

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 4<sup>th</sup> day of October 20 10

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

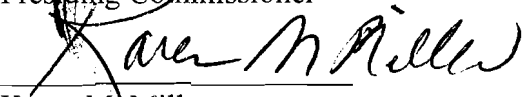
Now on this day the County Commission of the County of Boone does hereby authorize the acceptance of the FY 10 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation in the amount of \$73,553.00. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 4<sup>th</sup> day of October, 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

482-2010



**Department of Justice**  
Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

August 24, 2010

Commissioner Ken Pearson  
Boone County  
801 East Walnut  
Columbia, MO 65201-7732

Dear Commissioner Pearson:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 10 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation in the amount of \$73,553 for Boone County.

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

If you have questions regarding this award, please contact:

- Program Questions, Veronica Munson, Program Manager at (202) 514-7710; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

James H. Burch II  
Acting Director

 **ORIGINAL**

Enclosures



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

*Washington, D.C. 20531*

August 24, 2010

Commissioner Ken Pearson  
Boone County  
801 East Walnut  
Columbia, MO 65201-7732

Dear Commissioner Pearson:

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

**Ensuring Access to Federally Assisted Programs**

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

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

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

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

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

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

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

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

A handwritten signature in black ink, located in the bottom right corner of the page.

## Enforcing Civil Rights Laws

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

## Complying with the Safe Streets Act or Program Requirements

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

### 1) Meeting the EEO Requirement

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

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

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

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

### 2) Submitting Findings of Discrimination


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

## Ensuring the Compliance of Subrecipients

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

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

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst





Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

Grant

PAGE 1 OF 5

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Boone County 801 East Walnut Columbia, MO 65201-7732		4. AWARD NUMBER: 2010-DJ-BX-0058	
		5. PROJECT PERIOD: FROM 10/01/2009 TO 09/30/2013 BUDGET PERIOD: FROM 10/01/2009 TO 09/30/2013	
		6. AWARD DATE 08/24/2010	7. ACTION
1A. GRANTEE IRS/VENDOR NO. 436000350		8. SUPPLEMENT NUMBER 00 Initial	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE FY 2010 Justice Assistance Grant Program		10. AMOUNT OF THIS AWARD \$ 73,553	
		11. TOTAL AWARD \$ 73,553	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY10 (BJA - JAG) 42 USC 3750, et seq.			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL James H. Burch II Acting Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Ken Pearson Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 10/04/2010
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR    FUND CODE    BUD. ACT.    DIV. OFC.    REG. SUB.    POMS    AMOUNT X      B      DJ      80      00      00           73553		21. JDJUGT2007	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



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

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 2 OF 5

PROJECT NUMBER 2010-DJ-BX-0058

AWARD DATE 08/24/2010

*SPECIAL CONDITIONS*

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

mail:

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

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

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

or hotline fax: (202) 616-9881

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

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



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

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 3 OF 5

PROJECT NUMBER 2010-DJ-BX-0058

AWARD DATE 08/24/2010

*SPECIAL CONDITIONS*

8. To support public safety and justice information sharing, OJP requires the grantee to use the National Information Exchange Model (NIEM) specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas generated as a result of this grant to the component registry as specified in the guidelines. For more information on compliance with this special condition, visit <http://www.niem.gov/implementationguide.php>.
9. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdiction, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
10. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).
11. The recipient acknowledges that all programs funded through subawards, whether at the state or local levels, must conform to the grant program requirements as stated in BJA program guidance.
12. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.
13. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.
14. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
15. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.



PROJECT NUMBER 2010-DJ-BX-0058

AWARD DATE 08/24/2010

*SPECIAL CONDITIONS*

16. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

17. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate and expend the grant funds in the trust fund (including any interest earned) during the period of the grant. Grant funds (including any interest earned) not expended by the end of the grant period must be returned to the Bureau of Justice Assistance no later than 90 days after the end of the grant period, along with the final submission of the Federal Financial Report (SF-425).
18. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.





Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET  
Grant**

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PROJECT NUMBER 2010-DJ-BX-0058

AWARD DATE 08/24/2010

*SPECIAL CONDITIONS*

19. Award recipients must submit quarterly a Federal Financial Report (SF-425) and annual performance reports through GMS (<https://grants.ojp.usdoj.gov>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformancetools.org](http://www.bjaperformancetools.org)). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.
20. Award recipients must verify Point of Contact(POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.
21. The grantee agrees that within 120 days of award acceptance, each member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)). All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).



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

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Orbin Terry, NEPA Coordinator

**Subject:** Incorporates NEPA Compliance in Further Developmental Stages for Boone County

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>.

Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.

A handwritten signature in black ink, located in the bottom right corner of the page.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. 1:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER

2010-DJ-BX-0058

PAGE 1 OF 1

This project is supported under FY 10 (BJA - JAG) 42 USC 3750, et seq.

1. STAFF CONTACT (Name & telephone number)

Veronica Munson  
(202) 514-7710

2. PROJECT DIRECTOR (Name, address & telephone number)

Chad Martin  
Captain  
2121 County Drive  
Columbia, MO 65202-9064  
(573) 876-6101 ext.6227

3a. TITLE OF THE PROGRAM

FY 2010 Justice Assistance Grant Program

3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)

4. TITLE OF PROJECT

FY 2010 Justice Assistance Grant Program

5. NAME & ADDRESS OF GRANTEE

Boone County  
801 East Walnut  
Columbia, MO 65201-7732

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2009 TO: 09/30/2013

8. BUDGET PERIOD

FROM: 10/01/2009 TO: 09/30/2013

9. AMOUNT OF AWARD

\$ 73,553

10. DATE OF AWARD

08/24/2010

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following purpose areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).

Boone County and the city of Columbia will use JAG funds to secure essential law enforcement equipment. Specific grant funded purchases will include body armor and accessories, modems, a lighting system, an explosive storage container, firearms, and an audio/video recorder. For grant administration purposes, the

county will serve as the fiscal agent for this award.

NCA/NCF

A handwritten signature or set of initials in black ink, located in the bottom right corner of the page. The signature is stylized and appears to consist of a large 'D' followed by some less distinct characters.

# CERTIFIED COPY OF ORDER

483 -2010

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 4<sup>th</sup> day of October 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 Kenneth M. Pearson to sign the Certification Form for the FY10 Edward Byrne Memorial Assistance Grant (JAG) Grant certifying (Section B) exemption from the EEOP Submission Requirement and certifying that an EEOP is on File for review.

Done this 4<sup>th</sup> day of October, 2010.

ATTEST:

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

Kenneth M. Pearson  
Kenneth M. Pearson  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

**CERTIFICATION FORM**

Recipient Name and Address: County of Boone, 801 East Walnut, Columbia, MO 65201-7732

Grant Title: FY10 Edward Byrne Memorial Assistance Grant (JAG) Grant Number: 2010-DJ-BX-0058 Award Amount: \$73,553

Contact Person Name and Title: Betty Dickneite, HR Director Phone Number: (573) 886-4405

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEO) in accordance with 28 C.F.R §§ 42.301-.308. The regulations exempt some recipients from all of the EEO requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEO, but they do not need to submit the EEO to OJP for review. Recipients that claim a complete exemption from the EEO requirement must complete **Section A** below. Recipients that claim the limited exemption from the submission requirement, must complete **Section B** below. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEO recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

**Section A- Declaration Claiming Complete Exemption from the EEO Requirement.** Please check all the boxes that apply.

- |                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Recipient has less than 50 employees,   | <input type="checkbox"/> | Recipient is an Indian tribe,                      |
| <input type="checkbox"/> | Recipient is a non-profit organization, | <input type="checkbox"/> | Recipient is an educational institution, or        |
| <input type="checkbox"/> | Recipient is a medical institution,     | <input type="checkbox"/> | Recipient is receiving an award less than \$25,000 |

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient] is not required to prepare an EEO for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that \_\_\_\_\_ [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title	Signature	Date
------------------------------	-----------	------

**Section B- Declaration Claiming Exemption from the EEO Submission Requirement and Certifying That an EEO Is on File for Review.**

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEO to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Ken Pearson [responsible official], certify that the County of Boone [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEO in accordance with 28 CFR §42.301, *et seq.*, subpart E. I further certify that the EEO has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEO is on file in the office of: County of Boone, Human Resources Department [organization], at 601 E. Walnut, Johnson Building Room 211, Columbia, MO 65201 [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

Ken Pearson, Presiding Commissioner

Print or type Name and Title

Signature

Date

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

October Session of the October Adjourned

Term. 20 10

County of Boone

In the County Commission of said county, on the

4<sup>th</sup>

day of October

20 10

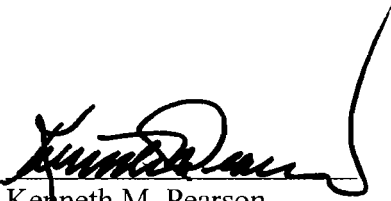
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the 2010 Justice Assistance Grant Subrecipient Monitoring Agreement between Boone County, Missouri, and the City of Columbia, Missouri. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said agreement.

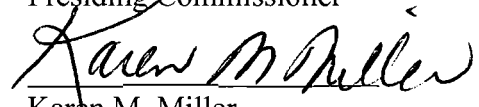
Done this 4<sup>th</sup> day of October, 2010.

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

**SUBRECIPIENT MONITORING AGREEMENT  
BETWEEN THE CITY OF COLUMBIA, AND  
THE COUNTY OF BOONE, MISSOURI**

**FY 2010 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD**

THIS AGREEMENT dated the 4 day of October, 2010, is made by and between Boone County, Missouri through its County Commission (herein "County"), and the City of Columbia, Missouri (herein "City"),

**WHEREAS**, both the City and the County are empowered to enter into a cooperative agreement for the purposes herein stated pursuant to RSMo §70.220; and

**WHEREAS**, the City and County are participants in the Justice Assistance Grant Program, Award CFDA #16.738, and have been awarded funds thereunder; and

**WHEREAS**, the County acts as the applicant/fiscal agent for the joint funds for purposes of the aforementioned grant; and

**WHEREAS**, the City acts as the subrecipient for purposes of said grant; and

**WHEREAS**, in order to comply with the terms of the grant, certain additional agreements are required to provide reasonable assurance that the Federal award compliance requirements are met.

**NOW, THEREFORE**, the County and City agree as follows:

1. The City, consistent with its current external auditing practices, agrees to subject expenditures under the Justice Assistance Grant Program Award, CFDA #16.738, to single audit protocols as dictated by OMB Circular A-133.
2. The City agrees to provide County with information reasonably requested to comply with the "subrecipient monitoring" requirements of A-133 Compliance supplement, copies of which are attached hereto and incorporated herein by reference.
3. The City will provide the County a report based upon its OMB-Circular A-133 audit relating to the expenditures of the funds it receives under the Intergovernmental Cooperative Agreement between the City and the County relating to the Justice Assistance Grant Program Award for Fiscal Year 2010.
4. The City agrees to comply with all provisions and requirements as set out by the Department of Justice in connection with the award of the subject grant. To the extent that the City's expenditures of the grant are questioned by the Department of Justice or its designee and amounts are determined to be disallowed or required to be paid



back to the Department of Justice, the City will make said payment consistent with the requirements of the Department of Justice.

5. The parties will cooperate with each other to furnish any and all documentation required to comply with the requirements of the subject grant.

6. This agreement relates to FY 2010 Justice Assistance Grant Program Award #2010-DJ-BX-0058, CFDA #16.738.

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

**COUNTY OF BOONE**  
By its County Commission

By:   
Kenneth M. Pearson, Presiding Commissioner

ATTEST:

\_\_\_\_\_  
Wendy S. Noren, Clerk of the County Commission

APPROVED AS TO FORM:

\_\_\_\_\_  
Charles J. Dykhouse, County Counselor

**CITY OF COLUMBIA**

By: \_\_\_\_\_  
H. William Watkins, City Manager

ATTEST:

\_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Fred Boeckmann, City Attorney

## M. SUBRECIPIENT MONITORING

### Control Objectives

To provide reasonable assurance that Federal award information and compliance requirements are identified to subrecipients, subrecipient activities are monitored, subrecipient audit findings are resolved, and the impact of any subrecipient noncompliance on the pass-through entity is evaluated. Also, the pass-through entity should perform procedures to provide reasonable assurance that the subrecipient obtained required audits and takes appropriate corrective action on audit findings.

