFR 302.15 and OCSE-AT-77-3; all provisions of 13 CSR 30-2.020, 13 CSR 40-3.010, and 13 CSR 40-3.020; and, in addition thereto, records which reflect the direct and indirect costs expended in the performance of this AGREEMENT. These records will be available to the STATE, State Auditor, Department of Social Services' Auditors, and/or federal officials for inspection and audit.

d) Retain all fiscal year records for a period not less than five (5) years, or for a period not less than specified in 13 CSR 40-3.020(1).

e) Submit monthly billings to the STATE for all actual and allowable direct and indirect expenditures incurred under this AGREEMENT for the preceding month. Allowable expenditures are COUNTY administrative costs eligible for federal financial participation under 45 CFR Part 304 and those eligible under STATE regulations. Claims will be documented and submitted in compliance with STATE regulations and shall be signed by an official of the COUNTY within the COUNTY who is a signatory to this AGREEMENT or by an individual designated in writing by one of these signatories.

f) Determine whether or not to claim indirect costs for IV-D reimbursement and if claiming indirect costs, present to the **STATE** for its review and approval, a cost allocation plan prepared in accordance with applicable state and federal regulations and federal action transmittals pertaining thereto, if indirect costs are to be claimed. The **STATE** will review the plan for compliance with federal directives and **STATE** regulations, will advise the **COUNTY** regarding any area of possible non-compliance, and make reimbursement on the basis of an approved plan.

g) Obtain written approval for participation from the **STATE** prior to purchasing, for use in carrying out this **AGREEMENT**, tangible personal property with an acquisition cost of \$2,500.00 or more per unit as specified in 13 CSR 40.3.010.

h) Ensure that none of the amounts certified for use pursuant to this **AGREEMENT** are federal funds, with the exception of federal revenue-sharing funds, which are available for this purpose.

i) Ensure that should any claimed expenditures for federal financial participation be subsequently disallowed by the Missouri State Auditor, by Department of Social Services' Auditors, or by the United States Department of Health and Human Services (DHHS), the **COUNTY** shall reimburse the **STATE** in a timely manner for the full amount of any such disallowance. The **STATE** may utilize subsequent claims for reimbursement and/or incentives under this or subsequent **AGREEMENTS** to offset the disallowance. The repayment period shall not exceed twelve (12) months from the date of notification of the disallowance to the **COUNTY** by the **STATE** unless prior written approval to extend the repayment period is granted by the **STATE**.

j) Establish and implement procedures to ensure that every individual who, as a regular part of his or her employment, receives, disburses, handles, or has access to or control over funds collected pursuant to this **AGREEMENT** is covered by a bond in an amount sufficient to indemnify the **STATE** against loss resulting from employee dishonesty.

k) Establish and implement procedures, consistent with generally accepted accounting principles, to ensure that individuals responsible for handling cash receipts of support payments do not participate in accounting or operating functions that would permit them to conceal in the accounting records the misuse of support payment receipts.

1) Comply with the 1964 Civil Rights Act, as amended: Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Omnibus Reconciliation Act of 1981 and the Americans with Disabilities Act of 1990 and all other applicable federal and state laws that prohibit discrimination in the delivery of services on the basis of race, color, national origin, age, sex, handicap disability or religious beliefs. The **COUNTY** likewise agrees to comply with Title VII of the Civil Rights Act of 1964 which prohibits discrimination in employment on the basis of race, color, national origin, age, sex, handicap, disability and religious beliefs. The **COUNTY** further agrees to comply with Public Law 100-690, the Omnibus Drug Initiative Act of 1988.

2. The Prosecuting Attorney's Office shall:

a) Estimate the total **COUNTY** expenditures during the period covered by this **AGREEMENT**. The estimated amount is \$ 413,395-. This estimate is made to comply with 45 CFR 303.107 (d). The parties understand that this estimate shall neither authorize nor limit any particular expenditure nor level of expenditures. The **COUNTY** shall also comply with 13 CSR 30-9.010(4), which require counties to submit an annual budget before the 1st day of July for the upcoming calendar year. The documents will be submitted to the County Reimbursement Unit, Family Support Division-Child Support Enforcement, PO Box 2320, Jefferson City, MO 65102-2320 and by email to the County Reimbursement Manager by July 1 of each year.

b) Hire for the purpose of fulfilling the responsibilities of Section 454.405, RSMo, and this **AGREEMENT**, new and additional staff, such as assistant prosecuting attorneys, clerical, investigative, or administrative, after first obtaining prior written approval from the **STATE** for new and additional staff employed by the **COUNTY** in carrying out the responsibilities defined in this **AGREEMENT** and for which federal financial participation is available.

c) Obtain written approval for reimbursement from the **STATE** prior to incurring IV-D out-of-state travel expenses as specified in 13 CSR 40-3.010(3)(G). Prior approval for reimbursement is not required for any in-state training provided by the **STATE**, the federal child support agency, other child support organizations, including the Missouri Child Support Enforcement Association (MCSEA), or the Missouri Office of

Prosecution Services (MOPS)/ Missouri Association of Prosecuting Attorneys (MAPA) bi-annual training conferences, provided that attendance is specific to training or discussions related to the child support program. If the subject matter is determined to be sufficiently program-related, the director of the Family Support Division (or his/her designee) will approve reimbursement at the current FFP rate. Reimbursement for any travel expense shall be subject to the limitations set by the **STATE** for its own employees.

d) Notify the **STATE** within thirty (30) days of all new hires and terminations of staff carrying out the responsibilities defined in this **AGREEMENT** and for which federal financial participation is available.

e) Provide for the **STATE'S** review and approval, ninety (90) days before any proposed implementation date, requests to establish a county-administered (Level A) IV-D investigative office. This request should include a statement of reasons for requesting the establishment of such an office, a proposed organizational statement, a proposed budget, and a comprehensive plan for assuming and processing the county's IV-D caseload.

f) Understand and agree that the **AGREEMENT** will involve the use of federal Title IV-D funds. Therefore, the following paragraphs shall apply:

(1) In performing its responsibilities under the **AGREEMENT**, the **COUNTY** shall fully comply with the following Office of Management and Budget (OMB) administrative requirements and cost principles, as applicable, including any subsequent amendments:

(a) Uniform Administrative Requirements - A-102 - State/Local Governments; 2 CFR 215 - Hospitals, Colleges and Universities, For-Profit Organizations (if specifically included in federal agency implementation), and Not-For-Profit Organizations (OMB Circular A-110).

(b) Cost Principles - 2 CFR 225 - State/Local Governments (OMB Circular A-87); A-122 - Not-For-Profit Organizations; A-21 - Colleges and Universities; 48 CFR 31.2 - For-Profit Organizations; 45 CFR 74 Appendix E - Hospitals.

(2) The **COUNTY** shall comply with the requirements of the Single Audit Act Amendments of 1996 (P.L. 104-156) and Circular A-133, including subsequent amendments or revisions, as applicable or 2 CFR 215.26. A copy of

any audit report shall be sent to the **STATE** each contract year if applicable. If it is determined that the **COUNTY** is so mandated, a copy of such audit must be submitted to the **STATE**, specifically to the County Reimbursement Unit, Family Support Division, Child Support Enforcement, P. O. Box 2320, Jefferson City, MO 65102-2320, within thirty (30) days of completion and by e-mail to the County Reimbursement Manager. The **COUNTY** shall return to the **STATE** any funds disallowed in an audit of the contract pursuant to Section I.A.1.i of this **AGREEMENT**.

(3) If the **COUNTY** is a sub-recipient as defined in OMB Circular A-133, Section 210, the contractor shall comply with all applicable implementing regulations, and all other laws, regulations and policies authorizing or governing the use of any federal funds paid to the contractor through the contract.

(4) The **COUNTY** will maintain expenditure and claim documentation in accordance with the requirements specified in Attachment A.

3. The Circuit Clerk's Office shall estimate the total expenditures during the period covered by this **AGREEMENT**. The estimated amount is \$ 13,633-. This estimate is made to comply with 45 CFR 303.107 (d). The parties understand that this estimate shall neither authorize nor limit any particular expenditure nor level of expenditures. The **COUNTY** shall also comply with 13 CSR 30-9.010(4), which require counties to submit an annual budget before the 1st day of July for the upcoming calendar year. The documents will be submitted to the County Reimbursement Unit, Family Support Division-Child Support Enforcement, PO Box 2320, Jefferson City, MO 65102-2320 and by e-mail to the County Reimbursement Manager by July 1 of each year.

**B. FISCAL RESPONSIBILITIES—THE STATE SHALL:**

1. Reimburse **COUNTY** pursuant to **STATE** and federal law and regulation, specifically 45 CFR 304.21 and 13 CSR 40-3.010, from funds received from the federal government and/or **STATE** general revenue at the applicable rate for expenditures incurred in providing the services specified in this **AGREEMENT**, not to exceed the approved budget amounts of the **COUNTY**.

a) The “total not to exceed” budget limit set in this **AGREEMENT** shall apply to the sum of direct and indirect cost reimbursements claimed by the **COUNTY**.

(1) Pursuant to Section I.A.1.f., indirect costs may be claimed pursuant to an indirect cost plan submitted by the **COUNTY** and approved by the **STATE**.

(2) **COUNTY** indirect cost reimbursements shall be limited to the lesser of the administrative rate established by the State of Missouri, Department of Social Services, for its contracts with other governmental entities (currently 8%) or the indirect cost rate established by the **COUNTY’S** approved plan. The indirect cost rate shall be established as a percentage of total direct cost reimbursements. The administrative rate may be found in DSS Administrative Policy, Contractor Administrative Rates, Section 4—Payroll Information, Adm: 4-100, Issued 04/07/09.

(3) The **STATE** may reimburse the **COUNTY** based upon a provisional indirect cost reimbursement plan. These plans are due to the **STATE** no later than six (6) months from the end of the **COUNTY** fiscal year. A plan established provisionally shall be reconciled to actual costs no later than six (6) months from the date of receipt of the provisional by the **STATE**. The sum of indirect cost reimbursements made under the provisional plan and subsequent reimbursements based on reconciled actual costs shall not exceed 8% of total direct cost reimbursements for the budget period, and together those actual indirect and direct cost reimbursements shall not exceed the total budget set by this **AGREEMENT**.

b) Reimbursements will, in all cases, be subject to an adjustment after a financial audit as stated in Section IV of this **AGREEMENT**.

2. Monitor the compliance of the financial arrangements.

3. Distribute incentive payments to the **COUNTY** pursuant to federal and state law regulations, specifically Sections 454.405, RSMo; 45 CFR 303.52; 45 CFR 304.12 and 13 CSR 30-9.010.

