

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

In the County Commission of said county, on the 17th day of December 20 13

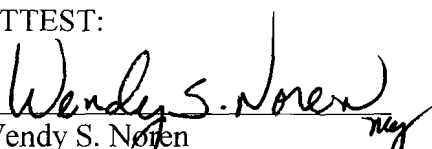
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the utilization of the City of Columbia Cooperative Contract 117/2013 – Fleet Maintenance Term & Supply with Al Scheppers Motor Co. of Jefferson City, MO.

The terms of this Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

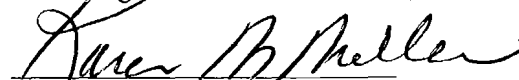
Done this 17th day of December, 2013.

ATTEST:

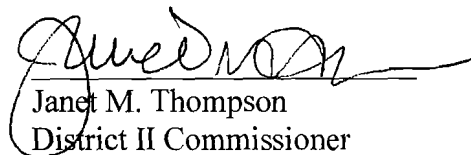
  
 Wendy S. Noren  
 Clerk of the County Commission



Daniel K. Atwill  
 Presiding Commissioner



Karen M. Miller  
 District I Commissioner



Janet M. Thompson  
 District II Commissioner

# Boone County Purchasing

Amy Robbins  
Senior Buyer



613 E. Ash Street, Room 109  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Amy Robbins  
DATE: December 10, 2013  
RE: 117/2013 - Fleet Maintenance Term & Supply

Purchasing and Public Works request permission to utilize the City of Columbia cooperative contract *117/2013 - Fleet Maintenance Term & Supply* with Al Scheppers Motor Co. of Jefferson City, MO. This contract runs through October 31, 2014 and includes 4 additional 1-year renewal periods.

Invoices will be paid from department 2040 – Public Works Maintenance Operations, account 59100 – Vehicle Repairs and Maintenance.

cc: Greg Edington, PW  
Contract File

**PURCHASE AGREEMENT  
FOR  
FLEET MAINTENANCE  
TERM AND SUPPLY**

**THIS AGREEMENT** dated the 17<sup>th</sup> day of December 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Al Scheppers Motor Co.**, 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 a term and supply contract for the furnishing of **Fleet Maintenance** in compliance with all bid specifications and any addendum issued for the City of Columbia, Request for Quote number **117/2013** as well as Boone County Standard Terms and Conditions and Work Authorization. All such documents shall constitute the contract documents which are 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, this Purchase Agreement and the City of Columbia Request for Quote number **117/2013** shall prevail and control over the contractor's bid response.

2. **Contract Duration** - This agreement shall commence **on the date written above and extend through October 31, 2014** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **four (4) additional one year periods** subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

3. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with fleet maintenance service. Fleet maintenance services 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 County.

4. **Rates and Charges** - Contractor agrees to provide fleet maintenance in accordance with its bid response at the charges specified therein during the contract period. The County agrees to pay all invoices within thirty days of receipt. 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 hardware and/or service is chronically deficient such that it is unreasonable to continue services pursuant to this agreement, or
- c. If appropriations are not made available and budgeted for any calendar year or in the event funding by grant or otherwise is discontinued.

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

AL SCHEPPERS MOTOR CO.

BOONE COUNTY, MISSOURI

by TONY RACKERS  
 title SERVICE MANAGER

by: Boone County Commission  
Daniel K. Atwill  
 Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

[Signature]  
 County Counselor

Wendy S. Noren  
 Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

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

[Signature]  
 Signature by ajf

12/10/13  
Date

2040 / 59100 Term and Supply  
No Encumbrance Required  
 Appropriation Account

## STANDARD CONTRACT TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. When products or materials of any particular producer or manufacturer are mentioned in our contracts, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
4. Do not include Federal Excise Tax or Sales and Use Taxes in billing, as law exempts the County from them.
5. The delivery date shall be stated in definite terms.
6. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
7. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
8. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
9. Prices must be as stated in units of quantity specified, and must be firm.
10. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
11. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
12. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
13. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
14. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

15. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County** on all transfer documents including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.



CERTIFICATE OF INSURANCE

ACCOUNT NUMBER 25-40270

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

Name and Address of Certificate Holder

BOONE COUNTY  
 5551 HWY 63 SOUTH  
 COLUMBIA, MO 65201

Name and Address of the Insured

AL SCHEPPERS MOTOR CO INC  
 PO BOX 104223  
 JEFFERSON CITY, MO 65110

This certificate is issued on 02-01-2013 and is effective until 02-01-2014. It certifies that policies of insurance listed below have been issued to the insured named above. Notwithstanding any requirement term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies. Limits shown may have been reduced by paid claims.

<u>Coverage Provided</u>	<u>Policy Number</u>	<u>Coverage Limits</u>
<u>Auto Garage Liability</u>	25-40270-01	Each Accident - Garage Operations
-Any Auto		Other Than Auto \$ 500,000
		Auto \$ 500,000
		Aggregate - Garage Operations
		Other Than Auto \$ 1,500,000
<u>Excess/Umbrella Liability</u>	25-40270-01	Each Occurrence \$ 4,000,000
Does Not Include:		General Aggregate \$ 12,000,000
-Excess Employers Liab		Products Aggregate \$ 12,000,000

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

80-C1035 (MECH)

(Please complete and return with Bid)

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR  
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds 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 recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

TONY RACKERS SERVICE MANAGER  
Name and Title of Authorized Representative

Tony Rackers  
Signature

12-6-13  
Date



COUNTY OF BOONE - MISSOURI  
WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)

County of Cole )  
State of Missouri )ss

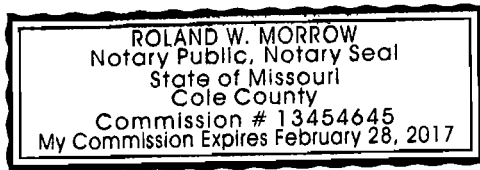
My name is TONY RACKERS. I am an authorized agent of AI Schepers Motor Co  
(Bidder). This business is enrolled and participates in a federal work authorization program for all employees  
working in connection with services provided to the County. This business does not knowingly employ any person  
that is an unauthorized alien in connection with the services being provided. **Documentation of participation in a  
federal work authorization program is attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts  
that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit  
under penalty of perjury that all employees are lawfully present in the United States.

Tony Rackers          12-6-13  
Affiant                                  Date

TONY RACKERS  
Printed Name

Subscribed and sworn to before me this 6 day of Dec, 2013.



Roland W. Morrow  
Notary Public

**Attach to this form the first and last page of the E-Verify Memorandum of Understanding that you completed when enrolling.**

Company ID Number: 242268

## THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

### ARTICLE I

#### PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and **Al Scheppers Motor Company** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

### ARTICLE II

#### FUNCTIONS TO BE PERFORMED

##### A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).



Company ID Number: 242268

**Information Required for the E-Verify Program**

**Information relating to your Company:**

Company Name: Al Scheppers Motor Company

Company Facility Address: 1722 Southridge Drive

Jefferson City, MO 65109

Company Alternate

Address: PO Box 104223

Jefferson City, MO 65110

County or Parish: COLE

Employer Identification

Number: 440525337

North American Industry  
Classification Systems

Code: 441

Parent Company: \_\_\_\_\_

Number of Employees: 20 to 99

Number of Sites Verified

for: 1

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

- MISSOURI 1 site(s)

Company ID Number: 242268

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name:	<b>James L Henley</b>	Fax Number:	<b>(573) 636 - 8312</b>
Telephone Number:	<b>(573) 636 - 2133 ext. 123</b>		
E-mail Address:	<b>jhenley@alscheppers.com</b>		
Name:	<b>Daniel C Kemna</b>	Fax Number:	<b>(573) 636 - 8312</b>
Telephone Number:	<b>(573) 636 - 2133 ext. 141</b>		
E-mail Address:	<b>dkemna@alscheppers.com</b>		
Name:	<b>Roland W Morrow</b>	Fax Number:	<b>(573) 636 - 8312</b>
Telephone Number:	<b>(573) 636 - 2133 ext. 124</b>		
E-mail Address:	<b>rolandmorrow@alscheppers.com</b>		



**CITY OF COLUMBIA  
PURCHASING DIVISION**

Michelle Sorensen, Procurement Officer  
701 E Broadway, 5<sup>th</sup> Floor  
COLUMBIA, MO. 65201  
Phone: (573) 874-6317  
Fax: (573) 874-7762  
[midsorens@cocolumbiamo.com](mailto:midsorens@cocolumbiamo.com)

October 28, 2013

**NOTIFICATION OF AWARD - CITY OF COLUMBIA**

**CONTRACT FOR: Fleet Maintenance – Term & Supply**

Contract Period is October 28, 2013 through October 31, 2014

Your firm has been awarded the contract herein in response to our recent Request for Quote Term & Supply. The purchase order for this year will be mailed to you. Please reference the appropriate purchase order number on every invoice submitted.

Please contact the Buyer shown below if there are any questions pertaining to this contract.

CONTRACT NUMBER	ITEMS AWARDED	VENDOR NAME
117/2013	All	Al Scheppers Motor Co. 1722 Southridge Dr. Jefferson City, MO 65109 Attn: Tony Rackers Phone: 573-636-2133 Fax: 573-636-8312 Email: <a href="mailto:trackers@alscheppers.com">trackers@alscheppers.com</a>

Michelle Sorensen  
Buyer/Purchasing  
573-874-6317

cc: Eric Evans, John Finley

RFQ 117/2013  
 Fleet Maintenance T&S  
 Al Scheppers Motor Co.

Date Opened: 10/8/2013

	UOM	QTY	Year 1	Year 2	Year 3	Year 4	Year 5
1	Labor (Regular) Per Hour In Shop	1	\$80.00				
2	Labor (Regular) Per Hour In Field	1	\$80.00				
3	Labor (Overtime) Per Hour In Shop	1	\$120.00				
4	Labor (Overtime) Per Hour In Field	1	\$120.00				
5	Minimum Labor Charge	1	\$0.00				
6	Mileage/ service charge (for work performed inside City limits) - Indicate in the item notes if you are quoting per mile or a flat rate	1	\$0.75 per mile + hourly rate				
7	Mileage/ service charge (for work performed outside City limits) - Indicate in the item notes if you are quoting per mile or a flat rate	1	\$0.75 per mile + hourly rate				
8	Mileage/ service charge for work performed at City of Columbia location listed below: Grissum Building 1313 Lakeview Ave Columbia, Mo 65201	1	\$0.75 per mile + hourly rate				
9	Mileage/ service charge for work performed at City of Columbia location listed below: Waste Water Treatment Plant 4900 West Gillispie Bridge Road Columbia, Mo 65203	1	\$0.75 per mile + hourly rate				
10	Mileage/ service charge for work performed at City of Columbia location listed below: Water & Light Distribution 1514 Business Loop 70 E Columbia, Mo 65201	1	\$0.75 per mile + hourly rate				

RFQ 117/2013  
Fleet Maintenance T&S  
Al Schepers Motor Co.

	Date Opened: 10/8/2013	UOM	QTY	Year 1	Year 2	Year 3	Year 4	Year 5
11	Mileage / service charge for work performed at City of Columbia location listed below: Parks Management Center 1507 Business Loop 79 W Columbia, Mo 65201 Indicate in the item notes if you are quoting per mile or a flat rate	Per Mile or Flat Rate	1	\$0.75 per mile + hourly rate				
12	Mileage / service charge for work performed at City of Columbia location listed below: Columbia Sanitary Landfill 7600 Peabody Road Columbia, Mo 65202 Indicate in the item notes if you are quoting per mile or a flat rate	Per Mile or Flat Rate	1	\$0.75 per mile + hourly rate				
13	Mileage / service charge for work performed at City of Columbia location listed below: Columbia Regional Airport 11,300 South Airport Drive Columbia, Mo 65201 Indicate in the item notes if you are quoting per mile or a flat rate	Per Mile or Flat Rate	1	\$0.75 per mile + hourly rate				
14	Mileage / service charge for work performed at City of Columbia location listed below: Water Treatment Plant 6851 W. Route K Columbia, Mo 65203 Indicate in the item notes if you are quoting per mile or a flat rate	Per Mile or Flat Rate	1	\$0.75 per mile + hourly rate				
15	If your facility offers a full line of collision, body repair and custom fabrication work indicate your hourly labor rate: Hazardous Waste Fee	Hourly Labor Rate	1	No				
16	Not to exceed a maximum charge of \$12.00, per repair order	Per Repair Order	1	\$12.00				
17	Miscellaneous Shop Supplies Charge Not to exceed a maximum charge of \$25.00, PER REPAIR ORDER. (This to include nuts and bolts, cable ties, silicone, cleaning supplies, battery cleaner & protector, shop towels and other miscellaneous items not listed on repair order)	% of Labor	1	5.00%				

**INSURANCE REQUIREMENTS**  
**Non-Construction Contracts**

- A. **CONTRACTORS INSURANCE:** The Contractor shall not commence work under this Contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the City, nor shall the Contractor allow any subcontractor to commence work on their contract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form, and with companies satisfactory to the City **which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.**
- B. **WORKERS COMPENSATION INSURANCE:** The Contractor shall take out and maintain during the life of this Contract **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of the work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.

Workers Compensation coverages shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

- C. **COMMERCIAL GENERAL LIABILITY INSURANCE:** Contractor shall carry Commercial General Liability Insurance written on ISO occurrence form CG 00 01 07 98 or later edition (or a substitute form providing equivalent coverage) and shall cover all operations by or on behalf of the Contractor, providing insurance for bodily injury liability and property damage liability for the limits indicated below and for the following coverage:

- (1) Premises and Operations
- (2) Products and Completed Operations

Contractual Liability insuring the obligations assumed by the Contractor under this Contract.  
Personal Injury Liability and Advertising Injury Liability

Except with respect to bodily injury and property damage included within the products and completed operations hazards, the general aggregate limit shall apply separately to the Contractor's project under this Contract. Completed Operations coverage must be maintained for the correction period provided by the agreement.

Limit of Liability. The Commercial General Liability policy limits shall not be less than:  
\$1,000,000 Each Occurrence (Comb.Single Limit for Bodily Injury & Prop. Damage)  
\$1,000,000 Aggregate for Products/Completed Operations  
\$1,000,000 Personal Injury/Advertising Injury  
\$1,000,000 General Aggregate (provide endorsement to apply the General Aggregate per project, if available).

Additional Insured The Owner, all of its officers, directors and employees, shall be named as Additional Insureds under the Commercial General Liability Insurance using ISO Additional Insured Endorsements CG 20 10 or substitute providing equivalent coverage. This endorsement must be stated on the insurance certificate provided to the Owner and a copy of the endorsements confirming coverage should accompany the insurance certificate.



Primary Coverage The Contractor's Commercial General Liability Policy shall apply as primary insurance and any other insurance carried by the Architect or the Owner shall be excess only and will not contribute with Contractor's insurance. This must be stated on the insurance certificate and a copy of the endorsement confirming coverage should accompany the insurance certificate.

- D. **BUSINESS AUTOMOBILE LIABILITY INSURANCE:** The policy should be written on ISO form CA 0001, CA 0005, CA 0002, CA0020 or a substitute form providing equivalent coverage and shall provide coverage for all owned, hired and non-owned vehicles. The limit of liability should be at least \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident and should also cover Automobile Contractual Liability. The policy should name the Owner and all of its officers, directors and employees as Additional Insureds. The policy shall be endorsed to be primary coverage and any other insurance carried by the Owner shall be excess only and will not contribute with Contractor's insurance. To confirm coverage, a copy of the Additional Insured Endorsement should accompany the insurance certificate.
- E. **WAIVER OF SUBROGATION:** The Commercial General Liability and Automobile Liability policies shall each contain a waiver of subrogation in favor of the Owner and its officers, directors and employees.
- F. **CERTIFICATES OF INSURANCE:** As evidence of the insurance, limits and endorsements required, a standard ACORD or equivalent Certificate of Insurance executed by a duly authorized representative of each insurer shall be furnished by the Contractor to the Owner and Architect before any Work under the Contract is commenced by the Contractor. Owner shall have the right, but not the obligation, to prohibit Contractor or any Subcontractor from entering the Project site until such certificates are received and approved by the Owner. With respect to insurance to be maintained after final payment, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner as a precondition to final payment. The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. The certificate must also contain a description of the project or work to be performed. Failure to maintain the insurance required herein may result in termination of the Contract at Owner's option. In the event the Contractor does not comply with the requirements of this section, the Owner shall have the right, but not the obligation, to provide insurance coverage to protect the Owner and charge the Contractor for the cost of that insurance. The required insurance shall be subject to the approval of the Architect, but any acceptance of insurance certificates by the Owner shall in no way limit or relieve the Contractor of their duties and responsibilities in this Agreement.
- G. **SUBCONTRACTORS:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.
- H. **HOLD HARMLESS AGREEMENT:** To the fullest extent not prohibited by law, Contractor shall indemnify and hold harmless the City of Columbia, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorneys fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Contractor or a subcontractor for part of the services), of anyone directly or indirectly employed by Contractor or by any subcontractor, or of anyone for whose acts the Contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the City of Columbia from its own negligence.

# City of Columbia Purchasing

## Bid Information

Bid Owner: Michelle Sorensen  
 Email: mdsorens@gocolumbiamo.com  
 Phone:  
 Fax:  
 Bid Number: 117/2013  
 Title: Fleet Maintenance - Term & Supply  
 Bid Type: RFQ-F  
 Issue Date: 08/30/2013  
 Close Date: 10/8/2013 2:00:00 PM

## Contact Information

Address:  
 Contact:  
 Department:  
 Building:  
 Floor/Room:  
 Telephone:  
 Fax:  
 Email:

## Ship to Information

Address:  
 Contact:  
 Department:  
 Building:  
 Floor/Room:  
 Telephone:  
 Fax:  
 Email:

## Supplier Information

Company Name: AL SCHEPPERS Motor Co.  
 Contact Name: Tony Rackers  
 Address: 1722 Southridge Dr.  
Jefferson City Mo. 65109  
 Telephone: 573-636-2133  
 Fax: 573-636-8312  
 Email: TRACKERS@ALSCHPEPERS.COM  
 Signature: Tony Rackers

## Supplier Notes

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date 9/26/13

## Bid Notes

BIDDERS ARE ENCOURAGED TO USE THE ELECTRONIC BID SYSTEM FOR SUBMITTING BIDS AND MUST COMPLETE ALL REQUIRED FIELDS. NO FAX OR E-MAIL RESPONSES WILL BE ACCEPTED. IF YOU CHOOSE TO SUBMIT MANUALLY, (hard paper copy) PRINT THE "INVITATION" LISTED UNDER "DOCUMENTS" IN ITS ENTIRETY, COMPLETE AND SUBMIT TO PURCHASING, 701 E. BROADWAY, 5TH FLOOR, COLUMBIA MO 65201, UNTIL THE BID CLOSING DATE AND TIME. BIDS MUST BE IN A SEALED ENVELOPE AND HAVE THE BID NUMBER AND DESCRIPTION CLEARLY LABELED ON THE OUTSIDE OF THE ENVELOPE.

## Bid Activities

## Bid Messages

## Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

Line	Filename	Description
Header	Terms & Conditions of E bidding - Revised 3-1-10.pdf	Terms & Conditions
Header	Insurance Requirements - Non Construction 1-09.pdf	Insurance Requirements - Non Construction 1-09

## Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Terms & Conditions Acceptance	Bidder agrees to accept the attached Terms & Conditions. Any exceptions/deviations from these terms & conditions or the specifications within the request for quotation must be noted IN WRITING within these bid documents. Failure to note exceptions will be considered as full compliance with the bid requirements.	<u>TJR</u> (Required)
2	Term and Supply Contract Conditions	TERM AND SUPPLY CONTRACT for furnishing City of Columbia with ITEM(S) DESCRIPTION, as needed and as requested, from date of award through July 31, 2014. AGREE PRICES WILL BE FIRM FOR THE FIRST YEAR OF THE CONTRACT PERIOD.  TERMINATION:  In the event that the services provided by the contractor(s) proves unsatisfactory, and problems cannot be resolved satisfactorily, the contract for the services may be terminated by the City of Columbia upon thirty (30) days written notice to the contractor.	<u>TJR</u> (Required)

3 Renewal Options

TSR (Required)

Term & Supply Contract Renewal Options: Contract subject for renewal at the end of the first contract period, for four (4) additional one-year periods, based upon agreement by both parties as to pricing, delivery, past vendor service, etc.

Prior to any contract renewal, the following three criteria must be met by the contractor(s):

- 1) Contractor's performance during the prior contract period must have been acceptable to the City. The City shall be the sole judge as to whether the Contractor's performance has been acceptable; and whether the Contractor has properly fulfilled the contract terms, conditions and intent.
- 2) Contractor's requests for price adjustment are in accordance with the guidelines specified in the following section, titled Escalation/De-escalation.
- 3) All renewals must be in writing and signed by both parties prior to renewal becoming effective.

ESCALATION/DE-ESCALATION:

After the initial contract period, and prior to any subsequent contract renewals, the contractor may request price adjustments in the hourly rates, service charges and mileage rates. The City will review the requested adjustments in comparison with the Consumer Price Index (CPI), and any approval for adjustment will be made in accordance with the CPI.

Any such adjustment shall be allowed only upon written request from the contractor and must be received by the City Purchasing Division at least thirty (30) days prior to the expiration date of the current contract period. Should the City disapprove any requested adjustment under the provisions of this article, the contractor may cancel the contract upon delivery of thirty (30) days written notice to the Purchasing Division.

In the event the City requests a decrease under the provisions of this article and the decrease is disallowed by the contractor within (15) working days, the City may cancel the contract.

Annual adjustments of contract pricing may be proposed, to be effective the first day of August of each year from and after August 1, 2013, based on the final Producer Price Indexes as published by the U.S. Department of Labor, Bureau of Labor Statistics, using December 2012 as the base index. The price adjustment will be computed each year in accordance with the following formula:

$$\text{New December Index/December 2012 Index} \times \text{Original Quoted Price} = \text{Adjusted price}$$

Any such adjustments in prices for service shall not result in the City paying higher percentage of increase or lower percentage of decrease in prices than has been used in establishing general price changes in the contractor's prices to other customers.

4 Contract Administration Contact

TSR (Required)

Please provide the contact information for the person in your firm responsible for contracting and authorizing renewals of the contract.

TONY RACKERS (TSR)  
573-636-2133

- 5 Cooperative Contract Pricing Would you be willing to offer the same pricing to members of the Mid-Missouri Public Purchasing Cooperative? YES (Optional)  
(Not responding to this question will not impact the evaluation of this bid.)
- 6 SCOPE OF WORK AND SPECIFICATIONS: The City of Columbia has approximately 1100 vehicles, pieces of equipment, and trailers, of various manufactures, which require the service of private firms to provide MAINTENANCE AND REPAIR SERVICE, on an as-needed basis. The various makes/models/types/years of vehicles and equipment to be covered under this contract are listed herein. TJR (Required)
- The intent of these specifications is to establish contractual price agreements for furnishing maintenance and repair services, including parts, for the various classifications, types and makes/models of vehicles and equipment specified herein.
- 7 Evaluation and Award: Original Equipment Manufacturer (OEM): Awards will be made for each OEM certified repair facility to provide repairs and services for vehicles and equipment by type manufacturer. However, where multiple OEM certified vendors respond, each bid response will be evaluated using the criteria listed in the following "Services" paragraph. TJR (Required)
- Services: After consideration of all applicable parts discounts, mileage charges, labor rates, flat-rate-service charges (where applicable), and quality of vendor's facility and personnel, this bid will be awarded to the responsive firm(s) deemed most responsible, offering lowest net prices to the City of Columbia for each type of service quoted.
- Multiple Awards: The City, in order to insure adequate service and parts coverage for all its equipment, reserves the right to make multiple awards for each service area, OEM or after-market brand quoted, with primary contracts going to the firm(s) meeting the requirements described in the "Services" section above. Secondary and tertiary contracts would go to the second and third lowest and best bid.
- 8 PRIORITY BASIS FOR SERVICE AND PARTS: Maintenance and repair services will be ordered on the following priority basis: TJR (Required)
- a)Services: The City, in allocating repairs, will first contact the primary contractor for the particular type, make/model of equipment requiring service or for the particular repair service required; if the primary contractor is unable to carry out the repairs in the time allocated due to a present back-log or work-load, the City may contact the secondary contractor, the tertiary contractor, etc.
- b)Other factors that may be considered by the City in assigning each individual repair are:
- 1)Vendor's past performance during similar repairs on similar equipment;
  - 2)Vendor's expertise and knowledge of the equipment being repaired or the type of repair;
  - 3)Location of the City's equipment in relation to the vendor's repair facility. If a situation should arise where the City can actually save money overall, due to administrative or transportation costs and repair costs, by sending the

equipment to be repaired to a secondary or tertiary vendor in lieu of the primary vendor, the City reserves the right to do so.

TJR (Required)

9 DEFINITIONS:

For purposes of this specification and any subsequent contract(s) the following definitions will apply:

a) Preventive Maintenance Service shall be defined as routine, scheduled maintenance performed based on miles, hours or days accrued by the vehicle/equipment. Included in routine maintenance are such tasks as changing oil, fluids, and filters as well as lubrication and adjustments as necessary to meet the requirements of the manufacturer and the requirements of the City. The City has prepared preventive maintenance checklists that must be used and completed for each preventive maintenance service.

b) Repair Service shall be defined as the maintenance or repair, including necessary parts, of City owned, leased or maintained equipment by the vendor's personnel either at the vendor's repair facility, a city repair facility or in the field, to put into good or sound condition after damage or the effects of wear and tear, to include, but not limited to, preventive maintenance, scheduled maintenance, etc.

c) Overhaul shall be defined, for purposes of this contract and warranties, as the complete rebuilding or re-manufacturing of a part, component, system or unit of equipment using all new, rebuilt or re-manufactured components or parts, as may be recommended by the original equipment manufacturer (OEM). When overhauled, a piece of equipment should for intents and purposes, meet or exceed the minimum OEM's specifications.

d) List Price shall be defined as the manufacturer's published price in the manufacturer's latest national standard printed price list and so recognized by the trade.

TJR (Required)

10 PARTS, GENERAL INFORMATION:

The price quoted shall be in the form of a discount from "List Price".

Industry-wide price increases, as reflected in newly published manufacturer's price listings, will be honored; however, percentage discounts offered will not be subject to adjustment.

The City reserves the right to request from each bidder prior to the award of any contract, a copy of the manufacturer's current genuine parts price list for items quoted. The vendor(s) for each manufacturer's equipment, parts or supplies will be required to provide at least one copy of such price list(s), and all subsequent revisions hereto, during the contract period.

The City must receive changes to price lists at least five (5) working days prior to the increased price list becoming effective to the City. No increase will be retroactive. Orders placed with the vendor for parts or materials prior to the City receipt of required price changes will be honored.