### Control Environment

- Establishment of "tone at the top" of management's commitment to monitoring subrecipients.
- Management's intolerance of overriding established procedures to monitor subrecipients.
- Entity's organizational structure and its ability to provide the necessary information flow to monitor subrecipients are adequate.
- Sufficient resources dedicated to subrecipient monitoring.
- Knowledge, skills, and abilities needed to accomplish subrecipient monitoring tasks defined.
- Individuals performing subrecipient monitoring possess knowledge, skills, and abilities required.
- Subrecipients demonstrate that:
  - They are willing and able to comply with the requirements of the award, and
  - They have accounting systems, including the use of applicable cost principles, and internal control systems adequate to administer the award.
- Appropriate sanctions taken for subrecipient noncompliance.

### Risk Assessment

- Key managers understand the subrecipient's environment, systems, and controls sufficient to identify the level and methods of monitoring required.
- Mechanisms exist to identify risks arising from external sources affecting subrecipients, such as risks related to:
  - Economic conditions.
  - Political conditions.
  - Regulatory changes.
  - Unreliable information.
- Mechanisms exist to identify and react to changes in subrecipients, such as:
  - Financial problems that could lead to diversion of grant funds.
  - Loss of essential personnel.
  - Loss of license or accreditation to operate program.
  - Rapid growth.
  - New activities, products, or services.

- Organizational restructuring.

### **Control Activities**

- Identify to subrecipients the Federal award information (e.g., CFDA title and number, award name, name of Federal agency, amount of award) and applicable compliance requirements.
- Include in agreements with subrecipients the requirement to comply with the compliance requirements applicable to the Federal program, including the audit requirements of OMB Circular A-133.
- Subrecipients' compliance with audit requirements monitored using techniques such as the following:
  - Determining by inquiry and discussions whether subrecipient met thresholds requiring an audit under OMB Circular A-133.
  - If an audit is required, assuring that the subrecipient submits the report, report package or the documents required by OMB circulars and/or recipient's requirements.
  - If a subrecipient was required to obtain an audit in accordance with OMB Circular A-133 but did not do so, following up with the subrecipient until the audit is completed. Taking appropriate actions such as withholding further funding until the subrecipient meets the audit requirements.
- Subrecipient's compliance with Federal program requirements monitored using such techniques as the following:
  - Issuing timely management decisions for audit and monitoring findings to inform the subrecipient whether the corrective action planned is acceptable.
  - Maintain a system to track and following-up on reported deficiencies related to programs funded by the recipient and ensure that timely corrective action is taken.
  - Regular contacts with subrecipients and appropriate inquiries concerning the Federal program
  - Reviewing subrecipient reports and following-up on areas of concern.
  - Monitoring subrecipient budgets.
  - Performing site visits to subrecipient to review financial and programmatic records and observe operations.
  - Offering subrecipients technical assistance where needed.
- Official written policies and procedures exist establishing:
  - Communication of Federal award requirements to subrecipients.
  - Responsibilities for monitoring subrecipients.
  - Process and procedures for monitoring.
  - Methodology for resolving findings of subrecipient noncompliance or weaknesses in internal control.
  - Requirements for and processing of subrecipient audits, including appropriate adjustment of pass-through entity's accounts.

**Information and Communication**

- Standard award documents used by the non-Federal entity contain:
  - A listing of Federal requirements that the subrecipient must follow. Items can be specifically listed in the award document, attached as an exhibit to the document, or incorporated by reference to specific criteria.
  - The description and program number for each program as stated in the CFDA. If the program funds include pass-through funds from another recipient, the pass-through program information should also be identified.
  - A statement signed by an official of the subrecipient, stating that the subrecipient was informed of, understands, and agrees to comply with the applicable compliance requirements.
- A recordkeeping system is in place to assure that documentation is retained for the time period required by the recipient.
- Procedures are in place to provide channels for subrecipients to communicate concerns to the pass-through entity.

**Monitoring**

- Establish a tracking system to assure timely submission of required reporting, such as: financial reports, performance reports, audit reports, onsite monitoring reviews of subrecipients, and timely resolution of audit findings.
- Supervisory reviews performed to determine the adequacy of subrecipient monitoring.

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
 County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 4<sup>th</sup> day of October 20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to establish a budget for the new Sheriff's Annex Building equipment:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2550	90200	Sheriff's Revolving	Buildings/ Improvement		4,861.00
2550	91300	Sheriff's Revolving	Equipment		47,113.00
2550	23850	Sheriff's Revolving	Minor Equip		3,870.00
2550	91301	Sheriff's Revolving	Computer Hardware		2,000.00
			<b>Total</b>		<b>57,844.00</b>

Done this 4<sup>th</sup> day of October, 2010.

ATTEST:

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

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

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

*Skip Elkin*  
 Skip Elkin  
 District II Commissioner

485-2010

# REQUEST FOR BUDGET AMENDMENT

RECEIVED  
BOONE COUNTY, MISSOURI

SEP 22 2010

09-22-10

EFFECTIVE DATE

BOONE COUNTY AUDITOR

FOR AUDITORS USE

Department	Account	Department Name	Account Name	(Use whole \$ amounts)	
				Decrease	Increase
2 5 5 0	9 0 2 0 0	Sheriff Revolving fund	Buildings/Improvmnt		4,861
2 5 5 0	9 1 3 0 0	Sheriff Revolving fund	Equipment		47,113
2 5 5 0	2 3 8 5 0	Sheriff Revolving fund	Minor Equip		3,870
2 5 5 0	9 1 3 0 1	Sheriff Revolving fund	Computer Hardware		2,000
			TOTAL		57,844

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): This Budget Amendment establishes a budget for the new Sheriff's Annex building equipment.



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

KP

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.

Conceal + Carry  
 ↑  
 Weapons

CCW EXPENDITURES			
NOTES	ITEM	VENDOR	CCW
FOR BOTH OLD BUILDING	CASEWORK FOR BOTH WALL BOARDS	LOCAL	\$ 76.00
	BUILDING MATERIALS - REMODEL SERVICES	LOCAL	\$ 2,050.00
	HVAC REWORK		\$ 200.00
	PAINT/LIGHTS		\$ 450.00
FOR BOTH	PAINT FOR BOTH INTERACTIVE WALLS	IT SPECIFIED	\$ 374.00
	PROX DOOR LOCK		\$ 1,711.00
	TOTAL 2550-90200		\$ 4,861.00
BOTH ROOMS	TRAINING MATS		\$ 5,760.00
	EXERCISE EQUIPMENT		\$ 20,150.00
	CHAIRS FOR CONF AND TRAINING ROOM		\$ 4,200.00
	TRAINING/CONF ROOM TABLES		\$ 10,401.00
BOTH BUILDINGS	CENTURY LINK - CONFERENCE PHONES	CENTURYLINK	\$ 2,602.00
	CONF ROOM PROJECTOR	IT SPECIFIED	\$ 2,000.00
	TRAIN ROOM PROJECTOR	IT SPECIFIED	\$ 2,000.00
	TOTAL 2550-91300		\$ 47,113.00
	CONF ROOM SPEAKERS/AMP	WWW	\$ 130.00
	CONF ROOM WIRELESS VIDEO	IT SPECIFIED	\$ 300.00
	ROOM SWAP FILING CABINETS		\$ 960.00
	TV FOR EXERCISE ROOM		\$ 810.00
	MISC GYM EQUIP		\$ 620.00
	KETTLEBALLS	120	
	FOLDING MATS X2	200	
	FOAM ROLLER	60	
	AEROBIC RESIS CABLE	120	
	XERCISE BALL X3	120	
	TELEPHONES		\$ 450.00
	MISC CABINET/SHELVING - CONF ROOM	LOCAL	\$ 200.00
	TV TUNER FOR CONF ROOM	WWW	\$ 250.00
	MISC CABLES FOR BOTH	IT SPECIFIED	\$ 150.00
	TOTAL 2550-23850		\$ 3,870.00
ALL PARTS PC	CONF ROOM LAPTOP	IT SPECIFIED	\$ 900.00
	TRAIN ROOM PC WIRELESS KEYBOARD/MONITOR	IT SPECIFIED	\$ 1,100.00
	TOTAL 2550-91301		\$ 2,000.00
TOTAL			\$ 57,844.00



Printed on 09/17/2010 at 10:29 AM

Prices, promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Wall board Casing

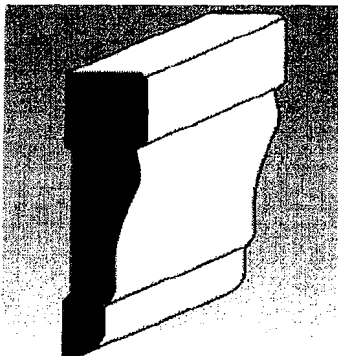
Crystal White Casing

Item #: 1541 | Model #: 61130700032

Be the first to review this product!

\$9.44

X 8 = \$75.52



Crystal White Casing

- Pre-Finished
- Easy to work with
- Water Resistant
- Lightweight

Moulding Type	Casing	Actual Thickness (Inches)	0.625
Species/Material	Polystyrene	Actual Length (Feet)	7.0
Color	White	Actual Width (Inches)	2.25
Moisture Resistant	Yes		

Be the first to review this product!





4709 PARIS ROAD  
COLUMBIA, MO 65202  
(573)474-9531

17145 KLINTON DRIVE  
BOONVILLE, MO 65233  
(660)882-8315

2400 CLINTON ROAD  
SEDALIA, MO 65301  
(660)826-3033

400 GAYLORD DRIVE  
FULTON, MO 65251  
(573)642-7800

118 JAYCEE DRIVE  
JEFFERSON CITY, MO 65109  
(573)636-6183

**ESTIMATE # 559433**

**September 17, 2010**

CUSTOMER INFO:

JOB:

BY:

SALESMAN:

BOONE COUNTY SHERIFF DEP  
573-886-4365

LANCE JENNINGS

KEVIN PICKETT  
(573) 819-8500

QUANTITY	DESCRIPTION	PRICE/UNITS	EXTENSION
52	358 DRYWALL STUD 20 GA 10'	4.500 EACH	\$234.00
15	3-5/8 DRYWALL RUNNER 20GA 10' 1"	5.370 EACH	\$80.55
38	4X8 1/2 SHEETROCK	22.000 CSFT	\$267.52
3	3/0 EXTERIOR DOOR FRAME	75.000 \$\$\$	\$225.00
2	4"X120' WHITE COVE WALL BASE	70.000 EACH	\$140.00
6	10934 10.3 OS COVE BASE ADHESIVE	4.590 EACH	\$27.54
2	5 GAL JOINT COMPOUND	20.000 GAL	\$40.00
9	2X4 92 5/8 P/C STUD GRADE SPF	49.000 CBFT	\$23.52
15	1-5/8 CRSE DW SCREWS(200/LB-22#)	1.990 LB	\$29.85
11	12' FIREGUARD WALL ANGLE	8.000 PC	\$88.00
5	GALLON KILZ PRIMER	20.000 GAL	\$100.00
3	SCHLAGE GEORGIAN KEYLOCK SAT NKL	31.190 EACH	\$93.57
1	JOINT GLASS MESH TAPE GTB2	5.690 ROLL	\$5.69
18	15/16 X 8' ECONOBEAD	1.960 PC	\$35.28
7	R13X15 KRAFT FACED 155 SF	48.100 EACH	\$336.70
9	2X8 16' #2 DOUG FIR	55.000 CBFT	\$105.61
18	2X4 92 5/8 P/C STUD GRADE SPF	49.000 CBFT	\$47.04
7	2X4 12' STD & BTR SPF	49.000 CBFT	\$27.44
5	4X8 5/8 FIRE-CODE SHEETROCK	29.000 CSFT	\$46.40
8	4X10 5/8" FIRE-CODE SHEETROCK	11.600 \$\$\$	\$92.80

**SUBTOTAL \$2046.51**  
**TAX \$0.00**  
**TOTAL \$2046.51**

THIS IS AN ESTIMATE ONLY AND NOT GUARANTEED TO BUILD OR COMPLETE ANY SPECIFIC JOB OR PROJECT. PRICES ARE BASED ON CURRENT MARKET CONDITIONS AND GUARANTEED PROVIDED MATERIAL IS ORDERED IN A TIMELY FASHION.