4. Provide to the **COUNTY** electronic budget forms by May 1 and any formula calculations to be used for the next calendar year by October 1 of each year, subject to the **STATE’S** ability to project available funding amounts.

- a) Formula calculations shall include the methodology, definitions, and specific numbers applicable to the **COUNTY**.
- b) The **COUNTY** shall have fifteen (15) days after receipt from the **STATE** to comment on the proposed calculation.
- c) The **COUNTY** shall send any comments to their representative at MOPS and/or MAPA, and the MOPS and/or MAPA representatives shall have an opportunity to meet with the **STATE** in a timely manner before a final application of the formula is made to the budgets of the counties.

II. **AUTHORITY:** The **STATE** is vested with the sole ownership, control and authority of the IV-D program in Missouri. The administrative policies and procedures adopted by the FSD-CSE shall be controlling for all IV-D activities and purposes to be performed by the **COUNTY** defined herein. No provision of this **AGREEMENT** shall be construed to alter the statutory, constitutional or common law powers and duties of the Prosecuting Attorney, including but not limited to, the power to use his/her discretion in determining the course of action to be taken in a case.

A. **Outside Contracts:** The **COUNTY**, individually or in concert together shall not sub-contract with any other business, organization or governmental body to perform any or all portions of this cooperative **AGREEMENT** without prior written approval from the **STATE**.

B. **Child Support Inquiries:** All outside inquiries (such as media, legislator, vendor, governmental agencies other than FSD-CSE) made to the **COUNTY** regarding the statewide child support program, its policies, procedures or performance shall be forwarded to the **STATE** for response. **COUNTY** may respond appropriately to all outside inquiries made to the **COUNTY** regarding the county program and any case within said program. The **COUNTY** shall provide notice of a **COUNTY** program inquiry and its response immediately to the **STATE**. In matters where the **STATE** must send a formal response to an inquiry, the **STATE** may request that the **COUNTY** shall provide either a draft response or all necessary case information to the **STATE** in order for the **STATE** to formally respond within five days of the inquiry. The **STATE** will advise the **COUNTY** when requesting information that it is in relation to such a time-sensitive request. At the request of the **STATE**, **COUNTY** shall provide a written response to constituent, legislative or other inquires, and provide a copy to the **STATE** within five



days of the STATE'S request. This section does not apply to inquiries made by custodial or non-custodial parents on their own cases.

### III. OPERATIONS REQUIREMENTS

#### A. Services Provided

1. The Office of the Prosecuting Attorney shall:

a) Take all appropriate action pursuant to Chapters 210, 452 and 454 RSMo, on each case referred by the STATE within the times specified in 13 CSR 30-2.010. In the event that federal law or regulations require the STATE to meet stricter time requirements than those specified in 13 CSR 30-2.010 for any case action or outcome, this AGREEMENT shall require the Prosecuting Attorney to also meet the stricter federal requirements for the same case action or outcome upon notification of the change(s) in federal requirements by the STATE.

(1) Subject to prosecutorial discretion, such appropriate action shall include, but not be limited to the Prosecuting Attorney: filing a co-respondent petition when the custodial parent fails to cooperate in paternity action; pursuing arrears due the STATE, with or without the custodial parent's cooperation; and pursuing all enforcement referrals either criminally or civilly.

(2) If a referral is active, the Prosecuting Attorney will be responsible for all direct communication with the custodial parent, the non-custodial parent or his/her attorney, if ethically appropriate, and for providing any and all information requested by the STATE to respond to inquiries by other parties.

(3) The Prosecuting Attorney shall use the Missouri Automated Child Support System (MACSS) to accept referrals from the STATE, record all IV-D activities deemed necessary by the STATE, and use MACSS to the extent necessary for the STATE to be able to determine whether or not the Prosecuting Attorney has complied with requirements of 13 CSR 30-2.010 solely by auditing MACSS case records. The Prosecuting Attorney shall only return referrals to the STATE to the office which currently has the case per the MACSS. Referrals will be returned to the STATE due to a lack of jurisdiction, a conflict of interest, through mutual agreement with the STATE or if no reasonable legal remedy is

presently available. In addition, the **COUNTY** may reject a referral if the referral packet is incomplete and the **STATE** fails to provide the necessary information requested by the **COUNTY** within fourteen (14) days. If the **COUNTY** returns or rejects a referral for any reason, that reason must be clearly documented in the MACSS diary. Referrals must be returned if requested by the **STATE** within fifteen (15) days of the **STATE'S** request.

(4) Referrals made by the **STATE** and accepted by the **COUNTY** for enforcement of existing orders should be retained and monitored by the Prosecuting Attorney for a period of not less than six (6) months after initial judicial action is completed to ensure compliance with the court's order or any agreement entered into between the Prosecuting Attorney and obligor. However, in the event that the obligor has complied with the court's order for a period of 3 consecutive months, within the 6 month period, the **COUNTY** can, at the Prosecuting Attorney's discretion, end and return the referral. In the event that the obligor is not complying with the court's order it is the Prosecuting Attorney's obligation to take subsequent action to enforce the order within the six (6) month period. In situations where it is known that the obligor cannot make payments as ordered, due to circumstances beyond the obligor's control such as incarceration, disability, or the case is dismissed by the court, the **COUNTY** may end and return the referral. In other extenuating circumstances, the **COUNTY**, in mutual agreement with the **STATE**, may end and return the referral. In all situations, where the **COUNTY** ends and returns the referral, the Prosecuting Attorney must document the reason and appropriate information on the MACSS diary prior to closing and returning the referral.

(5) The Prosecuting Attorney shall have authority to forgive or reduce Unreimbursed Assistance paid by the **STATE** prior to the entry of an order for child support to the same extent as **STATE** personnel. The Prosecuting Attorney shall not have the authority to forgive or reduce any post-judgment principle or arrearages which have been assigned to the **STATE**. Under no circumstances shall the Prosecuting Attorney have authority to forgive or reduce child support judgments or arrearages due to the family.

(6) The Prosecuting Attorney shall seek a judgment against the non-custodial parent for the cost of genetic testing, paid directly or indirectly by the **STATE**, in all actions for a declaration of paternity and order for support, except in cases where the party has been excluded by genetic testing as the father of all of the children in the petition for whom an order is sought.

(7) The Prosecuting Attorney shall apply the child support guidelines pursuant to Supreme Court Rule 88.01 in all cases referred by the **STATE** to the **COUNTY** to establish a support obligation. The Prosecuting Attorney shall ensure that the subsequent written Order states the reasons if the ordered current child support amount is a deviation from the Form 14 admitted by the Court. Furthermore, in addition to forwarding a copy of the Order to the referring FSD, the Prosecuting Attorney shall make a special note in MACSS when any case's order for support is a deviation from the Form 14.

(8) The Prosecuting Attorney shall review its "Referral Checklist" on the DSS intranet site at least once per year by June 30. The Prosecuting Attorney must make any changes throughout the year as necessary on the checklist to reflect its Office's current practices and preferences as needed by contacting the Prosecuting Attorney MACSS Liaison at the Family Support Division.

b) Agree that the elected Prosecuting Attorney and his or her assistants in the **COUNTY** will not represent any interested party other than the **STATE** in any matter referred to the **COUNTY'S** Prosecuting Attorney's Office.

c) Report to the **STATE** on a quarterly basis the number of felony charges filed and the number of misdemeanor charges filed under Section 568.040, RSMo, as well as the number of felony and misdemeanor convictions obtained. The **COUNTY** will submit the report in a format and manner specified by the **STATE**.

d) Fully comply with all applicable federal program and audit requirements, whether or not incorporated by reference in this **AGREEMENT**.

2. The **COUNTY**, through their respective Circuit Clerk/Administrator, shall:

a) Use MACSS to the extent required by Chapters 452 and 454 on all child support and/or spousal support cases. The Circuit Clerk/Administrator shall enter such information as is required for the state case registry.

b) Provide the Bureau of Vital Records of the Missouri Department of Health and Senior Services with certified copies of all orders establishing paternity with accompanying instructions to enter the name of the father in the birth records pursuant to Section 454.485 RSMo.

c) Comply with 45 CFR Section 304.50 in such a manner that the **STATE** meets its state plan requirements for the federal Office of Child Support Enforcement (OCSE).

d) Respond to requests from FSD for copies, certified copies, and authenticated copies of orders within fourteen (14) days of receipt at no cost to the **STATE** or **COUNTY** pursuant to R.S.MO Section 454.445.

3. The **COUNTY**, through both the Prosecuting Attorney's Office and the Circuit Clerk/Administrator shall:

a) Use MACSS in performing, recording and maintaining automated IV-D case file and related IV-D information. The **COUNTY** understands that, prior approval notwithstanding, any costs incurred through the use or purchase of services, equipment or automated system equipment is not eligible for federal financial participation if, in the sole opinion of the **STATE**, such equipment duplicates services provided by the MACSS.

b) Certify that neither they nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any state or federal department or agency. The **COUNTY** further agrees that it will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Labor. By signing this **AGREEMENT**:

(1) **COUNTY** understands this certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' Responsibilities;

(2) **COUNTY** certifies, by signing and submitting this **AGREEMENT**, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and

(3) **COUNTY** understands that if it is unable to certify to any of the statements listed in (b) above, it shall attach an explanation to this **AGREEMENT**.

c) Comply with the safeguarding and confidentiality requirements set forth in Section IV of this **AGREEMENT**.

4. **THE STATE SHALL:**

a) Refer appropriate IV-D cases to the Prosecuting Attorney for establishment, enforcement or modification.

b) Respond to information inquiries from the Prosecuting Attorney within fourteen (14) days of receipt thereof.

c) Provide federal and state parent locator services to the **COUNTY**, pursuant to Section 454.440, RSMo.

d) Upon filing with the Secretary of State, any proposed rule or regulation, notify each **COUNTY** signatory to this **AGREEMENT**, pursuant to Section 454.400, RSMo.

e) Provide MACSS and program training for **COUNTY** Prosecuting Attorney child support staff.

f) The **STATE** through the DSS Information Systems and Technology Division (ISTD) shall provide services to the **COUNTY** as follows: installation and problem resolution assistance for personal communication software; problem resolution assistance for MACSS-related printing problems; problem resolution assistance for Outlook e-mail as it relates to communication with the **STATE** on child support activities; and Microsoft Office Application assistance related to child support business.

g) The **STATE**, through the DSS ISTD, shall provide user ID's and passwords to prosecuting attorney staff needing access to state applications within 5 working days of receipt of the request for such access submitted via the online security access request through the FSD training unit.

h) The **STATE** will provide the Prosecuting Attorney or their designee the following information, in the same fashion and at the same time, as it is prepared and distributed to FSD personnel: FSD key personnel changes, statewide statistical data, annual federal audit compliance reports, MACSS changes, policy issued, all program-related information distributed to the staff supervisors or managers of FSD.

i) The **STATE** will measure performance of the **COUNTY** based on pre-determined performance indicators. These indicators will be measured separately from the audit criteria as outlined in 13 CSR 30-2.010.

j) The **STATE** shall attempt to provide to the **COUNTY** the cooperative **AGREEMENT** and any supplemental agreements by June 1 of each year for signature by the **COUNTY** by the June 30 deadline.

