

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

February Session of the February Adjourned

Term. 20 03

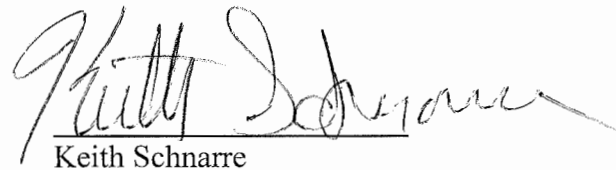
In the County Commission of said county, on the

27<sup>th</sup> day of February 20 03

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

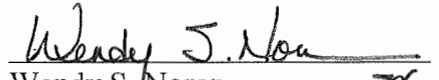
Now on this day, the County Commission of the County of Boone does hereby adopt the attached resolution and order.

Done this 27<sup>th</sup> day of February, 2003.



Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

ABSENT  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

### Resolution and Order

Whereas, the Boone County Commission has historically supported local implementation of the concept of community-based corrections and rehabilitation programs in cooperation with the Thirteenth Judicial Circuit and the Missouri Department of Corrections, and

Whereas, the Boone County Commission has renovated its former juvenile justice center and leased the facility on a long term basis to Reality House Programs, Inc., for the purpose of providing a locally operated community supervision center for criminal offenders susceptible to supervision and rehabilitation in cooperation with the Missouri Department of Corrections and the Thirteenth Judicial Circuit, and

Whereas, the Boone County Commission desires promote the most efficient use of federal, state, and local tax monies in providing community based supervised offender detention and rehabilitation services within Boone County, and

Whereas, the Missouri Department of Corrections is in the process of soliciting and receiving proposals for the location and construction of additional community supervision centers as a part of its program of expanding community based correctional and rehabilitative services and the County Commission desires to participate in the program in an effort to promote the best and most efficient use of tax monies for this purpose.

Now therefore, in a continued effort to support the implementation of economical community based correctional and rehabilitative services, be it resolved and ordered as follows:

- 1) The Boone County Commission hereby adopts and endorses the attached site proposal for a community supervision center to be located in Boone County, Missouri, and
- 2) The Boone County Commission hereby offers to lease directly to the Missouri Department of Corrections without financial remuneration on a long term basis sufficient real estate to expand and/or construct new facilities to house a community supervision center in the proximity of the existing Reality House facilities under such terms and conditions agreeable to the parties. Alternatively, the Boone County Commission hereby offers to amend its existing lease with Reality House Programs, Inc., to permit the long term sublease of existing facilities and/or additional land in the proximity of Reality House facilities for new facilities without remuneration subject to terms and conditions mutually acceptable to the parties.

83-2003

**MISSOURI DEPARTMENT OF  
CORRECTIONS**

**COMMUNITY SUPERVISION CENTERS**

**SITE PROPOSAL PACKET**

**Boone County,  
Missouri**

**Submitted: February 28, 2003**

**COMMUNITY SUPERVISION CENTERS  
SITE PROPOSAL PACKET  
Boone County, Missouri**

**GENERAL INFORMATION ABOUT THE SITE**

**Site Street Address:** 1900 Prathersville Road

**City, Zip:** Columbia, 65202

**County:** Boone

**Owner:** Boone County Commission

**Owner Address:** Roger Wilson County Government Building  
801 East Walnut  
Room 245  
Columbia, MO  
(573) 886-4305

**Brief Site Description:** This site is landscaped and is gently sloping toward a small creek at the southern limits of the site. The site is overlain with approximately six (6) inches of topsoil. There is no surface or subsurface water on the site with exception of the small creek.

**Proposed Price:** Nominal fee

**Availability Date:** Immediately

**PHYSICAL INFORMATION ABOUT THE SITE**

**Dimensions in Acres:** 5 acres more or less

**Current Use:** Private Correctional Treatment Facility

**Zoning:** M-L (Light Industrial)

**SITE INFORMATION**

**1. Describe any restrictions, easements, rights of way, mineral rights, that are applicable to the property.**

The site is not subject to any restrictions, easements, rights of way, or mineral rights.

**COMMUNITY SUPERVISION CENTERS  
SITE PROPOSAL PACKET  
Boone County, Missouri**

**2. Description of site terrain (include in the description the variance in elevation on the site. Attach a topographic map of site).**

The site drops 12' (72 to 60) from North edge, Prathersville Road, to the South edge, small creek. See Attachment 1.

**3. Has any mining occurred adjacent to or on this site? If yes, please describe.**

No mining has occurred adjacent to or on this site.

**4. Describe soil types at the site. Provide, if available, soil or well borings either from the site or adjacent property, to give indication of subsurface soil conditions.**

Detailed soil description in Attached 2-6.

**5. Is site in a flood plain? If yes, provide details.**

The site is not in a flood plain.

**6. Is site subject to air pollution, such as large oil refineries, cement plants, asphalt plants, etc. If yes, please describe.**

The site is not subject to air pollution, such as large oil refineries, cement plants, asphalt plants, etc.

**7. Is the site subject to or does it contain hazardous waste? If yes, please describe.**

The site is not subject to or does it contain hazardous waste.

**PHYSICAL NEIGHBORING**

**Use of immediate adjacent properties**

**North of site:** Prathersville Road and Crown Power and Equipment Case dealership located approximately 400' North and RJ's convenience store located approximately 500' North-West.

**West of site:** Mostly undeveloped with Crescent Meadows trailer park located approximately 400' West.

**South of site:** Mostly undeveloped with the Boone County Juvenile Justice Center located approximately 400' South-East.

**East of site:** Roger Wilson Drive and Highway 63 North.

**COMMUNITY SUPERVISION CENTERS  
SITE PROPOSAL PACKET  
Boone County, Missouri**

**Briefly describe the surrounding area within 5 miles of the proposed site, indicating areas of housing density, commercial development, industrial development, and any major institutions and recreational areas.**

**North of site:** Area of moderate development. Light commercial and light residential housing areas.

**West of site:** Area of moderate development. Light commercial and light residential housing areas. The small townships of Prathersville and Hinton are located west.

**South of site:** Area of substantial development. The Boone County Jail, Boone County Juvenile Justice Center, National Guard Armory, Derby Ridge Elementary, Blue Ridge Elementary, Lang Middle School, Oakland Junior High, Oakland Pool and Park, several residential housing areas, and the edge of downtown Columbia.

**East of site:** Area of limited development. Light commercial and light residential housing areas. The Boone County Fair Grounds is in the East.

**Briefly describe any official land use or development plans for the area surrounding the site:** The land is partially occupied by the aforementioned 12,000 square foot building currently leased by Reality House Programs, Inc. Boone County classifies this land as Light Industrial and there are no plans for use.

**What is the distance of the site from the areas/facilities listed below?**

**Commercial area** .0 miles  
**Industrial facility** 2 miles

**Developed housing area** .0 miles

**What are the major highway systems in the area?** The site is 200 meters from Highway 63 and 3 miles from Interstate 70.

**SITE UTILITIES**

**Domestic Water System:** City of Columbia; Commercial account with 174 CCF average usage. Average monthly bill \$265.

**Sanitary Sewer:** City of Columbia; Commercial account with 107712 gallons average usage. Average monthly bill \$250

**Electric Power System:** Boone Electric; Commercial account with monthly total actual KW demand 25.76. Average monthly bill \$1215.

**COMMUNITY SUPERVISION CENTERS  
SITE PROPOSAL PACKET  
Boone County, Missouri**

**Natural Gas Service:** AmerenU; Natural gas heat and cooking. Average monthly bill \$492.

**COMMUNICATIONS SYSTEM (PHONE SERVICE):** Nortel System; CenturyTel outside line provider; Current phone system has five voice lines and two data lines, and four pay telephones maintained by CenturyTel.