11 SHOP TICKETS:

TJR (Required)

The contractor shall prepare an individual vehicle-itemized shop repair ticket upon completion of each repair or maintenance service. This ticket shall specify, in a legible manner, the type of service or repairs performed; a listing of all parts, materials, supplies and components installed or used; City Vehicle Number; and the number of hours of each classification of labor used in the repair or service performed. The ticket shall be priced out giving the price of parts and/or materials less discounts offered in the bid; labor charges at hourly rates offered in the bid; flat rate charges; sub-let items, etc, if the information is available at the time of completion of repairs.

At the time the vehicle or equipment is accepted and picked up, the shop ticket must be signed by the City's representative and copy presented to the representative for the City's records. The ticket must clearly show the appropriate city purchase order number.

The contractor agrees to maintain detailed, complete, accurate and legible records to document compliance with this contract, and to make records available for examination by authorized City representative for a period not to exceed five (5) years.

TSR (Required)

All invoices shall be LEGIBLE and submitted to:

AccountsPayable@GoColumbiaMo.com  
or  
City of Columbia  
Finance/Accounts Payable Division  
PO Box 7236  
Columbia, Mo 65205

All invoices must include the following minimum information:

- a)City Department & Purchase Order Number;
- b)Vehicle make/model, license number, current mileage and/or hours;
- c)Itemized shop repair ticket and number;
- d)Date of Service;
- e)Total charges for labor to include total hours, priced separately for each job step;
- f)Total charges for parts, priced separately for each job step;

City of Columbia will generally pay within thirty (30) days of approval of invoice.

Subcontracting: Contractor may subcontract for services to be performed with prior approval of the City Purchasing Agent. The charges for such services to the City shall be the amount of the subcontractor's invoice for services performed, or the contract price, whichever is the lesser.

Method of Charges: The Chilton or Mitchell labor manual will be used to determine repair time. When work performed is covered by the Chilton/Mitchell manual specified by the Contractor on the Bid Response, contractor shall charge for labor an amount equal to the contract hourly rate multiplied by the number of hours shown on the applicable published flat rate/time schedule for such repairs in effect on the date such repairs were performed.

Notwithstanding the prices quoted in the contractor's Bid Response, the City shall receive the lowest rate contractor charges the general public or what other commercial contracts receive if that rate is lower than the price as determined by the vendor's bid response.

For services not specifically covered by the Chilton/Mitchell flat rate manuals, or in those cases where a multiple of services covered by the flat rate manual are combined at the request of the City, an estimate for the number of hours required to perform the service shall be supplied by the contractor at the time the covered vehicles are brought into the contractor's shop or inspected at a City facility.

If approved by the city, this estimate shall become the ceiling as to the maximum number of hours to be charged for labor under the contract for that repair order. Time allowance for such work shall be the actual hours of productive labor necessary to complete the job, but not to exceed the ceiling.

If the ceiling offered by the contractor is deemed to be unreasonable by the City, or otherwise subject to question based on cost experience and estimates of prevailing costs of such work, the City retains the right to procure the



services on the open market, subject to approval by the Purchasing Agent.

Contractor shall maintain individual daily job tickets and/or employee work records for work performed under this contract which are not covered by applicable labor manual. Individual daily job tickets and/or employee work records shall be legible and prepared in ink and shall include, at least, the following:

- a) Name of Employee
- b) Date/Time when work was performed
- c) Job number
- d) Number of direct hours of work performed
- e) Signature of employee

As with any repair, if the contractor discovers additional items than should be repaired or replaced, contractor must receive approval from the ordering agency prior to doing the work.

As with any repair, if the contractor discovers that any part of the work ordered does not need to be performed, he shall inform the ordering agency and receive instructions prior to proceeding.

13 LOCATIONS:

Contractor(s) under these specifications, depending on their original individual offers, may be required to pick up for repair, repair on-site, or at contractor's facility the various vehicles or equipment located at these facilities:

TJR (Required)

Grissum Building  
1313 Lakeview Ave  
Columbia, Mo 65201

Waste Water Treatment Plant  
4900 West Gillespie Bridge Road  
Columbia, Mo 65203

Water & Light Distribution  
1514 Business Loop 70 E  
Columbia, Mo 65201

Parks Management Center  
1507 Business Loop 70 W  
Columbia, Mo 65201

Columbia Sanitary Landfill  
7600 Peabody Road  
Columbia, Mo 65202

Columbia Regional Airport  
11,300 South Airport Drive  
Columbia, Mo 65201

Water Treatment Plant  
6851 W. Route K  
Columbia, Mo 65203

TJR (Required)

Notwithstanding inspection and acceptance by the City or any provisions concerning the conclusiveness thereof, the contractor guarantees and warrants that all material furnished and all services performed under this contract will be free from defects in material and workmanship and will conform to the requirements of this contract for a minimum period of 180 days or 4000 miles, whichever occurs first (or longer period if stated in the bid response). The contractor shall remedy all such defects at his own expense within one workday after notification by the ordering agency.

Should a warranty for a new or rebuilt assembly or subassembly offered by a manufacturer or re-manufacturer be longer than that stated above, it shall apply for such longer period.

The City shall give written notice of such defects or nonconformance to the contractor with the applicable warranty period. Such notice shall state that either (a) the contractor shall correct any defective or nonconforming materials or services, or (b) the City does not require correction. If contractor is required to correct or re-perform, it shall be at no cost to the City, and any materials or services corrected or re-performed by the contractor pursuant to this clause shall be subject to all provisions of this clause to the same extent as work initially performed. If City does not require correction or re-performance, the Purchasing Agent shall make the equitable adjustment in the contract price.

Vendors shall submit information on warranty periods for the following items if the warranty period is longer than stated above:

- a) General engine, transmission, diff repairs
- b) Overhaul complete, of engines 1 YR PARTS / LABOR - INTERNATIONAL ENGIN
- c) Overhaul complete, of transmissions 1 YR
- d) Remanufactured engines 1 YR - POSSIBLE LONGER - VENDOR DEPENDENT
- e) Remanufactured transmissions 1 YR
- f) Remanufactured differentials 1 YR
- g) Electrical system repairs 90 DAYS WORKMANSHIP - 1 YR PARTS
- h) Front end alignment 90 DAYS
- i) Brake system repairs 90 DAY WORKMANSHIP - 1 YR PARTS
- j) Air conditioning system repairs 90 DAY WORKMANSHIP - 1 YR PARTS
- k) Steering system repairs 90 DAY WORKMANSHIP - 1 YR PARTS
- l) Collision / Body Work N/A
- m) Other repairs (specify)

ALL INTERNATIONAL PARTS INSTALLED BY AL SCHEPPER MOTOR CO. HAVE A 1 YR PARTS + LABOR WARRANTY

15 TYPES OF SERVICES:

The following is a partial listing, in alphabetic order, of the various types of repair and maintenance service the City may require from its vendors under the terms of these specifications:

TJR (Required)

- ✓ Air conditioning repair
- ✓ Brake repairs
- ✓ Build Driveshafts / Driveshaft Balancing
- ✓ Cutting/Welding/Custom Fabrication
- ✓ Drive train and differential repairs
- ✓ Electrical system repairs
- ✓ Engine tune ups/overhaul
- ✓ Front end alignments
- ✓ Frame repair & straightening
- ✓ Hydraulic repairs
- ✓ Liftgate repairs & replacement
- ✓ Lubrication
- ✓ Towing - OUTSIDE VENDOR
- ✓ Transmission Repair

In the spaces provided, specify the various types of repair services your firm will furnish to the City under the prices, terms and conditions of this bid. (Example: engine repair, oil change, lube, front end alignment, etc).

16 LISTING OF EQUIPMENT:

The following is a partial listing of the manufacturers of equipment to be serviced under the terms of the bid:

TJR (Required)

- ✓ Detroit Diesel
- ✓ Allison Transmission
- ✓ Volvo
- ✓ International
- ✓ Mack
- ✓ Cummins (Diesel and ~~CNG Engines~~)
- ✓ Caterpillar
- ✓ Peterbilt
- ✓ Ford (Gas, Diesel and ~~CNG Engines~~)
- ✓ Dodge/Chrysler (Gas, Diesel and ~~CNG Engines~~)
- ✓ General Motors/Chevrolet (Gas, Diesel and ~~CNG Engines~~)
- Hyundai
- Toyota
- John Deere
- Terex
- Crane Carrier Corp.
- New Flyer Bus
- Gillig Bus
- Eldorado Bus
- ✓ Sutphen Fire Apparatus

17 PICK-UP AND DELIVERY:

The City reserves the right to require vehicles to be picked up by the contractor within three (3) working hours after a written or oral order is received by the contractor.

TJR (Required)

The City reserves the right to require repaired vehicles to be delivered to the ordering department/division within the time prescribed below.

Issuance of Repair Order: At the time of pick-up and/or delivery, the City representative will give the contractor a repair order listing the vehicle services to be accomplished and the agreed delivery time for the return of the vehicle by the contractor. If requested, the vendor must provide an estimate on the cost and time to complete repair. The maximum price shown on the repair order will not be exceeded without prior approval of the City, in which event the repair order will be modified accordingly. Such approval will be given only when something new or additional is determined by the City to be necessary during the progress of the work being done. No verbal order or change to an existing written order shall be accepted by the Contractor unless such instructions are immediately written by the contractor on his standard shop order form.

Delivery Time: After receipt of the vehicle by the contractor, the City requires that the vehicle be repaired and returned within eight (8) working hours following the time authorized for the repair in the flat rate manual or time agreed to for services that are not listed in the flat rate manual. Contractor's workday, for the purpose of delivery time, is (8) hours per day, Monday through Friday, excluding legal and federal or state holidays.

If, after repair order is written, delivery time required for repairs or services is longer than that on which the award is based because of the non-availability of required parts, the contractor must request of the ordering department and obtain an authorized extension of time. However, the ordering office has the right to have the work done elsewhere in lieu of authorizing an extension of time.

18 INSPECTION:

Final inspection and acceptance by the City shall be made at destination as designated in the repair order. Every unsatisfactory delivery will be reported in writing to the Contractor. However, final inspection and acceptance at destination does not preclude the City's right to inspect completed work prior to shipment from the contractor's facility nor does it waive any rights as outlined in these specifications.

TJR (Required)

19 SELECT TYPE OF SERVICE THAT YOU OFFER

Valid Responses: OEM General Motors, OEM Chrysler, OEM Ford, OEM Caterpillar, OEM Cummins, OEM International, Heavy Truck, Off Road Equipment

TJR (Optional)

20 DOES YOUR FACILITY OFFER A FULL LINE OF COLLISION, BODY REPAIR AND CUSTOM FABRICATION WORK?

Answer Yes or NO or provide details

No (Required)

21 Parts Manger Contact

Provide name, phone number and fax number

TINA SIEG 573-636-2153 573-636-8312 (F) (Required)

22 Service Manager Contact

Provide name, phone number and fax number

TONY RACKER SAME AS ABOVE (Required)

23 Billing Contact Person

Provide name, phone number and fax number

ROLAND MORGAN (Required)

24 Normal Hours of Operation

Provide hours for Weekdays and Weekends

7am-10pm M-F 7am-3pm SAT (Required)  
CLOSED SUN

- 25 Emergency Road Service                      Can you provide emergency road service? Indicate yes or no. If so, indicated maximum expected response time from service call.                      YES - 2 Hours (Required)
- 26 Equipment:    Does the shop(s) that would do the work under this contract have the necessary computerized analysis equipment required by the OEM manufacturer to perform the required services on the respective vehicles/equipment?                      YES (Required)
- 27 Certificate of Insurance Requirement Acknowledgment                      The City of Columbia's insurance requirements have been attached to this bid document. The Bidder hereby acknowledges that these insurance requirements have been reviewed and if awarded a contract, bidder will provide a Certificate of Insurance meeting these requirements as set forth herein.                      YES (Required)
- 28 CNG Technician                                      Does the shop(s) that would do work under this contract have trained technician(s) to repair/maintain CNG Engines, tanks and components. Indicate yes or no and provide any details.                      No (Required)
- 29 Facility    Is the shop(s) that would do the work under this contract configured for the safe repair and maintenance of CNG powered vehicles/equipment?                      No (Required)

Line Items

#	Qty	UOM	Description	Response
1	1	per hour in shop	Labor (Regular)	\$ 80 <sup>00</sup>
Supplier Notes: _____				
2	1	per hour in field	Labor (Regular)	\$ 80 <sup>00</sup>
Supplier Notes: _____				
3	1	per hour in shop	Labor (Overtime)	\$ 120 <sup>00</sup>
Supplier Notes: _____				
4	1	per hour in field	Labor (Overtime)	\$ 120 <sup>00</sup>
Supplier Notes: _____				
5	1	minimum	Minimum Labor Charge	\$ 0
Supplier Notes: _____				
6	1	per mile or flat rate	Mileage / service charge (for work performed inside City limits) Indicate in the item notes if you are quoting per mile or a flat rate	\$ .75
Supplier Notes: <u>PER MILE + HOURLY RATE</u>				
7	1	per mile or flat rate	Mileage / service charge (for work performed outside City limits) Indicate in the item notes if you are quoting per mile or a flat rate	\$ .75
Supplier Notes: <u>PER MILE + HOURLY RATE</u>				

8 1 per mile or Mileage / service charge for work performed at City of Columbia location listed below: \$ .75  
flat rate  
Grissum Building  
1313 Lakeview Ave  
Columbia, Mo 65201

Indicate in the item notes if you are quoting per mile or a flat rate

Supplier Notes: PER MILE + HOURLY RATE

9 1 per mile or Mileage / service charge for work performed at City of Columbia location listed below: \$ .75  
flat rate  
Waste Water Treatment Plant  
4900 West Gillespie Bridge Road  
Columbia, Mo 65203

Indicate in the item notes if you are quoting per mile or a flat rate

Supplier Notes: PER MILE + HOURLY RATE

10 1 per mile or Mileage / service charge for work performed at City of Columbia location listed below: \$ .75  
flat rate  
Water & Light Distribution  
1514 Business Loop 70 E  
Columbia, Mo 65201

Indicate in the item notes if you are quoting per mile or a flat rate

Supplier Notes: PER MILE + HOURLY RATE

11 1 per mile or Mileage / service charge for work performed at City of Columbia location listed below: \$ .75  
flat rate  
Parks Management Center  
1507 Business Loop 70 W  
Columbia, Mo 65201

Indicate in the item notes if you are quoting per mile or a flat rate

Supplier Notes: PER MILE + HOURLY RATE

12 1 per mile or Mileage / service charge for work performed at City of Columbia location listed below: \$ .75  
flat rate  
Columbia Sanitary Landfill  
7600 Peabody Road  
Columbia, Mo 65202

Indicate in the item notes if you are quoting per mile or a flat rate

Supplier Notes: PER MILE + HOURLY RATE

13 1 per mile or flat rate Mileage / service charge for work performed at City of Columbia location listed below: \$ .75  
Columbia Regional Airport  
11,300 South Airport Drive  
Columbia, Mo 65201

Indicate in the item notes if you are quoting per mile or a flat rate

Supplier Notes: PER MILE + HOURLY RATE

14 1 per mile or flat rate Mileage / service charge for work performed at City of Columbia location listed below: \$ .75  
Water Treatment Plant  
6851 W. Route K  
Columbia, Mo 65203

Indicate in the item notes if you are quoting per mile or a flat rate

Supplier Notes: PER MILE + HOURLY RATE

15 1 Hourly Labor Rate If your facility offers a full line of collision, body repair and custom fabrication work indicate your hourly labor rate: \$ No

Supplier Notes: \_\_\_\_\_

16 1 Per Repair Order Hazardous Waste Fee Not to exceed a maximum charge of \$12.00, per repair order \$ \$12

Supplier Notes: \_\_\_\_\_

17 1 % of Labor Miscellaneous Shop Supplies Charge 5%  
Not to exceed a maximum charge of \$25.00, PER REPAIR ORDER.  
(This to include nuts and bolts, cable ties, silicone, cleaning supplies, battery cleaner & protector, shop towels and other miscellaneous items not listed on repair order)

Supplier Notes: \_\_\_\_\_



AL SCHERREAS MOTOR CO.  
1732 SOUTHRIDGE DR.  
JEFFERSON CITY MO. 65109

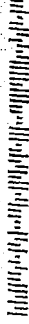
Hastler  
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Original  
Business  
License  
Application  
Accidental  
Damage

09-26-13 P02:52 IN

CITY OF COLUMBIA  
701 E. BROADWAY, 5<sup>TH</sup> FLOOR  
COLUMBIA MO. 65201

FLEET MAINTENANCE 117/2013



## Search Results

**Current Search Terms: Al scheppers\* Motor\* company\***

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.  
**No records found for current search.**

SAM | System for Award Management 1.0

IBM v1.1278.20131018-1401

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

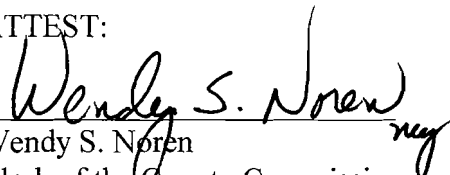
In the County Commission of said county, on the 17th day of December 20 13


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

Now on this day the County Commission of the County of Boone does hereby award bid 18-09APR13 – Deed Record & Index Books Term & Supply to Bear Graphics & Printing. The terms of the agreement are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 17th day of December, 2013.

ATTEST:

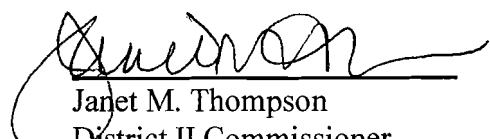
  
 Wendy S. Noren  
 Clerk of the County Commission

  
 Daniel K. Atwill

Presiding Commissioner

  
 Karen M. Miller

District I Commissioner

  
 Janet M. Thompson

District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPO**  
Director of Purchasing



613 E. Ash Street, Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPB  
DATE: December 10, 2013  
RE: 18-09APR13 – Deed Record & Index Books

*18-09APR13 – Deed Record and Index Books* was approved in Commission on April 25, 2013, commission order 199-2013 with award to Mid-Continent Micrographics, Inc. Mid-Continent Micrographics has been unable to meet the delivery requirement of delivery within 15 days after receipt of order. In fact, they've requested that we pay their manufacturer direct since their manufacturer refuses to ship until Mid-Continent Micrographics pays their bill with them. For that reason, we are not going to renew our contract with Mid-Continent Micrographics, and we are requesting to award a contract to the second low bidder Bear Graphics & Printing. Bear Graphics has agreed to honor their bid price.

This is a Term & Supply contract and invoices will be paid from department 2800 – Storage & Preservation, account 23000 – Office Supplies. \$7,000.00 was budgeted for this purchase.

att: Bid Tab

cc: Karen Johnson, Recorder  
Bid File

## 18-09APR13 - Deed Record and Index Books Term and Supply

Bid Tabulation			Bear Graphics & Printing		Mid-Continent Micrographics, Inc.	
4.7	PRICING	Qty	Unit Price	Extended Price	Unit Price	Extended Price
4.7.1.	Indestructo Binders per Section 2. (Ordered 150-at a Time)	150	\$45.10	\$6,765.00	\$39.96	\$5,994.00
4.7.2.	Indestructo Index Books per Section 2	6	\$69.80	\$418.80	\$86.56	\$519.36
4.7.3.	<b>GRAND TOTAL</b> (4.7.1. + 4.7.2.)			<b>\$7,183.80</b>		<b>\$6,513.36</b>
4.8.	<b>Delivery ARO</b>		20-25 days		15 days	
4.9.	<b>Maximum Percentage Increase</b>					
	<b>2nd Year:</b>	<b>3%</b>	<b>\$7,399.31</b>		<b>1%</b>	<b>\$6,578.49</b>
	<b>3rd Year:</b>	<b>5%</b>	<b>\$7,542.99</b>		<b>2%</b>	<b>\$6,710.06</b>
	<b>4th Year:</b>	<b>5%</b>	<b>\$7,542.99</b>		<b>3%</b>	<b>\$6,911.37</b>
4.10.	<b>Cooperative Purchasing (Y/N)</b>		Y		Y	

No Bid:

Cott Systems, Inc.  
 Smart Business Products  
 St. Louis Print Group  
 Barnes & Noble  
 Laser Fix

**PURCHASE AGREEMENT  
FOR DEED RECORD AND INDEX BOOKS  
TERM AND SUPPLY**

**THIS AGREEMENT** dated the 17<sup>th</sup> day of December 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Bear Graphics & Printing** 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 **Deed Record and Index Books Term and Supply**, County of Boone Request for Bid, bid number **18-09APR13**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response dated **April 3, 2013** and executed by **Jeff Leverenz**, 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, this Purchasing Agreement, the Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

**2. Contract Duration** - This agreement shall commence on **December 1, 2013** and extend **through May 31, 2014**, subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **three (3) 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.

**3. Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with Deed Record and Index Books as specified and responded to in the bid specifications All products 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. The County reserves the right to request quotes from all contracted suppliers and determine which contracted supplier to use based on price and proposed schedule.

<u>Description</u>	<u>Unit Price</u>
Indestructo Binders	\$45.10
Indestructo Index Books	\$69.82

**4. Delivery** - Contractor agrees to deliver items as stated above to the Boone County Recorder of Deeds Office within 20 - 25 days ARO. All deliveries should be made to the Boone County Recorder of Deeds, 801 E. Walnut, Room 132, Columbia, MO 65201. All deliveries are FOB destination, inside delivery.

**5. Billing and Payment** - All billing shall be invoiced to the Boone County Recorder of Deeds. Billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly 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.

**BEAR GRAPHICS & PRINTING**

by Jeff Perry  
title Sales Rep

**BOONE COUNTY, MISSOURI**

by: Boone County Commission  
Daniel K. Atwill  
Daniel K. Atwill, Presiding Commissioner

**APPROVED AS TO FORM:**

J. House  
County Counselor

**ATTEST:**

Wendy S. Noren  
Wendy S. Noren, County Clerk

**AUDITOR CERTIFICATION**

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

June Pitchford by jj 12/11/2013 2800-23000 - Term and Supply  
Signature Date No Encumbrance Required  
Appropriation Account

**STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI**

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.



15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
  
16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

County of Boone Purchasing Department

**4. Response Form**

- 4.1. Company Name: BEAR GRAPHICS & PRINTING  
 4.2. Address: 209 S JENKENS ST  
 4.3. City/Zip: CENTRALIA MO 65240  
 4.4. Phone Number: 573-819-1146  
 4.5. Fax Number: 712-252-3042  
 4.6. Federal Tax ID: \_\_\_\_\_

- 4.6.1.  Corporation  
 Partnership - Name \_\_\_\_\_  
 Individual/Proprietorship - Individual Name \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

4.7	PRICING	Unit Price	Qty	Extended Price
4.7.1.	Indestructo Binders per Section 2.	\$ <u>45<sup>12</sup></u>	150	\$ <u>6765<sup>00</sup></u>
	(ordered 150 at a time)			
4.7.2.	Indestructo Index Books per Section 2	\$ <u>69<sup>80</sup></u>	6	\$ <u>418<sup>80</sup></u>
4.7.3.	<b>GRAND TOTAL (4.7.1. + 4.7.2.)</b>			<b>\$ <u>7183<sup>80</sup></u></b>

- 4.8. Delivery Arrival After Receipt of Order (days) 20.25
- 4.9. Maximum Percentage Increase for 3 % 2nd Year 5 % 3rd Year 5 % 4th Year
- 4.10. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?  
 Yes  No

4.11. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

4.12. Authorized Representative (Sign By Hand):

Jeff Leverenz Date: 4-3-13  
 Print Name and Title of Authorized Representative  
Jeff Leverenz, Sales Rep  
jeffl@beargraphics.com

16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.



**Request for Bid (RFB)**

**Boone County Purchasing**  
613 E. Ash Street, Room 109  
Columbia, MO 65201

**Ann Robbins, Senior Buyer**  
Phone: (573) 886-4392 – Fax: (573) 886-4390  
Email: arobbins@boonecountymo.org

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**Bid Data**

Bid Number: **18-09APR13**  
Commodity Title: **DEED RECORD AND INDEX BOOKS**

**DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

**Bid Submission Address and Deadline**

Day / Date: **Tuesday, April 9, 2013**  
Time: **1:30 P.M.** (Bids received after this time will be returned unopened)  
Location / Mail Address: **Boone County Purchasing Department**  
**Boone County Annex**  
**613 E. Ash Street, Room 109**  
**Columbia, MO 65201**

Directions: The Purchasing office is located on the Southeast corner at 7<sup>th</sup> Street and Ash Street. Enter the building from the south Side. Wheel chair accessible entrance is available.

**Bid Opening**

Day / Date: **Tuesday, April 9, 2013**  
Time: **1:30 P.M.**  
Location / Address: **Boone County Annex**  
**613 E. Ash Street, Room 109**  
**Columbia, MO 65201**

**Bid Contents**

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**  
**Debarment Form**  
**Attachments A, B, C, D, E, F, G**  
**Standard Terms and Conditions**  
**"No Bid" Response Form**

County of BoonePurchasing Department**1. Introduction and General Conditions of Bidding**

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department/s or Office/s* - The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.  
*Designee* - The County employee/s assigned as primary contact/s regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business/s entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Bid" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder/s whose offer/s provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:  
 1) the provisions of the Contract (as it may be amended);  
 2) the provisions of the Bid;  
 3) the provisions of the Bidder's Response.
- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound

by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

County of BoonePurchasing Department**2. Primary Specifications**

- 2.1. **ITEMS TO BE PROVIDED** – A Term and Supply contract for the Furnishing and Delivery of **Deed Record and Index Books** for the Recorder of Deeds of Boone County, Missouri.
- 2.2. **CONTRACT TERMS** – The first contract period shall be from **June 1, 2013 through May 31, 2014**. This contract is subject to renewal annually, for **three (3) additional one-year periods** following expiration of the first contract period.
- 2.2.1. **Contract Extension** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.2.2. **Contract Documents** – The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.3. **TECHNICAL REQUIREMENTS FOR DEED BOOKS**
- 2.3.1. **DEED BOOKS:** Book brand shall be **Indestructo Binders** with swing-away hinge that fits standard size 8 ½" x 11", 3-hole punch paper.
- 2.3.2. **Quantity** – Approximately 300 books per year. Orders will be placed periodically throughout the year – 150 books at a time.
- 2.3.3. **Book Size:** 9 ½" width x 11 ½" height
- 2.3.4. **Capacity:** 1 ¼" to 3 ¼" thick
- 2.3.5. **Posts:** Shall have 3 posts with 4 1/8" spacing between each post. Post size: 7/32" width x 2 15/16" height x 1/8 " post diameter.
- 2.3.6. **Lettering:** Binders shall have lettering on front cover and on end binder. Lettering shall be Black.
- 2.3.7. **On Front Cover:** Lettering shall be centered and include the information on Attachment A.
- 2.3.8. **On End Binder:** Lettering shall be center and include the information as shown on Attachment B.
- 2.3.9. **Numbering:** binders shall start with the current book and increase by one thereafter for each book. Contact the Recorder of Deeds office for the starting book number.
- 2.4. **TECHNICAL REQUIREMENTS FOR INDEX BOOKS**
- 2.4.1. **INDEX BOOK: End Lock Binder**
- 2.4.2. **Quantity** – Approximately five to ten (5-10) books per year.
- 2.4.3. **Posts:** Should have two posts with 5/16 inches adjustable posts up to five (5) inches tall for hole punch paper. Inside Measurement: approximately 10 ¼ Inches apart.
- 2.4.4. **Color:** Black Grantor; Red Grantee; White Release Grantor; White Release Grantee; Black Request
- 2.4.5. **Material:** Indestructo
- 2.4.6. **Size:** 14 ½" W x 9 ½" H
- 2.4.7. **Adhesive Label Holder** shall be centered on each book to enable the date to be added at a later time.

