

CERTIFIED COPY OF ORDER



STATE OF MISSOURI }
County of Boone } ea.

June Session of the May Adjourned

Term. 2002

In the County Commission of said county, on the 13th day of June 2002

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

Now on this day, the County Commission of the County of Boone does hereby approve the hire above the midpoint of the range for a part-time nurse at the Sheriff's Department at a rate of \$23.50 per hour.

Done this 13th day of June, 2002.

Don Stamper
Presiding Commissioner

ATTEST:

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

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner

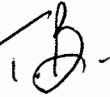
267 · 2002

**BOONE COUNTY SHERIFF'S DEPARTMENT
INTER-OFFICE MEMORANDUM**

DATE: June 7, 2002

TO: June Pitchford, Auditor
Betty Dickneite, H.R. Director
Don Stamper, Karen Miller and Skip Elkin, County
Commissioners

FROM: Ted Boehm, Sheriff



SUBJECT: Hiring above midpoint of range

I am requesting approval to rehire part time nurse Linda Lohr, who last worked with our department in October 2000.

Our current part time nurse, Tamara Waltz is out on maternity leave and will not return until August 18, 2002. Our current full time nurse Lori Montague cannot handle the entire workload of medical care for our inmates without assistance.

We currently have \$10,635 in our part time nurse pool plus we will have savings within our current part time nurse position as she only has sick leave and vacation to pay her through last week of June. She is budgeted for 30 hours per week.

Linda Lohr is currently working at the Arthur Center and being paid at a rate of \$24.00. She is willing to come back and assist us during this period of time at \$23.50 per hour. She will not require any training and can work on her own immediately.

267-2002

REQUEST TO HIRE BETWEEN 91% - 120% OF SALARY RANGE MID-POINT BOONE COUNTY

Appl. of form: To request approval to hire between 91% - 120% of the salary range mid-point. Approved: 1/31/02 by Commission Order #47-2002

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

Name of prospective employee Linda Lohr Department Sheriff - Corrections

Position Title R.N. Nurse Pool Position No. 604

Proposed Starting Salary (complete one only) Annual: _____ % of Mid-Point _____
OR Hourly: 23.50 % of Mid-Point 109%

No. of employees in this job classification within your Department? 2

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level) This person was a part time nurse for us back in Jan. 2000 - Oct 2000 and was paid \$20.50. She is currently a nurse at the Arthur Center being paid at \$24.00.

If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: Our part time nurse is on maternity leave. This is not an issue.

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices? Not an issue.

Additional comments: Our current part time nurse only has sick leave and vac to pay her through end of June, and she will not come back to work until 8/18/02. Therefore we will have savings within her position as well as the part time pool of \$10,635.
Administrative Authority's Signature: [Signature] Date: 6-7-02

Auditor's Certification: Funds are available within the existing departmental salary and wage appropriation (#10100).
 Funds are not available within the existing departmental salary and wage appropriation (#10100); budget revision required to provide funding is attached.
Auditor's Signature: [Signature] Date: 6/10/2002

Human Resource Director's Recommendations: See attached recommendation
Human Resource Director's Signature: Betty Dickneite Date: 6-10-02

Liaison Commissioner: Approve Deny
Comment(s): _____
Liaison Commissioner's Signature: _____ Date: _____

County Commission Approve Deny
Comment(s): _____
Presiding Commissioner's Signature: [Signature] Date: 6-13-02
District I Commissioner's Signature: [Signature] Date: 6/13/02
District II Commissioner's Signature: [Signature] Date: _____

Human Resource Director's Recommendation:

Recommend approval due to difficulty in recruiting Registered Nurses to work in a correctional setting. Proposed salary is 109% of salary range mid-point. The salary range for a Registered Nurse is 41 (\$17.24 - \$25.86/hr, with a mid-point of \$21.55/hr.). Position was advertised from 3/18/02 until 6/6/02 with very limited no. of applications received. However, the proposed salary of \$23.50/hour is above what was advertised for the position (i.e., \$17.24/hour - \$21.55/hour).

This applicant has 10 months prior experience at the Boone County Sheriff's Dept., which will enable her to assume responsibilities with limited training. This employee will provide coverage for another Registered Nurse (Tamara Waltz) who is out on maternity leave until August 18, 2002.

Betty Dickreite 6/10/02
Signature of HR Director/Date

Boone County Human Resources

FLEXIBLE HIRING RATE

Approved: 1/31/02 by Commission Order # 47-2002

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

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

... summary, steps are outlined below:

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

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

June Session of the May Adjourned

Term. 2002

In the County Commission of said county, on the

13th day of June 2002

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
1251-91300: Sheriff – Machinery and Equipment	\$561.00	
1251-92300: Sheriff – Replacement Machinery and Equipment		\$456.00
1251-60250: Sheriff – Equipment Installation		\$105.00

Said budget revision is to replace the base station radio at the Information Center at the Sheriff's Department.

Done this 13th day of June, 2002.

ATTEST:

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

Don Stamper
 Don Stamper
 Presiding Commissioner

Karen M. Miller
 Karen M. Miller
 District I Commissioner

Skip Elkin
 Skip Elkin
 District II Commissioner

REQUEST FOR BUDGET REVISION

BOONE COUNTY, MISSOURI

6/10/02

EFFECTIVE DATE

FOR AUDITORS USE

268-2002

Department	Account	Department Name	Account Name	(Use whole \$ amounts)	
				Transfer From	Transfer To
				Decrease	Increase
1 2 5 1	9 1 3 0 0	Sheriff	Mach & Equip	561.	
1 2 5 1	9 2 3 0 0	Sheriff	Repl. mach & eq		456.
1 2 5 1	6 0 2 5 0		Eq. Installation		105.

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): **Our base station radio in the Information Center has been having problems for past few weeks. Today, the repairman told us that it will have to be replaced. It can no longer be repaired. There is saving in a class 9 new eq. purchase of mobile video camera of \$1004. due to bidding. We are requesting approval to get our base station radio replaced.**

Replace base station radio - Info Center

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]
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:

[Signature]
Auditor's Office

[Signature]
PRESIDENTIAL COMMISSIONER

[Signature]
DISTRICT I COMMISSIONER

[Signature]
DISTRICT II COMMISSIONER

6/11/02

FY 2002
Budget Amendments/Revisions
Sheriff (1251)

Index #	Date Recd	Account	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	3/22/02	3411	Federal Grant Reimbursement	800		Establish revenue & expenditure budget for purchase of radar unit and reimbursement from HVM grant.	Cost of radar unit = approx \$1600. Per Sheriff's Dept, any actual cost greater than \$800 budget will be covered by savings in acct 91300.
		91300	Machinery & Equipment	800			
2	6/10/02	91300	Machinery & Equipment		561	Replace base station radio for information center.	Current radio is not functioning properly and can no longer be repaired
		92300	Replacement Machinery & Equip	456			
		60250	Equipment Installation Charges	105			

2002 CLASS 9

Dept-Account	Description	Original Budget Amount	Budget Revision Date	Budget Revision Amount	Revised Budget	Encumbrance Date	Encumbrance Amount	Payment Date	Payment Amount	Unused Budget
Sheriff										
1251-91300	camera - mobile video - (1) (Sobriety Checkpoint Grant)	5,000			5,000	5-13-02	3,795			1,205
1251-91300	handgun - (1) (for additional deputy)	400			400			6-7-02	392	8
1251-91300	shotgun - (1) (for additional deputy)	450			450			4-24-02	395	55
1251-91300	radio - mobile - (1) (for additional deputy)	2,200			2,200			2-21-02	2,198	2
1251-91300	radio - portable - (1) (for additional deputy)	750			750					750
1251-91300	camera - mobile video - (1) (for additional deputy)	4,800			4,800	5-13-02	3,795			1,005
1251-91300	radar unit - (1) (HMV Operation Slowdown Grant) (added 3-22-02) (Per Sheriff's Dept, any cost > \$800 budget will come from savings in this account.)		3-22-02	800	800			5-10-01	1,595	(795)
1251-91300	Budget Revision moving funds to 1251-92300 and 1251-60250		6-11-02	(561)	(561)					(561)
Total		<u>13,600</u>		<u>239</u>	<u>13,839</u>		<u>7,590</u>		<u>4,580</u>	<u>1,669</u>
1251-91400	vehicle - (1) (for additional deputy)	22,800			22,800			3-21-02	20,228	2,572
Total		<u>22,800</u>		<u>0</u>	<u>22,800</u>		<u>0</u>		<u>20,228</u>	<u>2,572</u>
1251-92300	amount needed in case of unplanned equipment failure	3,000			3,000					3,000
1251-92300	voice mail upgrade (added 4-30-02) Will be charged to fund 253 with JE after budget established.							6-6-02	2,547	(2,547)
1251-92300	Budget Revision moving funds from 1251-91300		6-11-02	456	456					456
1251-92300	base station radio for information center (added 6-11-02)									
Total		<u>3,000</u>		<u>456</u>	<u>3,456</u>		<u>0</u>		<u>2,547</u>	<u>909</u>
1251-92400	vehicle - (5)	114,000			114,000					114,000
Total		<u>114,000</u>		<u>0</u>	<u>114,000</u>		<u>0</u>		<u>0</u>	<u>114,000</u>
Total Sheriff		<u>153,400</u>		<u>695</u>	<u>154,095</u>		<u>7,590</u>		<u>27,355</u>	<u>119,150</u>

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STATE OF MISSOURI }
County of Boone } ea.

June Session of the May Adjourned

Term. 2002

In the County Commission of said county, on the 13th day of June 2002

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 Victims of Crime Act (VOCA) grant application.

Done this 13th day of June, 2002.

ATTEST:

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

Don Stamper
Presiding Commissioner

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner

Boone County Prosecuting Attorney



Victims of Crime Act
Grant Application
2002/2003

BOONE COUNTY PROSECUTING ATTORNEY
VOCA 2002/3 Grant Application

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APPLICATION SUMMARY REPORT (VOCA)

Agency Name BOONE COUNTY PROSECUTING ATTORNEY	Program Title VICTIM RESPONSE TEAM
Authorized Official Name and Address (include ZIP Code): Don Stamper 801 E. Walnut Street Columbia, Missouri 65201	Project Director Name and Address (include ZIP Code): Bonnie J. Adkins 705 E. Walnut Street Columbia, Missouri 65201
Phone Number (include Area Code): 573-886-4305 Fax Number (include Area Code): 573-886-4311	Phone Number (include Area Code): 573-886-4112 Fax Number (include Area Code): 573-886-4148

Total Amount of **VOCA Funds** Requested \$ **48,932.00**

Prorate the **VOCA Funds** Requested (give dollar amount and percentage) by types of victims to be served: (Please give your best estimates.)

\$ <u>17,615.52</u> <u>36</u> % Domestic Violence	\$ <u>978.64</u> <u>2</u> % Child Abuse	\$ <u>978.64</u> <u>2</u> % Sexual Assault
\$ <u>1,467.96</u> <u>3</u> % Underserved and Other (Identify the dollar amount and percentage for each type of victim of crime to be served)		
\$ <u>25,444.64</u> <u>52</u> % Burg/Robbery/Property Crimes	\$ _____ %	
\$ <u>2,446.60</u> <u>5</u> % Assault-Non Domestic	\$ _____ %	

Indicate the anticipated number of victims to be served by this VOCA funded project: 2,762 Total Victims of Crime _____ Hotline Calls
 (Not hotline calls)

If a domestic violence shelter, indicate the anticipated number of women and children to be served in shelter or outreach services, the number of anticipated hotline calls and the anticipated number of bednights.

_____ Women _____ Children
 _____ Bednights

Geographic Area(s) to be served by this VOCA project:

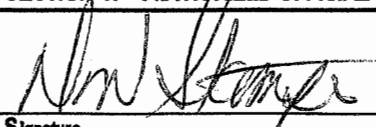
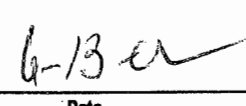
The requested VOCA funds will be used to: Fund a New Project Expand/Enhance an Existing Project Continue a Previously Funded VOCA Project

Give a brief summary of the services to be offered by this VOCA project. (Please type the description on this form.)

The Victim Response Team is comprised of our Crime Victim Specialist, our Victim Assistant and volunteers from the community, local Universities and Colleges. Each case handled by the Boone County Prosecutor's Office is assigned to one of the members of the Victim Response Team, who is responsible for notifying the victims and informing them of the case progress and their rights as a victim. Our Crime Victim Specialist provides crisis intervention with rape victims and victims of domestic violence, brief counseling for parents of children who have been sexually abused and an extensive referral network including pro-bono therapy for victims of sexual assault and child victims of crime. In addition the Victim Response Team provides explanation of court and legal procedures, notification of court dates, restitution management, victim impact statements, assistance completing Missouri Crime Victim Compensation Fund applications, escorts to court proceedings or depositions, and information as to how the case is finally resolved.

The Victim Response Team strives to expand and improve services to victims in Boone County. We continually try to enhance our Volunteer program, which has included students from the University of Missouri, Stephens College, Columbia College, William Woods and the community. Our volunteers are a key part of our Victim Response Team. Our goal for the Volunteer Program is to provide additional staff to make contact with victims that we would not be able to serve as readily.



SECTION 1 - INSTRUCTIONS		
This application must be typewritten. Please refer to the enclosed instructions to complete this form.		
SECTION 2 - GRANT PROGRAMS		
<input checked="" type="checkbox"/> VOCA - Victims of Crime Act	<input type="checkbox"/> SSVF - State Services to Victims Fund	<input type="checkbox"/> STOP - Stop Violence Against Women Grant Program
<input type="checkbox"/> Byrne - Byrne Formula Grant (NCAP)	<input type="checkbox"/> MCLUP - Mo. Crime Lab Upgrade Program	<input type="checkbox"/> RSAT - Residential Substance Abuse & Treatment Program
<input type="checkbox"/> CLAP - Crime Lab Assistance Program	<input type="checkbox"/> LLEBG - Local Law Enforcement Block Grant	<input type="checkbox"/> LGSD - Local Government School District Program
<input type="checkbox"/> Title V - Delinquency & Youth Violence Prevention	<input type="checkbox"/> Title II - Juvenile Justice Formula Grants	<input type="checkbox"/> JAIBG - Juvenile Accountability Incentive Block Grant
<input type="checkbox"/> Challenge - Statewide Policies and Programs		
AGENCY Boone County Prosecuting Attorney		FAX 573-886-4148 PHONE 573-886-4100
ADDRESS 705 E. Walnut		SECTION 8 - PROJECT TITLE VICTIM RESPONSE TEAM
CITY Columbia	STATE MO	ZIP 65201-4485
SECTION 4 - APPLICANT AUTHORIZED OFFICIAL		SECTION 9 - TYPE OF APPLICATION
NAME Don Stamper	FAX 576-886-4311 PHONE 573-886-4305	<input type="checkbox"/> New <input type="checkbox"/> Revised <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Continuation
TITLE Presiding Commissioner	AGENCY Boone County Commission	SECTION 10 - CURRENT CONTRACT NUMBER(S)
ADDRESS 801 E. Walnut	SECTION 11 - APPLICANT'S FEDERAL TAX I.D. # 43-6000349	SECTION 12 - PROGRAM CATEGORY
CITY Columbia	STATE MO	SECTION 13 - CONTRACT PERIOD
ZIP 65201	BEGINNING DATE 10/1/02	ENDING DATE 09/30/03
SECTION 5 - PROJECT DIRECTOR		SECTION 14 - TYPE OF PROJECT
NAME Bonnie J. Adkins	FAX 573-886-4148 PHONE 573-886-4112	<input type="checkbox"/> Statewide <input type="checkbox"/> Regional <input checked="" type="checkbox"/> Local
TITLE Office Administrator	E-Mail Address: badkins@boonecountymo.or	SECTION 15 - PROGRAM INCOME
AGENCY Boone County Prosecuting Attorney	Will Program Income be generated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
ADDRESS 705 E. Walnut	SECTION 16 - BUDGET	Total Cost
CITY Columbia	PERSONNEL	57,910.00
STATE MO	VOLUNTEER MATCH	
ZIP 65201-4485	TRAVEL	1,476.00
SECTION 6 - APPLICANT FISCAL OFFICER		EQUIPMENT
NAME Kay Murray	FAX 573-886-4369 PHONE 573-886-4365	SUPPLIES/OPERATIONS
TITLE Boone County Treasurer	AGENCY Boone County Treasurer's Office	1,846.00
ADDRESS 801 E. Walnut Room 112	CONTRACTUAL	
CITY Columbia	RENOVATION/CONSTRUCTION	
STATE MO	TOTAL PROJECT COSTS	61,232.00
ZIP 65201	FEDERAL/STATE SHARE	80 % 48,932.00
SECTION 7 - NON-PROFIT BOARD CHAIRPERSON		LOCAL MATCH SHARE
NAME N/A	FAX N/A	20 % 12,300.00
TITLE	SECTION 17 - AUTHORIZED OFFICIAL'S SIGNATURE	
AGENCY	 	
ADDRESS	Signature	Date
CITY		

PERSONNEL	PROJECT TITLE: VICTIM RESPONSE TEAM
	APPLICANT AGENCY: BOONE COUNTY PROSECUTING ATTORNEY

INSTRUCTIONS	
1. Include all personnel to be employed on the proposed project. 2. Under Title or Position , list each proposed position. 3. Under Name of the Individual , list the name of the person who will fill each proposed position (if known). 4. Show Monthly Salary for each individual and show the Percent Of Time to be devoted to this grant funded 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, insurance, etc. 7. Under the column 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	% OF TIME ON GRANT	MONTHS TO BE EMPLOYED	TOTAL COST
Victim Specialist	Mark Koch	3,200.00	100	12	38,400.00
Victim Assistant	Cassandra Rogers	1,025.00	100	12	12,300.00
SUBTOTAL					\$ 50,700.00