# Braner Supply Co.

## QUOTATION

4260 FOREST PARK BLVD. • ST. LOUIS, MISSOURI 63108 • (314) 534-7150  
 601 MORGAN OAK STREET • CAPE GIRARDEAU, MO. 63701 • (314) 334-2750  
 1518 WYOMING • COLUMBIA, MO. 65201 • (314) 442-1171

# \_\_\_\_\_ DATE 9-17-10

EFFECTIVE DATE \_\_\_\_\_

PAGE \_\_\_\_\_ OF \_\_\_\_\_

TO: Boone City FAC.

CUSTOMER JOB AND/OR REFERENCE #

Sheriff DEPT

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT	CASH TERMS
3	2x2 LAY IN w/ 6" DAMPER	30.01 <sup>EA</sup>	90.03	
3	2x2 " " RETURNS	21.54 <sup>EA</sup>	64.62	
3	6" START rollers for RETURNS	.97 <sup>EA</sup>	2.91	
2bags	6"x25' Flet	20.59 <sup>Per Bag</sup>	41.18	
			\$	
			198.74	

F.O.B: \_\_\_\_\_  
 DELIVERY: \_\_\_\_\_  
 PAYMENT TERMS: Discounts 10th Prox., Net 30.

This quotation is for immediate acceptance and will be valid for material shipped by \_\_\_\_\_ This agreement subject to strikes, delays by carrier or other causes beyond our control. When placing an order, please refer to above quotation number.

cc: \_\_\_\_\_ PER: *[Signature]*

**From:** Chad Martin  
**To:** Leasa Quick  
**Date:** 9/21/2010 7:40 AM  
**Subject:** quantities

reference the scan I just sent:

- 2 - can lights
- 2 - 2x4 flourescent lights

264.72 +  
   9.49 +  
   9.49 +  
 48.76 +  
 48.76 +  
 32.00 +  
 32.00 +  
 445.22 \*

265  
 20  
 100  
 64  
 ---  
 449



# PRODUCT ORDER FORM

Order Date:		Purchase Order Number:		Store #:	
Time Rec'd:		Date Needed:		Time Needed:	
Mixed By:		Pick Up <input type="checkbox"/>		Delivery <input type="checkbox"/>	
Sold to: Boone County Sheriff			Ship to:		
Contact:			Telephone:		

Int or Ext	Product Description	Sheen	Formula / Color	Sales / Rex Number	Size	Qty	Price
I	Primer High Holdout				20	5	\$17.49 per gal. \$87.45 34.98
I	Pm 200	E	Navy White		20	5	\$22.29 per gal. \$136.45 15.21
I	ASE (oil)		1287 Real Red		14	1	15.21
	60ft DC-60, Taupe, Johnsonite, 4" 1/8 gauge, Vinyl, (no order) 65¢ per foot but would have to special order and buy a box which is (120 foot)						78.00
							\$264.73

SPECIAL INSTRUCTIONS:

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 4<sup>th</sup> day of October 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 Surplus Disposal of the following vehicle:

Year	Description	Approximate Mileage	VIN #
2006	Ford Crown Victoria		2FAHP71WX6X104764

Done this 4<sup>th</sup> day of October, 2010.

ATTEST:

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

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

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

*Skip Elkin*  
Skip Elkin  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPB**  
**Director**



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

**TO:** Boone County Commission

**FROM:** Melinda Bobbitt, CPPB  
 Director of Purchasing

**DATE:** September 29, 2010

**RE:** Surplus Vehicle Disposal

The following vehicle was involved in an accident on August 3, 2010. Vehicle was determined to be a total loss by MOPERM. The Sheriff's Office is seeking approval to turn title and vehicle over to MOPERM.

Year	Description	Approximate Mileage	VIN #
2006	Ford Crown Victoria		2FAHP71WX6X104764

Attached for signature is the fixed asset Disposal Form.

**ATT:** Request for Disposal Form  
 MOPERM Automobile Loss Notice

**cc:** Disposal File  
 Greg Edington, PW  
 Leasa Quick, Chad Martin, Dwayne Carey, Sheriff  
 Susan Wells, Clerk  
 Caryn Ginter, Auditor

CERTIFICATE OF TITLE

05945EK213


ORIGINAL

TITLE NUMBER  
PL289513



VEHICLE IDENTIFICATION NUMBER	YEAR	MAKE	MODEL	BODY STYLE	FUEL	
<b>2FAHP71WX6X104764</b>	<b>06</b>	<b>FORD</b>	<b>CROWN VICTORI</b>	<b>FODOR</b>		
CYL	HP	PREVIOUS STATE	MILEAGE AT TIME OF TRANSFER	TAX	PURCHASE DATE	DATE ISSUED
<b>8</b>	<b>41</b>		<b>9*</b>	<b>EX 08</b>	<b>10/03/05</b>	<b>11/08/05</b>

OWNER **BOONE COUNTY**  
**801 E WALNUT ST ROOM 245**  
**COLUMBIA MO 65201**

MAIL TO  
  
**BOONE COUNTY**  
**801 E WALNUT ST ROOM 245**  
**COLUMBIA MO 65201-4890**

VEHICLE SUBJECT TO FOLLOWING LIEN(S)

FIRST LIEN	LIEN DATE
SECOND LIEN	LIEN DATE

ALL TITLES ISSUED ON OR AFTER JULY 1, 2003, WILL BE MAILED TO THE OWNER.

**Lien release** - To release any lien shown on the face of this title, the lienholder must complete a **notarized Lien Release**, form DOR-4809, to be attached to this title.

Any person who knowingly and intentionally submits a separate document releasing a lien of another without authority to do so shall be guilty of a class C felony. (301.640 RSMo)


BUYER ON REVERSE SIDE MUST TITLE IN 30 DAYS TO AVOID PENALTY

MILEAGE STATEMENT

\*ACTUAL MILEAGE.  
 ANNUAL ODOMETER UPDATES MAY BE AVAILABLE FROM THE DEPARTMENT OF REVENUE.  
 EFFECTIVE 1/1/06 YOU MUST SUBMIT A NOTICE OF SALE TO THE DEPARTMENT OF REVENUE WITHIN 30 DAYS OF SELLING THIS VEHICLE.

MO 860-0331 (09-03)

C40659477

  
 DIRECTOR OF REVENUE

DOR-387 (09-03)

ANY ALTERATION OR ERASURE VOIDS THIS TITLE

VOID IF EAGLE WATERMARK NOT VISIBLE WHEN HELD TO LIGHT.

VOID IF EAGLE WATERMARK NOT VISIBLE WHEN HELD TO LIGHT.

C40659477

INSTRUCTIONS: FEDERAL LAW (AND STATE LAW, IF APPLICABLE) REQUIRES THAT ALL SELLERS STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILING TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT. ALL OWNERS (SELLERS) ON THE FACE OF THE TITLE AND PURCHASERS MUST SIGN AND HAND PRINT THEIR NAMES AFTER THE PURCHASER(S) NAME. LIENHOLDER, SALE PRICE, TRADE-IN, IF APPLICABLE, NET PRICE, DATE OF SALE, AND MILEAGE SPACES ARE COMPLETED. IF PURCHASER/SELLER IS AN AGENT/OFFICER OF A FIRM, RECORD OFFICIAL POSITION AFTER PRINTED NAME. PURCHASER(S) MUST APPLY FOR A NEW CERTIFICATE OF TITLE WITHIN 30 DAYS FROM THE DATE OF PURCHASE OR PAY A DELINQUENT PENALTY. ALL LIENS ON THE FRONT OF THIS CERTIFICATE OF TITLE MUST BE RELEASED BEFORE PURCHASER APPLIES FOR A NEW CERTIFICATE OF TITLE. ALL PURCHASERS/SELLERS SHOULD RETAIN A COPY OF THE FRONT AND BACK OF THIS CERTIFICATE OF TITLE. WARNING: ALTERATIONS, ERASURES OR MISTREATMENT WILL VOID THIS CERTIFICATE OF TITLE. ASSIGNMENT OF TITLE: I/WE HEREBY ASSIGN AND WARRANT CERTIFICATE OF TITLE OF THE VEHICLE DESCRIBED ON THE FRONT OF THIS CERTIFICATE OF TITLE SUBJECT TO THE FOLLOWING LIEN(S) OR ENCUMBRANCE(S), IF ANY, AND NONE OTHER. I/WE FURTHER CERTIFY THE ACCURACY OF THE SALE PRICE AND MILEAGE AS SPECIFIED BELOW.

ASSIGNMENT	PURCHASER(S) NAME: (PRINTED OR TYPED)			SALE PRICE \$
	ADDRESS			TRADE-IN \$
	DATE OF SALE	MODEL	DEALER NUMBER OF SELLER	NET PRICE \$
	ODOMETER READING (NO. TENTHS)	I state that the odometer now reads the aforementioned miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described herein, unless one of the following statements is checked.		<input type="checkbox"/> MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS <input type="checkbox"/> MILEAGE READING IS NOT ACTUAL (WARNING-ODOMETER DISCREPANCY)
	SIGNATURE OF ALL PURCHASER(S)		SIGNATURE OF ALL SELLER(S) <i>Boone County By Melinda Bobbitt</i>	
	HAND PRINTED NAME(S) BY PURCHASER(S) (AGENT/POSITION)		HAND PRINTED NAME(S) BY SELLER(S) (AGENT/POSITION) <i>Boone County By Melinda Bobbitt</i>	

REASSIGNMENT BY REGISTERED DEALER	PURCHASER(S) NAME: (PRINTED OR TYPED)			SALE PRICE \$
	ADDRESS			TRADE-IN \$
	DATE OF SALE	MODEL	DEALER NUMBER OF SELLER	NET PRICE \$
	ODOMETER READING (NO. TENTHS)	I state that the odometer now reads the aforementioned miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described herein, unless one of the following statements is checked.		<input type="checkbox"/> MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS <input type="checkbox"/> MILEAGE READING IS NOT ACTUAL (WARNING-ODOMETER DISCREPANCY)
	SIGNATURE OF ALL PURCHASER(S)		SIGNATURE OF ALL SELLER(S)	
	HAND PRINTED NAME(S) BY PURCHASER(S) (AGENT/POSITION)		HAND PRINTED NAME(S) BY SELLER(S) (AGENT/POSITION)	

REASSIGNMENT BY REGISTERED DEALER	PURCHASER(S) NAME: (PRINTED OR TYPED)			SALE PRICE \$
	ADDRESS			TRADE-IN \$
	DATE OF SALE	MODEL	DEALER NUMBER OF SELLER	NET PRICE \$
	ODOMETER READING (NO. TENTHS)	I state that the odometer now reads the aforementioned miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described herein, unless one of the following statements is checked.		<input type="checkbox"/> MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS <input type="checkbox"/> MILEAGE READING IS NOT ACTUAL (WARNING-ODOMETER DISCREPANCY)
	SIGNATURE OF ALL PURCHASER(S)		SIGNATURE OF ALL SELLER(S)	
	HAND PRINTED NAME(S) BY PURCHASER(S) (AGENT/POSITION)		HAND PRINTED NAME(S) BY SELLER(S) (AGENT/POSITION)	

REASSIGNMENT BY REGISTERED DEALER	PURCHASER(S) NAME: (PRINTED OR TYPED)			SALE PRICE \$
	ADDRESS			TRADE-IN \$
	DATE OF SALE	MODEL	DEALER NUMBER OF SELLER	NET PRICE \$
	ODOMETER READING (NO. TENTHS)	I state that the odometer now reads the aforementioned miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described herein, unless one of the following statements is checked.		<input type="checkbox"/> MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS <input type="checkbox"/> MILEAGE READING IS NOT ACTUAL (WARNING-ODOMETER DISCREPANCY)
	SIGNATURE OF ALL PURCHASER(S)		SIGNATURE OF ALL SELLER(S)	
	HAND PRINTED NAME(S) BY PURCHASER(S) (AGENT/POSITION)		HAND PRINTED NAME(S) BY SELLER(S) (AGENT/POSITION)	

LIENHOLDER INFORMATION	FIRST LIENHOLDER NAME (PRINTED OR TYPED)			DATE OF LIEN
	FIRST LIENHOLDER ADDRESS			
	SECOND LIENHOLDER NAME (PRINTED OR TYPED)			DATE OF LIEN
	SECOND LIENHOLDER ADDRESS			



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 8/19/10

FIXED ASSET TAG NUMBER: 15223

DESCRIPTION: Vehicle was involved in an accident on 8/3/10 when it was struck by a driver suspected of being intoxicated. Vehicle was considered a total loss.