County of BoonePurchasing Department**2. Primary Specifications (cont.)**

2.4.8. **Lettering:** Centered 1/4 inch letters (upper & lower case) landscape (14 inch side at the top) as follows:

- Black Book with Gold Letters: Grantor Index  
Boone County, MO  
Bettie Johnson, Recorder of Deeds (Attachment C)
- Red Book with Gold Letters: Grantee Index  
Boone County, MO  
Bettie Johnson, Recorder of Deeds (Attachment D)
- White Book with Black Letters: Grantor Index  
Release Deeds & Assignments  
Boone County, MO  
Bettie Johnson, Recorder of Deeds (Attachment E)
- White Book with Black Letters: Grantee Index  
Release Deeds & Assignments  
Boone County, MO  
Bettie Johnson, Recorder of Deeds (Attachment F)
- Black Book with Gold Letters:  
Request for Notice of Sale  
Boone County, MO  
Bettie Johnson, Recorder of Deeds (Attachment G)

**2.5. OTHER REQUIREMENTS**

- 2.5.1. **Inspection:** All items delivered shall be subject to inspection after delivery. If deficient in any respect, the items shall be rejected and returned at bidder's expense for full credit or replacement at no additional cost to the County.
- 2.5.2. **Samples:** Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder's expense. A request for the return of samples must be made within ten days following bid opening. Each individual sample must be labeled with the bidder's name and manufacturer's brand name and number.
- 2.5.3. Bidder should include descriptive product information along with their bid response.
- 2.6. **BILLING AND PAYMENT** – Payments will be made within 30 days of receipt of a correct monthly invoice and correct material delivery. Invoices shall be submitted to the Boone County Recorder of Deeds Office, 801 E. Walnut, Columbia, MO 65201.
- 2.7. **DESIGNEE** – Boone County Recorder of Deeds Office, 801 E. Walnut, Room 132, Columbia, MO 65201.
- 2.7.1. **Bid Content Contact** – Amy Robbins, Senior Buyer, Purchasing – 613 E. Ash Street, Room 109, Columbia, MO 65201. Telephone (573) 886-4392, Fax Number (573) 886-4390, email amy.robbs@boone-mo.gov
- 2.8. **Delivery Terms - FOB Destination Inside Delivery** – Boone County Recorder of Deeds Office, 801 E. Walnut, Room 132, Columbia, MO 65201. Delivery shall be made FOB Destination with freight charges fully included and prepaid. The sellers pay and bear the freight charges.
- 2.9. **Quantity:** Quantities are estimated based on past usage for a 12-month period. Boone County does not guarantee minimum order quantities. The County reserves the right to increase or decrease quantities as requirements dictate.



County of BoonePurchasing Department**3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline." NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1. **Advice of Award** - If you wish to be advised of the outcome of this Bid, the results may be viewed on our web page <http://www.boonecountyva.gov>. Bids, Bid Tabulations and Bid Awards are available on our web page.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response.
- 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** - The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.4.1. **Rejection or Correction of Responses** - The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** - The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.5.1. **Method of Evaluation** - The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.5.2. **Acceptability** - The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.5.3. **Endurance of Pricing** - Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

In the County Commission of said county, on the 17th day of December 20 13

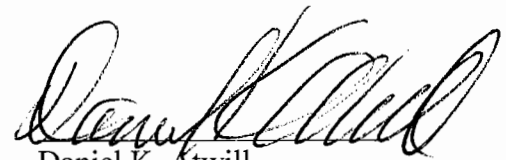
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the acceptance of the attached grant award for 2014-2015 for Stop Violence Against Women.

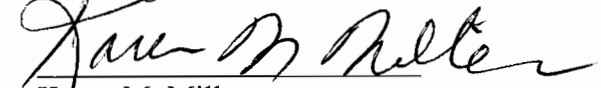
Done this 17<sup>th</sup> day of December, 2013.

ATTEST:

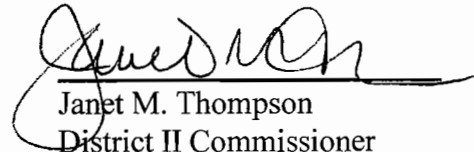
Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner



**DANIEL K. KNIGHT, Prosecutor**

Office of the Boone County Prosecuting Attorney

705 E. Walnut Street – Courthouse

Columbia, Missouri 65201-4485

573-886-4100

FAX: 573-886-4148

December 12, 2013

TO: Commissioner Atwill  
Commissioner Miller  
Commissioner Thompson

FROM: Dan Knight  
Boone County Prosecuting Attorney

RE: 2014/2015 Stop Violence Against Women Grant Award Acceptance

I respectfully request your approval to accept the award of contract for our Violence Against Women Act (VAWA) grant for our Domestic Violence Enforcement Unit (DOVE Unit) through the Department of Public Safety.

We have been receiving grant funds through VAWA since 1998, and continue to serve over 1000 victims of domestic violence each year.

This grant award is for two years and will be used for the full salary of our Victim Specialist and part of the salaries of two assistant prosecuting attorneys dedicated to serving victims of domestic violence. Our award is the same funding level as our 2012/2013 award and there is a 25% matching requirement. The federal share is \$239,148.76 and the local match is \$79,784.34.

Thank you for your consideration of this request.

*Daniel K. Knight*

# Missouri Department of Public Safety

## Application

26002 - 2014-2015 STOP VAWA Solicitation

26134 - Domestic Violence Enforcement Unit (DOVE Unit)

STOP Violence Against Women Grant (VAWA)

Status: Correcting  
Submitted Date: 09/12/2013 2:27 PM

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## Primary Contact

Name:*	Office Administrator	Bonnie	Adkins
	Title	First Name	Last Name
Job Title:	Office Administrator		
Email:	badkins@boonecountymo.org		
Mailing Address:	Boone County Prosecuting Attorney		
Street Address 1:	705 E. Walnut Street		
Street Address 2:			
*	Columbia	Missouri	65201
	City	State/Province	Postal Code/Zip
Phone:*	573-886-4112		Ext.
Fax:	573-886-4148		

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## Organization Information

Applicant Agency:	Boone County, Prosecutor's Office
Organization Type:	Government
Federal Tax ID#:	436000349
DUNS #:	073755977

**CCR Code:** 4SWR3 06/10/2014  
Valid Until Date  
**Organization Website:** www.showmeboone.com  
**Mailing Address:** Boone County  
**Street Address 1:** 801 E. Walnut Street  
**Street Address 2:**  
**City\*** Columbia Missouri 65201 0449  
City State/Province Postal Code/Zip + 4  
**County:** Boone  
**Congressional District:** 09  
**Phone:\*** 573-886-4305 Ext.  
**Fax:** 573-886-3311

## Contact Information

### Authorized Official

*The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Board President, Presiding Commissioner, Mayor, City Administrator, University President, State Department Director).*

*\*The Authorized Official and the Project Director cannot be the same person.\**

**Authorized Official:\*** Presiding Commissioner Daniel Atwill  
Title First Name Last Name  
**Job Title:** Presiding Commissioner  
**Agency:** Boone County Commission  
**Mailing Address:** 801 E Walnut Street  
**Street Address 1:**  
**Street Address 2:**  
**AOCity\*** Columbia Missouri 65201  
City State Zip Code  
**Email:** datwill@boonecountymmo.org  
**Phone:\*** 573-886-4305 Ext.  
**Fax:** 573-886-3311  
**Project Director**

The Project Director is the individual that will have direct oversight of the proposed project.

\*The Authorized Official and the Project Director cannot be the same person.\*

\*If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.\*

**Project Director:\*** Office Administrator Bonnie Adkins  
Title First Name Last Name

**Job Title:** Office Administrator

**Agency:** Boone County Prosecuting Attorney

**Mailing Address:** 705 E Walnut Street

**Street Address 1:**

**Street Address 2:**

**PDCity\*** Columbia Missouri 65201  
City State Zip Code

**Email:** badkins@boonecountymo.org

**Phone:\*** 573-886-4112  
Ext.

**Fax:** 573-886-4148

**Fiscal Officer**

The Fiscal Officer is the individual who has responsibility for accounting and audit issues at the applicant agency level (e.g. City Clerk, County Treasurer, Director of Finance, Accountant).

**Fiscal Officer:\*** Boone County Treasurer Nicole Galloway  
Title First Name Last Name

**Job Title:** Boone County Treasurer

**Agency:** Boone County Treasurer's Office

**Mailing Address:** 801 E Walnut Street

**Street Address 1:**

**Street Address 2:**

**FOCity\*** Columbia Missouri 65201  
City State Zip Code

**Email:** ngalloway@boonecountymo.org

**Phone:\*** 573-886-4365  
Ext.

**Fax:** 573-886-4369

**Project Contact Person**

The Project Contact Person should be the individual who is most familiar with the program this grant will fund.

\*This person can be the Project Director if that individual is most familiar with the program.\*

<b>Project Contact Person:*</b>	Office Administrator	Bonnie	Adkins
	Title	First Name	Last Name
<b>Job Title:</b>	Office Administrator		
<b>Agency:</b>	Boone County Prosecuting Attorney		
<b>Mailing Address:</b>	705 E Walnut Street		
<b>Street Address 1:</b>			
<b>Street Address 2:</b>			
<b>OCCity*</b>	Columbia	Missouri	65201
	City	State	Zip Code
<b>Email:</b>	badkins@boonecountymo.org		
<b>Phone:*</b>	573-886-4112		
		Ext.	
<b>Fax:</b>	573-886-4148		

#### Non-Profit Chairperson

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address.

\*This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.\*

<b>Non-Profit Chairperson:</b>	Title	First Name	Last Name
<b>Job Title:</b>			
<b>Agency:</b>			
<b>Mailing Address:</b>			
<b>Street Address 1:</b>			
<b>Street Address 2:</b>			
<b>NCCity</b>		Missouri	
	City	State	Zip Code
<b>Email:</b>			
<b>Phone:</b>			
		Ext.	
<b>Fax</b>			

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## Project Summary

**Application Type:** Continuation  
**Current Contract Number(s):** 2010-VAWA-085-OS  
**Program Category:** Prosecution  
**Project Type:** Local  
**Geographic Area:** Boone County, Missouri

**Brief Summary:**

The Boone County Prosecuting Attorney's Office has a long history of addressing the needs of domestic violence victims in Boone County and we have been a part of the Domestic Violence Enforcement Unit (DOVE Unit), a continuing collaboration of agencies, since 1998. The mission of the DOVE Unit is to decrease the level of domestic violence by investigating domestic violence cases, ensuring victim safety, promoting deterrence, and interrupting the cycle of violence. The domestic violence prosecutors interview victims, allow them to express their wishes about the case outcome and attempt to prosecute even the cases where the victim is unable to participate. The domestic violence Victim Specialist is dedicated to working with victims of domestic and sexual violence and has specialized training with these populations. The DV Victim Specialist provides basic and comprehensive services to victims of domestic violence. These services are designed to minimize harm to domestic violence victims through the provision of information, advocacy and support during the investigation, prosecution and disposition of the case. The DOVE Unit continues to be a vital program dedicated to serving victims of domestic violence in Boone County.

**Program Income Generated:** No

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## **History of the Agency**

### **Brief History of the Program Project Agency**

*Provide a brief history of the Agency and the type(s) of victim services the agency provides.*



The Boone County Prosecuting Attorney's Office is responsible for the prosecution of criminal violations that occur within this jurisdiction and for Family Support Enforcement. The office is comprised of 38 staff members, including the elected Prosecutor, 13 Assistant Prosecuting Attorneys (2 Domestic Violence Assistant Prosecuting Attorneys), 5 Investigators, 2 Victim Specialists, 1 Case Specialist, and support staff. We have provided services to crime victims and their families in Boone County with the support of VOCA funds since 1993 and STOP Violence Against Women grant funds have been used to enhance services to victims of domestic violence since 1998. Our Victim Services staff 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. They also offer information about victims' rights and crime victims' compensation, orientation to the criminal justice system, and support during the investigation, prosecution and disposition of criminal cases. When necessary, referrals are made to appropriate counselors and/or agencies to work with victims and their families for long term follow-up. We also have an excellent volunteer program which utilizes students from the University of Missouri and other educational institutions. Volunteers assist with a variety of direct victim service-related work. Social work student volunteers have been especially helpful to victims of domestic and sexual violence by assessing victim safety, educating victims and their families about the dynamics of victimization, and partnering with advocates in the community to coordinate care.

In 1998, the Columbia Police and Boone County Sheriff's Departments together with the Boone County Prosecuting Attorney's Office and local battered women's shelter, True North, formed a cooperative partnership, known as the DOVE (Domestic Violence Enforcement) Unit. With the idea of promoting a coordinated, multidisciplinary approach to improving the community's response to violence against women, service providers secured STOP Violence Against Women grant funds to hire and retain specialized law enforcement, prosecution and victim services personnel. Representatives from Probation and Parole, the local Batterers' Intervention Program (MEND), and the Domestic Violence Court have also joined the DOVE Unit. With regularly scheduled case reviews and annual law enforcement training, DOVE Unit members continue to build a timely, proactive, and collaborative response to violence against women in Boone County.

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## **Statement of the Problem**

### **Statement of the Problem**

*This section must address the need for grant funds and the proposed project.*

*Define the problem that you will be attempting to impact with the project for which you are requesting funds. Be specific*

*Do not include every issue the Applicant Agency addresses, but only the one(s) that will be impacted by the use of the grant funds being requested. (Please note that the problem is NOT a lack of staff, counselors, equipment, etc. This is the result of the problem).*

*Since you are competing with other agencies for limited funds, you should document as extensively and as factually as possible the definition of the problem.*

*This section must justify the proposed services to be outlined in the Methodology section.*

*This section should include relevant facts and local statistics on incidents of crime, the number of victims served during the past year - (two years, three years, etc.). existing resources, demographic and geographic specifications, etc. that document and support the stated problem.*

*Provide crime statistics for all areas served; do not provide global statistics - information must be specific to the service area.*

Boone County is a growing, progressive county located in the center of the state and the crossroads of major east-west and north-south highways. Columbia is the 5th largest city in Missouri. Columbia is the County Seat and the City of Columbia covers 53.5 square miles. According to the 2010 Census the City of Columbia has a population of 108,500, and Boone County has 162,642 residents. The estimated population of the City of Columbia in 2012 is 113,225 and in Boone County is 168,535, an increase of 4% and 3.6% respectfully in the past two years. Twenty-five point three percent (25.3%) of Boone County's population is between the ages of 25 and 44 with the median age being 29.2. The average Columbia household income is \$56,368. Demographics are of an urban, semi-urban and rural composition with a diverse ethnic population, demonstrated as follows:

White Non-Hispanic 82.78%  
African America/Black 9.9%  
American Indian 0.39%  
Asian/Pacific Islander 3.84%  
Hispanic (all) 3.01%  
Some other race 0.69%

With the prosperity and growth of this community in the last decade has come a more volatile crime rate. Forty percent (40%) of victim related cases filed in Boone County involve domestic violence. The following is a listing of felonies and misdemeanors filed in Boone County over the past five years as well as the total number of domestic violence offenses prosecuted:

#### **Felonies**

2008 2009 2010 2011 2012 2013 through August 31, 2013  
1450 1507 1533 1661 1632 1177

#### **Misdemeanors**

2008 2009 2010 2011 2012 2013 through August 31, 2013  
4126 4844 4331 3489 3273 2851

#### **Domestic violence offenses:**

2008 2009 2010 2011 2012 2013 through August 31, 2013  
1164 1244 1123 1269 1097 1019

Certainly, these figures indicate the ongoing need for a coordinated response to violence against women in Boone County. We currently serve around 3000 victims of crime per year and approximately 40% of the cases involve domestic violence victims. Research supports the fact that women are at an increased risk of violence committed by an intimate or known partner and that this violence often escalates over time. The coercive power of the justice system can be especially effective at preventing further abuse when it utilizes a coordinated and specialized response. Since the implementation of Boone County's domestic violence docket in September 2008, there has been an increased need for specialized service providers. Prosecutors handling violence against women cases have the challenging task of balancing the safety of victims and community while holding offenders accountable.

By their very nature, domestic violence cases are especially challenging. Often the Assistant Prosecuting Attorneys must proceed with cases without the victim's active participation. We currently receive over 1000 domestic violence referrals each year and between 15 and 20% of the victims are either unavailable or

uncooperative. In many instances, participation in the criminal justice process may endanger a woman's physical or emotional well-being which creates significant barriers to a victim's cooperation in prosecution. A report prepared for the National Institute of Justice [1] indicates that these barriers can be reduced through participation in specialized court programs that address the unique needs of domestic violence victims. Programs focus on expediting the disposition of cases, increasing victim contact, and creating victim-friendly proceedings that remove, as much as possible, the weight of a case resting solely on the victim's shoulders.

[1] Harrel, A., J. Castro, L. Newmark, and C. Visher. "Final Report on the Evaluation of the Judicial Oversight Demonstration: Executive Summary." Final report for National Institute of Justice, grant number 99-WT-VX-K005. Washington, DC: U.S. Department of Justice, National Institute of Justice, and The Urban Institute, June 2007, NCJ 219386, available on line at <http://www.urban.org/publications/411498.html>.

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## Type of Program

### Methodology/Type of Program

*Outline the services to be provided by this project. Give as much detail as possible about your proposed project.*

*Define what services will be provided through the grant project, who will provide these services, how they will be accessed and who will benefit from these services. Flow charts and chronological outlines are great, but must be supported by additional narrative description.*

*Agencies that primarily serve domestic and/or sexual violence victims will be required to comply with the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Service Standards & Guidelines. (These agencies will not be required to comply with the Missouri Department of Public Safety Crime Victim Services Unit (MoCSVU) Program Standards and Guidelines)*

*In this section, agencies will need to explain how services are delivered in compliance with the MCADSV Standards. Please do not simply state the agency is in compliance! MCADSV Service Standards & Guidelines can be downloaded as a separate document from the DPS website.*

*All other agencies (those NOT primarily serving victims of domestic violence and/or sexual violence) will be required to comply with the new Missouri Department of Public Safety Crime Victim Services Unit (MoCVSU) Program Standards and Guidelines. (These agencies will not be required to adhere to the MCADSV Standards)*

*In this section, agencies will need to explain how services are delivered in compliance with the MoCVSU Program Standards and Guidelines. Please do not simply state the agency is in compliance! MoCVSU Program Standards and Guidelines can be downloaded as a separate document from the DPS website.*

Our 2014/2015 STOP funds request is to continue the funding for two Assistant Prosecuting Attorneys and our Domestic Violence Victim Specialist dedicated to the prosecution of domestic violence cases and other criminal offenses involving violence against women. These staff members are critical to providing services to victims of domestic violence in Boone County.

When probable cause is established that a domestic violence crime has occurred, local law enforcement agencies forward criminal cases to the Boone County Prosecuting Attorney's Office for review. Cases are assigned to a designated DV Prosecutor and Victim Specialist in cases involving violence against women. These cases include: misdemeanor and felony domestic violence, harassment, stalking, violation of orders of protection, burglary, property damage and sexual assault or misconduct. In consultation with the victim and the DV Victim Specialist, the Assistant Prosecutors have 10 working days to make a filing or charging decision.

Once a filing decision has been made, the Assistant Prosecutors and/or our DV Victim Specialist contact the crime victim to discuss needs and expectations. With victim input and legal analysis, the Assistant Prosecutors recommend bonds and punishment that take into consideration the nature of the crime and the danger to the victim and community. Range of punishment options are considered, utilizing victim impact information, the elements of the charging offense and the offender's criminal history. The Assistant Prosecutors manage the criminal case to ensure a successful resolution. This involves trial preparation or plea agreements with the defense. The Assistant Prosecutors and the DV Victim Specialist work with the victim to mandate punishment that may include a batterer's intervention program, alcohol or drug rehabilitation or other mental health services. Throughout this process of investigation and prosecution, the Assistant Prosecutors and the DV Victim Specialist work hand in hand to anticipate victim's needs, provide for their safety and security while minimizing the traumatic impact of participation in the justice system.

The Boone County Prosecuting Attorney's Office offers services in compliance with MoCVSU Services Standards and Guidelines. Regarding organizational administration, the Boone County Personnel Policy Manual contains policies that comply with employment law and prohibit discrimination. Confidential personnel files for paid staff and volunteers include criminal background checks, written job descriptions, completed job applications, resumes, references and a signed confidentiality statement/volunteer agreement. The Administrative Manual for the Prosecuting Attorney's Office contains information about the daily operations of the office, safety/security procedures, and the provision of services by the Domestic Violence Enforcement Unit. The Administrative Manual contains written procedures on how our office will respond to non-English speaking persons as well as victims that are vision, hearing and speaking impaired. Confidentiality guidelines outlined by MoCVSU are adhered to by staff and volunteers working with the Domestic Violence Enforcement Unit. All volunteers sign a confidentiality agreement. Documentation of service provision is maintained in a secure area only accessible to paid staff or authorized volunteers. The Boone County Prosecuting Attorney's Office uses Prosecutor by Karpel case management software which maintains a confidential data collection and record-keeping system that allows only authorized victim services staff members to access victim information. This case management system allows for the efficacy and progress toward program goals and objectives.

Regarding guidelines for training, all project staff members are expected to be familiar with and adhere to MoCVSU training curricula that address the historical context of domestic and sexual violence, the dynamics of abusive relationships, safety planning, advocacy and empowerment, and coordinated community response. At a minimum, volunteers receive forty hours of observational training in the Prosecutor's Office and an additional twelve hours of domestic violence and sexual violence training is provided by True North Women's

Shelter. Training is required for all personnel who provide direct services (i.e. crisis intervention, case management and court advocacy) to victims of domestic violence and their children. This includes a minimum of six hours of ongoing professional development/continuing education during the calendar year. The Assistant Prosecuting Attorneys and the DV Victim Specialist attend specialized domestic violence training through the Missouri Association of Prosecuting Attorneys each year to keep current on domestic violence issues and are encouraged to attend MCADSV trainings whenever possible.

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

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## **Proposed Service Area**

### **Proposed Service Area**

*State the geographic area to be served by this project.*

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

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## **Coordination of Services**

### **Coordination of Services**

*Outline how your agency will coordinate the activities of this project with other service providers, law enforcement agencies, prosecuting attorney's offices, courts and other agencies in your community. Other services may not necessarily be the same as offered by your project.*

*Explain how the services to be offered by this project will complement other activities and services already in place in your community.*

*Do not merely state who you coordinate with; provide an explanation of specific activities.*

*Please note that this is a required component to receiving VAWA funds.*

Coordination and communication with other service providers is active and ongoing. The communication between first responders and members of the Boone County Prosecuting Attorney's Office is critical in ensuring victims' safety and anticipating victims' concerns and expectations. Because prosecution can take months, coordination with community-based advocates and counseling providers is essential for meeting the changing needs of victims and their families. Members of the Domestic Violence Enforcement Unit play a vital role in the continued coordination of victim services in Boone County. Members of the Domestic Violence Enforcement Unit participate in volunteer training for True North Women's shelter as well as training for the Sexual Assault Nurse Examiner (SANE) programs at local hospitals. Participants of these trainings include representatives from the three local hospitals, law enforcement agencies, psychiatric facilities, True North women's shelter, the University of Missouri, and other counseling and social service organizations. Local law enforcement officers, healthcare professionals, and advocates continue to use the Prosecuting Attorney's Sexual Assault Survivor Handbook which outlines options and available services. This resource 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 are also utilized on a regular basis with crime victims and their families.

Currently, DOVE Assistant Prosecutors and the DV Victim Specialist attend regularly scheduled DOVE Unit meetings with members from the Columbia Police Department, the Boone County Sheriff's Department, Probation & Parole, Family Counseling Center, and True North women's shelter to review service provision protocols for battered women and to coordinate services for victims in active criminal investigations and prosecutions.

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## **Consultation with Victim Services1**

### **Prosecution, Law Enforcement and Court based applicants Only:**

#### **Consultation with Victim Services**

*Prosecution, Law Enforcement and Court based applicants are required to consult with state or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.*

*Please explain in detail the process undertaken to meet this requirement.*

This grant application was written in consultation with members of the DOVE Unit and administrative staff and we strive to keep communication open between the Boone County Prosecutor's Office, The Boone County Sheriff's Department, True North women's shelter, the Columbia Police Department, Probation & Parole and other victim services providers and this application supports the core assumptions and values of the victim services movement. Violence against women poses unique challenges and requires a specialized response from the justice system. Safety and security must be paramount in all interventions. This project is part of a larger collaborative, multidisciplinary effort that continues to strengthen partnerships with community allies, hold offenders accountable, and empower women who experience violence and other forms of coercion.

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## **Victim Compensation Assistance**

### **Victim Compensation Assistance**

*Describe the procedures used by your agency to provide information on and assistance to crime victims with filing for victim's compensation funds. Please note that this is a **NEW** component to receiving VAWA funds.*

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

For the 2012 fiscal year, the Crime Victims' Compensation Fund awarded \$111,075.13 to victims of crime in Boone County. During that time, our DV Specialist along with other members of our Victim Response Team assisted 61 applicants and 37 of those applicants were granted awards through the fund. From July 1, 2011 through June 30, 2012, Boone County collected \$17,331.42 in restitution for the Crime Victims' Compensation Fund.

For the 2013 fiscal year, the Crime Victims' Compensation Fund awarded \$149,968.07 to victims of crime in Boone County. During that time, our DV Victim Specialist along with other members of our Victim Response Team assisted 34 applicants and 29 of those applicants were granted awards through the fund. From July 1, 2012 through June 30, 2013 Boone County collected \$13,633.22 in restitution for the Crime Victim's Compensation Fund.

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## **Number of Victims to Be Served**

### **Number of Victims to Be Served**

*Indicate the anticipated number of victims to be served by this VAWA funded project.*

*Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular project.*

*For victims of domestic and/or sexual violence break out the number of women to be served, men to be served, and children to be served separately.*

*These numbers should match what is listed on the VAWA Data Report.*

*Give statistics from previous years to support your estimate.*

The Boone County Prosecuting Attorney's Office anticipates receiving approximately 2400 domestic violence offense referrals with this project and serving around 2040 domestic violence victims during the two year grant cycle. Approximately 15-20% of the time the victim is either unavailable or doesn't wish to participate in the prosecution.