FRINGE BENEFITS	BASIS FOR COST ESTIMATE	
F.I.C.A. & Medicare (.0765)	FICA 38,400 X .0765	2,937.60
PENSION/RETIREMENT	Pension Matching Plan	650.00
LIFE INSURANCE	Life Insurance 2.75/month X 12 months	33.00
MEDICAL INSURANCE	Medical Insurance 247.08/month X 12 months	2,964.96
UNEMPLOYMENT COMPENSATION	Disability \$38,400 X .0046	176.64
WORKERS' COMPENSATION LIAB.	Workers Compensation \$38400 X .0049	188.16
OTHER (PLEASE IDENTIFY)	Dental Insurance 21.66/month X 12 months	259.92
SUBTOTAL		\$ 7,210.28

State/Federal Share	\$ 45,610.00	TOTAL PERSONNEL COST	\$ 57,910.00
Local Match Share	\$ 12,300.00		

TRAVEL	PROJECT TITLE: VICTIM RESPONSE TEAM
	APPLICANT AGENCY: BOONE COUNTY PROSECUTING ATTORNEY

INSTRUCTIONS

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Itemize travel expenses by event. 2. Under the Item, list the type of travel (local, in-state, out-state), location and reason for travel. 3. Under the Basis for Cost Estimate, supply information regarding total distance to be traveled, the rate per mile, total days of travel, daily subsistence allowance, and number of people traveling. 4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling. 5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee. | <ol style="list-style-type: none"> 6. Tuition and registration fees for eligible training <u>must be listed under the Supplies/Operations</u> category. 7. Enter the costs in the Total Cost column. 8. The amount of mileage allowance shall not exceed 33.5¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
Airfare - NOVA	Airfare to National Conference (Estimate)	350.00
Meals/Lodging - NOVA	National Conference Lodging - 6 nights @100.00/night= \$600.00 (Estimate) Meals \$30.00/day @ 7 days= 210.00	810.00
Mileage - NOVA	Mileage to/from Airport National Conference	75.00
Meals/Lodging - MOVA	Meals - Missouri Conference \$30.00/day X 3 days = 90.00 Lodging Missouri Conference 2 nights @ \$65.00/night (Estimate) = 130.00	220.00
Mileage - MOVA	Mileage to/from Jefferson City, MO - Missouri Conference 65 miles @.3250/mile	21.00
State/Federal Share	\$ 1,476.00	TOTAL TRAVEL COST
Local Match Share	\$ 0.00	
		\$ 1,476.00

SUPPLIES/OPERATIONS

PROJECT TITLE: VICTIM RESPONSE TEAM

APPLICANT AGENCY: BOONE COUNTY PROSECUTING ATTORNEY

INSTRUCTIONS

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Under the Item column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.</p> <p>2. Under the Basis for Cost Estimate column, list the cost per unit and the number of units requested.</p> | <p>3. Under Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).</p> <p>4. Tuition and registration fees for eligible training must be listed on this page.</p> <p>5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
2 pagers	2 pagers for use by victims and their families during trial \$9.00/month X 12 months X 2 pagers	216.00
MOVA Conference Fee	Missouri Conference Fee	130.00
NOVA Conference Fee	National Conference Fee	250.00
Trial Handbook	Printing Costs for Trial Handbook	750.00
Victim Brochures	Victim Related Brochures	500.00
State/Federal Share	\$ 1,846.00	TOTAL SUPPLIES/ OPERATIONS COST
Local Match Share	\$ 0.00	
		\$ 1,846.00

dps 1/24/01

PERSONNEL INFORMATION

Project Staff Only

Staff Member	Brief List of Experience and Current Job Responsibilities
1. <u>Mark Koch</u> (Name) <u>Victim Specialist</u> (Title)	Mark is a registered/licensed Occupational Therapist & has extensive experience workign w/domestic & sexual violence. His responsibilities include crisis intervention w/rape & domestic violence victims, brief counseling w/parents of sexually abused children, social services referrals, assisting victims of assault, sexual offenses, stalking, murder & kidnapping. He also provides victims w/info about Crime Victims Comp & assist with Victim Impact Statements.
2. <u>Cassandra Rogers</u> (Name) <u>Victim Assistant</u> (Title)	Cassandra began working with the Victim Response Team in January 2001. Her responsibilites include coordinating & supervising the Volunteer Program. She assists victims of burglary, stealing, robbery, property damage, receiving stolen property, fraudulent use of credit device, forgery, tampering, arson, DWI, leaving the scene & orients victims to the judicial process & assists them with Crime Victims Comp & Victim Impnart Statemants
3. _____ (Name) _____ (Title)	
4. _____ (Name) _____ (Title)	
5. _____ (Name) _____ (Title)	
6. _____ (Name) _____ (Title)	

JOB DESCRIPTION
BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

CRIME 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.
- Network with social service agencies for additional resource referral contacts for all victims of crime.
- 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.
- Compile statistics of victims served on a monthly, quarterly and annual basis.
- Document services provided to victims of crime.
- ***Any other duties as designated by the Chief Investigator, Office Administrator or Prosecuting Attorney.***

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.

Narrative Work Program Victim Response Team

A. Brief History of The Agency

The Boone County Prosecuting Attorney's Office is responsible for the prosecution of criminal violations that occur within this jurisdiction and for Family Support Enforcement. The office is currently comprised of 35 staff members, including our Crime Victim Specialist, funded through VOCA, a victim advocate, 2 investigators, 10 assistant prosecuting attorneys, including the two Domestic Violence Attorneys funded through the STOP Violence Against Women program, and one elected Prosecutor. We continue to provide service to victims of crime in Boone County with support from VOCA grant funds since 1993, and STOP Violence Against Women grant funds since 1998. Our Victim Response Team is dedicated to addressing the needs of victims in Boone County. The Victim Specialist provides crisis intervention for victims of violent crimes including sexual assault, domestic violence, parents of victims of child abuse and family members of homicide victims. Referrals are made to appropriate local counselors and/or agencies to work with the victim and their family for long term counseling. Information and assistance in filing for Missouri Crime Victim Compensation is offered to every victim we serve. The Victim Response Team also provides restitution management, a secure victim waiting room, return of personal property, escorts to court and/or depositions, informing victims of their rights, including their right to complete a Victim Impact Statement and their right to appear at court proceedings. We continue to have an excellent volunteer program including volunteers from the University of Missouri, other local colleges and from the community. We have had a wide range of volunteers including criminal justice paralegals, social workers, political science majors, pre-law students, as well as law students. With the help of these volunteers we are better able to serve the victims of crime in Boone County. This program continues to be very successful. Our volunteers have assisted with a variety of victim services such as notification, distribution of the Victim Satisfaction Survey and collection of victim services data. Social Work Volunteers have assisted victims by specializing in domestic violence cases, assessing the victims' situation, educating them on the cycle of violence, and linking them to appropriate referrals. Our volunteer program enables us to provide additional services to victims as well as developing skills and talents for the volunteers to use in future jobs.

This grant application is submitted in an effort to continue to facilitate the effective prosecution of crime and assist victims of those crimes. With the ongoing support of VOCA funds we are able to provide a program to address these issues and provide balance to the criminal justice system by ensuring that the victim has a "voice" and is not lost in the "system." VOCA funding allows us to continue to enhance contact and communication with all victims including but not limited to those persons victimized in the following ways:

1. Sexual crimes
2. Child abuse
3. Domestic abuse
4. Burglary
5. Robbery
6. Homicide survivors
7. DWI
8. General assault

B. Statement of the Problem

Boone County is a growing, progressive county located in the center of the state at the crossroads of major east-west and north-south highways. Columbia is the County Seat and the City of Columbia covers 53.5 square miles. According to the most recent census, the City of Columbia has a population of 79,082. The County of Boone has a population of 130,179. The median age of the population in the City of Columbia is 26 and the average Columbia household income is \$31,219.00. The population of the City of Columbia has increased by 9,082 over the past 10 years, and the population of Boone County as a whole has increased by 15,563 since 1990. Demographics are of an urban, semi-urban and rural composition with a unique degree of ethnic diversity. According to the most recent statistics available, the following demonstrates the population by race and age in Boone County.

White Non-Hispanic	85.8%	19 & Under	17.8%
African America/Black	11.3%	18-25	12.9%
American Indian	0.4%	26-40	19.9%
Asian/Pacific Islander	1.1%	41-60	28.8%
Hispanic (all)	1.8%	61 and over	20.6%

The following is a summary of felonies and misdemeanors filed in Boone County in the past five years:

Felonies

1997	1998	1999	2000	2001	2002(Thru 4/30/02)
944	1109	1116	1102	1223	404

Misdemeanors

1997	1998	1999	2000	2001	2002 (Thru 4/30/02)
3104	4259	3952	3714	3862	1201

With the prosperity and growth of this community in the last decade has come a more volatile crime rate in all areas, particularly the area of domestic violence. The Victim Specialist works closely with victims of domestic violence.

With the inception of the DOVE Unit (funded through STOP Violence Against Women Grant Funds) in 1998 there was a large increase in the number of misdemeanor cases filed, however this trend leveled out in the past few years.

Domestic violence cases filed in the past three years:

1998	981
1999	1041
2000	1201
2001	1114
2002	335 through April 30, 2001

The Boone County Prosecutor's Office continues to make every effort to address the simultaneous pressure of attending to the needs of crime victims and expediting the appropriate disposition of criminal actions. However, there are many problems and issues still faced by the victims of crime in Boone County. Many people who become crime victims feel an enormous sense of guilt for the crime. Often people spend time, energy and effort wondering what they could have done to prevent this crime, or what they had done to deserve it, instead of focusing on the recovery process and dealing with their issues of victimization. The issue of self-blame and "if I had only done this" is especially prevalent in cases of domestic violence and/or sexual assault. Unfortunately, in both of these types of cases, fear of going forward, testifying, and holding the perpetrator accountable is also an enormous problem. Many victims are frightened by the perpetrator, and this often escalates the danger. They also tend to feel guilty and afraid that no one will believe them. Many victims simply are not aware of the resources that are available to them. The Boone County Victim Response Team can provide information and education to these crime victims so that they may be less inhibited, scared, and guilty feeling about the crime, thus allowing the victim to make an informed decision about participating in the Criminal Justice System and to hold the perpetrator accountable.

In 2001-2002 the Boone County Prosecutor's Office continued to receive VOCA funds to help insure that crime victims receive the information and support that they deserve from this office. We try to insure that frustration with the system is minimized and that effective prosecution through victim comprehension of the court system and available resources is maximized. Currently, every victim related case that the Boone County Prosecutor's Office handles is assigned to a Victim Response Team member or a volunteer. A member of the Victim Response Team or a volunteer then educates and addresses the needs of the victim so that they are not at risk to leave the system with an impression of being re-victimized by another impersonal bureaucracy. Funding for the continuation of this program is crucial for this office to serve crime victims in Boone County, and to utilize the avenues of assistance and cooperation they so richly deserve.

C. Goals & Objectives

Goal #1:

It is our goal to provide accurate information to survivors of crime about the criminal justice system and their options for participation in it.

The Victim Advocate will:

1. Contact 100% of crime survivors via letter (Victim Impact Statement)
2. Provide 100% of those survivors completing a Victim Impact Statement with a follow up phone call.
3. Facilitate a face-to-face meeting with appropriate staff 100% of the time when requested by crime survivors.
4. Inform 100% of crime survivors via letter of their case disposition and offer verbal explanation when requested.

This goal will be measured by tracking the number of victim related cases and reviewing responses from our Crime Victims Surveys.

Goal #2:

It is our goal to provide all crime survivors with information about their rights and eligibility for restitution/Crime Victims Compensation.

The Victim Advocate will:

1. Review 100% of cases for identification of restitution/Crime Victims Compensation.
2. Offer explanation about restitution and Crime Victims Compensation to 100% of crime survivors requesting such information.
3. Utilize written resources (i.e. Sexual Assault Handbook, Trial Explanation Handbook, Domestic Violence Handbook, etc.) 100% of the time while meeting face to face with crime survivors.

This goal will be measure by tracking the number of victim related cases, by monitoring handbook inventory and by reviewing Victim Response Team Evaluations. This goal will also be measured by logging the number of claims submitted to Missouri Crime Victims Compensation Fund. The project Director also receives a report from the Missouri Crime Victims Compensation Fund each year for actual claims and restitution received.

Goal #3

It is our goal to provide emotional support, understanding and referral to appropriate community support to crime survivors.

The Victim Advocate will:

1. Offer, to survivors who request or imply a need for emotional support, immediate assistance.
2. Provide information/referrals about services for crime survivors in the community when appropriate.
3. Ensure that at least 75% of those requesting emotional support feel validated and understood.

This goal will be measured by utilizing and reviewing completed Victim Response Team Evaluations. In addition crime survivors may be given brief, informal surveys following direct interactions with Victim Response Team staff.

D. Methodology

1. Type of Program

The Victim Response Team is a component of the Boone County Prosecutor's Office that is dedicated to serving the needs of crime victims in Boone County. The Victim Response Team provides a variety of individualized, comprehensive services. The Victim Specialist works with all "crimes against people" and dangerous felonies. The Victim Specialist meets with the victim and their family. Examples of services provided to victims of specific charges include the following. When working with *child sexual and physical abuse cases*, the Victim Specialist arranges an initial meeting with the family and the prosecutor to meet and discuss the case options. The Victim Specialist explains the court process and has several more meetings before the case actually goes to court. The Victim Specialist provides literature to the child and to the parent on explanations of court procedures and abuse. Courtroom and courthouse tours are given to familiarize the child with the court process. The Victim Specialist assists victims in filling out Crime Victim Compensation Fund forms as well as restitution information and claim forms. Families will also be referred to counseling as needed and as appropriate with their insurance. Follow up contact is made in child abuse cases for final closure.

The Crime Victim Specialist provides many of the same services to *adult victims of sexual assault* that are provided to the family and child victims. Meetings with the prosecutor and the victim, explanation of the court process, assistance in completing and monitoring CVCF forms, restitution information, court accompaniment, and personal support are provided to all sexual assault victims. Services specific to adult victims of sexual assault include but are not limited to: Assistance in obtaining medical records of the sexual assault exam, assistance with sending the sexual assault exam bill to the Department of Health for compensation, referral of victims to an available network of pro-bono counselors who specialize in sexual assault, and finally, the Victim

Specialist reviews, with the victim, a sexual assault handbook that is distributed by law enforcement and emergency rooms for victim education.

Victims of *domestic violence* also receive many of the general services that are described above as well as other more specific services for domestic violence. Victims meet to discuss with the Victim Specialist the specific event that led to law enforcement involvement. The Victim Specialist provides education on domestic violence and the cycle of abuse to victims. Victims are referred to many local agencies. Victims are informed of how to get an order of protection and are provided with an escort to that proceeding if desired. Victims of domestic violence are given special advocacy and attention by the Victim Response Team to hopefully encourage them to continue through the criminal justice system and break away from the cycle of abuse.

Finally, the Crime Victim Specialist assists families of *homicide* victims in similar ways. Crisis counseling and advocacy are services provided as well as all of the above-mentioned services.

2. Proposed Service Area

This agency handles crimes perpetrated in Boone County. Victims served will include residents of this County as well as persons victimized as they travel through Boone County, pursue employment or education or are otherwise here temporarily. Thus, the service area will include any location where victims re-locate after the crime occurs. The service area will also include areas where the victim's family and/or relatives live who need to be informed of case progress and information. In the past, this has included all areas of Missouri as well as a few areas outside of Missouri.

3. Coordination of Services

Coordination and communication with other service providers is achieved through our Victim Response Team's assistance program by means of personal visits, correspondence, and attending community task force monthly meetings. The Boone County Victim Response Team has been an active part in the community of Boone County's service organizations. The Victim Response Team has been a part of the Boone County Community Task Force designed to combat crime and coordinate services provided to victims of sexual assault and domestic violence. Members of the task force included representatives from the three local hospitals, three law enforcement agencies, psychiatric facilities, the Shelter, the University of Missouri and other various counseling and social service organizations as well as several interested citizens from the community. The task force continues to assign local area counselors to do pro-bono counseling for sexual assault victims. Victims are referred and identified by law enforcement, hospitals, the Victim Response Team, etc. and are given the name of a counselor who has given consent to donate three, one hour sessions to victims of sexual assault crimes. Members of the Task Force continue to use the Sexual

Assault Handbook for victims of sexual assault explaining options and available services for them. The Sexual Assault Handbook was developed and printed by funds received from the STOP Violence Against Women grant program and is currently being distributed throughout Boone County. The Domestic Violence Survivor Handbook and the Boone County Crime Victim Survivor Handbook were both printed using VOCA funds and are also being distributed throughout the community

The Crime Victim Specialist attends weekly DOVE (Domestic Violence Enforcement Unit) meetings with members from the Columbia Police Department, the Boone County Sheriff's Department and the Shelter to discuss clients in common and their case progress and share information about victims of crime in Boone County.

The Victim Assistant attended the MOVA conference in St. Louis. The Crime Victim Specialist and our Chief Investigator will attend the National Conference in Nashville, Tennessee to further their education in victim services. Our referral network includes the following: Arthur Center, Women's Center at the University of Missouri, The Counseling Center at the University of Missouri, as well as the counseling centers at Columbia College and Stephens College, The local abuse shelter, McCambridge Center, Human Comprehensive Services, the Salvation Army, The United Way, the Division of Family Services, Rainbow House, the Child Advocacy Center, Mid Missouri LEAD Institute, ADVENT, Probation and Parole, the Juvenile Office, the Division of Youth Services, the Family Violence Clinic, the SON (Supporting Others Through Non Violence) program and the MEN (Men Espousing Non-Violence) program. We continue to enhance our relationships with these Social Service providers.

4. Identification of Matching Funds

Matching Funds are derived from the salary of our current Victim Assistant, Cassandra Rogers.

5. Budget Justification

Justification of Salaries: The funding for the Crime Victim Specialist's salary requested via this application is for a continuation of funding provided by VOCA since 1993. The current Victim Assistant position was originally funded by a Federal Grant through the Department of Public Safety. Upon expiration of the original grant, costs for the Victim Assistant position were assumed by Boone County. The matching funds for our Crime Victim Specialist position are derived from the salary of the Victim Assistant. As stated earlier, the Crime Victim Specialist provides brief counseling for parents of children who have been sexually abused, crisis intervention with rape victims and victims of domestic violence, and child victims. Funding of the Crime Victim Specialist's salary is crucial for the continuation of our Victim Response Team program to enable the Boone County Prosecuting Attorney's office to serve crime victims and to utilize the avenues of assistance and cooperation.

Justification of Supplies: The Boone County Prosecutor's Office is requesting funds to continue providing pagers for victims while they are waiting for the verdict in trial.

Often many hours go by before the jury reaches a verdict and the victims have to stay in our office. It is less stressful for the victim and their family to be able to leave the office, and be paged when the verdict comes in.

We are requesting funds to send a member of the Victim Response Team to the Missouri and National victim conferences to keep them current with trends in victim services locally and nationally.

We are requesting funds to reprint copies of the Trial Explanation Handbook to be given to victims and their families during trial and also any other victim that may need detailed information on what happens during a trial in Boone County. These resources are valuable tools for victims providing education during their experience with this office. We have found that the more educated the victim is the more comfortable they will feel as they move through the court process.

Funds are requested for additional victim brochures, specific to the type of crime. We have been providing this type of brochure for several years and find them to be valuable tools for educating the victim.

Justification of Travel: We are requesting a continuation of funding for travel expenses to the Missouri and national victim conferences. Attending victim related conferences enhances the education of the Victim Response Team members and helps keep them current with trends in victim services.

6. Supplanting

The Boone County Prosecuting Attorney's Office is not requesting any funds for existing costs. The sole function of this application is to continue the funding for the Crime Victim Specialist, supplies for victims and travel expenses that are not included in the Boone County budget process.

7. Victim Compensation Assistance

Victim's Compensation information is being mailed to every victim of crime upon his or her identification by this office. Our restitution management system enables us to easily computer generate Victim Impact Statements and information to be mailed very quickly. Further assistance with the filing for such compensation is given during the on-going contact with this agency and the victim. The Victim Response Team is readily available to assist in any way required by the victim to achieve the filing of this compensation. With our Victim Impact Statements, we also include a two-sided card which includes pertinent information such as prosecutor name, case number, defendant name, charge, victim contact person, victim's rights, Crime Victim's Compensation Fund and services provided by the Victim Response Team. In the fiscal year ending July 31, 2001, \$8,406.07 was received in restitution, 63 claims were referred, 55 claims were awarded in the amount of \$140,549.30, according to the Crime Victim's Compensation Office this was the highest in the State of Missouri.

Through April 30, 2002 in Boone County \$8536.88 was received in restitution, also the highest in the State of Missouri this fiscal year.

8. Volunteers

The Victim Response Team is fortunate to have the services of many volunteers. We are consistently striving to enhance our volunteer program, allowing us to better serve the victims of Boone County. Our volunteers have included students, undergraduate and graduates specializing in counseling, psychology, social work, criminal justice, political science and/or pre-law. Volunteers have been provided by the University of Missouri, Columbia College, Stephen's College, William Woods and the community. Working with University of Missouri law students benefits their legal education and allows them to receive hands on experience representing the State at preliminary hearings, misdemeanor trials, fulfilling legal research needs requested by the prosecutors, as well as working with victims that appear as witnesses on behalf of the state. Each semester a maximum of ten students are allowed to enroll in the University of Missouri School of Law Criminal Clinic. In the past year University of Missouri Law students performed an average of 1800 hours of services on behalf of the Boone County Prosecuting Attorney's Office. Volunteers review arrest reports, make personal contact with assault and burglary victims, assist with restitution, Crime Victim's Compensation, victim impact forms and final disposition letters.

The goal of our Volunteer program is to provide sufficient staff to make contact with victims that we would not be able to serve as readily. Our volunteers are treated as job applicants. They must make a formal application, go through the interview process, provide references and sign a contract. The Victim Assistant trains and evaluates each volunteer. Training includes familiarizing the volunteer with court proceedings, computer training on the prosecutor case management system, reviewing pending cases, reviewing our brochure for domestic violence victims and how to deal with them, and reading the volunteer manual. Our Victim Assistant utilizes a training manual that is available at all times to the volunteer staff. This manual includes the purposes and goals for victim assistance, a glossary of criminal justice terms, samples of forms and letters used in the victim program, copies of victim related brochures, Crime Victim's Compensation literature, victim/witness information, Victim Impact Statements, and restitution information. Social work volunteers have utilized the Shelter's volunteer training program and receive approximately 12 hours of Domestic Violence training from their specialized staff. They also complete "Ride Alongs" with local law enforcement officers and tour other facilities to obtain a wide variety of experiences and perspectives from the criminal justice system.

9. Number of Victims to Be Served

The Boone County Prosecuting Attorney's Victim Response Team has served the following victims:

Victims served through 10/1/01 through 4/30/02 (2001/2002 Grant Period):

• Child Physical Abuse	8
• Child Sexual Abuse	21
• Domestic Violence	618
• Adult Sexual Assault	29
• Survivors of Homicide	26
• Assault	67
• Victims of Property & other Crimes	612
TOTAL	1381

Victims Served

• Child	58
• Disabled/handicapped	6
• Native American	0
• Elderly	19
• Minorities	542
• Other	756

Total Victims Served 1381

Types of Services Provided

Follow-up Contact	725
• Crisis Hotline/Counseling	654
• Information/Referral	1381
• Criminal Justice Support	1381
• Notification of Victim	1381
• Compensation Fund	
• Personal Advocacy	1381

Anticipated # of Victims to be Served

• Child Physical Abuse	16
• Child Sexual Abuse	42
• Domestic Violence	1005
• Adult Sexual Assault	42
• Survivors of Homicide	30
• Assault	145
• Victims of Property & other Crimes	1482
TOTAL	2762

Victims to be Served:

• Child	65
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• Disabled/handicapped	8
• Native American	4
• Elderly	22
• Minorities	925
• Other	1738

TOTAL	2762
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Types of Services to be Provided:

• Follow-up Contact	1325
• Crisis Hotline/Counseling	825
• Information/Referral	2762
• Criminal Justice Support	2762
• Assistance in Filing Compensation Claims	275
• Personal Advocacy	2762

Of the victims served by the Victim Response Team October 1, 2001 – April 30, 2002 the following statistics were gathered:

Male victims 20%

32 %	Black
67%	White
1%	Other minorities

Female victims 80%

38%	Black
61%	White
1%	Other minorities

Of all victims served October 1, 2001 – April 30, 2002 the following is a listing by age and percentage:

Under 20 years of age	28%
20-30 years of age	34%
30-40 years of age	21%
40-50 years of age	13%
50-60 years of age	3%
over age 60	1%

The largest group of victims is white female age 20-30.

10. Evaluation Procedure

The Boone County Prosecutor's Office utilizes two types of surveys to help evaluate our program. One survey is mailed to victims of crime that are identified by law enforcement. This survey includes questions regarding the prosecuting attorney, the office personnel and the victim advocates. The majority of the questions concentrate on the services of the victim advocates and the Victim Response Team. The survey is sent along with the closing letter informing the victim of the disposition of his or her case. A self-addressed envelope is included to help facilitate prompt return of the survey. The second survey is a brief, 5 question telephone survey that is conducted by our volunteers. It is a constant struggle to get responses to both surveys. We are currently doing a test to see which survey is the most effective. We are evaluating over a one month period, how many surveys are mailed and given over the phone and how many responses we receive to each. A sample of each survey is included in the appendix of this grant application.

Of the surveys that were returned the following statistics were gathered:

On a scale from 1 (not at all) –5(very useful)

Was the Victim Impact Statement/Information that you received timely & useful?

The following responses were given:

1= 8% (Not at all)

2= 8%

3= 25%

4= 8%

5= 33% (Very useful)

The following quotes were taken from the sample surveys in regard to the above question:

"I found the Victim Impact Statement helpful because I have never had to go through the system before, but there are still areas that could be improved." BC

"The Victim Impact Statement was timely but difficult to fill out as I was trying to fill it out for a child that was the victim. I got confused and had to call Mark to help me figure out how best to complete the form. More clarity would be helpful in this situation and/or a special form that would be particular to my circumstances (for juvenile victims) would have been helpful." SD

On a scale from 1(not at all) – 5 (very helpful), 75% of the people surveyed said that our victim services staff members were very helpful, and 25% said we were helpful. The following quotes were taken from sample surveys:

"The victim advocate was great to work with – I met with her and she remembered the details of my case." TR

"The victim advocate told me all she could. She was very nice and helpful." BC

"The victim Advocate did all she could." HH

"Mark was excellent." SD

When asked the question... Were the victim services offered beneficial to your needs as a victim of a crime or as a participant in the criminal justice system, on a scale from 1 (not at all) -5, (very beneficial) the following statistics were gathered:

1= 8% (Not at all)

2= 0

3=17%

4=17%

5=58% (Very Beneficial)

When asked the question – Overall, how do you rate the services provided by the Boone County Prosecutor's Office Victim Response Team - 58% of the survivors surveyed said that the Victim Response Team provided outstanding service. 33% gave us the next highest rating and 8% were neutral.

We received some very helpful feed back from the surveys and will use some of the suggestions to continue to improve our program. This will be discussed in the report of success section of this grant application.

11. Cost Assumption

In the event that state funding is no longer available, this office will make application to the Boone County Commission for the continuation of this vital program. Boone County has a commitment to serving crime victims and continues to fund the full salary of the Victim Assistant and supplies and operations that go with this program.

12. Report of Success

Goal #1:

It is our goal to provide accurate information to survivors of crime about the criminal justice system and their options for participation in it.

The Victim Advocate will:

1. Contact 100% of crime survivors via letter (Victim Impact Statement)
2. Provide 100% of those survivors completing a Victim Impact Statement with a follow up phone call.

3. Facilitate a face-to-face meeting with appropriate staff 100% of the time when requested by crime survivors.
4. Inform 100% of crime survivors via letter of their case disposition and offer verbal explanation when requested.

Through April 30, 2002 1381 crime survivors were sent a letter and a Victim Impact Statement. Approximately 30% of the victims receiving Victim Impact Statements actually respond. Every effort was made to make follow up phone calls to each survivor completing a Victim Impact Statement that requested help. Our surveys indicated that we may not have contacted 100% of the people, but we did a fairly good job. However, there was a desire from some survivors to be contacted more quickly. There is always room for improvement. The following quotes, taken from the surveys, we found to be very informative and helpful:

"I found the Victim Impact Statement helpful because I have never had to go through the system before, but there are still areas that could be improved."

"Mark was pretty good, he called me and apologized about how long it was taking to get my case going, even when it wasn't his fault."

"Without the support I received from the Victim Response Team I would not have had the courage to proceed with my case. Mark Koch was very helpful and answered all of my questions and concerns. I have been very pleased with this service."

"It would have been nice to receive a letter when the court hearing was happening to let me know what is happening and what will happen. I didn't know what had happened until months later, I should have been told a couple days after the decisions were made."

"The Victim Advocates should let victims know more about what is going on – be more proactive. Instead of the victim having to call in all the time, the advocates should be calling the victims."

The following quote from one of the surveys gave us a great idea. CASE.NET is a website that gives public information on all cases in Boone County. This survivor gave us the idea to put that website address on the initial information letter so that they can check on their case progress anytime they wish, if they have access to a computer. We have already implemented this suggestion.

"I felt like I had to figure out the system as I went along. I would have liked to know more about it from the beginning. I also thought the office could have been more considerate and made a better effort to get back in touch with me, they could have called me instead of me having to do all the upfront work. I thought because I expressed interest, they would have made more effort to contact me. It would have been helpful to learn about CASE.NET sooner and to be given the crime victims' booklet sooner. I have no complaints about Cassandra as she did the best she could do with her time and energy but you might consider putting in the initial letter a place where victims can check for more information about the system if we want it."

Goal #2:

It is our goal to provide all crime survivors with information about their rights and eligibility for restitution/Crime Victims Compensation.

The Victim Advocate will:

1. Review 100% of cases for identification of restitution/Crime Victims Compensation.
2. Offer explanation about restitution and Crime Victims Compensation to 100% of crime survivors requesting such information.
3. Utilize written resources (i.e. Sexual Assault Handbook, Trial Explanation Handbook, Domestic Violence Handbook, etc.) 100% of the time while meeting face to face with crime survivors.

As of April 30, 2002 612 property related crimes have been handled by the Victim Response Team. Approximately 75% of those required restitution services. Every effort was made to provide information to all crime survivors requesting restitution. Even though we provide information about restitution, it is not always possible for the victim to receive the amount of restitution they deserve. When the defendant goes to prison, or violates their probation, often restitution is never received. The following quote taken from one of the surveys illustrates the frustration felt by the victim, even when the Victim Advocate did an excellent job.

"Cassandra did her job well. But next time we won't waste our time. We got no money, no compensation-it was a whole lot of nothing. It didn't cost us anything, but we didn't get anything from it either."

The Victim Response Team did an excellent job with Crime Victim's Compensation. In the fiscal year ending July 31, 2001, \$8,406.07 was received in restitution, 63 claims were referred, 55 claims were awarded in the amount of \$140,549.30, according to the Crime Victim's Compensation Office this was the highest in the State of Missouri. Through April 30, 2002 in Boone County \$8536.88 was received in restitution, also the highest in the State of Missouri this fiscal year.

Every effort was made to share our written resources with crime victim survivors. We provide the following types of brochures:

- *Crime Victim Survivor Handbook (funded through VOCA)**
- *Sexual Assault Handbook (Funded through VAWA)**
- *Domestic Violence Handbook (Funded through VOCA)**
- *A Handbook for Crime Victims (Missouri Department of Corrections)**
- *Crime Victims' Rights (Attorney Generals Office)**
- *Victim Information Packet (MADD Victim Services)**
- *Adult Abuse/Assault Guide (Boone County PA)**

- *Crime Victim's Compensation Pamphlet (Division of Worker's Compensation)**
- *Miscellaneous Brochures from Channing Bete Co. Specific to various types of crimes.**

Over 300 Trial Explanation Handbooks were given to victims of crime; over 130 Sexual Assault Handbooks were given to the community and to victims of sexual assault; and over 120 Domestic Violence Handbooks were given to victims of domestic violence. Crime Victims' Rights booklets were given to every victim that came into the office for a personal visit. The MADD booklets were given to approximately 30 victims of DWI crimes. The Missouri State Highway Patrol usually gives out information to the victims at the crime scene or immediately thereafter. The Crime Victim's Compensation Pamphlet was given to every victim that was eligible to receive Crime Victim's Compensation and over 300 miscellaneous brochures were distributed to victims and their families.

Goal #3

It is our goal to provide emotional support, understanding and referral to appropriate community support to crime survivors.

The Victim Advocate will:

1. Offer, to survivors who request or imply a need for emotional support, immediate assistance.
2. Provide information/referrals about services for crime survivors in the community when appropriate.
3. Ensure that at least 75% of those requesting emotional support feel validated and understood.

It is our belief that this goal is being met. Through April 30, 2002 725 people received follow up contact, 654 received crisis counseling, 1381 received information and or referral and 1381 received criminal justice support and personal advocacy. We have referred crime survivors to the following community resources this year:

- **Arthur Center**
- **Women's Center – University of Missouri**
- **The Counseling Center – University of Missouri**
- **Counseling Center – Columbia College**
- **Counseling Center – Stephens College**
- **The Shelter**
- **The McCambridge Center**
- **Human Comprehensive Services**
- **Salvation Army**
- **United Way**
- **Division of Family Services**
- **Rainbow House**
- **Child Advocacy Center**
- **Mid Missouri LEAD Institute**

- ADVENT
- Probation & Parole
- Juvenile Office
- Division of Youth Services
- Family Violence Clinic
- SON Program (Supporting Others Through Non-Violence)
- MEN Program (MEN Espousing Non-Violence)

The following quotes were taken from our Crime Victim Surveys to illustrate that we are doing a fairly good job reaching this goal.

"Without the support I received from the Victim Response Team I would not have had the courage to proceed with my case. Mark Koch was very helpful and answered all of my questions and concerns. I have been very pleased with this service!"

"Overall, I had a wonderful experience with the people in the office, they were friendly and helpful."

"The victim advocate was great to work with – I met with her and she remembered the details of my case."

"The victim advocate told me all she could. She was very nice and helpful."

"The victim Advocate did all she could."

"Mark was excellent."

"I am very supportive of the Victim Response Team as I know that these services are very useful to our community."

The Victim Response Team continues to try to meet the needs of crime victims in Boone County and is dedicated to strengthening the criminal justice system's response to victims. We truly appreciate the opportunity to receive funding through the Department of Public Safety, thereby enabling us to be of service to our community.

PROSECUTING ATTORNEY

MISSION

Dept. No. 1261

The Prosecuting Attorney is an elected official who represents the State of Missouri in all criminal matters arising within Boone County. The Prosecuting Attorney's Office also provides the following additional services: child support, tax collections, check collections, and the victim-witness unit (see departments 1263, 2610, 2630, and 1262, respectively).

BUDGET HIGHLIGHTS

There are no significant changes to this budget.

STRATEGIC PLANNING OBJECTIVES

2002 OBJECTIVES

The primary objectives of the office are to obtain favorable dispositions against criminal defendants, efficiently manage our caseload, respond to the needs of the citizens of Boone County, and in particular the victims of crime. In order to capitalize on the successes of the present in meeting these major objectives, this office will continue to increase effectiveness with direct management and technological advancements along with innovative and progressive prosecutorial techniques.

The Prosecutor's staff carries a tremendous workload and is under constant pressure to quickly process thousands of cases and generally serve the public in all matters from traffic violations to murder in the first degree. We are submitting a supplemental request identifying the need and cost for an additional legal secretary to help with the growing workload. We have added two additional prosecuting attorneys and have not added any legal support staff. It is our permanent goal to maintain a high level of morale through managerial encouragement and recognition as well as appropriate compensation for each employee. We look forward to the completion of the reclassification project and hope that our legal secretaries will be more appropriately compensated.

PROSECUTING ATTORNEY

STRATEGIC PLANNING OBJECTIVES con't

PROGRESS ON 2001 OBJECTIVES

In 2001 we have not yet been able to gain direct access to the Court's new software system Banner. However, we are able to access Casenet through the State Court Administrator's office through the internet. This allows viewing docket notes and seeing when cases are filed. Casenet is very helpful, however, it is public information only and we are not allowed to view confidential information at this time. Before Eric Denkers left the Information Technology department he was working closely with the Boone County Court and the State Court Administrator's office to install the appropriate hardware so that we will be able to have direct access to Banner. Since Erik left, no one else from Information Technology has any knowledge of what had been done, so we are still awaiting the completion of this project. Since we do not have direct access to Banner, we are still unable to file cases electronically. It doesn't create any problem with the PA office, but the Circuit Clerk's office has to re-enter all of the information that had previously been passed through electronically. It seems that we have taken a few steps backward with the Court's new software system.

It has been our goal for the past several years to address the problem of storing and microfilming criminal case files. We still have not made much progress with this particular goal. We are awaiting a countywide solution to storage and would like to be involved in any committees that will address this issue. We are running out of space to store disposed prosecutor case files, and have not done any microfilming since 1997. We currently do not have enough staff to microfilm and we don't have our own microfilm camera. The only camera available is housed in the Circuit Clerk's office and they have a full time microfilm clerk whose schedule we have to work around. Having the staff and resources to microfilm would greatly reduce the amount of storage space needed. It is our goal to address this issue again in 2002. The County Clerk's office is planning to write a grant for microfilming in August 2001 that would recoup 90% of the cost. The Sheriff's department is currently receiving grant funding to microfilm their records. We have a growing problem and it is our goal to have it resolved before the end of 2002; however, as long as we are provided with space to continue to store our records we could continue to wait, but would like to be considered along with other offices that have similar microfilm and storage needs.

PERFORMANCE MEASURES

PERFORMANCE MEASURE	2000 ACTUAL	2001 ESTIMATED	2002 PROJECTED
Number of Felonies Filed	1,102	1,236	1,250
Number of Misdemeanors Filed	3,975	3,994	4,000

PROSECUTING ATTORNEY

PERSONNEL DETAIL

POSITION TITLE	2000 FULL-TIME EQUIVALENT	2001 FULL-TIME EQUIVALENT	2002 FULL-TIME EQUIVALENT	2001-2002 CHANGE
Prosecuting Attorney (Elected)	1.00	1.00	1.00	-
1st Assistant Prosecuting Attorney	1.00	1.00	1.00	-
Attorney I *	6.50	6.50	6.50	-
Chief Investigator	1.00	1.00	1.00	-
Investigator	1.00	1.00	1.00	-
Office Administrator	1.00	1.00	1.00	-
Witness Location Investigator	1.00	1.00	1.00	-
Clerk/Steno III	1.00	1.00	1.00	-
Investigator Clerk	1.00	1.00	1.00	-
File Clerk	1.00	1.00	1.00	-
Legal Clerk	1.00	1.00	1.00	-
Legal Secretary **	2.75	2.75	2.75	-
Receptionist	1.00	1.00	1.00	-
Traffic Secretary	1.00	1.00	1.00	-
Witness Location Assistant	-	0.60 ***	0.60	-
Total FTEs	<u>21.25</u>	<u>21.85</u>	<u>21.85</u>	<u>-</u>
Overtime	\$ 15,500	\$ 15,500	\$ 16,650	\$ 1,150

* Attorney I .50 FTE grant match in 2630

** Legal Secretary .25 FTE in 2630

*** Position 619 Part-time Witness Location Assistant (range 9) added in 2001 budget

100 GENERAL FUND

1261 PROSECUTING ATTORNEY

ACCT	DESCRIPTION	2000	2001	2001	2002	2002	2002	%CHG
		ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	65,617	65,617	65,617	65,617	0	65,617	0
SUBTOTAL *****		65,617	65,617	65,617	65,617	0	65,617	0
CHARGES FOR SERVICES								
3528	REIMB PERSONNEL/PROJECTS	29,044	22,800	22,800	22,800	0	22,800	0
3560	COLLECTION FEES	3,293	6,000	25,823	17,800	0	34,000	466
3574	P.A. FEES	127,615	120,000	118,000	100,000	0	100,000	16-
SUBTOTAL *****		159,953	148,800	166,623	140,600	0	156,800	5
MISCELLANEOUS								
SUBTOTAL *****		0	0	0	0	0	0	0
TOTAL REVENUES *****		225,570	214,417	232,240	206,217	0	222,417	3
PERSONAL SERVICES								
10100	SALARIES & WAGES	783,206	823,801	823,801	806,455	18,262	858,624	4
10110	OVERTIME	13,038	15,500	17,800	16,650	0	16,650	7
10120	HOLIDAY WORKED	2,343	1,500	1,500	1,500	0	1,500	0
10200	FICA	59,033	64,321	64,321	63,082	1,397	67,073	4
10300	HEALTH INSURANCE	49,220	59,512	59,512	66,712	2,645	66,712	12
10325	DISABILITY INSURANCE	3,435	3,867	3,867	3,793	61	3,793	1-
10350	LIFE INSURANCE	688	742	742	742	75	742	0
10375	DENTAL INSURANCE	4,836	5,850	5,850	5,850	260	5,850	0
10400	WORKERS COMP	4,519	5,218	5,218	6,588	81	6,588	26
10500	401(A) MATCH PLAN	8,975	13,227	8,475	13,162	650	13,162	0
SUBTOTAL *****		929,295	993,538	991,086	984,534	23,431	1,040,694	4
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	7,182	5,600	6,450	6,747	0	6,747	20
23000	OFFICE SUPPLIES	6,240	8,890	8,890	7,640	0	7,640	14-
23001	PRINTING	1,301	1,897	1,897	2,048	0	2,048	7
23050	OTHER SUPPLIES	147	250	250	250	0	250	0
23850	MINOR EQUIPMENT & TOOLS	1,179	200	238	250	0	250	25
SUBTOTAL *****		16,051	16,837	17,725	16,935	0	16,935	0
DUES TRAVEL & TRAINING								
37000	DUES	3,202	3,332	3,332	3,332	0	3,332	0

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100 GENERAL FUND

1261 PROSECUTING ATTORNEY

ACCT	DESCRIPTION	2001		2002		2002		%CHG
		2000 ACTUAL	BUDGET + REVISIONS	2001 PROJECTED	2002 CORE REQUEST	2002 SUPPLMENTAL REQUEST	2002 ADOPTED BUDGET	FROM PY BUD
37200	SEMINARS/CONFEREN/MEETING	965	780	1,200	1,200	0	1,200	53
37220	TRAVEL	609	410	1,180	1,274	0	1,274	210
37230	MEALS & LODGING-TRAINING	1,227	447	1,740	1,740	0	1,740	289
37235	MEALS & LODGING - OTHER	20	0	0	0	0	0	0
SUBTOTAL *****		6,024	4,969	7,452	7,546	0	7,546	51
UTILITIES								
48000	TELEPHONES	12,517	13,175	14,000	14,000	472	14,000	6
48050	CELLULAR TELEPHONES	1,737	1,780	1,800	1,800	0	1,800	1
SUBTOTAL *****		14,255	14,955	15,800	15,800	472	15,800	5
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	2,661	2,825	2,930	2,580	0	2,580	8-
59030	MOTOR VEHICLE LICENSE FEE	88	100	89	100	0	100	0
59100	VEHICLE REPAIRS	794	1,000	516	1,000	0	1,000	0
59105	TIRES	120	200	250	200	0	200	0
59200	LOCAL MILEAGE	21	250	395	250	0	250	0
59201	SPECIAL MILEAGE	100	100	180	100	0	100	0
SUBTOTAL *****		3,787	4,475	4,360	4,230	0	4,230	5-
EQUIP & BLDG MAINTENANCE								
50	EQUIP SERVICE CONTRACT	2,974	3,971	3,971	4,095	106	4,095	3
60200	EQUIP REPAIRS/MAINTENANCE	0	150	260	200	0	200	33
SUBTOTAL *****		2,974	4,121	4,231	4,295	106	4,295	4
CONTRACTUAL SERVICES								
71000	INSURANCE AND BONDS	75	75	78	75	0	75	0
71100	OUTSIDE SERVICES	259	3,483	3,350	1,000	0	1,000	71-
71500	BUILDING USE/RENT CHARGE	104,922	104,427	104,427	104,427	0	104,427	0
71600	EQUIP LEASES & METER CHR	438	480	488	480	0	480	0
SUBTOTAL *****		105,694	108,465	108,343	105,982	0	105,982	2-
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	5,236	0	0	0	9,977	0	0
91300	MACHINERY & EQUIPMENT	0	1,040	983	0	6,452	0	0
92100	REPLCMENT FURN & FIXTURES	2,582	1,200	1,145	0	3,177	2,377	98
92300	REPLCMENT MACH & EQUIP	673	0	0	0	0	0	0
92400	REPLCMENT AUTO/TRUCKS	13,618	0	0	0	0	0	0
SUBTOTAL *****		22,109	2,240	2,128	0	19,606	2,377	6
TOTAL EXPENDITURES *****		1,100,192	1,149,600	1,151,125	1,139,322	43,615	1,197,859	4

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VICTIM WITNESS

MISSION

Dept. No. 1262

The Victim & Witness Program is responsible for initially contacting and maintaining communication with Boone County victims and witnesses. Witnesses are notified of all scheduled court appearances of the defendant as well as any continuances of a case. Other responsibilities of the Prosecuting Attorney Victim Witness Program include the following: answering all questions regarding a case, securing restitution, and informing victims and witnesses about the judicial process, how it works and what their role in it will be.

BUDGET HIGHLIGHTS

There are no significant changes in this budget.

STRATEGIC PLANNING OBJECTIVES

2002 OBJECTIVES

The general success of this program has been to perpetuate a more workable relationship with this office and victims of crime making prosecutorial efforts more effective. The goal is to continue to gain experience and training while implementing innovative methods so that the Boone County Prosecutor's Office will eventually be a leader in this important aspect of criminal prosecution and prevention. The Victim Response Team (VRT) will make every effort to accomplish the following goals.

Reduce crime victim's frustrations by creating positive interaction with the judicial system, thus enhancing the effectiveness of prosecution.

Contact victims of crime immediately upon their identification by a VRT member or volunteer.

Provide victims of crime with relevant referral services for counseling, financial assistance, and protection.

Act as a liaison between the victims, support agencies, attorneys and better address the rights and needs of the victim.

Provide crisis counseling to crime victims who are experiencing situational crisis.

Assign a victim advocate to each crime victim to give them the opportunity to express their views and concerns regarding the crime and the way in which the case will be handled.

VICTIM WITNESS

STRATEGIC PLANNING OBJECTIVES con't

2002 OBJECTIVES con't

Inform crime victims of their right to appear at any legal proceeding that the defendant has the right to appear at, including, but not limited to their right to appear personally at sentencing.

Provide crime victims with pertinent, written materials relating to the crime to take with them after meeting with them.

Educate crime victims about the functioning of the judicial court system.

Notify crime victims in a timely manner of the necessity for victim appearance at court procedures and scheduled court dates.

Educate crime victims on the process of collecting restitution from a criminal case, as well as victim compensation. Victims will receive help in filing for Victim's Compensation and in determining the proper amount of restitution they are entitled to.

Expedite the return of crime victim's personal property that has been taken into evidence or recovered by law enforcement.

Inform crime victims of case disposition.

Send an evaluation form to crime victims upon closure or final disposition of a criminal case, so that this agency may receive pertinent feedback from those persons actually served by VRT. This also allows victims to voice their concerns, complaints, suggestions, and appreciation for our services.

PROGRESS ON 2001 OBJECTIVES

We continued to receive grant funding from the Department of Public Safety and continually refine our services to victims of crime.

We have been able to make contact by mail with nearly all victims of crime that have been identified by the Prosecutor's Office.

Our Victim Assistant, Cassandra Rogers and our Crime Victim Specialist, Mark Koch, both attend the National Crime Victims seminar in August in Edmonton, Alberta, Canada in an effort to remain current on victim service issues. Our Crime Victim Specialist continues to provide crisis intervention with rape victims and victims of domestic violence, and brief counseling with parents of children who have been sexually abused. Particular focus was and will continue to be on victims of domestic violence and child abuse; however, all forms of victim oriented crimes are addressed by the Victim Response Team.

VICTIM WITNESS

STRATEGIC PLANNING OBJECTIVES con't

PROGRESS ON 2001 OBJECTIVES con't

In 2001 our volunteer program continued to help support the Victim Response Team, allowing us to better serve the victims of crime in Boone County. Volunteers came from the University of Missouri Law School, Social Work & Political Science, Stephens College and the community. Working with law students benefits their legal education while at the same time allowing them hands on experience representing the State at preliminary hearings, misdemeanor trials, fulfilling legal research needs requested by the prosecutors, as well as working with victims that appear as witnesses on behalf of the state. It continues to be our goal to provide additional staff to make contact with victims that we would not be able to serve as readily, and at no cost to Boone County.

In the grant year 2000/2001 we have served a significantly larger number of victims than in the past. We have had quite a few more property related crimes in this time frame. It will be a goal in one of the future years to request an additional victim advocate from the Department of Public Safety VOCA grant. With the increase in number of victims served, it is becoming more difficult to adequately serve victims of crime in Boone County. The increase in victims has partially been due to the addition of the DOVE unit in 1998, adding over 1,000 domestic violence cases to our workload.

PERFORMANCE MEASURES

PERFORMANCE MEASURE	2000 ACTUAL	2001 ESTIMATED	2002 PROJECTED
Number of Victims Served by Victim Response Team	2,376	3,096	3,096
Number of Victims Receiving Crisis Counseling	800	925	925
Number of Victims Receiving Follow up Contact	950	1,500	1,500

100 GENERAL FUND

1262 VICTIM WITNESS

ACCT	DESCRIPTION	2000	2001	2001	2002	2002	2002	%CHG
		ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	42,866	43,431	44,825	34,291	0	34,291	21-
	SUBTOTAL *****	42,866	43,431	44,825	34,291	0	34,291	21-
	TOTAL REVENUES *****	42,866	43,431	44,825	34,291	0	34,291	21-
PERSONAL SERVICES								
10100	SALARIES & WAGES	87,297	90,762	88,400	79,778	0	82,898	8-
10110	OVERTIME	9	0	140	0	0	0	0
10120	HOLIDAY WORKED	107	0	0	0	0	0	0
10200	FICA	6,008	6,943	6,252	6,103	0	6,342	8-
10300	HEALTH INSURANCE	6,900	7,935	7,935	8,895	0	8,895	12
10325	DISABILITY INSURANCE	382	417	375	366	0	366	12-
10350	LIFE INSURANCE	97	107	99	99	0	99	7-
10375	DENTAL INSURANCE	678	780	780	780	0	780	0
10400	WORKERS COMP	331	417	310	390	0	390	6-
10500	401 (A) MATCH PLAN	2,000	1,755	975	1,755	0	1,755	0
	SUBTOTAL *****	103,811	109,116	105,266	98,166	0	101,525	6-
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	429	200	200	200	0	200	0
23000	OFFICE SUPPLIES	942	1,190	1,337	1,100	0	1,100	7-
23001	PRINTING	2,892	2,638	2,500	3,122	0	3,122	18
23050	OTHER SUPPLIES	0	250	250	250	0	250	0
23850	MINOR EQUIPMENT & TOOLS	0	200	200	200	0	200	0
	SUBTOTAL *****	4,264	4,478	4,487	4,872	0	4,872	8
DUES TRAVEL & TRAINING								
37000	DUES	125	175	200	200	0	200	14
37200	SEMINARS/CONFERENCE/MEETING	1,060	760	675	750	0	750	1-
37220	TRAVEL	261	828	1,328	912	0	912	10
37230	MEALS & LODGING-TRAINING	1,366	2,187	1,747	2,070	0	2,070	5-
	SUBTOTAL *****	2,813	3,950	3,950	3,932	0	3,932	0
UTILITIES								
48000	TELEPHONES	1,499	1,841	1,000	1,000	0	1,000	45-
	SUBTOTAL *****	1,499	1,841	1,000	1,000	0	1,000	45-
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	105	211	158	216	0	216	2

Decimal values have been truncated.

100 GENERAL FUND

1262 VICTIM WITNESS

ACCT	DESCRIPTION	2001		2002		2002		%CHG FROM PY BUD
		2000 ACTUAL	BUDGET + REVISIONS	2001 PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	
	SUBTOTAL *****	105	211	158	216	0	216	2
	CONTRACTUAL SERVICES							
71600	EQUIP LEASES & METER CHR	176	216	216	216	0	216	0
	SUBTOTAL *****	176	216	216	216	0	216	0
	OTHER							
84010	RECEPTION/MEETINGS	81	150	100	150	0	150	0
84600	COURT COSTS	49	150	715	150	0	150	0
84700	WITNESS EXPENSES	1,168	3,484	2,700	3,500	0	3,500	0
84800	TRANSCRIPTS-CRIMINAL	34	850	1,617	100	0	100	88-
	SUBTOTAL *****	1,333	4,634	5,132	3,900	0	3,900	15-
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	5,021	0	0	0	0	0	0
91300	MACHINERY & EQUIPMENT	0	250	246	0	0	0	0
92100	REPLCMENT FURN & FIXTURES	6,641	0	0	0	734	0	0
92300	REPLCMENT MACH & EQUIP	129	0	0	0	0	0	0
	SUBTOTAL *****	11,791	250	246	0	734	0	0
	TOTAL EXPENDITURES *****	125,794	124,696	120,455	112,302	734	115,661	7-

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CHILD SUPPORT ENFORCEMENT IV-D

MISSION

Dept. No. 1263

The Family Support Division of the Boone County Prosecutor's Office represents the State of Missouri in establishing paternity and support orders, establishing state debt orders, and in enforcing and modifying existing court orders. They pursue civil and criminal remedies for enforcement.

BUDGET HIGHLIGHTS

All of the costs (including depreciation on fixed assets) are eligible for state reimbursement at the rate of 66%. There are no significant changes to this budget.

STRATEGIC PLANNING OBJECTIVES

2002 OBJECTIVES

Our goal will continue to be to increase performance and therefore increase service on all cases. The total number of cases our office handles has continued to grow each year. Our caseload at the present is:

Paternity cases	335
Establishment	148
Enforcement	<u>2,095</u>
Total	2,578

Our enforcement cases are increasing, so the needs of the custodial parents are increasing. With Temporary Assistance for Needy Families (TANF) recipients reaching their 60-month lifetime limit due to the Welfare Reform Act, enforcing the child support orders becomes more critical. We are continually looking for ways to better monitor and enforce these cases.

PROGRESS ON 2001 OBJECTIVES

Our goal is to continue training to make sure all technicians have the ability to monitor, enforce, and execute the duties of their position. By increasing performance we will increase the number of orders entered and the total dollars collected for custodial parents. We will continue to streamline and become more efficient.

RESPONSE: We send new technicians to training as it becomes available. The entire staff attends the training conference each fall and as much State and other training as time and scheduling allow.

CHILD SUPPORT ENFORCEMENT IV-D

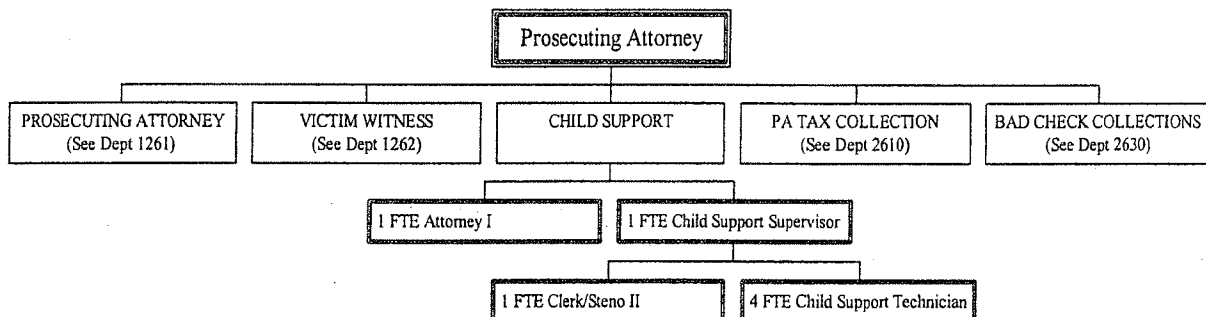
PERFORMANCE MEASURES

PERFORMANCE MEASURE	2000 ACTUAL	2001 ESTIMATED	2002 PROJECTED
Number of Criminal Non Support Cases Filed	25	35	50
Number of Criminal Non Support Cases Disposed	26	35	40
Number of Referrals	312	325	350
Number of Judgments Entered	144	125	150

PERSONNEL DETAIL

POSITION TITLE	2000 FULL-TIME EQUIVALENT	2001 FULL-TIME EQUIVALENT	2002 FULL-TIME EQUIVALENT	2001-2002 CHANGE
Attorney I	1.00	1.00	1.00	-
Child Support Supervisor	1.00	1.00	1.00	-
Child Support Technician II	4.00	4.00	4.00	-
Clerk/Steno II	1.00	1.00	1.00	-
Total FTEs	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>-</u>
Overtime	\$ 1,450	\$ 1,450	\$ 1,450	\$ -

ORGANIZATIONAL CHART



100 GENERAL FUND

1263 IV-D

ACCT	DESCRIPTION	2000	2001	2001	2002	2002	2002	%CHG
		ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3460	FED-ST INCENTIVE PROGRAM	138,969	103,313	105,200	103,000	0	103,000	0
3465	FED-STATE REIM EXPENSES	204,373	200,548	280,400	215,000	0	215,000	7
SUBTOTAL *****		343,342	303,861	385,600	318,000	0	318,000	4
CHARGES FOR SERVICES								
SUBTOTAL *****		0	0	0	0	0	0	0
TOTAL REVENUES *****		343,342	303,861	385,600	318,000	0	318,000	4
PERSONAL SERVICES								
10100	SALARIES & WAGES	176,742	196,456	196,456	196,872	0	206,565	5
10110	OVERTIME	250	1,450	1,500	1,450	0	1,450	0
10120	HOLIDAY WORKED	131	0	0	0	0	0	0
10200	FICA	12,955	15,139	15,139	15,171	0	15,912	5
10300	HEALTH INSURANCE	16,100	18,515	18,515	20,755	0	20,755	12
10325	DISABILITY INSURANCE	762	910	910	912	0	912	0
10350	LIFE INSURANCE	207	231	231	231	0	231	0
10375	DENTAL INSURANCE	1,582	1,820	1,820	1,820	0	1,820	0
10400	WORKERS COMP	785	910	752	971	0	971	6
10500	401(A) MATCH PLAN	3,150	4,095	1,950	4,095	0	4,095	0
10600	UNEMPLOYMENT BENEFITS	796	0	0	0	0	0	0
SUBTOTAL *****		213,465	239,526	237,273	242,277	0	252,711	5
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	535	544	500	544	0	544	0
23000	OFFICE SUPPLIES	1,756	1,780	1,780	1,780	0	1,780	0
23001	PRINTING	588	722	771	722	0	722	0
23850	MINOR EQUIPMENT & TOOLS	209	650	665	650	0	650	0
SUBTOTAL *****		3,090	3,696	3,716	3,696	0	3,696	0
DUES TRAVEL & TRAINING								
37000	DUES	313	383	436	333	0	333	13-
37200	SEMINARS/CONFEREN/MEETING	1,385	2,000	2,000	2,065	0	2,065	3
37220	TRAVEL	781	1,972	2,252	1,679	0	1,679	14-
37230	MEALS & LODGING-TRAINING	1,978	2,200	2,200	2,696	0	2,696	22
SUBTOTAL *****		4,458	6,555	6,888	6,773	0	6,773	3
UTILITIES								
48000	TELEPHONES	3,501	4,100	4,100	4,100	0	4,100	0

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100 GENERAL FUND

1263 IV-D

ACCT	DESCRIPTION	2000	2001	2001	2002	2002	2002	%CHG
		ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
48100	NATURAL GAS	1,189	1,900	1,900	2,244	0	2,244	18
48200	ELECTRICITY	2,530	3,000	3,115	3,816	0	3,816	27
48300	WATER	176	225	225	225	0	225	0
48400	SOLID WASTE	176	192	195	195	0	195	1
48600	SEWER USE	180	192	192	180	0	180	6-
SUBTOTAL *****		7,754	9,609	9,727	10,760	0	10,760	11
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	1,673	1,774	1,774	600	0	600	66-
SUBTOTAL *****		1,673	1,774	1,774	600	0	600	66-
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	3,944	10,500	10,500	9,500	0	9,500	9-
71500	BUILDING USE/RENT CHARGE	42,000	42,000	42,000	42,000	0	42,000	0
SUBTOTAL *****		45,944	52,500	52,500	51,500	0	51,500	1-
OTHER								
86300	TESTING	0	365	465	468	0	468	28
SUBTOTAL *****		0	365	465	468	0	468	28
FIXED ASSET ADDITIONS								
91000	OFFICE EQUIPMENT	2,073	0	0	0	0	0	0
91100	FURNITURE AND FIXTURES	6,199	700	634	0	0	0	0
92000	REPLCMENT OFFICE EQUIP	0	6,350	6,312	0	0	0	0
92100	REPLCMENT FURN & FIXTURES	2,656	0	0	0	0	0	0
SUBTOTAL *****		10,929	7,050	6,946	0	0	0	0
TOTAL EXPENDITURES *****		287,315	321,075	319,289	316,074	0	326,508	1

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PROSECUTING ATTORNEY RETIREMENT

MISSION

Dept. No. 1264

The Prosecuting Attorneys' 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

There are no changes in this budget.

100 GENERAL FUND

1264 PA RETIREMENT

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>2000</u>	<u>2001</u>	<u>2001</u>	<u>2002</u>	<u>2002</u>	<u>2002</u>	<u>%CHG</u>
		<u>ACTUAL</u>	<u>BUDGET +</u>	<u>PROJECTED</u>	<u>CORE</u>	<u>SUPPLMENTAL</u>	<u>ADOPTED</u>	<u>FROM</u>
	OTHER		<u>REVISIONS</u>		<u>REQUEST</u>	<u>REQUEST</u>	<u>BUDGET</u>	<u>PY</u>
								<u>BUD</u>
86790	MO PROSECUTOR'S RETIREMEN	15,500	15,500	15,500	15,500	0	15,500	0
	SUBTOTAL *****	15,500	15,500	15,500	15,500	0	15,500	0
	TOTAL EXPENDITURES *****	15,500	15,500	15,500	15,500	0	15,500	0

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PA TRAINING

MISSION

Dept. No. 2600

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.

260 PA TRAINING FUND

2600 PA TRAINING

ACCT	DESCRIPTION	2001		2002		2002		%CHG FROM PY BUD
		2000 ACTUAL	BUDGET + REVISIONS	2001 PROJECTED	CORE REQUEST	SUPPLIMENTAL REQUEST	ADOPTED BUDGET	
CHARGES FOR SERVICES								
3540	DEFENDANT CRT COSTS&RECOUPMENT	4,507	3,500	4,030	3,800	0	3,800	8
	SUBTOTAL *****	4,507	3,500	4,030	3,800	0	3,800	8
INTEREST								
3711	INT-OVERNIGHT	25	10	25	25	0	25	150
3712	INT-LONG TERM INVEST	434	100	500	329	0	329	229
	SUBTOTAL *****	460	110	525	354	0	354	221
	TOTAL REVENUES *****	4,967	3,610	4,555	4,154	0	4,154	15
DUES TRAVEL & TRAINING								
37210	TRAINING/SCHOOLS	607	800	675	800	0	800	0
37220	TRAVEL	85	420	560	380	0	380	9-
37230	MEALS & LODGING-TRAINING	449	900	974	900	0	900	0
	SUBTOTAL *****	1,142	2,120	2,209	2,080	0	2,080	1-
	TOTAL EXPENDITURES *****	1,142	2,120	2,209	2,080	0	2,080	1-

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PA TAX COLLECTION

MISSION

Dept. No. 2610

The PA Tax Collection department was established pursuant to RSMo 136.150 and accounts for revenues and expenditures associated with the collection of delinquent taxes, licenses, and fees on behalf of the State of Missouri.

BUDGET HIGHLIGHTS

The budget includes funding to increase the Tax Assistant position from .60 FTE to 1.0 FTE. The cost of this increase will be covered with increased revenues.

STRATEGIC PLANNING OBJECTIVES

2002 OBJECTIVES

Increase the number of delinquent tax cases certified to the Boone County Prosecuting Attorney's Office by the State of Missouri Department of Revenue (DOR). Successful collection increases revenues for the State of Missouri and for Boone County.

Increase the amount of revenue collected through the delinquent tax collection program.

PROGRESS ON 2001 OBJECTIVES

All outstanding delinquent tax cases were audited and evaluated for appropriate legal action.

A Tax Assistant was hired and trained.

New policies and procedures were developed and implemented.

Access to DOR's database CACS (Computer Assisted Collection System) was obtained.

Obtained approval from DOR for Boone County to receive a collection fee when final collection is obtained through DOR's interception of a pending refund.

PA TAX COLLECTION

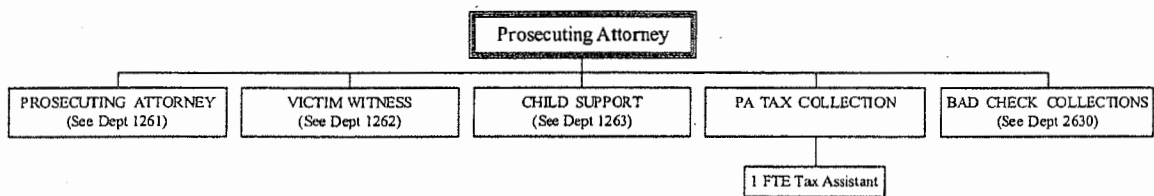
PERFORMANCE MEASURES

PERFORMANCE MEASURE	2000 ACTUAL	2001 ESTIMATED	2002 PROJECTED
Amount Remitted to Department of Revenue (DOR FY)	\$41,000	\$302,250	\$300,000
Cases Certified to Boone County	39	2,093	2,000
Number of Suits Filed	-	61	30

PERSONNEL DETAIL

POSITION TITLE	2000 FULL-TIME EQUIVALENT	2001 FULL-TIME EQUIVALENT	2002 FULL-TIME EQUIVALENT	2001-2002 CHANGE
Tax Assistant	0.30	0.60	1.00	0.40
Total FTEs	0.30	0.60	1.00	0.40

ORGANIZATIONAL CHART



261 PA TAX COLLECTION FUND

2610 PA TAX COLLECTION

ACCT	DESCRIPTION	2000	2001	2001	2002	2002	2002	%CHG
		ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
CHARGES FOR SERVICES								
3560	COLLECTION FEES	3,293	9,666	23,990	22,000	12,000	34,000	251
	SUBTOTAL *****	3,293	9,666	23,990	22,000	12,000	34,000	251
INTEREST								
3711	INT-OVERNIGHT	38	30	32	30	0	30	0
3712	INT-LONG TERM INVEST	592	80	650	225	0	225	181
	SUBTOTAL *****	631	110	682	255	0	255	131
	TOTAL REVENUES *****	3,924	9,776	24,672	22,255	12,000	34,255	250
PERSONAL SERVICES								
10100	SALARIES & WAGES	5,346	9,269	10,749	11,756	7,837	21,867	135
10110	OVERTIME	0	0	50	0	0	0	0
10120	HOLIDAY WORKED	27	0	0	0	0	0	0
10200	FICA	411	708	826	899	600	1,673	136
10300	HEALTH INSURANCE	0	0	0	0	2,645	2,645	0
10325	DISABILITY INSURANCE	0	0	0	0	36	36	0
10350	LIFE INSURANCE	0	0	0	0	33	33	0
10375	DENTAL INSURANCE	0	0	0	0	260	260	0
10400	WORKERS COMP	24	43	36	57	0	57	32
10500	401(A) MATCH PLAN	0	0	0	0	728	728	0
	SUBTOTAL *****	5,808	10,020	11,661	12,712	12,139	27,299	172
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	449	270	270	270	0	270	0
23000	OFFICE SUPPLIES	990	1,000	1,000	1,000	0	1,000	0
23001	PRINTING	0	110	368	55	0	55	50-
23050	OTHER SUPPLIES	0	50	50	50	0	50	0
23850	MINOR EQUIPMENT & TOOLS	0	100	100	100	0	100	0
	SUBTOTAL *****	1,440	1,530	1,788	1,475	0	1,475	3-
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	0	100	100	100	0	100	0
	SUBTOTAL *****	0	100	100	100	0	100	0
	TOTAL EXPENDITURES *****	7,248	11,650	13,549	14,287	12,139	28,874	147

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PA CONTINGENCY

MISSION

Dept. No. 2620

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.

The Prosecuting Attorney, with the approval of a circuit judge, administers this fund.

BUDGET HIGHLIGHTS

There are no significant changes in this budget.

262 PA CONTINGENCY FUND

2620 PA CONTINGENCY

ACCT	DESCRIPTION	2000	2001	2001	2002	2002	2002	%CHG
		ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
CHARGES FOR SERVICES								
3569	OTHER FEES	18,802	20,000	18,241	19,500	0	19,500	2-
	SUBTOTAL *****	18,802	20,000	18,241	19,500	0	19,500	2-
INTEREST								
3711	INT-OVERNIGHT	27	32	25	26	0	26	18-
3712	INT-LONG TERM INVEST	666	400	150	95	0	95	76-
	SUBTOTAL *****	693	432	175	121	0	121	71-
	TOTAL REVENUES *****	19,496	20,432	18,416	19,621	0	19,621	3-
CONTRACTUAL SERVICES								
71105	LEGAL SERVICES	0	0	0	1,000	0	1,000	0
	SUBTOTAL *****	0	0	0	1,000	0	1,000	0
OTHER								
84600	COURT COSTS	3,802	5,500	2,700	4,500	0	4,500	18-
84700	WITNESS EXPENSES	5,473	7,500	7,800	6,500	0	6,500	13-
84800	TRANSCRIPTS-CRIMINAL	8,264	6,500	9,335	6,500	0	6,500	0
85400	CRIMINAL INVESTIGATION	412	500	0	500	0	500	0
	SUBTOTAL *****	17,953	20,000	19,835	18,000	0	18,000	10-
	TOTAL EXPENDITURES *****	17,953	20,000	19,835	19,000	0	19,000	5-

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PA BAD CHECK COLLECTIONS

MISSION

Dept. No. 2630

The PA Bad Check Collections department was established pursuant to RSMo 570.120. Missouri law allows the Prosecuting Attorney to assess and collect an administrative handling fee on Non-Sufficient Funds (NSF) checks. In addition, state law allows the Prosecuting Attorney to collect the face amount of the check along with all allowable service charges on behalf of the party to whom the check was issued; these amounts are subsequently remitted to the appropriate party.

This budget accounts for the revenues derived from the administrative handling fee and for the related collection expenditures.

BUDGET HIGHLIGHTS

This budget pays for the costs incurred for the Bad Check Collection activities. In addition, it also supplements the Prosecuting Attorney's operating budget in the general fund. There are no significant changes in this budget.

STRATEGIC PLANNING OBJECTIVES

2002 OBJECTIVES

Maintain the current level of collection. Even though fewer checks are received, there are still almost 15,000 checks turned over to the Prosecutor's office for collection.

Continue to serve bad check victims by aggressively pursuing the prosecution of bad check writers.

Continue to attempt enforcement of payment of court-ordered administrative handling fees. An amendment of the bad check statute, effective August 28, 2001, will allow the Prosecutor's office to collect up to \$50.00 for any check over \$100. The \$25 initial fee remains the same, but we will now be allowed to collect an additional 10% of the face value of the check not to exceed \$50.00. However, there is a great deal of confusion over the language of this amendment, and it has not yet been determined if the State can assess more than \$50.00 per case. This could have an impact on our revenue. We are currently waiting for clarification of this statute. If it is determined that the State is not allowed to collect more than \$50.00 per case we will have to file more criminal cases in an effort to keep up our current rate of collection.

PA BAD CHECK COLLECTIONS

STRATEGIC PLANNING OBJECTIVES con't

2002 OBJECTIVES con't

It is our goal to continue to aggressively seek delinquent fees and to pursue help from the court in monitoring and enforcing the payment of administrative handling fees through probation violation and show cause hearings.

PROGRESS ON 2001 OBJECTIVES

It is our continued goal to efficiently manage the large volume of bad checks in Boone County. It is also our continued goal to exceed the previous year's administrative handling fees collected. We are having difficulty in achieving that goal because the Court does not choose to enforce the payment of PA fees. When check writers are placed on probation and are ordered to pay administrative handling fees as a condition of their probation, they are often discharged without paying the fees. The Prosecuting Attorney's office is solely responsible for enforcing the payment of administrative handling fees; however, we do not have any authority over the defendant after the case is closed. This will be an ongoing challenge.

PERFORMANCE MEASURES

PERFORMANCE MEASURE	2000 ACTUAL	2001 ESTIMATED	2002 PROJECTED
Number of Bad Checks Received	15,322	17,059	17,000
Number of Cases Filed	409	432	450
Number of Convictions	409	341	350
Number of Dismissals	51	24	35
Court Ordered Restitution Received in PA's Office	\$784,461	\$721,174	\$725,000

PA BAD CHECK COLLECTIONS

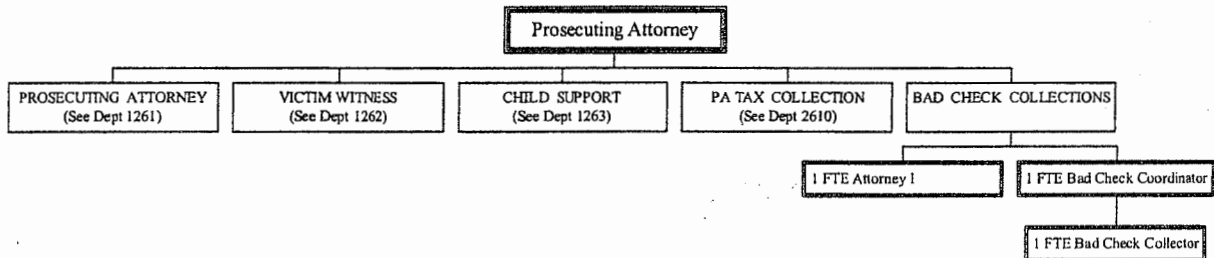
PERSONNEL DETAIL

POSITION TITLE	2000 FULL-TIME EQUIVALENT	2001 FULL-TIME EQUIVALENT	2002 FULL-TIME EQUIVALENT	2001-2002 CHANGE
Attorney I *	1.50	1.50	1.50	0.00
Bad Check Coordinator	1.00	1.00	1.00	0.00
Bad Check Collector	1.00	1.00	1.00	0.00
Legal Secretary **	0.25	0.25	0.25	0.00
Total FTEs	3.75	3.75	3.75	0.00
Overtime	\$ -	\$ 1,800	\$ 2,300	\$ 500

* Attorney I 1.5 FTE in 1261

** Legal Secretary .75 FTE in 1261

ORGANIZATIONAL CHART



263 PA BAD CHECK FUND

2630 PA BAD CHECK COLLECTIONS

ACCT	DESCRIPTION	2000	2001	2001	2002	2002	2002	%CHG
		ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
	FRANCHISE TAXES							
	SUBTOTAL *****	0	0	0	0	0	0	0
	CHARGES FOR SERVICES							
3560	COLLECTION FEES	138,825	140,000	130,315	135,000	0	135,000	3-
	SUBTOTAL *****	138,825	140,000	130,315	135,000	0	135,000	3-
	INTEREST							
3711	INT-OVERNIGHT	366	300	235	250	0	250	16-
3712	INT-LONG TERM INVEST	5,714	1,000	3,500	1,800	0	1,800	80
	SUBTOTAL *****	6,080	1,300	3,735	2,050	0	2,050	57
	MISCELLANEOUS							
3892	DEPOSIT OVRAGE	153	145	249	200	0	200	37
	SUBTOTAL *****	153	145	249	200	0	200	37
	TOTAL REVENUES *****	145,059	141,445	134,299	137,250	0	137,250	2-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	115,260	122,527	122,527	122,002	0	129,397	5
10110	OVERTIME	2,808	1,800	3,235	2,300	0	2,300	27
10120	HOLIDAY WORKED	200	0	100	100	0	100	0
10200	FICA	8,651	9,373	9,373	9,516	0	10,082	7
10300	HEALTH INSURANCE	8,280	9,257	9,257	10,377	0	10,377	12
10325	DISABILITY INSURANCE	470	531	531	541	0	541	1
10350	LIFE INSURANCE	113	115	119	115	0	115	0
10375	DENTAL INSURANCE	813	910	910	910	0	910	0
10400	WORKERS COMP	521	563	464	609	0	609	8
10500	401(A) MATCH PLAN	1,125	2,047	650	2,047	0	2,047	0
	SUBTOTAL *****	138,243	147,123	147,166	148,517	0	156,478	6
	MATERIALS & SUPPLIES							
22000	POSTAGE	0	5	5	5	0	5	0
22500	SUBSCRIPTIONS/PUBLICATION	6,495	7,107	8,024	6,743	0	6,743	5-
23000	OFFICE SUPPLIES	2,906	4,250	4,250	3,250	0	3,250	23-
23001	PRINTING	2,148	2,046	2,593	2,355	0	2,355	15
23050	OTHER SUPPLIES	135	250	250	250	0	250	0
23850	MINOR EQUIPMENT & TOOLS	235	300	300	300	0	300	0

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263 PA BAD CHECK FUND

2630 PA BAD CHECK COLLECTIONS

ACCT	DESCRIPTION	2000	2001	2001	2002	2002	2002	%CHG
		ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
	SUBTOTAL *****	11,921	13,958	15,422	12,903	0	12,903	7-
	DUES TRAVEL & TRAINING							
37000	DUES	283	283	358	358	0	358	26
37200	SEMINARS/CONFEREN/MEETING	2,704	2,700	3,100	4,200	0	4,200	55
37220	TRAVEL	1,964	1,975	1,675	1,975	0	1,975	0
37235	MEALS & LODGING - OTHER	4,203	5,060	5,360	6,560	0	6,560	29
	SUBTOTAL *****	9,154	10,018	10,493	13,093	0	13,093	30
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	761	700	700	700	0	700	0
60200	EQUIP REPAIRS/MAINTENANCE	0	50	50	50	0	50	0
	SUBTOTAL *****	761	750	750	750	0	750	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	46	650	635	250	0	250	61-
	SUBTOTAL *****	46	650	635	250	0	250	61-
	OTHER							
850	CONTINGENCY	0	2,000	0	0	0	0	0
896	DEPOSIT SHORTAGE	42	65	78	65	0	65	0
	SUBTOTAL *****	42	2,065	78	65	0	65	96-
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	889	0	0	0	0	0	0
92100	REPLCMENT FURN & FIXTURES	1,113	0	0	0	0	0	0
	SUBTOTAL *****	2,002	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	162,172	174,564	174,544	175,578	0	183,539	5

PA FORFEITURE FUND

MISSION

Dept. No. 2640

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. At such time that the existing resources in the fund are fully expended, the fund will be closed.

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 that represents the balance of the resources in the fund. No specific spending plans are identified at this time for the lump-sum amount. The lump-sum amount, approximately \$13,750, may be spent throughout the year on allowable activities as directed by the Prosecuting Attorney.

264 PA FORFEITURE FUND

2640 PA FORFEITURE MONEY

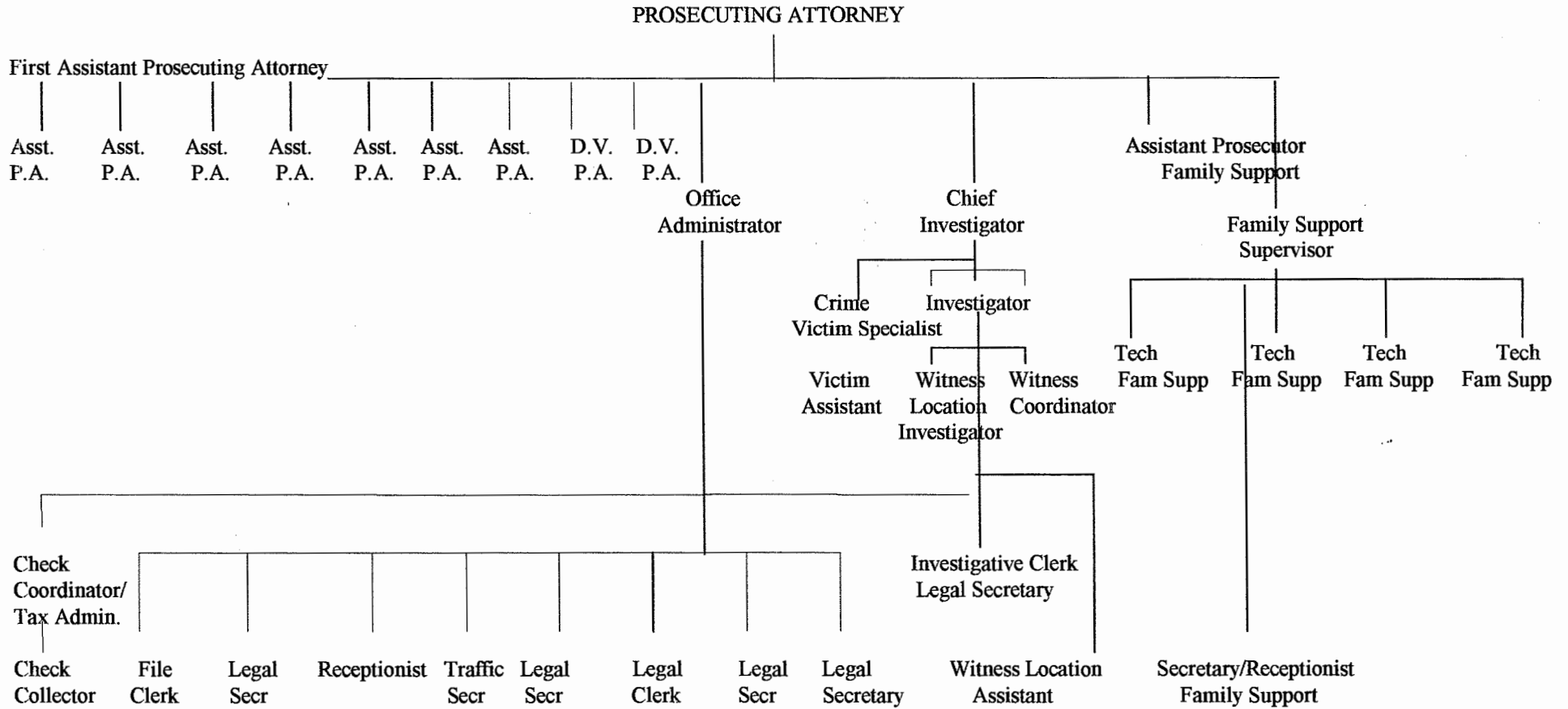
ACCT	DESCRIPTION	2000 ACTUAL	2001 BUDGET + REVISIONS	2001 PROJECTED	2002 CORE REQUEST	2002 SUPPLEMENTAL REQUEST	2002 ADOPTED BUDGET	%CHG
								FROM PY BUD
	INTEREST							
3711	INT-OVERNIGHT	45	30	35	35	0	35	16
3712	INT-LONG TERM INVEST	738	550	600	350	0	350	36-
	SUBTOTAL *****	783	580	635	385	0	385	33-
	TOTAL REVENUES *****	783	580	635	385	0	385	33-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	125	500	0	500	0	500	0
37220	TRAVEL	94	700	0	700	0	700	0
37230	MEALS & LODGING-TRAINING	101	700	0	700	0	700	0
	SUBTOTAL *****	320	1,900	0	1,900	0	1,900	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	13,750	0	13,750	0	13,750	0
	SUBTOTAL *****	0	13,750	0	13,750	0	13,750	0
	TOTAL EXPENDITURES *****	320	15,650	0	15,650	0	15,650	0

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 Prosecuting Attorney Victim Witness Unit. General Revenue	\$ 12,300.00	Matching Funds are the existing salary of the Victim Assistant.	10/1/02 - 9/3/02	Matching funds for this project.
	\$			
	\$			
	\$			
	\$			
	\$			

BOONE COUNTY PROSECUTING ATTORNEY ORGANIZATIONAL CHART



Now on this day the Boone County Commission does hereby adopt the following bidding 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 \$250 to \$749.99 - Requires oral bid documentation from at least three vendors to be attached to all requests for the payment or encumbrance of county funds. A "no bid" response will qualify as a required bid. Oral bid documentation will include detailed bid specifications, vendor name, address, telephone number, representative name, total bid including any shipping and handling charges, and date bid requested and received.

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

A Purchase of \$750 to \$2,999.99 - 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 \$3,000 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 reason(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: 8/1995

C:\WORK\DRRAFT\BIDPOL1K.DOC

VOCA CERTIFIED ASSURANCES

AGENCY NAME BOONE COUNTY PROSECUTING ATTORNEY

PROJECT TITLE VICTIM RESPONSE TEAM

CONTRACT NO.

In addition to the general terms contained in the *Application Packet*, the applicant is also conditioned upon and subject to compliance with the following assurances.

1. The applicant assures that it will comply, and all its subcontractors will comply, with the applicable provisions of Title I of the *Omnibus Crime Control and Safety Streets Act of 1986*, as amended; *Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts*; the *OJP OC Financial and Administrative Guide for Grants*; and other applicable federal laws, orders, circulars or regulations.
 2. The applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.
 3. Subgrant Award Reports for VOCA and STOP are due with the award documents and no later than 30 days from the beginning of the contract period.
 4. VOCA and STOP contractors must submit a report, on the form provided by the Department of Public Safety, six months after the beginning date of the contract which outlines the status of the project from both a financial and a programmatic standpoint.
 5. The applicant agrees to submit, within 15 days of the project period ending date, a performance report which will include a summary description of the project; the data collected on the performance indicators included in the program description of the application package; the results of the evaluation process; and a brief assessment of impact.
 6. The applicant agrees to comply with the provisions outlined in the Program Description for the Victims of Crime Act.
 7. **Travel:** Expenditures for travel must be supported and documented by signed travel vouchers. Hotel/motel and meal receipts must be on file. Maximum amounts have been established for mileage, meals and other expenses. **Check with the Department of Public Safety for current rates.**
 8. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety funds.
 9. **Supplies/Operating Expenses:** Expenditures for supplies and operating expenses shall be in accordance with the approved budget and documentation in the form of paid bills and vouchers must support each expenditure. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing same.
 10. **Personnel:** The applicant assures that any personnel costs shall be supported by time and attendance records and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved.

If less than 100% of an employee's salary is supported by the contract – either through federal funding or local match funding – that employee must keep a timesheet of all activities to document the percentage of time spent on the project. Only actual time spent on the project may be claimed. The timesheets must include the date, the beginning time, a brief description of, and the ending time for each task performed by the employee. If less than 100% of an employee's salary is supported by the contract – either through the federal funding or the local match funding – but the employee is spending 100% of her/his time on the project as supported by the employee's job description, this requirement may be waived at the discretion of the Department of Public Safety.
 11. **Local Share:** The approved match must be expended within the period for which federal funds are available for expenditure under the approved contract. Records must be maintained to show the amount and timing of the match. These records are subject to audit in the same manner and to the same extent as books and records dealing with federal funds.
- Failure to provide the approved match may result in your agency being required to refund the federal share to the Missouri Department of Public Safety.**

12. **Interest:** The applicant assures that federal funds will not be used to pay interest or any other financial costs.
13. **Budget Revisions: Prior** approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain changes in the budget as outlined below:
 - a. Change in project site.
 - b. Changes which increase or decrease the total cost of the project.
 - c. Change in approved budget categories in excess of 10 percent of the total award amount. Movement of dollars between approved budget categories is approved up to 10 percent of the total award amount, provided there is no change in project scope. When the cumulative changes exceed 10 percent of the total award amount or change the scope of the project, prior approval is required.
 - d. Change in or temporary absence of the project director or authorized official.
 - e. Successor in interest and name change agreements.
 - f. Change in scope of the programmatic activities or purpose of the project.

If a budget or programmatic revision is required, the request for a change must be submitted and approved at least 30 days prior to the proposed change on a *Request to Revise the Budget* form.

14. **Contractual Services:** The applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:
 - a. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided which shall not exceed the length of the grant period.
 - b. A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety, Office of the Director, upon their ratification.
 - c. Payments must be supported by statements providing the services rendered and supporting the period covered.
 - d. Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety, Office of the Director.
 - e. Individual rates cannot exceed \$250.00 per day without prior approval.
15. **Sole Source Procurement:** When only one bid is received or only one vendor is contacted, the purchase is deemed to

be sole source procurement. Sole source procurement on purchases with an individual cost from \$3,000 to \$100,000 requires **prior** approval by the Department of Public Safety.

In addition, sole source procurement for amounts in excess of \$100,000 requires **prior** U.S. Department of Justice approval.

16. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
17. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall be used for victim assistance purposes only.
18. The applicant assures that federal block grant 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).
19. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
20. **Audit:** The applicant agrees to provide an annual audit of their organization, if required, in accordance with the provisions of Office of Management and Budget Circulars applicable to their organization.
21. The applicant 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.
22. The applicant assures that, if required to formulate an Equal Employment Opportunity Program (EEOP) 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 EEOP on file which meets the requirements therein.
23. The applicant assures that, in connection with the furnishing of services under this contract, it will comply and any subcontractors will comply with all applicable requirements and provisions of the Americans with Disabilities ACT (ADA).
24. The applicant assures that it will comply, and all its subcontractors will comply, with the non-discrimination requirements of the Victims of Crime Act, 42 U.S.C. Department of Justice Non-Discrimination Regulations 28


CFR Part 42, Subparts C, D, E, and G and the Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39.

25. The applicant 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 or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC) of the Office of Justice Programs, U.S. Department of Justice.
26. If the applicant is a law enforcement agency, the applicant 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."
27. If the applicant is a law enforcement agency, the applicant 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.
28. The applicant 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).

27. The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
29. 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 the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.
30. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

Failure to comply with any of the foregoing certified assurances could result in funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance.

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application.

	6-13-02		6-13-02
Authorized Official	DATE	Project Director	DATE

AUDIT REQUIREMENTS

Contract Period 2000-2001

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 **\$300,000** 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 \$300,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



1. Date of last audit: 1/1/01 2. Date(s) covered by last audit: 12/31/01

3. Last audit performed by: KPMG Limited Liability Partnership

Phone number of auditor: 314-244-4024

4. Date of next audit: 1/1/2003 5. Date(s) to be covered by next audit: 1/1/02-12/31/02

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: \$ 1,234,220.00 State Amount: \$ 2,991,158.00

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: 6-13-02

Agency: Boone County Prosecuting Attorney

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, Missouri 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.*

AGENCY: Boone County Prosecuting Attorney
ADDRESS: 705 E. Walnut Street
Columbia, Missouri 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, Missouri 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 12649, 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 or 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.

Kevin M.J. Crane Prosecuting Attorney

Name and Title of Authorized Representative


Signature

6-17-02

Date

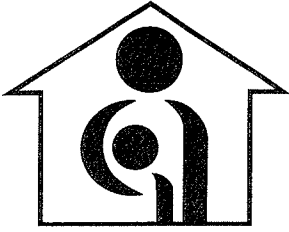
Boone County Prosecuting Attorney's Office

Name of Organization

705 E. Walnut Street

Address of Organization

Columbia, Missouri 65201-448



The Shelter

For Battered Women and Their Children
P.O. Box 1367 Columbia, MO 65205-1367
Phone: (573)-875-1369 Fax: (573)-817-1280

May 30, 2002

Missouri Department of Public Safety
Office of the Director
P.O. Box 749
Jefferson City, MO 65102-0749

VOCA Review Panel:

Comprehensive Human Services Inc.-The Shelter strongly supports continued funding for the Boone County Prosecuting Attorney's Office Victim Advocacy Program. As part of the Domestic Violence Enforcement Unit we work together on a frequent basis. Their level of professionalism and the willingness to work for the greater good of the victim are evident in all interactions.

In the past grant cycle we have worked together in the following ways: specific cases; communicating about policies that affect victims; participating in and providing cross-training; working together to enhance the D.O.V.E. unit; brainstorming ways to increase community awareness.

We strongly believe that the relationship we have established is important to reducing the incidence of domestic violence through the coordinated community response approach. If you have any questions please contact me. Thank you for your time and consideration.

Sincerely,

E. Leigh Voltmer
Executive Director



Comprehensive Human Services, Inc
A United Way Agency





May 28, 2002

Department of Public Safety
PO Box 729
Jefferson City, MO 65102

To Whom it May Concern,

I am writing in support of Mark Koch, Crime Victims Advocate. The goal of the Rainbow House Regional Child Advocacy Center is to reduce the trauma to a child who is an alleged victim of abuse and/or neglect. It is crucial to have an advocate that will assist children who are victims through the judicial process.

The Victim Advocate is a key member of our multi-disciplinary team. By working in collaboration our children and families have been able to obtain support in receiving services and navigating the complex judicial system.

I greatly support the continuation of Mark in his position as Crime Victims Advocate. Thank you and if you have further questions do not hesitate to contact me.

Sincerely,

Lisa Judd
CAC Coordinator
Rainbow House



BOONE COUNTY SHERIFF'S DEPARTMENT

2121 County Drive
TED BOEHM, Sheriff

Columbia, Missouri 65202-9051
Phone: (573) 875-1111 • Fax (573) 874-8953

May, 23, 2002

Department of Public Safety
Grant Review Panel
P.O. Box 749
Jefferson City, Missouri 65102

In re: Letter of Recommendation

Panel Members:

This letter is to contain my strongest recommendation for renewal of the grant to fund the Victim Response Team at the Boone County Prosecutor's Office.

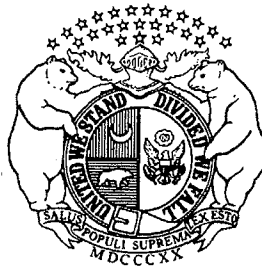
My primary duties as a investigator for the Sheriff's Department have involved investigating violent crimes against persons, both adult and children. By virtue of dealing with these types of victims I have come in direct contact with the Victim Response Team. I cannot begin to tell you how important to the judicial process these professional advocates are for the victim and their families. What is sometimes not noticed is how important they are to the prosecution and enforcement team.

Even in this time of budget tension I strongly urge you to renew the Boone County Prosecutor Victim Response Team Grant. Without this strong team of dedicated professionals the citizens of Boone County would needlessly lose a vital resource.

Cordially,

A handwritten signature in cursive script that reads "Michael Stubbs".

Det. Michael W. Stubbs
Boone County Sheriff's Department
Detective Unit



**THIRTEENTH JUDICIAL CIRCUIT COURT
FAMILY COURT
Juvenile Division**

May 20, 2002

Review Panel
Victims of Crime Act Grant
Department of Public Safety
Jefferson City, MO 65101

Dear Review Panel Members,

I would like to take this opportunity to fully support and recommend the continued funding for the Boone County Prosecuting Attorney's Victim Response Team. The Victim Response Team is crucial in that they help victims make sense of the complicated criminal justice system while referring to community resources to help restore the victims of crime.

I have had the opportunity to work directly with the Victim Response Team involving cases that are multi-jurisdictional in that they involve both juvenile and adult perpetrators. The communication between the Advocates in the Prosecuting Attorney's Office and the Juvenile Office has and continues to benefit victims by lessening the amount of work the victim has to do in order to be compensated for their losses.

I have also had the opportunity to work with the Victim Response Team as they spearheaded the 2002 Victims' Rights Week Ceremony by coordinating the many agencies involved in planning this year's commemoration.

Please continue the funding for the Boone County Prosecuting Attorney's Victim Response Team, it is not only an asset to the victims of crime but to our community as well.

Sincerely,

Carly Santa
Victim Advocate

Boone County Juvenile Office
115 N. Eighth Street
Columbia, MO 65201 - 4841
(573) 886-4200
□

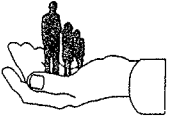
Boone County Juvenile Justice Center
5665 N. Roger Wilson Drive
Columbia, MO 65202-9099
(573) 886-4450
□

Callaway County Juvenile Office
Highway O - P.O. Box 465
Fulton, MO 65251-0465
(573) 642-7992
□



Domestic Violence Enforcement Unit

600 E. Walnut Street, Columbia, MO 65201



May 23, 2002

To Whom It May Concern:

I am one of three investigators with the Domestic Violence Enforcement Unit. Our unit does follow up investigation on crimes of domestic violence that occur in Columbia and Boone County, Missouri. Our unit includes prosecuting attorneys, probation and parole officers, and victim advocates.

Over the past 4 ½ years I have had the opportunity to work closely with the victim advocate at the Boone County Prosecuting Attorneys Office. The advocate position is essential in order to appropriately assist victims, not only of domestic violence, but of all crime victims. On numerous occasions myself or other investigators have contacted the advocate for the prosecuting attorneys office in order to obtain information or services available to the people we work with.

Our unit views domestic violence as a problem that can only be solved and dealt with appropriately through a collaborative approach. This position is a key element in that endeavor.

I certainly hope and recommend continued funding for the position of victim advocate of the Boone County Prosecuting Attorney's Office.

Sincerely,

A handwritten signature in cursive script that reads "Jeff Westbrook".

Jeff Westbrook, Detective
Domestic Violence Enforcement Unit

JW:aja

Boone County Prosecuting Attorney Victim Services Survey

We need your help in evaluating our services to victims of crime in Boone County. Please take a few minutes to answer the following questions about your contact with our office. All responses will be kept confidential. We appreciate your time and assistance as we try to improve the quality of our services to victims of crime in our community.

For each of the questions below, please circle the number on a scale of 1 to 5 that best describes the assistance and support that you received from the Boone County Prosecutor's Office Victim Response Team.

(Circle "NA" if the question does not apply to you or your experience.)

1. Were you the victim of Domestic Violence Yes ____ No ____

2. Was the Victim Impact Statement/Information that you received timely and useful?

Not at all	1	2	3	4	5	Very Useful	N/A
-------------------	---	---	---	---	---	--------------------	-----

3. On the occasions that you had contact with our victim services staff, were they helpful and responsive?

Not at all	1	2	3	4	5	Very Helpful	N/A
-------------------	---	---	---	---	---	---------------------	-----

4. Were the victim services offered beneficial to your needs as a victim of a crime or as a participant in the criminal justice system?

Not at all	1	2	3	4	5	Very Beneficial	N/A
-------------------	---	---	---	---	---	------------------------	-----

5. Overall, how do you rate the services provided by the Boone County Prosecutor's Office Victim Response Team?

Poor	1	2	3	4	5	Outstanding	N/A
-------------	---	---	---	---	---	--------------------	-----

Please add any comments or suggestions that may help us to improve our service to crime victims.
Please use the back if additional space is needed.

Name (optional) _____

Thank you for completing this survey!

Crime Victim Survey

Dear Victim:

We need your help in evaluating our services to victims of crime in Boone County. Please take a few minutes to answer the following questions about your contact with our office. All responses will be kept confidential. We appreciate your time and assistance as we try to improve the quality of our services to victims of crime in our community.

Sincerely,
Kevin M.J. Crane
 Boone County Prosecuting Attorney

1. Please check the box that applies to you:

I am the victim of:

- Assault
- Domestic Violence
- Ex Parte Violation
- Stalking
- Sexual Assault
- DWI/Crash
- Burglary
- Robbery
- Stealing
- Forgery
- Property Damage

I am a: Female
 Male

My ethnicity is: African American
 Caucasian
 Asian American
 Not listed (Please identify in the space below)

My age is: 13-17 18-29 30-44 45-64 65+

2. Did a victim advocate work with you on your case? Yes No

If so, please rate the following based on your contact with a Victim's Advocate?

1	2	3	4	5	6
Very Good	Good	Satisfactory	Fair	Poor	Not Applicable

My Advocate:

- a. Provided helpful referrals to other agencies
- b. Seemed to know a lot about my case

- c. Offered information to assist in problem solving _____
- d. Really listened to my views about my case _____
- e. Provided support during crisis throughout my case _____
- f. Explained my rights as a victim in a clear way _____
- g. Kept me informed about my case _____
- h. Explained the legal process to me in clear language _____
- i. Was available to answer my questions about my case _____
- j. Informed me about Crime Victim's Compensation _____
- k. Adequately addressed my concerns about my case _____
- l. Seemed knowledgeable about experiences of victims _____
- m. Helped me work with all agencies involved in my case _____
- n. Let me know in advance of all court appearances _____
- o. Explained to me the restitution process _____
- p. Helped me get my property back _____
- q. Notified my of the disposition of my case either by phone or mail. _____
- r. Explained how to file an order of protection _____
- s. Detailed my rights as a victim of crime _____
- t. My advocate offered me an opportunity to complete A Victim Impact Statement _____

- u. I felt my advocate protected my rights as a victim during my case. _____
- v. I felt my advocate was on my side _____
- w. I felt my advocate was interested in my wishes regarding the case. _____
- x. I felt my advocate was accessible. _____
- y. I felt my advocate was helpful. _____

3. Did the Victim Response Team help you with other social services? Yes _____ No _____

Were you satisfied with the assistance offered? Yes _____ No _____

4. Were you a victim of domestic violence? Yes _____ No _____

a. If so, were you referred to the Shelter or any other agency for assistance? Yes _____ No _____

b. If not the Shelter, what agency provided help? _____

c. If you did not use the Shelter, where did you stay? _____

d. Were you contacted by the DOVE Unit Yes _____ No _____

Based on your contact with the DOVE Unit, how would you rate the following Unit members (i.e. their helpfulness and knowledge of the program):

1	2	3	4	5
Very Good	Good	Satisfactory	Fair	Poor

- a. The responding officer _____
- b. The Follow up DOVE Officer _____
- c. The DOVE Advocate _____
- d. The DOVE Prosecutor _____

Were you satisfied with the assistance offered by the DOVE Unit?

Do you have any suggestions for improvement of the program?

- 5. Were you offered counseling referrals? Yes _____ No _____
- If yes, did you seek counseling? Yes _____ No _____
- If you did, are you still seeing a counselor? Yes _____ No _____

6. Based on your contact with the Prosecuting Attorney assigned to your case, how would you describe your interactions? Please use this scale:

1 2 3 4 5
Very Good Good Satisfactory Fair Poor

— I felt that the Prosecuting Attorney assigned to my case:

- a. Was knowledgeable about my case _____
- b. Was accessible to me _____
- c. Explained the court system to me clearly _____
- d. Explained the potential outcomes of my case _____
- e. Provided helpful information about my case _____

7. When contacting the Boone County Prosecuting Attorneys Office were you treated courteously?

Yes _____ No _____

8. What was the outcome of your case?

Were you satisfied with this outcome? Yes _____ No _____

If NO, please describe why.

9. Please comment on any other issues that would improve our service to victims of crime in Boone County.

Thank you for taking your time to help future victims of crime receive quality services.

CERTIFIED COPY OF ORDER



STATE OF MISSOURI }
County of Boone } ea.

June Session of the May Adjourned

Term. 2002

In the County Commission of said county, on the 13th day of June 2002

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

Now on this day, the County Commission of the County of Boone does hereby award bid 36-28MAY02 for Cabinets and Countertops for Kitchen Area to L. B. Classic Woodworks. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Done this 13th day of June, 2002.

Don Stamper
Presiding Commissioner

ATTEST:

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

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner

Boone County Purchasing

Marlene Ridgway
Buyer



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

MEMORANDUM

TO: Boone County Commission
FROM: Marlene Ridgway *MR*
RE: 36-28MAY02 – Cabinets and Countertops for the
DATE: June 6, 2002

The Juvenile Justice Center, Court Administration and the Purchasing departments have received and reviewed responses for the above reference bid. We recommend awarding the base bid only to L. B. Classic Woodworks for having the lowest and best bid for a contract amount of \$4,861.20. This is to be paid from organization 1242 account 60100. The amount budgeted was \$4,412 but there has been some identified savings from earlier purchases that will cover this overage.

The bid tabulation is attached for your review.

Bid Tabulation

36-28MAY02-JJC Cabinets		LB Classics	Timberline Custom Cabinets
4.7.1.	Replacement of Cabinets and Countertops per section 2	\$ 4,861.20	\$ 5,830.00
4.7.2.	Add Alternate- Removal	\$ 450.00	\$ 250.00
	TOTAL	\$ 5,311.20	\$ 6,080.00
4.7.3.	Manufactuer	N/A	Custom
4.8.	Warranty	One Year	One Year Materials, Lifetime Hardware
4.9.	Project Completion (Days)	42 Days	35 Days
	Addendum One	Yes	Yes

No Bids:
 Dimensions In Wood inc
 Columbia Showcase

**PURCHASE AGREEMENT
FOR
CABINETS AND COUNTERTOPS FOR KITCHEN AREA**

THIS AGREEMENT dated the 13th day of June 2002 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and L. B. Classic Woodworks, herein "Contractor."

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

1. Contract Documents - This agreement shall consist of this Purchase Agreement for Cabinets and Countertops for Kitchen Area, County of Boone Request for Bid, bid number 36-28MAY02, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, Addendum Number One, as well as the Contractor's bid response dated May 7, 2002 and executed by Loren Boger on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, and the Standard Terms and Conditions, Addendum Number One shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall commence on the date written above through completion of project. Contractor agrees to project completion within 42 days of receipt of *Notice to Proceed*.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County, furnishing, delivery and installation of new, cabinets and countertops for kitchen area for the Boone County Juvenile Justice Center as identified and responded to in the Contractor's response for section 4.7.1. Items will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

4. Billing and Payment - All billing shall be invoiced to the Boone County Juvenile Justice Center, and may only include the prices as identified in the Contractor's bid response. No additional fees for delivery or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

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

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

L. B. CLASSIC WOODWORKS

BOONE COUNTY, MISSOURI

by Tom Boyd
 title owner
 address 8801 E Columbus
Ct / Columbia Mo 65201

by: Boone County Commission
Don Stamper
 Don Stamper, Presiding Commissioner

APPROVED AS TO FORM:
[Signature]
 County Counselor

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

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) incurred by this contract. (Note: Certification is not required for a term and supply contract or where the terms of the contract do not result in a measurable county obligation.)

1242-60100 - \$4,864.20 ¹ Per Marlene Ridgway

Signature June Pitchford by KF Date 6/10/2002 Appropriation Account _____

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

June Session of the May Adjourned

Term. 2002

In the County Commission of said county, on the

13th day of June 2002

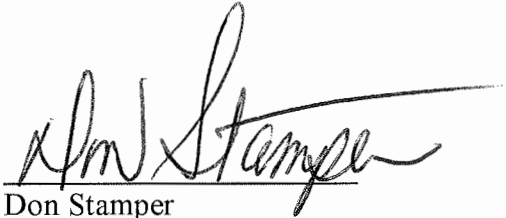
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby award bid 22-06MAY02 for Ammunition Term and Supply as follows per the recommendation of the Sheriff and Purchasing Departments:

- Green Supply: 4.11.5
- Gulf States Distributors: 4.8.1, 4.8.3, 4.9.3
- Police Supply: 4.8.2, 4.8.4, 4.9.2, 4.10.1, 4.11.1, 4.11.2, 4.12.1, 4.12.2, 4.12.3, 4.13.1, 4.13.2, 4.13.3
- State of Missouri Contract #C101144001: 4.9.1 (state contract line #007), 4.11.3 (state contract line #001), 4.11.4 (state contract line #002)

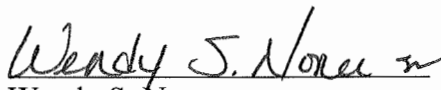
It is further ordered that the Presiding Commissioner be hereby authorized to sign said contracts.

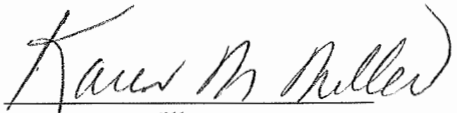
Done this 13th day of June, 2002.



Don Stamper
 Presiding Commissioner

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission



Karen M. Miller
 District I Commissioner



Skip Elkin
 District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



601 E. Walnut, 2nd Floor
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: May 31, 2002
RE: 22-06MAY02 – Ammunition Term and Supply

The Bid for Ammunition Term and Supply was issued on April 19, 2002. The bid closed on May 6, 2002. Three bids were received. Upon the completion of the bid evaluation, the Sheriff department and Purchasing recommend award by low bid by line item to the following vendors. We also recommend purchasing three of the line items from the State of Missouri contract #C101144001:

Line Item Award

Green Supply

4.11.5.

Gulf States Distributors

4.8.1.; 4.8.3.; 4.9.3.

Police Supply

4.8.2.; 4.8.4.; 4.9.2.; 4.10.1.; 4.11.1.; 4.11.2.; 4.12.1.; 4.12.2.; 4.12.3.; 4.13.1.; 4.13.2.; 4.13.3.

State of Missouri Contract # C101144001

4.9.1. (state contract #007)
4.11.3. (state contract line #001)
4.11.4. (state contract line #002)

Department numbers 1251 - Sheriff and 1255 - Corrections, account 23200 - Ammunition. The contract will run through May 31, 2003 and has two, one-year renewals. There are no requisitions attached, as this is a Term and Supply contract.

ATTACHMENT: Bid Tabulation

cc: Bid File
Captain Braun

22-06MAY02 - Ammunition Term and Supply - Boone County, Missouri

		Green Supply Inc.			Gulf States Distributors			Police Supply			State of MO Contract #C101144001 - Gil Hebard Guns		
4.8	Reloads	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price
4.8.1.	40 Caliber 180 grain reload-Equivalent to	No bid	1,000	No Bid	\$142.58	1,000	\$142.58	\$163.43/1,000	1,000	\$163.43			
4.8.2.	9mm 115 grain reload-Equivalent to Federal 9BH	6.48 per box	2,000	\$648	\$122.82	2,000	\$245.64	\$119.30/1,000	2,000	\$238.60			
4.8.3.	45 Caliber 230 grain reload-equivalent to Federal 45D	\$6.46 per box	2,000	\$646	\$162.12	2,000	\$324.24	\$195.49	2,000	\$390.98			
4.8.4.	38 Caliber-125 grain reload + P-Equivalent to Federal 45D w/out brass exchange	\$6.75 per box	500	\$168.75	\$99.00	500	\$99.00	\$95.50/500	500	\$95.50			
4.8.5.	Sub-total for reloads (4.8.1. Through 4.8.4.)			\$1,462.75			\$811.46			\$888.51			
4.9.	Federal Factory Ammo	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price			
4.9.1.	Federal P40Hsig Hydra Shock JHP 180 grain	No Bid	3,000	No Bid	\$259.00	3,000	\$777.00	\$204.12/1,000	3,000	\$612.36	\$195.20/m	3,000	\$585.60
4.9.2.	Federal 9BP 115 grain FMJ	6.38 per bx	1,000	\$319	\$159.00	1,000	\$159.00	\$119.30/1,000	1,000	\$119.30			
4.9.3.	Federal 45D 230 grain HiShok JHP	\$7.96 per bx	1,000	\$398	\$215.00	1,000	\$215.00	\$222.54/1,000	1,000	\$222.54			
4.9.4.	Sub-total for Federal Factory Ammo (4.9.1. Through 4.9.3.)			\$717			\$1,151.00			\$954.20			
4.10.	Less-Lethal Ammunition	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price			
4.10.1.	CTS Super Sock 12 guage	No Bid	500	\$0.00	\$5.35	500	2,675.00	\$4.91	500	\$2,455.00			
4.11.	Other Ammunition	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price			
4.11.1.	American Eagle 9mm, 115 grain ball FMJ	\$3.27 per bx	5,000	\$817.50	\$122.82	5,000	\$614.10	\$119.29/1,000	5,000	\$596.45			
4.11.2.	American Eagle 223, 55 grain FMJ	\$8.29 per bx	5,000	\$2,072.50	\$89.00/500	5,000	\$890.00	\$157.32/1,000	5,000	\$786.60			

22-06MAY02 - Ammunition Term and Supply - Boone County, Missouri

4.11.3.	Federal F127 RS 12 guage 2 3/4" slugs	\$1.86 per bx	1,000	\$372.00	\$79.00/ 250	1,000	\$316.00	\$298.00/1,000	1,000	\$298.00	\$248.68/m	1,000	\$248.68
4.11.4.	Federal F127 00 12 guage 2 3/4" buck	\$1.97 per bx	2,000	\$788.00	\$69.00/ 250	2,000	\$276.00	\$288.00/1,000	2,000	\$576.00	\$235/m	2,000	\$470.00
4.11.5.	#7 1/2" OR 8" Birdshot: #birdshot	\$3.19 per bx	2,000	\$255.20	\$45.00/ 250	2,000	\$360.00	\$135.00/1,000	2,000	\$270.00			
4.11.6.	Sub-total for Other Ammunition (4.11.1. Through 4.11.5.)			\$4,305.20			\$2,456.10			\$2,527.05			
4.12.	Factory Loads	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price			
4.12.1.	Remington Golden Saver, .40 Caliber 180 grain BJHP GSB40 SWB	No Bid	4,000	No Bid	No Bid	4,000	No Bid	\$204.12/1,000	4,000	\$816.48			
4.12.2.	Remington Golden Saver, .45 Caliber 230 grain BJHP GSB45 APB	No Bid	2,000	No Bid	No Bid	2,000	No Bid	\$222.54/1,000	2,000	\$445.08			
4.12.3.	Remington Golden Saver, 9mm 124 grain, BJHP GSB9MMD	No Bid	2,000	No Bid	No Bid	2,000	No Bid	186.39/1,000	2,000	\$372.78			
4.12.4.	Sub-total for Factory Loads (4.12.1. Through 4.12.3.)			\$0.00			\$0.00			\$1,634.34			
4.13.	Factory Reloads	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price	Unit Price	Rounds	Ext. Price			
4.13.1.	.40 Caliber 180 grain. Equivalent to Remington Golden Saver BJHP GSB40SWB	No Bid	8,000	No Bid	No Bid	8,000	No Bid	163.43/1,000	8,000	\$1,307.44			
4.13.2.	.45 Caliber 230 grain. Equivalent to Remington Golden Saver BJHP BSG45APB	No Bid	5,000	No Bid	No Bid	5,000	No Bid	\$195.49/1,000	5,000	\$977.45			
4.13.3.	9mm 124 grain. Equivalent to Remington Golden Saver BJGP GSB9MMD	No Bid	5,000	No Bid	No Bid	5,000	No Bid	\$125.33/1,000	5,000	\$626.65			
4.13.4.	Sub-total for Factory Reloads (4.13.1. Through 4.13.3.)			\$0.00			\$0.00			\$2,911.54			
	4.9.4 + 4.10.1. + 4.11.6. + 4.12.4. + 4.13.4.)												\$11,370.64

22-06MAY02 - Ammunition Term and Supply - Boone County, Missouri

- 4.8.5. Minimum Quantity for
Order: _____ Rounds Per Type
- 4.9. Delivery ARO: _____
- 4.10. Co-op? Yes _____ No _____

No Bid

30-60 Days
Yes

Case

20-30 Days
Yes

Pistol -
1,500
Shotgun -
750
Stock to 30
Days
Yes

Date: 5/6/02, 1:30 p.m.
Opened By: Melinda Bobbitt

**PURCHASE AGREEMENT
FOR
AMMUNITION TERM AND SUPPLY**

THIS AGREEMENT dated the 13th day of June 2002 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **G.S.I. Law Enforcement** (Green Supply, Inc.), herein "Contractor."

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

1. Contract Documents - This agreement shall consist of this Purchase Agreement for Ammunition Term and Supply, County of Boone Request for Bid, bid number 22-06MAY02, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms and Conditions, as well as the Contractor's bid response dated April 24, 2002 and executed by Lydia Neill on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form and the Standard Terms and Conditions shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall commence on June 1, 2002 and extend through May 31, 2002, subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for two (2) additional one-year periods subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not; provided, however, that from and after the expiration date of this agreement and any annual extensions thereof, Contractor shall have the right to terminate this agreement upon thirty days advance written notice of termination.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County the item identified and responded to in section 4.11.5. This item will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

4. Delivery - Contractor agrees to deliver the items as specified within thirty to sixty (30-60) days from date of order.

5. Billing and Payment - All billing shall be invoiced to the Boone County Sheriff's Department and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

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

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

G.S.I. (GREEN SUPPLY) LAW ENFORCEMENT

BOONE COUNTY, MISSOURI

by Lydia Nell
title Bid Coordinator
address 3059 Audrain Road 581
Vandalia, MO 63382

by: Boone County Commission
Don Stamer
Don Stamer
Presiding Commissioner

APPROVED AS TO FORM:

[Signature]
County Counselor

ATTEST:

Wendy S. Noren
Wendy S. Noren
County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) incurred by this contract. (Note: Certification is not required for a term and supply contract or where the terms of the contract do not result in a measurable county obligation.)

1251/1255 - 23200
Ammunition Term/Supply

Signature Term & Supply - No Encumbrance Required Date 6/4/2002 Appropriation Account

**PURCHASE AGREEMENT
FOR
AMMUNITION TERM AND SUPPLY**

THIS AGREEMENT dated the 13th day of JUNE 2002 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Gil Hebard Guns**, herein "Contractor."

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

1. Contract Documents - This agreement shall consist of this Purchase Agreement for Ammunition Term and Supply and the State of Missouri Request for Bid, bid number C101144001(County Bid #22-06MAY02). All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference.

2. Contract Duration - This agreement shall commence on June 1, 2002 and extend through May 31, ~~2007~~²⁰⁰³, subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for two (2) additional one-year periods subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not; provided, however, that from and after the expiration date of this agreement and any annual extensions thereof, Contractor shall have the right to terminate this agreement upon thirty days advance written notice of termination.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County the items identified and responded to on line-item 001: Federal Cartridge #F127-RS for \$248.68/M, line item 002: Federal Cartridge #F127-00 for \$235.00/M, and line item 007 for Federal Cartridge Hydra-Shok #P40HS1G for \$195.20/M. Items will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

4. Delivery - Contractor agrees to deliver the items as specified within thirty (30) days from date of order.

5. Billing and Payment - All billing shall be invoiced to the Boone County Sheriff's Department and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

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

- in conformity with bidding specifications or variances authorized by County, or
c. If appropriations are not made available and budgeted for any calendar year.

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

GIL HEBARD GUNS

by Kathy Roche
title EXEC. SECRETARY
address GIL HEBARD GUNS, Inc.
125 Public Square
KNOXVILLE, IL 61448

BOONE COUNTY, MISSOURI

by: Boone County Commission
Don Stamper
Don. Stamper
Presiding Commissioner

APPROVED AS TO FORM:

[Signature]
County Counselor

ATTEST:

Wendy S. Noren
Wendy S. Noren
County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) incurred by this contract. (Note: Certification is not required for a term and supply contract or where the terms of the contract do not result in a measurable county obligation.)

1251/1255 - 23200
Ammunition Term/Supply

Term & Supply - No Encumbrance Required 6/12/02
Signature Date Appropriation Account

**PURCHASE AGREEMENT
FOR
AMMUNITION TERM AND SUPPLY**

THIS AGREEMENT dated the 13th day of June 2002 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Gulf States Distributors** herein "Contractor."

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

1. Contract Documents - This agreement shall consist of this Purchase Agreement for Ammunition Term and Supply, County of Boone Request for Bid, bid number 22-06MAY02, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms and Conditions, as well as the Contractor's bid response dated April 24, 2002 and executed by Conrad Naftel on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form and the Standard Terms and Conditions shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall commence on June 1, 2002 and extend through May 31, 2002, ^{2002, no} subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for two (2) additional one-year periods subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not; provided, however, that from and after the expiration date of this agreement and any annual extensions thereof, Contractor shall have the right to terminate this agreement upon thirty days advance written notice of termination.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County the items identified and responded to in sections 4.8.1.; 4.8.3.; 4.9.3. Items will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

4. Delivery - Contractor agrees to deliver the items as specified within thirty (30) days from date of order.

5. Billing and Payment - All billing shall be invoiced to the Boone County Sheriff's Department and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

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

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

GULF STATES DISTRIBUTORS

by Chad L. Lee
title Pres
address 6000 E STURLEY Ln
MgM A1 36117

BOONE COUNTY, MISSOURI

by: Boone County Commission
Don Stamper
Don Stamper
Presiding Commissioner

APPROVED AS TO FORM:

[Signature]
County Counselor

ATTEST:

Wendy S. Noren
Wendy S. Noren
County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) incurred by this contract. (Note: Certification is not required for a term and supply contract or where the terms of the contract do not result in a measurable county obligation.)

1251/1255 - 23200
Ammunition Term/Supply

Term & Supply - No Encumbrance Required 6/4/2002
Signature Date Appropriation Account

**PURCHASE AGREEMENT
FOR
AMMUNITION TERM AND SUPPLY**

THIS AGREEMENT dated the 13th day of June 2002 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **OMB Police Supply** herein "Contractor."

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

1. Contract Documents - This agreement shall consist of this Purchase Agreement for Ammunition Term and Supply, County of Boone Request for Bid, bid number 22-06MAY02, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms and Conditions, as well as the Contractor's bid response dated May 2, 2002 and executed by John Ralph on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form and the Standard Terms and Conditions shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall commence on June 1, 2002 and extend through May 31, 2002; ²⁰⁰³ subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for two (2) additional one-year periods subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not; provided, however, that from and after the expiration date of this agreement and any annual extensions thereof, Contractor shall have the right to terminate this agreement upon thirty days advance written notice of termination.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County the items identified and responded to in sections 4.8.2.; 4.8.4.; 4.9.2.; 4.10.1.; 4.11.1.; 4.11.2.; 4.12.1.; 4.12.2.; 4.12.3.; 4.13.1.; 4.13.2.; 4.13.3. Items will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

4. Delivery - Contractor agrees to deliver the items as specified within thirty (30) days from date of order.

5. Billing and Payment - All billing shall be invoiced to the Boone County Sheriff's Department and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

OMB POLICE SUPPLY

BOONE COUNTY, MISSOURI

by [Signature]
title [Signature]

by: Boone County Commission
[Signature]
Don Stamper
Presiding Commissioner

address 9736 S. LEASE RD
LEASE MO 66219

APPROVED AS TO FORM:
[Signature]
County Counselor

ATTEST:
[Signature]
Wendy S. Noren
County Clerk

AUDITOR CERTIFICATION
In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) incurred by this contract. (Note: Certification is not required for a term and supply contract or where the terms of the contract do not result in a measurable county obligation.)

1251/1255 - 23200
Ammunition Term/Supply

Signature Term & Supply - No Encumbrance Required Date 6/4/2002 Appropriation Account

CERTIFIED COPY OF ORDER



STATE OF MISSOURI }
County of Boone } ea.

June Session of the May Adjourned

Term. 2002

In the County Commission of said county, on the 13th day of June 2002

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 National Association of Counties (NACo) 2002 Credentials (Voting) Identification form.

Done this 13th day of June, 2002.

Don Stamper
Presiding Commissioner

ATTEST:

Wendy J. Noren *WJN*
Wendy S/Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner



*Not to
Electoral Official
Need to be*

MEMORANDUM

To: County Executives, Parish Presidents, Borough Mayors, and County Board Chairpersons

From: Javier Gonzales, NACo President

Date: May 14th, 2002

Re: Voting Credentials – 2002 Annual Conference

We are preparing for NACo's 67th Annual Conference, being held July 12-16, 2002 in Orleans Parish (New Orleans), Louisiana. We need your help to ensure that your county can participate in the association's annual election of officers and policy adoption for this year's American County Platform.

According to NACo bylaws, in order to vote, a county must have paid its membership dues and have one paid registrant for the conference. Please indicate on the enclosed form the name and voting delegate and alternate(s) authorized to pick up you county's voting materials. Additionally the chief elected official must sign the form.

In addition, state association Executive Directors or Presidents are entitled to pick up unclaimed credentials on Monday, July 15. If you do not want the state association to receive your voting materials, please check the box on the enclosed form.

Please mail the enclosed form to the following address no later than Tuesday, June 18th.

Credentials Committee
C/o Josh Fudge
National Association of Counties
440 First Street, N.W.
Washington, D.C. 20001

You may fax the form, attention to Josh Fudge, to 202.393.2630.

Membership Coordinator Josh Fudge can be reached at 202.942.4242 should you have any questions regarding voting procedures. We look forward to seeing you in New Orleans!





NACo 2002 Credentials (Voting) Identification Form

Please complete and return this form to:

NACo, Attn: Josh Fudge, 440 First Street, NW, Washington, DC 20001

or fax it to Josh Fudge at (202) 393-2630 by **June 18th**

or have the voting delegate(s) carry it with them to the conference and present it at the Credentials Desk.

County/Parish/Borough

State

BOONE

MO

Designated Delegate

First Name

PATRICIA

Last Name

LENSMEYER

Job Title

COUNTY COLLECTOR

First Alternate

First Name

KAREN

Last Name

MILLER

Job Title

COUNTY COMMISSIONER

Second Alternate

First Name

Last Name

Job Title

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

Signature:

Alm Sample

6-13-02

Board President/Chairman/Judge/Mayor Signature Required

Date

Check here if you do **not** wish the State Association Representative to pick up your credentials.

Check here if you wish to vote by proxy. If checked, list the county to cast your votes below. The proxy county must have at least one paid registrant for NACo's Annual Conference.

County allowed to cast my votes