REQUESTED MEANS OF DISPOSAL: Salvaged

RECEIVED

OTHER INFORMATION: Serial # 2FAH P71WX 6K104764

AUG 23 2010

BOONE COUNTY AUDITOR

CONDITION OF ASSET: Wrecked

REASON FOR DISPOSITION: Vehicle Totaled in car accident

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Vehicle has been picked up by wrecker authorized by MOPERM.

DEPARTMENT: 1251

SIGNATURE

AUDITOR

Receipt into:

2901-3835

ORIGINAL PURCHASE DATE 10/18/2005

ORIGINAL COST 20,363.60

ORIGINAL FUNDING SOURCE 2787

TRANSFER CONFIRMED \_\_\_\_\_

1605

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

TRADE  AUCTION  SEALED BIDS

OTHER EXPLAIN total to MOPERM

COMMISSION ORDER NUMBER 486-2010

DATE APPROVED 10/04/2010

SIGNATURE

# MOPERM

## MISSOURI PUBLIC ENTITY RISK MANAGEMENT FUND AUTOMOBILE LOSS NOTICE

MAIL TO: MOPERM 3425 CONSTITUTION COURT PO BOX 7110 JEFFERSON CITY, MO 65109		TELEPHONE: (573) 751-1837 MOPERM USE ONLY	FAX: (573) 751-8276	CLAIM NUMBER:			
		DEDUCTIBLE:	DEPARTMENT:				
PARTICIPATING ENTITY/CONTACT PERSON							
NAME AND ADDRESS		CHECK ONE		PERSON TO CONTACT			
		<input type="checkbox"/> INCIDENT REPORT  <input type="checkbox"/> NOTICE OF CLAIM		ENTITY PHONE NUMBER			
LOSS							
LOCATION OF ACCIDENT (INCLUDE CITY & STATE): Oakland Gravel Rd N & Masonic Dr N			ATTACH POLICE REPORT IF AVAILABLE	VIOLATIONS/CITATIONS:			
DATE (MM/DD/YY & TIME OF LOSS) 8/3/10 1:18	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	PREVIOUSLY REPORTED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DESCRIPTION OF ACCIDENT (ATTACH ADDITIONAL SHEETS IF NEEDED): Deputy sitting in vehicle at traffic command post and was struck by vehicle  driven by Jammie Sauerbeck.				
ENTITY VEHICLE							
YEAR, MAKE, MODEL 2005 Ford Crown Victoria		V.I.N. (VEHICLE IDENTIFICATION) 2FAHP71WX6X104764	PLATE NO. 5618				
OWNER NAME & ADDRESS Boone County							
DRIVER NAME & ADDRESS (CHECK IF SAME AS OWNER) <input type="checkbox"/> Jason Jameson			RESIDENCE PHONE NUMBER	BUSINESS PHONE NUMBER 573-875-1111			
DATE OF BIRTH	DRIVERS LICENSE NO.	PURPOSE OF USE Patrol		USED W/PERMISSION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
DESCRIBE DAMAGE Extensive damage to entire vehicle	ESTIMATED AMOUNT \$ Totaled	WHERE VEHICLE CAN BE SEEN	WHEN	OTHER INSURANCE ON VEHICLE N/A			
PROPERTY DAMAGE							
DESCRIBE PROPERTY (IF AUTO, YEAR, MAKE, MODEL, PLATE NO)		OTHER VEH/PROPERTY INSURED? <input type="checkbox"/> YES <input type="checkbox"/> NO	COMPANY/AGENCY NAME & PHONE NUMBER				
OWNER NAME & ADDRESS			RESIDENCE PHONE NUMBER	BUSINESS PHONE NUMBER			
DRIVER NAME & ADDRESS (CHECK IF SAME AS OWNER) <input type="checkbox"/>			RESIDENCE PHONE NUMBER	BUSINESS PHONE NUMBER			
DESCRIBE DAMAGE		ESTIMATED AMOUNT \$	WHERE DAMAGE CAN BE SEEN				
INJURED							
NAME & ADDRESS		PHONE NUMBER	PED.	INS. VEH.	OTHER VEH.	AGE	EXTENT OF INJURY
WITNESSES OR PASSENGERS							
NAME & ADDRESS		PHONE NUMBER	INS. VEH.	OTHER VEH.	OTHER (SPECIFY)		
REMARKS							
REPORTED BY	REPORTED TO Major Tom Reddin	DATE 8/3/10	SIGNATURE <i>Major Tom Reddin</i>				

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 4<sup>th</sup> day of October 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 29-21Jul10 Extradition Services Term and Supply to both, Strike Force Special OPS, and PTS of America, LLC. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 4<sup>th</sup> day of October, 2010.

ATTEST:

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

Kenneth M. Pearson  
Kenneth M. Pearson  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

# Boone County Purchasing

**Tyson Boldan**  
Office Specialist



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

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Tyson Boldan  
DATE: August 24, 2010  
RE: 29-21JUL10 – Extradition Services Term and Supply

The Request for Proposal for Extradition Services Term and Supply closed on July 21, 2010. Two bids were received.

The evaluation committee consisted of the following;  
Christie McCaleb, Corrections Sergeant  
Warren Brewer, Chief Jailer

The evaluation committee recommends award to both Strike Force Special OPS and P TS of America, LLC as per their attached evaluation report. Strike Force Special OPS will be the primary provider of this service and PTS of America, LLC will be the secondary provider.

This is a term and supply contract and invoices will be paid from department 1255 – Corrections, account 85600 – Extradition Services.

Attached is a copy of the Evaluation Report.

ATT: Evaluation report

cc: Warren Brewer,  
Sheriff Department  
Bid File

**Evaluation Report for Proposal  
29-21JUL10 – Extradition Services**

**OFFEROR #1: Strike Force Special OPS**

X  It has been determined that **Strike Force Special OPS** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that **Strike Force Special OPS** has submitted a **non-responsive** proposal.

**Method of Performance**

**Strengths:**

- This company's proposal response meets or exceeds all standards specified in the Request for Proposal.
- Good references.
- The cost proposed is lower than other offerer.
- The proposal response shows that this company serves all continental states.
- Professionally run.
- Lower cost for transportation than other offerer.

**Concerns:**

- None identified

**Experience/Expertise of Offeror**

**Strengths:**

- Provided good references.
- Proposal response included experience with contracts for entities similar to Boone County.
- This company has been in business for ten years which demonstrates both experience and staying power in the business.

**Concerns:**

- None identified

**OFFEROR # 2: PTS of America, LLC.**

  X   It has been determined that **PTS of America, LLC** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

       It has been determined that **PTS of America, LLC** has submitted a **non-responsive** proposal.

**Method of Performance**

**Strengths:**

- This company has a history of prompt professional service.
- This company has a history of good communication between itself and its customers.
- The pricing proposed is reasonable.
- Pricing proposed would remain firm for four years (no rate increase).
- This company’s proposal response meets or exceeds all standards specified in the Request for Proposal.

**Concerns:**

- Cost proposed is slightly more than Strike Force Special OPS.

**Experience/Expertise of Offeror**

**Strengths:**

- Provided good references.
- This company’s proposal response includes experience with contracts for entities similar to Boone County.
- Experienced staff.

**Concerns:**

- None identified

**Summary:**

**The two offerers, Strike Force Special OPS and PTS of America, LLC., have met with the standards and specifications outlined in the County’s Request for Proposal for Extradition Services. Both offerers have excellent references, and both have experience providing similar services as outlined in this RFP with similar entities to Boone County. Both offerers have many years of experience and have high levels of professionalism.**

**The parallels in methodology, efficiency, training, amount of experience, and suitability to purpose for Boone County between both Strike Force Special OPS and PTS of America, LLC., make each company equally suitable for award of the Boone County Extradition Services Contract. Pricing is the only issue in which this committee sees a significant divergence. Strike Force Special OPS offered lower overall pricing in regards to the needs of Boone County.**

**The Evaluation Committee Members understand that often times in the extradition services business, deadlines of pick up and delivery are impossible for only one company to meet. This committee believes that having a secondary supplier will promote an extradition service that does not include the restrictions often associated with only one provider; therefore the members of this evaluation committee recommend a dual award.**

**RECOMMENDATION: Recommendation for award is Strike Force Special OPS as primary supplier and PTS of America, LLC. as secondary supplier.**

This evaluation report represents my subjective opinion regarding Offeror’s strengths and concerns and is based upon my analysis of the relevant facts, as contained in Offeror’s proposal response.

---

Evaluator’s Signature: Christie McCaleb, Corrections Sergeant

Date

---

Evaluator’s Signature: Warren Brewer, Chief Jailer

Date

**PURCHASE AGREEMENT FOR  
EXTRADITION SERVICES TERM AND SUPPLY**

**THIS AGREEMENT** dated the 4<sup>th</sup> day of October 2010 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Strike Force Special OPS**, herein "Contractor."

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

**1. Contract Documents** - This agreement shall consist of this Purchase Agreement for **extradition services term and supply**, Boone County Request for Proposal for Extradition Services Term and Supply, proposal number **29-21JUL10**, Instructions and General Conditions, Introduction and General Information, Scope of Services, Proposal Submission Information, the un-executed Response / Pricing Page, Addendum Number 1, Best and Final Offer Number 1 with response dated August 02, 2010, executed by Richard Goldring, as well as the Contractor's proposal response executed by Alex Brancaccio on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with proposal response may be permanently maintained in the County Purchasing Office proposal file for this proposal if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Instructions and General Conditions, Introduction and General Information, Scope of Services, Proposal Submission Information, the un-executed Response / Pricing Page, Addendum Number 1, and Best and Final Offers Number 1 shall prevail and control over the Contractor's proposal response.

**2. Basic Services** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County extradition services as set forth in the proposal specifications and as outlined in the Contractor's proposal response and Best and Final Offer.

**3. Contract Duration** - The products and services under this agreement shall be guaranteed from October 01, 2010 through December 31, 2011. At the expiration of this contract, the County has the option of continuing this service with Contractor for four (4) additional one year periods subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

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

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

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

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



7. **Termination by Contractor** –The contractor may renegotiate or terminate this Agreement upon ninety (90) days advance written notice in the event of a breach by the County that is not cured within a reasonable time upon notice or if circumstances related to the Facilities and outside the Contractor's control (including, without limitation, changes in rates, regulations, or operations mandated by law; material reduction in inmate population or capacity; material changes in jail policy; acts of God; actions the Facility takes for security reasons (such as lock-downs)) negatively impact the Contractor's business or ability to perform the services; however, the Contractor shall not unreasonably exercise such right.

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

**STRIKE FORCE SPECAIL OPS**

**BOONE COUNTY, MISSOURI**

by [Signature]  
title EX VP

by: Boone County Commission

[Signature]  
Kenneth M. Pearson, Presiding Commissioner

address 13 FADEM Rd  
SPRINGFIELD, MO 65708

APPROVED AS TO FORM:  
[Signature]  
County Counselor

ATTEST:  
[Signature]  
Wendy S. Noren, County Clerk

**AUDITOR CERTIFICATION:**

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

[Signature] by KP 9/23/10  
Signature Date

*no encumbrance required*

1255/85600  
Appropriation Account

**PURCHASE AGREEMENT FOR  
EXTRADITION SERVICES TERM AND SUPPLY**

**THIS AGREEMENT** dated the 4<sup>th</sup> day of October 2010 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **PTS of America, LLC.**, herein "Contractor."

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

**1. Contract Documents** - This agreement shall consist of this Purchase Agreement for **extradition services term and supply**, Boone County Request for Proposal for Extradition Services Term and Supply, proposal number **29-21JUL10**, Instructions and General Conditions, Introduction and General Information, Scope of Services, Proposal Submission Information, the un-executed Response / Pricing Page, Addendum Number 1, Best and Final Offer Number 1 with response dated **August 04, 2010**, executed by **Michelle Perkins**, as well as the Contractor's proposal response executed by **Michelle Perkins** on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with proposal response may be permanently maintained in the County Purchasing Office proposal file for this proposal if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Instructions and General Conditions, Introduction and General Information, Scope of Services, Proposal Submission Information, the un-executed Response / Pricing Page, Addendum Number 1, and Best and Final Offers Number 1 shall prevail and control over the Contractor's proposal response.