**CULTURAL RESOURCES**

**Is the site subject to any potential historic features (e.g. burial grounds buildings)?**  
The site is not subject to any potential historic features (e.g. burial grounds buildings).

**COMMUNITY RESOURCES**

**1. What are the academic resources available in the community?**

**Colleges:** University of Missouri, Columbia College, Stephens College.  
**Extended Studies:** William Woods College and Moberly Junior College.

**Vocational Programs:** Columbia Area Vocational Technical School, State Vocational Rehabilitation.

**2. What are the fire fighting capabilities in the community?** Boone County Fire Department District #5 station is within 600 meters.

**3. Does the community offer ground transportation within the community?**

1) OATS elderly & disabled bus line is available. 2) Presently there is no City Transit/Bus Line service to the Reality House, however, we plan to work diligently with the City of Columbia to provide service if the Community Supervision Center is brought to Columbia.

**COMMUNITY RESOURCES**

**Describe the results of any actions taken to program at the proposed site. Attach copies of meeting advertisements and public notices, minutes of the meetings including the names and affiliations of the individuals speaking at the meetings, and the names of those people in attendance at the meetings.**

**Describe and attach any formal actions taken by elected governmental bodies in support of or in opposition to selection of the proposed site.** There is no opposition. Support is demonstrated by county government's current 20 year lease agreement with Reality House Programs, Inc. for their Community Supervision Center.

**EXECUTIVE ORDER REQUIRED WRITTEN NOTICES**

**COMMUNITY SUPERVISION CENTERS  
SITE PROPOSAL PACKET  
Boone County, Missouri**

**The state of Missouri requires that residents of homes within a radius of 600 feet of the proposed property, neighborhood associations to which those residents belong, and the areas State Senator and State Representative be notified in writing of the proposed location and usage, at least 90 days prior to proposed date of lease or acquisition of property. The state also requires that the division “convene a public information hearing to provide the residents and associations an opportunity to ask questions and obtain information about the proposed project.” Applicants must provide the names and addresses below of all residents, and corresponding neighborhood associations of all area residents that reside within 600 feet of the proposed site.** Letters were mailed out (copy enclosed) to the following residents and businesses that are within 600 feet of the proposed site. Bond, James M & Kenda L., 1795 E Prathersville Road, Columbia, MO., Crown Power & Equipment Co, 1181 E. Prathersville Rd, Columbia, MO., Diamond Capital Development Co. LLC., 2620 Millcreek Ct, Columbia, MO., Jackson, Eugene, 5893 Kent Drive, Columbia, MO., Knight, Terry O and Bonnie, 1955 E. Calvert Hill Rd, Columbia, MO., Marrero, Lewis, 1800 Prathersville Road, Columbia, MO., O’Connor Virgil G Et Al., 3100 Brown Station Road, Columbia, MO., Sheets, Kenneth D, 1800 E. Prathersville Road, Columbia, MO., Tyree Mobile Home Inc, 2126 Business Loop 70 E., Columbia, MO., Yow, Louie Ray and Judith A, 1800 E Prathersville Road, Columbia, MO.

A public hearing was presented at the Boone County Commission Meeting held at the Roger B. Wilson Government Center, 801 E Walnut, Columbia, MO., 9:30 A.M. on February 25, 2003. There was no public comment or opposition to the proposed community correctional facility.

**COMMUNITY INCENTIVES**

**Describe incentives the community may want to provide, such as land, utility hookups, buildings, or services. Attach supporting governmental resolutions showing support of the incentives the community may want to provide. The resolution is to include the estimated value of the incentives being offered, and any cost the State will be required to pay to utilize the incentives.** The cost of creating a Community Supervision Center as proposed by Boone County Government would be nominal. The land itself has an estimated value of approximately \$100,000. Reality House is requesting to lease the property where it resides from Boone County Government. Boone County Government is willing to allow the state to either build onto the existing Reality House Structure, or to build an entirely separate facility. In addition, we agree that both local and state probation officers will have access and use of the facility.

The offer of the site and facility described in this proposal is contingent upon the state’s agreeing to allow supervision of the proposed facility by Reality House Programs, Inc. Reality House Programs, Inc. is currently in contract with the State of Missouri for operation of a twenty bed Community Supervision Center (B3Z01170). Based on the



**COMMUNITY SUPERVISION CENTERS  
SITE PROPOSAL PACKET  
Boone County, Missouri**

current contract with Reality House Programs, Inc., a thirty bed supervision center would cost approximately \$414,458 annually to operate. This figure is a substantial savings to the Department of Corrections estimates. In addition to supervision, Reality House Programs, Inc. is a state certified drug and alcohol treatment center and would be able to provide services as requested by the state on site.

# Reality House



 Parcel Boundaries



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

February Session of the February Adjourned

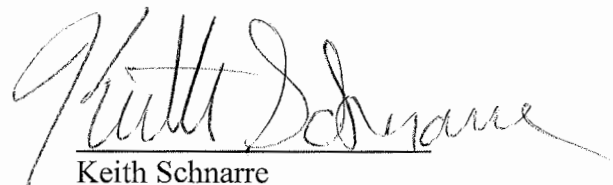
Term. 20<sup>03</sup>

In the County Commission of said county, on the 27<sup>th</sup> day of February 20 03

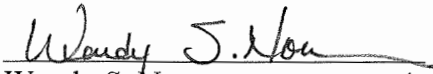
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the Maximus Inc. Agreement. It is further ordered that the Presiding Commissioner be hereby authorized to sign said agreement.

Done this 27<sup>th</sup> day of February, 2003.

  
Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

ABSENT  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

# Boone County Purchasing

Melinda Bobbitt, CPPB  
Director



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

84-2003

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPB  
DATE: February 19, 2003  
RE: Maximus Inc. Agreement

Attached is an agreement with Maximus Inc. of Springfield, Illinois for the Cost Allocation Plan for the Auditor's office. The plan will be based on actual costs for the year ended December 31, 2002.

The Auditor's office requests to extend the contract for one more year and to continue to purchase this service from Maximus Inc. Attached is the professional consulting services agreement for approval and signature.

Total cost of contract is \$6,550 from department 1190 – non-departmental, account 71101 – professional services. The 2003 budget for this line item is \$6,600.

ATTACHMENT: Professional Services Agreement

cc: June Pitchford, Auditor

**AGREEMENT TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES TO  
THE COUNTY OF BOONE, MISSOURI**

**THIS AGREEMENT**, entered into this 27 day of February, 2003, and effective immediately by and between MAXIMUS, INC. (hereinafter called the "Consultant") and the County of Boone, Missouri (hereinafter called the "County"),  
**WITNESSETH THAT:**

**WHEREAS**, the County is interested in obtaining professional services for the preparation of a central service cost allocation plan and indirect cost rate proposal as defined in US Office of Management & Budget Circular A-87, and

**WHEREAS**, the Consultant is staffed with personnel knowledgeable and experienced in the requirements of developing such governmental cost determination studies, and

**WHEREAS**, the County desires to engage the Consultant to assist in preparing such a study.

**NOW THEREFORE**, the parties hereto mutually agree as follows:

**1. Employment of Consultant.** The County agrees to engage the Consultant and the Consultant hereby agrees to perform the following services.

**2. Scope of Services.** The scope of services is a central service cost allocation plan and indirect cost rate proposal as defined in Consultant's proposal dated January 27, 2003, which is attached hereto and incorporated by reference.

**3. Time of Performance.** The services to be performed hereunder by the Consultant shall be undertaken and completed in such sequence so as to assure their expeditious completion and best carry out the purposes of the agreement. A final report shall be submitted to the County within six weeks after commencement of on-site work, unless the time for performance is extended at the request of County.

**4. Compensation.** Compensation for all tasks outlined in the proposal shall be a fixed fee of \$6,550.

**5. Method of Payment.** The consultant shall be entitled to payment in accordance with the provisions of this paragraph. Consultant shall invoice for ~~\$6,500~~ <sup>MS 2/19/03</sup> \$6550. upon completion of the cost allocation plan and indirect cost rate proposal and acceptance by the County.

**6. Changes.** The County may, from time to time, require changes in the scope of the services of the Consultant to be performed hereunder. Such changes, which are

mutually agreed upon by and between the County and the Consultant, shall be incorporated in written amendment to this agreement.

**7. Services and Materials to be Furnished by County.** The County shall furnish the Consultant with all available necessary information pertinent to the execution of this agreement. The County shall cooperate with the Consultant in carrying out the work herein, and shall provide adequate liaison between the Consultant and other agencies of the County. The County is responsible for providing accurate and timely information necessary to prepare the central services cost allocation plan.

**8. Rights to Terminate Contract.** If, through any cause, the Consultant shall fail to fulfill in timely and proper manner his obligation under this agreement, the County shall thereupon have the right to terminate this agreement with or without cause, by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination.

**9. Information and Reports.** The Consultant shall, at such time and in such form as the County may require, furnish such periodic reports concerning the status of the project as may be requested by the County. The Consultant shall furnish the County, upon request, subject to reasonable prior notice, with copies of all documents and other materials prepared or developed in relation with or as part of the project. Consultant shall not be obligated to deliver copies in person.

**10. Records and Inspections.** The Consultant shall maintain full and accurate records with respect to all matters covered under this agreement. The County shall have free access at all proper times to such records and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities. Consultant shall maintain interview notes, working papers and other documentation of findings for a period of five years after delivery of the final report.

**11. Accomplishment of Project.** The Consultant shall commence, carry on, and complete the project with all practicable dispatch, in a sound economical and efficient manner, in accordance with the provisions thereof and all applicable laws. In accomplishing the project, the Consultant shall take such steps as are appropriate to insure that the work involved is properly coordinated with related work being carried on within the County.

**12. Provisions Concerning Certain Waivers.** Subject to applicable law, any right or remedy which the County may have under this contract may be waived in writing by the County by a formal waiver, if, in the judgment of the County, this contract, as so modified, will still conform to the terms and requirements of pertinent laws.

**13. Matters to be Disregarded.** The titles of the several sections, subsections, and paragraphs set forth in this contract are inserted for convenience of reference only

and shall be disregarded in construing or interpreting any of the provisions of this contract.

**14. Completeness of Contract.** This contract and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.

**15. County not Obligated to Third Parties.** The County shall not be obligated or liable hereunder to any party other than the Consultant.

**16. When Rights and Remedies Not Waived.** In no event shall the making by the County of any payment to the Consultant constitute or be construed as a waiver by the County of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the County while any such breach or default exists shall in no wise impair or prejudice any right or remedy available to the County in respect to such breach or default.

**17. Personnel.** The Consultant represents that he has, or will secure at his own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of or have any contractual relationship with the County. All of the services required hereunder will be performed by the Consultant or under his supervision and all personnel engaged in the work shall be fully qualified to perform such services.

**18. Confidentiality.** The County agrees that in connection with this Agreement, it may become aware of confidential information, trade secrets, marketing strategies and properties whether or not subject to copyright protection of Consultant. Consultant shall advise County if any such proprietary information is contained in reports delivered to County. The County covenants and agrees to use its best efforts and diligence in guarding Consultant's confidential information, trade secrets, marketing strategies and properties whether or not subject to copyright protection. The County further covenants and agrees that its employees and agents will not, directly or indirectly, use for him or herself or others any of Consultant's confidential information, trade secrets, marketing strategies and properties whether or not subject to copyright protection during or at any time after the term of this Agreement.

**19. Consultant Certification.** The Consultant certifies that the Consultant has not been convicted of bribery or attempting to bribe an officer or employee of the County, nor has the Consultant made an admission of guilt of such conduct that is a matter of record.

**20. Indemnification.** Each party shall be responsible for its own acts and will be responsible for all damages, costs, fees and expenses that arise out of the performance of this Agreement and which are due to that party's own negligence, tortious acts and

other unlawful conduct and the negligence, tortious acts and other unlawful conduct of its respective agents, officers and employees.

**21. Notices.** Any notices, bills, invoices, or reports required by this agreement shall be sufficient if sent by the parties hereto in the United States mail, postage paid, to the addresses noted below.

MB  
2/19/03  
Melinda Bobbitt  
Director of Purchasing  
Boone County Government Center  
801 601 E. Walnut, 2<sup>nd</sup> floor Room 205  
Columbia, Missouri 65201

Bruce Cowans  
Vice President  
MAXIMUS, INC.  
60 Revere Drive - Suite 200  
Northbrook, Illinois 60062

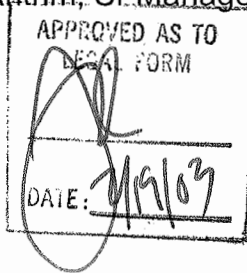
**IN WITNESS WHEREOF**, the County and the Consultant have executed this agreement as of the date first written above.

**COUNTY OF BOONE, MISSOURI**

By: Keith Johnson  
County Official

MAXIMUS, INC., a Virginia Corporation

By: Robert H. Antrim  
Robert H. Antrim, Sr. Manager



**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.

June Pitchford by KT 2/20/03  
Auditor Date

1190-71101 \$ 6550.00



**Cost Allocation Plan –Scope of Work  
Attachment to January 27, 2003 letter to Ms. Melinda Bobbitt**

Scope of Services. The Consultant shall do, perform and carry out in a good and professional manner the following services:

Development of central services cost allocation plans that identify the various costs incurred by the County to support and administer Federal programs. *OMB Circular A-87* guidelines and the *OASC-10* guide will be used as the basis for determining allowable allocation methods and costs. The Plan will contain a determination of the allowable costs of providing each support service such as County administration and purchasing, facility management and utilities, data information services, disbursement processing, mail delivery, etc. The plan will be based on actual costs for the year ended December 31, 2002. The steps involved in completion of the Plan include, but are not limited to, the tasks as described below:

Task 1. Determine available financial information. This task involves identifying the sources of financial information to be used. At a minimum, the annual year end expenditure reports for the affected central services departments, a County organization chart and chart of accounts are required. Additional financial reports and payroll summary reports issued by the County will be used if available and as necessary. Centrally budgeted indirect costs for county and employee insurance and other centrally paid general costs will be reviewed for possible inclusion in the central services cost allocation plan. Building use charges and appropriate equipment use charges will be calculated in accordance with federal (*OMB Circular A-87*) requirements and included in the pool of costs to be allocated.

Task 2. Classify all Department units and other costs. After reviewing the latest organizational charts, all cost centers/organizational units identified in the prior cost allocation proposals are reviewed to insure their proper classification as direct or indirect. This task is required to insure that only allowable activities are allocated and that all units or programs are accounted for.

Task 3. Document administrative departments, functions and costs. The task focuses on identifying those units with responsibility for providing services to other units within the Department. These are typically performing such services as accounting, auditing, personnel and purchasing, information systems support, etc. We will determine the best means for identifying the cost of central service activities and costs. Building use charges will be allocated based on actual square footage occupied. Equipment use charges will be based on the actual inventory balances by department.

Task 4. Prepare cost allocation schedules. For all administrative indirect units, a schedule will be prepared showing the expenditures of the central indirect departments during the 2001 fiscal year. Any disallowed expenditures under *OMB Circular A-87* guidelines are eliminated, and equipment use charges are added. The resulting amounts are allowable indirect costs benefiting units and programs. A summary schedule will be prepared that identifies a matrix of indirect costs allocated to all direct County departments.

Task 5. Review of the completed cost allocation plan. If requested we will review with the representatives of the County.

Finalize cost indirect rate proposal for presentation to the Department and the State of Missouri Department of Social Services, Office of Child Support Enforcement. The plan will be finalized in the format required for presentation to CSE. Required documents include:

**Cost Allocation Plan –Scope of Work**  
**Attachment to January 27, 2003 letter to Ms. Melinda Bobbitt**

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- Certification
- Description of services provided and method of allocation
- Summary of directly claimed CSE costs in the Office of the Prosecuting Attorney and Circuit Clerk
- Summary of indirect costs for each of the two offices (from the indirect cost plan)
- Summary of the direct wage “base” in the Prosecuting Attorney’s office used in the calculation of the indirect rate.
- Calculation of proposed indirect rate for the Prosecuting Attorney. The rate is proposed as a final rate for FY 2002, and a provisional rate for periods after FY 2002.

Negotiate the indirect cost rate proposal with the State Office of Child Support Enforcement (Department of Social Services). We will assist the County in all aspects of the negotiation process and respond to questions and requests for additional information from the State. During this process we will keep you informed and seek to secure the fairest possible agreement.

Assistance in monitoring claims to the State for recovery of funds due the County. As requested and necessary, consultant will also monitor the progress of claims through the State to insure the County receives recoveries due it.



**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

February Session of the February Adjourned

Term. 20 03

In the County Commission of said county, on the

27<sup>th</sup> day of February 20 03

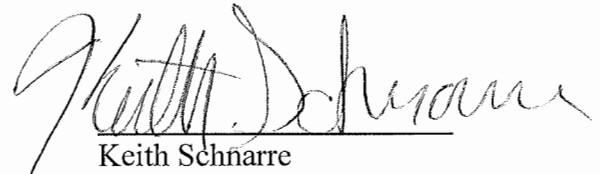
the following, among other proceedings, were had, viz:

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
1150-23850: Collector – Minor Equipment and Tools	\$429.00	
1150-92300: Collector – Replacement Machinery and Equipment		\$429.00

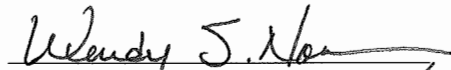
Said budget revision is to purchase a replacement refrigerator in the Collector's Office.

Done this 27<sup>th</sup> day of February, 2003.



Keith Schnarre  
 Presiding Commissioner

ATTEST:



Wendy S. Noren  
 Clerk of the County Commission

ABSENT  
 Karen M. Miller  
 District I Commissioner



Skip Bilkin  
 District II Commissioner

# REQUEST FOR BUDGET REVISION BOONE COUNTY, MISSOURI

RECEIVED  
FEB 14 2003

2-14-03

**EFFECTIVE DATE**

**FOR AUDITORS USE**

85-2003

(Use whole \$ amounts)

Department				Account					Department Name	Account Name	Transfer From		Transfer To	
											Decrease		Increase	
1	1	5	0	2	3	8	5	0	Collector	Minor Equip. & Tools	429.00			
1	1	5	0	9	2	3	0	0	Collector	Replace. Mach & Equ			429.00	

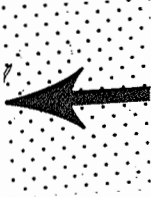
Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary): Replace refrigerator in collectors office. No monies were budgeted for such expense for 2003.

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

  
Requesting Official

**TO BE COMPLETED BY AUDITOR'S OFFICE**

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



  
Auditor's Office

  
PRESIDING COMMISSIONER

ABSENT  
DISTRICT I COMMISSIONER

  
DISTRICT II COMMISSIONER

2/18/03

FY 2003  
Budget Amendments/Revisions  
Collector (1150)

<u>Index #</u>	<u>Date Recd</u>	<u>Account</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>	<u>Comments</u>
1	1/3/03	10510 1123-86850	CERF-Employer Paid Contrib Emergency-Contingency	1,048	1,048	Move budget for additional 4% CERF from Contingency to individual dept class 1	
2	2/14/03	92300 23850	Replemnt Mach & Equip Minor Equip & Tools	429	429	Replace refrigerator in Collector's office	Account 92300 Replemnt Mach & Equip - 2002 Budget \$0 YTD Actual \$0 Class 9 Fixed Asset Additions - 2002 Budget \$1,804 YTD Actual \$0 Account 23850 Minor Equip & Tools - 2002 Budget \$1,200 YTD Actual \$0 Class 2 Materials & Supplies - 2002 Budget \$13,480 YTD Actual \$175.06

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

February Session of the February Adjourned

Term. 20 03

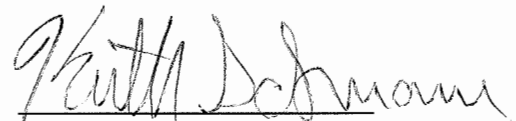
In the County Commission of said county, on the

27<sup>th</sup> day of February 20 03

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

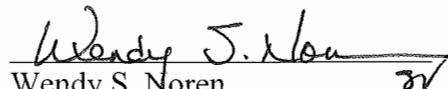
Now on this day, the County Commission of the County of Boone does hereby accept the letter of engagement with KPMG for the FY2002 financial audit. It is further ordered that the Presiding Commissioner be hereby authorized to sign said letter.

Done this 27<sup>th</sup> day of February, 2003.



Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

ABSENT  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner



10 South Broadway  
Suite 900  
St Louis, MO 63102-1761

Telephone 314 444 1400  
Fax 314 444 1470

86-2003

Ms. June Pitchford  
Boone County Auditor  
Boone County, Missouri  
801 East Walnut – Room 205  
Columbia, MO 65201-4890

February 14, 2003

Dear June:

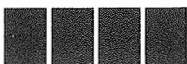
**PRIVATE**

This letter will confirm KPMG LLP's (KPMG) understanding of our engagement to report upon our audit of the general purpose financial statements of Boone County, Missouri (the County) as of and for the year ending December 31, 2002, and the nature and scope of the services we will provide to enable the County to comply with the Single Audit requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* (OMB Circular A-133).

**Financial Statement Audit**

We will conduct the audit of the general purpose financial statements in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The objective of an audit carried out in accordance with such standards is the expression of an opinion as to whether the presentation of the general purpose financial statements, taken as a whole, conforms with accounting principles generally accepted in the United States of America. In conducting the audit, we will perform tests of the accounting records and such other procedures as we consider necessary in the circumstances to provide a reasonable basis for our opinion on the general purpose financial statements. We also will assess the accounting principles used and significant estimates made by management, as well as evaluate the overall financial statement presentation.

Our report will be addressed to the County Commissioners of Boone County, Missouri. We can not provide assurance that an unqualified opinion will be rendered. Circumstances may arise in which it is necessary for us to modify our report or withdraw from the engagement. In such circumstances, our findings or reasons for withdrawal will be communicated to the County Commissioners of Boone County, Missouri.







Mr. June Pitchford  
Boone County, Missouri  
February 14, 2003  
Page 2

Should the County wish to include these general purpose financial statements in a document offering securities and request that we agree to include our report on these financial statements in the offering document, we would consider agreeing to the inclusion of our report at that time.

The management of the County has responsibility for the general purpose financial statements and all representations contained therein. Management also has responsibility for preventing and detecting fraud, for adopting sound accounting policies and establishing and maintaining effective internal control to maintain the reliability of the general purpose financial statements and to provide reasonable assurance against the possibility of misstatements that are material to the general purpose financial statements.

Our audit is planned and performed to obtain reasonable, but not absolute assurance about whether the general purpose financial statements are free of material misstatement, whether caused by error or fraud. Absolute assurance is not attainable because of the nature of audit evidence and the characteristics of fraud. Therefore, there is a risk that material errors, fraud (including fraud that may be an illegal act), and other illegal acts may exist and not be detected by an audit performed in accordance with auditing standards generally accepted in the United States of America. Also, an audit is not designed to detect matters that are immaterial to the general purpose financial statements.

To the extent that they come to our attention, we will inform management about any material errors and any instances of fraud or illegal acts. Further, to the extent that they come to our attention, we will inform the County Commissioners of Boone County, Missouri, about fraud and illegal acts that involve senior management, fraud that in our judgment causes a material misstatement of the general purpose financial statements of the County, and illegal acts, unless clearly inconsequential, that have not otherwise been communicated to the County Commissioners of Boone County, Missouri. In accordance with *Government Auditing Standards*, we are also required in certain circumstances to report fraud or illegal acts directly to parties outside the auditee.

In planning and performing our audit, we will consider the County's internal control in order to determine the nature, timing and extent of our auditing procedures for the purpose of expressing an opinion on the general purpose financial statements and not to provide assurance on internal control. This consideration contributes to the evidence supporting our opinion on the general purpose financial statements; however, it does not provide a basis for opining on internal control. The limited purpose of this consideration may not meet the needs of some users who require additional information about internal control. We can provide other services to provide you with additional information on internal control which we would be happy to discuss with you at your convenience.

Management is responsible for identifying and ensuring compliance with laws, regulations, contracts and grants applicable to the County. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we will perform



Mr. June Pitchford  
Boone County, Missouri  
February 14, 2003  
Page 3

tests of the County's compliance with certain provisions of laws, regulations, contracts and grants. However, our objective is not to provide an opinion on overall compliance with such provisions.

In accordance with *Government Auditing Standards*, we will prepare a written report on our consideration of internal control and tests of compliance made as part of our audit of the general purpose financial statements. This report will include any reportable conditions to the extent they come to our attention. Reportable conditions are significant deficiencies in the design or operation of internal control which could adversely affect the County's ability to record, process, summarize and report financial data consistent with the assertions of management in the general purpose financial statements under audit.

### **OMB Circular A-133**

We will also perform audit procedures with respect to the County's major federal programs in accordance with the provisions of OMB Circular A-133. OMB Circular A-133 includes specific audit requirements, mainly in the areas of internal control and compliance with laws, regulations, contracts and grants, that exceed those required by *Government Auditing Standards*.

As part of our audit procedures performed in accordance with the provisions of OMB Circular A-133, we will perform tests to evaluate the effectiveness of the design and operation of internal controls that we consider relevant to preventing or detecting material noncompliance with laws, regulations, contracts and grants applicable to each of the County's major programs. The tests of internal control performed in accordance with OMB Circular A-133 are less in scope than would be necessary to render an opinion on internal control.

Compliance with laws, regulations, contracts and grants applicable to federal programs is the responsibility of management. We will perform tests of the County's compliance with certain provisions of laws, regulations, contracts and grants we determine to be necessary based on the *OMB Circular A-133 Compliance Supplement (Compliance Supplement)*. The procedures outlined in the *Compliance Supplement* are those suggested by each federal agency and do not cover all areas of regulations governing each program. Program reviews by federal agencies may identify additional instances of noncompliance.

As required by OMB Circular A-133, we will prepare a written report which (1) provides our opinion on the schedule of expenditures of federal awards in relation to the County's general purpose financial statements taken as a whole, (2) provides our opinion on compliance with laws, regulations, contracts and grant that could have a direct and material effect on a major federal program and (3) communicates our consideration of internal control over major federal programs.

In addition to the OMB Circular A-133 requirements to maintain internal control and comply with provisions of laws, regulations, contracts and grants applicable to federal programs as discussed above, OMB Circular A-133 also requires the County to prepare a:



Mr. June Pitchford  
Boone County, Missouri  
February 14, 2003  
Page 4

- Schedule of expenditures of federal awards;
- Summary schedule of prior audit findings;
- Corrective action plan; and
- Data collection form (Part I).

While we may be separately engaged to assist you in the preparation of these items, preparation is the responsibility of the County.

Certain provisions of OMB Circular A-133 allow a granting agency to request that a specific program be selected as a major program provided that the federal granting agency is willing to pay the incremental audit cost arising from such selection. The County agrees to notify KPMG of any such request by a granting agency and to work with KPMG to modify the terms of this letter as necessary to accommodate such a request.

#### **Other Engagement Issues**

Our reports on internal control and on compliance with laws, regulations, contracts and grants will indicate that they are intended solely for the information and use of the County Commissioner of Boone County, Missouri and management of the County and federal awarding agencies and pass-through entities and are not intended to be and should not be used by anyone other than these specified parties.

The County agrees that all records, documentation, and information we request in connection with our audit will be made available to us, that all material information will be disclosed to us, and that we will have the full cooperation of the County's personnel. As required by auditing standards generally accepted in the United States of America, we will make specific inquiries of management about the representations embodied in the general purpose financial statements and the effectiveness of internal control, and obtain a representation letter from management about these matters. The responses to our inquiries, the written representations, and the results of audit tests comprise the evidential matter we will rely upon in forming an opinion on the general purpose financial statements.

Management is responsible for adjusting the general purpose financial statements to correct material misstatements and for affirming to us in the representation letter that the effects of any unrecorded misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the general purpose financial statements being reported upon taken as a whole. Because of the importance of management's representations to the effective performance of our services, the County agrees to release KPMG and its personnel from any claims, liabilities, costs and expenses relating to our



Mr. June Pitchford  
Boone County, Missouri  
February 14, 2003  
Page 5

services under this letter attributable to any misrepresentations in the representation letter referred to above.

The work papers for this engagement are the property of KPMG. Pursuant to *Government Auditing Standards*, we are required to make certain work papers available to regulatory agencies upon request for their reviews of audit quality and for use by their auditors. In addition, we may be requested to make certain work papers available to regulators pursuant to authority given to it by law or regulation. Access to the requested work papers will be provided under supervision of KPMG personnel. Furthermore, upon request, we may provide photocopies of selected work papers to regulatory agencies. These regulatory agencies may intend, or decide, to distribute the photocopies or information contained therein to others, including other government agencies.

While the audit report may be sent to the County electronically by the KPMG engagement partner for the County's convenience, only the signed (electronically or manually) report constitutes the County's record copy.

Our professional fees for the December 31, 2002 audit of the County will be \$71,300. This fee includes all out-of-pocket fees. Additionally, our professional fee is based on our understanding that the County is responsible for preparing the general purpose financial statements, the individual and combining fund financial statements, and the introductory and statistical sections of the Comprehensive Annual Financial Report. It is also our understanding that the County will provide assistance in preparing lead sheets and audit schedules, typing of confirmations and other necessary correspondence, and gathering documentation for our review.

Additionally, these professional fees assume that the County will not have more than one federal awards program which is required to be audited as "major" in accordance with the Single Audit requirements. Should KPMG be required under OMB Circular A-133 to audit more than one major federal awards program for the year ended December 31, 2002, KPMG will revise our fees accordingly. Finally, this proposed fee does not include the implementation of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* (GASB 34). Should the County request assistance in implementing GASB 34, KPMG would renegotiate additional professional fees for such implementation assistance.

Circumstances encountered during the performance of these services that warrant additional time or expense could cause us to be unable to complete the audit within the above estimates. We will endeavor to notify you of any such circumstances as they are assessed.

In the event KPMG is requested pursuant to subpoena or other legal process to produce its documents relating to this engagement in judicial or administrative proceedings to which KPMG is not a party, the County shall reimburse KPMG at standard billing rates for its professional time and expenses, including reasonable attorney's fees, incurred in responding to such request.



Mr. June Pitchford  
 Boone County, Missouri  
 February 14, 2003  
 Page 6

As required by *Government Auditing Standards*, we have attached a copy of KPMG's most recent peer review report.

We shall be pleased to discuss this letter with you at any time. For your convenience in confirming these arrangements, we enclose a copy of this letter. Please sign and return it to us.

Very truly yours,

KPMG LLP

Jacqueline S. Dippel  
 Partner

pp

ACCEPTED:

BOONE COUNTY, MISSOURI

Authorized Signature

PRESIDING COMMISSIONER

Title

27 February 2003

Date

**CERTIFICATION:**

I certify that this contract is within the purpose of the appropriation to which it is charged and there is an unencumbered amount of such appropriation sufficient to pay the amount hereunder.

2/2/03  
 1190-71101

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

February Session of the February Adjourned Term. 20 03

In the County Commission of said county, on the 27<sup>th</sup> day of February 20 03

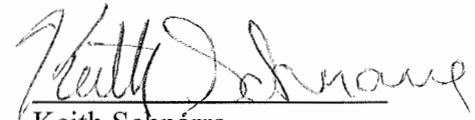
the following, among other proceedings, were had, viz:

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
1132-10100: Elections – Salaries	\$3,820.00	
1132-71100: Elections – Outside Services		\$3,820.00

Said budget revision is to cover costs for the November 2002 Election.

Done this 27<sup>th</sup> day of February, 2003.

  
 Keith Schnarre  
 Presiding Commissioner

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

ABSENT  
 Karen M. Miller  
 District I Commissioner

  
 Skip Elkin  
 District II Commissioner

# REQUEST FOR BUDGET REVISION

## BOONE COUNTY, MISSOURI

12/31/2002  
EFFECTIVE DATE

2002

FOR AUDITORS USE

87-2003

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Transfer From	Transfer To
											Decrease	Increase
1	1	3	2	1	0	1	0	0	ELECTIONS	SALARIES	3820.00	
1	1	3	2	7	1	1	0	0	ELECTIONS	OUTSIDE SERVICES		3820.00

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary): **TEMPORARY HELP FROM KELLY SERVICES COUNTY PERSONNEL DEPT WAS UNABLE TO SUPPLY ANY TEMP ASSISTANCE IN A SHORT TIME FRAME. SAID THE POSITIONS HAD TO BE ADVERTISED AND POSTED. GOT FINAL RULES AND FORMS ON A THURSDAY AND HAD TO COMPLY WITH COURT ORDERED CHANGES TO PROCEDURES IMMEDIATELY.**

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

[Signature]

Cover outside services

Requesting Official

**TO BE COMPLETED BY AUDITOR'S OFFICE**

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

Note: Payment for this expenditure was made on 12/3/02 from Dept 7525 Special Election Five. However, per Wendy Noren, this should have been charged to Dept 1132 Election & Registration. Expenditure will be moved to 1132 with journal entry after budget revision approval.

[Signature]

Auditor's Office

[Signature]

PRESIDING COMMISSIONER

ABSENT

DISTRICT I COMMISSIONER

[Signature]

DISTRICT II COMMISSIONER

**From:** June Pitchford  
**To:** Karen Miller; Keith Schnarre; Keith Schnarre; Skip Elkin  
**Date:** 2/24/03 1:19PM  
**Subject:** Budget Revision for **November 2002** County election costs

I hope to receive from Wendy and forward to you a budget revision needed to cover the County's election costs for the **November 2002** election (16 weeks ago).

Since we are well past the original deadlines I established for closing out FY 2002 ledger activity, it would be very helpful to my office and Kay's office if you would consider approving this budget revision at its first reading. Doing so would allow Kay and me to proceed with posting the final cash transactions pertaining to this election.

I appreciate your consideration for this and please let me know if you have any questions.

June

**CC:** Karen Frederick; Kay Murray



# PAYMENT REQUISITION

## BOONE COUNTY, MISSOURI

11/26/02

DATE

3007

New

VENDOR

NO.

**Kelly Temporary Services**

VENDOR NAME

1212 Solutions Center

ADDRESS

Chicago

CITY

PHONE #

IL 60677-1002

STATE ZIP

NOV 25 2002

### BID DOCUMENTATION

This field **MUST** be completed to demonstrate compliance with statutory bidding requirements.  
Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) attached (<\$750 to \$4,449)
- <\$750 No Bids Required (enter bid # below if you are purchasing from a bid, even if this purchase is <\$750)
- Professional Services (see Purchasing Policy Section 3-103)

#### Transaction Not Subject To Bidding For The Following Reason:

- Utility
- Travel
- Dues
- Refund
- Cooperative Agreement
- Other (Explain):
- Training
- Pub/Subscriptions
- Required Gov Payment
- Agency Fund Distribution

#

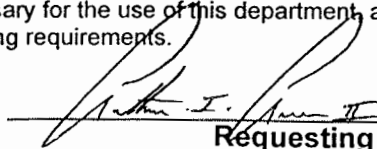
(Enter Applicable Bid / Sole Source / Emergency Number)

Fund	Department	Account	Invoice Number and Customer Account Number	Amount
	7 5 2 5	2 3 0 0 5	Special Election 5 Election Services Inv. #4430729	\$1,221.42
	7 5 2 5	2 3 0 0 5	Special Election 5 Election Services Inv. # 45308272	\$2,598.48
			<b>Total</b>	<b>\$3,819.90</b>

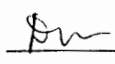
I certify that the goods, services or charges specified above are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.



County Commission Approval



Requesting Official



Auditor Approval

APSCR ACCOUNTS PAYABLE ONLINE - VIEW ONLY ADKAREN , , , 10:09:02  
 AP # 2002 8238 AP Date 12/02/2002 Separate N Hold N Finalized Y 2/26/03  
 Vendor 3007 KELLY TEMPORARY SERVICES Bid PROF SVCS  
 Check Number 96660 12/03/2002

pt.	Acct.	Invoice	Remittance Advice/Description	Amount Paid
7525	23005	44301729	CUST #109625-01	1,221.42
SPECIAL ELECTION FIVE				
ELECTION SUPPLIES				
7525	23005	45308272	CUST #109625-01	2,598.48
SPECIAL ELECTION FIVE				
ELECTION SUPPLIES				

F2=Key Scr F3=Exit Total AP Amount Bottom  
 F6=Show Vendor F8=Show PO 3,819.90  
 F10=Show Check F11=Switch Line Mode F13=Top F14=Bottom

2/26/2003

FY 2002  
Budget Amendments/Revisions  
Election & Registration (1132)

<u>Index #</u>	<u>Date Recd</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>	<u>Comments</u>
1	2/24/2003	1132	10100	Salaries & Wages		3,820	Cover outside services	
			71100	Outside Services	3,820			

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

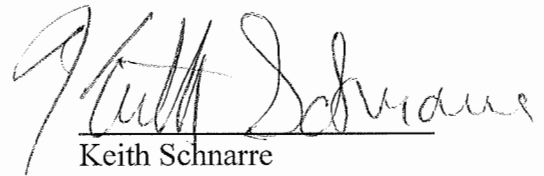
February Session of the February Adjourned

Term. 20 03

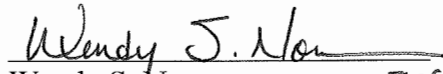
In the County Commission of said county, on the 27<sup>th</sup> day of February 20 03  
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the contract with the City of Columbia for Animal Control Services.


Done this 27<sup>th</sup> day of February, 2003.

  
Keith Schnarre  
Presiding Commissioner

ATTEST:

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

ABSENT  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

MAR 21 2003

88-2003

Boone County Commission  
**AGREEMENT**

THIS AGREEMENT, made and entered into this 27 day of February, 2003, by and between the City of Columbia, Missouri, a municipal corporation, hereinafter called the "City" and Boone County, Missouri, hereinafter called the "County,"

IN CONSIDERATION of the mutual covenants herein contained, it is hereby agreed by and between the Parties as follows:

1. The City agrees to provide the equivalent of two full-time (2 F.T.E) benefited animal control officers for services to Boone County residents living outside the corporate limits of the City. All officers so provided shall be suitably trained employees of the City.
2. The City will provide appropriate materials and supplies associated with supporting the personnel listed in paragraph 1. Items in this category include but are not limited to automotive fuel, automotive parts, and small tools.
3. The City has, from time to time, entered into contracts with the Central Missouri Humane Society, a Missouri not-for-profit corporation, for the provision of office space, telephone answering and dispatching, certain after-hours services, and kennel facilities. Copies of any such future contracts between the City and the Humane Society for these services during the term of this agreement shall be forwarded to the Boone County Commission for informational purposes.
4. Capital items previously purchased by the City to provide animal control services for Boone County, the cost of which has been reimbursed by the County, shall continue to be used to provide services under this agreement. Such items, however, shall be returned to the County within thirty (30) days of termination of this agreement unless the parties, by written agreement, provide otherwise.

5. The County shall reimburse City for the actual personnel costs of employees assigned to the County to fulfill its obligations under this agreement. The County shall pay City a proportionate share (33%) of the materials and supplies, utilities, travel and training, and other miscellaneous services and intra-governmental charges of the Animal Control division of the City's Health Department. The proportionate amount shall be determined by dividing the total cost for each such category by the number of City animal control officers and multiplying that number by the two full-time equivalent employees provided County under this agreement.

6. An estimate of the County's annualized cost under this agreement is set forth in Schedule A which is attached to and made a part of this agreement.

7. The parties agree that the City will bill the County on a quarterly basis for one-fourth of the total contract amount. By March 1, 2004, a final report will be prepared and will include appropriate accounting documentation for reconciliation purposes. A statistical report of services rendered by the City to the County will accompany each quarterly report. The County will not be obligated to render payment until such statistical report is received.

8. This agreement shall be in full force and effect during calendar year 2003; provided, however, that either party may terminate this agreement upon thirty (30) days written notice of the other party.

Certification:

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

Jane Pitchford by KF 2/20/03  
Boone County Auditor Date

1730-71900 #125,300.00

SCHEDULE A

**ANIMAL CONTROL**

Personnel (2 FTE)	\$85,846
Materials and Supplies	\$6,915
Training and Schools	\$539
Intra-governmental Charges	\$4,658
Utilities, Services, & Other Miscellaneous	\$27,342
Capital - Vehicle	\$0

**Total** ~~\$126,300~~

#125,300 KF

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their duly authorized officers as of the day and year first above written.

THE CITY OF COLUMBIA, MISSOURI

BY: Raymond A. Beck

Raymond A. Beck, City Manager

ATTEST:

Penny St. Romaine  
Penny St. Romaine, City Clerk

APPROVED AS TO FORM:

Fred Boeckmann  
Fred Boeckmann, City Counselor

BOONE COUNTY, MISSOURI

BY: Keith Schnarre  
Keith Schnarre, Presiding Commissioner

BY: ABSENT  
Karen Miller, District I Commissioner

BY: Skip Elkin  
Skip Elkin, District II Commissioner

ATTEST:

Wendy J. Noren  
Wendy Noren, County Clerk

APPROVED AS TO FORM:

John Patton  
John Patton, County Counselor



02/11/03

# PURCHASE REQUISITION BOONE COUNTY, MISSOURI

RECEIVED  
FEB 14 2003

DATE

5638

City of Columbia/Finance dept/Accounting Division

VENDOR NO.

VENDOR NAME

PHONE #

P.O. Box 6912  
ADDRESS

Columbia  
CITY

MO 65205  
STATE ZIP

88-2003

### BID DOCUMENTATION

This field **MUST** be completed to demonstrate compliance with statutory bidding requirements.  
Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) attached (>\$750 to \$4,449)
- <\$750 No Bids Required (enter bid # below if you are purchasing from a bid, even if this purchase is <\$750)
- Professional Services (see Purchasing Policy Section 3-103)

#### Transaction Not Subject To Bidding For The Following Reason:

- Utility
- Travel
- Dues
- Refund
- Cooperative Agreement
- Other (Explain):
- Training
- Pub/Subscriptions
- Required Gov Payment
- Agency Fund Distribution

#

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship To Department #

Bill To Department #

Department				Account				Item Description	Qty	Unit Price	Amount
1	7	3	0	7	1	9	0 0	1 <sup>st</sup> Contract Payment			31,325.00
								Animal Control			<del>31575.00</del>
								2 <sup>nd</sup> Contract Payment			31,325.00
								Animal Control			<del>31575.00</del>
								3 <sup>rd</sup> Contract Payment			31,325.00
								Animal Control			<del>31575.00</del>
								4 <sup>th</sup> Contract Payment			31,325.00
								Animal Control			<del>31575.00</del>
											125,300
								<b>Total</b>			<del>126300</del>
<b>CLERK'S OFFICE</b>											
*DO NOT UNSTAPLE THESE PAGES											
*THE ONLY ACTION NEEDED IS TO WRITE THE COMM ORDER # ON THE FORM AND RETURN TO AUDITOR'S OFFICE.											

I certify that the goods, services or charges specified above are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

*Cathy D Richards*  
Requesting Official

Auditor Approval *AS*

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

February Session of the February Adjourned

Term. 20 03

In the County Commission of said county, on the 27<sup>th</sup> day of February 20 03

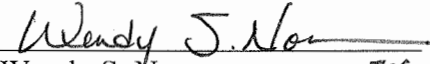
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby authorize the use of the Courthouse Grounds on Saturday, April 5, 2003 from 10:00 a.m. to 5:00 p.m. for Children's Day. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 27<sup>th</sup> day of February, 2003.

  
Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

ABSENT  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

89-2003

**APPLICATION FOR ORGANIZATIONAL USE OF  
BOONE COUNTY COURTHOUSE GROUNDS**

The undersigned organization hereby applies for a permit to use the Boone County Courthouse grounds as follows:

Description of Use: Setting up a stage for various performers for Children's Day, in cooperation with Sonya Bjork at Children's Hospital at the Kindred International Film Festival. The goal is to bring awareness to the community of the various ways artistic voices are expressed. We will have the 4<sup>th</sup> ranked yo-yois, a Broadway singer, a dance group from The Performing Arts Dance Studio and a free outside screening of Monsters, Inc. This is all sponsored by Zimmer Radio Group and the University of Missouri MSA/GPC as well.

Date(s) of Use: Saturday, April 5th

Time of Use: From: 10:00 AM a.m./p.m. thru 5:00 PM a.m./p.m.

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

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws and ordinances in using Courthouse grounds.
2. To remove all trash or other debris which may be deposited on the courthouse grounds by participants in the organizational use.
3. To repair or replace or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds.
4. To conduct its use of courthouse grounds in such a manner as to not unreasonably interfere with normal courthouse functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds as specified in this application.

Name of Organization: Kindred MPC, Inc. We are a 501 (c)(3) putting on The Kindred International Film Festival.

Organization Representative/Title: Brian J. Scroggs & Michael E. Seabaugh Co-Founders

Phone Number: (573) 424-9135

Date of Application: 2/19/03

**PERMIT FOR ORGANIZATIONAL USE OF COURTHOUSE GROUNDS**

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

ATTEST:

BOONE COUNTY, MISSOURI

Wendy J. No  
County Clerk

Keith Schuman  
County Commissioner

DATE: 02/27/2003

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

February Session of the February Adjourned

Term. 20 03

County of Boone

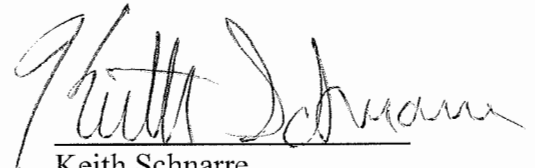
In the County Commission of said county, on the

27<sup>th</sup> day of February 20 03

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

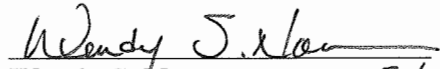
Now on this day, the County Commission of the County of Boone does hereby authorize the use of the Courthouse Grounds on Friday, September 26, 2003 at 4:00 p.m. through Sunday, September 28, 2003 at 8:00 p.m. for the Columbia Festival of the Arts. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 27<sup>th</sup> day of February, 2003.



Keith Schnarre  
Presiding Commissioner

ATTEST:

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

ABSENT  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

**COMMISSION AGENDA**  
Don Stamper, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Linda Vogt, District II Commissioner



Boone County Government Center  
801 East Walnut Room 24  
Columbia, MO 65201-772  
573-886-4305 • FAX 573-886-431

90-2003

# Boone County Commission

## APPLICATION FOR PERMIT FOR ORGANIZATION USE OF BOONE COUNTY COURTHOUSE GROUNDS

The undersigned organization hereby applies for a permit to use the Boone County Courthouse grounds as follows:  
Description of Use: Visual, performing, & literary arts festival

Date(s) of Use: Friday, September 26 through Sunday, September 28, 2003

Time of Use: From: Friday evening set-up from 4 p.m. a.m./p.m. through Sunday evening for clean-up until 8 p.m. a.m./p.m.

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

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and place of use and abide by all applicable laws and ordinances in using the Courthouse grounds.
2. To remove all trash or other debris which may be deposited on the Courthouse grounds by participants in the organizational use.
3. To repair or replace or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of Courthouse grounds.
4. To conduct its use of Courthouse grounds in such a manner as to not unreasonably interfere with normal Courthouse functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participation in or attending the organizational use on the Courthouse grounds as specified in this application.

Name of Organization: City of Columbia Office of Cultural Affairs  
Columbia Festival of the Arts

Organization Representative/Title: Kay Kielland, Cultural Program Specialist, OCA

Phone Number: (573) 874-6387

Date of Application: February 25, 2003

## PERMIT FOR ORGANIZATIONAL USE OF COURTHOUSE GROUNDS

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

ATTEST:

BOONE COUNTY, MISSOURI

Wendy J. Hov  
Clerk

[Signature]  
Commissioner

DATE: 02/27/2003

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

February Session of the February Adjourned

Term. 20 03

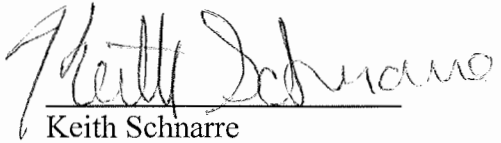
In the County Commission of said county, on the

27<sup>th</sup> day of February 20 03

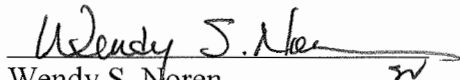
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby authorize the use of the Courthouse Grounds on Sunday, September 14, 2003 from 9:30 a.m. to 5:30 p.m. for Hispanic Heritage Month activities. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 27<sup>th</sup> day of February, 2003.

  
Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

ABSENT  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

Commission agenda

Keith Schnarre, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Step Elkin, District II Commissioner



Roger B. Wilson  
Boone County Government Center  
801 East Walnut Room 245  
Columbia, MO 65201-7732  
573-886-4305 • FAX 573-886-4311

# Boone County Commission

91-2003

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE GROUNDS

The undersigned organization hereby applies for a permit to use the Boone County Courthouse grounds as follows:

Description of Use: Hispanic Heritage Month activities

Date(s) of Use: Sept 14th

Time of Use: From: 9:30 a.m./p.m. thru 5:30 pm a.m./p.m.

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

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws and ordinances in using Courthouse grounds.
2. To remove all trash or other debris which may be deposited on the courthouse grounds by participants in the organizational use.
3. To repair or replace or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds.
4. To conduct its use of courthouse grounds in such a manner as to not unreasonably interfere with normal courthouse functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds as specified in this application.

Name of Organization: Hispanic Heritage Month Cultural Artistic + Literary Organization

Organization Representative/Title: Julio C. Loui Coordinator

Phone Number: (H) 446-1044 / W. 884-5590 411 Brewer DR  
COLUMBIA, MO

Date of Application: Feb 24th 2003 65203

### PERMIT FOR ORGANIZATIONAL USE OF COURTHOUSE GROUNDS

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

ATTEST:

BOONE COUNTY, MISSOURI

Wendy J. Elkin  
County Clerk

Keith Schnarre  
County Commissioner

DATE: 02/27/2003

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

February Session of the February Adjourned

Term. 20 03

In the County Commission of said county, on the 27<sup>th</sup> day of February 20 03

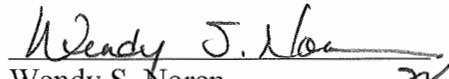
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby re-appoint Sarah A. Coats to the Boone County Senior Board for a four year term to expire on February 28, 2007.


Done this 27<sup>th</sup> day of February, 2003.

  
Keith Scharre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

ABSENT  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner



Keith Schnarre, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Skip Elkin District II Commissioner



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

reappoint for a 4 yr. term to  
on 2/28/2007 to represent  
Katy Township.

92-2003  
RECEIVED

# Boone County Commission

FEB 05 2003

## BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Boone County Commission

Board or Commission: Senior Board Term: 4 yrs.

Current Township: ~~Missouri~~ Katy Today's Date: 2-3-04

Name: Sarah A. Coats

Home Address: 4400 Old Barclay Ridge Rd Zip Code: 65502

Business Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: 445-3419 Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: sac1wemo@aol.com

Qualifications: 26 yr. with MO. Dept. of Senior Services - retired

Past Community Service: Senior Board, Community Services Advisory Council, Storm Water Task Force

References: Karen Miller

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

Sarah A. Coats  
Applicant Signature

Return Application To: Boone County Commission Office  
Boone County Government Center  
801 East Walnut, Room 245  
Columbia, MO 65201  
Fax: 573-886-4311