The following demonstrates the number of domestic violence offenses received by the Boone County Prosecutor's Office over the past five years:

- 2008 1164
- 2009 1244
- 2010 1123
- 2011 1269
- 2012 1097
- 2013 1019 Through August 31, 2013

## Goals and Objectives

Organization Type	Objective	Objectives Percentage (%)
Prosecutors	Increase individualized contact (in person, mail, email or phone communication) between the prosecutors office and survivors by _____%	10
Prosecutors	_____ % of survivors will report having received information about the criminal justice process and their individualized case	75
Prosecutors	_____ % of survivors will report having received information on available community resources	75

## Evaluation Procedure

### Evaluation Procedure

*The evaluation component of the application should tie to the goals and objectives. Describe the process to be used to determine the effectiveness of your program and the effect of your program on the victims served, such as pre- and post-testing, surveys, client-satisfaction evaluations, etc (it is helpful to attach blank samples of these tools, if available). Explain how data is assessed and used to improve services to victims. This must also include a description of the data to be collected, as outlined in the Program Description, to prepare any progress reports and/or final reports required by the Violence Against Women Act.*



Project objectives will be evaluated by tracking the statistics gathered from our Victim Services Survey. Survey questions include identifying each individual Assistant Prosecutor and Victim Advocate and specifically how they were contacted, if they were provided information on the Criminal Justice System and if they were provided information about local community resources. The survey is mailed to all victims of crime and is also available on our website. Project data is compared to previous years to help evaluate our services to victims of crime in Boone County. The survey is also available in Spanish and can be translated directly on our website. A copy of the survey in English and in Spanish is attached to this application.

## Report of Success

Goal	Measurable Objectives	VAWA Outcomes
Goal: To offer timely, effective, and appropriate prosecution services of domestic violence crimes in Boone County.	Increase individualized contact (in person, mail, email or phone communication) between the prosecutors office and survivors by 15%.	Individualized contact between the prosecuting attorneys office and survivors was maintained during the grant cycle. To date we have served 2116 victims of domestic violence. 100% of those victims have received in person, mail, email or phone communication from either the advocate or assistant prosecuting attorney assigned to the case. When compared with the previous grant cycle, individualized contact with victims was maintained at 100%.
Goal: To offer timely, effective, and appropriate prosecution services of domestic violence crimes in Boone County.	75% of survivors will report having received information about the criminal justice process and their individualized case	From January 1, 2012 through August 31, 2013 we have served 2116 victims of domestic violence. All 2116 victims received information about the criminal justice system and a survey along with their closing letter. During that same time period we received 55 surveys. 42 victims stated that they received information about the criminal justice process & their individual case from our office. GOAL EXCEEDED: 76.36% stated they received information and our goal was 75%.

Goal: To offer timely, effective, and appropriate prosecution services of domestic violence crimes in Boone County.

75% of survivors will report having received information on available community resources.

From January 1, 2012 through August 31, 2013 we have served 2116 victims of domestic violence. During that same time period we received 55 surveys. 37 victims stated that they received information on community resources. 5 surveys indicated that the question was not applicable, 4 didn't answer the question at all and 9 said they did not receive any information on community resources. If we remove the 4 that didn't answer the question and the 5 that said it was not applicable, that leaves 46 surveys, and 80.43%. GOAL EXCEEDED: Our goal was 75% and 80.43% said they received information about available community resources.

## Personnel

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
Cecily Daller	Domestic Violence Assistant Prosecuting Attorney	Retained	FT	\$2,318.40	52.0	95.68	\$115,348.75	35.44	\$40,879.60	<b>\$74,469.15</b>
Jonathan Bertz	Domestic Violence Assistant Prosecuting Attorney	Retained	FT	\$2,206.40	52.0	95.68	\$109,776.34	35.44	\$38,904.74	<b>\$70,871.61</b>
Mark Koch	Domestic Violence Victim Specialist	Retained	FT	\$1,804.00	52.0	100.0	\$93,808.00	0	\$0.00	<b>\$93,808.00</b>

\$318,933	\$79,784.	\$239,148
.09	34	.76

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## Personnel Justification

### Personnel Justification

*If personnel is included in the budget, provide justification for each position.*

*If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If a salary increase is included, address the type/reason for such increase, the percentage of increase, and the effective date of the increase.*

*If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

**Supplanting DOES apply to non-profit agencies as well as government agencies.**

The Boone County Prosecuting Attorney's Office is requesting a continuation of funding for two existing Domestic Violence Assistant Prosecuting Attorneys, Cecily Daller and Jonathan Bertz and funding for one Domestic Violence Victim Specialist, Mark Koch.

Cecily's current salary is \$60,278.40. Cecily received a raise in 2012, 2013 and we anticipate another raise in 2014. However, budget figures are based on her current salary. Boone County will pay for her full benefits plus 35.44% of her salary. The portion of her salary paid by Boone County will be used towards the overall match of this grant. Cecily received her Juris Doctorate in September 2005 from the University of Missouri - Columbia School of Law. She was an Assistant Attorney General with the Missouri Attorney General's Office from 2005 through 2006. In January 2007 she was hired by the Boone County Prosecutor's Office as an Assistant Prosecutor. She began working with the DOVE Unit in September 2010.

Jonathan's current salary is \$57,366.40. We anticipate a raise in salary in 2014, however budget figures are based on his current salary. Jonathan began working for the Boone County Prosecutor's Office in January 2013. Boone County will pay for his full benefits plus 35.44% of his salary. The portion of his salary paid by Boone County will be used toward the overall match for this grant. Jonathan received his Juris Doctorate in May 2009 from the University of Missouri - Columbia School of Law. He was an Assistant Prosecuting Attorney in Cole County from September 2009 - January 2013 when he began working as our Domestic Violence Assistant Prosecuting Attorney.

Mark's current salary is \$46,904.00. Mark received a raise in 2012, 2013 and we anticipate another salary increase in 2014, however budget figures are based on his current salary. Mark has a Bachelor of Science in Occupational Therapy from the University of Missouri - Columbia, and is a licensed Occupational Therapist. Mark worked as our Victim Specialist from 2001 - 2010 and left for a year to attend law school. He returned to our office in 2011 as our part time Case Specialist and began full time as our Victim Specialist in December 2012.

We are requesting the same funding level as the prior grant cycle and Boone County General Fund will pay for the 25% matching funds. Mark was hired in December 2012, in the middle of the 2012 2013 grant. His salary is higher than the prior Victim Specialist but that position was vacant for several months to compensate for the higher salary and we were able to request his full salary for the remainder of the grant cycle. The overall match for this grant is comprised of the portion of the salary of the two assistant prosecuting attorneys that Boone County pays for. This percentage is higher than the prior grant cycle to compensate for the difference in salary and to address any issues of supplanting.

The responsibilities of the Domestic Violence Prosecutors in the Boone County Prosecuting Attorney's Office include: conducting factual and legal analysis of domestic violence reports submitted by law enforcement; determining whether charges should be filed based on the facts and the law; representing the State of Missouri in criminal prosecution of domestic violence cases including arraignments, motions, plea agreements, probation violation proceedings, depositions and jury trials; preparing domestic violence cases for trial by identification of witnesses, internal investigation, conferring with domestic violence victims, and establishing trial strategy designed to secure a verdict of guilty.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Possess a Juris Doctorate (J.D.) and a minimum of three years of law practice experience; or the equivalent combination of education and experience.

- Excellent oral and written communication skills.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and briefs using progressive or innovative techniques and style.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Thorough knowledge of the judicial process.
- Ability to work independently as well as part of a team to meet the needs of domestic violence victims.

The responsibilities of the Domestic Violence Victim Specialist in the Boone County Prosecuting Attorney's Office include: Reviewing all new domestic and sexual violence cases to identify victims; contacting and assisting victims of domestic and sexual violence with problems related to the crime; providing crisis counseling; assessing their needs; providing support and recommending and locating community resources for services; networking with social service agencies for additional resource referral contacts for victims of domestic and sexual violence; consulting and collaborating with attorneys, investigators and other staff members regarding care, problems and solutions for victims of domestic and sexual violence; escorting domestic and sexual violence victims to court when necessary and advising them of their right to appear personally or by counsel at the final sentencing.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Masters degree in social work, counseling or psychology and a minimum of 2 years experience in related field, or a combination of education and experience.
- 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.
- Thorough knowledge of the issues of domestic violence.
- Thorough knowledge of the issues of sexual violence.
- Knowledge of local area referral services.



**Personnel Benefits**

Category	Item	Salary/Pre mium	Percentag e/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/St ate Share
					\$0.00		\$0.00	\$0.00
					\$0.00		\$0.00	\$0.00



**Personnel Benefits Justification**

Benefits Justification

If personnel benefits are included in the budget, provide justification for each fringe benefit.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

### PRN/Overtime

Name	Title	PRN/Overtime Pay	Hours on Project	Total Cost	Local Match %	Local Match Share	Federal/State Share
				\$0.00		\$0.00	\$0.00

### PRN/Overtime Justification

PRN/Overtime Justification

If PRN/Overtime is included in the budget, provide justification for the expense. Describe why PRN/Overtime funding is necessary and how it will aid in the success of the project.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an PRN/Overtime pay rate increase is included, address the individuals eligibility for such increase, the percentage of increase, and the effective date of the increase.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

### PRN/Overtime Benefits

Category	Item	PRN/Overtime Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00
					\$0.00		\$0.00	\$0.00

### PRN/Overtime Benefits Justification

PRN/Overtime Benefits Justification

If PRN/Overtime benefits are included in the budget, provide justification for each fringe benefit.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

---

## Volunteer Match

Description of Service	Number of Volunteers	Total Hours	Local Match Share
			\$0.00

---

## Volunteer Match Justification

Volunteer Match Justification

If volunteer match is included in your application explain the number of volunteers that will be used, the activities that they will be conducting and when they will be conducting these activities (day, evening, weekends).

---

## On-Call Volunteer Match

Description of Service Provided	Number of Volunteers	Total Number of Hours	Total Local Match
			\$0.00

---

## On-Call Volunteer Match Justification

On-Call Volunteer Match Justification

Outline the specific activities/duties that the volunteers will be conducting.

---

## Travel/Training

Item	Category	Unit Cost	Duration	Number	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

---

## Travel/Training Justification

**Travel/Training Justification**

*If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project.*

*For training, identify the location and date(s) of the training. If either the location or date(s) is unknown, clearly identify such.*

*Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

*Supplanting DOES apply to non-profit agencies as well as government agencies.*

---

**Equipment**

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
						\$0.00		\$0.00	\$0.00

---

**Equipment Justification**

**Equipment Justification**

*If equipment is included in the budget, provide justification for each item.*

*Address why the item is needed, whether it is a replacement or an addition, who will use it, and how it will be used.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

*Supplanting DOES apply to non-profit agencies as well as government agencies.*

---

**Supplies/Operations**

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

---

**Supplies/Operations Justification**



**Supplies/Operations Justification**

*If supplies/operations are included in the budget, provide justification for each expense.*

*Address why the item is necessary for the proposed project, who will use it, and how it will be used.*

*If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

*Supplanting DOES apply to non-profit agencies as well as government agencies.*

---

**Contractual**

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

---

**Contractual Justification**

Contractual Justification

*If contractual or consultant services are included in the budget, provide justification for each expense.*

*Address why each item is necessary for the proposed project and who will benefit from the services.*

*If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

*Supplanting DOES apply to non-profit agencies as well as government agencies.*

---

**Total Budget**

Total Federal/State Share:	\$239,148.76
Federal/State Share Percentage:	74.98%
Total Local Match Share:	\$79,784.34
Local Match Share Percentage:	25.02%

Total Project Cost: **\$318,933.09**

---

## Cost Assumption

### Cost Assumption

*Describe how the Project Agency plans to continue the activities of this project if VAWA funds would no longer be available to the Project Agency. What proactive steps are being taken to absorb the project cost into the applicant agency's future budget? Provide information on the development of a contingency plan for victim services.*

**In the event that STOP funding is no longer available, the Boone County Prosecuting Attorney's Office will make application to the Boone County Commission for continuation of this vital program.**

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## VAWA Data Form

Budget Total: **\$239,148.76**

*The requested STOP Program funds will be used for: (Prorate percentage of time if project covers more than one category.)*

Law Enforcement:*	0%	\$0.00
Prosecution:*	100.0%	\$239,148.76
Victim Services Project:*	0%	\$0.00
Court:*	0%	\$0.00
Discretionary:*	0%	\$0.00
Culturally Specific:*	0%	\$0.00
Other:*	0%	\$0.00

Project Focus: **Domestic Violence Services**

*Indicate the anticipated number of victims to be served by this STOP funded project*

Total Victims of Crime: **2040**

Hotline Calls: **0**

*If a domestic violence shelter, indicate the anticipated number of women and children to be served, by this STOP funded project, in shelter and outreach services, the number of anticipated hotline calls and the anticipated number of bednights.*

Women:

Children:

Men:

Bed-Nights:

If a training/technical assistance project, show the anticipated number of people and/or communities to be trained:

People:

Communities:

---

### Type of victimization

Budget Total 1	\$239,148.76	
Sexual assault*	0%	\$0.00
Domestic violence/dating violence*	100.0%	\$239,148.76
Stalking*	0%	\$0.00
Total	100.0%	\$239,148.76
	(must equal 100%)	(must equal budget total 1)

---

### Other Funding Sources

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
Boone County General Fund	\$79,784.34	Boone County will provide 25% matching funds from our General Fund	01/01/2014-12/31/2015	Boone County currently pays for part of the salaries of the two Domestic Violence Assistant Prosecuting Attorneys and the full benefits of all three grant funded positions. The portion of the salary of the two assistant prosecuting attorneys that Boone County pays for will be used for the overall 25% matching funds.

\$79,784.34

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## Audit Requirements

Date last audit was completed: RubinBrown LLP St Louis, Missouri  
Date(s) covered by last audit: 01/01/12-12/31/12  
Last audit performed by: Rubin Brown LLP St Louis, Missouri  
Phone number of auditor: 314-290-3300  
Date of next audit: 1/1/2014  
Date(s) to be covered by next audit: 1/1/2013-12/31/2013  
Next audit will be performed by: RubinBrown LLP St. Louis, Missouri

*Total amount of financial assistance received from all entities, including the Missouri Department of Public Safety, during the date(s) covered by your agency's last audit, as indicated above.*

*The Federal Amount refers to funds received directly from the Federal Government or federal funds passed through state agencies in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.*

*The State Amount refers to funds received directly from the State of Missouri, not including federal pass-thru funds.*

Federal Amount: \$1,560,453.00  
State Amount: \$3,235,267.00

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## Required Attachments

Attachment	Description	File Name	File Size	Type
A detailed copy of your agency's organizational chart (REQUIRED)	Organizational Chart	Organizational Chart - VAWA Grant 2014-2015.pdf	1 KB	pdf
Your agency's procurement (purchasing) policy (if Applicable)			1 KB	
Your agency's mileage reimbursement policy (if Applicable)			1 KB	
Job descriptions and last Pay Stub for personnel involved in this proposed project (REQUIRED)	Job Descriptions & Pay Stubs VAWA Grant 2014-2015	Job Descriptions & Pay Stubs VAWA Grant 2014-2015.pdf	1 KB	pdf
Your agency's profit/loss statement from the past two (2)years recently completed for your agency as a whole) (If Applicable)			1 KB	
Your Agency Budget (Current) REQUIRED	Budget 2013	Budget 2013.pdf	1 KB	pdf
Your Agency Budget (Past)two (2) years REQUIRED	Budget 2011 & 2012	Budget 2011 & 2012.pdf	1 KB	pdf
A list of your organization's Board of Directors (if Applicable)			1 KB	
Documentation of Nonprofit Status and two (2)years of 990's(if Applicable)			1 KB	
Letters of Collaboration (REQUIRED)	Memorandum of Agreement 2013	Memorandum of Agreement 2013 - Signed Copy.pdf	1 KB	pdf
Copy of Contractual Agreement to be used (if applicable)			1 KB	

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## Other Attachments

File Name	Description	File Size
Victim Surveys for 2014 -2015 VAWA Grant Application.pdf	Victim Survey - Mailed version, Web survey & Spanish Web survey.	2.0 MB

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## STOP Certification

*I certify that the agency has complied with the requirements of the Violence Against Women and Department of Justice Reauthorization Act of 2005 during the course of developing this application for grant funds by consulting with victim service programs to ensure that the proposed services and activities are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.*

Consultation with Victim Services **Yes**

*Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance that the agency has consulted with a community victim service agency before submitting this application.*

Title: **Presiding Commissioner**

Authorized Official Name: **Daniel Atwill**

Agency Type **Prosecution**

Date: **12/12/2013**

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## Application Certified Assurances

*To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:*

### STOP Certified Assurances

*I am aware that failure to comply with any of the Certified Assurances and/or Confidential Funds Certifications, if applicable, could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance.*

I have read and agree to the terms and conditions of the grant. **Yes**

*Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application.*

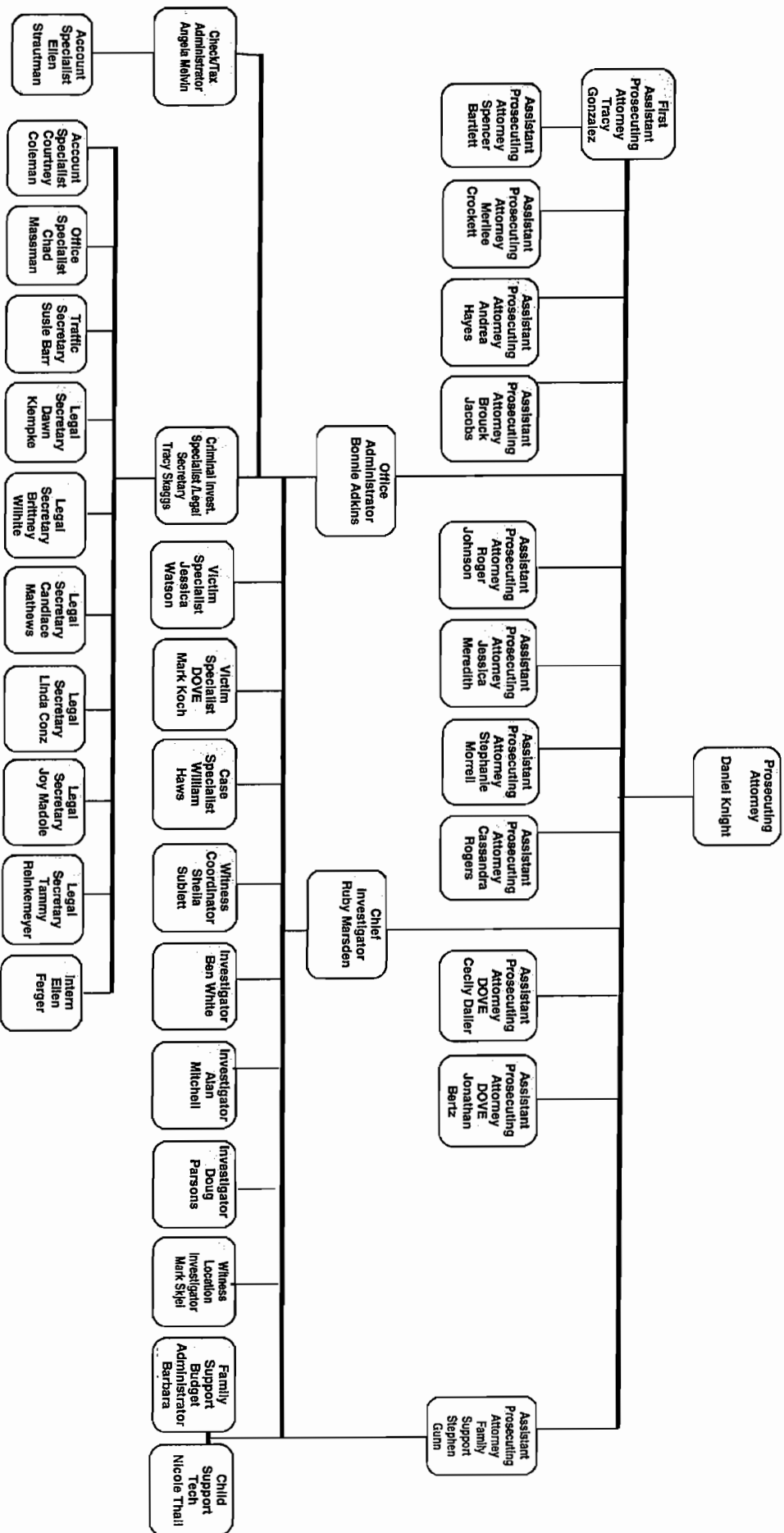
Title: **Daniel Atwill**

Authorized Official Name: **Boone County Presiding Commissioner**

Date: **09/12/2013**

## Boone County Prosecuting Attorney Organizational Chart

The Boone County Prosecuting Attorney is responsible for the prosecution of criminal violations that occur within this jurisdiction and for Family Support Enforcement. The office is comprised of 38 staff members. Staff includes the elected Prosecutor, 12 Assistant Prosecuting Attorneys, 5 Investigators, a Victim Response Team, a Bad Check and Delinquent Tax Unit as well as support staff.



**JOB DESCRIPTION**  
**BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE**

Cecily Daller/Jonathan Bertz

**ASSISTANT PROSECUTING ATTORNEY – DOMESTIC VIOLENCE**

**STATUS: FULL-TIME**

**RESPONSIBILITIES:**

The responsibilities of a Domestic Violence Prosecutor in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Conduct factual and legal analysis of domestic violence reports submitted by law enforcement.
- Determine whether or what charges should be filed based on the facts and the law.
- Represent the State of Missouri in criminal prosecution of domestic violence cases including arraignments, motions, plea agreements, probation violation proceedings, depositions and jury trials.
- Prepare domestic violence cases for trial by identification of witnesses, internal investigation, confer with domestic violence victims, and establish trial strategy designed to secure a verdict of guilty.
- Manage a domestic violence caseload consisting of pending criminal actions with objectives to ensure that resolution is obtained and secured.
- Write briefs in misdemeanor domestic violence appeals and trial briefs.
- Recommend to the court as to bonds and punishments.
- Assess the action to be taken regarding criminal proceedings, taking into consideration the history of the defendants, the strength of the cases, and the protection of the community and victims.
- Gather and analyze evidence in domestic violence cases.
- Interview witnesses to ascertain facts of domestic violence cases.
- Review pertinent decision, polices, regulations and other legal matters pertaining to domestic violence cases.
- Maintain proficiency in Missouri and Federal Statutory case law.
- Present evidence on behalf of the State to grand jury for indictment.
- Engage in jury selection in domestic violence cases.
- Represent Boone County and the State in court of law and present evidence before Judge, judiciary and jury in domestic violence cases.
- Respond to law enforcement agencies' inquiries regarding search warrants and arrest decision, review, approve or disapprove.
- *Any other duties as designated by the Prosecuting Attorney.*



## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Possess a Juris Doctorate (J.D.) and a minimum of three years of law practice experience; or the equivalent combination of education and experience.

Possess a valid license from the Missouri Bar Association to practice Law in the State of Missouri.

Excellent oral and written communication skills

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write speeches and briefs using progressive or innovative techniques and style.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Thorough knowledge of the judicial process.

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

PAYROLL



Nicole Galloway, CPA  
Boone County Treasurer

NO 440173

DATE 8/30/2013

ONE THOUSAND FIVE HUNDRED FORTY-ONE AND 46/100\*\*\*\*\* \$ \*\*\*\*\*1,541.46

VOID AFTER 180 DAYS

PAY TO JONATHAN W BERTZ  
THE ORDER 5031 S PROVIDENCE RD F  
OF COLUMBIA MO 65203

DIRECT DEPOSITED TO: LANDMARK BANK

ACCOUNT:

**NON NEGOTIABLE**

Detach and Retain for your Records

COUNTY OF BOONE EARNINGS AND DEDUCTIONS STATEMENT

PAY PERIOD	8/12/2013 THRU 8/25/2013	HOURS TYPE	EARNED	AVAILABLE	MAXIMUM
CHECK DATE	8/30/2013	VACATION	3.0769	51.43	240.00
SSN		SICK	3.6923	45.62	
NAME	JONATHAN W BERTZ	FLS COMP			
TITLE	ASST PROSECUTING ATTORNEY I	REG COMP			
DEPT	PROSECUTING ATTORNEY				

EARNINGS				DEDUCTIONS		
Description	Rate	Hours	Gross	Description	Current	Y-T-D
REGULAR	27.58	80.00	2,206.40	CERF 401(A) DEDUCTION	15.44	257.85
				CERF 6% PENSION DEDUCT *	132.38	2210.75
				FEDERAL INCOME TAX	261.85	4291.09
				FICA - SOCIAL SECURITY	136.80	2274.62
				FICA - MEDICARE	31.99	531.99
				MISSOURI STATE TAX	86.48	1426.85
FEDERAL MARITAL STATUS S # OF DEPENDENTS 2						
STATE MARITAL STATUS S # OF DEPENDENTS 1						

SUMMARY	TOTAL GROSS	CAFETERIA	FEDERAL GROSS	DEDUCTIONS	NET PAY
CURRENT YEAR	2,206.40		2,058.58	664.94	1,541.46
YEAR TO DATE	36,846.88	159.04	34,219.24	11,152.19	25,694.69

**JOB DESCRIPTION**  
**BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE**

Mark Koch  
**DOMESTIC VIOLENCE VICTIM SPECIALIST**  
**STATUS: FULL-TIME**

**RESPONSIBILITIES:**

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

- Contact and assist victims of domestic and sexual violence with problems related to the crime.
- Provide crisis counseling to victims of domestic and sexual violence.
- Assess needs of domestic and sexual violence victims, provide support and recommend and locate community resources for services.
- Network with social service agencies for additional resource referral contacts for victims domestic and sexual violence.
- Maintain a high degree of cooperation and communication with community agencies and individuals who work with domestic and sexual violence services.
- Review all new domestic and sexual violence cases to identify victims.
- Interview and provide emotional support for victims of domestic and sexual violence .
- Consult and collaborate with attorneys, investigators and other staff members regarding care, problems and solutions for victims of domestic and sexual violence.
- Orient victims to the judicial process.
- Provide information to domestic and sexual violence victims with regard to all court appearances and case status.
- Orient domestic and sexual violence victims to courtroom practices, procedures and personnel.
- Assist domestic and sexual violence victims with all forms and applications for Crime Victim's Compensation Fund.
- Escort domestic and sexual violence victims to court.
- Advise domestic and sexual violence victims of their right to appear personally or by counsel at the final sentencing.
- Advise domestic and sexual violence victims of final disposition of their case.
- Provide information of post-conviction activity by Board of Probation & Parole.
- Provide domestic and sexual violence victims with program evaluation forms and respond to internal and state evaluations.
- Document services provided to domestic and sexual violence victims of crime.