**2. Basic Services** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County extradition services as set forth in the proposal specifications and as outlined in the Contractor's proposal response and Best and Final Offer.

**3. Contract Duration** - The products and services under this agreement shall be guaranteed from October 01, 2010 through December 31, 2011. At the expiration of this contract, the County has the option of continuing this service with Contractor for four (4) additional one year periods subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

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

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

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- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or

c. If appropriations are not made available and budgeted for any calendar year.

**7. Termination by Contractor** –The contractor may renegotiate or terminate this Agreement upon ninety (90) days advance written notice in the event of a breach by the County that is not cured within a reasonable time upon notice or if circumstances related to the Facilities and outside the Contractor's control (including, without limitation, changes in rates, regulations, or operations mandated by law; material reduction in inmate population or capacity; material changes in jail policy; acts of God; actions the Facility takes for security reasons (such as lock-downs)) negatively impact the Contractor's business or ability to perform the services; however, the Contractor shall not unreasonably exercise such right.

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

**PTS OF AMERICA, LLC**

**BOONE COUNTY, MISSOURI**

by *Michelle Perkins*  
title *Marketing Coordinator*  
address *PO Box 121591 Nashville, TN 37212*

by: Boone County Commission  
*Kenneth M. Pearson*  
Kenneth M. Pearson, Presiding Commissioner

APPROVED AS TO FORM:  
*J. Brown*  
County Counselor

ATTEST:  
*Wendy S. Noren*  
Wendy S. Noren, County Clerk

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

<sup>6</sup> *Jane E. Petchford* by *KP* *9/23/10* *no encumbrance required*  
Signature Date Appropriation Account *1255/85600*

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 4<sup>th</sup> day of October 20 10

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

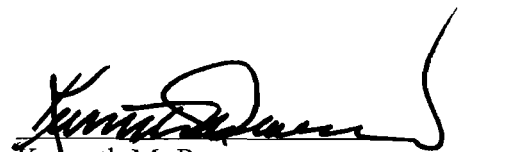
Now on this day the County Commission of the County of Boone does hereby receive and accept the following subdivision plat and authorize the presiding commissioner to sign:

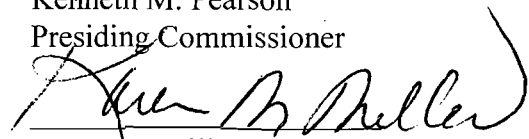
Grandview Plat 3. S15-T50N-R12W. A-2. GW Developers LLC, owner. David T. Butcher, Surveyor

Done this 4<sup>th</sup> day of October, 2010.

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

  
Kenneth M. Pearson  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the

4<sup>th</sup>

day of October

20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment for the Rolling Hills project:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2049	3528	Public Works	Reimb Personnel/ Project		9,859.00
2049	71118	PW- Design & Const	Easement Acquisition		220,000.00
2049	3528	Public Works	Reimb Personnel/ Project		220,000.00

Done this 4<sup>th</sup> day of October, 2010.

ATTEST:

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

Kenneth M. Pearson  
Kenneth M. Pearson  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

To: County Clerk's Office  
 Comm Order # 489-2010

RECEIVED

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

SEP 7 2010

BOONE COUNTY AUDITOR

REQUEST FOR BUDGET AMENDMENT

BOONE COUNTY, MISSOURI

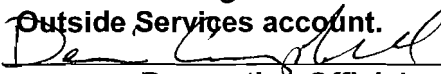
9/9/2010

EFFECTIVE DATE

FOR AUDITORS USE

Department	Account	Department Name	Account Name	(Use whole \$ amounts)	
				Decrease	Increase
2 0 4 9	3 5 2 8	Public Works	Reimb Personnel/Project		\$9,859
2 0 4 5	7 1 1 1 8	PW - Design & Const	Easement Acquisition		\$220,000
2 0 4 9	3 5 2 8	Public Works	Reimb Personnel/Project		\$220,000

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): **The 2010 budget reflected only the County portion of right of way acquisition costs related to the Rolling Hills project. This amendment will correct the budget to reflect the total estimated costs of acquisition as well as the anticipated revenue from the City of Columbia for their portion of shared costs as agreed to in attached Council Bill No. B 5-09, passed 1/20/2009. The overall impact on the County Public Works budget will be neutral with regard to the Easement Acquisition account and will add \$9,859 in anticipated revenue to the Outside Services account.**

  
 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

POSCR BOONE **Accounts Payable - View Only** ADCARYN 13:48:04  
 AP # 2010 4411 AP Date 8/04/2010 Separate Y Hold N Finalized Y 9/08/10  
 Vendor 2180 C L RICHARDSON CONSTRUCTION CO Bid 31/07  
 Check Number 159245 8/04/2010 15475 HWY 63 S  
 ASHLAND, MO 65010  
 PO # 2010 137 PO Date 7/13/2010

Dept	Acct	Invoice	Remittance Advice/Description	Amount Paid
2045	71100	4286	BOONE COUNTY PUBLIC WORKS	19,515.60
			ROLLING HILLS ROAD	Part/Comp C
			OUTSIDE SERVICES	PO Tot 19,515.60
Qty	1	Lot	Price 19,515.6000	PO Bal 19,515.60
2045	71100	4286	BOONE COUNTY PUBLIC WORKS	202.50
			10% CONTINGENCY	Part/Comp C
			OUTSIDE SERVICES	PO Tot 1,951.56
Qty	1	Lot	Price 1,951.5600	PO Bal 1,951.56

F2=Key Scr F3=Exit Total AP Amount 19,718.10 **Bottom**  
 F6=Show Vendor F8=Show PO  
 F10=Show Check F11=Switch Line Mode F13=Top F14=Bottom

19,515.60\*  
 202.50\*  
 002  
 19,718.10\*  
 19,718.10\*  
 2.0\*  
 9,859.05\*

Budget Year 2010  
Department 2045 PW-DESIGN & CONSTRUCTION  
Account 71118 EASEMENT ACQUISITION COSTS

Description	Qty	Amount
<u>EASEMENT ACQUISITION COSTS</u>		<u>251,000</u>
	Total	<u>251,000</u>

Notes

<u>RECORDING FEES</u>	<u>\$6,000</u>
<u>ROLLING HILLS (2010 NEW)</u>	<u>\$44,000</u>
<u>BELOW ARE ROLLED OVER FROM 2009</u>	
<u>ROLLING HILLS</u>	<u>\$176,000</u>
<u>ST CHARLES ROUND-A-BOUT</u>	<u>\$25,000</u>

More...

F2=Key Scr F3=Exit F12=Return

44,000.00+

175,000.00+

002

220,000.00\*



020166

Introduced by Hindman  
First Reading 1-5-09 Second Reading 1-20-09  
Ordinance No. 020166 Council Bill No. B 5-09

**AN ORDINANCE**

authorizing the City Manager to execute an agreement with Boone County, Missouri relating to road improvements on Rolling Hills Road, from State Route WW to New Haven Road; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute an agreement with Boone County, Missouri relating to road improvements on Rolling Hills Road, from State Route WW to New Haven Road. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof as fully as if set forth herein verbatim.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this 20th day of January, 2009.

ATTEST:

[Signature]  
City Clerk

[Signature]  
Mayor and Presiding Officer

APPROVED AS TO FORM:

[Signature]  
City Counselor

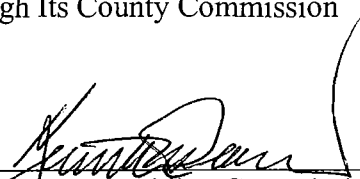
- A) The County will be responsible for 100% of the cost related to the construction of a 5 ft. wide sidewalk along the entire west side of the improvements;
- B) The City will be responsible for 100% of the cost related to the utility relocation of the AmerenUE gas main along the east side of the improvements necessary for Phase III;
- C) The County and City contemplate that they will share the other anticipated expenses in the proportions set out in the incorporated engineering report and attached exhibits;
- D) After completion of the west lanes by the County, the roadway will become part of the City street system and City shall be solely responsible for the maintenance of the improved road section, as well as the completion of Phase III which will widen the road to 4 lanes.

4. The parties will cooperate with each other to obtain all necessary easements for the construction work contemplated herein and may make further agreements regarding the acquisition of any necessary right of way.

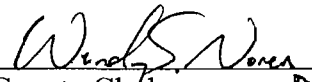
**IN WITNESS WHEREOF**, the individual parties constituting and representing the County and City, through their original and duly authorized representative signatories have executed this Agreement on the day and year first above written.

**BOONE COUNTY, MISSOURI**  
Through Its County Commission

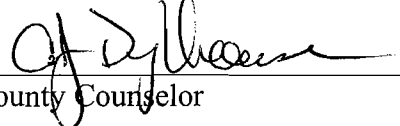
By:

  
\_\_\_\_\_  
Ken Pearson, Presiding Commissioner

ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
County Counselor



POEPPING, STONE, BACH & ASSOCIATES, INC. ARCHITECTS . ENGINEERS . PLANNERS . SURVEYORS

www.psba.com

## **Rolling Hills Road: New Haven Road to Route WW Boone County and City of Columbia**

Phase I Improvements – A Boone County Public Works project to replace the existing bridge, construct intersection at Route WW and reconstruct 2-lanes to a match point approximately 1,000 ft south of WW. This Phase I more specifically involve the full construction of a box culvert and provide an intersection to match proposed improvements north of WW on Rolling Hills Road into the Old Hawthorne development. This intersection most likely will be signalized and allow for 2-thru lane (north and south), a left turn lane and right turn lane (on and off) of Route WW. This multi lane section will taper back into the existing 2-lanes of Rolling Hills Road approximately 700-ft south of Route WW. Phase I will require constructing much of the City portion of Rolling Hills Road for this intersection. An 8-ft wide multi-use path will be provided from WW to the end of improvements on the east side (north bound lane) and a 5-ft sidewalk will be constructed from WW to the end of improvements on the west side.

Several tasks must be completed for Phase I construction to occur. Right-of-way and easements must be acquired, which includes the purchase and demolition of a homestead residence. Utilities must be relocated which include an 8" gas main, 12" water line, telephone cable, and 3 phase power line. It is expected that Boone County and the City of Columbia will have budgeted funds to allow for ROW acquisitions in 2008, utility relocation in 2009 and construction of Phase I improvements in 2010.

Phase II Improvements – A Boone County Public Works project to replace the existing 2-lanes of Rolling Hills Road from near New Haven Road to the end of Phase I improvements. When complete, Phase II will provide the traveling public a 40 mph, 2-lane roadway with bike lane (south bound lane) and 5-ft sidewalk. The Phase II improvements will have storm sewers, curbs and be designed to allow for widening to a 4-lane section with a center median and 8-ft multi-use path by the City of Columbia in Phase III.

Phase II improvements will not involve pre-grading the Phase III section of Rolling Hills Road. That earthwork would require the immediate relocation of a new 8" gas main and increase a public perception of a timely widening to 4 lanes. Right-of-way acquisition would include a utility easement for the future relocation of this gas main along the east right-of-way and a utility easement for water, electric and telephone along the west right-of-way.

The County agrees to pay 100% for the construction a 5-ft wide sidewalk along the entire west side of the improvements. The City agrees to pay 100% for any future utility relocation costs related to the AmerenUE gas main along the east side for Phase III (widening Rolling Hills Road to 4-lanes).

Several tasks must be completed for Phase II construction to occur. Remaining right-of-way and easements must be acquired. Utility relocation of a 12" water main, 3 phase power line, a telephone cable, and new anchors installed for an electric transmission tower at New Haven Road. It is expected that Boone County and the City of Columbia will have budgeted funds to allow for ROW acquisitions in 2009, utility relocation in 2010 and construction of Phase II improvements in 2011.

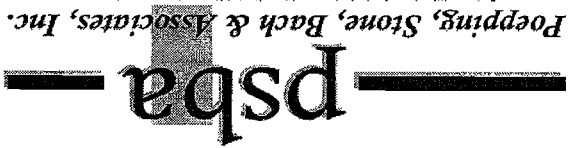
At the completion of Phase II improvements, the maintenance of Rolling Hills Road from New Haven to Route WW will be transferred to the City.

