

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the November Adjourned Term. 20 02

In the County Commission of said county, on the 31st day of January 20 02

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

Now on this day, the County Commission of the County of Boone does hereby award bid 74-26DEC01 for three tandem axle dump trucks to Al Scheppers Motor Company. The County Commission of the County of Boone further orders the disposal of three dump trucks with dry material spreaders and snow plows. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contracts and disposal request forms.

Done this 31st day of January, 2002.


Don Stamper
Presiding Commissioner

ATTEST:

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


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Boone County Purchasing

Marlene Ridgway
Buyer



601 E. Walnut, 2nd Flr
Columbia, MO 65201
(573) 886-4392

MEMORANDUM

TO: Boone County Commission
FROM: Marlene Ridgway *MR*
RE: 74-26DEC01 – Tandem Axle 6x4 Dump Trucks
DATE: January 28, 2002

The Boone County Public Works department and I have reviewed the above referenced bid responses and have determined that Al Scheppers Motor Company submitted the lowest and best bid meeting our minimum bid specifications. We are recommending award for three (3) 2002 International 7400 Series 6x4 Tandem Axle Dump Trucks each equipped with Dump Bodies, Central Hydraulic/Controller Systems, V-Box Material Spreaders, GPS systems and snow plows. Unit price per truck is \$117,612.00 before trade-ins.

We are requesting at this time the approval of disposal through trade in three (3) 1995 International 2554 Series Trucks with Henderson 14' Dump Body's equipped with Dry Material Spreaders and Snow Plows. The disposal forms are attached to this memo.

The total contract price is \$316,606.40. We had originally budgeted \$330,600.00 for these purchases.

The bid tabulation is attached for your review.

BID TABULATION

74-26DEC01 - TANDEM AXLE 6X4 DUMP TRUCKS

		Midway Truck Center		Al Schempers		Knapheide		Columbia Freightliner		
		Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price	
4.7.	Pricing	QTY	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price
4.7.1.	2001 Tandem Axle 6x4 Dump Truck	3	\$54,995.00	\$164,985.00	\$56,300.00	\$168,900.00	No Bid	No Bid	\$58,279.00	\$174,837.00
4.7.2.	Dump Truck Body	3	\$16,483.00	\$49,449.00	\$16,483.00	\$49,449.00	\$16,483.00	\$49,449.00	\$16,483.00	\$49,449.00
4.7.3.	Central Hydraulic/Controller System	3	\$21,245.00	\$63,735.00	\$21,245.00	\$63,735.00	\$21,245.00	\$63,735.00	\$21,245.00	\$63,735.00
4.7.4.	V-Box Material Spreader	3	\$12,199.00	\$36,597.00	\$12,199.00	\$36,597.00	\$12,199.00	\$36,597.00	\$12,199.00	\$36,597.00
4.7.5.	Global Positioning System	3	\$6,770.00	\$20,310.00	\$6,770.00	\$20,310.00	\$27,080.00	\$81,240.00	\$6,770.00	\$20,310.00
4.7.6.	Snow Plow	3	\$4,615.00	\$13,845.00	\$4,615.00	\$13,845.00	\$4,615.00	\$13,845.00	\$4,615.00	\$13,845.00
4.7.7.	TOTAL		\$116,307.00	\$348,921.00	\$117,612.00	\$352,836.00	\$81,622.00	\$244,866.00	\$119,591.00	\$358,773.00
4.8.	Trade-In Vehicle A									
4.8.1.	1995 International 2554 Series Truck with 14' dump body				\$25,000.00					\$8,500.00
4.8.2.	1994 Larson L513 Dry Material Spreader				\$500.00					\$500.00
4.8.3.	1988 Good Roads 10' reversible snow plow				\$500.00					\$500.00
4.8.4.	Total Trade-In Vehicle A				\$26,000.00					\$9,500.00
4.9.	Trade-In Vehicle B									
4.9.1.	1995 International 2554 Series Truck with 14' dump body				\$19,000.00					\$8,500.00
4.9.2.	1989 Fontaine SC13 Dry Material Spreader				\$500.00					\$500.00
4.9.3.	1990 Good Roads 10' reversible snow plow				\$500.00					\$500.00
4.9.4.	Total Trade-In Vehicle B				\$20,000.00					\$9,500.00
4.10.	Trade-In Vehicle C									
4.10.1.	1995 International 2554 Series Truck with 14' dump body				\$19,000.00					\$8,500.00
4.10.2.	1994 Larson L513 Dry Material Spreader				\$500.00					\$500.00
4.10.3.	1990 Good Roads 10' reversible snow plow				\$500.00					\$500.00
4.10.4.	Total Trade-In Vehicle C				\$20,000.00					\$9,500.00
4.11.	TRADE-IN GRAND TOTAL (A,B,C)				\$40,500.00					\$28,500.00
4.12.	GRAND TOTAL less trade-ins (inc 4.12.1)				\$342,271.00					\$36 3.00
					\$316,606.00					\$244,866.00

	4th Global Positioning System installed in 2002 International 4400 Computer		\$6,770.00	\$6,770.00		\$6,770.00	Included in 4.7.5	\$6,770.00		\$23,000.00
			\$27,080.00							
	4.16. Cooperative Purchasing		Yes					Yes		Yes
	4.17. Delivery ARO		90-120 days from order date		90-120 days from order date			90 ARO		90 to 120 Days
	Addendum One							Yes		Yes
	Addendum Two							Yes		Yes

No Bids

Henke Manuf. Corp., Leavenworth, KS
 Tom Boland Ford, Hannibal, MO

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/10/01 FIXED ASSET TAG NUMBER 8893

DESCRIPTION SNOW PLOW 10' Reversible

Veh # 3012 Ser # 2094B

REQUESTED MEANS OF DISPOSAL: TRADE-IN

OTHER INFORMATION:

CONDITION OF ASSET FAIR

REASON FOR DISPOSITION REPLACEMENT / WORN OUT

DEPARTMENT Public Works

SIGNATURE Sam Condit

AUDITOR

ORIGINAL PURCHASE DATE 12/30/94
ORIGINAL COST \$4,333 1604
ORIGINAL FUNDING SOURCE 2741-RdB

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 41-2007

DATE APPROVED 1-31-02

SIGNATURE Alan Stamps

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/10/01 FIXED ASSET TAG NUMBER 8895

DESCRIPTION SNOW PLOW 10' Reversible
Veh # 3010 Ser # 20940

REQUESTED MEANS OF DISPOSAL: TRADE-IN

OTHER INFORMATION:

CONDITION OF ASSET FAIR

REASON FOR DISPOSITION REPLACEMENT / WORN OUT

DEPARTMENT Public Works SIGNATURE Sam Hornsby

AUDITOR

ORIGINAL PURCHASE DATE 12/30/94
ORIGINAL COST \$4,333 1604
ORIGINAL FUNDING SOURCE 2741-R&B

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 41-2002

DATE APPROVED 1-31-02

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/10/01

FIXED ASSET TAG NUMBER

8894

DESCRIPTION SNOW PLOW 10' Reversible

Veh # 3013 Ser # 2094C

REQUESTED MEANS OF DISPOSAL: TRADE-IN

OTHER INFORMATION:

CONDITION OF ASSET FAIR

REASON FOR DISPOSITION REPLACEMENT / WORN OUT

DEPARTMENT Public Works

SIGNATURE

Sam Conner

AUDITOR

ORIGINAL PURCHASE DATE

12/30/94

ORIGINAL COST

\$4,333

1604

ORIGINAL FUNDING SOURCE

2741 - R4B

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER

DEPARTMENT NAME

NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE

AUCTION

SEALED BIDS

OTHER

EXPLAIN

COMMISSION ORDER NUMBER

41-2002

DATE APPROVED

1-31-02

SIGNATURE

Sam Conner

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/10/01 FIXED ASSET TAG NUMBER 08959

DESCRIPTION Truck Tandem Cpl Dump
Veh # 1724 Ser# 1HTGCAARXSH675354

REQUESTED MEANS OF DISPOSAL: TRADE-IN

OTHER INFORMATION:

CONDITION OF ASSET FAIR

REASON FOR DISPOSITION REPLACEMENT / Excessive Mileage/Repairs

DEPARTMENT Public Works SIGNATURE Sam Amodeo

AUDITOR

ORIGINAL PURCHASE DATE 2/10/95
ORIGINAL COST 756,750 1605
ORIGINAL FUNDING SOURCE 2741-R4B

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 41-2002

DATE APPROVED 1-31-02

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/12/01 FIXED ASSET TAG NUMBER 09217

DESCRIPTION Truck Tandem Axle Dump
Vol # 1734 Ser# 1HTGCAAR65H675352

REQUESTED MEANS OF DISPOSAL: TRADE IN

OTHER INFORMATION:

CONDITION OF ASSET FAIR

REASON FOR DISPOSITION REPLACEMENT / Excessive Mileage & Repairs

DEPARTMENT Public works SIGNATURE Sam Condit

AUDITOR

ORIGINAL PURCHASE DATE 3/14/95
ORIGINAL COST + 56,750 1605
ORIGINAL FUNDING SOURCE 2741 - R4B

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 41-2002

DATE APPROVED 1-31-02

SIGNATURE Sam Condit

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/10/01 FIXED ASSET TAG NUMBER 09216

DESCRIPTION Truck, Tandem axle Dump

Vol# 1735 Ser# 1HTGCAAR85H675353

REQUESTED MEANS OF DISPOSAL: TRADE IN

OTHER INFORMATION:

CONDITION OF ASSET FAIR

REASON FOR DISPOSITION REPLACEMENT / Excessive Mileage & Repairs.

DEPARTMENT Public Works

SIGNATURE Sam Smith

AUDITOR

ORIGINAL PURCHASE DATE 3/14/95
ORIGINAL COST \$56,750 1605
ORIGINAL FUNDING SOURCE 2741 - R&B

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 41-2002

DATE APPROVED 1-31-02

SIGNATURE Mark Stamp

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/10/01 FIXED ASSET TAG NUMBER 08825

DESCRIPTION Spreader, Dry material, salt
veh # 3101 Serial 101197

REQUESTED MEANS OF DISPOSAL: TRADE-IN

OTHER INFORMATION:

CONDITION OF ASSET FAIR

REASON FOR DISPOSITION REPLACEMENT / worn out

DEPARTMENT PUBLIC WORKS.

SIGNATURE Sam Smith

AUDITOR

ORIGINAL PURCHASE DATE 11/30/94
ORIGINAL COST \$6,646 1604
ORIGINAL FUNDING SOURCE 2741 - R&B

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 41-2002

DATE APPROVED 1-31-02

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/10/01 FIXED ASSET TAG NUMBER 05756

DESCRIPTION Spreader, Dry material, salt
Verb # 3104 Ser # SC 2473

REQUESTED MEANS OF DISPOSAL: TRADE-IN

OTHER INFORMATION:

CONDITION OF ASSET POOR

REASON FOR DISPOSITION REPLACEMENT / worn out

DEPARTMENT Public works SIGNATURE [Signature]

AUDITOR

ORIGINAL PURCHASE DATE 12/22/87
ORIGINAL COST \$4,173.68 1604
ORIGINAL FUNDING SOURCE 2741-R&B

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 41-2002

DATE APPROVED 1-31-02

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/10/01 FIXED ASSET TAG NUMBER 08824

DESCRIPTION Spreader, Dry Material, Salt

Veh # 3106 Ser # 101195

REQUESTED MEANS OF DISPOSAL: TRADE-IN

OTHER INFORMATION:

CONDITION OF ASSET FAIR

REASON FOR DISPOSITION REPLACEMENT / WORN OUT

DEPARTMENT Public Works

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 11/30/94
ORIGINAL COST 46,646
ORIGINAL FUNDING SOURCE 2741 - RAB .1604

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 41-2002

DATE APPROVED _____

SIGNATURE 

1/28/02

PURCHASE REQUISITION BOONE COUNTY, MISSOURI

41-2007

Purch

DATE

ENDOR NO.

