

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

May Session of the April Adjourned

Term. 20 08

In the County Commission of said county, on the

29th day of May 20 08

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

Now on this day the County Commission of the County of Boone does hereby accept the attached certification from the County Clerk and Election Authority regarding the formation of the Village of Yahweh under the provisions of 78.020 RSMo. as revised.

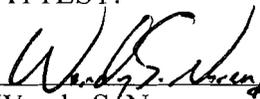
Pursuant to the provisions of 80.040 RSMo. as revised, the County Commission has a mandatory, not discretionary, duty to appoint 5 qualified residents to serve as the initial Board of Trustees if the incorporation of said Village is adopted by the qualified voters.

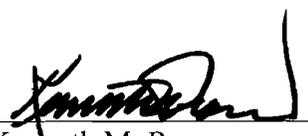
Now therefore, the County Commission hereby denies to place the issue of the incorporation of the Village of Yahweh until such time as the number of qualified voters is sufficient to allow the County Commission to meet its mandatory obligations under 80.040.

The Clerk is further directed to notify the petitioners to resubmit the petition at such time that the qualified voters is sufficient to allow the County Commission to constitute a Board of Trustees.

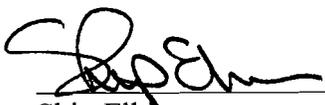
Done this 29th day of May, 2008.

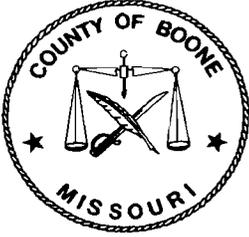
ATTEST:


Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner



**WENDY S. NOREN
BOONE COUNTY CLERK
801 E WALNUT RM 236
COLUMBIA, MO. 65201
573-886-4295 FAX 573-886-4300**

To the County Commission of the County of Boone:

I, Wendy S. Noren, hereby certify that the attached petition for incorporation of the Village of Yahweh contains the signatures of 2 registered voters. I further certify that within the boundaries of the proposed Village there are 4 registered voters.

I further certify that within the boundary of the proposed Village of Yahweh there are three(3) registered voters who are qualified to vote in an election. Our records indicate that one (1) inactive registered voter no longer resides within the boundaries of the proposed village and is not eligible to vote in an election until filing a signed statement confirming residency at an address in Boone County and within the boundaries of the proposed Village. Pursuant to state and federal law, this voter is included in the total number of registered voters until after the November, 2010 General Election unless the voter requests removal in writing or registers to vote in another jurisdiction.

I further certify that the petition submitted constitutes at least 15% of the registered voters of the proposed Village of Yahweh.

Given under my hand and seal this 21st day of May, 2008.

**Wendy S. Noren
Boone County Clerk**

(SEAL)

IN THE COUNTY COMMISSION OF BOONE, STATE OF MISSOURI

IN RE: INCORPORATION OF THE VILLAGE OF YAHWEH (YĀ' WĀ)

PETITION FOR INCORPORATION OF VILLAGE OF YAHWEH
(Section 72.080 Revised Statutes of Missouri 2007)

COMES NOW the undersigned, being more than fifteen percent of the registered voters in the area proposed to be incorporated and hereinafter described and located in Section 20 of Township 51 North, Range 12 West, in Boone County, Missouri, and hereby petition the County Commission to establish a village, pursuant to Section 72.080 (2007) of the Revised Statutes of Missouri, and further state as follows:

1. That the undersigned hereby petitions the County Commission of Boone County, Missouri, to incorporate as a village to be known as the Village of YAHWEH, Missouri, within the following described area described in metes and bounds as follows:

Legal description in metes and bounds described on Exhibits A, B and C attached hereto and made a part hereof, and a plat thereof, attached hereto and attached as Exhibits D, E and F.

2. That the estimated population of the area sought to be incorporated is less than one hundred (100) inhabitants and approximately five (5) in number, and that the approximate assessed valuation of all real estate is Two Hundred Sixty Thousand Five Hundred Nineteen Dollars (\$260,519) and the personal property is Zero dollars (\$0.00) within the area.
3. That the area to be incorporated is not adjacent to or within two (2) miles of any existing city.
4. That there are fewer than 100 residents in the area to be incorporated therefore a declaration of the ability to furnish municipal services to the area is not necessary.
5. The undersigned further pray the Honorable County Commission of Boone County, Missouri, that they be incorporated as the Village of YAHWEH, Missouri. Your Petitioners further state that it is in the best interest of all parties concerned with the area hereinbefore described to be incorporated as a village.

6. That the undersigned further petition the Commission for the County of Boone, State of Missouri, that the question of incorporation be submitted to the voters at the next election.

Dated this 8th day of January, 2007

Registered Voters Signatures:

Farrel Pride 20151 N. Rt V, Sturgeon MO 65284 38
PRINT NAME PRINT ADDRESS AGE

Signature: Farrel Pride Date: 1-8-2008

VALERIE K. PRIDE 20151 N. RT V, STURGEON MO 65284 36 yrs.
PRINT NAME PRINT ADDRESS AGE

Signature: Valerie K. Pride Date: 1-8-2008

EXHIBIT A

A PORTION OF THE NORTH 660' OF THE SOUTHEAST QUARTER (SE 1/4) OF SECTION TWENTY (20), TOWNSHIP 51 NORTH, RANGE 12 WEST, BOONE COUNTY, MISSOURI, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A 1" IRON PIPE FOUND AT THE EAST 1/4 CORNER OF SECTION 20, TOWNSHIP 51 NORTH, RANGE 12 WEST, AS SHOWN BY THE SURVEY RECORDED IN BOOK 975, PAGE 405; THENCE S00°37'15"W ALONG THE EAST LINE OF SAID SECTION 20, A DISTANCE OF 305.63' TO A 1/2" IRON ROD SET THE INTERSECTION WITH THE SOUTH RIGHT OF WAY OF STATE ROUTE "V" AND THE POINT OF BEGINNING;

THENCE CONTINUE ALONG SAID EAST SECTION LINE S00°37'15"W, A DISTANCE OF 354.52' TO A 3/4" IRON PIPE FOUND;
THENCE LEAVING SAID EAST SECTION LINE N88°10'00"W, A DISTANCE OF 415.83' TO A 1/2" IRON ROD SET;
THENCE LEAVING SAID SOUTH LINE N20°44'45"E, A DISTANCE OF 244.00 FEET TO A 1/2" IRON ROD SET;
THENCE N52°59'50"W, A DISTANCE OF 149.70 FEET TO A 1/2" IRON ROD SET;
THENCE N85°15'55"W, A DISTANCE OF 697.63 FEET TO A 1/2" IRON ROD SET;
THENCE N00°52'50"E, A DISTANCE OF 307.67 FEET TO A 1/2" IRON ROD SET AT THE INTERSECTION WITH THE EAST-WEST QUARTER SECTION LINE;
THENCE ALONG SAID QUARTER SECTION LINE S88°10'00"E, A DISTANCE OF 804.93 FEET TO A 1/2" IRON ROD SET AT THE INTERSECTION WITH THE SOUTHWESTERLY RIGHT OF WAY OF STATE HIGHWAY "V";
THENCE ALONG SAID RIGHT OF WAY 46.81' ALONG A 985.01' RADIUS CURVE TO THE LEFT (HAVING A CHORD BEARING OF S35°18'55"E AND A CHORD DISTANCE OF 46.81') TO A 1/2" IRON ROD SET;
THENCE CONTINUE ALONG SAID RIGHT OF WAY S53°19'25"W, A DISTANCE OF 5.00 FEET TO A 1/2" IRON ROD SET;
THENCE 421.99' ALONG A 990.01' RADIUS CURVE TO THE LEFT (HAVING A CHORD BEARING OF S48°53'15"E AND A CHORD DISTANCE OF 418.80') TO THE POINT OF BEGINNING;

THE ABOVE TRACT OF LAND CONTAINS 10.09 ACRES, MORE OR LESS, AND IS A PORTION OF THE SAME LAND DESCRIBED BY DEED RECORDED IN BOOK 1861, PAGE 618 OF THE BOONE COUNTY RECORDS. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD OR NOT OF RECORD, IF ANY.

EXHIBIT B

A PORTION OF THE NORTH 660' OF THE SOUTHEAST QUARTER (SE 1/4) OF SECTION TWENTY (20), TOWNSHIP 51 NORTH, RANGE 12 WEST, BOONE COUNTY, MISSOURI, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A 1" IRON PIPE FOUND AT THE EAST 1/4 CORNER OF SECTION 20, TOWNSHIP 51 NORTH, RANGE 12 WEST, AS SHOWN BY THE SURVEY RECORDED IN BOOK 975, PAGE 405; THENCE S00°37'15"W ALONG THE EAST LINE OF SAID SECTION 20, A DISTANCE OF 660.15' TO A 3/4" IRON PIPE FOUND AT THE SOUTHEAST CORNER OF THE NORTH 660' OF THE NORTHEAST QUARTER OF SAID SECTION 20; THENCE LEAVING SAID EAST SECTION LINE N88°10'00"W ALONG THE SOUTH LINE OF SAID NORTH 660 FEET, A DISTANCE OF 415.83' TO A 1/2" IRON ROD SET AT THE POINT OF BEGINNING;

THENCE LEAVING SAID SOUTH LINE N20°44'45"E, A DISTANCE OF 244.00 FEET TO A 1/2" IRON ROD SET;

THENCE N52°59'50"W, A DISTANCE OF 149.70 FEET TO A 1/2" IRON ROD SET;

THENCE N85°15'55"W, A DISTANCE OF 697.63 FEET TO A 1/2" IRON ROD SET;

THENCE N00°52'50"E, A DISTANCE OF 307.67 FEET TO A 1/2" IRON ROD SET AT THE INTERSECTION WITH THE EAST-WEST QUARTER SECTION LINE;

THENCE N88°10'00"W ALONG SAID QUARTER SECTION LINE, A DISTANCE OF 1,549.11 FEET TO A 1/2" IRON ROD SET AT THE CENTER OF SAID SECTION 20;

THENCE S01°04'30"W ALONG THE NORTH-SOUTH QUARTER SECTION LINE, A DISTANCE OF 660.06 FEET TO A 1/2" IRON PIPE FOUND;

THENCE LEAVING THE NORTH-SOUTH QUARTER SECTION LINE S88°10'00"E, A DISTANCE OF 2,285.52' TO THE POINT OF BEGINNING;

THE ABOVE TRACT OF LAND CONTAINS 29.38 ACRES, MORE OR LESS, AND IS A PORTION OF THE SAME LAND DESCRIBED BY DEED RECORDED IN BOOK 1861, PAGE 618 OF THE BOONE COUNTY RECORDS. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD OR NOT OF RECORD, IF ANY.

EXHIBIT C

A PORTION OF THE NORTH HALF (N 1/2) OF SECTION TWENTY (20), TOWNSHIP 51 NORTH, RANGE 12 WEST, BOONE COUNTY, MISSOURI, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 5/8" IRON ROD FOUND AT THE CENTER OF SECTION 20;

THENCE S88°10'10"E, ALONG THE QUARTER-SECTION LINE A DISTANCE OF 2,354.03' TO THE WEST RIGHT-OF-WAY OF STATE ROUTE V;

THENCE NORTHERLY ALONG SAID RIGHT-OF-WAY 549.15' ALONG AN ARC TO THE RIGHT WITH A RADIUS OF 985.01', AND A CHORD THAT BEARS N17°58'55"W, A DISTANCE OF 542.07' TO A 1/2" IRON ROD SET;

THENCE CONTINUE ALONG SAID RIGHT-OF-WAY N02°00'40"W, A DISTANCE OF 197.24' TO A 1/2" IRON ROD SET;

THENCE LEAVING SAID RIGHT-OF-WAY S90°00'00"W, A DISTANCE OF 3,496.58' TO A 1/2" IRON ROD SET;

THENCE S02°10'10"W, A DISTANCE OF 586.59' TO THE QUARTER-SECTION LINE AND A 1/2" IRON ROD SET;

THENCE S87°48'25"E, ALONG SAID QUARTER-SECTION LINE, A DISTANCE OF 1,341.21' TO THE POINT OF BEGINNING.

THE ABOVE TRACT OF LAND CONTAINS 53.06 ACRES, MORE OR LESS, AND IS A PORTION OF THE SAME LAND DESCRIBED BY DEED RECORDED IN BOOK 665, PAGE 784 OF THE BOONE COUNTY RECORDS. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD OR NOT OF RECORD, IF ANY.

IN THE COUNTY COMMISSION OF BOONE, STATE OF MISSOURI

IN RE: INCORPORATION OF THE VILLAGE OF YAHWEH (YĀ' WĀ)

ADDENDUM TO THE PETITION FOR INCORPORATION OF VILLAGE OF YAHWEH
(Section 72.080 Revised Statutes of Missouri 2007)

COMES NOW the undersigned, being more than fifteen percent of the registered voters in the area proposed to be incorporated and hereinafter described and located in Section 20 of Township 51 North, Range 12 West, in Boone County, Missouri, and hereby petition the County Commission to establish a village, pursuant to Section 72.080 (2007) of the Revised Statutes of Missouri, and further state as follows:

1. That the undersigned filed a petition on or about January 9, 2008 requesting the incorporation of a village to be known as the Village of YAHWEH, Missouri, which was submitted and met the requirements of Section 72.080 Revised Statutes of Missouri 2007 in their entirety.
2. That petitioners have been advised by legal counsel for Boone County, Missouri, that in order for clarification the County would like to have an additional metes and bounds description of the area to be incorporated. Said additional metes and bounds description would contain only the metes and bounds description of the outer boundary line of the proposed area to be incorporated, and would provide a unifying perimeter boundary for said village.
3. That in order to comply with the County's request, the petitioners hereby file this addendum and incorporate it into their original petition, making it a part thereof.
4. Legal description in metes and bounds for the perimeter unifying boundary line and plat thereof, are hereby incorporated into the original petition filed on or about January 9, 2008, and attached hereto as exhibit G.
5. That the undersigned further petition the Commission for the County of Boone, State of Missouri, that the question of incorporation be submitted to the voters at the next election.

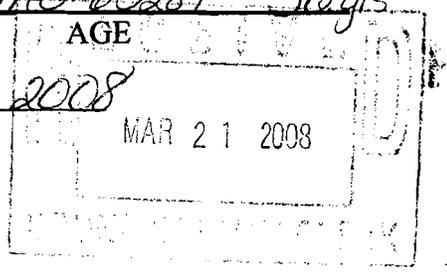
Registered Voters Signatures:

Farrel Gene Pride 20151 N. R+V Sturgeon MO 65284 39
PRINT NAME PRINT ADDRESS AGE

Signature: Farrel Gene Pride Date: March 20, 2008

VALERIE KAY PRIDE 20151 N. R+V, STURGEON MO 65284 36yrs
PRINT NAME PRINT ADDRESS AGE

Signature: Valerie K. Pride Date: March 20, 2008



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

May Session of the April Adjourned

Term. 20 08

In the County Commission of said county, on the 29th day of May 20 08

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

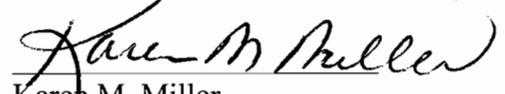
Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the Victims of Crime Act Grant renewal application.

Done this 29th day of May, 2008.

ATTEST:


Wendy S. Moren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner



Office of the Boone County Prosecuting Attorney

DANIEL K. KNIGHT, Prosecutor

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

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

DATE: May 21, 2008

TO: Commissioner Pearson
Commissioner Miller
Commissioner Elkin

FROM: Daniel Knight
Boone County Prosecuting Attorney

A handwritten signature in black ink that reads "Daniel K. Knight".

RE: Victims of Crime Act (VOCA) Grant Renewal Application

I respectfully request your approval to apply for continuing funds for our Victim Response Team from the Department of Public Safety. The Victim Response Team is a continuing collaboration of agencies in Boone County dedicated to serving crime victims. To date in this grant cycle the Prosecutor's Office Victim Response Team has provided services to over 1500 victims.

We have been receiving grant funds from VOCA since 1993. The federal share request is \$45,749.68 and the local match is \$11,437.42. The matching funds are derived from the salary of our Victim Assistant.

The grant funds will be used for the salary of our Victim Specialist.

If you have any questions, please feel free to contact Bonnie Adkins.

Thank you for your consideration of this request.



APPLICATION FOR FUNDING

Missouri Department of Public Safety
Office of the Director
P.O. Box 749
Jefferson City, MO 65102

1-573-751-4905
website: www.dps.mo.us



SECTION 1 - INSTRUCTIONS This application must be typewritten. Please refer to the enclosed instructions to complete this form.

SECTION 2 - GRANT PROGRAMS

- VOCA - Victims of Crime Act
JAG - Justice Assistance Grant
CLAP - Crime Lab Assistance Program
Title V - Delinquency & Youth Violence Prevention
EUDL - Enforcing Underage Drinking Laws
SSVF - State Services to Victims Fund
MCLUP - Mo. Crime Lab Upgrade Program
LLEBG/JAG - Local Law Enforcement Block Grant/JAG
Title II - Juvenile Justice Formula Grants
Paul Coverdell National Forensic Sciences Grant
STOP - Stop Violence Against Women Grant Program
RSAT - Residential Substance Abuse & Treatment Program
LGSD - Local Government School District Program
JAIBG - Juvenile Accountability Incentive Block Grant
ICCG - Internet Cyber Crime Grant

SECTION 3 - APPLICANT AGENCY

AGENCY: Boone County Prosecuting Attorney
ADDRESS: 705 E. Walnut Street
CITY: Columbia, STATE: MO, ZIP: 65201
Faith-Based (Religiously Affiliated) Organization? Yes [] No [x]

SECTION 8 - PROJECT TITLE

VICTIM RESPONSE TEAM

SECTION 9 - TYPE OF APPLICATION

- [] New [] Revised [] Renewal [x] Continuation

SECTION 10 - CURRENT CONTRACT NUMBER(S)

2005-VOCA-0098

SECTION 4 - APPLICANT AUTHORIZED OFFICIAL

NAME: Kenneth Pearson
FAX: 573-886-4311
PHONE: 573-886-4305

SECTION 11 - APPLICANT AGENCY'S FEDERAL TAX I.D. #

43-6000349

TITLE: Presiding Commissioner

SECTION 12 - PROGRAM CATEGORY

AGENCY: 801 E. Walnut Street

SECTION 13 - CONTRACT PERIOD

BEGINNING DATE 10 1 2008 ENDING DATE 9 31 2009

CITY: Columbia, STATE: MO, ZIP: 65201

SECTION 5 - APPLICANT PROJECT DIRECTOR

NAME: Bonnie J. Adkins
FAX: 573-886-4148
PHONE: 573-886-4112

SECTION 14 - TYPE OF PROJECT

- [] Statewide [] Regional [x] Local

TITLE: Office Administrator
E-Mail Address: badkins@boonecountymo.org

SECTION 15 - PROGRAM INCOME

Will Program Income be generated? [] Yes [x] No

AGENCY: Boone County Prosecuting Attorney

SECTION 16 - BUDGET

TOTAL COST

ADDRESS: 705 E. Walnut Street
CITY: Columbia, STATE: MO, ZIP: 65201-4485

PERSONNEL 57,187.10

VOLUNTEER MATCH

TRAVEL

EQUIPMENT

SUPPLIES/OPERATIONS

CONTRACTUAL

RENOVATION/CONSTRUCTION

TOTAL PROJECT COSTS 57,187.10

SECTION 6 - APPLICANT FISCAL OFFICER

NAME: Kay Murray
FAX: 573-886-4369
PHONE: 573-886-4365

FEDERAL/STATE SHARE 80 % 45,749.68

LOCAL MATCH SHARE 20 % 11,437.42

TITLE: Boone County Treasurer

SECTION 17 - AUTHORIZED OFFICIAL'S SIGNATURE

AGENCY: Boone County Treasurer's Office

ADDRESS: 801 E. Walnut Street Room 112

CITY: Columbia, STATE: MO, ZIP: 65201

SECTION 7 - NON-PROFIT BOARD CHAIRPERSON (IF APPLICABLE)

NAME: N/A
FAX:
PHONE:

TITLE:

AGENCY:

ADDRESS:

CITY: STATE: ZIP:

Signature: [Handwritten Signature] Date: 5/20/08

PERSONNEL		PROJECT TITLE: Victim Response Team				
INSTRUCTIONS		APPLICANT AGENCY:				
1. Include all personnel to be employed on the proposed project. 2. Under Title or Position , list each proposed position. 3. Under Name of the Individual , list the name of the person who will fill each proposed position (if known) 4. Show Gross Monthly Salary for each individual and show the Percent Of Time to be devoted to this grant-funding project. 5. The Total Costs should be calculated as follows: (Salary/Month) x (% of Time on Grant) x (Months to be employed).		6. Under the Fringe Benefits section, identify the particular benefits such as social security, workers' compensation, medical insurance, etc. If dental and vision insurance are not included in the health insurance premium they should be listed separately. All fringe benefits provided must be itemized. 7. Under the cloumn entitled Basis for Cost Estimate , enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the Total Cost column.				
Title or Position	Name of Individual	Salary Per Month	PT or FT	% Of Time On Project	Months To Be Employed	Total Costs
Victim Specialist	Mark Koch	3,812.47	FT	100%	12.00	45,749.68
Victim Assistant	Joyce Thomassen	953.12	FT	100.00	12.00	11,437.42
SUBTOTAL						\$ 57,187.10
FRINGE BENEFITS		BASIS FOR COST ESTIMATE				
F.I.C.A. & Medicare (.0765)						
PENSION/RETIREMENT						
LIFE INSURANCE						
MEDICAL INSURANCE						
UNEMPLOYMENT COMPENSATION						
WORKERS' COMPENSATION LIAB.						
OTHER (PLEASE IDENTIFY)						
SUBTOTAL						\$
State/Federal Share	\$	45,749.68	TOTAL PERSONNEL COSTS		\$	57,187.10
Local Match Share	\$	11,437.42				

PERSONNEL INFORMATION

Grant Project Staff Only

Staff Member	Brief List of Experience and Current Job Responsibilities
1. <u>Mark Koch</u> (Name) <u>Victim Specialist</u> (Title)	Registered/licensed Occupational Therapist. Has extensive experience working w/domestic & sexual violence. Responsibilities include crisis intervention w/rape & dom viol victims, brief counseling 2/parents of sexually abused children, social services referrals, assist victims of asslt, sex offenses, stalking, murder & kidnapping. Provide victims w/info about Crime Victims Comp & assist w/Victim Impact Statements.
2. <u>Joyce Thomassen</u> (Name) <u>Victim Assistant</u> (Title)	Bachelor of Arts in Psychology w/minor in Education. Responsible for assisting victims of property crimes. i.e. burglary, stealing, robbery, forgery, property damage as well as domestic and sexual violence. Orient victims to the judicial process and refer to social services providers. Assist victims w/information about Crime Victims Comp and assist w/Victim Impact Statements.
3. _____ (Name) _____ (Title)	
4. _____ (Name) _____ (Title)	
5. _____ (Name) _____ (Title)	
6. _____ (Name) _____ (Title)	

JOB DESCRIPTION

BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

VICTIM SPECIALIST
VICTIM RESPONSE TEAM
STATUS: FULL-TIME

RESPONSIBILITIES:

The responsibilities of the Crime Victim Specialist in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Contact and assist victims of crime and their families with problems related to the crime.
- Provide crisis counseling to victims in situational crisis, i.e. victims of rape, victims of domestic violence and families of homicide victims.
- Provide brief counseling for parents of children who have been sexually abused.
- Assess needs of victims of crime, provide support and recommend and locate community resources for services.
- Maintain a high degree of cooperation and communication with community agencies and individuals who work with sexually abused children and adults as well as domestic violence services.
- Review all new case files to identify victims, with special emphasis on child victims of crime, sexual assault, domestic violence and victims of DWI accidents.
- Interview and provide emotional support for victims of crime.
- Consult and collaborate with attorneys, investigators and other staff members regarding care, problems and solutions for victims of crime.
- Orient victims to the judicial process.
- Provide information to victims with regard to all court appearances and case status.
- Orient child victims to courtroom practices, procedures and personnel.
- Assist victims with all forms and applications for Crime Victim's Compensation Fund.
- Escort victims to court.
- Supervise social work student interns, including training, consultation and performance evaluation.
- Advise victims of their right to appear personally or by counsel at the final sentencing.
- Advise victims of final disposition of their case.
- Provide information of post-conviction activity by Board of Probation & Parole.
- Provide victims with program evaluation forms and respond to internal and state evaluations.
- Document services provided to victims of crime.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Masters degree in social work, counseling or psychology or equivalent combination of education and experience.

Minimum of 2 years experience in related field

Excellent oral and written communication skills

Ability to communicate and provide brief counseling for children & adults

Educated in cultural awareness and possess the ability to communicate and be non-biased to others who may have a different ethnic, socio-economic background, race or religion.

Thorough knowledge of the judicial process

Thorough knowledge of the issues of domestic violence.

Thorough knowledge of the issues of sexual assault for both adults and children.

Knowledge of local area referral services.

Ability to work independently as well as part of a team to meet the needs of victims of crime.

JOB DESCRIPTION

BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

VICTIM ASSISTANT
VICTIM RESPONSE TEAM
STATUS: FULL-TIME

RESPONSIBILITIES:

The responsibilities of the Victim Assistant in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Review new case files to identify victims of property crimes.
 - Provide assistance for victims of burglary, robbery, stealing, property damage, receiving stolen property, tampering, arson, and leaving the scene.
 - Act as the liaison between the attorney and victims of property crimes.
 - Contact property crime victims and provide them with a victim information packet.
 - Advise property crime victims of their rights.
 - Orient victims to the judicial process.
 - Responsible for coordination and supervision of the Volunteer Program.
 - Contact the victim, inform them that the case was filed and that the court will be requesting restitution and they need to provide documentation to prove their loss to assist us including estimates, repairs, insurance documentation.
 - Determine who the victim's insurance company is, if they submitted a claim and what their deductible is.
 - Make contact with the victim's insurance company. Get documentation from that insurance company regarding payment on the claim.
 - Complete proper documentation forms for restitution and create victim file to be filed in main office files.
 - If case is disposed when restitution is finally determined send memo to judge and Clerk's Office
 - Assist property crime victims in filling out Victim Impact Form.
 - Expedite the return of personal property.
 - Refer victims to the Crime Victim Specialist as needed.
 - Communicate to victims of property crimes the final disposition of their case.
 - Provide property crime victims with program evaluation forms.
 - Provide confidential victim information (name, address) to Missouri Department of Corrections for notification of victim's rights relative to the parole process if applicable.
- ***Any other duties as designated by the Chief Investigator, Office Administrator or Prosecuting Attorneys.***

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Minimum of 4 years related experience, or combination of education & experience

Supervisory and victim related experience preferred
High School Diploma or equivalent
Excellent oral and written communication skills
Educated in cultural awareness and possess the ability to communicate and be non-biased to others who may have a different ethnic, socio-economic background, race or religion.
Thorough knowledge of the judicial process
Ability to work independently as well as part of a team to meet the needs of victims of crime.

Prosecuting Attorney

Dept. No. 1261

Annual Budget

1261 PROSECUTING ATTORNEY
100 GENERAL FUND

ACCT	DESCRIPTION	2006 ACTUAL	2007 BUDGET + REVISIONS	2007 PROJECTED	2008 CORE REQUEST	2008 SUPPLEMENTAL REQUEST	2008 ADOPTED BUDGET	%CHG FROM PY BUD
3411	FEDERAL GRANT REIMBURSE	67,725	67,725	67,725	64,252	0	64,252	5-
	SUBTOTAL *****	67,725	67,725	67,725	64,252	0	64,252	5-
	CHARGES FOR SERVICES							
3528	REIMB PERSONNEL/PROJECTS	28,902	28,900	30,202	30,202	0	30,202	4
3560	COLLECTION FEES	21,300	25,000	28,000	30,000	0	30,000	20
3574	P.A. FEES	144,944	152,860	120,000	130,000	0	130,000	14-
	SUBTOTAL *****	195,146	206,760	178,202	190,202	0	190,202	8-
	MISCELLANEOUS							
3826	PRIOR YEAR COST REPAYMENT	0	0	10,032	0	0	0	0
	SUBTOTAL *****	0	0	10,032	0	0	0	0
	TOTAL REVENUES *****	262,871	274,485	255,959	254,454	0	254,454	7-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	1,082,955	1,111,512	1,089,220	1,118,402	0	1,118,402	0
10110	OVERTIME	23,127	22,000	29,400	29,500	0	29,500	34
10120	HOLIDAY WORKED	192	400	750	750	0	750	87
10200	FICA	81,210	86,744	82,398	87,871	0	87,871	1
10300	HEALTH INSURANCE	106,020	106,020	106,020	106,020	0	106,020	0
10325	DISABILITY INSURANCE	5,528	4,074	4,100	4,224	0	4,224	3
10350	LIFE INSURANCE	812	870	1,170	1,182	0	1,182	35
10375	DENTAL INSURANCE	7,254	7,945	7,945	7,945	0	7,945	0
10400	WORKERS COMP	7,352	7,598	7,598	7,946	0	7,946	4
10500	401(A) MATCH PLAN	9,950	13,057	8,513	13,057	0	13,057	0
10510	CERF-EMPLOYER PD CONTRIBUTION	3,574	2,542	2,830	0	0	3,000	18
10600	UNEMPLOYMENT BENEFITS	0	3,971	4,000	0	0	0	0
	SUBTOTAL *****	1,327,977	1,366,733	1,343,944	1,376,897	0	1,379,897	0
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	18,876	17,670	17,670	18,106	0	18,106	2
23000	OFFICE SUPPLIES	8,501	14,312	14,300	13,860	0	13,860	3-
23001	PRINTING	2,287	3,800	3,800	1,125	0	1,125	70-
23050	OTHER SUPPLIES	251	250	125	250	0	250	0
23300	UNIFORMS	0	0	75	75	0	75	0
23850	MINOR EQUIP & TOOLS (<\$1000)	603	250	392	250	0	250	0
	SUBTOTAL *****	30,521	36,282	36,362	33,666	0	33,666	7-
	DUES TRAVEL & TRAINING							
37000	DUES	3,915	3,735	3,735	3,835	0	3,835	2
37200	SEMINARS/CONFEREN/MEETING	1,245	3,190	2,500	2,770	0	2,770	13-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,032	2,280	1,200	1,197	0	1,197	47-
37230	MEALS & LODGING-TRAINING	3,355	2,322	2,800	3,825	0	3,825	64
	SUBTOTAL *****	9,548	11,527	10,235	11,627	0	11,627	0
	UTILITIES							
48000	TELEPHONES	11,365	13,625	13,625	13,625	0	13,625	0
48050	CELLULAR TELEPHONES	1,270	1,560	800	1,068	0	1,068	31-
	SUBTOTAL *****	12,636	15,185	14,425	14,693	0	14,693	3-
	VEHICLE EXPENSE							
59000	MOTORFUEL/GASOLINE	5,125	6,260	5,760	5,760	2,080	7,840	25
59030	MOTOR VEHICLE LICENSE FEE	80	90	115	74	37	74	17-
59100	VEHICLE REPAIRS	1,069	1,500	750	800	0	800	46-
59105	TIRES	0	150	150	150	0	150	0
59200	LOCAL MILEAGE	1,058	750	1,250	1,250	0	1,250	66
59201	SPECIAL MILEAGE	132	100	100	100	0	100	0
	SUBTOTAL *****	7,466	8,850	8,125	8,134	2,117	10,214	15
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	3,902	3,453	3,453	3,453	0	3,453	0
60200	EQUIP REPAIRS/MAINTENANCE	0	200	200	200	0	200	0
	SUBTOTAL *****	3,902	3,653	3,653	3,653	0	3,653	0
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	0	225	330	165	0	165	26-
71100	OUTSIDE SERVICES	45	1,000	500	1,000	0	1,000	0
71500	BUILDING USE/RENT CHARGE	139,760	139,020	139,020	139,020	0	139,020	0
71600	EQUIP LEASES & METER CHRG	317	300	212	205	0	205	31-
	SUBTOTAL *****	140,122	140,545	140,062	140,390	0	140,390	0

Prosecuting Attorney

Dept. No. 1261

1261 PROSECUTING ATTORNEY
100 GENERAL FUND

ACCT	DESCRIPTION	2006 ACTUAL	2007 BUDGET + REVISIONS	2007 PROJECTED	2008 CORE REQUEST	2008 SUPPLEMENTAL REQUEST	2008 ADOPTED BUDGET	%CHG FROM FY BUD
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	1,570	0	0	0	0	0	0
91300	MACHINERY & EQUIPMENT	0	600	489	0	0	0	0
91400	AUTO/TRUCKS	0	0	0	0	17,106	0	0
92000	REPLCMENT OFFICE EQUIP	12,279	0	0	0	0	0	0
92100	REPLCMENT FURN & FIXTURES	2,545	0	0	0	0	0	0
92400	REPLCMENT AUTO/TRUCKS	0	13,200	12,968	0	0	0	0
	SUBTOTAL *****	16,394	13,800	13,457	0	17,106	0	0
	TOTAL EXPENDITURES *****	1,548,569	1,596,575	1,570,263	1,589,060	19,223	1,594,140	0

Decimal values have been truncated.

Victim Witness

Dept. No. 1262

Annual Budget

1262 VICTIM WITNESS
100 GENERAL FUND

ACCT	DESCRIPTION	2006 ACTUAL	2007 BUDGET + REVISIONS	2007 PROJECTED	2008 CORE REQUEST	2008 SUPPLEMENTAL REQUEST	2008 ADOPTED BUDGET	%CHG FROM PY BUD
3411	INTERGOVERNMENTAL REVENUE FEDERAL GRANT REIMBURSE	52,594	40,775	40,722	34,312	0	34,312	15-
	SUBTOTAL *****	52,594	40,775	40,722	34,312	0	34,312	15-
	CHARGES FOR SERVICES							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	52,594	40,775	40,722	34,312	0	34,312	15-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	109,233	111,062	107,338	111,699	0	100,654	9-
10110	OVERTIME	163	300	900	900	0	900	200
10200	FICA	7,882	8,519	7,927	8,613	0	5,153	39-
10300	HEALTH INSURANCE	14,277	14,250	14,250	14,250	0	9,500	33-
10325	DISABILITY INSURANCE	494	401	412	412	0	244	39-
10350	LIFE INSURANCE	108	117	159	159	0	106	9-
10375	DENTAL INSURANCE	977	1,068	1,068	1,068	0	712	33-
10400	WORKERS COMP	563	575	575	590	0	350	39-
10500	401(A) MATCH PLAN	1,300	1,755	1,275	1,755	0	1,105	37-
10510	CERF-EMPLOYER PD CONTRIBUTION	816	1,239	41	0	0	0	0
10600	UNEMPLOYMENT BENEFITS	0	4,532	1,854	0	0	0	0
	SUBTOTAL *****	135,815	143,818	135,799	139,446	0	118,724	17-
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	388	389	389	437	0	437	12
23000	OFFICE SUPPLIES	1,245	1,700	2,200	1,917	0	1,917	12
23001	PRINTING	600	1,370	1,370	350	0	350	74-
23050	OTHER SUPPLIES	0	250	250	250	0	250	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	200	100	750	0	750	275
	SUBTOTAL *****	2,233	3,909	4,309	3,704	0	3,704	5-
	DUES TRAVEL & TRAINING							
37000	DUES	200	275	275	275	0	275	0
37200	SEMINARS/CONFEREN/MEETING	380	780	695	390	0	390	50-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	161	979	500	595	0	595	39-
37230	MEALS & LODGING-TRAINING	1,377	1,865	1,100	277	0	277	85-
	SUBTOTAL *****	2,118	3,899	2,570	1,537	0	1,537	60-
	UTILITIES							
48000	TELEPHONES	1,536	2,025	1,875	1,875	0	1,875	7-
	SUBTOTAL *****	1,536	2,025	1,875	1,875	0	1,875	7-
	EQUIP & BLDG MAINTENANCE							
	SUBTOTAL *****	0	0	0	0	0	0	0
	CONTRACTUAL SERVICES							
71600	EQUIP LEASES & METER CHRG	192	192	80	0	0	0	0
	SUBTOTAL *****	192	192	80	0	0	0	0
	OTHER							
84010	RECEPTION/MEETINGS	117	150	111	150	0	150	0
84600	COURT COSTS	1,667	1,900	3,400	3,400	0	3,400	78
84700	WITNESS EXPENSES	8,876	7,000	5,500	5,500	0	5,500	21-
84800	TRANSCRIPTS-CRIMINAL	7,672	4,850	4,850	4,850	0	4,850	0
	SUBTOTAL *****	18,333	13,900	13,861	13,900	0	13,900	0
	TOTAL EXPENDITURES *****	160,229	167,743	158,494	160,462	0	139,740	16-

Decimal values have been truncated.

Child Support Enforcement

Dept. No. 1263

Annual Budget

1263 IV-D

100 GENERAL FUND

ACCT	DESCRIPTION	2006 ACTUAL	2007 BUDGET + REVISIONS	2007 PROJECTED	2008 CORE REQUEST	2008 SUPPLEMENTAL REQUEST	2008 ADOPTED BUDGET	%CHG FROM PY BUD
3465	FED-STATE REIMB EXPENSES	534,642	583,041	569,932	597,750	94,750	597,750	2
	SUBTOTAL *****	534,642	583,041	569,932	597,750	94,750	597,750	2
	TOTAL REVENUES *****	534,642	583,041	569,932	597,750	94,750	597,750	2
	PERSONAL SERVICES							
10100	SALARIES & WAGES	306,677	325,304	306,819	323,837	58,906	323,837	0
10110	OVERTIME	3,999	4,200	5,194	5,500	0	5,500	30
10120	HOLIDAY WORKED	0	0	153	0	0	0	0
10200	FICA	21,344	25,207	22,213	25,194	4,508	25,194	0
10300	HEALTH INSURANCE	42,750	42,750	42,750	42,750	9,500	42,750	0
10325	DISABILITY INSURANCE	1,561	1,179	1,179	1,207	218	1,207	2
10350	LIFE INSURANCE	318	351	477	477	106	477	35
10375	DENTAL INSURANCE	2,925	3,204	3,204	3,204	712	3,204	0
10400	WORKERS COMP	1,621	1,688	1,688	1,730	254	1,730	2
10500	401(A) MATCH PLAN	1,925	5,265	1,863	5,265	1,300	5,265	0
10600	UNEMPLOYMENT BENEFITS	426	3,780	2,160	0	0	0	0
	SUBTOTAL *****	383,548	412,928	387,700	409,164	75,504	409,164	0
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	583	839	839	839	0	839	0
23000	OFFICE SUPPLIES	3,289	2,950	2,950	3,150	0	3,150	6
23001	PRINTING	1,202	1,079	1,088	1,250	0	1,250	15
23850	MINOR EQUIP & TOOLS (<\$1000)	88	500	500	630	0	630	26
	SUBTOTAL *****	5,163	5,368	5,377	5,869	0	5,869	9
	DUES TRAVEL & TRAINING							
37000	DUES	490	700	700	700	0	700	0
37200	SEMINARS/CONFEREN/MEETING	2,890	3,120	3,120	3,444	0	3,444	10
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	2,244	3,662	3,662	3,413	0	3,413	6-
37230	MEALS & LODGING-TRAINING	4,314	6,596	6,596	4,412	0	4,412	33-
	SUBTOTAL *****	9,939	14,078	14,078	11,969	0	11,969	14-
	UTILITIES							
48000	TELEPHONES	3,884	4,517	4,517	5,533	240	5,533	22
48002	DATA COMMUNICATIONS	7,178	7,200	7,200	7,200	0	7,200	0
48100	NATURAL GAS	2,165	3,000	3,000	3,000	0	3,000	0
48200	ELECTRICITY	4,107	3,830	3,830	4,264	0	4,264	11
48300	WATER	202	206	206	206	0	206	0
48400	SOLID WASTE	168	168	168	168	0	168	0
48600	SEWER USE	199	202	202	202	0	202	0
	SUBTOTAL *****	17,905	19,123	19,123	20,573	240	20,573	7
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	283	453	453	453	600	1,053	132
	SUBTOTAL *****	283	453	453	453	600	1,053	132
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	0	1,226	1,226	1,226	0	1,226	0
71000	INSURANCE AND BONDS	84	170	170	170	0	170	0
71100	OUTSIDE SERVICES	6,363	9,718	7,000	12,024	0	12,024	23
71500	BUILDING USE/RENT CHARGE	49,571	51,257	50,782	32,300	0	32,300	36-
71600	EQUIP LEASES & METER CHR	3,535	3,240	3,240	4,465	2,604-	1,861	42-
	SUBTOTAL *****	59,555	65,611	62,418	50,185	2,604-	47,581	27-
	FIXED ASSET ADDITIONS							
91000	OFFICE EQUIPMENT	774	0	0	0	10,268	9,868	0
91100	FURNITURE AND FIXTURES	3,569	0	0	0	8,129	0	0
91300	MACHINERY & EQUIPMENT	0	0	0	0	500	500	0
91301	COMPUTER HARDWARE	0	0	0	0	10,350	3,910	0
91302	COMPUTER SOFTWARE	0	0	0	0	1,658	332	0
92100	REPLCMNT FURN & FIXTURES	2,523	0	0	0	0	0	0
92301	REPLC COMPUTER HDWR	0	0	0	0	950	950	0
	SUBTOTAL *****	6,866	0	0	0	31,855	15,560	0
	TOTAL EXPENDITURES *****	483,262	517,561	489,149	498,213	105,595	511,769	1-

Decimal values have been truncated.

Prosecuting Attorney Retirement

Dept. No. 1264

Mission

The Prosecuting Attorney's Retirement Fund is a statutory retirement fund provided for prosecuting attorneys in the State of Missouri. Boone County is required by law to make a specified annual contribution to the fund; however, the fund is controlled and managed by the State of Missouri.

Budget Highlights

Legislation passed and signed into law during 2003 reduced the county's annual contribution by one-half and added a \$4 surcharge to the court costs on all criminal and traffic cases handled by the Prosecuting Attorney. The surcharge is remitted to the State.

Annual Budget

1264 PA RETIREMENT 100 GENERAL FUND		2006	2007	2007	2008	2008	2008	%CHG
ACCT	DESCRIPTION	ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
86790	MO PROSECUTOR'S RETIREMEN OTHER	7,752	7,752	7,752	7,752	0	7,752	0
	SUBTOTAL *****	7,752	7,752	7,752	7,752	0	7,752	0
	TOTAL EXPENDITURES *****	7,752	7,752	7,752	7,752	0	7,752	0

Decimal values have been truncated.

Prosecuting Attorney Training

Department Number 2600

Mission

The PA Tax Training fund was established to account for the monies received pursuant to RSMo 56.765. The funding for this budget is intended to provide training for prosecuting attorneys and their staff. The Prosecuting Attorney administers this fund.

Budget Highlights

There are no significant changes to this budget.

Annual Budget

ACCT	DESCRIPTION	2006 ACTUAL	2007 BUDGET + REVISIONS	2007 PROJECTED	2008 CORE REQUEST	2008 SUPPLEMENTAL REQUEST	2008 ADOPTED BUDGET	%CHG FROM PY BUD
2600	PA TRAINING							
260	PA TRAINING FUND							
3540	CHARGES FOR SERVICES DEFENDANT CRT COSTS&RECOUPMENT	5,070	5,000	4,800	4,800	0	4,800	4-
	SUBTOTAL *****	5,070	5,000	4,800	4,800	0	4,800	4-
	INTEREST							
3711	INT-OVERNIGHT	14	14	14	14	0	14	0
3712	INT-LONG TERM INVEST	57	57	45	45	0	45	21-
3798	INC/DEC IN FV OF INVESTMENTS	199	159	191	191	0	191	20
	SUBTOTAL *****	271	230	250	250	0	250	8
	TOTAL REVENUES *****	5,341	5,230	5,050	5,050	0	5,050	3-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	960	790	650	960	0	960	21
37210	TRAINING/SCHOOLS	210	2,300	880	1,150	0	1,150	50-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,731	1,380	850	1,420	0	1,420	2
37230	MEALS & LODGING-TRAINING	3,798	2,740	2,740	3,770	0	3,770	37
	SUBTOTAL *****	6,700	7,210	5,120	7,300	0	7,300	1
	TOTAL EXPENDITURES *****	6,700	7,210	5,120	7,300	0	7,300	1

Decimal values have been truncated.

Prosecuting Attorney Tax Collection

Dept. No. 2610

Annual Budget

2610 PA TAX COLLECTION								
261 PA TAX COLLECTION FUND								%CHG
ACCT	DESCRIPTION	2006 ACTUAL	2007 BUDGET + REVISIONS	2007 PROJECTED	2008 CORE REQUEST	2008 SUPPLEMENTAL REQUEST	2008 ADOPTED BUDGET	FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	21,300	25,000	32,000	30,000	0	30,000	20
	SUBTOTAL *****	21,300	25,000	32,000	30,000	0	30,000	20
	INTEREST							
3711	INT-OVERNIGHT	69	65	48	48	0	48	26-
3712	INT-LONG TERM INVEST	273	250	151	150	0	150	40-
3798	INC/DEC IN FV OF INVESTMENTS	963	1,000	653	650	0	650	35-
	SUBTOTAL *****	1,306	1,315	852	848	0	848	35-
	TOTAL REVENUES *****	22,606	26,315	32,852	30,848	0	30,848	17
	PERSONAL SERVICES							
10100	SALARIES & WAGES	37,553	24,778	25,064	25,312	0	25,312	2
10110	OVERTIME	240	375	530	550	0	550	46
10200	FICA	2,891	1,924	2,042	1,978	0	1,978	2
10325	DISABILITY INSURANCE	0	0	100	2	0	0	0
10400	WORKERS COMP	194	130	111	136	0	136	4
	SUBTOTAL *****	40,878	27,207	27,847	27,978	0	27,976	2
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	278	278	278	278	0	278	0
23000	OFFICE SUPPLIES	986	1,000	1,000	1,000	0	1,000	0
23001	PRINTING	0	75	75	75	0	75	0
23050	OTHER SUPPLIES	0	50	50	50	0	50	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	100	100	100	0	100	0
	SUBTOTAL *****	1,264	1,503	1,503	1,503	0	1,503	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	100	100	100	0	100	0
	SUBTOTAL *****	0	100	100	100	0	100	0
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	0	0	0	0	1,410	1,410	0
	SUBTOTAL *****	0	0	0	0	1,410	1,410	0
	TOTAL EXPENDITURES *****	42,142	28,810	29,450	29,581	1,410	30,989	7

Decimal values have been truncated.

Prosecuting Attorney Contingency

Department Number 2620

Mission

The PA Contingency Department accounts for fees collected under RSMo 56.330 for the Prosecuting Attorney of a first class county to be used to pay for incidental costs. The maximum amount of expenditures allowed from this fund each year is \$20,000. Unexpended amounts do not accumulate in the fund. Prior to 1991, these revenues were accounted for in the General Fund. The Prosecuting Attorney, with the approval of a circuit judge, administers this fund.

Budget Highlights

There are no significant changes in this budget.

Annual Budget

2620 PA CONTINGENCY								
262 PA CONTINGENCY FUND								
ACCT	DESCRIPTION	2006 ACTUAL	2007 BUDGET + REVISIONS	2007 PROJECTED	2008 CORE REQUEST	2008 SUPPLEMENTAL REQUEST	2008 ADOPTED BUDGET	%CHG FROM PY BUD
3569	OTHER FEES	19,792	20,000	19,552	20,000	0	20,000	0
	SUBTOTAL *****	19,792	20,000	19,552	20,000	0	20,000	0
	INTEREST							
3711	INT-OVERNIGHT	20	30	41	41	0	41	36
3712	INT-LONG TERM INVEST	81	120	128	128	0	128	6
3798	INC/DEC IN FV OF INVESTMENTS	293	450	540	540	0	540	20
	SUBTOTAL *****	395	600	709	709	0	709	18
	TOTAL REVENUES *****	20,187	20,600	20,261	20,709	0	20,709	0
	CONTRACTUAL SERVICES							
71105	LEGAL SERVICES	0	1,000	1,000	1,000	0	1,000	0
	SUBTOTAL *****	0	1,000	1,000	1,000	0	1,000	0
	OTHER							
84600	COURT COSTS	1,222	5,500	2,000	2,500	0	2,500	54-
84700	WITNESS EXPENSES	8,430	6,500	5,500	5,500	0	5,500	15-
84800	TRANSCRIPTS-CRIMINAL	10,168	6,500	11,000	10,500	0	10,500	61
85400	CRIMINAL INVESTIGATION	125	500	500	500	0	500	0
	SUBTOTAL *****	19,946	19,000	19,000	19,000	0	19,000	0
	TOTAL EXPENDITURES *****	19,946	20,000	20,000	20,000	0	20,000	0

Decimal values have been truncated.

Prosecuting Attorney Bad Check Collections

Dept. No. 2630

Annual Budget

2630 PA BAD CHECK COLLECTIONS								%CHG
263 PA BAD CHECK FUND								FROM
ACCT	DESCRIPTION	2006	2007	2007	2008	2008	2008	PY
		ACTUAL	BUDGET +	PROJECTED	CORE	SUPPLEMENTAL	ADOPTED	BUD
			REVISIONS		REQUEST	REQUEST	BUDGET	
3560	CHARGES FOR SERVICES COLLECTION FEES	140,541	100,000	129,000	120,000	0	120,000	20
	SUBTOTAL *****	140,541	100,000	129,000	120,000	0	120,000	20
	INTEREST							
3711	INT-OVERNIGHT	191	100	252	252	0	252	152
3712	INT-LONG TERM INVEST	738	500	772	772	0	772	54
3798	INC/DEC IN FV OF INVESTMENTS	2,570	1,750	3,380	3,380	0	3,380	93
	SUBTOTAL *****	3,500	2,350	4,404	4,404	0	4,404	87
	MISCELLANEOUS							
3892	DEPOSIT OVERAGE	95	120	115	115	0	115	4-
	SUBTOTAL *****	95	120	115	115	0	115	4-
	TOTAL REVENUES *****	144,137	102,470	133,519	124,519	0	124,519	21
	PERSONAL SERVICES							
10100	SALARIES & WAGES	73,094	95,233	89,116	95,432	0	95,432	0
10110	OVERTIME	240	750	1,400	1,500	0	1,500	100
10200	FICA	5,119	7,342	6,800	7,415	0	10,030	36
10300	HEALTH INSURANCE	12,730	12,730	12,730	12,730	0	16,292	27
10325	DISABILITY INSURANCE	391	343	343	356	0	483	40
10350	LIFE INSURANCE	96	104	142	142	0	182	75
10375	DENTAL INSURANCE	871	954	954	954	0	1,221	27
10400	WORKERS COMP	388	492	492	510	0	692	40
10500	401(A) MATCH PLAN	650	1,567	1,567	1,567	0	2,071	32
	SUBTOTAL *****	93,581	119,515	113,544	120,606	0	127,903	7
	MATERIALS & SUPPLIES							
22000	POSTAGE	0	5	5	5	0	5	0
22500	SUBSCRIPTIONS/PUBLICATIONS	51	102	102	102	0	102	0
23000	OFFICE SUPPLIES	4,695	3,250	2,800	3,250	0	3,250	0
23001	PRINTING	1,421	2,424	2,424	2,424	0	2,424	0
23050	OTHER SUPPLIES	0	250	538	250	0	250	0
23850	MINOR EQUIP & TOOLS (<\$1000)	116	300	153	300	0	300	0
	SUBTOTAL *****	6,284	6,331	6,022	6,331	0	6,331	0
	DUES TRAVEL & TRAINING							
37000	DUES	325	325	325	325	0	325	0
37200	SEMINARS/CONFEREN/MEETING	0	160	160	160	0	160	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	124	146	146	0	146	17
37235	MEALS & LODGING - OTHER	0	440	440	496	0	496	12
	SUBTOTAL *****	325	1,049	1,071	1,127	0	1,127	7
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	700	700	490	550	0	550	21-
60200	EQUIP REPAIRS/MAINTENANCE	0	50	50	50	0	50	0
	SUBTOTAL *****	700	750	540	600	0	600	20-
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	250	250	250	0	250	0
	SUBTOTAL *****	0	250	250	250	0	250	0
	OTHER							
86896	DEPOSIT SHORTAGE	3	50	20	50	0	50	0
	SUBTOTAL *****	3	50	20	50	0	50	0
	TOTAL EXPENDITURES *****	100,893	127,945	121,447	128,964	0	136,261	6

Decimal values have been truncated.

Prosecuting Attorney

Forfeiture Fund

Department Number 2640

Mission

The PA Forfeiture Fund accounts for the monies distributed to the Prosecuting Attorney as part of a federal drug forfeiture program. The Prosecuting Attorney has received no distributions for several years and future distributions are not expected. The fund will be closed at such time that the existing resources in the fund are fully expended.

Expenditures must comply with strict federal program guidelines and are restricted to drug enforcement or drug prosecution activities.

Budget Highlights

This budget includes a small amount for training and a lump-sum amount for outside services. No specific spending plans are identified at this time for the lump-sum amount; it may be spent throughout the year on allowable activities as directed by the Prosecuting Attorney.

Annual Budget

2640 PA FORFEITURE MONEY								
264 PA FORFEITURE FUND								
ACCT	DESCRIPTION	2006 ACTUAL	2007 BUDGET + REVISIONS	2007 PROJECTED	2008 CORE REQUEST	2008 SUPPLIMENTAL REQUEST	2008 ADOPTED BUDGET	%CHG FROM PY BUD
	INTEREST							
3711	INT-OVERNIGHT	39	25	43	43	0	43	72
3712	INT-LONG TERM INVEST	152	130	130	130	0	130	0
3798	INC/DEC IN FV OF INVESTMENTS	533	400	585	550	0	550	37
	SUBTOTAL *****	724	555	758	723	0	723	30
	TOTAL REVENUES *****	724	555	758	723	0	723	30
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	660	500	500	500	0	500	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	235	700	700	700	0	700	0
37230	MEALS & LODGING-TRAINING	857	700	700	700	0	700	0
	SUBTOTAL *****	1,753	1,900	1,900	1,900	0	1,900	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	13,250	0	12,150	0	12,150	8-
	SUBTOTAL *****	0	13,250	0	12,150	0	12,150	8-
	TOTAL EXPENDITURES *****	1,753	15,150	1,900	14,050	0	14,050	7-

Decimal values have been truncated.

Prosecuting Attorney Law Enforcement Sales Tax

Department Number 2903

Mission

Most of the operating appropriations for the Prosecuting Attorney's Office are accounted for in the General Fund in department number 1261. This department accounts for additional appropriations for the Prosecuting Attorney's Office from the Law Enforcement Services Fund (fund number 290). Revenues of the Law Enforcement Services Fund are derived from a one-eighth cent sales tax approved by voters, which became effective January 1, 2003.

Budget Highlights

The Law Enforcement Sales Tax provides funding for 5 additional positions for the Prosecuting Attorney's Office.

Please refer to department number 1261, Prosecuting Attorney, for Goals and Objectives, Progress on Prior Year Objectives, Performance Measures and the Organizational Chart.

Personnel Detail

Position Detail	2006	2007	2008	2007-2008
	Full-Time Equivalent	Full-Time Equivalent	Full-Time Equivalent	Change
Investigator	1.00	1.00	1.00	-
Legal Secretary	2.00	2.00	2.00	-
Assistant Prosecuting Attorney I	2.00	2.00	2.00	-
Total FTEs	5.00	5.00	5.00	-
Overtime	\$ 800	\$ 2,100	\$ 2,150	\$ 50

Prosecuting Attorney Law Enforcement Sales Tax

Dept. No. 2903

Annual Budget

2903 PROSECUTING ATTRNY--LE SALES TX								
290 LAW ENFORCEMENT SERVICES FUND								
ACCT	DESCRIPTION	2006 ACTUAL	2007 BUDGET + REVISIONS	2007 PROJECTED	2008 CORE REQUEST	2008 SUPPLEMENTAL REQUEST	2008 ADOPTED BUDGET	%CHG FROM PY BUD
PERSONAL SERVICES								
10100	SALARIES & WAGES	171,809	228,421	225,063	226,746	0	226,746	0
10110	OVERTIME	1,585	2,100	2,134	2,150	0	2,150	2
10120	HOLIDAY WORKED	0	200	200	100	0	100	50-
10200	FICA	13,058	17,650	17,124	17,518	0	17,518	0
10300	HEALTH INSURANCE	19,000	23,750	23,750	23,750	0	23,750	0
10325	DISABILITY INSURANCE	846	824	824	842	0	842	2
10350	LIFE INSURANCE	126	195	265	265	0	265	35
10375	DENTAL INSURANCE	1,300	1,780	1,780	1,780	0	1,780	0
10400	WORKERS COMP	701	1,181	1,181	1,206	0	1,206	2
10500	401(A) MATCH PLAN	1,625	2,925	1,913	2,925	0	2,925	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,290	1,350	1,365	0	0	1,450	7
SUBTOTAL *****		211,342	280,376	275,599	277,282	0	278,732	0
MATERIALS & SUPPLIES								
23000	OFFICE SUPPLIES	0	1,000	1,000	1,000	0	1,000	0
SUBTOTAL *****		0	1,000	1,000	1,000	0	1,000	0
DUES TRAVEL & TRAINING								
37000	DUES	0	650	650	650	0	650	0
37200	SEMINARS/CONFERENCE/MEETING	0	320	400	480	0	480	50
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	280	219	438	0	438	56
37230	MEALS & LODGING-TRAINING	0	392	300	1,038	0	1,038	164
SUBTOTAL *****		0	1,642	1,569	2,606	0	2,606	58
UTILITIES								
48000	TELEPHONES	1,831	1,920	1,920	1,920	0	1,920	0
SUBTOTAL *****		1,831	1,920	1,920	1,920	0	1,920	0
EQUIP & BLDG MAINTENANCE								
SUBTOTAL *****		0	0	0	0	0	0	0
CONTRACTUAL SERVICES								
SUBTOTAL *****		0	0	0	0	0	0	0
FIXED ASSET ADDITIONS								
91000	OFFICE EQUIPMENT	299	0	0	0	0	0	0
91100	FURNITURE AND FIXTURES	3,069	0	0	0	0	0	0
91301	COMPUTER HARDWARE	3,462	0	0	0	0	0	0
91302	COMPUTER SOFTWARE	660	500	278	0	0	0	0
92301	REPLC COMPUTER HDWR	0	1,500	0	0	0	0	0
SUBTOTAL *****		7,491	2,000	278	0	0	0	0
TOTAL EXPENDITURES *****		220,666	286,938	280,366	282,808	0	284,258	0

Decimal values have been truncated.

OTHER FUNDING SOURCES

List the agency's other funding sources for this project. Include any other sources of federal, state, local, or private funding. *(Make copies of this form if necessary.)*

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
Boone County Prosecutor's Office Victim Witness Fund (General Fund)	\$ 11,437.42	Matching funds provided by the Boone County General Fund	10/1/08-9/30/09	20% Matching Funds, taken from the salary of the Victim Assistant.
	\$			
	\$			
	\$			
	\$			
	\$			

Now on this day the Boone County Commission does hereby adopt the following purchasing procedure for the County of Boone. The primary objective of this order is to procure all materials, supplies, equipment and services for the County of Boone in accordance with applicable state laws and in such a manner that the maximum value will be obtained for the money expended.

The term "purchase" as used in this order refers to the procurement of any and all supplies, materials, equipment, contractual services or articles and shall include the rental or leasing of any equipment or articles, except as provided in this order. This definition should be used when applying the procurement procedures contained herein. A purchase is one transaction regardless of the number or type of items acquired or ordered in that transaction.

The term "emergency" as used in this order refers to any situation which creates a serious and obvious threat to public health, welfare or safety and/or to the operation of the county in executing its legal responsibilities to the public and/or for the persons or property in its legal care, custody or control as may arise by reason of flood, epidemic, illness, riot, natural disaster, accidents, equipment failure and similar causes.

The term "sole source" as used in this order refers to any purchase from one source only, and allowing no substitutes and is sufficiently unique to preclude the use of another similar item of different manufacture or brand.

A Purchase of \$0 to \$2499.99 – No quotes required

A Purchase of \$2500.00 to \$4499.99 – Requires written bid documentation provided by at least three vendors attached to all requests for the payment or encumbrance of county funds. A "no bid" response will qualify as a required bid. Written bid documentation will include detailed bid specifications, vendor name, address, representative name, description of item(s) bid if different than the item(s) requested and total bid including any shipping and handling charges.

Any deviation from this policy, as outlined herein, shall require prior auditor approval.

A Purchase of \$4500 or more – The request for sealed bids will be advertised in a local newspaper in the county as required by RSMo 50.660 and 50.760. Advertising and award time tables will be established by the county commission in cooperation with the requisitioning official and county clerk's office.

Any deviation from this policy, as outlined herein, shall require prior county commission approval.

Emergency purchases made without following the above bidding requirements must receive prior written approval of at least one county commissioner. To qualify as an emergency, conditions (as defined above) must exist and create an immediate and serious need for supplies or services which cannot be satisfied through normal procurement methods. A situation shall not warrant an emergency purchase unless (1) an emergency condition exists, (2) the element of time is a crucial factor in seeking relief, and (3) the resolution of the condition receives priority over routine operations and duties of the county.

Sole Source purchases must be completely justified in writing setting forth the specific and valid reasons(s) which will prevent any other vendors' product or service from satisfying a valid requirement. This justification must be submitted with the purchase order request and approved by at least one county commissioner. Authorization for sole source purchases must be obtained prior to placement of the order. For approved sole source purchases of a continuing nature, said justification will be required one time annually.

No additional bid documentation will be necessary when a purchase is made from a cooperative procurement agreement in which the county participates.

Revised: 4/2006

C:\WORD\BIDPOLICY.DOC

VOCA CERTIFIED ASSURANCES
AGENCY NAME: Boone County Prosecuting Attorney
PROJECT TITLE: Victim Response Team

The Subgrantee is subject to compliance with the following assurances:

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

The Subgrantee assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin (including limited English proficiency), age, disability or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights (OCR) of the Office of Justice Programs, U.S. Department of Justice.
10. **Limited English proficiency (LEP):** The Subgrantee assures that, in accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). “Meaningful access” will generally involve some combination of oral interpretation services and written translation of vital documents.

11. **Faith-based Organizations:** Such organizations applying for and receiving federal funds must ensure that services are offered to all crime victims without regard to religious affiliation, that federal funds are not used for inherently religious activities – that these activities must be held separately from the federally funded activities and that the receipt of services is not contingent upon participation in a religious activity or event.
12. **Historic Preservation Act:** Subgrantees must be in compliance with the National Historic Preservation Act (16 USC 470) stating that you must consult the State Historic Preservation Officer to identify protected properties and agree to avoid or mitigate adverse effects to such properties.
13. **Fair Labor Standards Act:** All recipients of federal funds will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
14. **Client-Counselor Confidentiality:** The Subgrantee assures that they will maintain confidentiality of client-counselor information as required by state and federal law
15. **Confidentiality of Research Information:** The Subgrantee assures that except as otherwise provided by federal law, they shall not use or reveal any research or statistical information furnished under this program by any person identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604.
16. **Injury or Damage:** The Subgrantee agrees that they will be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract. In addition to the liability imposed upon the Subgrantee on the account of personal injury, bodily injury (including death) or property damage suffered as a result of the Subgrantee's performance under the contract, the Subgrantee assumes the obligation to save the Department of Public Safety (DPS) and the Office of the Director, including its officers, employees and representatives, harmless and to indemnify DPS and the Office of the Director, including its officers, employees and representatives, from every expense, liability or payment arising out of such negligent act. The Subgrantee also agrees to hold DPS and the Office of the Director, including its officers, employees and representatives, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Subgrantee under the terms of the contract.
 - **Relationship:** The Subgrantee agrees that they will represent themselves to be an independent Subgrantee offering such services to the general public and shall not represent themselves or their employees to be employees of the Office of the Director or the Department of Public Safety. Therefore, the Subgrantee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agree to indemnify, save, and hold the Office of the Director and the Department of Public Safety, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
18. **Law Enforcement Certification:** If the Subgrantee is a law enforcement agency, the Subgrantee assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
19. **Uniform Crime Reporting and Racial Profiling:** If the Subgrantee is a law enforcement agency, the Subgrantee assures that the agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
20. **Victims' Rights Compliance:** The Subgrantee assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for **Victims' Rights and Section 595.209, RSMo**. (These eligible direct victim services do not include general witness assistance).
21. **Criminal Activity:** The Subgrantee assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.
22. **Renewal:** An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by

AUDIT REQUIREMENTS

As a recipient of funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$500,000** or more is expended by the applicant agency.
- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$500,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



This section must be completed **even if your agency is not required** to submit an audit to the Missouri Department of Public Safety

1. Date of last audit: 1/1/08 2. Date(s) covered by last audit: 1/1/07-12/31/07
3. Last audit performed by: KPMG Limited Liability Partnership
Phone number of auditor: (314) 244-4024
4. Date of next audit: 1/1/09 5. Date(s) to be covered by next audit: 1/1/08-12/31/08
6. Next audit will be performed by: KPMG Limited Liability Partnership
Phone number of auditor: (314) 244-4024
7. Total amount of funds received from ALL entities INCLUDING the Department of Public Safety
Federal Amount: \$ 2,284,786.00 State Amount: \$ 2,865,473.00

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: 
(Authorized Official)

Date: 5/30/08

Agency: Boone County Commission

Phone: (573) 886-4305

REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

Name and address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: Bonnie J. Adkins

AGENCY: Boone County Prosecuting Attorney

ADDRESS: 705 E. Walnut Street

Columbia, MO 65201-4485

(Include city, state, and zip)

TELEPHONE: (573) 886-4112 FAX NUMBER: (573) 886-4148

E-MAIL ADDRESS: badkins@boonecountymo.org

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.* (Example: City of Jefferson City, NOT Jefferson City Police Department)

AGENCY: Boone County Prosecuting Attorney

ADDRESS: 705 E. Walnut Street

Columbia, MO 65201-4485

(Include city, state, and zip)

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: Kay Murray

AGENCY: Boone County Treasurer

ADDRESS: 801 E. Walnut Street Room 112

Columbia, MO 65201

(Include city, state, and zip)

TELEPHONE: (573) 886-4365 FAX NUMBER: 573-886-4369

E-MAIL ADDRESS: kmurray@boonecountymo.org



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Daniel K. Knight - Prosecuting Attorney

Name and Title of Authorized Representative

Daniel K Knight

Signature

5-13-08

Date

Boone County Prosecuting Attorney's Office

Name of Organization

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

Address of Organization

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

May Session of the April Adjourned

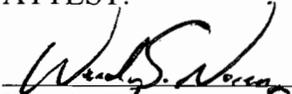
Term. 20 08

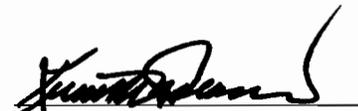
In the County Commission of said county, on the 29th day of May 20 08
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the Cost Allocation Plan for 2007.

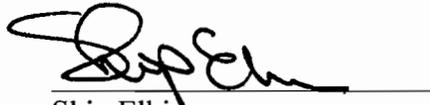
Done this 29th day of May, 2008.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

May Session of the April Adjourned

Term. 20 08

In the County Commission of said county, on the 29th day of May 20 08

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

Now on this day the County Commission of the County of Boone does hereby appoint Karen M. Miller as the Boone County voting delegate for the 2008 National Association of Counties Annual Conference, and authorizes the Presiding Commissioner to sign the Credentials Identification Form.

Done this 29th day of May, 2008.

ATTEST:


Wendy S. Noren
Clerk of the County Commission



Kenneth M. Pearson
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner



MEMORANDUM

ELECTION OF SECOND VICE PRESIDENT

To: County Board Chairpersons, Parish Presidents, Borough Mayors,
County Judges and Elected County Executives
From: Eric Coleman, NACo President
Date: May 7, 2008
Subject: Voting Credentials - 2008 Annual Conference

Please put on the agenda

NACo is preparing for the 73rd Annual Conference to be held July 11-15, 2008 in Jackson County, MO. It is important that your county participates in the association's annual election of officers and policy adoption for this year's American County Platform. In order to participate, a county must have paid its membership dues and have one paid registrant for the conference, according to NACo bylaws.

Please read the enclosed information carefully. This year's voting credentials form has been changed. Indicate on the credentials form the name of the voting delegate and alternate authorized to pick up your county's voting materials. **You must also indicate your county's choice on the form in the event that your delegate does not pick up the county's ballot.** Your choices are:

- allow **another county within your state** to pick up your ballot
- allow your **state association president (or designee)** to pick up your ballot
- allow **no one** to pick up your county's ballot

A checklist is enclosed to assist you in filling out the voting credentials form. Additionally, the chief elected official of your county must sign the form. A chief elected official may include the following:

- board chair/president
- mayor
- county judge
- **elected** county executive.

Please fill out this form in advance. On-site balloting procedures have also changed.

*Please mail or fax **ONLY** the enclosed form by **FRIDAY, JUNE 27.***

Emily Landsman - Fax (202) 393-2630

Credentials Committee
c/o Emily Landsman
National Association of Counties
25 Massachusetts Ave, NW, Suite 500
Washington, DC 20001

Membership Coordinator Emily Landsman can be reached at (202) 942-4242 or elandsman@naco.org. We look forward to seeing you in Jackson County!

Whose ballots may the state associations of counties/parishes/boroughs receive?

Your state association of counties/parishes/boroughs is allowed to pick up any unclaimed ballots from counties/parishes/boroughs that have registered delegates at the conference on the Monday afternoon during the conference, according to NACo's bylaws. The state association may then cast those ballots in the election.

- You must indicate that your county will allow this by checking the box that says *"In the event that my county's ballot is not picked up, I authorize the president of my state association (or his/her designated delegate) to pick up and cast my county's votes."*

My county does not want our state association to pick up our votes. How does my county go about indicating this decision?

You must check the box that says *"In the event that my county's ballot is not picked up, NO ONE is authorized to pick up my county's votes. I understand that my county's votes will NOT be cast with this option."*

- Remember that your county's votes will not be cast at all with this option if your delegate does not pick up the ballot.

What does "vote by proxy" mean?

A county may designate a conference attendee from another county or its state association to cast its ballot as long as both are registered conference attendees.

Why would a county vote by proxy?

Counties may vote by proxy for a number of reasons. One example would be a county official who needs to leave the conference before the vote is taken and would want another county to vote on his/her behalf.

How would my county vote by proxy?

In order to vote by proxy:

- Your county must have paid its 2008 dues
- Your county must have at least one paid conference registration for the conference, even if no officials are attending
- If you delegate another county to vote for you, that county must also have paid 2008 dues and have at least one paid conference attendee
- You may designate your state association as your county's proxy

Be sure to indicate your choice of proxy on the credentials form by filling out proxy section that reads *"In the event that my county's ballot is not picked up, I authorize a representative from another county in my state to pick up and cast my county's votes"*.

How does NACo determine the number of votes each county receives?

The number of votes is determined by the amount of dues a county pays. Dues are based on population. NACo's bylaws allot one vote per \$500 in dues.

- Counties with dues of \$400 to \$499 receive one vote.
- Counties with dues of \$500 to \$999 receive two votes.
- Counties with dues of \$1000 to \$1,499 receive three votes, and so on.
- The maximum number of votes a county can receive is 111.

My county has 10 votes. How can our 25 commissioners divide or share the votes?

That is up to your county. NACo has no rule as to how counties decide to allocate their votes. Counties may split their vote amongst the candidates running for second vice president if it is desired.

NACo 2008 Credentials (Voting) Identification Form

Please complete and return form by **June 27, 2008** to:

NACo / Attn: Emily Landsman / 25 Massachusetts Avenue, NW, Suite 500 / Washington, DC 20001

You may also fax this form to: 202.393.2630 ... or have the voting delgate(s) carry it with him/her to the conference and present it at the Credentials Desk.

Please type or print in block letters.

County / Parish / Borough

State

Boone

MO

Designated Delegate

First Name

Last Name

Karen M

Miller

Job Title / Position

District I Commissioner

First Alternate

First Name

Last Name

Job Title / Position

Check the appropriate box(es) to indicate your county's preference if your ballot is not picked up.

- In the event that my county's ballot is not picked up, I authorize the president of my state association (or his/her designated delegate) to pick up and cast my county's votes.
- In the event that my county's ballot is not picked up, I authorize a representative from another county in my state to pick up and cast my county's votes.

County / Parish / Borough allowed to cast my votes *

First Name of proxy county delegate

Last Name

- In the event that my county's ballot is not picked up, NO ONE is authorized to pick up my county's votes. I understand that my county's votes will NOT be cast with this option.

Please note: This form must be signed by the Chief Elected Official from your county. **Submissions without an appropriate signature will not be accepted.**

Signature:

Kenneth M Pearson

Board President / Chair / County Executive / Judge / Mayor signature required

5/29/08

Date

Kenneth M Pearson

Print name and title