Phase III Improvements – A City of Columbia Public Works project to widen the 2-lane Rolling Hills Road constructed in 2010 & 2011 to 4 lanes. Phase III will involve adding 2 more traffic lanes with a bike lane, curbs, storm sewers, and a 10-ft multi-use path along the entire length of the project from New Haven to the completed Route WW intersection.

There is no target date for the completion of Phase III. The increase of traffic or future development north or south of this section of Rolling Hills Road will determine the date of Phase III improvements.

The existing 8" gas main will require relocation at the time of Phase III. The right-of-way and easement acquisition in Phase II will have secured the necessary land for this utility to relocate.

Douglas B. Seeber, P.E.  
Project Engineer  
Poepping, Stone, Bach & Associates, Inc.  
July 3, 2008



Prepared by Douglas B. Seeber, P.E.  
July 3, 2008

2009					
TASK	TARGET	COUNTY	CITY	TOTAL	EXPENSES
	DATE	%	\$	%	\$
Utility Relocation (Phase I)	01/07/09 - 09/09/09	50%	\$26,000	50%	\$26,000
Water Dist. #9: 1300 Ft., 12" Water		50%	\$26,000	50%	\$26,000
Boone Elec. Co-op.: 1300 Ft., 3 Phase Power		50%	\$29,500	50%	\$29,500
AmerenUE - Gas: 1300 Ft., 8" Gas		50%	\$16,500	50%	\$16,500
Century Telephone: Bury Cable					\$0
Complete ROW Plats (Phase II & III)	1/20/09				
ROW Acquisition (Phase II & III)	1/28/09 - 04/01/09				
Sorenson ROW 3.15 Ac, PE/TE 0.64 Ac, Utility 0.80 Ac		50%	\$31,000	50%	\$31,000
Brown/Behymer/Mertz/Moore/Licklider/Sapp/Harrison/Cecich/Denson/Hayes					
ROW 1.62 Ac		50%	\$20,000	50%	\$20,000
PE/TE 0.67 Ac		50%	\$2,000	50%	\$2,000
Utility 1.87 Ac		50%	\$17,500	50%	\$17,500
ROW Acquisition (Phase I) (Homestead)	12/10/09	50%	\$90,000	50%	\$90,000
Construction Permits (Phase I)					
DNR, COE, ModOT, City-County	12/9/09				
Advertise for Bids (Phase I)	12/16/09				
<b>SUB-TOTAL</b>			\$232,500		\$232,500
					\$465,000



9/8/2010

FY 2010  
 Budget Amendments/Revisions  
**Public Works - Design & Construction (2045)**

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	2/17/2010	2049	71450	PW - Administration	Revenue Sharing		29,000	Cover the following costs: position stacking - increased civil engineer position 1 to professional civil engineer, computer hardware and software licenses upgrades for this position, and traffic counters omitted from original budget	
		2045	70050	PW - D & C	Software Service Contract	5,000			
		2045	92301	PW - D & C	Rplc Computer Hardware	1,000			
		2045	92300	PW - D & C	Rplc Mach & Equip	5,500			
		2045	10100	PW - D & C	Salaries & Wages	16,100			
		2045	10200	PW - D & C	FICA	1,230			
		2045	10325	PW - D & C	Disability	60			
		2045	10400	PW - D & C	Workers' Comp	110			
2	4/27/2010	2045	71102	D & C	Engineering Services		9,692	Establish budget to cover expense for study of Hinkson Creek Total Max Daily Load and reimb. from the University of Missouri for their portion	
		2046	71101	Stormwater Admin	Professional Services	9,692			
		2046	3528	Stormwater Admin	Reimb Personnel/Projects	4,846			
3	9/8/2010	2049	3528	PW - Administration	Reimb Personnel/Projects	9,859		Establish budget for revenue/exepnse reimb from the City of Columbia for Rolling Hills Road demolition and easement acquisition costs.	
		2045	71118	PW - D & C	Easement Acquisition	220,000			
		2049	3528	PW - Administration	Reimb Personnel/Projects	220,000			

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

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	2/17/2010	2049	71450	PW - Administration	Revenue Sharing		29,000	Cover the following costs: position stacking - increased civil engineer position 1 to professional civil engineer, computer hardware and software licenses upgrades for this position, and traffic counters omitted from original budget	
			70050	PW - D & C	Software Service Contract	5,000			
			92301	PW - D & C	Rplc Computer Hardware	1,000			
			92300	PW - D & C	Rplc Mach & Equip	5,500			
			10100	PW - D & C	Salaries & Wages	16,100			
			10200	PW - D & C	FICA	1,230			
			10325	PW - D & C	Disability	60			
2045	10400	PW - D & C	Workers' Comp		60	110			
2	8/18/2010	2049	3528	PW - Administration	Reimb Personnel/Projects	65,000		Establish budget for City of Columbia's portion of asphalt overlay on Lake of the Woods and Oakland Church Road	
3	9/8/2010	2049	3528	PW - Administration	Reimb Personnel/Projects	9,859		Establish budget for revenue/excuse reimb from the City of Columbia for Rolling Hills Road demolition and easement acquisition costs.	
			71118	PW - D & C	Easement Acquisition	220,000			
			3528	PW - Administration	Reimb Personnel/Projects	220,000			

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

	2009 Actual	2010 Budget
<b>REVENUES:</b>		
Property Taxes	\$ 1,232,417	\$ 1,197,900
Assessments	-	-
Sales Taxes	11,478,664	11,465,000
Franchise Taxes	-	-
Licenses and Permits	10,897	14,000
Intergovernmental	1,916,727	1,114,800
Charges for Services	60,144	370,530
Fines and Forfeitures	-	-
Interest	51,892	74,000
Hospital Lease	-	-
Other	4,747	1,000
<b>Total Revenues</b>	<b>14,755,488</b>	<b>14,237,230</b>
<b>EXPENDITURES:</b>		
Personal Services	3,683,095	3,787,789
Materials & Supplies	2,504,473	2,994,605
Dues Travel & Training	22,727	34,750
Utilities	82,611	101,660
Vehicle Expense	523,829	665,150
Equip & Bldg Maintenance	306,487	379,720
Contractual Services	8,012,856	8,577,660
Debt Service (Principal and Interest)	-	-
Emergency	-	310,000
Other	(64,837)	19,924
Fixed Asset Additions	675,159	454,286
<b>Total Expenditures</b>	<b>15,746,400</b>	<b>17,325,544</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(990,912)</b>	<b>(3,088,314)</b>
<b>OTHER FINANCING SOURCES (USES):</b>		
Transfer In	-	-
Transfer Out	-	-
Proceeds of Sale of Capital Assets/Insurance Claims/Capital Lease	27,198	53,000
Proceeds of Long-Term Debt	-	-
Retirement of Long-Term Debt	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>27,198</b>	<b>53,000</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES (BUDGET BASIS)</b>	<b>(963,714)</b>	<b>(3,035,314)</b>
<b>FUND BALANCE (GAAP), beginning of year</b>	9,043,410	8,361,739
Less encumbrances, beginning of year	(1,340,571)	(1,622,614)
Add encumbrances, end of year	1,622,614	1,622,614
<b>FUND BALANCE (GAAP), end of year</b>	<b>\$ 8,361,739</b>	<b>\$ 5,326,425</b>
<b>FUND BALANCE RESERVES AND DESIGNATIONS, end of year</b>		
Reserved:		
Loan Receivable (Street NIDS/Levy District)	\$ -	\$ -
Prepaid Items/Security Deposits/Other Reserves	-	-
Debt Service/Restricted Assets	-	-
Prior Year Encumbrances	1,622,614	1,622,614
Designated:		
Capital Project and Other	1,039,400	1,039,400
<b>Total Fund Balance Reserves and Designations, end of year</b>	<b>2,662,014</b>	<b>2,662,014</b>
<b>FUND BALANCE, end of year</b>	<b>8,361,739</b>	<b>5,326,425</b>
<b>FUND BALANCE RESERVES/DESIGNATIONS, end of year</b>	<b>(2,662,014)</b>	<b>(2,662,014)</b>
<b>UNRESERVED/UNDESIGNATED FUND BALANCE, end of year</b>	<b>\$ 5,699,725</b>	<b>\$ 2,664,411</b>
<b>Percent of expenditures</b>	<b>36.20%</b>	<b>15.38%</b>



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

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the

4<sup>th</sup>

day of October

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 reimburse the salaries for the Victim Specialist, Victim Assistant and salary, FICA and Workers' Comp for the new Case Specialist position:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1262	03411	Victim Witness	Fed Grant Reimb		21,126.00
1262	10100	Victim Witness	Wages & Salary		20,626.00
1262	10200	Victim Witness	FICA		478.00
1262	10400	Victim Witness	Workers Comp		22.00
2630	10300	PA Bad Check	Health Insurance		1,188.00
2630	10325	PA Bad Check	Disability Insurance		38.00
2630	10350	PA Bad Check	Life Insurance		13.00
2630	10375	PA Bad Check	Dental Insurance		89.00
2630	10400	PA Bad Check	Workers Comp Ins		35.00
2630	10500	PA Bad Check	401 (A) Match		105.00
2630	10200	PA Bad Check	FICA		777.00

Done this 4<sup>th</sup> day of October, 2010.

ATTEST:

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

Kenneth M. Pearson  
Kenneth M. Pearson  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

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

To: County Clerk's Office  
Comm Order # 490-2010  
Return to Auditor's Office  
Please do not remove staple.

10/1/10

**EFFECTIVE DATE**

**FOR AUDITORS USE**

Department	Account	Department Name	Account Name	(Use whole \$ amounts)	
				Decrease	Increase
2 6 3 0	1 0 5 0 0	PA Bad Check	401 (A) Match		105
2 6 3 0	1 0 2 0 0	PA Bad Check	FICA		777

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): **Amend budget for Oct-Dec of 2010. Grant year is 10/1 - 9/30 each year. Grant reimburses for salary only for the Victim Specialist, Victim Assistant and salary, FICA and Workers' Comp for the new Case Specialist position. The benefits for the Victim Specialist are covered by the PA Bad Check Fund (page 2 of 2)**

Bonnie Atkins  
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

cg  
Auditor's Office

[Signature]  
RESIDING COMMISSIONER

[Signature]  
DISTRICT I COMMISSIONER

[Signature]  
DISTRICT II COMMISSIONER

**BUDGET AMENDMENT PROCEDURES**

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

# REQUEST FOR BUDGET AMENDMENT

## BOONE COUNTY, MISSOURI

10/1/10

EFFECTIVE DATE

FOR AUDITORS USE

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	6	2	0	3	4	1	1	Victim Witness	Fed Grant Reimb		21,126
1	2	6	2	1	0	1	0	0	Victim Witness	Wages & Salary		20,626
1	2	6	2	1	0	2	0	0	Victim Witness	FICA		478
1	2	6	2	1	0	4	0	0	Victim Witness	Workers' Comp		22
2	6	3	0	1	0	3	0	0	PA Bad Check	Health Insurance		1,188
2	6	3	0	1	0	3	2	5	PA Bad Check	Disability Insurance		38
2	6	3	0	1	0	3	5	0	PA Bad Check	Life Insurance		13
2	6	3	0	1	0	3	7	5	PA Bad Check	Dental Insurance		89
2	6	3	0	1	0	4	0	0	PA Bad Check	Workers' Comp Ins		35

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): **Amend budget for Oct-Dec of 2010. Grant year is 10/1 - 9/30 each year. Grant reimburses for salary only for the Victim Specialist, Victim Assistant and salary, FICA and Workers' Comp for the new Case Specialist position. The benefits for the Victim Specialist are covered by the PA Bad Check Fund . (page 1 of 2)**

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

-----  
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- A fund-solvency schedule is attached.
- Comments:

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

  
PRESIDING COMMISSIONER

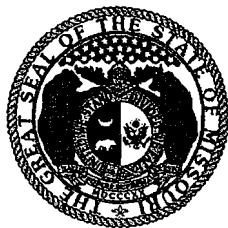
\_\_\_\_\_  
DISTRICT I COMMISSIONER

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

**BUDGET AMENDMENT PROCEDURES**

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- 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.