- *Any other duties as designated by the Chief Investigator or Prosecuting Attorney.*

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Masters degree in social work, counseling or psychology

Minimum of 2 years experience in related field or a combination of education and experience.

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

Thorough knowledge of the issues of domestic violence

Thorough knowledge of the issues of sexual violence

Thorough knowledge of local area referral services

Ability to work independently as well as part of a team to meet the needs of domestic and sexual violence victims

PAYROLL



Nicole Galloway, CPA  
Boone County Treasurer

NO 440195

DATE 8/30/2013

ONE THOUSAND ONE HUNDRED EIGHTY-THREE AND 10/100\*\*\*\*\* \$ \*\*\*\*\*1,183.10

VOID AFTER 180 DAYS

PAY TO **MARK C KOCH**  
THE ORDER **711 JEFFERSON**  
OF **FULTON MO 65251**

DIRECT DEPOSITED TO: **CALLAWAY BANK**

ACCOUNT:

**NON NEGOTIABLE**

Detach and Retain for your Records

COUNTY OF BOONE EARNINGS AND DEDUCTIONS STATEMENT

PAY PERIOD	8/12/2013 THRU 8/25/2013	HOURS TYPE	EARNED	AVAILABLE	MAXIMUM
CHECK DATE	8/30/2013	VACATION	3.3846	15.34	264.00
SSN		SICK	3.6923	43.92	
NAME	MARK C KOCH	FLS COMP			
TITLE	CRIME VICTIM SPECIALIST	REG COMP			
DEPT	VICTIM WITNESS				

EARNINGS				DEDUCTIONS		
Description	Rate	Hours	Gross	Description	Current	Y-T-D
REGULAR	22.55	80.00	1,804.00	CERF 401(A) DEDUCTION	12.63	226.67
				CERF 6% PENSION DEDUCT *	108.24	1942.57
				CERF 457 DEDUCTION PAY	108.24	1942.57
				NATIONWIDE 457 DEDUCT	15.00	270.00
				FEDERAL INCOME TAX	181.58	3177.25
				FICA - SOCIAL SECURITY	111.85	1974.23
				FICA - MEDICARE	26.16	461.67
				MISSOURI STATE TAX	57.20	998.69
				COUNTY 401(A) MATCH	15.00	270.00
FEDERAL MARITAL STATUS S # OF DEPENDENTS 1						
STATE MARITAL STATUS S # OF DEPENDENTS 1						

SUMMARY	TOTAL GROSS	CAFETERIA	FEDERAL GROSS	DEDUCTIONS	NET PAY
CURRENT YEAR	1,804.00		1,559.89	620.90	1,183.10
YEAR TO DATE	32,376.09	533.30	27,460.98	11,682.30	20,693.79

# Prosecuting Attorney – 2013 Combined Budget Summary

## Description of Funding Sources

---

The Boone County Prosecuting Attorney provides prosecution services on behalf of the State of Missouri. These services are primarily funded with appropriations from the General Fund and supplemented with additional revenues from a variety of special revenues funds. The funding sources include the following:

- General Fund
  - Prosecuting Attorney (1261)
  - Victim & Witness (1262)
  - Prosecuting Attorney Retirement (1264)
  - Child Support Enforcement (1263)
  
- PA Training Fund (2600)
- PA Tax Collection Fund (2610)
- PA Contingency Fund (2620)
- PA Bad Check Collection Fund (2630)
- PA Forfeiture Fund (2640)
- Law Enforcement Services Fund (2903)
- PA – Violence Against Women Grant (Federal Stimulus/ARRA grant; 2971)

The annual budgets from these various resources are combined and presented on the following pages as follows:

- Prosecuting Attorney- General Operations (1261, 1262, 1264, 2600, 2620, 2640, 2903, 2971)
- Child Support Enforcement (1263)
- PA Tax Collection (2610)
- PA Bad Check Collection (2630)

The County Commission establishes and approves the appropriations for all budgets except for the PA Tax Collection Fund and the PA Bad Check Fund; these budgets are established and approved by the Prosecuting Attorney.

# Prosecuting Attorney Summary

## Budget Summary

Fund	Dept	Department Name	2011	2012	2013	2013	2013	2013
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
<b>Prosecuting Attorney Operations</b>								
100	1261	Prosecuting Attorney	\$ 1,613,061	\$ 1,610,479	\$ 1,452,349	\$ 228,836	\$ 17,775	\$ 1,698,960
100	1262	Victim Witness	157,227	166,202	176,090	21,743	-	197,833
100	1264	PA Retirement	7,752	7,752	-	7,752	-	7,752
260	2600	PA Training	3,901	5,136	-	4,908	-	4,908
261	2610	PA Tax Collection	75,982	86,469	92,899	3,952	-	96,851
262	2620	PA Contingency	19,999	18,050	-	20,000	-	20,000
263	2630	PA Bad Check Collections	54,340	41,860	15,577	1,615	-	17,192
264	2640	PA Forfeiture Money	8,917	-	-	3,075	-	3,075
290	2903	PA-Law Enf Sales Tax PA-Violence Against	268,438	294,715	301,035	5,872	-	306,907
297	2971	Women	37,161	-	-	-	-	-
		<b>Subtotal</b>	<u>2,246,778</u>	<u>2,230,663</u>	<u>2,037,950</u>	<u>297,753</u>	<u>17,775</u>	<u>2,353,478</u>
<b>Child Support Enforcement</b>								
100	1263	IV-D Child Support	350,786	368,295	173,519	46,031	-	219,550
		<b>Subtotal</b>	<u>350,786</u>	<u>368,295</u>	<u>173,519</u>	<u>46,031</u>	<u>-</u>	<u>219,550</u>
		<b>Total</b>	<u>\$ 2,597,564</u>	<u>\$ 2,598,958</u>	<u>\$ 2,211,469</u>	<u>\$ 343,784</u>	<u>\$ 17,775</u>	<u>\$ 2,573,028</u>

# Prosecuting Attorney Operations

## Performance Measures

Performance Measure	2011	2012	2013
	Actual	Estimated	Projected
Number of Felonies Filed	1,661	1,790	1,929
Number of Misdemeanors Filed	3,489	3,85	3,685
Number of Traffic Cases Filed	3,425	3,047	3,200
Total Number of Cases Filed	8,462	8,422	8,500

## Annual Budget

### 1261 PROSECUTING ATTORNEY

100 GENERAL FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3411	FEDERAL GRANT REIMBURSE	58,366	79,003	71,876	78,191	0	78,191	1-
	SUBTOTAL *****	58,366	79,003	71,876	78,191	0	78,191	1-
	CHARGES FOR SERVICES							
3528	REIMB PERSONNEL/PROJECTS	25,335	25,346	25,793	25,852	0	25,852	1
3560	COLLECTION FEES	72,650	70,000	90,000	90,000	0	90,000	28
3574	P.A. FEES	122,858	125,000	110,000	110,000	0	110,000	12-
	SUBTOTAL *****	220,844	220,346	225,793	225,852	0	225,852	2
	MISCELLANEOUS							
3835	SALE OF COUNTY FIXED ASSET	0	0	0	0	2,639	2,639	0
	SUBTOTAL *****	0	0	0	0	2,639	2,639	0
	TOTAL REVENUES *****	279,211	299,349	297,669	304,043	2,639	306,682	2
	PERSONAL SERVICES							
10100	SALARIES & WAGES	1,118,411	1,158,652	1,154,762	1,185,601	42,465	1,201,066	3
10110	OVERTIME	18,007	20,000	25,000	20,000	0	20,000	0
10120	HOLIDAY WORKED	233	250	250	250	0	250	0
10200	FICA	84,058	90,186	88,339	92,247	3,249	93,430	3
10300	HEALTH INSURANCE	108,063	108,062	108,062	108,062	1,188	109,250	1
10325	DISABILITY INSURANCE	4,126	3,361	3,361	3,438	45	3,483	3
10350	LIFE INSURANCE	1,197	1,069	1,069	1,069	12	1,081	1
10375	DENTAL INSURANCE	8,098	8,099	8,099	10,783	118	10,901	34
10400	WORKERS COMP	4,903	4,843	4,843	4,764	115	4,806	0
10500	401(A) MATCH PLAN	6,240	7,985	6,075	7,985	97	8,082	1
10510	CERF-EMPLOYER PD CONTRIBUTION	2,914	3,200	245	0	0	0	0
	SUBTOTAL *****	1,356,253	1,405,707	1,400,105	1,434,199	47,289	1,452,349	3
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	30,763	26,845	29,500	17,679	0	17,679	34-
23000	OFFICE SUPPLIES	12,521	12,984	12,984	16,100	0	16,100	23
23001	PRINTING	417	800	800	800	0	800	0
23050	OTHER SUPPLIES	243	250	250	250	0	250	0
23200	AMMUNITION	260	275	275	275	0	275	0
23300	UNIFORMS	94	100	100	100	0	100	0
23850	MINOR EQUIP & TOOLS (<\$1000)	482	275	275	275	0	275	0
23855	FURNITURE/FIXTURE <\$1000	0	0	0	1,731	0	1,731	0
	SUBTOTAL *****	44,782	41,529	44,184	37,210	0	37,210	10-
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	5,245	5,670	5,145	5,670	0	5,670	0
37200	SEMINARS/CONFEREN/MEETING	1,765	1,650	1,635	1,650	0	1,650	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	696	539	844	828	0	828	53
37230	MEALS & LODGING-TRAINING	2,109	2,945	2,474	2,945	0	2,945	0
	SUBTOTAL *****	9,815	10,804	10,098	11,093	0	11,093	2
	UTILITIES							
48000	TELEPHONES	9,541	11,264	10,500	10,448	0	10,448	7-
48050	CELLULAR TELEPHONES	902	1,068	900	996	0	996	6-
	SUBTOTAL *****	10,443	12,332	11,400	11,444	0	11,444	7-



# Prosecuting Attorney Operations

1261 PROSECUTING ATTORNEY  
100 GENERAL FUND

ACCT DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
VEHICLE EXPENSE							
59000 MOTORFUEL/GASOLINE	8,314	9,300	6,500	8,100	0	8,100	12-
59010 FUEL SURCHARGE - REIMB TO R&B	0	0	215	220	0	220	0
59030 MOTOR VEHICLE LICENSE FEE	99	50	50	100	0	100	100
59100 VEHICLE REPAIRS/MAINTENANCE	2,367	1,500	1,000	2,400	1,400-	1,000	33-
59105 TIRES	171	690	375	750	250-	500	27-
59110 MECHANICS CHARGE - REIMB R&B	0	0	578	650	0	650	0
59200 LOCAL MILEAGE	367	1,000	250	750	0	750	25-
SUBTOTAL *****	11,319	12,540	8,968	12,970	1,650-	11,320	9-
EQUIP & BLDG MAINTENANCE							
60050 EQUIP SERVICE CONTRACT	3,452	3,566	4,294	4,209	1,675	5,884	65
60200 EQUIP REPAIRS/MAINTENANCE	145	300	150	300	0	300	0
SUBTOTAL *****	3,598	3,866	4,444	4,509	1,675	6,184	59
CONTRACTUAL SERVICES							
71000 INSURANCE AND BONDS	30	0	0	0	0	0	0
71100 OUTSIDE SERVICES	666	1,000	250	1,000	0	1,000	0
71500 BUILDING USE/RENT CHARGE	152,599	121,073	121,073	150,525	0	150,525	24
71600 EQUIP LEASES & METER CHR	127	71	60	60	0	60	15-
SUBTOTAL *****	153,423	122,144	121,383	151,585	0	151,585	24
FIXED ASSET ADDITIONS							
92300 REPLCMENT MACH & EQUIP	0	10,500	9,897	0	0	0	0
92400 REPLCMENT AUTO/TRUCKS	23,425	0	0	0	17,775	17,775	0
SUBTOTAL *****	23,425	10,500	9,897	0	17,775	17,775	69
TOTAL EXPENDITURES *****	1,613,061	1,619,422	1,610,479	1,663,010	65,089	1,698,960	4

## 1262 VICTIM WITNESS

100 GENERAL FUND

ACCT DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
INTERGOVERNMENTAL REVENUE							
3411 FEDERAL GRANT REIMBURSE	63,145	63,519	67,592	69,780	0	69,780	9
SUBTOTAL *****	63,145	63,519	67,592	69,780	0	69,780	9
CHARGES FOR SERVICES							
3510 COPIES	25	0	591	0	0	0	0
SUBTOTAL *****	25	0	591	0	0	0	0
TOTAL REVENUES *****	63,170	63,519	68,183	69,780	0	69,780	9
PERSONAL SERVICES							
10100 SALARIES & WAGES	129,469	156,885	137,406	137,159	14,460	145,511	7-
10110 OVERTIME	1,478	1,500	1,500	1,500	0	1,500	0
10120 HOLIDAY WORKED	195	200	200	200	0	200	0
10200 FICA	9,064	10,378	10,174	10,622	1,106	11,261	8
10300 HEALTH INSURANCE	14,250	14,250	14,250	14,250	0	14,250	0
10325 DISABILITY INSURANCE	397	317	317	336	28	364	14
10350 LIFE INSURANCE	158	141	141	141	0	141	0
10375 DENTAL INSURANCE	1,068	1,068	1,068	1,422	0	1,422	33
10400 WORKERS COMP	366	366	366	361	27	388	6
10500 401(A) MATCH PLAN	780	1,053	780	1,053	0	1,053	0
SUBTOTAL *****	157,227	186,158	166,202	167,044	15,621	176,090	5-
MATERIALS & SUPPLIES							
22500 SUBSCRIPTIONS/PUBLICATIONS	407	318	235	262	0	262	17-
23000 OFFICE SUPPLIES	2,226	1,940	1,940	1,940	0	1,940	0
23001 PRINTING	218	250	250	250	0	250	0
23050 OTHER SUPPLIES	106	250	200	250	0	250	0
23850 MINOR EQUIP & TOOLS (<\$1000)	371	750	350	750	0	750	0
SUBTOTAL *****	3,329	3,508	2,975	3,452	0	3,452	1-
DUES TRAVEL & TRAINING							
37000 DUES & PROF CERTS/LICENSE	400	400	400	400	0	400	0
37200 SEMINARS/CONFERENCE/MEETING	230	460	230	460	0	460	0
37220 TRAVEL (AIRFARE, MILEAGE, ETC)	78	154	86	258	0	258	67
37230 MEALS & LODGING-TRAINING	350	758	227	833	0	833	9
SUBTOTAL *****	1,059	1,772	943	1,951	0	1,951	10

# Child Support Enforcement

## Annual Budget

### 1263 IV-D

100 GENERAL FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3465	INTERGOVERNMENTAL REVENUE FEDERAL REIMBURSE EXPENSES	379,131	388,909	388,909	226,000	0	226,000	41-
	SUBTOTAL *****	379,131	388,909	388,909	226,000	0	226,000	41-
3826	MISCELLANEOUS PRIOR YEAR COST REPAYMENT	0	0	59	0	0	0	0
	SUBTOTAL *****	0	0	59	0	0	0	0
	TOTAL REVENUES *****	379,131	388,909	388,968	226,000	0	226,000	41-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	248,930	263,142	263,158	144,783	3,000	144,783	44-
10110	OVERTIME	22	0	19	0	0	0	0
10200	FICA	16,961	20,130	18,375	11,075	230	11,075	44-
10300	HEALTH INSURANCE	34,041	33,250	33,250	14,250	0	14,250	57-
10325	DISABILITY INSURANCE	927	763	763	419	0	419	45-
10350	LIFE INSURANCE	369	329	329	141	0	141	57-
10375	DENTAL INSURANCE	2,551	2,492	2,492	1,422	0	1,422	42-
10400	WORKERS COMP	780	710	710	376	8	376	47-
10500	401(A) MATCH PLAN	1,845	2,457	1,560	1,053	0	1,053	57-
10600	UNEMPLOYMENT BENEFITS	4,170	2,230	2,230	0	0	0	0
	SUBTOTAL *****	310,598	325,503	322,886	173,519	3,238	173,519	46-
	MATERIALS & SUPPLIES							
22000	POSTAGE	1,100	1,700	900	900	0	900	47-
22500	SUBSCRIPTIONS/PUBLICATIONS	489	500	500	600	0	600	20
23000	OFFICE SUPPLIES	2,326	4,334	4,334	3,288	0	3,288	24-
23001	PRINTING	0	550	550	0	0	0	0
23850	MINOR EQUIP & TOOLS (<\$1000)	597	300	300	300	0	300	0
	SUBTOTAL *****	4,513	7,384	6,584	5,088	0	5,088	31-
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	150	515	430	610	0	610	18
37200	SEMINARS/CONFEREN/MEETING	940	330	330	520	0	520	57
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	88	580	300	200	0	200	65-
37230	MEALS & LODGING-TRAINING	212	700	500	219	0	219	68-
	SUBTOTAL *****	1,391	2,125	1,560	1,549	0	1,549	27-
	UTILITIES							
48000	TELEPHONES	3,845	4,530	4,300	2,700	0	2,700	40-
48002	DATA COMMUNICATIONS	0	1,040	1,040	1,040	0	1,040	0
48100	NATURAL GAS	943	3,000	2,300	2,200	0	2,200	26-
48200	ELECTRICITY	4,274	5,700	3,800	4,487	0	4,487	21-
48300	WATER	186	264	250	240	0	240	9-
48400	SOLID WASTE	527	504	504	600	0	600	19
48500	STORM WATER UTILITY	4	0	48	48	0	48	0
48600	SEWER USE	280	226	360	360	0	360	59
	SUBTOTAL *****	10,062	15,264	12,602	11,675	0	11,675	23-
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	1,596	1,350	1,350	1,350	0	1,350	0
60125	CUSTODIAL/JANITORIAL SERV	6,000	6,000	6,000	6,000	0	6,000	0
60200	EQUIP REPAIRS/MAINTENANCE	187	200	200	200	0	200	0
	SUBTOTAL *****	7,783	7,550	7,550	7,550	0	7,550	0
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	915	1,860	1,860	2,070	0	2,070	11
71000	INSURANCE AND BONDS	93	145	45	50	0	50	65-
71100	OUTSIDE SERVICES	1,552	2,500	2,000	5,289	0	5,289	111
71500	BUILDING USE/RENT CHARGE	13,801	13,208	13,208	12,760	0	12,760	3-
	SUBTOTAL *****	16,362	17,713	17,113	20,169	0	20,169	13
	FIXED ASSET ADDITIONS							
91302	COMPUTER SOFTWARE	74	0	0	0	0	0	0
	SUBTOTAL *****	74	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	350,786	375,539	368,295	219,550	3,238	219,550	41-

Decimal values have been truncated.

# Prosecuting Attorney Operations

## 1262 VICTIM WITNESS 100 GENERAL FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
48000	TELEPHONES	1,624	1,890	1,750	1,690	0	1,690	10-
	SUBTOTAL *****	<u>1,624</u>	<u>1,890</u>	<u>1,750</u>	<u>1,690</u>	<u>0</u>	<u>1,690</u>	<u>10-</u>
	OTHER							
84010	RECEPTION/MEETINGS	79	150	148	150	0	150	0
84600	COURT COSTS	3,378	3,500	2,200	2,500	0	2,500	28-
84700	WITNESS EXPENSES	19,359	6,000	7,850	7,000	0	7,000	16
84800	TRANSCRIPTS-CRIMINAL	6,341	5,000	5,000	5,000	0	5,000	0
	SUBTOTAL *****	<u>29,159</u>	<u>14,650</u>	<u>15,198</u>	<u>14,650</u>	<u>0</u>	<u>14,650</u>	<u>0</u>
	TOTAL EXPENDITURES *****	192,399	207,978	187,068	188,787	15,621	197,833	4-

## 1264 PA RETIREMENT

### 100 GENERAL FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
86790	MO PROSECUTOR'S RETIREMEN	7,752	7,752	7,752	7,752	0	7,752	0
	SUBTOTAL *****	<u>7,752</u>	<u>7,752</u>	<u>7,752</u>	<u>7,752</u>	<u>0</u>	<u>7,752</u>	<u>0</u>
	TOTAL EXPENDITURES *****	7,752	7,752	7,752	7,752	0	7,752	0

## 2600 PA TRAINING

### 260 PA TRAINING FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3540	DEFENDANT CRT COSTS&RECOUPMENT	4,412	4,700	4,000	4,000	0	4,000	14-
	SUBTOTAL *****	<u>4,412</u>	<u>4,700</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>14-</u>
	INTEREST							
3711	INT-OVERNIGHT	3	2	2	2	0	2	0
3712	INT-LONG TERM INVEST	16	17	20	15	0	15	11-
3798	INC/DEC IN FV OF INVESTMENTS	6	11	5	0	0	0	0
	SUBTOTAL *****	<u>25</u>	<u>30</u>	<u>27</u>	<u>17</u>	<u>0</u>	<u>17</u>	<u>43-</u>
	TOTAL REVENUES *****	4,438	4,730	4,027	4,017	0	4,017	15-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	1,770	1,610	1,700	1,380	0	1,380	14-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	587	588	736	828	0	828	40
37230	MEALS & LODGING-TRAINING	1,543	2,700	2,700	2,700	0	2,700	0
	SUBTOTAL *****	<u>3,901</u>	<u>4,898</u>	<u>5,136</u>	<u>4,908</u>	<u>0</u>	<u>4,908</u>	<u>0</u>
	TOTAL EXPENDITURES *****	3,901	4,898	5,136	4,908	0	4,908	0

# Prosecuting Attorney Operations

## 2610 PA TAX COLLECTION

261 PA TAX COLLECTION FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	72,650	70,000	90,000	90,000	0	90,000	28
	SUBTOTAL *****	72,650	70,000	90,000	90,000	0	90,000	28
	INTEREST							
3711	INT-OVERNIGHT	20	20	12	12	0	12	40-
3712	INT-LONG TERM INVEST	114	132	91	70	0	70	46-
3798	INC/DEC IN FV OF INVESTMENTS	36	63	0	21	0	21	66-
	SUBTOTAL *****	172	215	103	103	0	103	52-
	TOTAL REVENUES *****	72,823	70,215	90,103	90,103	0	90,103	28
	PERSONAL SERVICES							
10100	SALARIES & WAGES	62,907	64,064	66,399	73,894	0	73,894	15
10110	OVERTIME	3,514	2,900	2,900	2,900	0	2,900	0
10200	FICA	5,081	5,122	5,294	5,874	0	5,874	14
10300	HEALTH INSURANCE	0	7,125	7,125	8,312	0	8,312	16
10325	DISABILITY INSURANCE	0	166	166	195	0	195	17
10350	LIFE INSURANCE	0	70	70	82	0	82	17
10375	DENTAL INSURANCE	0	534	534	829	0	829	55
10400	WORKERS COMP	191	180	180	199	0	199	10
10500	401(A) MATCH PLAN	0	526	526	614	0	614	16
	SUBTOTAL *****	71,694	80,687	83,194	92,899	0	92,899	15
	MATERIALS & SUPPLIES							
22000	POSTAGE	1,444	1,400	1,700	1,700	0	1,700	21
22500	SUBSCRIPTIONS/PUBLICATIONS	407	332	350	350	0	350	5
23000	OFFICE SUPPLIES	916	1,000	1,000	1,000	0	1,000	0
23001	PRINTING	0	75	75	75	0	75	0
23050	OTHER SUPPLIES	0	50	50	50	0	50	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	100	50	100	0	100	0
23855	FURNITURE/FIXTURE <\$1000	0	0	0	577	0	577	0
	SUBTOTAL *****	2,769	2,957	3,225	3,852	0	3,852	30
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	19	100	50	100	0	100	0
	SUBTOTAL *****	19	100	50	100	0	100	0
	OTHER							
83922	OTO: TO SPECIAL REVENUE FUND	1,500	0	0	0	0	0	0
	SUBTOTAL *****	1,500	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	75,982	83,744	86,469	96,851	0	96,851	15

## 2620 PA CONTINGENCY

262 PA CONTINGENCY FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3569	OTHER FEES	19,964	20,000	20,000	18,050	0	18,050	9-
	SUBTOTAL *****	19,964	20,000	20,000	18,050	0	18,050	9-
	TOTAL REVENUES *****	19,964	20,000	20,000	18,050	0	18,050	9-
	CONTRACTUAL SERVICES							
71105	LEGAL SERVICES	0	500	0	500	0	500	0
	SUBTOTAL *****	0	500	0	500	0	500	0
	OTHER							
84600	COURT COSTS	1,915	3,000	1,000	2,000	0	2,000	33-
84700	WITNESS EXPENSES	9,093	6,500	7,500	7,500	0	7,500	15
84800	TRANSCRIPTS-CRIMINAL	8,916	9,500	9,500	9,500	0	9,500	0
85400	CRIMINAL INVESTIGATION	74	500	50	500	0	500	0
	SUBTOTAL *****	19,999	19,500	18,050	19,500	0	19,500	0
	TOTAL EXPENDITURES *****	19,999	20,000	18,050	20,000	0	20,000	0

# Prosecuting Attorney Operations

## 2630 PA BAD CHECK COLLECTIONS

263 PA BAD CHECK FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	57,233	56,000	39,500	39,500	0	39,500	29-
	SUBTOTAL *****	57,233	56,000	39,500	39,500	0	39,500	29-
	INTEREST							
3798	INC/DEC IN FV OF INVESTMENTS	171	0	0	0	0	0	0
	SUBTOTAL *****	172	0	0	0	0	0	0
	MISCELLANEOUS							
3892	DEPOSIT OVERAGE	32	25	25	25	0	25	0
	SUBTOTAL *****	32	25	25	25	0	25	0
	OTHER FINANCING SOURCES							
3917	OTI: FROM SPECIAL REVENUE FUND	1,500	0	0	0	0	0	0
	SUBTOTAL *****	1,500	0	0	0	0	0	0
	TOTAL REVENUES *****	58,937	56,025	39,525	39,525	0	39,525	29-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	34,821	34,417	30,994	27,578	15,465-	12,113	64-
10110	OVERTIME	1,146	900	1,000	1,000	0	1,000	11
10200	FICA	2,722	2,701	2,426	2,186	1,183-	1,003	62-
10300	HEALTH INSURANCE	10,687	3,562	3,562	2,375	1,188-	1,187	66-
10325	DISABILITY INSURANCE	164	99	99	79	45-	34	65-
10350	LIFE INSURANCE	122	35	35	23	12-	11	68-
10375	DENTAL INSURANCE	801	267	267	237	118-	119	55-
10400	WORKERS COMP	105	95	95	74	42-	32	66-
10500	401(A) MATCH PLAN	378	263	97	175	97-	78	70-
	SUBTOTAL *****	50,949	42,339	38,575	33,727	18,150-	15,577	63-
	MATERIALS & SUPPLIES							
22000	POSTAGE	1,009	950	710	710	0	710	25-
23000	OFFICE SUPPLIES	1,217	500	500	500	0	500	0
23001	PRINTING	231	300	300	300	0	300	0
23050	OTHER SUPPLIES	0	50	50	50	0	50	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	100	50	50	0	50	50-
	SUBTOTAL *****	2,458	1,900	1,610	1,610	0	1,610	15-
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	430	0	0	0	0	0	0
	SUBTOTAL *****	430	0	0	0	0	0	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	502	502	1,675	0	0	0	0
	SUBTOTAL *****	502	502	1,675	0	0	0	0
	OTHER							
86896	DEPOSIT SHORTAGE	0	5	0	5	0	5	0
	SUBTOTAL *****	0	5	0	5	0	5	0
	TOTAL EXPENDITURES *****	54,340	44,746	41,860	35,342	18,150-	17,192	61-

# Prosecuting Attorney Operations

## 2640 PA FORFEITURE MONEY

264 PA FORFEITURE FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
	INTEREST							
3711	INT-OVERNIGHT	6	9	3	3	0	3	66-
3712	INT-LONG TERM INVEST	41	63	16	21	0	21	66-
3798	INC/DEC IN FV OF INVESTMENTS	16	30	5	0	0	0	0
	SUBTOTAL *****	64	102	24	24	0	24	76-
	MISCELLANEOUS							
3835	SALE OF COUNTY FIXED ASSET	116	0	0	0	0	0	0
	SUBTOTAL *****	116	0	0	0	0	0	0
	TOTAL REVENUES *****	181	102	24	24	0	24	76-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	0	575	0	575	0	575	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	750	0	750	0	750	0
37230	MEALS & LODGING-TRAINING	0	750	0	750	0	750	0
	SUBTOTAL *****	0	2,075	0	2,075	0	2,075	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	1,000	0	1,000	0	1,000	0
	SUBTOTAL *****	0	1,000	0	1,000	0	1,000	0
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	2,744	0	0	0	0	0	0
91301	COMPUTER HARDWARE	2,012	0	0	0	0	0	0
91302	COMPUTER SOFTWARE	206	0	0	0	0	0	0
92301	REPLC COMPUTER HDNR	3,234	0	0	0	0	0	0
92302	REPLC COMPUTER SOFTWARE	718	0	0	0	0	0	0
	SUBTOTAL *****	8,916	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	8,916	3,075	0	3,075	0	3,075	0

## 2903 PROSECUTING ATRRNY-LE SALES TX

290 LAW ENFORCEMENT SERVICES FUND

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLEMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
	PERSONAL SERVICES							
10100	SALARIES & WAGES	215,538	240,388	236,220	246,611	6,000	246,611	2
10110	OVERTIME	2,561	3,500	4,200	4,200	0	4,200	20
10120	HOLIDAY WORKED	0	0	109	0	0	0	0
10200	FICA	16,551	18,581	18,264	19,187	459	19,187	3
10300	HEALTH INSURANCE	22,562	23,750	23,750	23,750	0	23,750	0
10325	DISABILITY INSURANCE	832	699	699	715	0	715	2
10350	LIFE INSURANCE	250	235	235	235	0	235	0
10375	DENTAL INSURANCE	1,691	1,780	1,780	2,370	0	2,370	33
10400	WORKERS COMP	650	659	659	652	16	652	1-
10500	401(A) MATCH PLAN	1,155	1,755	1,350	1,755	0	1,755	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,367	1,560	1,378	0	0	1,560	0
	SUBTOTAL *****	263,160	292,907	288,644	299,475	6,475	301,035	2
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	591	1,000	1,000	1,000	0	1,000	0
23855	FURNITURE/FIXTURE <\$1000	0	0	580	0	0	0	0
	SUBTOTAL *****	591	1,000	1,580	1,000	0	1,000	0
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	1,230	1,180	1,180	1,180	0	1,180	0
37200	SEMINARS/CONFEREN/MEETING	535	460	460	460	0	460	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	206	154	270	352	0	352	128
37230	MEALS & LODGING-TRAINING	742	600	731	900	0	900	50
	SUBTOTAL *****	2,714	2,394	2,641	2,892	0	2,892	20
	UTILITIES							
48000	TELEPHONES	1,972	2,340	1,850	1,980	0	1,980	15-
	SUBTOTAL *****	1,972	2,340	1,850	1,980	0	1,980	15-
	FIXED ASSET ADDITIONS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	268,438	298,641	294,715	305,347	6,475	306,907	2

# Prosecuting Attorney Operations

## 2971 PA - VIOLENCE AGAINST WOMEN

297 RECOVERY ACT GRANTS - REIMB

ACCT	DESCRIPTION	2011 ACTUAL	2012 BUDGET + REVISIONS	2012 PROJECTED	2013 CORE REQUEST	2013 SUPPLMENTAL REQUEST	2013 ADOPTED BUDGET	%CHG FROM PY BUD
3411	FEDERAL GRANT REIMBURSE	37,118	0	0	0	0	0	0
	SUBTOTAL *****	37,118	0	0	0	0	0	0
	TOTAL REVENUES *****	37,118	0	0	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	31,069	0	0	0	0	0	0
10200	FICA	2,304	0	0	0	0	0	0
10300	HEALTH INSURANCE	3,168	0	0	0	0	0	0
10325	DISABILITY INSURANCE	108	0	0	0	0	0	0
10350	LIFE INSURANCE	35	0	0	0	0	0	0
10375	DENTAL INSURANCE	240	0	0	0	0	0	0
10400	WORKERS COMP	101	0	0	0	0	0	0
10500	401 (A) MATCH PLAN	135	0	0	0	0	0	0
	SUBTOTAL *****	37,161	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	37,161	0	0	0	0	0	0

Decimal values have been truncated.

# Prosecuting Attorney - 2011

## Combined Budget Summary

### Description of Funding Sources

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The Boone County Prosecuting Attorney provides prosecution services on behalf of the State of Missouri. These services are primarily funded with appropriations from the General Fund and supplemented with additional revenues from a variety of special revenues funds. The funding sources include the following:

- General Fund
  - Prosecuting Attorney (1261)
  - Victim & Witness (1262)
  - Prosecuting Attorney Retirement (1264)
  - Child Support Enforcement (1263)
  
- PA Training Fund (2600)
- PA Tax Collection Fund (2610)
- PA Contingency Fund (2620)
- PA Bad Check Collection Fund (2630)
- PA Forfeiture Fund (2640)
- Law Enforcement Services Fund (2903)
- PA – Violence Against Women Grant (Federal Stimulus/ARRA grant; 2971)
- Justice Assistance Grant (JAG) – PA (Federal Stimulus/ARRA grant; 2981)

The annual budgets from these various resources are combined and presented on the following pages as follows:

- Prosecuting Attorney- General Operations (1261, 1262, 1264, 2600, 2620, 2640, 2903, 2971, 2981)
- Child Support Enforcement (1263)
- PA Tax Collection (2610)
- PA Bad Check Collection (2630)

The County Commission establishes and approves the appropriations for all budgets except for the PA Tax Collection Fund and the PA Bad Check Fund; these budgets are established and approved by the Prosecuting Attorney.



# Prosecuting Attorney Summary

## Budget Summary

Fund	Dept	Department Name	2009	2010	2011	2011	2011	2011
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
<b>Prosecuting Attorney Operations</b>								
100	1261	Prosecuting Attorney	\$ 1,559,603	\$ 1,548,222	\$ 1,373,119	\$ 233,842	\$ -	\$ 1,606,961
100	1262	Victim Witness	162,127	155,438	140,460	21,301	-	161,761
100	1264	PA Retirement	7,752	7,752	-	7,752	-	7,752
260	2600	PA Training	5,731	5,250	-	5,614	-	5,614
261	2610	PA Tax Collection	47,497	44,050	48,606	2,285	-	50,891
262	2620	PA Contingency	20,000	20,000	-	20,000	-	20,000
263	2630	PA Bad Check Collections	112,724	110,357	72,008	4,682	-	76,690
264	2640	PA Forfeiture Money	-	-	-	7,610	5,890	13,500
290	2903	PA-Law Enf Sales Tax	280,918	275,027	272,342	5,796	-	278,138
297	2971	PA-Violence Against Women	39,013	113,969	39,513	-	-	39,513
298	2981	JAG Recovery Act/Stimulus	16,088	8,337	-	-	-	-
		<b>Subtotal</b>	<u>2,251,453</u>	<u>2,288,402</u>	<u>1,946,048</u>	<u>308,882</u>	<u>5,890</u>	<u>2,260,820</u>
<b>Child Support Enforcement</b>								
100	1263	IV-D Child Support	454,180	397,537	345,863	50,333	99	396,295
		<b>Subtotal</b>	<u>454,180</u>	<u>397,537</u>	<u>345,863</u>	<u>50,333</u>	<u>99</u>	<u>396,295</u>
		<b>Total</b>	<u>\$ 2,705,633</u>	<u>\$ 2,685,939</u>	<u>\$ 2,291,911</u>	<u>\$ 359,215</u>	<u>\$ 5,989</u>	<u>\$ 2,657,115</u>

# Prosecuting Attorney Operations

## Annual Budget

### 1261 PROSECUTING ATTORNEY

100 GENERAL FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
3411	INTERGOVERNMENTAL REVENUE FEDERAL GRANT REIMBURSE	58,855	58,855	58,855	58,855	75,852	58,855	0
	SUBTOTAL *****	58,855	58,855	58,855	58,855	75,852	58,855	0
	CHARGES FOR SERVICES							
3528	REIMB PERSONNEL/PROJECTS	25,276	25,775	25,775	25,346	0	25,346	1-
3560	COLLECTION FEES	30,232	40,000	40,000	40,000	0	40,000	0
3574	P.A. FEES	145,610	135,000	140,000	140,000	0	140,000	3
	SUBTOTAL *****	201,120	200,775	205,775	205,346	0	205,346	2
	TOTAL REVENUES *****	259,975	259,630	264,630	264,201	75,852	264,201	1
	PERSONAL SERVICES							
10100	SALARIES & WAGES	1,091,387	1,108,447	1,097,315	1,103,090	87,448	1,127,181	1
10110	OVERTIME	26,884	29,500	20,000	20,000	0	20,000	32-
10120	HOLIDAY WORKED	697	750	250	500	0	500	33-
10200	FICA	83,019	87,110	83,671	85,954	6,690	87,797	0
10300	HEALTH INSURANCE	106,020	106,020	106,020	106,020	8,376	108,063	1
10325	DISABILITY INSURANCE	4,022	4,101	4,101	4,081	324	4,170	1
10350	LIFE INSURANCE	1,174	1,182	1,182	1,182	94	1,205	1
10375	DENTAL INSURANCE	7,945	7,945	7,945	7,945	628	8,098	1
10400	WORKERS COMP	6,936	5,540	5,540	4,819	363	4,903	11-
10500	401(A) MATCH PLAN	8,920	7,834	5,600	7,834	423	8,002	2
10510	CERF-EMPLOYER PD CONTRIBUTION	2,914	3,200	2,915	0	0	3,200	0
	SUBTOTAL *****	1,339,921	1,361,629	1,334,539	1,341,425	104,346	1,373,119	0
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	24,177	24,698	25,000	25,505	138	25,505	3
23000	OFFICE SUPPLIES	12,874	12,396	12,396	15,196	0	15,196	22
23001	PRINTING	141	1,193	850	925	0	925	22-
23050	OTHER SUPPLIES	528	50	250	250	0	250	400
23300	UNIFORMS	107	100	100	100	0	100	0
23850	MINOR EQUIP & TOOLS (<\$1000)	345	275	275	275	0	275	0
	SUBTOTAL *****	38,174	38,712	38,871	42,251	138	42,251	9
	DUES TRAVEL & TRAINING							
37000	DUES	5,010	5,260	5,110	5,235	430	5,235	0
37200	SEMINARS/CONFERENCE/MEETING	1,400	1,745	1,620	1,745	230	1,745	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	783	935	550	532	0	532	43-
37230	MEALS & LODGING-TRAINING	2,089	3,347	3,200	3,162	452	3,162	5-
	SUBTOTAL *****	9,282	11,287	10,480	10,674	1,112	10,674	5-
	UTILITIES							
48000	TELEPHONES	9,676	12,000	10,500	11,000	0	11,000	8-
48050	CELLULAR TELEPHONES	675	648	625	648	0	648	0
	SUBTOTAL *****	10,351	12,648	11,125	11,648	0	11,648	7-
	VEHICLE EXPENSE							
59000	MOTORFUEL/GASOLINE	5,352	5,400	6,200	6,720	0	6,720	24
59030	MOTOR VEHICLE LICENSE FEE	128	59	77	154	0	154	161
59100	VEHICLE REPAIRS	2,715	1,500	1,500	3,000	0	3,000	100
59105	TIRES	292	690	230	690	0	690	0
59200	LOCAL MILEAGE	444	1,000	500	1,000	0	1,000	0
	SUBTOTAL *****	8,933	8,649	8,507	11,564	0	11,564	33
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	3,629	3,632	3,556	3,566	0	3,566	1-
60200	EQUIP REPAIRS/MAINTENANCE	0	200	281	300	0	300	50
	SUBTOTAL *****	3,629	3,832	3,837	3,866	0	3,866	0
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	0	0	0	35	0	35	0

# Prosecuting Attorney Operations

1261 PROSECUTING ATTORNEY  
100 GENERAL FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
71100	OUTSIDE SERVICES	49	1,000	100	1,000	0	1,000	0
71105	LEGAL SERVICES	2,432	0	0	0	0	0	0
71500	BUILDING USE/RENT CHARGE	146,621	140,360	140,360	152,599	0	152,599	8
71600	EQUIP LEASES & METER CHR	206	205	205	205	0	205	0
	SUBTOTAL *****	149,310	141,565	140,665	153,839	0	153,839	8
	FIXED ASSET ADDITIONS							
91301	COMPUTER HARDWARE	0	200	198	0	0	0	0
	SUBTOTAL *****	0	200	198	0	0	0	0
	TOTAL EXPENDITURES *****	1,559,602	1,578,522	1,548,222	1,575,267	105,596	1,606,961	1

## 1262 VICTIM WITNESS

100 GENERAL FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
3411	FEDERAL GRANT REIMBURSE	41,928	52,693	52,693	51,817	0	51,817	1-
	SUBTOTAL *****	41,928	52,693	52,693	51,817	0	51,817	1-
	MISCELLANEOUS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	41,928	52,693	52,693	51,817	0	51,817	1-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	111,892	121,203	117,967	131,820	0	115,420	4-
10110	OVERTIME	484	500	500	500	0	500	0
10200	FICA	5,065	5,649	5,085	10,122	2,330	8,709	54
10300	HEALTH INSURANCE	9,500	9,500	9,500	14,250	3,562	13,062	37
10325	DISABILITY INSURANCE	260	248	248	397	113	360	45
10350	LIFE INSURANCE	114	106	106	159	40	146	37
10375	DENTAL INSURANCE	712	712	712	1,068	267	979	37
10400	WORKERS COMP	297	217	195	396	92	336	54
10500	401(A) MATCH PLAN	680	663	412	1,053	285	948	42
10600	UNEMPLOYMENT BENEFITS	412	0	0	0	0	0	0
	SUBTOTAL *****	129,419	138,798	134,725	159,765	6,689	140,460	1
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	369	415	365	415	0	415	0
23000	OFFICE SUPPLIES	1,388	1,940	1,940	1,940	0	1,940	0
23001	PRINTING	65	140	380	250	0	250	78
23050	OTHER SUPPLIES	71	250	100	250	0	250	0
23850	MINOR EQUIP & TOOLS (<\$1000)	636	750	500	750	0	750	0
	SUBTOTAL *****	2,531	3,495	3,285	3,605	0	3,605	3
	DUES TRAVEL & TRAINING							
37000	DUES	200	400	400	400	0	400	0
37200	SEMINARS/CONFERENCE/MEETING	345	330	345	430	0	430	30
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	263	182	76	182	0	182	0
37230	MEALS & LODGING-TRAINING	320	442	672	734	0	734	66
	SUBTOTAL *****	1,128	1,354	1,493	1,746	0	1,746	28
	UTILITIES							
48000	TELEPHONES	2,034	1,850	1,950	1,950	0	1,950	5
	SUBTOTAL *****	2,034	1,850	1,950	1,950	0	1,950	5
	OTHER							
84010	RECEPTION/MEETINGS	150	150	135	150	0	150	0
84600	COURT COSTS	4,542	3,500	3,500	3,500	0	3,500	0
84700	WITNESS EXPENSES	15,318	5,500	5,500	5,500	0	5,500	0
84800	TRANSCRIPTS-CRIMINAL	7,002	4,850	4,850	4,850	0	4,850	0
	SUBTOTAL *****	27,013	14,000	13,985	14,000	0	14,000	0
	TOTAL EXPENDITURES *****	162,127	159,497	155,438	181,066	6,689	161,761	1

# Prosecuting Attorney Operations

## 1264 PA RETIREMENT

100 GENERAL FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
86790	MO PROSECUTOR'S RETIREMEN OTHER	7,752	7,752	7,752	7,752	0	7,752	0
	SUBTOTAL *****	<u>7,752</u>	<u>7,752</u>	<u>7,752</u>	<u>7,752</u>	<u>0</u>	<u>7,752</u>	<u>0</u>
	TOTAL EXPENDITURES *****	7,752	7,752	7,752	7,752	0	7,752	0

## 2600 PA TRAINING

260 PA TRAINING FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
3540	CHARGES FOR SERVICES DEFENDANT CRT COSTS&RECOUPMENT	5,124	4,850	4,500	4,500	0	4,500	7-
	SUBTOTAL *****	<u>5,124</u>	<u>4,850</u>	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>4,500</u>	<u>7-</u>
	INTEREST							
3711	INT-OVERNIGHT	2	2	2	2	0	2	0
3712	INT-LONG TERM INVEST	36	8	37	37	0	37	362
3798	INC/DEC IN FV OF INVESTMENTS	5-	10	20-	20-	0	20-	300-
	SUBTOTAL *****	<u>32</u>	<u>20</u>	<u>19</u>	<u>19</u>	<u>0</u>	<u>19</u>	<u>5-</u>
	TOTAL REVENUES *****	5,157	4,870	4,519	4,519	0	4,519	7-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	1,830	1,840	1,840	1,725	0	1,725	6-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	993	910	910	664	0	664	27-
37230	MEALS & LODGING-TRAINING	2,907	3,094	2,500	3,225	0	3,225	4
	SUBTOTAL *****	<u>5,731</u>	<u>5,844</u>	<u>5,250</u>	<u>5,614</u>	<u>0</u>	<u>5,614</u>	<u>3-</u>
	TOTAL EXPENDITURES *****	5,731	5,844	5,250	5,614	0	5,614	3-

# Prosecuting Attorney Operations

## 2610 PA TAX COLLECTION

261 PA TAX COLLECTION FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	30,232	40,000	40,000	40,000	0	40,000	0
	SUBTOTAL *****	30,232	40,000	40,000	40,000	0	40,000	0
	INTEREST							
3711	INT-OVERNIGHT	13	10	15	15	0	15	50
3712	INT-LONG TERM INVEST	245	175	300	300	0	300	71
3798	INC/DEC IN FV OF INVESTMENTS	43-	65	160-	160-	0	160-	346-
	SUBTOTAL *****	215	250	155	155	0	155	38-
	MISCELLANEOUS							
3826	PRIOR YEAR COST REPAYMENT	348	0	0	0	0	0	0
	SUBTOTAL *****	348	0	0	0	0	0	0
	TOTAL REVENUES *****	30,795	40,250	40,155	40,155	0	40,155	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	42,381	44,127	37,949	44,127	0	44,127	0
10110	OVERTIME	198	100	900	900	0	900	800
10200	FICA	3,257	3,383	2,972	3,444	0	3,444	1
10400	WORKERS COMP	195	154	154	135	0	135	12-
	SUBTOTAL *****	46,032	47,764	41,975	48,606	0	48,606	1
	MATERIALS & SUPPLIES							
22000	POSTAGE	165	155	640	650	0	650	319
22500	SUBSCRIPTIONS/PUBLICATIONS	310	310	310	310	0	310	0
23000	OFFICE SUPPLIES	988	1,000	1,000	1,000	0	1,000	0
23001	PRINTING	0	70	75	75	0	75	7
23050	OTHER SUPPLIES	0	50	50	50	0	50	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	100	0	100	0	100	0
	SUBTOTAL *****	1,464	1,685	2,075	2,185	0	2,185	29
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	100	0	100	0	100	0
	SUBTOTAL *****	0	100	0	100	0	100	0
	FIXED ASSET ADDITIONS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	47,497	49,549	44,050	50,891	0	50,891	2

## 2620 PA CONTINGENCY

262 PA CONTINGENCY FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
3569	CHARGES FOR SERVICES OTHER FEES	19,027	20,000	19,851	20,000	0	20,000	0
	SUBTOTAL *****	19,027	20,000	19,851	20,000	0	20,000	0
	INTEREST							
3711	INT-OVERNIGHT	2	5	0	0	0	0	0
3712	INT-LONG TERM INVEST	41	65	0	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	327	35	0	0	0	0	0
	SUBTOTAL *****	371	105	0	0	0	0	0
	TOTAL REVENUES *****	19,399	20,105	19,851	20,000	0	20,000	0
	CONTRACTUAL SERVICES							
71105	LEGAL SERVICES	0	500	0	500	0	500	0
	SUBTOTAL *****	0	500	0	500	0	500	0
	OTHER							
84600	COURT COSTS	1,632	3,000	3,500	3,000	0	3,000	0
84700	WITNESS EXPENSES	4,857	6,500	6,500	6,500	0	6,500	0
84800	TRANSCRIPTS-CRIMINAL	13,509	9,500	10,000	9,500	0	9,500	0
85400	CRIMINAL INVESTIGATION	0	500	0	500	0	500	0
	SUBTOTAL *****	20,000	19,500	20,000	19,500	0	19,500	0
	TOTAL EXPENDITURES *****	20,000	20,000	20,000	20,000	0	20,000	0

# Prosecuting Attorney Operations

## 2630 PA BAD CHECK COLLECTIONS

263 PA BAD CHECK FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	76,558	85,000	75,000	75,000	0	75,000	11-
	SUBTOTAL *****	76,558	85,000	75,000	75,000	0	75,000	11-
	INTEREST							
3711	INT-OVERNIGHT	26	25	25	25	0	25	0
3712	INT-LONG TERM INVEST	473	400	490	450	0	450	12
3798	INC/DEC IN FV OF INVESTMENTS	82-	140	250-	250-	0	250-	278-
	SUBTOTAL *****	417	565	265	225	0	225	60-
	MISCELLANEOUS							
3826	PRIOR YEAR COST REPAYMENT	1,291	0	0	0	0	0	0
3835	SALE OF COUNTY FIXED ASSET	2	0	0	0	0	0	0
3892	DEPOSIT OVERAGE	58	75	65	65	0	65	13-
	SUBTOTAL *****	1,351	75	65	65	0	65	13-
	TOTAL REVENUES *****	78,327	85,640	75,330	75,290	0	75,290	12-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	74,070	76,642	74,614	78,255	24,091-	54,164	29-
10110	OVERTIME	1,087	150	900	900	0	900	500
10200	FICA	8,170	9,213	9,265	6,055	4,173-	4,212	54-
10300	HEALTH INSURANCE	17,480	17,480	17,480	12,730	5,605-	10,687	38-
10325	DISABILITY INSURANCE	435	445	448	289	202-	200	55-
10350	LIFE INSURANCE	185	195	195	142	63-	119	38-
10375	DENTAL INSURANCE	1,310	1,310	1,310	954	420-	801	38-
10400	WORKERS COMP	540	451	465	237	176-	153	66-
10500	401(A) MATCH PLAN	1,680	1,338	1,075	940	453-	772	42-
	SUBTOTAL *****	104,960	107,224	105,752	100,502	35,183-	72,008	32-
	MATERIALS & SUPPLIES							
22000	POSTAGE	1,685	2,205	1,275	1,275	0	1,275	42-
22500	SUBSCRIPTIONS/PUBLICATIONS	1,459	0	0	0	0	0	0
23000	OFFICE SUPPLIES	2,790	1,500	1,000	1,000	0	1,000	33-
23001	PRINTING	440	1,395	875	875	0	875	37-
23050	OTHER SUPPLIES	257	238	12	250	0	250	5
23850	MINOR EQUIP & TOOLS (<\$1000)	0	300	511	300	0	300	0
23855	FURNITURE/FIXTURE <\$1000	125	0	0	0	0	0	0
	SUBTOTAL *****	6,758	5,638	3,673	3,700	0	3,700	34-
	DUES TRAVEL & TRAINING							
37000	DUES	430	430	430	430	0	430	0
	SUBTOTAL *****	430	430	430	430	0	430	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	502	502	502	502	0	502	0
60200	EQUIP REPAIRS/MAINTENANCE	70	0	0	0	0	0	0
	SUBTOTAL *****	572	502	502	502	0	502	0
	CONTRACTUAL SERVICES							
	SUBTOTAL *****	0	0	0	0	0	0	0
	OTHER							
86896	DEPOSIT SHORTAGE	3	50	0	50	0	50	0
	SUBTOTAL *****	3	50	0	50	0	50	0
	TOTAL EXPENDITURES *****	112,724	113,844	110,357	105,184	35,183-	76,690	32-

# Prosecuting Attorney Operations

## 2640 PA FORFEITURE MONEY

264 PA FORFEITURE FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
	INTEREST							
3711	INT-OVERNIGHT	5	5	9	9	0	9	80
3712	INT-LONG TERM INVEST	98	75	199	175	0	175	133
3798	INC/DEC IN FV OF INVESTMENTS	24-	25	84-	0	0	0	0
	SUBTOTAL *****	79	105	124	184	0	184	75
	TOTAL REVENUES *****	79	105	124	184	0	184	75
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	0	575	0	575	0	575	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	750	0	750	0	750	0
37230	MEALS & LODGING-TRAINING	0	1,125	0	1,125	0	1,125	0
	SUBTOTAL *****	0	2,450	0	2,450	0	2,450	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	11,050	0	5,160	0	5,160	53-
	SUBTOTAL *****	0	11,050	0	5,160	0	5,160	53-
	FIXED ASSET ADDITIONS							
91301	COMPUTER HARDWARE	0	0	0	0	2,100	2,100	0
91302	COMPUTER SOFTWARE	0	0	0	0	800	800	0
92301	REPLC COMPUTER HDWR	0	0	0	0	2,520	2,520	0
92302	REPLC COMPUTER SOFTWARE	0	0	0	0	470	470	0
	SUBTOTAL *****	0	0	0	0	5,890	5,890	0
	TOTAL EXPENDITURES *****	0	13,500	0	7,610	5,890	13,500	0