(1) In the event of unavoidable delay by the **STATE** or the **COUNTY**, the **STATE** and **COUNTY** agree that the **STATE** shall continue to reimburse IV-D expenses actually incurred by the **COUNTY** as per the expiring cooperative agreement, but in no case shall the **STATE** reimburse a **COUNTY** without a new signed cooperative agreement for IV-D expenses incurred past September 30.

(2) In the case of an unavoidable delay by either the **STATE** or the **COUNTY**, the **STATE** and **COUNTY** shall agree that all other portions of the cooperative agreement are still in effect until the signature of the succeeding cooperative agreement or until September 30, whichever occurs first, subject to changes in state or federal law, regulation or policy which are in effect before the **AGREEMENT** is signed by both parties.

B. Notice to the **COUNTY**-The **COUNTY** shall:

1. Understand and agree that because their Prosecuting Attorney employees are not employees of the **STATE**, they are not covered under the State Legal Expense Fund, Section 105.711. RSMo (Supp. 2003). **COUNTY** further understands and agrees that the **STATE** cannot save and hold harmless or indemnify any Prosecuting Attorney employees against any liability arising under this **AGREEMENT**. Any liability insurance that the **COUNTY** deems necessary must be procured at their own expense as part of the cost of providing services under this **AGREEMENT**.

2. Have ownership of all computer hardware, including, but not limited to, personal computers (PC's), printers, desktops, monitors, hubs, servers, uninterruptible power supplies, and tape drives. The COUNTY shall be responsible for providing maintenance, repair and/or replacement of the above-mentioned hardware and any inclusions. Any replacement equipment shall meet the minimum Department of Social Services' requirements. In order to be eligible for reimbursement by the STATE, the COUNTY shall request approval from the STATE in accordance with paragraph I.A.1.g of this AGREEMENT.

3. Ensure that claims for federal funds are in compliance with applicable federal regulations and audit requirements.

4. Maintain records as required by STATE and federal regulations, including 45 CFR 302.15 and 45 CFR Part 74, make such records available to STATE or federal personnel for the purpose of conducting audits and reviews, submit reports to the STATE upon request from the Director of the Family Support Division, and fully comply with all federal audit requirements.

5. Understand and agree that the funds available for use in this program are limited to monies received from the United States Department of Health and Human Services (DHHS) for operation of the Missouri State Plan for Child Support Enforcement under Title IV-D of the Social Security Act and are further limited by appropriation of general revenue funds and/or Child Support Enforcement Collections (CSEC) fund by the Missouri General Assembly and the availability of those funds. A reduction to the overall funding available for the Missouri STATE Child Support Enforcement program will be applied to this AGREEMENT as specified below:

a) Reductions in state appropriations for Child Support County Reimbursements: Legislative budget cuts, line-item vetoes, appropriation expenditure restrictions and/or CSEC fund shortfalls which reduce available funding for Child Support County Reimbursements shall be apportioned to all participating counties through a formula that considers the relative cost effectiveness of COUNTY programs and minimum funding standards to sustain efficiently-operated COUNTY programs.

b) It is understood by all of the parties to this AGREEMENT, that this AGREEMENT shall automatically terminate without penalty to any party if funds for the Child Support Enforcement Program are not appropriated by the Missouri General Assembly or if Missouri's Title IV-D program is not funded by the federal Department of Health and Human Services.

6. Understand and agree that title to any equipment purchased by the **COUNTY** pursuant to this **AGREEMENT** shall vest in the **COUNTY**, subject to applicable federal regulations pertaining to usage and disposition. All assets, including but not limited to, cubicles, filing cabinets, chairs, desks, and computers, will be purchased by, and become the property of the **COUNTY**.

IV. **PERFORMANCE AND FISCAL AUDITS:** The **COUNTY** understands and agrees to the following activities for purposes of auditing the files and performance of the **STATE'S** IV-D program:

A. Audits completed by **STATE** and others

1. For the purposes of this section, the term auditor includes audit personnel from **STATE**, DSS, the state and federal governments, and any other authorized independent auditors employed by any of these entities.

2. The **STATE** has the right to request records, documents, papers and other necessary materials for audit purposes without advance notice. The **COUNTY** shall provide reasonable access to all records, documents, papers and other necessary materials when requested by the auditors.

3. For data used to compute federal IV-D performance measures and other performance measures outlined in this **AGREEMENT**, **STATE** reserves the right to complete on-site or off-site audits to determine the reliability of data that **COUNTY** staff provided to **STATE** or entered in MACSS. The purpose of such an audit is to internally assess the program's data reliability to identify and correct problems before the **STATE** is faced with financial penalties resulting from exceptions found in a federal data reliability audit.

4. The **COUNTY** agrees to cooperate with a review conducted by the **STATE** to determine the accuracy of case information, data and compliance with **STATE** policies and procedures. This review may include, but is not limited to, on-site reviews of hard copy or electronic case records and system reviews of MACSS data.

5. Maintain individual (hard copy and electronic) case records adequate to permit evaluation of the progress of each case. Such records shall be maintained in strict compliance with 45 CFR 302.15 and 303.2 and shall include, at a minimum, the following:

- a) original referral documentation;
- b) record of all contacts with parties to the action; and



- c) record of all legal action.

B. Judicial Performance Indicators--Compliance

1. For cases referred to the **COUNTY**, the **COUNTY** will be measured in accordance with the Code of State Regulations, 13 CSR 30-2.010 Prosecuting Attorneys' Performance Standards.

2. Compliance reviews will be conducted solely on the case information contained in MACSS. If an action was taken, but not documented in MACSS, the action will not be considered for the purposes of compliance review.

C. Safeguarding Information, Case Record Maintenance and Confidentiality

1. The **STATE** will make accessible to the Prosecuting Attorney all necessary information that the agency can provide. This information shall be subject to all relevant federal and state law and regulations providing for safeguarding of information. The information received in the execution of the Child Support Enforcement Program shall be used only for the purposes enumerated in subsection 454.440.9, RSMo.

2. The **COUNTY** shall safeguard and hold confidential information found in MACSS per the policies of the **STATE** and ensure that the appropriate employees have access to MACSS and upon termination, that access be terminated. It is not permissible for circuit clerk and prosecuting attorney staff to share assigned passwords with anyone. It is not permissible for circuit clerk or prosecuting attorney staff to sign on with his or her own ID and password with the intent to allow another person access to the system. All information held in MACSS is to be used for the sole purpose of conducting business of the child support program and the **STATE'S** policy on its confidentiality is binding. Violation of the confidentiality policy found in Section III, Chapter 1, by an employee must result in appropriate disciplinary action.

3. The **COUNTY** will maintain an up-to-date case file on each case in the assigned case load and shall enter and/or update case data on MACSS. Data updates include, at a minimum, but are not limited to: case actions, dates of actions, results of actions, and information regarding addresses, employment and assets.

4. In accordance with the provisions of Section 32.057 and Chapter 143, of the Revised Statutes of Missouri and Regulations promulgated by the Department of Revenue (DOR),

the **COUNTY** shall agree and understand that any data being provided by the DOR is confidential. The **COUNTY** must not make such data available to any other person or company in its entirety or in part, for any purpose whatsoever.

**D. Fiscal Component**

1. **STATE** may conduct an annual financial audit to determine whether funds received by the **COUNTY** were used in accordance with requirements in this **AGREEMENT**, in state law and in federal regulations governing authorized IV-D expenditures.

2. The **COUNTY** will make available all appropriate financial records to the **STATE**, State Auditor, Department of Social Services' Auditors, and/or federal officials for inspection and audit.

3. Reimbursements will, in all cases, be subject to an adjustment after a financial audit as stated below:

a) If a financial audit finds that the **STATE** reimbursed the **COUNTY** in a previous budget year an amount greater than that allowed by the audit, then the **STATE** may reduce the **COUNTY'S** budget in the following budget year after reasonable notice to the **COUNTY**.

b) A reduction to the **COUNTY'S** budget in this subsequent budget year which occurred as a result of an adjustment pursuant to an audit finding shall be treated as a one-time reduction and not automatically a permanent reduction of the **COUNTY'S** budget for future budget amount projections.

c) In the event a **COUNTY** seeks reimbursement for an amount in excess of the approved budget amount, then the **COUNTY** shall submit with the reimbursement request a statement of explanation for the excessive expense. The **STATE** shall give the **COUNTY** written notice whether or not any or all of the excessive claim will be reimbursed by the **STATE**.

**E. Corrective Action**

1. Performance-- Failure to comply with the performance terms of this **AGREEMENT** by the **COUNTY** Prosecuting Attorney or **COUNTY** Circuit Clerk/Administrator will result in the following action by the **STATE**:

B. Modification of AGREEMENT

through June 30, 2011.

A. Duration of AGREEMENT: This AGREEMENT shall be in effect from July 1, 2010

V. DURATION, MODIFICATION AND TERMINATION OF AGREEMENT

action, continued non-compliance may result in the termination of this AGREEMENT.

out of compliance with the terms of this AGREEMENT after two years of corrective

b) If the COUNTY fails to satisfactorily correct the deficiency and remains

for the deficiency and the plans for achieving compliance; and

COUNTY within thirty (30) days of notice by the STATE, which shall include the reasons

a) The STATE will request a financial corrective action plan from the

STATE:

COUNTY or the COUNTY Prosecuting Attorney will result in the following action by the

2. Fiscal --Failure to comply with the fiscal terms of this AGREEMENT by

out of compliance with program performance standards.

b) Attend necessary and required training when the COUNTY is found to be

agreed upon timeframe shall be grounds for terminating this AGREEMENT.

corrective action plan or the COUNTY'S failure to achieve compliance within a mutually

OCSF and/or STATE. The COUNTY'S failure to submit and implement an approved

actions and timeframes proposed by the COUNTY are subject to approval by the IRS,

and timeframes to be taken that will bring the COUNTY into compliance. The corrective

thirty (30) days of the written finding of noncompliance and must contain specific actions

corrective action plan. The corrective action plan must be submitted to the STATE within

reliability or program compliance audits will require the COUNTY to prepare a written

regulations for the safeguarding of federal tax information, performance measures, data

indicates the COUNTY is not in compliance with the policies, procedures, requirements or

a) A written finding prepared by the IRS, OCSF and/or the STATE that

1. This AGREEMENT may be modified at any time in writing by the mutual consent of the parties.
  2. The parties to this AGREEMENT understand and agree that the Federal and STATE laws and regulations cited in this AGREEMENT are subject to change as a result of the enactment of Public Law 104-193. Further, the parties agree that any changes in Missouri law required by P.L. 104-193 will be binding on the parties.
  3. References to federal and state statutes and regulations incorporate such statutes and regulations herein, subject to amendment after the effective date of this AGREEMENT.
- C. Termination of AGREEMENT**
1. The STATE may terminate this AGREEMENT at any time in accordance with the provisions of Section 454.405, RSMo.
  2. The COUNTY may terminate this AGREEMENT upon sixty days written notice. The COUNTY shall be entitled to receive reimbursement for all allowable IV-D expenditures up to the date of termination.

**IN WITNESS WHEREOF, THE COUNTY AND THE STATE EXECUTE THIS AGREEMENT for the COUNTY of \_\_\_\_\_:**

\_\_\_\_\_  
 Presiding Judge/County Commissioner

Date

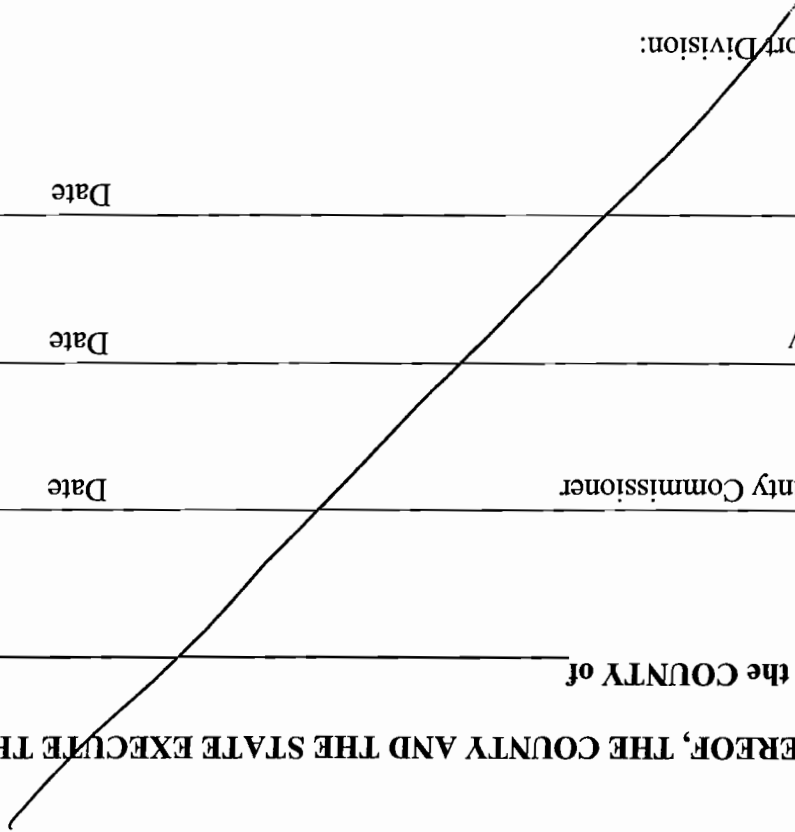
\_\_\_\_\_  
 Prosecuting Attorney

Date

\_\_\_\_\_  
 Circuit Clerk

Date

For the Family Support Division:

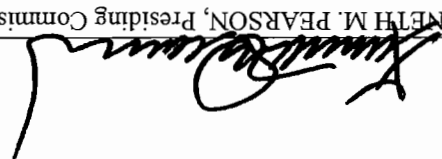


SEE ATTACHED

~~Director \_\_\_\_\_ Date \_\_\_\_\_~~

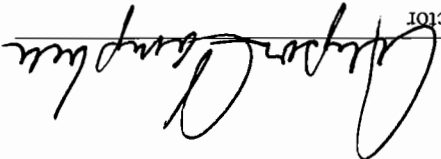
IN WITNESS WHEREOF, THE COUNTY AND THE STATE EXECUTE THIS AGREEMENT:

FOR THE COUNTY OF BOONE:

  
KENNETH M. PEARSON, Presiding Commissioner

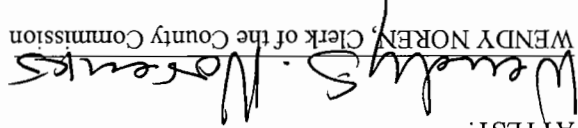
DATED: 09/28/2010

FOR THE FAMILY SUPPORT DIVISION:

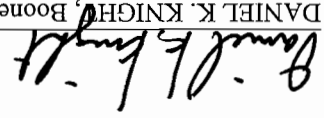
  
Director

DATED: 9-30-10

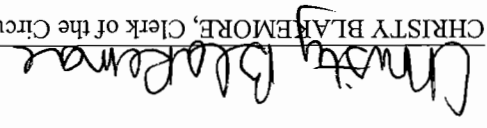
ATTEST:

  
WENDY NOREN, Clerk of the County Commission

DANIEL K. KNIGHT, Boone County Prosecutor

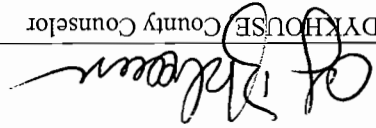


DATED: 9-24-10

  
CHRISTY BLAHEMORE, Clerk of the Circuit Court

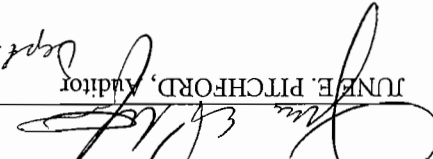
DATED: 9-24-10

APPROVED AS TO LEGAL FORM:

  
C.J. DYKHOUSE, County Counselor

AUDITOR CERTIFICATION

I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged and there exists a sufficient unencumbered appropriation balance.

  
JUNE E. PITCHFORD, Auditor  
Date 9/27/2010  
Dept. 1263  
1221

480 -2010

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

September Session of the July Adjourned

Term. 20 10

In the County Commission of said county, on the 28<sup>th</sup> day of September 20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to appropriate unbudgeted transaction fee payments from the state for 2010:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2300	23850	Election Services	Equipment < 1000		20,000.00
2300	03451	Election Services	State Grant Reimbursement		24,090.00

Done this 28<sup>th</sup> day of September, 2010.

ATTEST:

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

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

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

*Absent*  
Skip Elkin  
District II Commissioner

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

BOONE COUNTY, MISSOURI RECEIVED

AUG 30 2010

8/24/2010 EFFECTIVE DATE

FOR AUDITORS USE

BOONE COUNTY AUDITOR

Table with columns: Department, Account, Department Name, Account Name, (Use whole \$ amounts) Decrease, Increase. Includes handwritten entries for ELECTION SERVICES and EQUIPMENT < 1000.

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): APPROPRIATE UNBUDGETED TRANSACTION FEE PAYMENTS FROM STATE FOR 2010. NOT BUDGETED ORIGINALLY BECAUSE WE DID NOT KNOW IF WE WOULD BE GETTING IT.

Handwritten signature of Requesting Official

Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

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

agenda

Auditor's Office

PRESIDING COMMISSIONER

DISTRICT I COMMISSIONER

DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

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



RECEIVED:

JUL 29 2010

TREASURER'S OFFICE

GENERAL REVENUE  
2010

\_\_July 30, 2010\_\_ Weekly Report

\$ 25,788.10

COUNTY CLERK FEES

MISCELLANEOUS	1131-3800	\$	_____
CHARGES FOR SERVICES	1131-03500	\$	_____
LIC'S &/or NOTARIES	1131-03316	\$	<u>27.00</u>
MISC (Copies, Print outs, Lists)	1131-03510	\$	<u>10.00</u>
FICA FED W/H OVER & UNDER	1131-86897	\$	_____
TRAVEL REIMBURSEMENT	1131-37200	\$	_____
HEALTH CLAIM REFUNDS OR AGG STOP LOSS	6000-71055	\$	_____
COBRA-Health Benefits	6000-03532	\$	_____
COBRA-Dental Benefits	6010-03532	\$	_____
COBRA-Life	2004-02112	\$	_____
W/C DIVIDEND	1191-3891	\$	_____
AUTO CLAIMS DEDUCTIBLE	1191-71016	\$	_____
NURSES LIABILITY REFUND	1191-71008	\$	_____
RESTITUTION	1190-03882	\$	_____
EMPLOYEE BENEFITS, MISC REV	1192-03890	\$	_____
RECORD MANAGEMENT GRANT	1196-3451	\$	_____
SURVEY PARTICIPATION	100-02320	\$	_____
LOSS CONTROL CREDIT REIMB	1191-23850	\$	_____
MARCIT AUTO PHY DAMAGE	2048-03945	\$	_____
TOTAL		\$	<u>37.00</u>

ELECTION & VOTER REGISTRATION FEES

COPIES	1132-03510	\$	<u>2.10</u>
VOTER REG LISTS & LABELS	1132-03830	\$	<u>9.00</u>
& CERTIFIED COPIES OF REGISTRATION			
MISCELLANEOUS	1132-03890	\$	_____
ELECTION POSTAGE	1194-22000	\$	_____
2008 HAVA REIMBURSEMENT	2310-3411	\$	_____
ELEC REIMB FR ST	1132-3451	\$	_____
ELECTION ADMIN & DIRECT COST REIMBURSE	1132-03887	\$	_____
ELECTION SERVICES	1132-3500	\$	_____
ELECTION SERVICES STATE REIMBURSEMENT	2300-3451	\$	<u>25,740.00</u>
STORAGE FEE REIMB	1132-71525	\$	_____
COUNTY CLERKS ASSOC.	1132-23001	\$	_____
TOTAL		\$	<u>25,751.10</u>

SPECIAL ELECTION FUNDS

SPECIAL ELECTION #1	7521-3526	\$	_____
SPECIAL ELECTION #2	7522-3526	\$	_____
SPECIAL ELECTION #3	7523-3526	\$	_____
SPECIAL ELECTION #4	7524-3526	\$	_____
SPECIAL ELECTION #5	7525-3526	\$	_____
TOTAL		\$	_____

HAVA ELECTION FUND

HAVA FEDERAL GRANT REIMBURSEMENT	2310-03411	\$	_____
TOTAL		\$	_____

COINS \$0.10

CASH \$26.00

CHECK \$25,762.00

Total: \$ 25,762 <sup>00</sup>	
CASH	26-
COIN	.10
TOTAL	25,788 <sup>10</sup>

BOONE COUNTY CLERK CASH RECEIVED

LOAD ON TOP PEG

DATE	FROM WHOM RECEIVED	AMOUNT	DESCRIPTION	FUND	ACCOUNT	RECEIPT NUMBER	CHECK NUMBER
7-22	<del>Boyer &amp; Cox</del>	<del>3.00</del>	<del>notary fee</del>			<del>23182</del>	<del>Duplicate</del>
7-22	Beverly Kay Brown	3.00	notary fee			23183	
7-23	Linnell / Hamilton / ...	9.00	3 cc voter ID	1	2	23184	\$1.00
7-23	Stevenson	2.50	leg map		2	23185	\$2.50
7-23	Robert A. ...	3.00	notary fee			23186	#
7-23	O Casey Kamps	3.00	notary fee			23187	#122.0
7-26	...	3.00	notary fee			23188	\$5.00
7-26	Manuel & Huber	3.00	notary fee			23189	\$3.00
7-26	...	3.00	notary fee			23190	#
7-26	...	3.00	notary fee			23191	#
7-26	...	10.00	...			23192	#1539
7-27	...	35.7400	...	3300	343	23193	#A515819
7-29	...	3.00	notary fee			23194	\$5.00
7-29	...	3.00	notary fee			23195	\$3.00
7-30	...	3.00	notary fee			23196	\$3.00
7-30	...	3.00	...		2	23197	\$2.00
7-30	...	9.10	voter ID / copy	1	2	23198	\$9.10
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

7.30.10

BOONE COUNTY CLERK CASH RECEIVED

FORM NO. 5060J1

Deposited 7.30.10

TOTALS PREVIOUS PAGE \_\_\_\_\_  
 TOTALS MONTH TO DATE \_\_\_\_\_

GENERAL REVENUE  
2010

\_\_ August 20, 2010 \_\_ Weekly Report

\$ 409.87

COUNTY CLERK FEES

MISCELLANEOUS	1131-3800	\$	_____
CHARGES FOR SERVICES	1131-03500	\$	_____
LIC'S &/or NOTARIES	1131-03316	\$	<u>36.00</u>
MISC (Copies, Print outs, Lists)	1131-03510	\$	_____
FICA FED W/H OVER & UNDER	1131-86897	\$	_____
TRAVEL REIMBURSEMENT	1131-37200	\$	_____
HEALTH CLAIM REFUNDS OR AGG STOP LOSS	6000-71055	\$	_____
COBRA-Health Benefits	6000-03532	\$	_____
COBRA-Dental Benefits	6010-03532	\$	_____
COBRA-Life	2004-02112	\$	_____
W/C DIVIDEND	1191-3891	\$	_____
AUTO CLAIMS DEDUCTIBLE	1191-71016	\$	_____
NURSES LIABILITY REFUND	1191-71008	\$	_____
RESTITUTION	1190-03882	\$	_____
EMPLOYEE BENEFITS, MISC REV	1192-03890	\$	_____
RECORD MANAGEMENT GRANT	1196-3451	\$	_____
SURVEY PARTICIPATION	100-02320	\$	_____
LOSS CONTROL CREDIT REIMB	1191-23850	\$	_____
MARCIT AUTO PHY DAMAGE	2048-03945	\$	_____
TOTAL		\$	<u>36.00</u>

ELECTION & VOTER REGISTRATION FEES

COPIES	1132-03510	\$	_____
VOTER REG LISTS & LABELS	1132-03830	\$	<u>24.00</u>
& CERTIFIED COPIES OF REGISTRATION			
MISCELLANEOUS	1132-03890	\$	_____
ELECTION POSTAGE	1194-22000	\$	_____
2008 HAVA REIMBURSEMENT	2310-3411	\$	_____
ELEC REIMB FR ST	1132-3451	\$	_____
ELECTION ADMIN & DIRECT COST REIMBURSE	1132-03887	\$	_____
ELECTION SERVICES	1132-3500	\$	_____
ELECTION SERVICES STATE REIMBURSEMENT	2300-3451	\$	<u>349.87</u>
STORAGE FEE REIMB	1132-71525	\$	_____
COUNTY CLERKS ASSOC.	1132-23001	\$	_____
TOTAL		\$	<u>373.87</u>

CHECKS	364.87
CASH	42.-
COIN	3.-
TOTAL	409.87

SPECIAL ELECTION FUNDS

SPECIAL ELECTION #1	7521-3526	\$	_____
SPECIAL ELECTION #2	7522-3526	\$	_____
SPECIAL ELECTION #3	7523-3526	\$	_____
SPECIAL ELECTION #4	7524-3526	\$	_____
SPECIAL ELECTION #5	7525-3526	\$	_____
TOTAL		\$	_____

HAVA ELECTION FUND

HAVA FEDERAL GRANT REIMBURSEMENT	2310-03411	\$	_____
TOTAL		\$	_____

COINS \$3.00 ✓

CASH \$42.00 ✓

CHECK \$364.87 ✓

BOONE COUNTY CLERK CASH RECEIVED

LOAD ON TOP PEG

BOONE COUNTY CLERK CASH RECEIVED

FORM NO. 5080J1

DATE	FROM WHOM RECEIVED	AMOUNT	DESCRIPTION	FUND	ACCOUNT	RECEIPT NUMBER	CHECK NUMBER
8/10/10	<del>...</del>		<del>...</del>			23211	\$5
8/10/10	5 - ...	15	Vote ID			23212	\$15
8/11/10	3 - ...	3	Notary fee			23213	\$3
8/11/10	3 - ...	3	Notary fee			23214	\$3
8/11/10	3 - ...	3	Notary fee			23215	\$3
8/11/10	3 - ...	3	Notary fee			23216	\$3
8/13/10	3 - ...	9	Vote ID			23218	\$9
8/13/10	2 - ...	2	map			23219	\$2
8/16/10	3 - ...	3	Notary fee			23220	\$3
8/16/10	349.87	349.87	...	2300	345	23221	\$349.87
8/17/10	3.00	3.00	...			23222	\$3.00
8/17/10	3 - ...	3	Notary fee			23223	\$3
8/17/10	3 - ...	3	Notary fee			23224	\$3
8/17/10	3 - ...	3	Notary fee			23225	\$3
8/17/10	3 - ...	3	Notary fee			23226	\$3
8/17/10	3 - ...	3	Notary fee			23227	\$3
8/17/10	3 - ...	3	Notary fee			23228	\$3
8/18/10	3 - ...	3	Notary fee			23229	\$3
8/18/10	3 - ...	3	Notary fee			23230	\$3
8/20/10	16.00	16.00	...			23233	\$16.00
8/20/10	24 - ...	24	Vote ID			23232	\$24

Deposited 8/15/10

TOTALS PREVIOUS PAGE \_\_\_\_\_  
 TOTALS MONTH TO DATE \_\_\_\_\_

## Fund Statement - Election Services Fund 230 (Nonmajor)

	2009 Actual	2010 Budget	2010 Projected	2011 Budget
<b>REVENUES:</b>				
Property Taxes	\$ -	\$ -	\$ -	\$ -
Assessments	-	-	-	-
Sales Taxes	-	-	-	-
Franchise Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental	42,405	26,090	26,000	-
Charges for Services	6,262	35,000	21,000	-
Fines and Forfeitures	-	-	-	-
Interest	1,251	890	-	-
Hospital Lease	-	-	-	-
Other	-	-	-	-
<b>Total Revenues</b>	<b>49,918</b>	<b>61,980</b>	<b>47,000</b>	-
<b>EXPENDITURES:</b>				
Personal Services	-	-	-	-
Materials & Supplies	246	103,000	107,000	-
Dues Travel & Training	5,382	4,300	4,200	-
Utilities	1,243	1,500	1,500	-
Vehicle Expense	-	-	-	-
Equip & Bldg Maintenance	-	-	-	-
Contractual Services	-	-	-	-
Debt Service (Principal and Interest)	-	-	-	-
Emergency	-	-	-	-
Other	-	2,200	2,000	-
Fixed Asset Additions	116	157,800	157,674	-
<b>Total Expenditures</b>	<b>6,987</b>	<b>268,800</b>	<b>272,374</b>	-
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>42,931</b>	<b>(206,820)</b>	<b>(225,374)</b>	-
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfer In	-	-	-	-
Transfer Out	-	-	-	-
Proceeds of Sale of Capital Assets/Insurance Claims/Capital Lease	-	-	-	-
Proceeds of Long-Term Debt	-	-	-	-
Retirement of Long-Term Debt	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	-	-	-	-
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES (BUDGET BASIS)</b>	<b>42,931</b>	<b>(206,820)</b>	<b>(225,374)</b>	-
<b>FUND BALANCE (GAAP), beginning of year</b>	201,815	244,746	244,746	19,372
Less encumbrances, beginning of year	-	-	-	-
Add encumbrances, end of year	-	-	-	-
<b>FUND BALANCE (GAAP), end of year</b>	<b>\$ 244,746</b>	<b>\$ 37,926</b>	<b>\$ 19,372</b>	<b>\$ 19,372</b>
<b>FUND BALANCE RESERVES AND DESIGNATIONS, end of year</b>				
Reserved:				
Loan Receivable (Street NIDS/Levy District)	\$ -	\$ -	\$ -	\$ -
Prepaid Items/Security Deposits/Other Reserves	-	-	-	-
Debt Service/Restricted Assets	-	-	-	-
Prior Year Encumbrances	-	-	-	-
Designated:				
Capital Project and Other	-	-	-	-
<b>Total Fund Balance Reserves and Designations, end of year</b>	-	-	-	-
<b>FUND BALANCE, end of year</b>	244,746	37,926	19,372	19,372
<b>FUND BALANCE RESERVES/DESIGNATIONS, end of year</b>	-	-	-	-
<b>UNRESERVED/UNDESIGNATED FUND BALANCE, end of year</b>	<b>\$ 244,746</b>	<b>\$ 37,926</b>	<b>\$ 19,372</b>	<b>\$ 19,372</b>

230 ELECTION SERVICES FUND

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
1000	CASH & INVEST IN TREASURY	33,320.80	.00
1006	CHG IN FV OF INVESTMENTS	.00	1,984.68
1205	INTEREST RECEIVABLE	828.61	.00
1400	PREPAID EXPENSES	.00	.00
	TOTAL ASSETS *****	32,164.73	.00
2907	APPROPRIATION CONTROL	.00	248,800.00
2908	ESTIMATED REVENUE	37,890.00	.00
2911	FUND BAL APPRPTD CONTROL	210,910.00	.00
	TOTAL BUDGETARY *****	.00	.00
2010	ACCOUNTS PAYABLE	.00	.00
2310	DUE TO OTHER FUNDS	.00	.00
	TOTAL LIABILITIES *****	.00	.00
2909	ENCUMBRANCE CONTROL	.00	.00
2910	ENCUMBRANCE CONTRA	.00	.00
	TOTAL ENCUMBRANCES *****	.00	.00
2905	EXPENDITURE CONTROL	246,907.80	.00
2906	REVENUE CONTROL	.00	34,326.74
2913	BEG FUND BAL (UNRESERVED)	.00	244,745.79
2933	FUND BALANCE RESERVED - OTHER	.00	.00
	TOTAL EQUITIES *****	.00	32,164.73
	TOTAL ASSETS	32,164.73	.00
	TOTAL LIABILITIES & EQUITIES	.00	32,164.73

230 ELECTION SERVICES FUND

ACCOUNT	ORIGINAL BUDGET	BUDGET ADJUSTMENTS	BUDGET + ADJUSTMENTS	REVENUES/ EXPENDITURES	ENCUMBRANCES	REVENUES/ EXPEND + ENCM	% OF BUDGET	REMAINING BALANCE	% REMAINING
3451 STATE REIMB-GRANT/PROGRAM/OTHR	2,000.00	.00	2,000.00	26,089.87	.00	26,089.87	304	24,089.87-	204-
CLASS 3400 TOTALS *****	2,000.00	.00	2,000.00	26,089.87	.00	26,089.87	304	24,089.87-	204-
3526 REIMBURSEMENT FOR ELECTION	35,000.00	.00	35,000.00	7,265.87	.00	7,265.87	20	27,734.13	79
CLASS 3500 TOTALS *****	35,000.00	.00	35,000.00	7,265.87	.00	7,265.87	20	27,734.13	79
3711 INT-OVERNIGHT	50.00	.00	50.00	81.12	.00	81.12	162	31.12-	62-
3712 INT-LONG TERM INVEST	840.00	.00	840.00	1,786.79	.00	1,786.79	212	946.79-	112-
3798 INC/DEC IN FV OF INVESTMENTS	.00	.00	.00	896.91-	.00	896.91-	0	896.91	0
CLASS 3700 TOTALS *****	890.00	.00	890.00	971.00	.00	971.00	109	81.00-	9-
TOTAL REVENUES *****	37,890.00	.00	37,890.00	34,326.74	.00	34,326.74	90	3,563.26	9
23850 MINOR EQUIP & TOOLS (<\$1000)	45,000.00	38,000.00	83,000.00	84,992.78	.00	84,992.78	102	1,992.78-	2-
CLASS 20000 TOTALS *****	45,000.00	38,000.00	83,000.00	84,992.78	.00	84,992.78	102	1,992.78-	2-
37000 DUES	.00	.00	.00	930.00	.00	930.00	0	930.00-	0
37200 SEMINARS/CONFEREN/MEETING	800.00	.00	800.00	749.00	.00	749.00	93	51.00	6
37220 TRAVEL (AIRFARE, MILEAGE, ETC)	1,500.00	.00	1,500.00	1,177.42	.00	1,177.42	78	322.58	21
37230 MEALS & LODGING-TRAINING	2,000.00	.00	2,000.00	574.17	.00	574.17	28	1,425.83	71
CLASS 30000 TOTALS *****	4,300.00	.00	4,300.00	3,430.59	.00	3,430.59	79	869.41	20
48050 CELLULAR TELEPHONES	1,500.00	.00	1,500.00	810.10	.00	810.10	54	689.90	45
CLASS 40000 TOTALS *****	1,500.00	.00	1,500.00	810.10	.00	810.10	54	689.90	45
71101 PROFESSIONAL SERVICES	25,000.00	25,000.00-	.00	.00	.00	.00	0	.00	0
CLASS 70000 TOTALS *****	25,000.00	25,000.00-	.00	.00	.00	.00	0	.00	0
86850 CONTINGENCY	15,000.00	12,800.00-	2,200.00	.00	.00	.00	0	2,200.00	100
CLASS 80000 TOTALS *****	15,000.00	12,800.00-	2,200.00	.00	.00	.00	0	2,200.00	100
91301 COMPUTER HARDWARE	120,000.00	23,000.00	143,000.00	142,874.33	.00	142,874.33	99	125.67	0
91302 COMPUTER SOFTWARE	.00	14,800.00	14,800.00	14,800.00	.00	14,800.00	100	.00	0

FUND REVENUES AND EXPENDITURES AS OF: 8/24/2010  
 230 ELECTION SERVICES FUND

REPORT RUN DATE: 8/24/2010  
 REPORT RUN TIME: 13:02:05

RUN BY: BCPUBLIC

PAGE: 2

ACCOUNT	ORIGINAL BUDGET	BUDGET ADJUSTMENTS	BUDGET + ADJUSTMENTS	REVENUES/ EXPENDITURES	ENCUMBRANCES	REVENUES/ EXPEND + ENCM	% OF BUDGET	REMAINING BALANCE	% REMAINING
CLASS 9000 TOTALS *****	120,000.00	37,800.00	157,800.00	157,674.33	.00	157,674.33	99	125.67	0
TOTAL EXPENDITURES *****	210,800.00	38,000.00	248,800.00	246,907.80	.00	246,907.80	99	1,892.20	0



230 ELECTION SERVICES FUND

2300 ELECTION SERVICES

DEPT	ACCOUNT					ORIGINAL BUDGET				REMAINING BALANCE
TRANSCODE	EFFECT DATE	PROCESS DATE	DOCUMENT	DESCRIPTION		BUDGET ADJUSTS	REVENUE/EXPEND	ENCUMBRANCES		
2300	3451 STATE REIMB-GRANT/PROGRAM/OTHR									
				<u>BEGINNING BALANCE*****</u>	.00	.00	.00	.00		.00
22	1/01/2010	1/04/2010	2010 1343	***** ORIGINAL BUDGET *****	2,000.00	.00	.00	.00		
30	7/30/2010	7/30/2010	2010 2845	COUNTY CLERK	.00	.00	25,740.00	.00		
30	8/20/2010	8/20/2010	2010 3138	COUNTY CLERK'S OFFICE	.00	.00	349.87	.00		
				<u>ENDING BALANCE*****</u>	2,000.00	.00	26,089.87	.00		24,089.87-
	3400 INTERGOVERNMENTAL REVENUE			<u>CLASS TOTALS*****</u>	2,000.00	.00	26,089.87	.00		24,089.87-
2300	3526 REIMBURSEMENT FOR ELECTION									
				<u>BEGINNING BALANCE*****</u>	.00	.00	.00	.00		.00
22	1/01/2010	1/04/2010	2010 1344	***** ORIGINAL BUDGET *****	35,000.00	.00	.00	.00		
40	5/28/2010	6/09/2010	A2010 505	5% TOTAL COST 4/6/10 ELECTION	.00	.00	7,265.87	.00		
				<u>ENDING BALANCE*****</u>	35,000.00	.00	7,265.87	.00		27,734.13
	3500 CHARGES FOR SERVICES			<u>CLASS TOTALS*****</u>	35,000.00	.00	7,265.87	.00		27,734.13
2300	3711 INT-OVERNIGHT									
				<u>BEGINNING BALANCE*****</u>	.00	.00	.00	.00		.00
22	1/01/2010	1/04/2010	2010 1345	***** ORIGINAL BUDGET *****	50.00	.00	.00	.00		
40	1/31/2010	3/11/2010	T2010 2	I 01/31/2010 Overnight Interes	.00	.00	11.31	.00		
40	2/28/2010	4/12/2010	T2010 8	I 02/28/2010 Overnight Interes	.00	.00	9.53	.00		
40	3/31/2010	5/14/2010	T2010 14	I 03/31/2010 Overnight Interes	.00	.00	15.15	.00		
40	4/30/2010	5/28/2010	T2010 20	I 04/30/2010 Overnight Interes	.00	.00	12.84	.00		
40	5/31/2010	6/21/2010	T2010 26	I 05/31/2010 Overnight Interes	.00	.00	12.55	.00		
40	6/30/2010	7/19/2010	T2010 30	I 06/30/2010 Overnight Interes	.00	.00	11.71	.00		
40	7/31/2010	8/10/2010	T2010 41	I 07/31/2010 Overnight Interes	.00	.00	8.03	.00		
				<u>ENDING BALANCE*****</u>	50.00	.00	81.12	.00		31.12-
2300	3712 INT-LONG TERM INVEST									
				<u>BEGINNING BALANCE*****</u>	.00	.00	.00	.00		.00
22	1/01/2010	1/04/2010	2010 1346	***** ORIGINAL BUDGET *****	840.00	.00	.00	.00		
40	1/31/2010	3/11/2010	T2010 4	I 01/31/2010 Interest Earnings	.00	.00	133.87	.00		
40	2/28/2010	4/12/2010	T2010 10	I 02/28/2010 Interest Earnings	.00	.00	218.10	.00		
40	3/31/2010	5/14/2010	T2010 16	I 03/31/2010 Interest Earnings	.00	.00	302.12	.00		
40	4/30/2010	5/28/2010	T2010 22	I 04/30/2010 Interest Earnings	.00	.00	305.78	.00		

230 ELECTION SERVICES FUND

2300 ELECTION SERVICES

DEPT	ACCOUNT					ORIGINAL BUDGET	BUDGET ADJUSTS	REVENUE/EXPEND	ENCUMBRANCES	REMAINING BALANCE
TRANSCODE	EFFECT DATE	PROCESS DATE	DOCUMENT	DESCRIPTION						
40	5/31/2010	6/21/2010	T2010 28	I 05/31/2010 Interest Earnings		.00	.00	323.86	.00	
40	6/30/2010	7/19/2010	T2010 33	I 06/30/2010 Interest Earnings		.00	.00	338.66	.00	
40	7/31/2010	8/10/2010	T2010 38	I 07/31/2010 Interest Earnings		.00	.00	164.40	.00	
				<u>ENDING BALANCE*****</u>		840.00	.00	1,786.79	.00	946.79-
2300	3798 INC/DEC IN FV OF INVESTMENTS									
				<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00
40	1/31/2010	3/11/2010	T2010 5	I 01/31/2010 Change in Value		.00	.00	78.88	.00	
40	2/28/2010	4/12/2010	T2010 11	I 02/28/2010 Change in Value		.00	.00	88.68-	.00	
40	3/31/2010	5/14/2010	T2010 17	I 03/31/2010 Change in Value		.00	.00	432.97-	.00	
40	4/30/2010	5/28/2010	T2010 23	I 04/30/2010 Change in Value		.00	.00	134.83-	.00	
40	5/31/2010	6/21/2010	T2010 29	I 05/31/2010 Change in Value		.00	.00	82.28-	.00	
40	6/30/2010	7/19/2010	T2010 34	I 06/30/2010 Change in Value		.00	.00	136.28-	.00	
40	7/31/2010	8/10/2010	T2010 39	I 07/31/2010 Change in Value		.00	.00	100.75-	.00	
				<u>ENDING BALANCE*****</u>		.00	.00	896.91-	.00	896.91
	3700 INTEREST			<u>CLASS TOTALS*****</u>		890.00	.00	971.00	.00	81.00-
	TOTAL REVENUES			<u>*****</u>		37,890.00	.00	34,326.74	.00	3,563.26

230 ELECTION SERVICES FUND

2300 ELECTION SERVICES

DEPT	ACCOUNT					ORIGINAL BUDGET	BUDGET ADJUSTS	REVENUE/EXPEND	ENCUMBRANCES	REMAINING BALANCE
TRANSCODE	EFFECT DATE	PROCESS DATE	DOCUMENT	DESCRIPTION						
2300	23850 MINOR EQUIP & TOOLS (<\$1000)									
				<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00
22	1/01/2010	1/04/2010	2010 1347	***** ORIGINAL BUDGET *****		45,000.00	.00	.00	.00	.00
24	6/21/2010	6/21/2010	2010 66	ADDTL EQUIP FOR EPOLLBOOKS		.00	38,000.00-	.00	.00	.00
70	6/22/2010	6/22/2010	2010 127	WORLD WIDE TECHNOLOGY INC		.00	.00	.00	47,946.95	.00
70	6/22/2010	6/22/2010	2010 127	WORLD WIDE TECHNOLOGY INC		.00	.00	.00	27,450.06	.00
40	7/02/2010	8/09/2010	A2010 728	6/10 PCARD		.00	.00	3,386.37	.00	.00
40	7/02/2010	8/09/2010	A2010 728	6/10 PCARD		.00	.00	169.99	.00	.00
40	7/02/2010	8/09/2010	A2010 728	6/10 PCARD		.00	.00	1,352.45	.00	.00
50 10	7/14/2010	7/15/2010	2010 3989	WORLD WIDE TECHNOLOGY INC		.00	.00	3,325.80	.00	.00
50 10	7/14/2010	7/15/2010	2010 3989	WORLD WIDE TECHNOLOGY INC		.00	.00	1,361.16	.00	.00
50 10	7/14/2010	7/15/2010	2010 3989	WORLD WIDE TECHNOLOGY INC		.00	.00	123.76	.00	.00
50 10	7/14/2010	7/15/2010	2010 3989	WORLD WIDE TECHNOLOGY INC		.00	.00	123.76-	.00	.00
50 10	7/15/2010	7/15/2010	2010 4007	WORLD WIDE TECHNOLOGY INC		.00	.00	47,946.95	.00	.00
50 10	7/15/2010	7/15/2010	2010 4007	WORLD WIDE TECHNOLOGY INC		.00	.00	27,450.06	.00	.00
72 10	7/15/2010	7/15/2010	2010 4007	WORLD WIDE TECHNOLOGY INC		.00	.00	.00	47,946.95-	.00
72 10	7/15/2010	7/15/2010	2010 4007	WORLD WIDE TECHNOLOGY INC		.00	.00	.00	27,450.06-	.00
				<u>ENDING BALANCE*****</u>		45,000.00	38,000.00	84,992.78	.00	1,992.78-
	20000 MATERIALS & SUPPLIES			<u>CLASS TOTALS*****</u>		45,000.00	38,000.00	84,992.78	.00	1,992.78-
2300	37000 DUES									
				<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00
50 10	2/23/2010	2/23/2010	2010 758	ELECTION CENTER		.00	.00	750.00	.00	.00
50 10	5/18/2010	5/19/2010	2010 2929	I A C R E O T		.00	.00	180.00	.00	.00
				<u>ENDING BALANCE*****</u>		.00	.00	930.00	.00	930.00-
2300	37200 SEMINARS/CONFEREN/MEETING									
				<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00
22	1/01/2010	1/04/2010	2010 1348	***** ORIGINAL BUDGET *****		800.00	.00	.00	.00	.00
40	1/02/2010	3/11/2010	A2010 181	2010 PREPAID ITEMS TO EXP ACCT		.00	.00	299.00	.00	.00
50 10	5/18/2010	5/19/2010	2010 2929	I A C R E O T		.00	.00	450.00	.00	.00
				<u>ENDING BALANCE*****</u>		800.00	.00	749.00	.00	51.00
2300	37220 TRAVEL (AIRFARE, MILEAGE, ETC)									
				<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00

2300 ELECTION SERVICES FUND

2300 ELECTION SERVICES

DEPT	ACCOUNT	TRANS CODE	EFFECT DATE	PROCESS DATE	DOCUMENT	DESCRIPTION	ORIGINAL BUDGET	BUDGET ADJUSTS	REVENUE/EXPEND	ENCUMBRANCES	REMAINING BALANCE
22		22	1/01/2010	1/04/2010	2010 1349	***** ORIGINAL BUDGET *****	1,500.00	.00	.00	.00	
40		40	1/02/2010	3/11/2010	A2010 181	2010 PREPAID ITEMS TO EXP ACCT	.00	.00	335.20	.00	
40		40	2/05/2010	3/12/2010	A2010 184	1/11 PCARD	.00	.00	15.00	.00	
40		40	2/05/2010	3/12/2010	A2010 184	1/11 PCARD	.00	.00	432.82	.00	
40		40	2/05/2010	3/12/2010	A2010 184	1/11 PCARD	.00	.00	15.00	.00	
40		40	4/05/2010	5/12/2010	A2010 415	3/10 PCARD	.00	.00	379.40	.00	
						<u>ENDING BALANCE*****</u>	1,500.00	.00	1,177.42	.00	322.58
2300	37230 MEALS & LODGING-TRAINING					<u>BEGINNING BALANCE*****</u>	.00	.00	.00	.00	.00
22		22	1/01/2010	1/04/2010	2010 1350	***** ORIGINAL BUDGET *****	2,000.00	.00	.00	.00	
40		40	6/04/2010	7/16/2010	A2010 648	5/10 PCARD	.00	.00	367.60	.00	
40		40	7/02/2010	8/09/2010	A2010 728	6/10 PCARD	.00	.00	206.57	.00	
						<u>ENDING BALANCE*****</u>	2,000.00	.00	574.17	.00	1,425.83
	30000 DUES TRAVEL & TRAINING					<u>CLASS TOTALS*****</u>	4,300.00	.00	3,430.59	.00	869.41
2300	48050 CELLULAR TELEPHONES					<u>BEGINNING BALANCE*****</u>	.00	.00	.00	.00	.00
22		22	1/01/2010	1/04/2010	2010 1351	***** ORIGINAL BUDGET *****	1,500.00	.00	.00	.00	
50 10		50 10	2/09/2010	2/10/2010	2010 456	AT&T MOBILITY	.00	.00	115.55	.00	
50 10		50 10	3/11/2010	3/12/2010	2010 1126	AT&T MOBILITY	.00	.00	115.75	.00	
50 10		50 10	4/08/2010	4/08/2010	2010 1715	AT&T MOBILITY	.00	.00	115.55	.00	
50 10		50 10	5/04/2010	5/06/2010	2010 2642	AT&T MOBILITY	.00	.00	115.73	.00	
50 10		50 10	6/10/2010	6/11/2010	2010 3321	AT&T MOBILITY	.00	.00	115.73	.00	
50 10		50 10	7/08/2010	7/09/2010	2010 3878	AT&T MOBILITY	.00	.00	116.33	.00	
50 10		50 10	8/17/2010	8/18/2010	2010 4641	AT&T MOBILITY	.00	.00	115.46	.00	
						<u>ENDING BALANCE*****</u>	1,500.00	.00	810.10	.00	689.90
	40000 UTILITIES					<u>CLASS TOTALS*****</u>	1,500.00	.00	810.10	.00	689.90
2300	71101 PROFESSIONAL SERVICES					<u>BEGINNING BALANCE*****</u>	.00	.00	.00	.00	.00
22		22	1/01/2010	1/04/2010	2010 1352	***** ORIGINAL BUDGET *****	25,000.00	.00	.00	.00	
24		24	4/12/2010	4/12/2010	2010 32	SOFTWARE FOR E-POLLBOOKS	.00	14,800.00	.00	.00	
24		24	5/28/2010	5/28/2010	2010 59	HARDWARE FOR EPOLLBOOKS	.00	10,200.00	.00	.00	
						<u>ENDING BALANCE*****</u>	25,000.00	25,000.00-	.00	.00	.00

230 ELECTION SERVICES FUND

2300 ELECTION SERVICES

DEPT	ACCOUNT					ORIGINAL BUDGET				REMAINING BALANCE
TRANSCODE	EFFECT DATE	PROCESS DATE	DOCUMENT	DESCRIPTION		BUDGET ADJUSTS	REVENUE/EXPEND	ENCUMBRANCES		
	70000	CONTRACTUAL SERVICES		<u>CLASS TOTALS*****</u>		25,000.00	25,000.00-	.00	.00	.00
2300	86850	CONTINGENCY		<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00
22	1/01/2010	1/04/2010	2010 1353	***** ORIGINAL BUDGET *****		15,000.00	.00	.00	.00	.00
24	5/28/2010	5/28/2010	2010 59	HARDWARE FOR EPOLLBOOKS		.00	12,800.00	.00	.00	.00
				<u>ENDING BALANCE*****</u>		15,000.00	12,800.00-	.00	.00	2,200.00
	80000	OTHER		<u>CLASS TOTALS*****</u>		15,000.00	12,800.00-	.00	.00	2,200.00
2300	91301	COMPUTER HARDWARE		<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00
				***** ORIGINAL BUDGET *****		120,000.00	.00	.00	.00	.00
22	1/01/2010	1/04/2010	2010 1354	***** ORIGINAL BUDGET *****		120,000.00	.00	.00	.00	.00
70	2/18/2010	2/18/2010	2010 40	WORLD WIDE TECHNOLOGY INC		.00	.00	.00	4,072.50	.00
70	2/18/2010	2/18/2010	2010 40	WORLD WIDE TECHNOLOGY INC		.00	.00	.00	765.00	.00
70	2/18/2010	2/18/2010	2010 40	WORLD WIDE TECHNOLOGY INC		.00	.00	.00	105.75	.00
50 10	3/29/2010	3/31/2010	2010 1440	WORLD WIDE TECHNOLOGY INC		.00	.00	4,072.50	.00	.00
50 10	3/29/2010	3/31/2010	2010 1440	WORLD WIDE TECHNOLOGY INC		.00	.00	765.00	.00	.00
50 10	3/29/2010	3/31/2010	2010 1440	WORLD WIDE TECHNOLOGY INC		.00	.00	105.75	.00	.00
72 10	3/29/2010	3/31/2010	2010 1440	WORLD WIDE TECHNOLOGY INC		.00	.00	.00	4,072.50-	.00
72 10	3/29/2010	3/31/2010	2010 1440	WORLD WIDE TECHNOLOGY INC		.00	.00	.00	765.00-	.00
72 10	3/29/2010	3/31/2010	2010 1440	WORLD WIDE TECHNOLOGY INC		.00	.00	.00	105.75-	.00
70	5/26/2010	5/26/2010	2010 117	WORLD WIDE TECHNOLOGY INC		.00	.00	.00	137,931.08	.00
24	5/28/2010	5/28/2010	2010 59	HARDWARE FOR EPOLLBOOKS		.00	10,200.00-	.00	.00	.00
24	5/28/2010	5/28/2010	2010 59	HARDWARE FOR EPOLLBOOKS		.00	12,800.00-	.00	.00	.00
50 10	7/15/2010	7/15/2010	2010 4006	WORLD WIDE TECHNOLOGY INC		.00	.00	137,931.08	.00	.00
72 10	7/15/2010	7/15/2010	2010 4006	WORLD WIDE TECHNOLOGY INC		.00	.00	.00	137,931.08-	.00
				<u>ENDING BALANCE*****</u>		120,000.00	23,000.00	142,874.33	.00	125.67
2300	91302	COMPUTER SOFTWARE		<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00
				***** ORIGINAL BUDGET *****		.00	.00	.00	.00	.00
50 10	3/31/2010	4/01/2010	2010 1533	MICHAELS ROSS & COLE LTD		.00	.00	7,600.00	.00	.00
50 10	3/31/2010	4/01/2010	2010 1533	MICHAELS ROSS & COLE LTD		.00	.00	7,200.00	.00	.00
24	4/12/2010	4/12/2010	2010 32	SOFTWARE FOR E-POLLBOOKS		.00	14,800.00-	.00	.00	.00
				<u>ENDING BALANCE*****</u>		.00	14,800.00	14,800.00	.00	.00
	90000	FIXED ASSET ADDITIONS		<u>CLASS TOTALS*****</u>		120,000.00	37,800.00	157,674.33	.00	125.67

RUN BY: BCPUBLIC

SUBSIDIARY LEDGER ACTIVITY FOR: 1/01/2010 THRU 8/24/2010 REPORT RUN DATE: 8/24/2010  
231 FEDERAL HAVA ELECTION FUND 2310 HAVA REQUIREMENTS PAYMTS GRANT REPORT RUN TIME: 13:02:49

DEPT	ACCOUNT	EFFECT DATE	PROCESS DATE	DOCUMENT	DESCRIPTION	ORIGINAL BUDGET	BUDGET ADJUSTS	REVENUE/EXPEND	ENCUMBRANCES	REMAINING BALANCE
					*****	210,800.00	38,000.00	246,907.80	.00	1,892.20

TOTAL EXPENDITURES

## June Pitchford - RE: Clarification Needed: E- Poll Book Project Costs

---

**From:** <ckwendy@msn.com>  
**To:** June Pitchford <jpitchford@boonecountymo.org>, Karen Miller <kmiller@boo...  
**Date:** 9/3/2010 11:24 PM  
**Subject:** RE: Clarification Needed: E- Poll Book Project Costs  
**CC:** <bocomorecords@boonecountymo.org>

---

Hardware and software costs were to come from election services including laptops, 14,000 share for the mpower software (will be also be used for other county depts), printers, scanners, switch boxes, ethernet switches cables. Basically what would have been purchased if I had gone with outside vendor. II configured and ordered equipment.

I budgeted approximately 10,000 in general revenue(Election Supplies) for startup supplies associated with this:

Some type of delivery case, labels, jump drives and other items( ie. lanyard to put the jump drives on) that would come up. The biggest expenditure was for delivery cases and originally gave staff had to be 70.00 or less per poll. Those costs ended up at 52.00 per poll.

Two areas that are probably jumping out:

After the printers were ordered and delivered I was told by Trudy that the labels for the printer It selected cost 21.00 per roll or 84.00 per thousand (outrageous). She then said she found a supplier for approximately 16.00 per roll for the initial order of 3 rolls per unit. This was way over what I anticipated and I had to assume that was the choice I was left with based on the printer IT selected. Last week I did some research and I have since found a source for approximately 6.56 per roll (approximately what we were for paying for pollbook supplies per election) and now have those in to test. The printer they ordered uses labels with some kind of barcode on the the back to automaically align them - I had no idea that was the case.

The laptops as ordered were configured incorrectly and after they were all delivered it was discovered there were not enough ports for a the printer, scanner and mouse. That resulted in an additional 2500 cost for hubs to retrofit the laptops. I believe I put that through as a GR cost but if you feel strongly that should be and Election Service cost then I have a budget amendment in that I think can absorb that.

County GR will start seeing cost savings immediatley. I budgeted to have 85 regular polls for the November election. Based on significantly increased processing speeds, I have dropped that to 79 polls. This system has allowed me to start to analyze in detail processing speeds during peak periods. In the past 3 good agile workers could process at most 7-8 voters over a 5 minute period with the books. Although I am had limited time since the primary to review all of the polls, the data I have been able to see so far demonstates that 3 pollworkers (even some of our oldest ones) were processing 18-22 voters in a 5 minute interval. I had one polling place where not one of the workers was less than 70 and they had periods where they were processing 6 voters in 2 minutes. Faster processing will mean fewer workers per poll and less pressure to split out a poll as grows. Based on our training experience I think we can cut the training time (and cost) on young workers by at least a third.

These incredible processing speeds will probably increase because I invested an additional 35,000 above my original plan from election services to purchase 3D barcode scanners for each work station - waited on the full purchase of this until I knew whether I would get transaction fee money this year (25,000). This functionality was not programmed for August (but will be for November). This will allow pollworkers to scan a Mo driver license bar code to id the voter rather than typing the name - quicker and more accurate. That means voters who do not bring the "Fast Lane" slip with the bar code will also have far faster processing times.

Each night I am looking at the data I was able to collect and the results are truly the most stunning I have seen

in over 30 years. Not only the speed but the ability to see voting patterns minute by minute will radically alter my ability to allocate voters to polls. I was looking at a poll last night where, unlike other polls, 80% of the voters were voting between 9:00 a.m. and 4:00 p.m. If that kind of pattern exists in the general election then that poll is an ideal target to consolidate with a neighboring poll with almost no impact on lines. I've basically been tossing darts at the dartboard to decide where to consolidate. This data will give me the tools to allocate our resources better and with less cost and impact on the voter.

Now that I can collect accurate data on exactly when people are voting and how long it takes to process each one I can start experimenting with peak staffing that will also reduce total number of workers we are paying.

I want to assure all of you that the intent of this project has been to reduce County GR costs significantly. The outcomes I saw at the first election far exceeded my expectations and the data I'm seeing is the most important tool to improve the process and control costs that I've seen in my career. It is my goal that the money I have invested is recouped by through lower costs to General Revenue by the time we finish the next presidential election.

If you have specific invoices you have a question about let me know.

> Date: Fri, 3 Sep 2010 17:12:26 -0500  
> From: JPitchford@boonecountymo.org  
> To: KMiller@boonecountymo.org; KPearson@boonecountymo.org; SElkin@boonecountymo.org;  
CKWENDY@MSN.com  
> CC: BOCOMORecords@boonecountymo.org  
> Subject: Clarification Needed: E- Poll Book Project Costs  
>  
> Commissioners and Clerk:  
>  
> Invoices for the E-Poll Book Project are arriving in my office and I  
> need clarification regarding the approved funding source(s). What  
> costs, if any, associated with the e-Poll book project are to be paid by  
> the General Fund and what costs are to be paid by the Election Services  
> Fund?  
>  
> I would appreciate receiving guidance as soon as possible to ensure  
> timely payment of vendors.  
>  
> Thanks,  
>  
> June



9/10/2010

FY 2010  
 Budget Amendments/Revisions  
 Election Services (2300)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	3/29/2010	2300	71101 91302	Election Services Election Services	Professional Services Computer Software	14,800	14,800	Software for E-Pollbooks	
2	5/26/2010	2300	71101 86850 91301	Election Services	Professional Services Contingency Computer Hardware	23,000	10,200 12,800	Hardware for E-Pollbooks	
3	6/1/2010	2300	23850	Election Services	Minor Equipment <\$1000	38,000		additional equipment for ePollBooks(mouse, scanner, cables)	
4	9/10/2010	2300	23850 3451	Election Services	Minor Equipment <\$1000 State Reimbursement - other	20,000 24,090		increase budget for State Transaction Fees & appropriate equip	

481 -2010

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 10

County of Boone

In the County Commission of said county, on the

28<sup>th</sup>

day of September

20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the organizational use of the Boone County Commission Facilities by Jumpstart – University of Missouri on Thursday October 7<sup>th</sup>, from 8:00 am until 11:00 am for a Jumpstart Read for the Record Event.

Done this 28<sup>th</sup> day of September, 2010.

ATTEST:

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

Kenneth M. Pearson

Kenneth M. Pearson  
Presiding Commissioner

Karen M. Miller

Karen M. Miller  
District I Commissioner

Absent

Skip Elkin  
District II Commissioner

Ken Pearson, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Skip Elkin District II Commissioner



Boone County Government Center  
801 E. Walnut, Room 245  
Columbia, MO 65201  
573-886-4305 • FAX 573-886-4311  
E-mail: commission@boonecountymo.org

# Boone County Commission

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Roger B Wilson Government Center or Centralia Satellite Office as follows:

Description of Use: Jumpstart- Read for the Record Event

Date(s) of Use: Thursday, October 7th

Time of Use: From: 8:00 am a.m./p.m. thru 11:00 am a.m./p.m.

Facility requested: Courthouse Grounds  - Courtyard Square  - Chambers  - Rm220  - Rm208  - Rm139   
Centralia Office

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.
6. Organizations and user groups must provide any and all equipment needed for their event or presentation (i.e.; TV, projector, microphones, etc.)
7. Boone County reserves the right to cancel or alter your meeting schedule due to an emergency or any conflicts in scheduling for governmental use. If this should occur we would make every effort to contact you in ample time.

Name of Organization/Person: Jumpstart- University of Missouri

Organization Representative/Title: Martina Hoyt - Jumpstart Associate Site Manager

Address/Phone Number: 201F Student Success Center, University of Missouri, Columbia, MO 65211; 573-884-5232

Date of Application: September, 22 2010


## PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI

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

  
\_\_\_\_\_  
County Commissioner

DATE: \_\_\_\_\_