439-2010



## Office of the Boone County Prosecuting Attorney

DANIEL K. KNIGHT, Prosecutor

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

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

---

DATE: September 8, 2010

TO: Commissioner Pearson  
Commissioner Miller  
Commissioner Elkin

FROM: Boone County Prosecuting Attorney

RE: VOCA Grant Award Acceptance

We respectfully request your approval to accept the award for VOCA (Victims of Crime Act) grant funds for our Victim Response Team through the Department of Public Safety in the amount of \$67,601.64. We have been receiving funds for the Victim Response Team since 1993. The local match of \$16,900.41 is derived from the existing salary of the Victim Assistant. The grant funds will be used for the salary of our Victim Specialist and a part time Case Specialist who will focus on felony case victims.

We anticipate serving over 3000 victims in the next grant cycle.

Thank you for your consideration of this request.

**PERSONNEL**

**PROJECT TITLE:** Victim Response Team

**APPLICANT AGENCY:** Boone County Prosecutor

**INSTRUCTIONS**

1. Include all personnel to be employed on the proposed project.
2. Under **Title or Position**, list each proposed position.
3. Under **Name of the Individual**, list the name of the person who will fill each proposed position (if known, if not known list TBH).
4. Show **Gross Monthly Salary** for each individual and show the **Percent of Time** to be funded by this grant. **The minimum % of time that may be budgeted on the grant is 10%. We will not fund any position that is listed as less than 10%.**
5. The **Total Costs** should be calculated as follows:  
 $(\text{Salary/Month}) \times (\% \text{ of Grant Funded time}) \times (\text{Months to be Employed})$ .
6. Under the **Fringe Benefits** section, identify the particular benefits such as social security, workers' compensation, medical insurance, etc. If dental and vision insurance are not included in the health insurance premium they should be listed separately.
7. Under the column entitled **Basis for Cost Estimate**, enter the formula for computing the cost for each fringe benefit. All fringe benefits provided must be itemized and prorated based upon the % of grant funded time.
8. Enter the total in the **Total Cost** column.

TITLE OR POSITION	NAME OF INDIVIDUAL	SALARY PER MONTH	FT OR PT	% OF GRANT FUNDED TIME	MONTHS TO BE EMPLOYED	TOTAL COST
Victim Specialist	Aleshia Marso	3,383.47	FT	100%	12.00	40,601.64
Victim Assistant	Jessica Watson	2,515.07	FT	56%	12.00	16,900.41
Case Specialist	To be hired	2,083.33	PT	100%	12.00	25,000.00

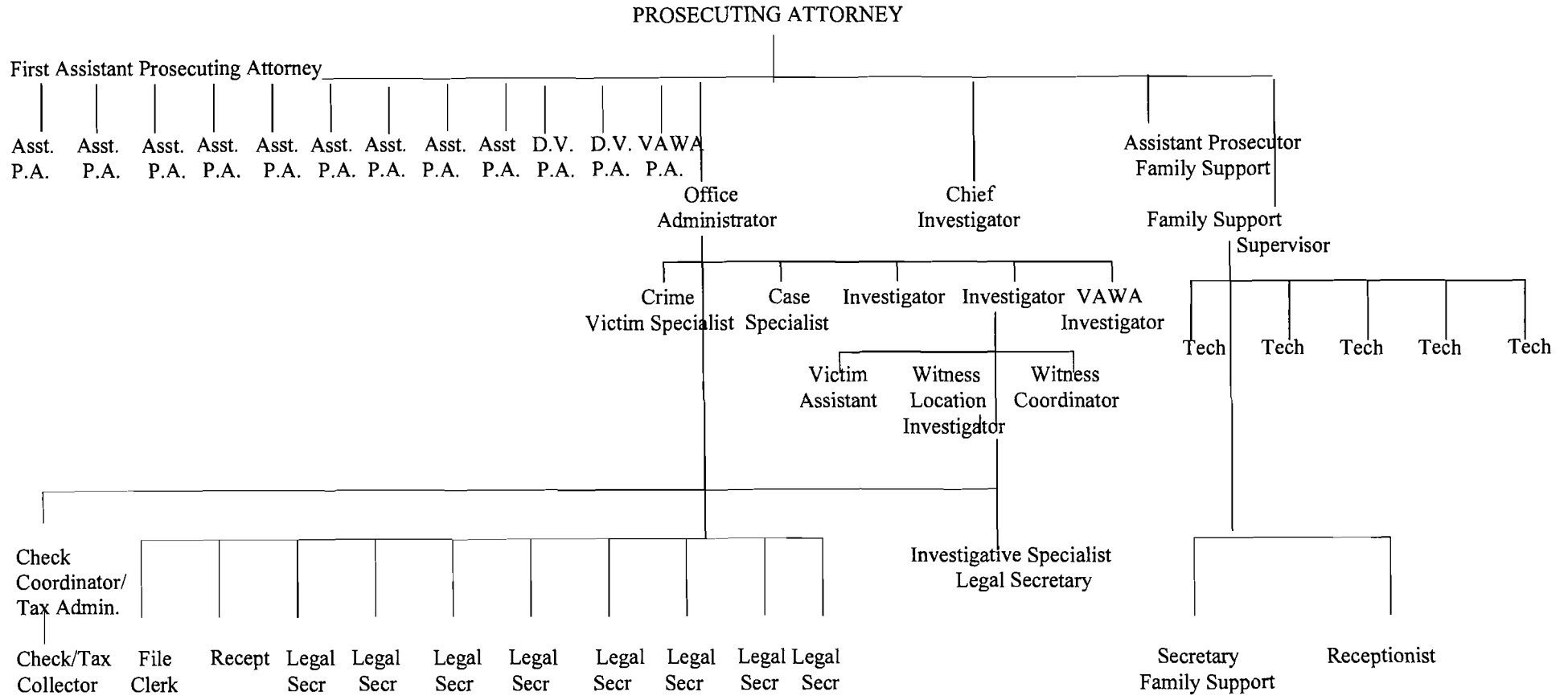
**SUBTOTAL** \$ 82,502.05

FRINGE BENEFITS	BASIS FOR COST ESTIMATE (must be prorated based on % of grant funded time)	
F.I.C.A. & Medicare (.0765)	25,000 X .0765	1,912.50
PENSION/RETIREMENT		
LIFE INSURANCE		
MEDICAL INSURANCE		
UNEMPLOYMENT COMPENSATION		
WORKERS' COMPENSATION LIAB.	25,000 X .0035	87.50
OTHER (PLEASE IDENTIFY)		

**SUBTOTAL** \$ 2,000.00

<b>State/Federal Share</b>	\$ 67,601.64	<b>TOTAL PERSONNEL COST</b>	\$ 84,502.05
<b>Local Match Share</b>	\$ 16,900.41		

# BOONE COUNTY PROSECUTING ATTORNEY ORGANIZATIONAL CHART



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

## **RESPONSE AND INVESTIGATION**

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

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

## **PROSECUTION AND COURTS**

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

The Boone County Prosecutor's Office has three assistant prosecuting attorneys assigned to the Domestic Violence Enforcement Unit. Having three attorneys dedicated to domestic violence prosecution enables us to increase victim contact and expedite the disposition of these cases in the Boone County judicial system. Once abusers are identified it is crucial that they be dealt with effectively and efficiently. The Domestic Violence Enforcement Unit prosecution component provides direction on handling offenders and ensures that cases are managed in a consistent and appropriate fashion. With the implementation of the Domestic Violence docket in Boone County in September 2008, domestic

# **Narrative Work Program Victim Response Team**

## **A. History of the Agency**

The Boone County Prosecuting Attorney's Office is responsible for the prosecution of criminal violations that occur within this jurisdiction and for Family Support Enforcement. The office is comprised of 44 staff members, including the elected Prosecutor, 13 Assistant Prosecuting Attorneys (2 VAWA funded Domestic Violence Assistant Prosecutors and 1 VAWA Recovery Act funded Assistant Prosecutor), 4 investigators (1 VAWA Recovery Act funded, 1 Victim Specialist (VOCA funded), 1 Victim Assistant, and support staff. Since 1993, we have provided services to crime victims and their families in Boone County with the support of VOCA funds. At that time, the Office of the Prosecuting Attorney was comprised of seven Prosecutors and two victim service staff. STOP Violence Against Women grant funds have been used to enhance services to victims of domestic violence since 1998. Our Victim Response Team is dedicated to addressing the needs of crime victims in Boone County. The Victim Specialist and Victim Assistant provide crisis intervention for victims of violent crimes including sexual assault, domestic violence, parents of victims of child abuse and family members of homicide victims. Also, the Victim Specialist and Victim Assistant offer information about victims' rights and crime victims' compensation, orientation to the criminal justice system, and support during the investigation, prosecution and disposition of criminal cases. When necessary, referrals are made to appropriate counselors and/or agencies to work with victims and their families for long term follow-up. The Victim Response Team also provides a secure victim waiting room, court accompaniment, and restitution management. Furthermore, we have an excellent volunteer program which utilizes students from the University of Missouri and other educational institutions. We use a wide range of volunteers including social work and occupational therapy students, criminal justice majors, and pre-law and law school students. Volunteers assist with a variety of direct victim service-related work. Social work student volunteers have been especially helpful to victims of domestic and sexual violence by assessing victim safety, educating victims and families about the dynamics of victimization, and partnering with advocates in the community to coordinate care. Our volunteer program enables us to provide comprehensive services to crime victims while assisting volunteers in developing specialized, professional skills for future employment.

Utilizing VOCA funding to retain the Crime Victim Specialist and add a part-time Case Specialist will enable the Office of the Prosecuting Attorney to continue to provide quality services to victims and their families in Boone County while specifically enhancing services to victims of felony crimes. With the ongoing support of VOCA funds, we can minimize trauma to victims by asking each survivor what they need to repair the harm and assist them when faced with participation in the court process. We can continue to educate victims about their rights, make services available to meet their needs, and help them plan for the future.

## **B. Statement of the Problem**

Boone County is a growing, progressive county located in the center of the state at the crossroads of major east-west and north-south highways. Columbia is the County Seat and the City of Columbia covers 53.5 square miles. According to the 2006 census, the City of Columbia has a population of 94,428, and the County of Boone has a population of 146,048. There are 80,078 registered voters. Nearly thirty percent of Boone County's



victim's needs, provide for their safety and security, and help them prepare for court proceedings while minimizing the traumatic impact of participation in the justice system. Most misdemeanor cases do not result in jury trials, require less time and can be resolved with less trauma to the victim and their family. There is usually an initial meeting with the victim of a misdemeanor where information is provided about the court process, crime victim's compensation and general questions are answered. Felony cases often require several meetings with the victim and in homicide cases, the victim's family members. More time is spent with these victims in preparation for court hearings and in emotional support throughout the life of the case through disposition.

The Victim Specialist, Victim Assistant and Case Specialist will provide information, education, and emotional support to aid each victim in making an informed decision about participation in the criminal justice system. The Victim Specialist, the Victim Assistant and the Case Specialist will work with victims throughout the investigation, prosecution, and even after the disposition of the criminal case.

## **C. Methodology**

### **1. Type of Program**

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

#### **BASIC VICTIM SERVICES**

- Notification of case filing
- Notification of Crime Victims' Compensation and assistance filing claim
- Assistance with restitution management
- Orientation to the judicial process
- Notification of case status
- Notification of case disposition

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

Examples of cases only requiring basic victim services are misdemeanor property damage, stealing or assault, peace disturbance, trespassing, forgery, and some traffic violations

Documentation of service provision is maintained in a secure area only accessible to paid staff or authorized volunteers. The Office of the Prosecuting Attorney maintains a data collection and record-keeping system that allows for the efficacy and progress toward program goals and objectives.

Regarding guidelines for training, all members of the Victim Response Team are expected to adhere to the Missouri Department of Public Safety Code of Professional Ethics for Victim Service Providers. Also, written policies regarding volunteer opportunities are available in the Volunteer Training Manual, which is maintained and regularly updated by members of the Victim Response Team. Training is required for all personnel of the Victim Response Team that provide direct services (i.e. crisis intervention, case management and court advocacy) to victims of domestic violence and their children.

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

Finally, the Office of the Prosecuting Attorney meets MoCVSU service standards and guidelines for court advocacy service provision. Civil and criminal justice information and support is provided to all identified crime victims. Volunteers providing court advocacy services must demonstrate proficiency in articulating justice system terminology and Missouri law as it pertains to domestic and sexual violence. Court advocacy services include the provision of written and verbal information about victims' rights, state and local resources that advocate on behalf of victims of crime, Crime Victims' Compensation, safety planning, etc. Victim services surveys are conducted to ensure quality of services.