## 2903 PROSECUTING ATTRNY-LE SALES TX

290 LAW ENFORCEMENT SERVICES FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
	PERSONAL SERVICES							
10100	SALARIES & WAGES	226,251	226,782	220,052	222,060	0	222,060	2-
10110	OVERTIME	2,381	2,500	2,750	2,500	0	2,500	0
10120	HOLIDAY WORKED	86	100	0	0	0	0	0
10200	FICA	16,676	17,547	16,496	17,178	0	17,178	2-
10300	HEALTH INSURANCE	23,750	23,750	23,750	23,750	0	23,750	0
10325	DISABILITY INSURANCE	836	839	839	821	0	821	2-
10350	LIFE INSURANCE	264	265	265	265	0	265	0
10375	DENTAL INSURANCE	1,780	1,780	1,780	1,780	0	1,780	0
10400	WORKERS COMP	1,013	802	802	673	0	673	16-
10500	401(A) MATCH PLAN	1,280	1,755	1,020	1,755	0	1,755	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,388	1,560	1,398	0	0	1,560	0
	SUBTOTAL *****	275,707	277,680	269,152	270,782	0	272,342	1-
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	971	1,000	1,000	1,000	0	1,000	0
	SUBTOTAL *****	971	1,000	1,000	1,000	0	1,000	0
	DUES TRAVEL & TRAINING							
37000	DUES	1,010	1,485	1,540	1,590	0	1,590	7
37200	SEMINARS/CONFEREN/MEETING	585	460	490	460	0	460	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	507	364	266	152	0	152	58-
37230	MEALS & LODGING-TRAINING	320	734	774	734	0	734	0
	SUBTOTAL *****	2,422	3,043	3,070	2,936	0	2,936	3-
	UTILITIES							
48000	TELEPHONES	1,816	1,860	1,805	1,860	0	1,860	0
	SUBTOTAL *****	1,816	1,860	1,805	1,860	0	1,860	0
	TOTAL EXPENDITURES *****	280,918	283,583	275,027	276,578	0	278,138	1-

# Prosecuting Attorney Operations

## 2971 PA - VIOLENCE AGAINST WOMEN

297 RECOVERY ACT GRANTS - REIMB

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
3411	FEDERAL GRANT REIMBURSE	39,026	121,127	113,969	0	0	39,528	67-
	SUBTOTAL *****	39,026	121,127	113,969	0	0	39,528	67-
	TOTAL REVENUES *****	39,026	121,127	113,969	0	0	39,528	67-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	31,561	101,088	95,406	101,088	0	33,048	67-
10200	FICA	2,349	7,733	7,128	7,733	0	2,529	67-
10300	HEALTH INSURANCE	3,168	9,500	9,500	9,500	0	3,168	66-
10325	DISABILITY INSURANCE	74	374	374	374	0	122	67-
10350	LIFE INSURANCE	26	106	106	106	0	35	66-
10375	DENTAL INSURANCE	240	712	712	712	0	240	66-
10400	WORKERS COMP	152	353	353	303	0	101	71-
10500	401(A) MATCH PLAN	215	702	390	702	0	270	61-
	SUBTOTAL *****	37,787	120,568	113,969	120,518	0	39,513	67-
	FIXED ASSET ADDITIONS							
91301	COMPUTER HARDWARE	1,225	0	0	0	0	0	0
	SUBTOTAL *****	1,225	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	39,013	120,568	113,969	120,518	0	39,513	67-

## 2981 JAG - RECOVERY ACT/STIMULUS

298 RECOVERY ACT STIMULUS FUND

ACCT	DESCRIPTION	2009 ACTUAL	2010 BUDGET + REVISIONS	2010 PROJECTED	2011 CORE REQUEST	2011 SUPPLEMENTAL REQUEST	2011 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
3411	FEDERAL GRANT REIMBURSE	293,288	34,690	34,690	0	0	0	0
	SUBTOTAL *****	293,288	34,690	34,690	0	0	0	0
	INTEREST							
3711	INT-OVERNIGHT	31	0	7	0	0	0	0
3712	INT-LONG TERM INVEST	534	0	143	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	260-	0	998	0	0	0	0
	SUBTOTAL *****	305	0	1,148	0	0	0	0
	TOTAL REVENUES *****	293,593	34,690	35,838	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	14,047	7,744	7,744	0	0	0	0
10110	OVERTIME	293	0	0	0	0	0	0
10120	HOLIDAY WORKED	513	0	0	0	0	0	0
10200	FICA	1,136	593	593	0	0	0	0
10400	WORKERS COMP	99	0	0	0	0	0	0
	SUBTOTAL *****	16,088	8,337	8,337	0	0	0	0
	MATERIALS & SUPPLIES							
23200	AMMUNITION	2,077	0	0	0	0	0	0
23850	MINOR EQUIP & TOOLS (<\$1000)	12,015	0	0	0	0	0	0
	SUBTOTAL *****	14,092	0	0	0	0	0	0
	CONTRACTUAL SERVICES							
71250	FED GRANT PMT TO SUBRECIPIENT	196,786	0	0	0	0	0	0
	SUBTOTAL *****	196,786	0	0	0	0	0	0
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	48,156	5,053	5,053	0	0	0	0
91301	COMPUTER HARDWARE	301	0	0	0	0	0	0
91302	COMPUTER SOFTWARE	1,850	0	0	0	0	0	0
92300	REPLCMENT MACH & EQUIP	18,089	20,676	20,676	0	0	0	0
	SUBTOTAL *****	68,397	25,729	25,729	0	0	0	0
	TOTAL EXPENDITURES *****	295,365	34,066	34,066	0	0	0	0

Decimal values have been truncated.



# Prosecuting Attorney - 2012 Combined Budget Summary

## Description of Funding Sources

The Boone County Prosecuting Attorney provides prosecution services on behalf of the State of Missouri. These services are primarily funded with appropriations from the General Fund and supplemented with additional revenues from a variety of special revenues funds. The funding sources include the following:

- General Fund
  - Prosecuting Attorney (1261)
  - Victim & Witness (1262)
  - Prosecuting Attorney Retirement (1264)
  - Child Support Enforcement (1263)
  
- PA Training Fund (2600)
- PA Tax Collection Fund (2610)
- PA Contingency Fund (2620)
- PA Bad Check Collection Fund (2630)
- PA Forfeiture Fund (2640)
- Law Enforcement Services Fund (2903)
- PA – Violence Against Women Grant (Federal Stimulus/ARRA grant; 2971)
- Justice Assistance Grant (JAG) – PA (Federal Stimulus/ARRA grant; 2981)

The annual budgets from these various resources are combined and presented on the following pages as follows:

- Prosecuting Attorney- General Operations (1261, 1262, 1264, 2600, 2620, 2640, 2903, 2971, 2981)
- Child Support Enforcement (1263)
- PA Tax Collection (2610)
- PA Bad Check Collection (2630)

The County Commission establishes and approves the appropriations for all budgets except for the PA Tax Collection Fund and the PA Bad Check Fund; these budgets are established and approved by the Prosecuting Attorney.

# Prosecuting Attorney Summary

## Budget Summary

Fund	Dept	Department Name	2010	2011	2012	2012	2012	2012
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
<b>Prosecuting Attorney Operations</b>								
100	1261	Prosecuting Attorney	\$ 1,702,781	\$ 1,541,303	\$ 1,405,707	\$ 203,215	\$ 10,500	\$ 1,619,422
100	1262	Victim Witness	153,104	173,254	186,158	21,820	-	207,978
100	1264	PA Retirement	7,752	7,752	-	7,752	-	7,752
260	2600	PA Training	5,377	3,596	-	4,668	-	4,668
261	2610	PA Tax Collection	43,948	73,300	80,687	3,057	-	83,744
262	2620	PA Contingency	19,964	20,000	-	20,000	-	20,000
263	2630	PA Bad Check Collections	111,362	54,636	42,339	2,407	-	44,746
264	2640	PA Forfeiture Money	-	8,917	-	3,075	-	3,075
290	2903	PA-Law Enf Sales Tax	273,568	270,790	292,826	5,734	-	298,560
297	2971	PA-Violence Against Women	113,893	37,161	-	-	-	-
298	2981	JAG Recovery Act/Stimulus	8,337	-	-	-	-	-
		<b>Subtotal</b>	<u>2,440,086</u>	<u>2,190,709</u>	<u>2,007,717</u>	<u>271,728</u>	<u>10,500</u>	<u>2,289,945</u>
<b>Child Support Enforcement</b>								
100	1263	IV-D Child Support	392,105	356,230	323,273	50,036	-	373,309
		<b>Subtotal</b>	<u>392,105</u>	<u>356,230</u>	<u>323,273</u>	<u>50,036</u>	<u>-</u>	<u>373,309</u>
		<b>Total</b>	<u>\$ 2,832,191</u>	<u>\$ 2,546,939</u>	<u>\$ 2,330,990</u>	<u>\$ 321,764</u>	<u>\$ 10,500</u>	<u>\$ 2,663,254</u>

# Prosecuting Attorney Operations

## Performance Measures

Performance Measure	2010 Actual	2011 Estimated	2012 Projected
Number of Felonies Filed	1,540	1,660	1,675
Number of Misdemeanors Filed	4,389	3,400	3,500
Number of Traffic Cases Filed	3,427	3,550	3,500
Total Number of Cases Filed	9,356	8,610	8,675

## Annual Budget

### 1261 PROSECUTING ATTORNEY

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLEMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
100	GENERAL FUND							
3411	INTERGOVERNMENTAL REVENUE FEDERAL GRANT REIMBURSE	58,855	58,855	58,855	58,855	0	79,003	34
	SUBTOTAL *****	58,855	58,855	58,855	58,855	0	79,003	34
	CHARGES FOR SERVICES							
3528	REIMB PERSONNEL/PROJECTS	26,203	25,346	25,346	25,346	0	25,346	0
3560	COLLECTION FEES	45,913	40,000	70,000	70,000	0	70,000	75
3574	P.A. FEES	127,830	140,000	125,000	125,000	0	125,000	10-
	SUBTOTAL *****	199,947	205,346	220,346	220,346	0	220,346	7
	TOTAL REVENUES *****	258,802	264,201	279,201	279,201	0	299,349	13
	PERSONAL SERVICES							
10100	SALARIES & WAGES	1,098,150	1,127,181	1,118,441	1,149,184	1,955	1,158,652	2
10110	OVERTIME	16,065	20,000	18,500	20,000	0	20,000	0
10120	HOLIDAY WORKED	68	500	159	250	0	250	50-
10200	FICA	82,332	87,797	84,818	89,461	150	90,186	2
10300	HEALTH INSURANCE	106,020	108,063	108,063	108,062	0	108,062	0
10325	DISABILITY INSURANCE	4,020	4,170	4,170	3,332	7	3,361	19-
10350	LIFE INSURANCE	1,178	1,205	1,205	1,069	0	1,069	11-
10375	DENTAL INSURANCE	7,945	8,098	8,098	8,099	0	8,099	0
10400	WORKERS COMP	5,540	4,903	4,903	4,634	6	4,843	1-
10500	401 (A) MATCH PLAN	5,791	8,002	6,255	7,985	0	7,985	0
10510	CERF-EMPLOYER PD CONTRIBUTION	2,914	3,200	2,915	0	0	3,200	0
	SUBTOTAL *****	1,330,026	1,373,119	1,357,527	1,392,076	2,118	1,405,707	2
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	27,675	25,505	26,845	26,845	0	26,845	5
23000	OFFICE SUPPLIES	9,748	15,196	15,196	12,984	0	12,984	14-
23001	PRINTING	265	925	650	800	0	800	13-
23050	OTHER SUPPLIES	102	250	250	250	0	250	0
23200	AMMUNITION	0	0	260	275	0	275	0
23300	UNIFORMS	0	100	100	100	0	100	0
23850	MINOR EQUIP & TOOLS (<\$1000)	326	275	485	275	0	275	0
	SUBTOTAL *****	38,119	42,251	43,786	41,529	0	41,529	1-
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	5,115	5,235	5,165	5,670	0	5,670	8
37200	SEMINARS/CONFEREN/MEETING	1,755	1,745	1,420	1,650	0	1,650	5-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	461	532	700	539	0	539	1
37230	MEALS & LODGING-TRAINING	2,629	3,162	2,050	2,945	0	2,945	6-
	SUBTOTAL *****	9,960	10,674	9,335	10,804	0	10,804	1
	UTILITIES							
48000	TELEPHONES	9,457	11,000	10,500	11,000	264	11,264	2
48050	CELLULAR TELEPHONES	628	648	1,139	1,068	0	1,068	64
	SUBTOTAL *****	10,085	11,648	11,639	12,068	264	12,332	5
	VEHICLE EXPENSE							
59000	MOTORFUEL/GASOLINE	6,723	6,720	8,500	9,300	0	9,300	38
59030	MOTOR VEHICLE LICENSE FEE	55	154	99	50	0	50	67-
59100	VEHICLE REPAIRS/MAINTENANCE	1,093	3,000	2,070	1,500	0	1,500	50-
59105	TIRES	460	690	345	690	0	690	0
59200	LOCAL MILEAGE	230	1,000	500	1,000	0	1,000	0
	SUBTOTAL *****	8,563	11,564	11,514	12,540	0	12,540	8

# Prosecuting Attorney Operations

1261 PROSECUTING ATTORNEY  
100 GENERAL FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLEMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
60050	EQUIP & BLDG MAINTENANCE							
	EQUIP SERVICE CONTRACT	3,555	3,566	3,566	3,566	0	3,566	0
60200	EQUIP REPAIRS/MAINTENANCE	167	300	250	300	0	300	0
	<b>SUBTOTAL *****</b>	<b>3,722</b>	<b>3,866</b>	<b>3,816</b>	<b>3,866</b>	<b>0</b>	<b>3,866</b>	<b>0</b>
	<b>CONTRACTUAL SERVICES</b>							
71000	INSURANCE AND BONDS	62	35	30	0	0	0	0
71100	OUTSIDE SERVICES	0	1,000	685	1,000	0	1,000	0
71500	BUILDING USE/RENT CHARGE	140,360	152,599	152,599	121,073	0	121,073	20-
71600	EQUIP LEASES & METER CHRG	205	205	134	71	0	71	65-
	<b>SUBTOTAL *****</b>	<b>140,627</b>	<b>153,839</b>	<b>153,448</b>	<b>122,144</b>	<b>0</b>	<b>122,144</b>	<b>20-</b>
	<b>FIXED ASSET ADDITIONS</b>							
91301	COMPUTER HARDWARE	198	0	0	0	0	0	0
92300	REPLCMENT MACH & EQUIP	0	0	0	0	10,500	10,500	0
92400	REPLCMENT AUTO/TRUCKS	0	23,425	23,425	0	0	0	0
	<b>SUBTOTAL *****</b>	<b>198</b>	<b>23,425</b>	<b>23,425</b>	<b>0</b>	<b>10,500</b>	<b>10,500</b>	<b>55-</b>
	<b>TOTAL EXPENDITURES *****</b>	<b>1,541,303</b>	<b>1,630,386</b>	<b>1,614,490</b>	<b>1,595,027</b>	<b>12,882</b>	<b>1,619,422</b>	<b>0</b>

## 1262 VICTIM WITNESS

100 GENERAL FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLEMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
3411	FEDERAL GRANT REIMBURSE	46,083	51,817	61,909	48,774	0	63,519	22
	<b>SUBTOTAL *****</b>	<b>46,083</b>	<b>51,817</b>	<b>61,909</b>	<b>48,774</b>	<b>0</b>	<b>63,519</b>	<b>22</b>
	<b>CHARGES FOR SERVICES</b>							
	<b>SUBTOTAL *****</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES *****</b>	<b>46,083</b>	<b>51,817</b>	<b>61,909</b>	<b>48,774</b>	<b>0</b>	<b>63,519</b>	<b>22</b>
	<b>PERSONAL SERVICES</b>							
10100	SALARIES & WAGES	115,767	115,420	127,671	133,968	0	156,885	35
10110	OVERTIME	547	500	1,500	1,500	1,000	1,500	200
10120	HOLIDAY WORKED	0	0	196	200	0	200	0
10200	FICA	4,575	8,709	7,890	10,378	0	10,378	19
10300	HEALTH INSURANCE	9,500	13,062	13,062	14,250	0	14,250	9
10325	DISABILITY INSURANCE	192	360	360	317	3	317	11-
10350	LIFE INSURANCE	105	146	146	141	0	141	3-
10375	DENTAL INSURANCE	712	979	979	1,068	0	1,068	9
10400	WORKERS COMP	217	336	336	366	4	366	8
10500	401(A) MATCH PLAN	405	948	780	1,053	0	1,053	11
	<b>SUBTOTAL *****</b>	<b>132,022</b>	<b>140,460</b>	<b>152,920</b>	<b>163,241</b>	<b>1,007</b>	<b>186,158</b>	<b>32</b>
	<b>MATERIALS &amp; SUPPLIES</b>							
22500	SUBSCRIPTIONS/PUBLICATIONS	176	415	355	318	0	318	23-
23000	OFFICE SUPPLIES	1,198	1,940	1,940	1,940	0	1,940	0
23001	PRINTING	325	250	250	250	0	250	0
23050	OTHER SUPPLIES	21	250	250	250	0	250	0
23850	MINOR EQUIP & TOOLS (<\$1000)	530	750	550	750	0	750	0
	<b>SUBTOTAL *****</b>	<b>2,253</b>	<b>3,605</b>	<b>3,345</b>	<b>3,508</b>	<b>0</b>	<b>3,508</b>	<b>2-</b>
	<b>DUES TRAVEL &amp; TRAINING</b>							
37000	DUES & PROF CERTS/LICENSE	200	400	400	400	0	400	0
37200	SEMINARS/CONFEREN/MEETING	345	430	230	460	0	460	6
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	75	182	154	154	0	154	15-
37230	MEALS & LODGING-TRAINING	513	734	454	758	0	758	3
	<b>SUBTOTAL *****</b>	<b>1,133</b>	<b>1,746</b>	<b>1,238</b>	<b>1,772</b>	<b>0</b>	<b>1,772</b>	<b>1</b>
	<b>UTILITIES</b>							
48000	TELEPHONES	1,889	1,950	1,750	1,890	0	1,890	3-
	<b>SUBTOTAL *****</b>	<b>1,889</b>	<b>1,950</b>	<b>1,750</b>	<b>1,890</b>	<b>0</b>	<b>1,890</b>	<b>3-</b>
	<b>OTHER</b>							
84010	RECEPTION/MEETINGS	134	150	80	150	0	150	0
84600	COURT COSTS	3,645	3,500	2,371	3,500	0	3,500	0
84700	WITNESS EXPENSES	7,163	13,000	9,950	6,000	0	6,000	53-
84800	TRANSCRIPTS-CRIMINAL	4,862	4,850	1,600	5,000	0	5,000	3
	<b>SUBTOTAL *****</b>	<b>15,805</b>	<b>21,500</b>	<b>14,001</b>	<b>14,650</b>	<b>0</b>	<b>14,650</b>	<b>31-</b>
	<b>TOTAL EXPENDITURES *****</b>	<b>153,104</b>	<b>169,261</b>	<b>173,254</b>	<b>185,061</b>	<b>1,007</b>	<b>207,978</b>	<b>22</b>

# Prosecuting Attorney Operations

## 1264 PA RETIREMENT

100 GENERAL FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
86790	OTHER MO PROSECUTOR'S RETIREMEN	7,752	7,752	7,752	7,752	0	7,752	0
	SUBTOTAL *****	7,752	7,752	7,752	7,752	0	7,752	0
	TOTAL EXPENDITURES *****	7,752	7,752	7,752	7,752	0	7,752	0

## 2600 PA TRAINING

260 PA TRAINING FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
3540	CHARGES FOR SERVICES DEFENDANT CRT COSTS&RECOUPMENT	4,438	4,500	4,500	4,700	0	4,700	4
	SUBTOTAL *****	4,438	4,500	4,500	4,700	0	4,700	4
	INTEREST							
3711	INT-OVERNIGHT	1	2	3	2	0	2	0
3712	INT-LONG TERM INVEST	33	37	17	17	0	17	54-
3798	INC/DEC IN FV OF INVESTMENTS	22-	20-	11	11	0	11	155-
	SUBTOTAL *****	11	19	31	30	0	30	57
	TOTAL REVENUES *****	4,449	4,519	4,531	4,730	0	4,730	4
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	1,830	1,725	1,640	1,380	0	1,380	20-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	830	664	587	588	0	588	11-
37230	MEALS & LODGING-TRAINING	2,717	3,225	1,369	2,700	0	2,700	16-
	SUBTOTAL *****	5,377	5,614	3,596	4,668	0	4,668	16-
	TOTAL EXPENDITURES *****	5,377	5,614	3,596	4,668	0	4,668	16-

## 2610 PA TAX COLLECTION

261 PA TAX COLLECTION FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	45,913	40,000	70,000	70,000	0	70,000	75
	SUBTOTAL *****	45,913	40,000	70,000	70,000	0	70,000	75
	INTEREST							
3711	INT-OVERNIGHT	15	15	20	20	0	20	33
3712	INT-LONG TERM INVEST	326	300	132	132	0	132	56-
3798	INC/DEC IN FV OF INVESTMENTS	211-	160-	63	63	0	63	139-
	SUBTOTAL *****	130	155	215	215	0	215	38
	TOTAL REVENUES *****	46,043	40,155	70,215	70,215	0	70,215	74
	PERSONAL SERVICES							
10100	SALARIES & WAGES	37,947	62,512	62,346	64,064	0	64,064	2
10110	OVERTIME	1,148	3,400	3,165	2,900	0	2,900	14-
10200	FICA	2,990	4,851	5,012	5,122	0	5,122	5
10300	HEALTH INSURANCE	0	0	0	7,125	0	7,125	0
10325	DISABILITY INSURANCE	0	0	0	166	0	166	19-
10350	LIFE INSURANCE	0	206	0	70	0	70	0
10375	DENTAL INSURANCE	0	0	0	534	0	534	0
10400	WORKERS COMP	154	191	135	180	0	180	5-
10500	401 (A) MATCH PLAN	0	0	0	526	0	526	0
	SUBTOTAL *****	42,240	71,160	70,658	80,687	0	80,687	13
	MATERIALS & SUPPLIES							
22000	POSTAGE	648	1,400	1,300	1,400	0	1,400	0
22500	SUBSCRIPTIONS/PUBLICATIONS	310	310	332	332	0	332	7
23000	OFFICE SUPPLIES	749	1,000	1,000	1,000	0	1,000	0
23001	PRINTING	0	75	0	75	0	75	0
23050	OTHER SUPPLIES	0	50	0	50	0	50	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	100	0	100	0	100	0
	SUBTOTAL *****	1,707	2,935	2,632	2,957	0	2,957	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	100	10	100	0	100	0
	SUBTOTAL *****	0	100	10	100	0	100	0
	TOTAL EXPENDITURES *****	43,948	74,195	73,300	83,744	0	83,744	12

# Prosecuting Attorney Operations

## 2620 PA CONTINGENCY

262 PA CONTINGENCY FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLEMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
	CHARGES FOR SERVICES							
3569	OTHER FEES	19,850	20,000	19,965	20,000	0	20,000	0
	SUBTOTAL *****	<u>19,850</u>	<u>20,000</u>	<u>19,965</u>	<u>20,000</u>	<u>0</u>	<u>20,000</u>	<u>0</u>
	INTEREST							
	SUBTOTAL *****	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL REVENUES *****	19,850	20,000	19,965	20,000	0	20,000	0
	CONTRACTUAL SERVICES							
71105	LEGAL SERVICES	0	500	0	500	0	500	0
	SUBTOTAL *****	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>
	OTHER							
84600	COURT COSTS	1,526	3,000	1,915	3,000	0	3,000	0
84700	WITNESS EXPENSES	5,635	6,500	9,094	6,500	0	6,500	0
84800	TRANSCRIPTS-CRIMINAL	12,721	9,500	8,916	9,500	0	9,500	0
85400	CRIMINAL INVESTIGATION	79	500	75	500	0	500	0
	SUBTOTAL *****	<u>19,964</u>	<u>19,500</u>	<u>20,000</u>	<u>19,500</u>	<u>0</u>	<u>19,500</u>	<u>0</u>
	TOTAL EXPENDITURES *****	19,964	20,000	20,000	20,000	0	20,000	0

# Prosecuting Attorney Operations

## 2630 PA BAD CHECK COLLECTIONS

263 PA BAD CHECK FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
3560	CHARGES FOR SERVICES COLLECTION FEES	65,715	75,000	55,000	56,000	0	56,000	25-
	SUBTOTAL *****	65,715	75,000	55,000	56,000	0	56,000	25-
	INTEREST							
3711	INT-OVERNIGHT	17	25	0	0	0	0	0
3712	INT-LONG TERM INVEST	386	450	0	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	220-	250-	173	0	0	0	0
	SUBTOTAL *****	184	225	173	0	0	0	0
	MISCELLANEOUS							
3892	DEPOSIT OVERAGE	54	65	39	25	0	25	61-
	SUBTOTAL *****	54	65	39	25	0	25	61-
	TOTAL REVENUES *****	65,953	75,290	55,212	56,025	0	56,025	25-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	75,377	38,249	34,823	34,417	0	34,417	10-
10110	OVERTIME	1,149	900	900	900	0	900	0
10200	FICA	9,010	2,994	3,886	2,701	0	2,701	9-
10300	HEALTH INSURANCE	17,480	10,687	10,687	3,562	0	3,562	66-
10325	DISABILITY INSURANCE	457	141	200	99	0	99	29-
10350	LIFE INSURANCE	194	119	119	35	0	35	70-
10375	DENTAL INSURANCE	1,310	801	801	267	0	267	66-
10400	WORKERS COMP	451	105	153	95	0	95	9-
10500	401(A) MATCH PLAN	988	772	390	263	0	263	65-
	SUBTOTAL *****	106,419	54,768	51,959	42,339	0	42,339	22-
	MATERIALS & SUPPLIES							
22000	POSTAGE	1,354	1,275	945	950	0	950	25-
23000	OFFICE SUPPLIES	1,138	1,000	500	500	0	500	50-
23001	PRINTING	1,007	875	300	300	0	300	65-
23050	OTHER SUPPLIES	0	250	0	50	0	50	80-
23850	MINOR EQUIP & TOOLS (<\$1000)	510	300	0	100	0	100	66-
	SUBTOTAL *****	4,011	3,700	1,745	1,900	0	1,900	48-
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	430	430	430	0	0	0	0
	SUBTOTAL *****	430	430	430	0	0	0	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	502	502	502	502	0	502	0
	SUBTOTAL *****	502	502	502	502	0	502	0
	OTHER							
86896	DEPOSIT SHORTAGE	0	50	0	5	0	5	90-
	SUBTOTAL *****	0	50	0	5	0	5	90-
	TOTAL EXPENDITURES *****	111,362	59,450	54,636	44,746	0	44,746	24-

# Prosecuting Attorney Operations

## 2640 PA FORFEITURE MONEY

264 PA FORFEITURE FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLEMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
	INTEREST							
3711	INT-OVERNIGHT	9	9	9	9	0	9	0
3712	INT-LONG TERM INVEST	202	175	63	63	0	63	64-
3798	INC/DEC IN FV OF INVESTMENTS	131-	0	30	30	0	30	0
	SUBTOTAL *****	79	184	102	102	0	102	44-
	MISCELLANEOUS							
3835	SALE OF COUNTY FIXED ASSET	0	0	116	0	0	0	0
	SUBTOTAL *****	0	0	116	0	0	0	0
	TOTAL REVENUES *****	79	184	218	102	0	102	44-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	0	575	0	575	0	575	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	750	0	750	0	750	0
37230	MEALS & LODGING-TRAINING	0	1,125	0	750	0	750	33-
	SUBTOTAL *****	0	2,450	0	2,075	0	2,075	15-
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	2,130	0	1,000	0	1,000	53-
	SUBTOTAL *****	0	2,130	0	1,000	0	1,000	53-
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	0	3,000	2,745	0	0	0	0
91301	COMPUTER HARDWARE	0	2,100	2,012	0	0	0	0
91302	COMPUTER SOFTWARE	0	800	207	0	0	0	0
92301	REPLC COMPUTER HDWR	0	2,550	3,235	0	0	0	0
92302	REPLC COMPUTER SOFTWARE	0	470	718	0	0	0	0
	SUBTOTAL *****	0	8,920	8,917	0	0	0	0
	TOTAL EXPENDITURES *****	0	13,500	8,917	3,075	0	3,075	77-

## 2903 PROSECUTING ATTRNY-LE SALES TX

290 LAW ENFORCEMENT SERVICES FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLEMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
	PERSONAL SERVICES							
10100	SALARIES & WAGES	219,082	222,060	215,541	240,313	0	240,313	8
10110	OVERTIME	2,617	2,500	3,500	2,500	1,000	3,500	40
10200	FICA	16,444	17,178	16,665	18,575	0	18,575	8
10300	HEALTH INSURANCE	23,750	23,750	23,750	23,750	0	23,750	0
10325	DISABILITY INSURANCE	793	821	821	696	3	699	14-
10350	LIFE INSURANCE	264	265	265	235	0	235	11-
10375	DENTAL INSURANCE	1,780	1,780	1,780	1,780	0	1,780	0
10400	WORKERS COMP	802	673	673	655	4	659	2-
10500	401(A) MATCH PLAN	1,020	1,755	1,155	1,755	0	1,755	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,401	1,560	1,374	0	0	1,560	0
	SUBTOTAL *****	267,955	272,342	265,524	290,259	1,007	292,826	7
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	797	1,000	1,000	1,000	0	1,000	0
	SUBTOTAL *****	797	1,000	1,000	1,000	0	1,000	0
	DUES TRAVEL & TRAINING							
37000	DUES & PROF CERTS/LICENSE	1,540	1,590	1,160	1,180	0	1,180	25-
37200	SEMINARS/CONFEREN/MEETING	460	460	535	460	0	460	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	266	152	154	154	0	154	1
37230	MEALS & LODGING-TRAINING	774	734	425	600	0	600	18-
	SUBTOTAL *****	3,040	2,936	2,274	2,394	0	2,394	18-
	UTILITIES							
48000	TELEPHONES	1,774	1,860	1,992	2,340	0	2,340	25
	SUBTOTAL *****	1,774	1,860	1,992	2,340	0	2,340	25
	TOTAL EXPENDITURES *****	273,568	278,138	270,790	295,993	1,007	298,560	7



# Prosecuting Attorney Operations

## 2971 PA - VIOLENCE AGAINST WOMEN

297 RECOVERY ACT GRANTS - REIMB

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
3411	FEDERAL GRANT REIMBURSE	113,893	39,528	37,118	0	0	0	0
	SUBTOTAL *****	113,893	39,528	37,118	0	0	0	0
	TOTAL REVENUES *****	113,893	39,528	37,118	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	95,400	33,048	31,069	0	0	0	0
10200	FICA	7,080	2,529	2,305	0	0	0	0
10300	HEALTH INSURANCE	9,500	3,168	3,168	0	0	0	0
10325	DISABILITY INSURANCE	351	122	108	0	0	0	0
10350	LIFE INSURANCE	105	35	35	0	0	0	0
10375	DENTAL INSURANCE	712	240	240	0	0	0	0
10400	WORKERS COMP	353	101	101	0	0	0	0
10500	401(A) MATCH PLAN	390	270	135	0	0	0	0
	SUBTOTAL *****	113,893	39,513	37,161	0	0	0	0
	TOTAL EXPENDITURES *****	113,893	39,513	37,161	0	0	0	0

## 2981 JAG - RECOVERY ACT/STIMULUS

298 RECOVERY ACT STIMULUS FUND

ACCT	DESCRIPTION	2010 ACTUAL	2011 BUDGET + REVISIONS	2011 PROJECTED	2012 CORE REQUEST	2012 SUPPLMENTAL REQUEST	2012 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
3411	FEDERAL GRANT REIMBURSE	29,637	0	5,053	0	0	0	0
	SUBTOTAL *****	29,637	0	5,053	0	0	0	0
	INTEREST							
3711	INT-OVERNIGHT	7	0	0	0	0	0	0
3712	INT-LONG TERM INVEST	142	0	0	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	997	0	0	0	0	0	0
	SUBTOTAL *****	1,147	0	0	0	0	0	0
	TOTAL REVENUES *****	30,784	0	5,053	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	7,744	0	0	0	0	0	0
10200	FICA	592	0	0	0	0	0	0
	SUBTOTAL *****	8,336	0	0	0	0	0	0
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	5,052	0	0	0	0	0	0
92300	REPLCMNT MACH & EQUIP	20,676	0	0	0	0	0	0
	SUBTOTAL *****	25,728	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	34,065	0	0	0	0	0	0

Decimal values have been truncated.

# Memorandum of Agreement

*Domestic Violence is perhaps the largest violence issue our society deals with. It permeates our families, our schools, our workplaces and every facet of our social and criminal justice systems.*

Each year, more than 1,000 women – almost three per day – die because of domestic violence at the hands of a husband, boyfriend, or other “intimate.” The project known as the DOMestic Violence Enforcement Unit (DOVE) is a continued collaborative effort of the Boone County Sheriff’s Department, the Columbia Police Department, the Boone County Prosecutor’s Office, and True North of Columbia. The Domestic Violence Enforcement Unit’s (DOVE) mission is to investigate selected domestic violence cases, promote deterrence, assist victims, interrupt the cycle of violence and its continuation from one generation to the next, and aid local and regional efforts to respond to domestic violence. This project is currently funded through the STOP Violence Against Women Grant Program.

## SAFETY AND DIGNITY

*The first desire for the victims of domestic violence and sexual assault is that they are made safe and treated with dignity.*

All victims of domestic and sexual violence deserve to be treated with dignity and respect. True North of Columbia provides emergency shelter for victims of domestic violence in Columbia, Missouri and the surrounding mid-Missouri area. Highly trained professional and volunteer staff members are available twenty four hours a day, seven days a week to address the issues of domestic violence. Emergency shelter, counseling, advocacy, and referral service to other agencies are some of what is provided by True North. Additionally, True North has a twenty four hour hotline with an advocate system for both court and non-court related issues. With the help of this funding, True North provides a victim advocate who is an active member of the DOVE Unit. This close, cooperative relationship allows for immediate response to selected calls of domestic violence. This collaborative effort provides twenty four hour assistance in obtaining Orders of Protection. All services provided directly or indirectly are

done so to insure the safety and dignified treatment of domestic violence survivors.

## **BALANCING THE SYSTEM**

*The civil court system should accommodate and support the domestic violence victim in a non-intimidating atmosphere.*

Often the victims who are most at risk are the same persons who are most intimidated by the civil court system designed to afford them protection.

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

## **RESPONSE AND INVESTIGATION**

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

In many, if not most instances, the initial point of contact for domestic violence is law enforcement. It is crucial that this response be more than cursory. The attitudes and actions of the first responding law enforcement officers often shape the relationship that the victim has with the legal and criminal justice system. That first responding officer's investigation and follow-up investigation largely determines the ability of the judicial and criminal justice system to respond to the needs of the victim. Four law enforcement officers staff the Domestic Violence Enforcement Unit. The Boone County Sheriff's Department provides one deputy to the program, and the Columbia Police Department provides two officers to the program. The Domestic Violence Enforcement Unit investigators review all reported domestic violence cases in Boone County. The program members immediately respond on cases where it is evident their services would be able to assist the investigation and provide vital services to the domestic violence victim. The Domestic Violence Enforcement Unit

investigators also assist in training and educating other law enforcement officers in the Boone County, Missouri, area concerning domestic violence cases and/or other cases involving violence against women (such as sexual assault, rape, etc.) These investigators are also available to offer technical assistance relating to domestic violence cases to other departments in the central Missouri geographical area.

## PROSECUTION AND COURTS

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

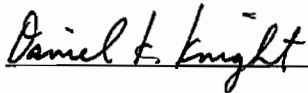
The Boone County Prosecutor's Office has three assistant prosecuting attorneys assigned to the Domestic Violence Enforcement Unit. Having three attorneys dedicated to domestic violence prosecution enables us to increase victim contact and expedite the disposition of these cases in the Boone County judicial system. Once abusers are identified it is crucial that they be dealt with effectively and efficiently. The Domestic Violence Enforcement Unit prosecution component provides direction on handling offenders and ensures that cases are managed in a consistent and appropriate fashion. With the implementation of the Domestic Violence docket in Boone County in September 2008, domestic violence cases have been given the utmost priority. This includes a quicker return date on bonds (10 days), expedited settings for preliminary hearings, and consolidation of the cases on four distinct dockets with one judge and a set group of prosecutors and public defenders. The expedited court process improves the level of service to victims of domestic violence and ensures that offenders begin serving a jail sentence or treatment in a timely fashion. The addition of a domestic assault court coordinator (DACC) has been vital to the court's ability to concentrate on cases involving domestic violence. This person serves as the court's liaison to prosecutors, defense counsel, and law enforcement, and aids in the efficient adjudication of domestic violence cases. The DACC is especially critical to the implementation and monitoring of the court's batterers' intervention program, MEND.

## DOMESTIC VIOLENCE ENFORCEMENT UNIT GOAL

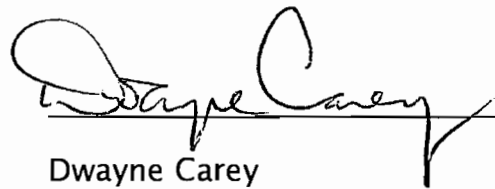
*Establishment of arrest, summoning, prosecution, and court appearance policies which provide for initial appearance in court on charges for actions resulting in domestic violence targeting women within nine working days of the offense.*

Through the STOP Violence Against Women Grant funding, DOVE partnerships have strengthened the law enforcement and criminal justice system's response to domestic violence targeting women, and have increased the utilization of services available to women who are victims of domestic violence and have enabled us to develop and implement collaborative community-based systemic programs to address domestic violence targeting women.

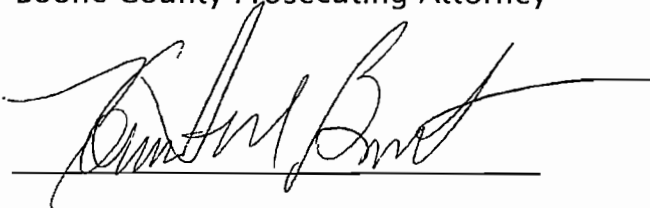
Agencies, and we the undersigned individuals, herein express our support of this Memorandum of Agreement and the protocols as written for the Domestic Violence Enforcement Unit.



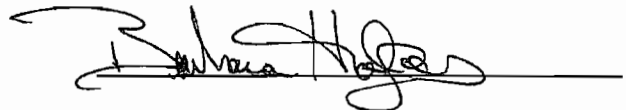
Daniel K. Knight  
Boone County Prosecuting Attorney



Dwayne Carey  
Sheriff, Boone County



Ken Burton  
Chief of Police, Columbia



Barbara Hodges  
Executive Director  
True North of Columbia, Inc.



Christy Blakemore  
Circuit Clerk, Boone County

Date: February 2013

# MAILED TO ALL VICTIMS

Office of the Boone County Prosecuting Attorney



705 E Walnut – Courthouse  
Columbia, Missouri 65201

Victim Response Team

PHONE (573) 886-4100  
FAX (573) 886-4148

## 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 assistance as we try to improve the quality of our services to victims of crime in our community.

**Instructions:** Please rate your answer on a scale from 1 to 5. "1" is the least favorable response and "5" is the most favorable response. Circle "N/A" if the question does not apply to you or your experience.

### Advocate

1. Enter the name of the advocate you worked with: \_\_\_\_\_
2. The advocate made every effort to work with me.      1      2      3      4      5
3. The advocate worked with me via:       letter       phone conversation       personal contact       email  
(Please select all that apply.)
4. (Answer only if applicable) I choose not to receive advocate services because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Prosecutor

1. Enter the name of the prosecutor assigned to your case: \_\_\_\_\_
2. The prosecutor made every effort to work with me.      1      2      3      4      5
3. The prosecutor worked with me via:       letter       phone conversation       personal contact       email  
(Please select all that apply.)

### Additional Information

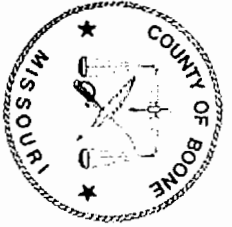
1. The prosecutor's office provided me with information about available community resources.      YES      NO  
(Please include verbal information provided over the phone or in person.)
2. The prosecutor's office provided me with information about the criminal justice system process and my individual case.      YES      NO  
(Please include verbal information provided over the phone or in person.)

Please add comments or suggestions to help us improve our services to victims of crime. Your feedback is very important!

### Your

Age : \_\_\_\_\_  
Race : White      Black/African American      Hispanic/Latino      Asian      American Indian/Alaskan  
Gender : Male      Female  
Case Number (Optional): \_\_\_\_\_

# Website Survey



**Daniel K. Knight**  
**Boone County Prosecuting Attorney**

Boone County Prosecuting Attorney  
705 E. Walnut  
Columbia, MO 65201-4485

Office (573) 886-4100  
Fax (573) 886-4148

## 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 assistance as we try to improve the quality of our services to victims of crime in our community.

Advocate

1. Enter the name of the advocate you worked with:

2. The advocate worked with me via: (select all that apply)

- email
- letter
- phone conversation
- personal conversation

(Answer only if applicable.) I chose not to receive advocate services because:

3.

Limit of 500 characters: 500

# Victim Services Survey

## Victim Advocate

- 1. Helped me understand my rights as a crime victim.  Yes  No
- 2. Helped me understand my role in the court process.  Yes  No
- 3. Assisted me in creating a safety plan.  Yes  No  N/A

## Prosecutor

1. Enter the name of the prosecutor assigned to your case: \_\_\_\_\_

3. The prosecutor worked with me via: (select all that apply)

- email
- letter
- phone conversation
- personal conversation

## Additional Information

- 1. The prosecutor's office provided me with a list of local community resources. (Please include verbal information provided over the phone or in person.)  Yes  No
- 2. The prosecutor's office provided me with information about the criminal justice system process and my individual case. (Please include verbal information provided over the phone or in person.) Please add comments or suggestions to help us improve our services to victims of crime.  Yes  No
- 3. \_\_\_\_\_

Limit of 500 characters: 500

- 4. Age: \_\_\_\_\_
- 5. Ethnic Origin: \_\_\_\_\_
- 6. Gender:  male  female
- 7. Case Number (Optional): \_\_\_\_\_



# Spanish Website Survey



**Daniel K. Knight**  
**Boone County Fiscal Fiscal**

Boone County Fiscal Fiscal  
705 E. Walnut  
Columbia, MO 65201-4485

Original English text: Google  
En Español | print | + | -  
 Contribute a better translation

## Encuesta de Servicios a las Víctimas

Necesitamos su ayuda en la evaluación de nuestros servicios a las víctimas de delitos en el condado de Boone. Por favor tómese unos minutos para responder las siguientes preguntas acerca de su contacto con nuestra oficina. Todas las respuestas se mantendrán confidenciales. Agradecemos su ayuda ya que tratamos de mejorar la calidad de nuestros servicios a las víctimas de la delincuencia en nuestra comunidad.

Defensor

1. Introduzca el nombre del abogado que trabajó con: \_\_\_\_\_

2. El abogado trabajó conmigo a través de: (seleccione todas las que apliquen)

- email
- carta
- conversación telefónica
- conversación personal

(. Conteste sólo si aplica) decíd si recibir servicios de abogado porque:

3.

Límite de 500 caracteres: 500

Encuesta de Servicios a las Víctimas

Abogado Víctima

- 1. Me ayudó a entender mis derechos como víctima de un crimen.  Sí  No
- 2. Me ayudó a entender mi papel en el proceso judicial.  Sí  No
- 3. Me ayudó en la creación de un plan de seguridad.  Sí  No  N / A

Fiscal

- 1. Introduzca el nombre del fiscal asignado a su caso:

- 3. El fiscal trabajó conmigo a través de: (seleccione todas las que apliquen)

- email
- carta
- conversación telefónica
- conversación personal

Información adicional

- 1. La oficina del fiscal me dio una lista de los recursos de la comunidad local. (Por favor, incluya la información verbal proporcionada por teléfono o en persona.)  Sí  No

- 2. La oficina del fiscal me ha proporcionado información sobre el proceso de justicia penal y mi caso. (Por favor, incluya la información verbal proporcionada por teléfono o en persona.)  Sí  No

Por favor, añadir comentarios o sugerencias para ayudarnos a mejorar nuestros servicios a las víctimas de delitos.

3.

Límite de 500 caracteres: 500

- 4. Edad:
- 5. Origen étnico:
- 6. Sexo:  macho  femenino
- 7. Número de caso (opcional):

Elegir

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

In the County Commission of said county, on the 17th day of December 20 13

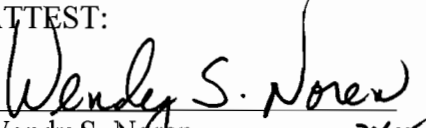
the following, among other proceedings, were had, viz:

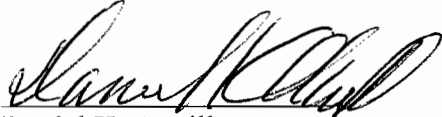
Now on this day the County Commission of the County of Boone does hereby approve the following budget revision for the Information Technology Department to transfer funds to expedite the backup and recovery project into 2013.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1123	86800	Emergency & Contingency	Emergency	200,261	
1170	92301	IT	Replace Computer Hardware		200,261

Done this 17th day of December, 2013.

ATTEST:

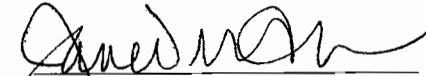
  
 Wendy S. Noren  
 Clerk of the County Commission



Daniel K. Atwill  
 Presiding Commissioner



Karen M. Miller  
 District I Commissioner



Janet M. Thompson  
 District II Commissioner

**REQUEST FOR BUDGET REVISION**

o: County Clerk's Office  
Comm Order # 561-2013

**BOONE COUNTY, MISSOURI**

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

**RECEIVED**

12-10-13

**EFFECTIVE DATE**

**FOR AUDITORS USE**

DEC 11 2013

Department				Account					BOONE COUNTY AUDITOR Department Name Account Name		(Use whole \$ amounts)	
											Transfer From Decrease	Transfer To Increase
1	1	2	3	8	6	8	0	0	Emergency & Contingency	Emergency	200261	
1	1	7	0	9	2	3	0	1	IT	Replc Computer Hdw		200261

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): **Project Backup and Recovery was originally planned for 2014. Updated vendor quote includes two additional years of coverage at the same original cost.**

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

  
Requesting Official

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

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

eg 12/11/13  
  
Auditor's Office

*Agenda*

  
PRESIDING COMMISSIONER

  
DISTRICT I COMMISSIONER

  
DISTRICT II COMMISSIONER



State of MO-PVC-ST -- C211034001

December 10, 2013 12:00 PM  
Page 1 of 2  
Quote Number: 1833792.1

Prepared By: Mayer, Kyle S

Submitted Date:  
Contact: Irish, Ryan  
Agency/Company: Boone County, MO - Information Technology  
Phone: 573-888-4445  
Fax: rirish@boonecountymo.org  
Bid #: Unitrends  
WWT Quote #: 1833792.1

701 Fee Fee Rd.  
Maryland Heights, MO 63043  
Phone:  
Fax:  
e-mail:  
P.O.C.:  
Account Manager:  
Acct. Mgr. Phone:  
Acct. Mgr. e-mail:

Kyle.Mayer@wwt.com  
MAYER, KYLE S

Item	Description	Manufacturer	Part Number	Qty	Customer Unit Price	Expanded Price	WATS (Days)
1	RECOVERY 824 ON & OFF PREMISE APPL **Quote Expires 12/20/2013**	UNITRENDS SOFTWARE	RC824	6	\$9,675.50	\$58,053.00	
2	PLATINUM SUP RC824 5YR	UNITRENDS SOFTWARE	PS-RC824-5	6	\$21,938.82	\$131,632.92	
3	SCSI ADAPTER SUPPORTING SAS	UNITRENDS SOFTWARE	ADA-SAS	3	\$272.95	\$818.85	
4	PER-PREMISE ONSITE ADDER FOR SURECARE, SURECOMPLETE OR SUREVAULT, MAY NOT BE USED with SureStart	UNITRENDS SOFTWARE	SUREONSITE	1	\$2,276.08	\$2,276.08	
5	PER-PREMISE SURECARE MID-LEVEL	UNITRENDS SOFTWARE	SURECARE	3	\$590.10	\$1,770.30	
6	PER-PREMISE SUREREPLICATION PRIVATE	UNITRENDS SOFTWARE	SUREREPLICATION	3	\$909.06	\$2,727.18	
7	Seagate Business Storage 6-bay Rackmount NAS - Intel 2.30 GHz - 8 x Total Bays - 12 TB HDD - 4 GB RAM	SEAGATE TECHNOLOGY, INC.	STDP12000100	1	\$2,982.37	\$2,982.37	

Subtotal: \$200,260.70  
 % Contract Fee (Minimum \$0.00): \$0.00  
 Shipping Charges: \$0.00  
 Grand Total: \$0.00

2013 Emergency Fund  
1123-86800

DATE	DEPARTMENT	DEPT. NO.	ACCOUNT	ORIGINAL BUDGET	AMOUNT USED	REMAINING BUDGET	DESCRIPTION
1/1/2013	Original budget			750,000		750,000	Original budget
5/23/2013	Sheriff/Corr Bldg HK/Mai	1256	92300 Replacement Mach. & Equip.		(32,800)	717,200	Wiring for Sheriff Department
6/13/2013	Treasurer	1140	84300 Advertising		(484)	716,716	Advertising for Bond RFP
6/17/2013	Public Administrator	1200	92100 Replacement Furniture & Fix		(975)	715,741	Reconfigure new rotary files
7/18/2013	Auditor	1110	1XXXX, 23000, 23850, 23855,48000		(19,968)	695,773	Additional Accountant position
7/18/2013	Information Technology	1170	91301, 91302		(2,615)	693,158	Computer hardware & equipment for additional accountant position <i>in Auditor's ofr</i>
7/18/2013	Election Activities	1133	23005, 85900		(27,971)	665,187	Increase County election Costs as Columbia Public Schools did not par
9/16/2013	Non-Departmental	1190	86883- Uncollectible Account Expense		(35,215)	629,972	Write off accounts receivable deemed uncollectible.
9/16/2013	Insurance Claim Activity	1195	92400 - Replacement Auto/Trucks		(26,457)	603,515	Replace vehicle totaled in accident
9/26/2013	Human Resources	1115	91100 - Furniture and Fixtures		(7,000)	596,515	Installation of modular walls and office furniture for HR area.
9/26/2013	Non-Departmental	1190	91100 - Furniture and Fixtures		(19,700)	576,815	Installation of modular walls and office furniture for HR area.
10/30/2013	Information Tech	1170	23850, 23855, 48000, 48050, 91301, 91302		(6,820)	569,995	Costs associated with new senior programmer analyst
11/18/2013	Parks & Recreation	1610	60400		(600)	569,395	Cover costs associated with MKT trail repairs
12/10/2013	Information Technology	1170	92301		(200,261)	369,134	Backup & Recovery System project moved from BY2014 to take advantage of two years additional maintenance for the same cost
	Total			<u>750,000</u>	<u>(380,866)</u>	<u>369,134</u>	

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

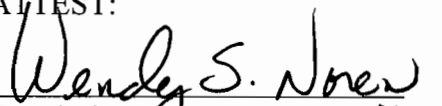
In the County Commission of said county, on the 17th day of December 20 13

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

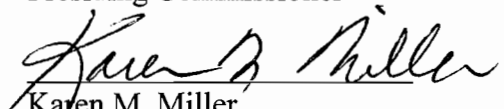
Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Thursday, December 19, 2013, at 9:00 a.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys and 610.021(9) RSMo.- preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups

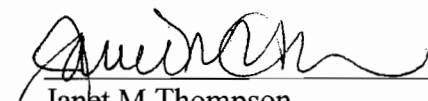
Done this 17th of December, 2013.

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

  
 Daniel K. Atwill  
 Presiding Commissioner

  
 Karen M. Miller  
 District I Commissioner

  
 Janet M. Thompson  
 District II Commissioner

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

In the County Commission of said county, on the 17th day of December 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Government Center Conference Room 301 by the Department of Mental Health Dietitians for January 14, 2014 from 9:00 a.m. to 2:00 p.m.

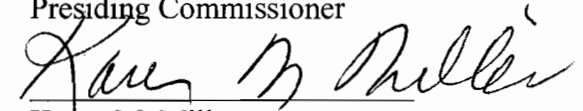
Done this 17th day of December, 2013.

ATTEST:


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



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner





# Boone County Commission

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a use permit to use the Boone County Courthouse Grounds and/or Roger B. Wilson Government Center or Centralia Satellite Office as follows:

Description of Use: Meeting of the Dept of Mental Health Dietitians

Date(s) of Use: January 14, 2014 (Tuesday)

Time of Use: From: 9:00 AM AM/PM thru 2:00 PM AM/PM

Facility requested:  Courthouse Grounds  Courthouse Plaza  Chambers  **Rm301**  Rm306  Rm311  Rm332   
 Centralia Clinic

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

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

Name of Organization/Person: Mo Department of Mental Health

Organization Representative/Title: Ann Terry/Dietetic Services Coordinator

Address: Fulton State Hospital, 600 E. Fifth Street, Fulton, MO 65251

Phone Number: 573-592-2051 Date of Application: 12/12/2013

Email Address: ann.terry@dmh.mo.gov

### PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

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

ATTEST:

Wendy S. Noren  
County Clerk

BOONE COUNTY, MISSOURI

[Signature]  
County Commissioner

DATE: 12-17-13