Bid Documentation
(Check One)

Vendor Name: Al Scheppers Motor Co.

Address: _____

City, State, Zip: 2040 - Public Works

Bill To Dept. No. 2040 - Public Works

Ship To Dept. No. _____

Sole Source: _____

Oral Bids (attached): _____

Written Bids (attached): _____

Bid or Co. Order Number: 74-26DEC01

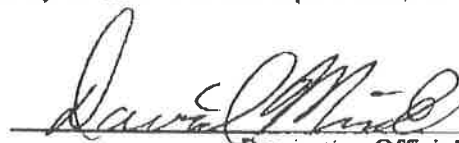
Not Required: _____

Department	Account	Item Description (or managerial code)	Qty	Unit Price	Amount
2 0 4 0	9 2 4 0 0	Tandem Axle 6x4 Dump Truck	3	88,721.33	266,164.00
2 0 4 0	9 2 3 0 0	V-Box Spreader	3	12,199.00	36,597.00
2 0 4 0	9 2 3 0 0	Snow Plows	3	4615.00	13,845.00
					<u>\$316,606.00</u>
CLERK'S OFFICE					
*DO NOT UNSTAPLE THESE PAGES					
*THE ONLY ACTION NEEDED IS TO WRITE THE COMM ORDER # ON THE FORM AND RETURN TO AUDITOR'S OFFICE.					
All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.					


I certify that the goods, services or charges above specified are necessary for the use of this department, and are solely for the benefit of the county.



County Commission Approval

 1/28/02

Requesting Official



Auditor Approval

**PURCHASE AGREEMENT FOR
TANDEM AXLE 6X4 DUMP TRUCKS**

THIS AGREEMENT dated the 31st day of January 2002 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and Al Scheppers Motor Company, herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for Tandem Axle 6x4 Dump Trucks, County of Boone Request for Bid for Tandem Axle 6x4 Dump Trucks, bid number 74-26DEC01 including Instructions and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, and the unexecuted Response Form, Addendum One and Two as well as the Contractor's bid response dated January 10, 2002, executed by A. H. Wagner, 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 bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in the bid specifications including Instructions and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form and Addendum One and Two shall prevail and control over the Contractor's bid response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County a quantity of three (3) Year 2002 Tandem Axle 6x4 Dump Trucks, three (3) Dump Truck Body, three (3) Central Hydraulic/Controller System, three (3) V-Box Material Spreader, four (4) Global Positioning System plus computer and three (3) Snow Plow . Contractor further agrees to accept the following trade-in truck and equipment for the following trade-in values: three (3) 1995 International 2554 Series Truck with Heil 14' dump body, three (3) Dry Material Spreaders, three (3) Reversible Snow Plows, with a trade in value of \$66,000, The final price of the contract to Contractor is \$316,606.00. All new Tandem Axle 6x4 Dump Trucks and Equipment will be provided in conformity with the bid specifications and as set forth in the Contractor's bid response. All trade in Truck and Equipment will be accepted as is, where is for the values proposed in the bid response.
3. **Delivery** - Contractor agrees to deliver the Tandem Axle 6x4 Dump Trucks and Equipment per the bid specifications and within 120 days after receipt of order.
4. **Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

January Session of the November Adjourned

Term. 20 02

In the County Commission of said county, on the

31st day of January 20 02

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

Now on this day, the County Commission of the County of Boone does hereby approve the following budget revision:

Department Account and Title	Amount Decrease	Amount Increase
2040-10100: Salaries	\$42,840	
2040-37210: Training and Schools	\$5,500	
2040-48100: Natural Gas	\$8,144	
2040-48200: Electricity	\$1,855	
2040-48300: Water	\$5,001	
2040-59050: Engine Fluids	\$2,591	
2040:59105: Tires	\$2,200	
2040-71100: Outside Services	\$26,000	
2040-91300: Machinery and Equipment	\$276	
2040-91302: Computer Software	\$180	
2040-92300: Replacement Computer Hardware	\$159	
2040-92400: Replacement Trucks	\$24,419	
2040-60200: Equipment Repair and Maintenance		\$20,191
2040-26200: Rock		\$108,527

Said budget revision is to cover shortfalls for materials and repairs.

Done this 31st day of January, 2002.

ATTEST:

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

Don Stamper
 Don Stamper
 Presiding Commissioner

Karen M. Miller
 Karen M. Miller
 District I Commissioner

Skip Elkin
 Skip Elkin
 District II Commissioner

BOONE COUNTY, MISSOURI

42-2002

REQUEST FOR BUDGET REVISION

RECEIVED JAN 24 2002

1/23/02

DATE

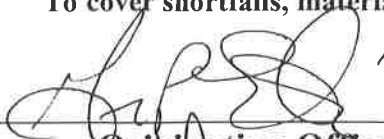
FOR AUDITORS USE

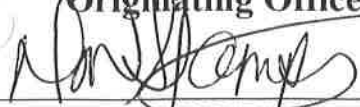
Department	Account	Account Title (or managerial code)	Transfer From (Decrease)	Transfer To (Increase)
2 0 4 0	1 0 1 0 0	Salaries (ok per Sue Lake)	42,840	
	3 7 2 1 0	Training & Schools	5,500	
	4 8 1 0 0	Natural Gas	8,144	
	4 8 2 0 0	Electricity	1,855	
	4 8 3 0 0	Water	5,001	
	5 9 0 5 0	Engine Fluids	2,591	
	5 9 1 0 5	Tires	2,200	
	7 1 1 0 0	Outside Services	26,000	
	9 1 3 0 0	Machinery & Equipment	276	
	9 1 3 0 2	Computer Software	180	
	9 2 3 0 0	Replacement Mach & Equipment	9,553	
	9 2 3 0 1	Replacement Computer Hardware	159	
	9 2 4 0 0	Replacement Trucks	24,419	
	6 0 2 0 0	Equip Repair & Maint		20,191
	2 6 2 0 0	Rock		108,527
			128,718	128,718

Explanation:

To cover shortfalls, materials and repairs

1-23-02



 Originating Office


 PRESIDING COMMISSIONER



 Approved - Auditor

 DISTRICT I COMMISSIONER



 Approved - Auditor


 DISTRICT II COMMISSIONER

FY 2001
Budget Amendments/Revisions
Public Works - Maintenance (2040)

Index #	Date Recd	Account	Account Name	\$ Increase	\$ Decrease	Reason/Justification	Comments
1	9/27/01	71100	Outside Services		150,000	Cover rock for surfacing and road projects	Account 26201 Rock - Vendor Hauled Budget = \$600,000 YTD Actual = \$666,134 Class 2 Materials & Supplies Budget = \$1,946,947 YTD Actual = \$1,946,718 Account 60200 Equip Repairs/Maint Budget = \$200,000 YTD Actual = \$186,555 Class 6 Equip & Bldg Maintenance Budget = \$211,350 YTD Actual = \$193,049
		71102	Engineering Services		4,000		Account 71100 Outside Services Budget = \$301,611 YTD Actual = \$56,053 Account 71102 Engineering Services Budget = \$4,000 YTD Actual = \$0
		86800	Emergency		100,000		Accounts 91300, 91302, 92300, 92400 - See attached spreadsheet
		91300	Machinery & Equipment		5,000		
		91302	Computer Software		1,000		
		92300	Repl Machinery & Equipment		80,000		
		92400	Repl Auto/Trucks		114,000		
		26201	Rock - Vendor Hauled	414,000			
		60200	Equip Repair & Maintenance	40,000			
2	1/23/02	60200	Equip Repairs/Maintenance	20,191		Cover shortfalls in materials and repairs	Account 60200 Equip Repairs/Maintenance - 2001 Budget = \$240,000 YTD Actual \$242,373.89 Class 6 Equip & Bldg Maintenance - 2001 Budget \$251,350 YTD Actual \$253,188.17 Amount of payables on hold \$17,181.70 Account 26200 Rock - 2001 Budget \$426,500 YTD Actual \$800,735.09 Class 2 Materials & Supplies - 2001 Budget \$2,360,947 YTD Actual \$2,353,906.42 Amount of payables on hold \$105,526.54
		26200	Rock	108,527	42,840		Account 10100 Salaries & Wages - 2001 Budget \$1,663,568 YTD Actual \$1,553,439.32 Class 1 Personal Services - 2001 Budget \$2,188,935 YTD Actual \$2,046,831.01 Account 37210 Training/Schools - 2001 Budget \$20,960 YTD Actual \$14,485.25 Class 3 Dues, Travel & Training - 2001 Budget \$32,600 YTD Actual \$26,641.99 Account 48100 Natural Gas - 2001 Budget \$8,600 YTD Actual \$455.42 Account 48200 Electricity - 2001 Budget \$55,000 YTD Actual \$53,144.32 Account 48300 Water - 2001 Budget \$11,000 YTD Actual \$3,580.38 Class 4 Utilities - 2001 Budget \$76,950 YTD Actual \$59,458.13 Account 59050 Engine Fluids - 2001 Budget \$12,000 YTD Actual \$7,390.96 Account 59105 Tires - 2001 Budget \$56,015 YTD Actual \$46,205.06 Class 5 Vehicle Expense - 2001 Budget \$225,357 YTD Actual \$201,314.43 Account 71100 Outside Services - 2001 Budget \$151,611 YTD Actual \$85,480.04 Class 7 Contractual Services - 2001 Budget \$443,320 YTD Actual \$414,967.80 Account 91300 Machinery & Equipment - 2001 Budget \$65,180 YTD Actual \$64,903.61 Account 91302 Computer Software - 2001 Budget \$1,750 YTD Actual \$1,569.43 Account 92300 Replacement Mach & Equipment - 2001 Budget \$696,050 YTD Actual \$686,496.64 Account 92301 Repl Computer Hdw - 2001 Budget \$9,550 YTD Actual \$9,391 Account 92400 Replacement Auto/Trucks - 2001 Budget \$274,100 YTD Actual \$249,681 Class 9 Fixed Asset Additions - 2001 Budget \$1,050,005 YTD Actual \$1,015,415.47
		10100	Salaries & Wages		5,500		
		37210	Training/Schools		8,144		
		48100	Natural Gas		1,855		
		48200	Electricity		5,001		
		48300	Water		2,591		
		59050	Engine Fluids		2,200		
		71100	Outside Services		26,000		
		91300	Machinery & Equipment		276		
		91302	Computer Software		180		
		92300	Replacement Mach & Equip		9,553		
		92301	Replacement Computer Hdw		159		
		92400	Replacement Auto/Trucks		24,419		

There appears to be sufficient budget in Classes 1, 3, 4, 5, 7 and 9 to cover this budget revision request.

LEDCR YEAR	DEPT	ACCOUNT CLASS	ACCOUNT NAME	BUD	TITLEXP	BUD-ACT
2001	2040	10000	10100 SALARIES & WAGES	1,663,568.00	1,553,439.32	110,128.68
			10110 OVERTIME	82,000.00	86,523.62	4,523.62-
			10120 HOLIDAY WORKED	.00	76.05	76.05-
			10200 FICA	130,552.00	121,197.92	9,354.08
			10300 HEALTH INSURANCE	125,637.00	125,637.00	.00
			10325 DISABILITY INSURANCE	7,705.00	5,867.50	1,837.50
			10350 LIFE INSURANCE	1,567.00	1,533.60	33.40
			10375 DENTAL INSURANCE	12,350.00	12,350.00	.00
			10400 WORKERS COMP	128,819.00	106,083.87	22,735.13
			10500 401(A) MATCH PLAN	27,787.00	25,057.50	2,729.50
			10850 VEHICLE ALLOWANCE	4,200.00	4,375.00	175.00-
			10900 MECHANIC TOOL ALLOWANCE	4,500.00	4,500.00	.00
			10910 PERS. SAFETY EQUIP ALLOW	250.00	289.63	39.63-
			TOTAL	2,188,935.00	2,046,931.01	142,003.99
2001	2040	20000	22500 SUBSCRIPTIONS/PUBLICATION	2,400.00	2,759.00	359.00-
			23000 OFFICE SUPPLIES	2,420.00	3,291.63	871.63-
			23001 PRINTING	1,535.00	1,313.00	222.00
			23050 OTHER SUPPLIES	32,095.00	19,708.61	12,386.39
			23850 MINOR EQUIPMENT & TOOLS	11,625.00	20,033.06	8,408.06-
			26000 PAVEMENT REPAIRS MATERIAL	172,000.00	305,333.11	133,333.11-
			26200 ROCK	426,500.00	800,735.09	374,235.09-
			26201 ROCK-VENDOR HAULED	1,014,000.00	741,925.57	272,074.43
			26300 MATERIAL & CHEMICAL SUPP.	107,925.00	76,415.02	31,509.98
			26400 ROAD OIL	234,990.00	182,264.53	72,725.47
			26420 CULTVERTS	319,507.00	181,811.29	137,695.71
			26600 STRT/TRAPPIC/CONST SIGNS	35,950.00	38,316.51	2,366.51-
			TOTAL	2,360,947.00	2,353,906.42	7,040.58
2001	2040	30000	37000 DUES	1,020.00	940.00	80.00
			37210 TRAINING/SCHOOLS	20,960.00	14,485.25	6,474.75
			37220 TRAVEL	1,150.00	197.46	952.54
			37230 MEALS & LODGING-TRAINING	6,370.00	7,011.73	641.73-
			37240 REGISTRATION/TUITION	3,100.00	4,007.55	907.55-
			TOTAL	32,600.00	26,641.99	5,958.01
2001	2040	40000	48000 TELEPHONES	.00	5.88	5.88-
			48050 CELLULAR TELEPHONES	.00	49.78	49.78-
			48100 NATURAL GAS	8,600.00	455.42	8,144.58
			48200 ELECTRICITY	55,000.00	53,144.32	1,855.68
			48300 WATER	11,000.00	3,580.38	7,419.62
			48400 SOLID WASTE	1,750.00	2,222.35	472.35-
			48600 SEWER USE	600.00	.00	600.00
			TOTAL	76,950.00	59,458.13	17,491.87
2001	2040	50000	59000 MOTORFUEL/GASOLINE	154,690.00	145,711.97	8,978.03
			59001 MOTOR PUBL/PROPANE	2,552.00	1,912.44	639.56
			59025 MOTOR VEHICLE TITLE EXP	.00	94.00	94.00-

LEDGER YEAR	DEPT	ACCOUNT CLASS	ACCOUNT NAME	BUD	TITLEXP	BUD-ACT
2001	2040	50000	ENGINE FLUIDS	12,000.00	7,390.96	4,609.04
		59105	TIRES	56,015.00	46,205.06	9,809.94
		59200	LOCAL MILEAGE	100.00	.00	100.00
			TOTAL	225,357.00	201,314.43	24,042.57
2001	2040	60000	EQUIP SERVICE CONTRACT	8,525.00	7,879.14	645.86
		60100	BLDG REPAIRS/MAINTENANCE	2,825.00	2,935.14	110.14
		60200	EQUIP REPAIRS/MAINTENANCE	240,000.00	242,373.89	2,373.89
			TOTAL	251,350.00	253,188.17	1,838.17
2001	2040	70000	SOFTWARE SERVICE CONTRACT	2,144.00	2,144.00	751.00
		71000	INSURANCE AND BONDS	2,250.00	630.00	1,620.00
		71001	AUTO PHYSICAL DAMAGE INS	9,100.00	8,068.61	1,031.39
		71002	AUTO LIABILITY INS	18,800.00	20,786.84	1,986.84
		71003	INLAND MARINE INS	886.00	1,321.66	435.66
		71004	PROPERTY INSURANCE	7,950.00	13,675.67	5,725.67
		71005	BOILER & MACHINERY INS	1,562.00	2,067.85	505.85
		71006	ERRORS & OMISSIONS INS	44,000.00	45,670.18	1,670.18
		71008	GENERAL LIABILITY INS	41,100.00	60,322.67	19,222.67
		71009	D. P. EQUIP-INSURANCE	1,178.00	1,940.29	762.29
		71010	CRIME INSURANCE	1,144.00	1,425.54	281.54
		71016	AUTO CLAIMS DEDUCTIBLE	5,000.00	8,276.53	3,276.53
		71100	OUTSIDE SERVICES	151,611.00	85,480.04	66,130.96
		71102	ENGINEERING SERVICES	.00	.00	.00
		71500	BUILDING USE/RENT CHARGE	53,844.00	53,844.00	.00
		71700	EQUIPMENT RENTALS	102,000.00	109,303.92	7,303.92
			TOTAL	443,320.00	414,967.80	28,352.20
2001	2040	80000	DEBT RETIREMENT-PRINCIPLE	300,000.00	300,000.00	.00
		84100	INTEREST EXPENSE	50,400.00	52,396.67	1,996.67
		84300	ADVERTISING	225.00	126.58	98.42
		86400	EMERGENCY	.00	.00	.00
		86850	CONTINGENCY	27,200.00	.00	27,200.00
		86910	PY ENCUMBRANCES NOT USED	.00	120,133.82	120,133.82
			TOTAL	377,825.00	232,389.43	145,435.57
2001	2040	90000	MACHINERY & EQUIPMENT	65,180.00	64,903.61	276.39
		91102	COMPUTER SOFTWARE	1,750.00	1,569.43	180.57
		92100	REPLACEMENT FURN & FIXTURES	3,375.00	3,373.79	1.21
		92300	REPLACEMENT MACH & EQUIP	696,050.00	686,496.64	9,553.36
		92301	REPLC COMPUTER HDWR	9,550.00	9,391.00	159.00
		92400	REPLACEMENT AUTO/TRUCKS	274,100.00	249,681.00	24,419.00
			TOTAL	1,050,005.00	1,015,415.47	34,589.53

FINAL TOTALS

*** END OF REPORT ***

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the November Adjourned

Term. 20 02

County of Boone

In the County Commission of said county, on the

31st day of January 20 02

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

Now on this day, the County Commission of the County of Boone does hereby approve Change Order #7 for Gans Road project in the amount of \$28,170.18. It is further ordered that the Presiding Commissioner be hereby authorized to sign said change order.

Done this 31st day of January, 2002.

ATTEST:

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

Don Stamper
Don Stamper
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

**BOONE COUNTY DEPARTMENT OF PUBLIC WORKS
DESIGN AND CONSTRUCTION DIVISION**

43-2002

Change Order No.: Seven (7)

Job No.: 9127

Date: January 7, 2002

Contract No.: 21-11MAY00

Project Location: Gans Road Project

Contractor: C.L. Richardson Construction

It is hereby mutually agreed that when this change order has been signed by the contracting parties, the following described changes in the work required by the contract shall be executed by the contractor without changing the terms of the contract except as herein stipulated and agreed.

Description of Changes: The contract amount should be adjusted to reflect the final in-place quantities. See attachment for details.

CONTRACTORS PROPOSAL FOR THE ABOVE DESCRIBED CHANGES:

I/We hereby agree to the modifications of the contract as described above and agree to furnish all material and labor and perform all work in connection therewith in accordance with the requirements for similar work in existing contract except as otherwise stipulated herein, for the following considerations:

Contract Amount: Add to the Contract Amount a total of \$28,170.18

CONTRACTOR - C.L. Richardson Construction

SIGNATURE *Mark L.* DATE 1/08/02

Recommended by: *[Signature]* Project Supervisor Approved by Director *DWM*
SIGNATURE *[Signature]* DATE 1/16/02

Accepted by: *[Signature]* Boone County Commission
SIGNATURE *[Signature]* DATE 1-31-02

CERTIFICATION: I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.
 Auditor *[Signature]* Date 1/27/02
 2045-71186-118,170.18
 1/27/02

STATEMENT OF CONTRACT AMOUNT:

ORIGINAL CONTRACT AMOUNT	\$	674,681.27
PREVIOUS ADDITIONS	\$	47,072.62
TOTAL	\$	721,753.89
PREVIOUS DEDUCTIONS	\$	0.00
NET PRIOR TO THIS CHANGE	\$	721,753.89
AMOUNT OF THIS CHANGE <u>X</u> ADD _____ DEDUCT	\$	28,170.18
CONTRACT AMOUNT TO DATE	\$	749,924.07

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

January Session of the November Adjourned Term. 20 02

In the County Commission of said county, on the 31st day of January 20 02


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

Now on this day, the County Commission of the County of Boone does hereby approve Change Order #3 for Dee Woods Road project in the amount of \$21,600. It is further ordered that the Presiding Commissioner be hereby authorized to sign said change order.

Done this 31st day of January, 2002.


 Don Stamper
 Presiding Commissioner

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

**BOONE COUNTY DEPARTMENT OF PUBLIC WORKS
DESIGN AND CONSTRUCTION DIVISION**

Change Order No.: Three (3)

Job No.: 9619

Date: 1-10-02

Project Location: Dee Woods Road Improvement

Contractor: J.C. Industries, Inc.

It is hereby mutually agreed that when this change order has been signed by the contracting parties, the following described changes in the work required by the contract shall be executed by the contractor without changing the terms of the contract except as herein stipulated and agreed.

Description of Changes: Add 1,800 tons to the line item for temporary rock.

CONTRACTORS PROPOSAL FOR THE ABOVE DESCRIBED CHANGES:

I/We hereby agree to the modifications of the contract as described above and agree to furnish all material and labor and perform all work in connection therewith in accordance with the requirements for similar work in existing contract except as otherwise stipulated herein, for the following considerations:

Contract Amount: Add to the Contract Amount a total not to exceed \$ 21,600.00
Twenty-one Thousand Six Hundred Dollars & 00/100

CONTRACTOR - J.C. Industries, Inc.

SIGNATURE [Signature]

DATE 1-18-2002

Recommended by: Project Manager

Approved by Director DWM

SIGNATURE [Signature]

DATE 1-10-02

Accepted by: Boone County

SIGNATURE [Signature]

DATE 1-31-02

CERTIFICATION: I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.
Date: 1/20/02
Auditor: [Signature]
2045-7100-2216.00

STATEMENT OF CONTRACT AMOUNT:

ORIGINAL CONTRACT AMOUNT	\$ 385,651.95
PREVIOUS ADDITIONS	\$ 500.00
TOTAL	\$ 386,151.95
PREVIOUS DEDUCTIONS	\$ 0.00
NET PRIOR TO THIS CHANGE	\$ 386,151.95
AMOUNT OF THIS CHANGE	\$ 21,600.00
CONTRACT AMOUNT TO DATE	\$ 407,751.95

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

January Session of the November Adjourned Term. 20 02

In the County Commission of said county, on the 31st day of January 20 02

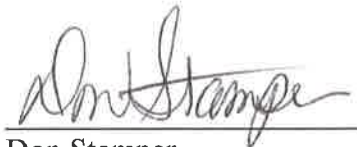
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the contract with the Curators of the University of Missouri for the EPA Clean Water Act Phase II Stormwater Regulation. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

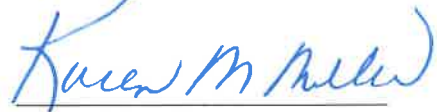
Done this 31st day of January, 2002.

ATTEST:

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



Don Stamper
 Presiding Commissioner



Karen M. Miller
 District I Commissioner



Skip Elkin
 District II Commissioner

AGREEMENT

This agreement is entered into on this 31 day of JANUARY, 2002, between the County of Boone (hereinafter "County"), Missouri and the University of Missouri (hereinafter "University").
[Curators of the]

mfw
1/15/02

County and University agree as follows:

- 1. **Services** - University agrees to provide a project director, an environmental educator, and related services to County for its implementation of EPA Clean Water Act Phase II Stormwater Regulations. University agrees to provide an environmental educator who is employed full-time by the University to perform the following duties:

Information and Education Materials

Identify or create additional information and education materials (i.e., brochures, flyers, posters, booklets, and slide shows) that explain the importance of water quality; identify storm water related sources of water pollution; and outline actions that the general public, contractors, and municipal employees can take to protect water quality. Distribute the information and education materials to the general public, contractors, municipal employees, and the media.

Watershed Partnership Activities

Provide staff support for Watershed Partnership activities (i.e., Bear, Hominy, Grindstone, Clear, Gans, Mill, Flat Branch, County House Branch, Meridith, Harmony, Hinkson, and Rocky Fork). Activities will include expanding the number of partnership members, organizing and advertising for at least two public meetings in each watershed, providing information and education materials for citizens that attend the meetings, and providing support for partnership community activities reducing storm water pollution (e.g., storm drain stenciling).

Community Watershed Partnership Committee

Provide staff support for the Community Watershed Partnership Committee comprised of representatives from the 12 Watershed Partnerships in Boone County. Work with Committee members to coordinate activities with Boone County. Facilitate access to the media for Committee public information activities and serve as a media spokesperson for the Committee, when appropriate.

Storm Water Planning

Work with representatives from the Boone County and the Community Watershed Partnership Committee to facilitate public input to identify major storm water problems in Boone County watersheds and to seek public recommendations to Boone County on selecting priority storm water problems and best management practices to solve the problems.

Presentations

Coordinate and/or deliver at least five presentations to community groups (e.g., neighborhood associations, stream teams, youth groups) and five presentations to development related groups (e.g., home builders, realtors, construction engineers) on opportunities for preventing storm water pollution.

Community Storm Water Project Web Page

Maintain the Community Storm Water Project web page (integrated with Boone County's web page) that provides information on Community Storm Water Project events and activities; guidance for home owners, builders, and local business' on how to prevent storm water related pollution; up-dated information on progress toward development of the city/county storm water permit application to EPA and DNR, and links to other sources of information on storm water.

Quarterly Reports

Provide written quarterly reports to the Boone County Public Works Department on progress toward accomplishing project education and partnership formation activities.

Other Goods and Services

Provide necessary office and communication equipment, supplies, and services as necessary to carry out the services provided herein subject to the budget set forth below.

- 2. **Agreement Duration** - Services under this agreement shall begin February 1, 2002, and the agreement shall terminate January 31, 2003.

RECEIVED
JAN 23 2002

3. **Budget and Compensation** – County agrees to pay University the sum of Twenty Nine Thousand Nine Dollars (\$29,009.00) for the above services. Payment shall be made within 30 days after receipt of an invoice after execution of this agreement. County and University hereby approve the following budget for services under this agreement:

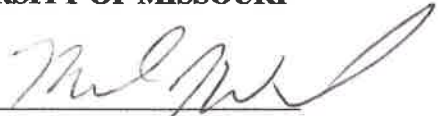
<u>Personnel</u>					\$26,043
<u>Position</u>	<u>Percent Time</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>	
Project Director	5%	\$3,643	\$911	\$4,554	
Environmental Educator	50%	\$17,191	\$4,298	\$21,489	
Supplies (Misc. office supplies)					\$216
Other Costs					\$2,750
Educational Materials (\$500)					
Educational Events (\$1,250)					
Telephone (\$250)					
Copying (\$250)					
Postage (\$500)					
Total					\$29,009

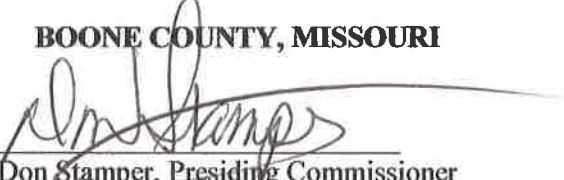
IN WITNESS WHEREOF, the parties hereto have been duly authorized to enter into

this Agreement as of the above referenced date.

FOR THE CURATORS OF THE
UNIVERSITY OF MISSOURI

BOONE COUNTY, MISSOURI

By: 
The Curators of the University of Missouri
Michael J. Warnock, PhD
Director
Office of Sponsored Program
Administration
MU Proposal #02110081

By: 
Don Stamper, Presiding Commissioner

ATTEST:


Wendy Noren, County Clerk

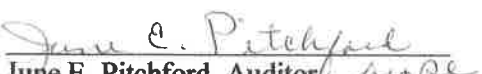
Approved:

Approved as to Legal Form:


David Mink, Director Public Works


County Counselor

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance to the credit of such appropriation sufficient to pay therefore.


June E. Pitchford, Auditor *by RL*
2045-71102 \$29,009

1/24/02
Date

CERTIFIED COPY OF ORDER

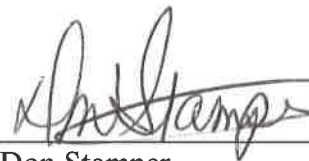
STATE OF MISSOURI }
 County of Boone } ea.

January Session of the November Adjourned Term. 20 02

In the County Commission of said county, on the 31st day of January 20 02
 the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby authorize the extension of temporary employment of Sheree Nichols as housekeeping temporary until such time that the full time employee she is replacing returns to full duty not beyond the close of business on March 22, 2002.

Done this 31st day of January, 2002.



Don Stamper
 Presiding Commissioner

ATTEST:

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



Karen M. Miller
 District I Commissioner



Skip Elkin
 District II Commissioner

From: Ken Roberts
To: Karen Miller
Date: 1/25/02 3:30PM
Subject: Extending temp FMLA employee

Commissioner. I have received information that Glen Whithurse has had his back surgery and is at home recovering. Glen will need to stay out till at least 3-22-02.

I would like to put on the Commission agenda Tuesday 1-29-02 that the commission extend Sheree Nichols temporary employment for 6 more weeks till 3-22-02.

Thank you for you consideration to this matter.

Ken Roberts
Manager BCFM

CC: David Mink; Shawna Victor

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the November Adjourned

Term. 20 02

In the County Commission of said county, on the

31st day of January 20 02

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

Now on this day, the County Commission of the County of Boone does hereby approve the flexible hiring rate procedure forms as recommended by the Personnel Advisory Committee.

Done this 31st day of January, 2002.

ATTEST:

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



Don Stamper
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

FLEXIBLE HIRING RATE

In order to provide Administrative Authorities with the flexibility to compete for highly qualified individuals and to compete where the desired job skills are scarce, Boone County will utilize a flexible hiring rate plan. Under the plan, an Administrative Authority is authorized to hire a new employee between 80% - 90% of the mid-point without further approval subject to the Auditor certifying that budgeted funds are available. Such certification shall be indicated by Auditor's approval of the Personnel Action Form. If the requested salary amount exceeds the salary budgeted for the position in the adopted budget, the Administrative Authority shall prepare a schedule demonstrating that funds are available and attach the schedule to the Personnel Action Form. However, if the prospective employee requires a higher starting salary (i.e., between 91% - 120% of the mid-point of the pay range), the approval level for hiring rates above the minimum of the pay range shall be correlated to position in the salary range, as outlined in the table below:

<u>Position in Salary Range</u>	<u>Approval Level</u>
80% - 90%	Administrative Authority
91% - 100%	Human Resource Director Review/Liaison Commissioner Approval
101% - 120%	Human Resource Director Review/County Commission Approval

In summary, steps are outlined below:

1. The Administrative Authority shall complete the attached form "Request to Hire Between 91% - 120% of the Salary Range Mid-Point" and prepare a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority shall submit the form, the schedule and the budget revision (if needed) to the Auditor for certification of fund availability.
2. The Auditor certifies fund availability and approves budget revision (if applicable) and forwards to the Human Resource Director for review and processing.
3. The Human Resource Director will review the request and provide his/her recommendations regarding the proposed starting salary and forward to the Liaison Commissioner for approval/denial.
4. The Liaison Commissioner will either approve or deny a request, and budget revision (if applicable), for a proposed starting salary between 91% and 100% of mid-point and return the request form to the Administrative Authority. If the proposed starting salary is above the mid-point, the Liaison Commissioner will schedule the issue for review by the County Commission for approval/denial.
5. The County Commission will review all requests for a starting salary above the mid-point and will either approve or deny the request. After approval/denial, the County Commission will return the request form to the Administrative Authority.
6. The Administrative Authority will attach a copy of the approved "Request to Hire Between 91% - 120% of the Salary Range Mid-Point" form to the Personnel Action Form and submit to the Auditor's office.

BOONE COUNTY

Description of form: To request approval to hire between 91% - 120% of the salary range mid-point.

Procedure:

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability and approves budget revision (if applicable) and forwards to Human Resource Director.
3. The Human Resource Director reviews the information, makes recommendation, and forwards to Liaison Commissioner.
4. The Liaison Commissioner reviews the request. If the proposed starting salary is between 91% - 100% of mid-point, Liaison Commissioner will approve/deny request and budget revision (if applicable) and return this form to the Administrative Authority. If the proposed starting salary is above the mid-point, the Liaison Commissioner will schedule the issue for review by the County Commission for approval/denial. After approval/denial, the County Commission will return this form to the Administrative Authority.
5. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee _____ Department _____

Position Title _____ Position No. _____

Proposed Starting Salary (complete one only) Annual: _____ % of Mid-Point _____
OR Hourly: _____ % of Mid-Point _____

No. of employees in this job classification within your Department? _____

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level) _____

If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: _____

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices? _____

Additional comments: _____

DRAFT

Administrative Authority's Signature: _____ Date: _____

Auditor's Certification: _____ Funds are available within the existing departmental salary and wage appropriation (#10100).
_____ Funds are not available within the existing departmental salary and wage appropriation (#10100); budget revision required to provide funding is attached.

Auditor's Signature: _____ Date: _____

Human Resource Director's Recommendations: _____

Human Resource Director's Signature: _____ Date: _____

Liaison Commissioner: _____ Approve _____ Deny
Comment(s): _____

Liaison Commissioner's Signature: _____ Date: _____

County Commission _____ Approve _____ Deny
Comment(s): _____

Presiding Commissioner's Signature: _____ Date: _____

District I Commissioner's Signature: _____ Date: _____

District II Commissioner's Signature: _____ Date: _____

From: Betty Dickneite
To: Bobbitt, Melinda; Boehm, Ted; Crane, Kevin; Elkin, Skip; Hendren, Connie; Johnson, Bettie; Lensmeyer, Patricia; Mallicoat, Michael; Miller, Karen; Mink, David; Murray, Kay; Noren, Wendy; Pitchford, June; Schauwecker, Tom; Shawver, Stan; Stamper, Don; Victor, Shawna
Date: 1/22/02 3:19PM
Subject: Commission Agenda Item - Flexible Hiring Rate

To all: I have asked Shawna Victor to place the **Flexible Hiring Rate Plan on the Commission agenda for next Tuesday, January 29th at 9:30 a.m.** This item was discussed at the PAC meeting on last Thursday and the PAC recommended adoption with some minor modifications. Attached for your information is a copy of the revised procedure/form. If you have further comments, please feel free to let me know, contact the Commissioners or attend the Commission meeting.

This item was discussed at length at the January PAC Meeting. The minutes of that meeting have been distributed by Susan Wells if you care to review the transcripts for more details.

Thanks!

Betty Dickneite, Director HR
Boone County

CC: Adkins, Bonnie; Ayers, Angela; Davidson, Jacquelyn; Richards, Cathy; Wells, Susan