## **2. Proposed Service Area**

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

## **3. Coordination of Services**

Coordination and communication with other service providers is active and ongoing. The communication between first responders and members of the Victim Response Team is critical in ensuring victims' safety and anticipating victims' concerns and expectations. Because a prosecution can take months, coordination with community-based advocates and counseling providers is essential for meeting the changing needs of victims and their families. Also, members of the Victim Response Team play a vital role in the continued coordination of victim services in Boone County. Members of the Victim Response Team participate in volunteer training for the Shelter as well as training for the Sexual Assault Nurse Examiner (SANE) programs at local hospitals. Participants of these trainings include representatives from the three local hospitals, law enforcement agencies, psychiatric

## **6. Supplanting**

The Boone County Prosecuting Attorney's Office is not requesting funds for existing costs. The sole function of this application is to continue funding for our Victim Specialist's salary and to request funds for a new part time Case Specialist to focus on victims of felony crimes.

## **7. Victim Compensation Assistance**

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

For the 2009 fiscal year, the Crime Victims' Compensation Fund awarded \$144,201,24 to victims of crime in Boone County. During that time, the Victim Response Team assisted 56 applicants with 37 of those granted awards through the fund. In 2008, Boone County collected \$29,739.84 in restitution for the Crime Victims' Compensation Fund.

## **8. Volunteers**

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

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

mail it in or go to the website to fill it out on line. In the past we had included the Victim Services survey at the close of the case. It was our hope that by including the survey with the initial contact letter that victims would be thinking about their service level during the entire court process and would be motivated to either fill it out and mail it back or go to the website and fill it out on line. There has been no significant change in the number of surveys we have been receiving. It is our plan to have volunteers conduct phone surveys in the 2010-2011 grant cycle, in an effort to gain more feedback. A sample survey is included in the appendix of this grant application. Finally, the Chief Investigator conducts an annual evaluation of the Victim Response Team staff. This evaluation takes into consideration feedback from coworkers and community partners (i.e. law enforcement, social services, etc.) as well as knowledge and skills demonstrated by program staff.

## **F. Cost Assumption**

In the event that VOCA funding is no longer available, the Office of the Prosecuting Attorney will make application to the Boone County Commission for continuation of this victim services program. Boone County has a commitment to serving crime victims and fully funds the Victim Assistant's salary as well as supplies, operations, and training which support the Victim Response Team's work.

## **G. Report of Success**

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

1. Maintain the number of victims receiving basic victim services from the Victim Response Team at 3100 during the grant period.
2. Maintain the number of victims receiving comprehensive victim services from the Victim Response Team at 750 during the grant period.

OBJECTIVE 1 MET: During this grant cycle, 3184 victims received basic victim services from the Victim Response Team.

OBJECTIVE 2 MET: During this grant cycle, 796 victims received comprehensive victim services from the Victim Response Team.

Position #500 Crime Victim Specialist benefits not covered by VOCA grant.  
 Paid out of Dept 2630 - PA Bad Check Collection  
 October – December

	Account Number	
FICA	10200	777
Health Insurance	10300	1,188
Disability Insurance	10325	38
Life Insurance	10350	13
Dental Insurance	10375	89
Worker's Comp Insurance	10400	35
401 (A) Match	10500	105
		<u>2,245</u>

Salaries & Benefits covered by the Grant		
Victim Specialist	10100	10,151
Salaries & Wages	10100	4,225
Victim Witness	10100	6,250
Case Specialist		<u>20,626</u>
Case Specialist	FICA	478
Case Specialist	Workers' Comp	22
Federal Grant Reimbursement	3411	21,126

9/14/2010

FY 2010  
Budget Amendments/Revisions  
Victim Witness (1262)

<u>Index #</u>	<u>Date Recd</u>	<u>Dept</u>	<u>Account</u>	<u>Dept Name</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>	<u>Comments</u>
1	9/14/2010	1262	3411	Victim Witness	Federal Grant Reimburse	21,126			Establish budget for Oct-Dec portion of VOCA grant funding.
		1262	10100	Victim Witness	Wages & Salaries	20,626			
		1262	10200	Victim Witness	FICA	478			
		1262	10400	Victim Witness	Worker's Comp	22			
		2630	10300	PA Bad Check	Health Insurance	1,188			
		2630	10325	PA Bad Check	Disability Insurance	38			
		2630	10350	PA Bad Check	Life Insurance	13			
		2630	10375	PA Bad Check	Dental Insurance	89			
		2630	10400	PA Bad Check	Worker's Comp	35			
		2630	10500	PA Bad Check	401 (A) Match	105			
		2630	10200	PA Bad Check	FICA	777			

9/14/2010

FY 2010  
 Budget Amendments/Revisions  
 PA Bad Check (2630)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	1/20/2010	2630	23050	PA Bad Check	Other Supplies			12	Cover cost of yearly supply freight on service contract for copier
		2630	60050	PA Bad Check	Equipment Service Contract	12			
2	9/14/2010	1262	3411	Victim Witness	Federal Grant Reimburse	21,126			Establish budget for Oct-Dec portion of VOCA grant funding.
		1262	10100	Victim Witness	Wages & Salaries	20,626			
		1262	10200	Victim Witness	FICA	478			
		1262	10400	Victim Witness	Worker's Comp	22			
		2630	10300	PA Bad Check	Health Insurance	1,188			
		2630	10325	PA Bad Check	Disability Insurance	38			
		2630	10350	PA Bad Check	Life Insurance	13			
		2630	10375	PA Bad Check	Dental Insurance	89			
		2630	10400	PA Bad Check	Worker's Comp	35			
		2630	10500	PA Bad Check	401 (A) Match	105			
		2630	10200	PA Bad Check	FICA	777			

## Fund Statement - PA Bad Check Fund 263 (Nonmajor)

	2009 Actual	2010 Budget
<b>REVENUES:</b>		
Property Taxes	\$ -	\$ -
Assessments	-	-
Sales Taxes	-	-
Franchise Taxes	-	-
Licenses and Permits	-	-
Intergovernmental	-	-
Charges for Services	76,558	85,000
Fines and Forfeitures	-	-
Interest	417	565
Hospital Lease	-	-
Other	1,350	75
<b>Total Revenues</b>	<b>78,325</b>	<b>85,640</b>
<b>EXPENDITURES:</b>		
Personal Services	104,960	107,224
Materials & Supplies	6,758	5,638
Dues Travel & Training	430	430
Utilities	-	-
Vehicle Expense	-	-
Equip & Bldg Maintenance	572	502
Contractual Services	-	-
Debt Service (Principal and Interest)	-	-
Emergency	-	-
Other	4	50
Fixed Asset Additions	-	-
<b>Total Expenditures</b>	<b>112,724</b>	<b>113,844</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(34,399)</b>	<b>(28,204)</b>
<b>OTHER FINANCING SOURCES (USES):</b>		
Transfer In	-	-
Transfer Out	-	-
Proceeds of Sale of Capital Assets/Insurance Claims/Capital Lease	2	-
Proceeds of Long-Term Debt	-	-
Retirement of Long-Term Debt	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>2</b>	<b>-</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES (BUDGET BASIS)</b>	<b>(34,397)</b>	<b>(28,204)</b>
<b>FUND BALANCE (GAAP), beginning of year</b>	75,657	41,260
Less encumbrances, beginning of year	-	-
Add encumbrances, end of year	-	-
<b>FUND BALANCE (GAAP), end of year</b>	<b>\$ 41,260</b>	<b>\$ 13,056</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>-</b>	<b>-</b>
<b>FUND BALANCE, end of year</b>	<b>41,260</b>	<b>13,056</b>
<b>FUND BALANCE RESERVES/DESIGNATIONS, end of year</b>	<b>-</b>	<b>-</b>
<b>UNRESERVED/UNDESIGNATED FUND BALANCE, end of year</b>	<b>\$ 41,260</b>	<b>\$ 13,056</b>



491 -2010

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 4<sup>th</sup> day of October 20 10

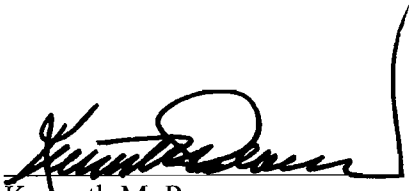
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to appoint June Pitchford and Ernie Wren III as Boone County's representatives to the City of Columbia Tax Increment Financing Commission.

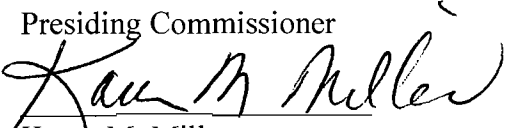
Done this 4<sup>th</sup> day of October, 2010.

ATTEST:

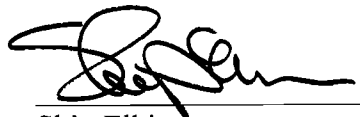
Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission



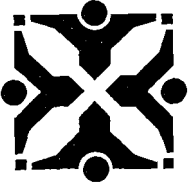
Kenneth M. Pearson  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner



CITY OF COLUMBIA, MISSOURI

30

OFFICE OF CITY MANAGER

September 15, 2010

Boone County Commission  
801 East Walnut  
Columbia, MO 65201

RECEIVED Sep 17 2010

Handwritten notes: KP, KM, Ernie Wren, Same as before, No good idea, HM, June P.

RE: Tax Increment Financing

To Whom It May Concern:

At the Columbia City Council's September 7th, 2010 meeting, a resolution was passed authorizing the submittal of proposals from qualified applicants for the redevelopment of the Regency Hotel in downtown Columbia. An RFP has been prepared with proposals due back to the City by October 29<sup>th</sup>. Following receipt, a meeting of the TIF Commission will be convened.

My purpose in contacting you is to request your appointment of members to serve on the TIF Commission to consider the use of TIF for this redevelopment project. In accordance with Section 2-275.7 of the City's Code of Ordinances, members who are appointed by taxing districts other than the City shall serve on the TIF Commission for a term to coincide with the length of time a redevelopment project, redevelopment plan or designation of a redevelopment area is considered by the TIF Commission. I am asking for your appointment to fill the following positions:

- Two (2) members shall be appointed by the Presiding Commissioner of Boone County, Missouri with the consent of the Boone County Commission.

I would like to have your written appointments to me by October 15<sup>th</sup> or sooner. If you have any questions, please do not hesitate to contact me at 874-7214 or by email at [Tony@GoColumbiaMo.com](mailto:Tony@GoColumbiaMo.com).

Sincerely,

Tony St Romaine  
Assistant City Manager

cc: Bill Watkins  
Fred Boeckmann  
Sheela Amin

491 -2010

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 4<sup>th</sup> day of October 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 appoint June Pitchford and Ernie Wren III as Boone County's representatives to the City of Columbia Tax Increment Financing Commission.

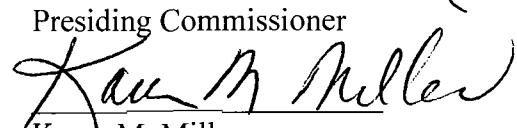
Done this 4<sup>th</sup> day of October, 2010.

ATTEST:

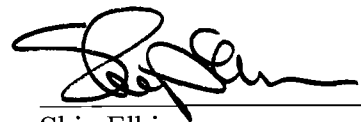
Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission



Kenneth M. Pearson  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner

492-2010

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 4<sup>th</sup> day of October 20 10

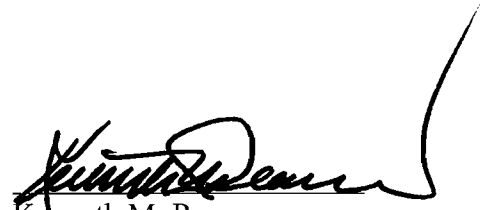
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Boone County Commission Minutes during the III Quarter beginning on 7/06/2010 through 10/1/2010.


Done this 4<sup>th</sup> day of October, 2010.

ATTEST:

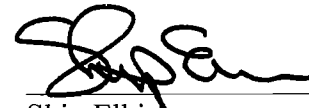
Wendy S. Noren  
Wendy S. Noren  
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Kenneth M. Pearson  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner