

375-2021

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 2021

County of Boone

In the County Commission of said county, on the 9th day of September 20 21

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

BEFORE THE COUNTY COMMISSION OF BOONE COUNTY, MISSOURI

In Re: Nuisance Abatement)	September Session
6003 E Robin Ln)	July Adjourned
Columbia, MO)	Term 2021
)	Commission Order No. <u>375-2021</u>

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 9th day of September 2021, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: trash, rubbish, garbage, broken furniture, growth of weeds in excess of twelve inches high, and derelict/unlicensed/junk-filled/dismantled/inoperable black Volkswagen Beetle and a black two-door vehicle on the premises.
4. The location of the public nuisance is as follows 6003 E Robin Ln, Columbia, MO, a/k/a parcel# 12-313-11-01-042.00 01, Hillview Acres, Block 2, Lot 47, Section 11, Township 49, Range 12 as shown by deed book 4371 page 0089, Boone County.
5. The specific violation of the Code is: trash, rubbish, garbage and broken furniture in violation of section 6.5 of the Code, growth of weeds in excess of twelve inches high in violation of section 6.7 of the Code, and derelict/unlicensed/junk-filled/dismantled/inoperable black Volkswagen Beetle and a black two-door vehicle in violation of section 6.9 of the Code.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

Term. 20

In the County Commission of said county, on the

day of

20

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

6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 30th day of July 2021, to the property owner.
7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

Order For Abatement Chargeable As a Special Assessment To The Property

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

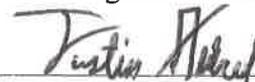
ATTEST:



Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner

Photographs taken 9/1/21 @ ~ 3:30 p.m.

Weed growth in excess of 12 inches in length, and junk, trash, and rubbish





Judy Ann Slenker

6003 E Robin Lane

Health Department nuisance notice – timeline

- 5/24/21: Citizen complaint received
- 5/26/21: Initial inspection conducted
- 5/28/21: Notice of violation sent to owner, return receipt requested
- 7/30/21: Notice of violation posted in local newspaper
- 8/27/21: Reinspection conducted – violation not abated
- 8/28/21: Hearing notice sent
- 9/1/21: Reinspection conducted – violation not abated - photographs taken ~ 3:30 p.m

Boone County, Missouri



Unofficial Document

Recorded in Boone County, Missouri
Date and Time: 11/12/2014 at 03:37:54 PM
Instrument #: 2014021583 Book: 4371 Page: 89

Grantor: SLENKER, BRANDUIN MICHAEL

Grantee: SLENKER, JUDY ANN

Instrument Type: QTCL

Recording Fee: \$27.00 S

No. of Pages: 2

Bellie Johnson
Bellie Johnson, Recorder of Deeds



QUIT-CLAIM DEED

(INFORMATION PROVIDED ON THIS DOCUMENT MUST BE TYPED OR PRINTED)

THIS INDENTURE, Made and entered into this 12th day of November A.D. Two Thousand and 14 by and between Branduin Michael Slenker and Charisa DeAnn Slenker (Grantor), of the County of Boone, in the State of Missouri, party or parties of the First Part, and Judy Ann Slenker (Grantee), (Grantee's mailings address) 6003 E. Robin Lane Columbia Missouri 65202 of Boone County, State of Missouri party or parties of the Second Part:

WITNESSETH, That the said party or parties of the First Part in consideration of the sum of ten dollars and other valuable considerations paid by the said party or parties of Second Part, the receipt of which is hereby acknowledged, does or do by these presents, Remise, Release and forever Quit Claim, unto the said party or parties of the Second Part, the following described real estate, lying, being and situate in the County of Boone and State of Missouri, to-wit:

Lot 46 Hillview Acres Block 2
Lot 47 Hillview Acres Block 2

TO HAVE AND TO HOLD the same with all the rights and immunities, privileges and appurtenances thereto belonging, unto the said party or parties of the Second Part, and their heirs and assigns, FOREVER; so that neither the said party or parties of the First Part, nor their heirs, nor any other person or persons for them or in their name—or behalf, shall or will hereafter claim or demand any right or title to the aforesaid premises or any part thereof but they and every one of them shall, by these presents, be excluded and forever barred.

IN WITNESS WHEREOF, The said party or parties of the First Part has or have hereunto set their hand or hands the day and year first above written.

Witness N/A

Branduin Michael Slenker
Charisa DeAnn Slenker

(ALL SIGNATURES MUST HAVE THE NAME TYPED OR PRINTED UNDERNEATH)

Boone County, Missouri

Unofficial Document **BOONE COUNTY MO NOV 12 2014**

STATE OF MISSOURI)
COUNTY OF Boone) ss.

On this 12th day of November, 2014 before me personally appeared Charisa Deann #1

Stenker & Brardin Michael Stenker to me known to be the person or persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

BARB YOUNGBLOOD
Notary Public - Notary Seal
State of Missouri - County of Boone
My Commission Expires May 18, 2018
Commission #14975105

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in Columbia, the day and year first above written.

My term expires 05-18-2018.

(Seal)

Barb Youngblood
Notary Public BARB YOUNGBLOOD

376 -2021

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the

9th

day of September

20 21

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

BEFORE THE COUNTY COMMISSION OF BOONE COUNTY, MISSOURI

In Re: Nuisance Abatement
4485-4487 Santa Anna Dr
Columbia, MO

)
)
)
)

September Session
July Adjourned
Term 2021
Commission Order No.

376-2021

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 9th day of September 2021, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: trash, rubbish, garbage, and broken furniture on the premises.
4. The location of the public nuisance is as follows 4485-4487 Santa Anna Dr, Columbia, MO, a/k/a parcel# 17-510-16-02-026.00 01, Section 16, Township 48, Range 12 as shown by deed book 4848 page 0107, Boone County.
5. The specific violation of the Code is: trash, rubbish, garbage and broken furniture in violation of section 6.5 of the Code.
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 7th day of July 2021, to the property owner.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

Term. 20

In the County Commission of said county, on the _____ day of _____ 20____
the following, among other proceedings, were had, viz:

7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

Order For Abatement Chargeable As a Special Assessment To The Property

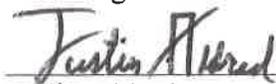
Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Photographs taken 8/24/21 @ ~ 10:45 a.m.

Junk, trash, and rubbish



Hunter Cook Rentals LLC

4485-4487 Santa Anna Dr

Health Department nuisance notice – timeline

- 5/21/21: Citizen complaint received
- 5/21/21: Initial inspection conducted
- 5/22/21: Notice of violation sent to owner, return receipt requested
- 7/30/21: Notice of violation posted in local newspaper
- 8/20/21: Reinspection conducted – violation not abated
- 8/21/21: Hearing notice sent
- 8/24/21: Reinspection conducted – violation not abated - photographs taken ~ 10:45 a.m.

Kenny Mohr Assessor

Parcel 17-510-16-02-026.00 01

Property Location E 4485-4487 SANTA ANNA DR

City _____ Road COMMON ROAD DISTRICT (CO) School COLUMBIA (C1)
Library COL BC LIBRARY (L4) Fire BOONE COUNTY (F1)

Owner HUNTER COOK RENTALS LLC

Subdivision Plat Book/Page 0012 0014

Address 1311 BRADSHAW AVE

Section/Township/Range 16 48 12

Care Of _____

Legal Description NEW HAVEN MEADOWS

City, State, Zip COLUMBIA, MO 65203

Lot Size 86.09 x 126.54

Irregular Shape Y

Deeded Acreage .00

Calculated Acreage .00

Deed Book/Page 4848 0107 4796 0004 1250 0853

Effective Date of Value 1/1/2021

CURRENT APPRAISED

Type	Total
RESIDENTIAL	133,300
Totals	133,300

CURRENT ASSESSED

Type	Total
RESIDENTIAL	25,327
Totals	25,327

PROPERTY DESCRIPTION

Year Built 1981 (ESTIMATE)

Basement PARTIAL (3)

Attic NONE (1)

Bedrooms 6

Main Area 2,312

Full Bath 4

Finished Basement Area 624

Half Bath 0

Total Rooms 12

Total Square Feet 2,936

Boone County Assessor

Boone County Government Center
801 E. Walnut St., Rm 143
Columbia, MO 65201-7733

assessor@boonecountymo.org

Office (573) 886-4270

Fax (573) 886-4254

Mapping (573) 886-4262

Personal Property (573) 886-4250

Real Estate (573) 886-4265

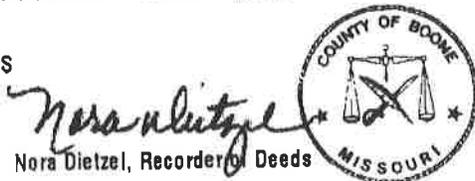
Boone County, Missouri



Unofficial Document

Recorded in Boone County, Missouri
Date and Time: 01/16/2018 at 10:33:29 AM
Instrument #: 2018000799 Book: 4848 Page: 107

Instrument Type: WD
Recording Fee: \$27.00 S
No. of Pages: 2



MISSOURI GENERAL WARRANTY DEED Limited Liability Company

This indenture, Made on 16th day of January, 2018, by and between, HUNTER L. COOK, A SINGLE PERSON as GRANTOR, and

HUNTER COOK RENTALS, L.L.C., a Missouri Limited Liability Company, as GRANTEE, whose mailing address is: 408 West Worley Street, Columbia, Missouri, 65203.

Property Address: 4485-4487 Santa Anna Dr., Columbia, MO 65201

WITNESSETH: THAT THE GRANTOR, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby Grant, Bargain, Sell, Convey and Confirm unto GRANTEE, GRANTEE'S heirs and assigns, the following described lots, tracts and parcels of land situated in the County of Boone and State of Missouri, to wit:

LOT TWENTY-SIX (26) OF NEW HAVEN MEADOWS SUBDIVISION AS SHOWN BY THE PLAT RECORDED IN PLAT BOOK 12, PAGE 14, RECORDS OF BOONE COUNTY, MISSOURI.

Subject to easements, restrictions, reservations, and covenants of record, if any.

TO HAVE AND TO HOLD The premises aforesaid with all singular, the rights, privileges, appurtenances and immunities thereto belonging or in any wise appertaining unto GRANTEE and unto GRANTEE'S heirs and assigns forever; the GRANTOR hereby covenanting that GRANTOR is lawfully seized of an indefeasible estate in fee of the premises herein conveyed; that GRANTOR has good right to convey the same; that the said premises are free and clear from an encumbrance done or suffered by GRANTOR or those under whom

Nora Dietzel, Recorder of Deeds

377-2021

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 21

In the County Commission of said county, on the 9th day of September 20 21

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

BEFORE THE COUNTY COMMISSION OF BOONE COUNTY, MISSOURI

In Re: Nuisance Abatement)	September Session
1365 E Wagon Trail Heights)	July Adjourned
Columbia, MO)	Term 2021
)	Commission Order No. <u>377-2021</u>

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 9th day of September 2021, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: trash, rubbish, garbage, and broken furniture on the premises.
4. The location of the public nuisance is as follows 1365 E Wagon Trail Heights, Columbia, MO, a/k/a parcel# 12-401-18-03-003.00 01, Wagon Trail Heights lot 3, Section 18, Township 49, Range 12 as shown by deed book 4737 page 0068, Boone County.
5. The specific violation of the Code is: trash, rubbish, garbage and broken furniture in violation of section 6.5 of the Code.
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 7th day of July 2021, to the property owner.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

Term. 20

County of Boone

} ea.

In the County Commission of said county, on the

day of

20

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

7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

Order For Abatement Chargeable As a Special Assessment To The Property

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

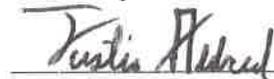
ATTEST:



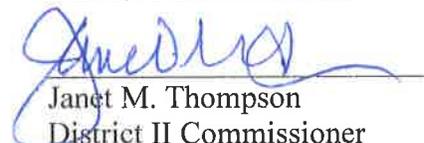
Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner

Photographs taken 8/25/21 @ ~ 10:00 a.m.

Junk, trash, and rubbish





Rebecca Lynn Davis

1365 E Wagon Trail Heights

Health Department nuisance notice – timeline

- 5/21/21: Citizen complaint received
- 5/21/21: Initial inspection conducted
- 5/26/21: Notice of violation sent to owner, return receipt requested
- 7/7/21: Notice of violation posted in local newspaper
- 8/20/21: Reinspection conducted – violation not abated
- 8/21/21: Hearing notice sent
- 8/25/21: Reinspection conducted – violation not abated - photographs taken ~ 10:00 a.m.

Boone County, Missouri



Unofficial Document

Recorded in Boone County, Missouri

Date and Time: 04/17/2017 at 10:33:56 AM

Instrument #: 2017007248 Book: 4737 Page: 68

Instrument Type: QTCL

Recording Fee: \$27.00 S

No. of Pages: 2



QUIT CLAIM DEED

DATE OF DEED: April 12, 2017

NUMBER OF PAGES: 2

GRANTOR: Violet Virginia Davis, a single person
1365 East Wagon Trail Hts., Columbia, Missouri 65202-9440

GRANTEES: Violet Virginia Davis, a single person and Rebecca Lynn Davis, a single person; as joint tenants with right of survivorship
1365 East Wagon Trail Hts., Columbia, Missouri 65202

Legal Description on page 2

REFERENCE DEED	
PARCEL # 12-401-18-03-003.00	
BOOK	PAGE
3362	131

Drafted by
FRANK ROBERT FLASPOHLER
ATTORNEY AT LAW

Nora Dietzel, Recorder of Deeds

Boone County, Missouri

BOONE COUNTY MO APR 17 2017

Unofficial Document

QUIT CLAIM DEED

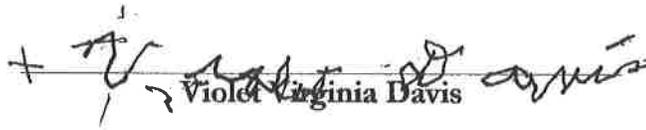
This Quit Claim Deed is made between the Grantor, Violet Virginia Davis, single and unmarried of Boone County, Missouri, and the Grantees, Violet Virginia Davis, single and unmarried, of Boone County, Missouri and Rebecca Lynn Davis, single and unmarried, of Boone County Missouri; as joint tenants with right of survivorship.

THIS QUIT CLAIM DEED RECORDS THAT:

The Grantor, in consideration of the sum of one dollar and other valuable consideration, paid to her by the Grantees, the receipt of which is hereby acknowledged, does by this Quit Claim Deed remise, release and forever quit claim unto the Grantees all interest possessed by the Grantor in the following tract of land situated in Boone County, Missouri, and being described as follows:

Lot Three (3) of Wagon Trail Heights Subdivision as shown by Survey recorded in Book 392, Page 833, Records of Boone County, Missouri.

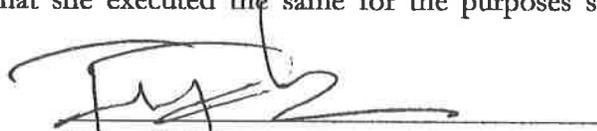
In witness of the statements made above, Grantor, Violet Virginia Davis, has set her hand and affixed her signature below, on this ___ day of April, in the Year of Our Lord, Two-Thousand Seventeen.


Violet Virginia Davis

NOTARY ACKNOWLEDGEMENT

STATE OF MISSOURI
COUNTY OF BOONE

On this 12th day of April, 2017, before me, a Notary Public in and for the State of Missouri, personally appeared Violet Virginia Davis, known to me to be the person who executed the attached Quit Claim Deed and acknowledged to me that she executed the same for the purposes stated above.


Notary Public
My commission expires: DEC. 16, 2018



Nora Dietzel, Recorder of Deeds

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the

9th

day of September

20 21

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

BEFORE THE COUNTY COMMISSION OF BOONE COUNTY, MISSOURI

In Re: Nuisance Abatement)
2078 S El Dorado Dr)
Columbia, MO)

September Session)
July Adjourned)
Term 2021)
Commission Order No.

378-2021

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 9th day of September 2021, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

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2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: growth of weeds in excess of twelve inches high on the premises.
4. The location of the public nuisance is as follows 2078 S El Dorado Dr, Columbia, MO, a/k/a parcel# 17-513-21-01-093.00 01, El Chaparral plat 5, lot 234, Section 21, Township 48, Range 12 as shown by deed book 2567 page 0022, Boone County.
5. The specific violation of the Code is: growth of weeds in excess of twelve inches high in violation of section 6.7 of the Code.
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 30th day of July 2021, to the property owner.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

Term. 20

In the County Commission of said county, on the _____ day of _____ 20

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

7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

Order For Abatement Chargeable As a Special Assessment To The Property

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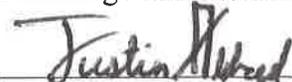
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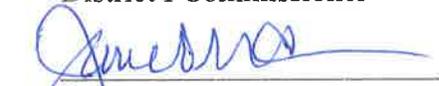
ATTEST:



Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Photographs taken 8/24/21 @ ~ 10:40 a.m.

We growth in excess of 12 inches in length



Marjorie Rajanna

2078 S El Dorado Dr

Health Department nuisance notice – timeline

- 6/4/21: Citizen complaint received
- 6/15/21: Initial inspection conducted
- 6/17/21: Notice of violation sent to owner, return receipt requested
- 7/30/21: Notice of violation posted in local newspaper
- 8/21/21: Reinspection conducted – violation not abated
- 8/21/21: Hearing notice sent
- 8/24/21: Reinspection conducted – violation not abated – photographs taken ~ 10:40 a.m.

Kenny Mohr Assessor

Parcel 17-513-21-01-093.00 01

Property Location 2078 S EL DORADO DR

City COL BC LIBRARY (L4) **Road** COMMON ROAD DISTRICT (CO) **School** COLUMBIA (C1)
Library COL BC LIBRARY (L4) **Fire** BOONE COUNTY (F1)

Owner RAJANNA MARJORIE

Subdivision Plat Book/Page 0011 0030

Address 3437 HOLMES ST

Section/Township/Range 21 48 12

Care Of

Legal Description EL CHAPARRAL PLAT 5

City, State, Zip KANSAS CITY, MO 64109

LOT 234

Lot Size 83.00 × 110.00

Irregular Shape

Deeded Acreage .00

Calculated Acreage .00

Deed Book/Page 4014 0173 2567 0022 1339 0323

Effective Date of Value 1/1/2021

CURRENT APPRAISED

Type	Total
RESIDENTIAL	133,100
Totals	133,100

CURRENT ASSESSED

Type	Total
RESIDENTIAL	25,289
Totals	25,289

PROPERTY DESCRIPTION

Year Built 1978 (ESTIMATE)

Basement FULL (4) **Attic** NONE (1)

Bedrooms 3 **Main Area** 1,296

Full Bath 1 **Finished Basement Area** 676

Half Bath 2

Total Rooms 7 **Total Square Feet** 1,972

Boone County Assessor

Boone County Government Center
 801 E. Walnut St., Rm 143
 Columbia, MO 65201-7733

assessor@boonecountymo.org

Office (573) 886-4270

Fax (573) 886-4254

Mapping (573) 886-4262

Personal Property (573) 886-4250

Real Estate (573) 886-4265

Boone County, Missouri

Unofficial Document

Recorded in Boone County, Missouri

Date and Time: 08/20/2012 at 11:15:55 AM

Instrument #: 2012020365 Book 4014 Page 173

Grantor RAJANNA, MARJORIE

Grantee RAJANNA, NEIL C

Instrument Type BDED

Recording Fee \$27.00 S

No of Pages 2

Bette Johnson, Recorder of Deeds



MISSOURI BENEFICIARY DEED

(Transfer on Death)

THIS INDENTURE, made on the 17TH day of August, A.D., 2012 by Marjorie Rajanna, a single person (hereinafter, "Grantor" or "Owner"), for the revocable benefit of the transferee hereinafter designated under and by virtue of and pursuant to the terms of the Missouri Non-Probate Transfers Act, Section 461.025, RSMo, 1989 (mailing address of said Grantor is 4807 Booth, Westwood, KS 66205 and mailing address of said Grantee is 2078 S. El Dorado Dr., Columbia, MO 65201);

WITNESSETH: THAT THE SAID GRANTOR in consideration of her desire to make a revocable non-probate transfer effective at her death (if not previously revoked by her), and without any other consideration, for the benefit of the transferees hereinafter designated, does by these presents: GRANT, AND ASSIGN, CONVEY AND CONFIRM, effective only at the death of the Grantor and only if not previously revoked by her, for, to and for the benefit of the transferee hereinafter designated, the following described lots, tracts or parcels of land, being and situated in the County of Boone and State of Missouri, to-wit:

Lot Two Hundred Thirty-Four (234) of El Chaparral Plat No. Five (5), as shown by plat of said subdivision, recorded in Plat Book 11, Page 30, Boone County Records.

Also known as 2078 El Dorado, Columbia, MO 65201

The Grantee, beneficiary and transferee of this revocable non-probate transfer is as follows: Neil C. Rajanna who is the son of Grantor.

The Grantor pursuant to the above-mentioned Missouri Non-Probate Transfers Act, hereby retains complete right, without the consent of any other person, to revoke or modify the foregoing transfer at any time by his sole and separate signature act and deed, and reserves the right to encumber, sell or convey the above-described property at any later date without the

Nora Dietzel, Recorder of Deeds

379-2021

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 2021

County of Boone

In the County Commission of said county, on the

9th

day of

September

20 21

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

BEFORE THE COUNTY COMMISSION OF BOONE COUNTY, MISSOURI

In Re: Nuisance Abatement)
5350 E Spiva Crossing RD)
Columbia, MO)
)

September Session
July Adjourned
Term 2021
Commission Order No.

379-2021

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 9th day of September 2021, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: trash, rubbish, garbage, broken furniture and a derelict/unlicensed/junk-filled/dismantled/inoperable white Chevrolet pick-up, grey Chevrolet pick-up, tan four-door Toyota pick-up, blue four-door car, red two-door car, and a Chrysler van on the premises.
4. The location of the public nuisance is as follows 5350 E Spiva Crossing RD, Columbia, MO, a/k/a parcel# 12-200-03-00-030.00 01, Section 3, Township 49, Range 12 as shown by deed book 4003 page 0057, Boone County.
5. The specific violation of the Code is: trash, rubbish, garbage and broken furniture in violation of section 6.5 of the Code and derelict/unlicensed/junk-filled/dismantled/inoperable white Chevrolet pick-up, grey Chevrolet pick-up, tan four-door Toyota pick-up, blue four-door car, red two-door car. and a Chrysler van in violation of section 6.9 of the Code.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

Term. 20

County of Boone

} ea.

In the County Commission of said county, on the

day of

20

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

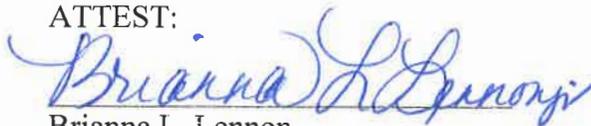
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 26th day of July 2021, to the property owner.
7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

Order For Abatement Chargeable As a Special Assessment To The Property

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

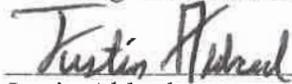
ATTEST:



Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner

Photographs taken 9/7/21 @ ~ 3:25 p.m.

Derelict/unlicensed/junk-filled/inoperable four-door Toyota pick-up, and Junk, trash, and rubbish





Darren & Kimberly Small

5350 E Spiva Road

Health Department nuisance notice – timeline

- 4/19/21: Citizen complaint received
- 4/27/21: Initial inspection conducted
- 4/29/21: Notice of violation sent to owner, return receipt requested
- 5/1/21: Notice of violation received by property owner
- 5/10/21: Property owner called Health Department asking for a two week extension
- 5/28/21: Property owner called Health Department again stating that the violation would be corrected on 6/4/21
- 8/20/21: Reinspection conducted – violation not abated
- 8/28/21: Hearing notice sent
- 9/7/21: Reinspection conducted – violation not abated - photographs taken ~ 3:25 p.m.

Boone County Missouri



Unofficial Document

Recorded In Boone County, Missouri
Date and Time: 07/30/2012 at 02:53:32 PM
Instrument # 2012018309 Book 4003 Page 57
Grantor FEDERAL NATIONAL MORTGAGE ASSN
Grantee SMALL, DARREN

Instrument Type WD
Recording Fee \$27.00 S
No of Pages 2

Bette Johnson
Bette Johnson, Recorder of Deeds



SPECIAL WARRANTY DEED

This Deed is made and entered into this 27th day of July, 2012 by and between Federal National Mortgage Association (a/k/a Fannie Mae) organized and existing under the laws of the United States of America; By Millsap & Singer, LLC, as Attorney in Fact of the County of Dallas, State of Texas, hereinafter collectively referred to as "Grantor", and

Darren Small and Kimberly Sue Small, Husband and Wife

of the County of Boone, State of Missouri, hereinafter referred to as "Grantee". The mailing address of the Grantee is: 535D E. Spiva Crossing, Hallsville, MO 65255

WITNESSETH, that the Grantors, for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration paid to the Grantor, the receipt of which is hereby acknowledged, does by these presents GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM unto the Grantee, the following described lots, tracts or parcels of land lying, being and situated in the County of Boone and State of Missouri, to-wit:

A tract of land located in the Southwest Quarter (SW1/4) of Section Three (3), Township Forty-nine (49) North, Range Twelve (12) West, Boone County, Missouri, more particularly described as follows: Starting at the Northeast (NE) corner of the Southwest Quarter (SW1/4); thence West 416 feet along the County Road; thence South 416 feet; thence East 416 feet to the East line of the Southwest Quarter (SW1/4); thence North 416 feet to the point of beginning.

Subject to easements, conditions, restrictions and limitations of record.

To have and to hold the same; together with all rights and appurtenances to the same belonging, unto the said Grantees, and to His/Her successors and assigns. The said Grantor hereby covenanting that it and the successors and assigns of such Grantor shall

Nora Dietzel, Recorder of Deeds

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 2021

In the County Commission of said county, on the 9th day of September 20 21

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

BEFORE THE COUNTY COMMISSION OF BOONE COUNTY, MISSOURI

In Re: Nuisance Abatement)	September Session
2141 W Sycamore Hills)	July Adjourned
Columbia, MO)	Term 2021
)	Commission Order No. <u>380-2021</u>

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 9th day of September 2021, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: trash, rubbish, garbage, broken furniture on the premises.
4. The location of the public nuisance is as follows 2141 W Sycamore Hills, Sycamore Hills Part 2, Lot 26, Columbia, MO, a/k/a parcel# 11-504-22-02-019.00 01, Section 22 Township 49, Range 13 as shown by deed book 1245 page 0686, Boone County.
5. The specific violation of the Code is: trash, rubbish, garbage and broken furniture in violation of section 6.5 of the Code.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

Term. 20

County of Boone

} ca.

In the County Commission of said county, on the

day of

20

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

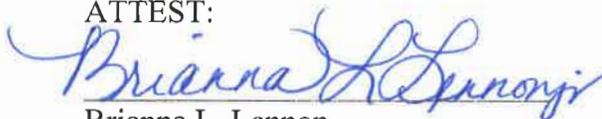
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 26th day of December 2021, to the property owner.
7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

Order For Abatement Chargeable As a Special Assessment To The Property

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

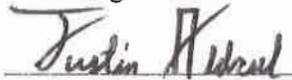
It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

ATTEST:



Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Photographs taken 8/25/21 @ ~ 10:15 a.m.

Junk, trash, and rubbish



Leeloy Mendez

2141 W Sycamore Hills

Health Department nuisance notice – timeline

- 12/17/20: Citizen complaint received
- 12/21/20: Initial inspection conducted
- 12/23/20: Notice of violation sent to owner, return receipt requested
- 12/23/20: Notice of violation received by property owner
- 8/20/21: Reinspection conducted – violation not abated
- 8/28/21: Hearing notice sent
- 8/25/21: Reinspection conducted – violation not abated - photographs taken ~ 10:15 a.m.

381 -2021

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

September Session of the July Adjourned

Term. 20 21

County of Boone

} ea.

In the County Commission of said county, on the

9th

day of September

20 21

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

BEFORE THE COUNTY COMMISSION OF BOONE COUNTY, MISSOURI

In Re: Nuisance Abatement
2155 W Fenton Rd
Columbia, MO

)
)
)
)

September Session
July Adjourned
Term 2021
Commission Order No.

381-2021

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 9th day of September 2021, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: trash, rubbish, garbage, and broken furniture on the premises.
4. The location of the public nuisance is as follows 2155 W Fenton Rd, Columbia, MO, a/k/a parcel# 11-504-22-02-020.00 01, Section 22, Township 49, Range 13 as shown by deed book 1256 page 0511, Boone County.
5. The specific violation of the Code is: trash, rubbish, garbage and broken furniture in violation of section 6.5 of the Code.
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 9th day of July 2021, to the property owner.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

Term. 20

In the County Commission of said county, on the

day of

20

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

7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

Order For Abatement Chargeable As a Special Assessment To The Property

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

ATTEST:



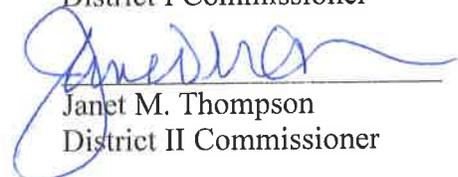
Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



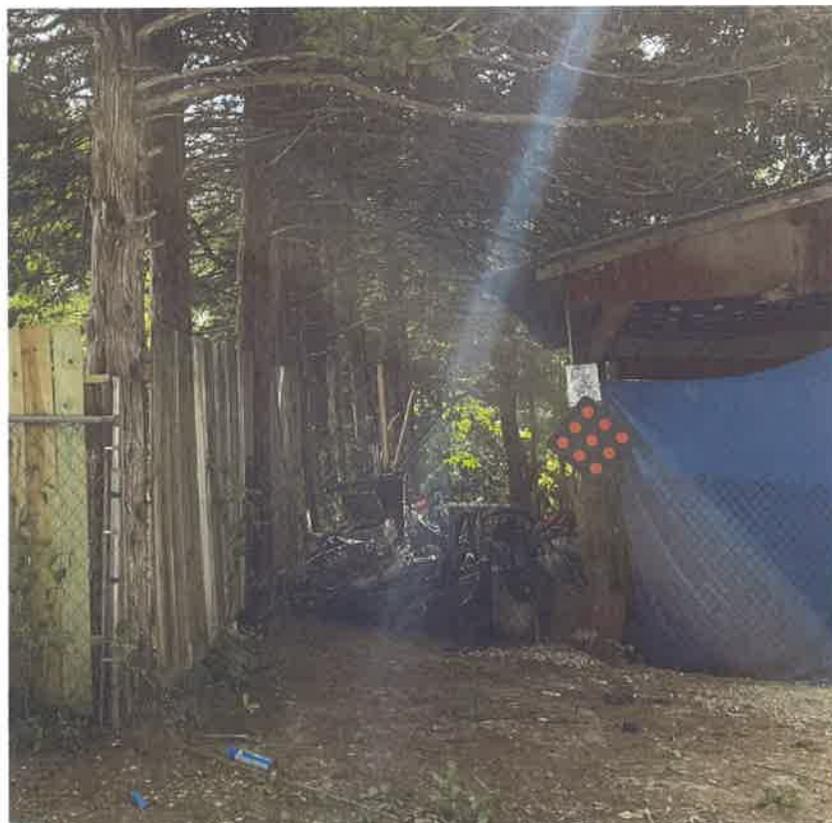
Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner

Photographs taken 8/25/21 @ ~ 10:15 a.m.

Junk, trash, and rubbish





Vicky & Ora Lee Epperson

2155 W Fenton Road

Health Department nuisance notice – timeline

- 12/17/20: Citizen complaint received
- 12/23/20: Initial inspection conducted
- 12/31/20: Notice of violation sent to owner, return receipt requested
- 1/2/21: Notice of violation received by property owner
- 8/20/21: Reinspection conducted – violation not abated
- 8/21/21: Hearing notice sent
- 8/25/21: Reinspection conducted – violation not abated - photographs taken ~ 10:15 a.m.

Kenny Mohr Assessor

Parcel 11-504-22-02-020.00 01

Property Location 2155 W FENTON RD

City COMMON ROAD DISTRICT (CO) School COLUMBIA (C1)
 Library COL BC LIBRARY (L4) Fire BOONE COUNTY (F1)

Owner EPPERSON VICKY & ORA LEE EPPERSON	Subdivision Plat Book/Page 0010 0089
Address 613 PARIS CT	Section/Township/Range 22 49 13
Care Of	Legal Description SYCAMORE HILLS 2 LOT 27
City, State, Zip COLUMBIA, MO 65201 - 5623	Lot Size 260.60 x 134.00
	Irregular Shape Y
	Deeded Acreage .00
	Calculated Acreage .00
	Deed Book/Page 1256 0511 0728 0778

Effective Date of Value 1/1/2021

CURRENT APPRAISED

CURRENT ASSESSED

Type	Total	Type	Total
RESIDENTIAL	35,960	RESIDENTIAL	6,832
Totals	35,960	Totals	6,832

PROPERTY DESCRIPTION

Year Built 1982	
Basement NONE (1)	Attic NONE (1)
Bedrooms 2	Main Area 864
Full Bath 1	Finished Basement Area 0
Half Bath 0	
Total Rooms 3	Total Square Feet 864

Boone County Assessor

Boone County Government Center
 801 E. Walnut St., Rm 143
 Columbia, MO 65201-7733

assessor@boonecountymo.org

Office (573) 886-4270
 Fax (573) 886-4254

Mapping (573) 886-4262
 Personal Property (573) 886-4250
 Real Estate (573) 886-4265

Filed for record on Aug 23 1996 at 4:55 o'clock P in Boone County, MO

511

Document No. 19571 recorded in Book 1256 Page 511 Bettie Johnson, Recorder of Deeds.

THIS DEED, Made and entered into this 23 day of August, 1996, by and between (grantor) Vicky Epperson A.D. One Thousand Nine Hundred and

of _____ County, State of _____ parties of the first part,

and (grantees) Vicky Epperson and ORALEE EPPERSON

(Grantee's mailings address) 613 PARIS

of _____ County, State of _____ Party or parties of the second part:

WITNESSETH: That the said party or parties of the first part, for and in consideration of the sum of ten dollars and other valuable considerations paid by the party or parties of the second part, the receipt of which is hereby acknowledged does or do by these presents Grant, Bargain and Sell, Convey and Confirm, unto the said party or parties of the Second Part the following described Real Estate situated in the County of Boone, in the State of Missouri to-wit;

Sycamore Hills 2, Lot 27

Address of Property 2155 Lenton Rd Columbia Mo. 65202
Street or Route City zip

Assessor's Tax Parcel No: 11-504-22-02-02000

TO HAVE AND TO HOLD the same together with all the rights, immunities, privileges and appurtenances to the same belonging unto the said party or parties of the Second Part, and to their heirs and assigns forever; the said party or parties of the first part hereby covenanting that said party or parties and the heirs, executors, and administrators of such party or parties shall and will warrant and defend the title to the premises unto the said party or parties of the Second Part, and to their heirs and assigns of such party or parties forever, against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the said party or parties of the First Part has or have hereunto set their hand or hands the day and year first above written.

WITNESS

Vicky Epperson
Vicky Epperson

ALL SIGNATURES MUST BE TYPED OR PRINTED

STATE OF MISSOURI)
COUNTY OF BOONE) ss.

On this 23 day of August, 1996 before me personally appeared VICKY L. EPPERSON
and

to me known to be the person or persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at

SEAL

my office in Boone County the day and year first above written.

JANEK TOALSON
NOTARY PUBLIC STATE OF MISSOURI
BOONE COUNTY
MY COMMISSION EXP. OCT 26, 1999

Jane K Toalson



STATE OF MISSOURI)
COUNTY OF BOONE) ss.

Document No. 19571



I, the undersigned Recorder of Deeds for said county and state do hereby certify that the foregoing instrument of writing was filed for record in my office on the 23rd day of August, 1996 at 4 o'clock and 55:53 minutes PM and is truly recorded in Book 1256 Page 511.

Witness my hand and official seal on the day and year aforesaid.

BETTIE JOHNSON, RECORDER OF DEEDS

by Laura Ashlock deputy
6016 Ashlock

Laura Dietzel Recorder of Deeds

382-2021

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the

9th

day of September

20 21

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

BEFORE THE COUNTY COMMISSION OF BOONE COUNTY, MISSOURI

In Re: Nuisance Abatement)
6560 S Gateview Dr)
Columbia, MO)

September Session)
July Adjourned)
Term 2021)
Commission Order No. 382-2021

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 9th day of September 2021, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: growth of weeds in excess of twelve inches high on the premises.
4. The location of the public nuisance is as follows 6560 S Gateview Dr, Columbia, MO, a/k/a parcel# 20-216-10-01-033.00 01, Gateway South plat 1, Lot 15, Section 10, Township 47, Range 13 as shown by deed book 2969 page 0100, Boone County
5. The specific violation of the Code is: growth of weeds in excess of twelve inches high in violation of section 6.7 of the Code.
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 2nd day of June 2021, to the property owner.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

Term. 20

County of Boone

In the County Commission of said county, on the

day of

20

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

7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

Order For Abatement Chargeable As a Special Assessment To The Property

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

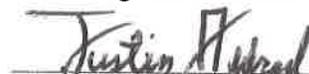
ATTEST:



Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner

Photographs taken 8/23/21 @ ~ 3:55 p.m.

We growth in excess of 12 inches in length





Aaron & Shannon Misner

6560 S Gateview Dr

Health Department nuisance notice – timeline

- 5/12/21: Citizen complaint received
- 5/12/21: Initial inspection conducted
- 5/15/21: Notice of violation sent to owner, return receipt requested
- 6/2/21: Notice of violation posted in local newspaper
- 8/23/21: Reinspection conducted – violation not abated – photographs taken ~ 3:55 p.m.
- 8/21/21: Hearing notice sent

Tom Schauwecker Assessor

Parcel 20-216-10-01-033.00 01

Property Location 6560 S GATEVIEW DR

City **Road** COMMON ROAD DISTRICT (CO) **School** COLUMBIA (C1)
Library COL BC LIBRARY (L4) **Fire** BOONE COUNTY (F1)

Owner MISNER AARON & SHANNON **Subdivision Plat Book/Page** 0010 0124
Address 6560 S GATEVIEW DR **Section/Township/Range** 10 47 13
Care Of **Legal Description** GATEWAY SOUTH PLAT 1
City, State, Zip COLUMBIA, MO 65203 - 9451 **LOT 15**
Lot Size 108.51 x 65.00
Irregular Shape Y
Deeded Acreage .00
Calculated Acreage .00
Deed Book/Page 2969 0100 1757 0556

Effective Date of Value 1/1/2021

CURRENT APPRAISED

CURRENT ASSESSED

PROPERTY DESCRIPTION

Type	Total	Type	Total
RESIDENTIAL	97,900	RESIDENTIAL	18,601
Totals	97,900	Totals	18,601

Year Built	1972
Basement	FULL (4)
Attic	NONE (1)
Bedrooms	3
Main Area	1,080
Full Bath	1
Finished Basement Area	336
Half Bath	0
Total Rooms	6
Total Square Feet	1,416

Boone County Assessor

Boone County Government Center
 801 E. Walnut St., Rm 143
 Columbia, MO 65201-7733

assessor@boonecountymmo.org

Office (573) 886-4270
Fax (573) 886-4254

Mapping (573) 886-4262
Personal Property (573) 886-4250
Real Estate (573) 886-4265

Boone County, Missouri



Recorded in Boone County, Missouri

Date and Time 06/23/2006 at 09:02:25 AM

Instrument # 2006016862 Book 2969 Page 100

Unofficial Document

Grantor BEARD, JACK E, JR.
Grantee MISNER, AARON

Instrument Type WD
Recording Fee \$27.00 S
No of Pages 2

Battle Johnson
Battle Johnson, Recorder of Deeds



-----[Space Above This Line For and Recording Data]-----

GENERAL WARRANTY DEED

THIS DEED, Made and entered into this 14 of June, 2006, by and between:

Beard **JACK E. BEARD, JR. and REBECCA L. BEARD, HUSBAND AND WIFE**, parties of the first part, of Boone County, State of Missouri, grantor(s), and **AARON MISNER and SHANNON MISNER, HUSBAND AND WIFE**, parties of the second part, of BOONE County, State of Missouri, grantee(s).

Grantee's mailing address is: 6560 S Gateview Dr. Columbia MO 65201

WITNESSETH, that the said party or parties of the first part, for and in consideration of the sum of One Dollar and other valuable considerations paid by the said party or parties of the second part, the receipt of which is hereby acknowledged, does or do by these presents GRANT, BARGAIN, AND SELL, CONVEY AND CONFIRM unto the said party or parties of the second part the following described Real Estate, situated in the County of BOONE, and State of Missouri, to wit:

Lot Fifteen (15) of GATEWAY SOUTH - PLAT NO. 1, as shown by the plat recorded in Plat Book 10, Page 124, Records of Boone County, Missouri.

Subject to Easements and Restrictions of record.

Property Address (if known): 6560 S GATEVIEW DR, COLUMBIA, MO 65201
Tax ID # (if known):
File No. C0603114

TO HAVE AND TO HOLD THE SAME, together with all rights, immunities, privileges and appurtenances to the same belonging, unto the said party or parties of the second part forever, the said party or parties of the first part covenanting that said party or parties and the heirs, executors, administrators and assigns of such party or parties shall and will

Warranty Deed / BEARD, JR. to MISNER
1 of 2

Nora Dietzel, Recorder of Deeds

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 2021

In the County Commission of said county, on the 9th day of September 20 21

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

**BEFORE THE COUNTY COMMISSION OF
BOONE COUNTY, MISSOURI**

In Re: Nuisance Abatement)
7631 Zack Rd)
Columbia, MO)
)
September Session
July Adjourned
Term 2021
Commission Order No. 383-2021

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 9th day of September 2021, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: trash, rubbish, garbage, broken furniture and a derelict/unlicensed/junk-filled/dismantled/inoperable black Chevrolet pick-up on the premises.
4. The location of the public nuisance is as follows 7631 Zack Rd, Columbia, MO, a/k/a parcel# 12-204-10-01-011.00 01, Valley Park Subdivision, Lot 1, Section 10, Township 49, Range 12 as shown by deed book 2694 page 0104, Boone County
5. The specific violation of the Code is: trash, rubbish, garbage and broken furniture in violation of section 6.5 of the Code and derelict/unlicensed/junk-filled/dismantled/inoperable black Chevrolet pick-up in violation of section 6.9 of the Code.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

Term. 20

In the County Commission of said county, on the

day of

20

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

6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 30th day of July 2021, to the property owner.
7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

Order For Abatement Chargeable As a Special Assessment To The Property

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

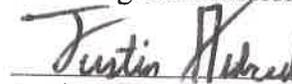
ATTEST:



Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Justin Aldred
District I Commissioner



Jane M. Thompson
District II Commissioner

Photographs taken 8/25/21 @ ~ 9:55 a.m.

Derelict/unlicensed/junk-filled/dismantled/inoperable black Chevrolet pick-up, and junk, trash, and rubbish





Amanda Mattics

7631 Zack Road

Health Department nuisance notice – timeline

- 6/17/21: Citizen complaint received
- 6/17/21: Initial inspection conducted
- 6/22/21: Notice of violation sent to owner, return receipt requested
- 7/30/21: Notice of violation posted in local newspaper
- 8/25/21: Reinspection conducted – violation not abated - photographs taken ~ 9:55 a.m
- 8/28/21: Hearing notice sent

Kenny Mohr Assessor

Parcel 12-204-10-01-011.00 01

Property Location 7631 N ZACK RD

City	Road COMMON ROAD DISTRICT (CO)	School HALLSVILLE (R4)
Library COL BC LIBRARY (L4)	Fire BOONE COUNTY (F1)	

Owner MATTICKS AMANDA ERIN	Subdivision Plat Book/Page 0011 0310	
Address 7631 ZACK RD	Section/Township/Range 10 49 12	
Care Of	Legal Description VALLEY PARK SD	
City, State, Zip COLUMBIA, MO 65202	Lot Size .00 x .00	
	Irregular Shape	
	Deeded Acreage .00	
	Calculated Acreage 2.20	
	Deed Book/Page 2694 0104 0471 0805	

Effective Date of Value 1/1/2021

CURRENT APPRAISED

Type	Total
RESIDENTIAL	118,200
Totals	118,200

CURRENT ASSESSED

Type	Total
RESIDENTIAL	22,458
Totals	22,458

PROPERTY DESCRIPTION

Year Built 1979	
Basement FULL (4)	Attic NONE (1)
Bedrooms 4	Main Area 1,184
Full Bath 2	Finished Basement Area 192
Half Bath 0	
Total Rooms 6	Total Square Feet 1,376

Boone County Assessor

Boone County Government Center
801 E. Walnut St., Rm 143
Columbia, MO 65201-7733

assessor@boonecountymo.org

Office (573) 886-4270
Fax (573) 886-4254

Mapping (573) 886-4262
Personal Property (573) 886-4250
Real Estate (573) 886-4265

Boone County, Missouri

Unofficial Document



Recorded in Boone County, Missouri

Date and Time **04/01/2005** at **09:35:12 AM**

Instrument # **2005007803** Book **2694** Page **104**

Grantor **CHISHOLM, ROBERT A**

Grantee **MATTICKS, AMANDA ERIN**

Instrument Type **WD**

Recording Fee **\$27.00 S**

No of Pages **2**

Bertie Johnson
Bertie Johnson, Recorder of Deeds



File Number: 214696

GENERAL WARRANTY DEED

This Deed, Made and entered on March 31, 2005 by and between

Robert A. Chisholm and Glenna S. Chisholm, husband and wife, of the County of Boone, State of Missouri, Party or Parties of the First Part, GRANTOR, and

Amanda Erin Matticks, a single person whose mailing address is: 7631 Zack Rd., Columbia, MO, 65202 Party or Parties of Second Part, GRANTEE.

WITNESSETH, that the said party of the first part, for and in consideration of the sum of One Dollar (\$1.00) and other valuable considerations paid by the said party or parties of the second part, the receipt of which is hereby acknowledged, does by these presents GRANT, BARGAIN SELL, CONVEY AND CONFIRM unto the said party or parties of the second part, the following described Real Estate, situated in the County of BOONE and State of Missouri, to-wit:

Lot One (1) of Valley Park Subdivision as shown by plat thereof recorded in Plat Book 11, page 310, records of Boone County, Missouri.

Also known as: 7631 Zack Rd., Columbia, MO, 65202

Subject to building lines, conditions, restrictions, and easements, and zoning regulations of record, if any.

TO HAVE AND TO HOLD the same, together with all rights and appurtenances to the same belonging, unto the said party or parties of the second part, and to the heirs and assigns of such party or parties forever.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the 9th day of September 20 21

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

**BEFORE THE COUNTY COMMISSION OF
BOONE COUNTY, MISSOURI**

In Re: Nuisance Abatement)	September Session
907 E Nance Dr)	July Adjourned
Columbia, MO)	Term 2021
)	Commission Order No. 384-2021

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 9th day of September 2021, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: growth of weeds in excess of twelve inches high on the premises.
4. The location of the public nuisance is as follows 907 E Nance Dr, Columbia, MO, a/k/a parcel# 11-908-25-00-009.00 01, Section 25, Township 49, Range 13 as shown by deed book 1783 page 0428, Boone County.
5. The specific violation of the Code is: growth of weeds in excess of twelve inches high in violation of section 6.7 of the Code.
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 30th day of July 2021, to the property owner.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

Term. 20

In the County Commission of said county, on the

day of

20

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

7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

Order For Abatement Chargeable As a Special Assessment To The Property

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

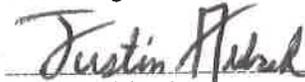
ATTEST:



Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner

Photographs taken 8/20/21 @ ~ 10:15 a.m.

We growth in excess of 12 inches in length



Faye C & Forrest Pugh

907 E Nance

Health Department nuisance notice – timeline

- 6/23/21: Citizen complaint received
- 7/8/21: Initial inspection conducted
- 7/9/21: Notice of violation sent to owner, return receipt requested
- 7/30/21: Notice of violation posted in local newspaper
- 8/20/21: Reinspection conducted – violation not abated - photographs taken ~ 10:15 a.m.
- 8/21/21: Hearing notice sent

Kenny Mohr Assessor

Parcel 11-908-25-00-009.00 01 **Property Location** 907 E NANCE DR

City	Road COMMON ROAD DISTRICT (CO)	School COLUMBIA (C1)
Library COL BC LIBRARY (L4)	Fire BOONE COUNTY (F1)	

Owner	PUGH FORREST A & FAYE C	Subdivision Plat Book/Page
Address	907 E NANCE DRIVE	Section/Township/Range 25 49 13
Care Of		Legal Description 200 X 200 FT. PT EPT
City, State, Zip	COLUMBIA, MO 65202	N 1/2 NE (INC SUR 400-929)
		Lot Size .00 x .00
		Irregular Shape
		Deeded Acreage .00
		Calculated Acreage 1.60
		Deed Book/Page 1783 0428 0854 0785

Effective Date of Value 1/1/2021

CURRENT APPRAISED		CURRENT ASSESSED	
Type	Total	Type	Total
RESIDENTIAL	119,760	RESIDENTIAL	22,754
Totals	119,760	Totals	22,754

PROPERTY DESCRIPTION

Year Built	1970	
Basement	FULL (4)	Attic NONE (1)
Bedrooms	3	Main Area 1,542
Full Bath	2	Finished Basement Area 925
Half Bath	0	
Total Rooms	8	Total Square Feet 2,467

Boone County Assessor

Boone County Government Center
801 E. Walnut St., Rm 143
Columbia, MO 65201-7733

assessor@boonecountymo.org

Office (573) 886-4270
Fax (573) 886-4254

Mapping (573) 886-4262
Personal Property (573) 886-4250
Real Estate (573) 886-4265

Bettie Johnson, Recorder of Deeds
Boone County, Missouri
GENERAL WARRANTY DEED

428

THIS DEED, Made and entered into this 12th day of September, 2001, by and between W.L. STONE, JR. AND MARILYN J. STONE, HUSBAND AND WIFE

Unofficial Document

party or parties of the first part of BOONE County, State of Missouri, grantor(s) and FORREST A. PUGH AND FAYE C. PUGH, HUSBAND AND WIFE

party or parties of the second part of BOONE County, State of Missouri, grantee(s).

Grantee's Mailing Address is 907 E Danc Dr. Columbia Mo 65202

WITNESSETH, that the said party or parties of the first part, in consideration of the sum of Ten Dollars and other valuable considerations paid by the said party or parties of the second part, the receipt of which is hereby acknowledged, does or do by these presents, GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM, unto the said party or parties of the second part the following described Real Estate, situated in the County of BOONE, State of Missouri, to-wit:

A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER (NE 1/4) OF SECTION TWENTY-FIVE (25), TOWNSHIP FORTY-NINE (49) NORTH, RANGE THIRTEEN (13) WEST, OF THE FIFTH (5TH) PRINCIPAL MERIDIAN, IN BOONE COUNTY, MISSOURI, BEING SHOWN AND DESCRIBED AS THE WEST HALF (W 1/2) OF TRACT A-3 AS SHOWN BY THE SURVEY RECORDED IN BOOK 400, PAGE 929, RECORDS OF BOONE COUNTY, MISSOURI.

AND ALSO, A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER (NE 1/4) OF SECTION TWENTY-FIVE (25), TOWNSHIP FORTY-NINE (49) NORTH, RANGE THIRTEEN (13) WEST, OF

(Continued)

TO HAVE AND TO HOLD THE SAME, together with all the rights, immunities, privileges, and appurtenances thereunto belonging unto the said party or parties of the second part forever, the said party or parties of the first part covenanting that said party or parties and the heirs, executors, administrators and assigns of such party or parties shall and will WARRANT AND DEFEND the title to the premises unto the said party or parties of the second part, and to the heirs and assigns of such party or parties forever, against the lawful claims of all persons whomsoever, excepting however, the general taxes for the calendar year 2001 and thereafter, and special taxes becoming a lien after the date of this deed.

IN WITNESS WHEREOF, the said party or parties of the first part has or have hereunto set their hand or hands the day and year first above written.

W.L. Stone Jr
W.L. STONE, JR.

Marilyn J. Stone
MARILYN J. STONE

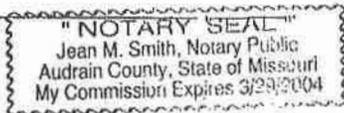
STATE OF MISSOURI }
COUNTY OF BOONE } ss

On this 12th day of September, 2001, before me personally appeared W.L. STONE, JR. AND MARILYN J. STONE, HUSBAND AND WIFE

to me known to be the person or persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in COLUMBIA Missouri, the day and year first above written.

My term expires the _____ day of _____



Jean M. Smith
signed

STATE OF MISSOURI, }
COUNTY OF _____ } ss

IN THE RECORDER'S OFFICE

I, Recorder of said County, do hereby certify that the within instrument of Writing was, at _____ o'clock _____ M. on the _____ day of _____, duly filed for record in this office, and has been recorded in Book _____, Page _____.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal at _____, Missouri on the day and year aforesaid.

Recorder of Deeds

Boone County, Missouri

Continuation of LEGAL DESCRIPTION Unofficial Document

429

THE FIFTH (5TH) PRINCIPAL MERIDIAN, IN BOONE COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: STARTING AT THE NORTH LINE OF SECTION 25 AND THE WEST RIGHT-OF-WAY LINE OF HIGHWAY 64, A POINT 40.0 FEET WEST OF THE NORTHEAST CORNER OF SAID SECTION 25; THENCE SOUTH 1344.8 FEET ALONG THE HIGHWAY 63 RIGHT-OF-WAY LINE; THENCE SOUTH 89 DEGREES 30' WEST 300.0 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 89 DEGREES 30' WEST, 200.0 FEET; THENCE NORTH 0 DEGREES 30' WEST, 200.0 FEET; THENCE NORTH 89 DEGREES 30' EAST 200.0 FEET; THENCE SOUTH 0 DEGREES 30' EAST, 200.00 FEET TO THE POINT OF BEGINNING.

SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

STATE OF MISSOURI)
COUNTY OF BOONE) SS.

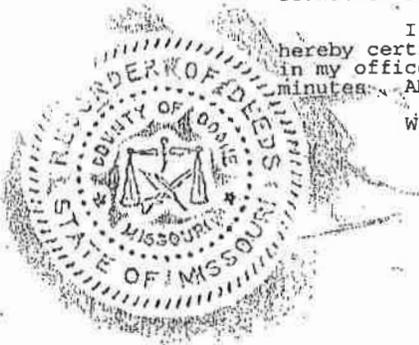
Document No. 23785

I, the undersigned Recorder of Deeds for said county and state do hereby certify that the foregoing instrument of writing was filed for record in my office on the 14th day of September, 2001 at 8 o'clock and 09:40 minutes AM and is truly recorded in Book 1783 Page 428.

Witness my hand and official seal on the day and year aforesaid.

BETTIE JOHNSON, RECORDER OF DEEDS

by Lisa Wyatt deputy



385 -2021

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the

9th

day of September

20 21

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

Now on this day, the County Commission of the County of Boone does hereby approve the request for bid 30-12JUL21 - Civil Construction for New Radio Tower Project which closed on July 22, 2021.

Recommendation for award is to C.L. Richardson Construction Company of Ashland, Missouri for offering the lowest and best bid.

Total cost of contract is \$235,950 and will be paid from Department 2706 - BOCO Joint Communications Radio Improvement, Account 91300 - Machinery & Equipment. \$292,300.00 is budgeted.

Done this 9th day of September 2021.

ATTEST:

Brianna L. Lennon

Brianna L. Lennon
Clerk of the County Commission

absent

Daniel K. Atwill
Presiding Commissioner

Justin Aldred

Justin Aldred
District I Commissioner

Janel M. Thompson

Janel M. Thompson
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



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

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: September 9, 2021
RE: Request for Bid Award Recommendation: 30-12JUL21 - Civil
Construction for New Radio Tower Project

Request for Bid 30-12JUL21 - Civil Construction for New Radio Tower Project closed on July 22, 2021. Four bid responses were received.

Recommendation for award is to C.L. Richardson Construction Company of Ashland, Missouri for offering the lowest and best bid.

Total cost of contract is \$235,950 and will be paid from department 2706 - BOCO Joint Communications Radio Improvement, account 91300 - Machinery & Equipment. \$292,300 is budgeted.

ATT Dave Dunford Memo for Recommendation of Award
Bid Tabulation

cc: Bid File
Dave Dunford, Pat Schreiner, Chad Martin, Joint Communications

MEMO

DATE: August 11, 2021
TO: Chad Martin, Director, Boone County Joint Communications
FROM: David O. Dunford, Radio Consultant, County of Boone 

Please consider this memo as an advisory and recommendation regarding the bid award for civil construction work at the RKB tower site. A comprehensive bid package was sent out as RFB #30-12JUL21 and County received four responsive bids. Bids were as follows:

Remsel Corporation	\$ 515,037.45
S&A Equipment	\$ 337,245.00
McGilton Construction	\$ 313,904.00
C.L. Richardson	\$ 235,950.00

The two lowest bidders, McGilton and Richardson, have performed similar work for Boone County and the work from both was very good.

I reviewed the McGilton bid and discovered that it had included project tasks not required in our bid specs. These tasks included electrical construction, grounding installation, and crane fees to set the equipment shelter. For a fair comparison, I removed those fees from the base McGilton bid which brought their effective bid price down to \$ 272,704.00.

Additionally, McGilton included a bid price for erection of the 250' tower using his principal tower contractor in the amount of \$ 39,200.00

Based on the bids we received and proposed schedules from the respondents my recommendation is to award the bid to C.L. Richardson for \$ 235,950.00.

BID TABULATION: 30-12JUL21 - Civil Construction for New Radio Tower Project (RKB)

Item #	Description	McGilton Construction Company	CL Richardson Construction Co.	S & A Equipment and Builders	Remsel Corp
4.01.	Civil Construction Work - lump sum bid	\$313,904.00	\$235,950.00	\$337,245.00	\$515,037.45
4.02.	How many days after Notice to Proceed will work begin?	30	60	30	14
4.03.	How many days after Notice to Proceed will work be completed?	120	50	90	120
4.04.	List Subcontractors Name, Address, and Work Assigned.	Hayes Drilling, Embury	Arrow Drilling, Kadel Brothers Construction, Custom Fests and Erectors Control	Drilling Service Co., Meyer Electric	Sputagan Contracting
	Statement of Bidder's Qualifications Returned	Yes	Yes	Yes	Yes
	Work Authorization Returned	Yes	Yes	Yes	Yes
	Debarment Certification Returned	Yes	Yes	Yes	Yes
	Anti-Collusion Statement Returned	Yes	Yes	Yes	Yes
	Signature and Identity of Bidder Returned	Yes	Yes	Yes	Yes
	Bidder's Acknowledgment Returned	Yes	Yes	Yes	Yes
	Prior Experience	Yes	Yes	Yes	Yes

No Bids
Shepherd's Company

CONTRACT AGREEMENT

THIS AGREEMENT, made and entered into by and between the County of Boone, Missouri through the Boone County Commission (hereinafter referred to as the Owner), and **C. L. Richardson Construction Company** (hereinafter referred to as the Contractor).

WITNESSETH: That for and in consideration of the acceptance of Contractor's bid and the award of this contract to said Contractor by the Owner and in further consideration of the agreements of the parties herein contained, to be well and truly observed and faithfully kept by them, and each of them, it is agreed between the parties as follows, to wit:

The Contractor at his own Expense hereby agrees to do or furnish all labor, materials, and equipment called for in the bid designated and marked:

BID NUMBER 30-12JUL21 - Civil Construction for New Radio Tower Project (RKB)

and agrees to perform all the work required by the contract as shown on the plans and specifications

The following contract documents and any applicable Addenda are made a part hereof as fully as if set out herein: Change orders issued subsequent to this contract shall be subject to the terms and conditions of the agreement unless otherwise specified in writing.

- Introduction and General Conditions of Bidding
- Primary Specifications
- Response Presentation and Review
- Response Form
- Statement of Bidders Qualifications
- Standard Terms and Conditions
- Work Authorization Certification
- Certification Regarding Debarment
- Anti-Collusion Statement
- Signature and Identity of Bidder
- Bidder's Acknowledgment
- Prior Experience
- Insurance Requirements
- Affidavit of Compliance with OSHA
- Affidavit of Compliance with Prevailing Wage Law
- State Wage Rates-Annual Wage Order #28
- Site Drawings from E.S. & S.
- Geotech Report from E.S. & S.
- Shelter Foundation and Generator Pad Design from Crockett Engineering
- Tower Foundation Design from sabre Industries
- Construction Easement

The Contractor agrees that he is fully informed regarding all of the conditions affecting the work to be done, and labor and materials to be furnished for the completion of this contract, and that his information was secured by personal investigation and research and not from any estimates of the Owner; and that he will make no claim against the Owner by reason of estimates, tests, or representation of any officer, agent, or employees of the Owner.

The said Contractor agrees further to begin work not later than the authorized date in the Notice to Proceed, and to complete the work within the time specified in the contract documents or such additional time as may be allowed by the Project Manager under the contract.

The work shall be done to complete satisfaction of the Owner and, in the case the Federal Government or any agency thereof is participating in the payment of the cost of construction of the work, the work shall also be subject to inspection and approval at all times by the proper agent or officials of such government agency.

The parties hereto agree that this contract in all things shall be governed by the laws of the State of Missouri.

Contractor agrees it will pay not less than the prevailing hourly rate of wages to all workers performing work under the contract in accordance with the prevailing wage determination issued by the Division of Labor Standards of the Department of Labor and Industrial Relations for the State of Missouri and as maintained on file with the Boone County Resource Management Department.

The Contractor further agrees that it shall forfeit as a penalty to the County of Boone the sum of \$100.00 for each worker employed for each calendar day or portion thereof such worker is paid less than the stipulated rates set forth in the prevailing wage determination for the project for any work done under this contract by the Contractor or by any Subcontractor employed by the Contractor pursuant to the provisions of Section 290.250 RSMo. The Contractor further agrees that it will abide by all provisions of the prevailing wage law as set forth in Chapter 290 RSMo. and rules and regulations issued thereunder and that any penalties assessed may be withheld from sums due to the Contractor by the Owner.

The contractor agrees that he will comply with all federal, state, and local laws and regulations and ordinances and that he/she will comply and cause each of his/her subcontractors, and directives pertaining to nondiscrimination against any person on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in connection with this contract, including procurement of materials and lease of equipment; therefore, in accordance with the special provisions on that subject attached hereto, incorporated in and made a part of the Contract.

The Contractor expressly warrants that he/she has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demand by him, included any sum by reason of such brokerage, commission, or percentage; and that all moneys payable to him hereunder are free from obligation of any other person for services rendered, or supposed to have been rendered, in the procurement of this contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the Owner, and that the Owner may retain to its own use from any sums due to or to become due hereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.

The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's 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 subcontract 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 any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), 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, and agrees to provide a copy of this waiver to any party affected by this provision.

The Owner agrees to pay the Contractor in the amount:

Two Hundred Thirty-Five Thousand Nine Hundred Fifty Dollars and zero cents (\$235,950.00)

as full compensation for the performance of work embraced in this contract, subject to the terms of payment as provided in the contract documents and subject to adjustment as provided for changes in quantities and approved change orders.

IN WITNESS WHEREOF, the parties hereto have signed and entered this agreement on 9/2/2021
at Columbia, Missouri. (Date)

C. L. RICHARDSON CONSTRUCTION COMPANY

BOONE COUNTY, MISSOURI

By: Boone County Commission

By DocuSigned by:
Dave Richardson
AE9027FCB219441...

DocuSigned by:
Daniel K. Atwill
BA4B934CED8E4EB...
Daniel K. Atwill, Presiding Commissioner

Title president

APPROVED AS TO FORM:

ATTEST:

DocuSigned by:
CJ Dykhouse
7D71DEAE89D74DD...
CJ Dykhouse, County Counselor

DocuSigned by:
Brianna L. Lennon
D267E242BF8048C...
Brianna L. Lennon, 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.)

DocuSigned by:
June E Pitohford by JF
8C248D97E7A483...
Signature

9/8/2021
Date

2706 / 91300 - \$235,950.00
Appropriation Account

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the 9th day of September 20 21

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

Now on this day, the County Commission of the County of Boone does hereby approve the disposal of the attached list of surplus through MRC Recycling Center. MRC Recycling will pick the surplus items up for fifty dollars per load.

MRC Recycling Center certifies that they have picked up the attached list of items and that all items will be recycled, not reused, so nothing ends up in the landfill.

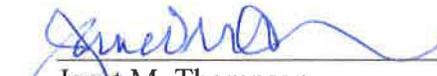
Done this 9th day of September 2021.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Purchasing
David Eagle
Purchasing Assistant



613 E. Ash St.
Columbia, MO 65201
Phone: (573) 886-4394

MEMORANDUM

TO: Boone County Commission
FROM: David Eagle
RE: Computer and Peripheral Surplus Disposal
DATE: August 23, 2021

The Purchasing Departments requests permission to dispose of the following list of surplus PC'S, peripheral equipment, unworking air conditioners, file cabinets, and other miscellaneous items through MRC Recycling Center. MRC Recycling will pick up our surplus for fifty dollars per load. Tubed monitors and TV's cost extra. There is also an extra charge for items with freon. They are a State of Missouri, DNR Level Four recycling center. None of these items are land-filled. Purchasing will obtain a Certificate of Destruction, and we will let them know that we want everything recycled, not reused so nothing ends up in the landfill.

Prior to Computer surplus coming to Purchasing for disposal, Information Technology has removed the hard drives for destruction by their department. Their procedure for PC disposal is:

Once all the data is copied or recovered for the user, IT removes the hard drive and memory from the PC. The memory is held to be used for upgrading other PCs at the county that can benefit. IT sometimes removes parts that can be used as spare if the model is current enough. (ie Power Supplies, Video Cards, etc.) The hard drive is held for a minimum of 30 days in case a user identifies something is missing. After 30 days IT may reuse the hard drive in other county PCs if there are failures. If a hard drive goes unused or fails and IT needs to physically dispose of it, they drill a 5/8" hole through the drive and the data platters. Once IT has collection of "drilled" drives, they deliver them to PC recycling vendor, MRC Recycling Center.

MRC Recycling Center certifies that they have picked up the following items and that all items will be recycled, not reused, so nothing ends up in the landfill.

Signature: 

Date: 9/9/2021

	Asset #	Description	Make & Model	Department	Condition of Asset	Serial #
1.	NO TAG	MISC. CORDS		INFORMATION TECHNOLOGY	UNKNOWN	
2.	NO TAG	MISC. CORDS, POWER CIRCUITS, KEYBOARDS, MICE, ETC.		INFORMATION TECHNOLOGY	UNKNOWN	

3.	19339	LAPTOP	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	
4.	19338	LAPTOP	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	
5.	19337	LAPTOP	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	
6.	19153	LAPTOP	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	
7.	19154	LAPTOP	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	
8.	19335	LAPTOP	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	
9.	22022	LAPTOP	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	
10.	19770	TABLET I OS	APPLE IPAD 128G	SHERIFF	UNKNOWN	
11.	17521	PROJECTOR	EPSON BRIGHLINK 450WI	SHERIFF	UNKNOWN	
12.	17789	PROJECTOR	EPSON BRIGHLINK 450WI	SHERIFF	UNKNOWN	
13.	18523	PC WORKSTATION	HP COMPAQ 6300	INFORMATION TECHNOLOGY	UNKNOWN	
14.	18250	PC WORKSTATION	HP COMPAQ 6300	INFORMATION TECHNOLOGY	UNKNOWN	
15.	19989	PC WORKSTATION	HP PRODESK 600	COUNTY CLERK	UNKNOWN	
16.	18871	PC WORKSTATION	HP PRO 4300	PROSECUTING ATTORNEY	UNKNOWN	
17.	22791	PC WORKSTATION	WEST A9C	911/JONINT COMMUNICATIONS	UNKNOWN	SENT BACK TO VENDOR

cc: Heather Acton, Jacob Flowers, Auditor Surplus File

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 8/9/2021

Fixed Asset Tag Number: N/A

Description of Asset:

78 misc. cards - Box 2

Box 1

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

N/A

Condition of Asset:

Reason for Disposition:

No longer needed

Location of Asset and Desired Date for Removal to Storage: ASAP in GC Room 123

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name:

Signature [Signature]

To be Completed by: AUDITOR

Original Acquisition Date N/A

G/L Account for Proceeds 1190-3836 J

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 386-2021

Date Approved 9.9.2021

Signature [Signature]

RECEIVED

AUG 09 2021

**BOONE COUNTY
AUDITOR**

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 8/9/21

Fixed Asset Tag Number: N/A

Description of Asset: 28 misc. cords 11- cable adapters 2- power supply 14- parts/circuits 4-keyboards (Box 2) 2-mice

B072

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

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AUG 09 2021
BOONE COUNTY
AUDITOR

Other Information (Serial number, etc.): N/A

Condition of Asset: _____

Reason for Disposition: No longer needed

Location of Asset and Desired Date for Removal to Storage: ASAP - in GC Room 123

Was asset purchased with grant funding? YES NO
If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO
If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: _____

Signature: [Signature]

To be Completed by: AUDITOR
Original Acquisition Date N/A G/L Account for Proceeds 1190-3836 J
Original Acquisition Amount _____
Original Funding Source _____
Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____
Location within Department _____
Individual _____
____ Trade _____ Auction _____ Sealed Bids
____ Other Explain _____

Commission Order Number 386-2021

Date Approved 9.9.2021

Signature: [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/21/2021 FIXED ASSET TAG NUMBER: 00019339

DESCRIPTION: PANASONIC TOUGHBOOK CF31
LAPTOP NOTEBOOK

REQUESTED MEANS OF DISPOSAL: _____

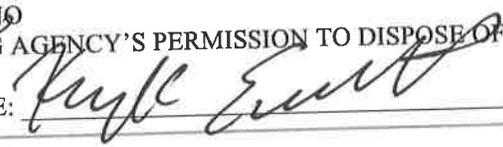
OTHER INFORMATION: _____

CONDITION OF ASSET: HARDDRIVE AND MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF SIGNATURE: 

RECEIVED

AUG 06 2021

BOONE COUNTY
AUDITOR

AUDITOR

ORIGINAL ACQUISITION DATE 2014/07/03

G/L ACCOUNT FOR PROCEEDS 2901-3836 42

ORIGINAL ACQUISITION AMOUNT 3,295.00

ORIGINAL FUNDING SOURCE 2787

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

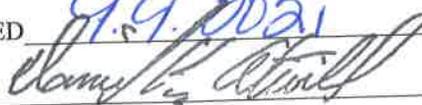
INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-5021

DATE APPROVED 9.9.2021

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/21/2021 FIXED ASSET TAG NUMBER: 00019338

DESCRIPTION: PANASONIC TOUGHBOOK CF31
LAPTOP NOTEBOOK

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: HARDDRIVE AND MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP-In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF SIGNATURE: [Signature]

RECEIVED
AUG 06 2021
BOONE COUNTY
AUDITOR

AUDITOR

ORIGINAL ACQUISITION DATE 2014/07/03

G/L ACCOUNT FOR PROCEEDS 2901-3836 HA

ORIGINAL ACQUISITION AMOUNT 3,295.00

ORIGINAL FUNDING SOURCE 2787

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/21/2021

FIXED ASSET TAG NUMBER: 00019337

DESCRIPTION: PANASONIC TOUGHBOOK CF31
LAPTOP NOTEBOOK

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: HARDDRIVE AND MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF SIGNATURE: 

RECEIVED

AUG 06 2021

**BOONE COUNTY
AUDITOR**

AUDITOR

ORIGINAL ACQUISITION DATE 2014/07/03

G/L ACCOUNT FOR PROCEEDS 2901-3836 HQ

ORIGINAL ACQUISITION AMOUNT 3,295.00

ORIGINAL FUNDING SOURCE 2787

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

 TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

 TRADE AUCTION SEALED BIDS

 OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/21/2021

FIXED ASSET TAG NUMBER: 00019153

DESCRIPTION: PANASONIC TOUGHBOOK CF31
LAPTOP NOTEBOOK

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

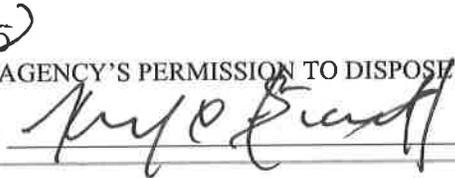
CONDITION OF ASSET: HARDDRIVE AND MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: _____

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF

SIGNATURE: 

RECEIVED

AUG 06 2021

**BOONE COUNTY
AUDITOR**

AUDITOR

ORIGINAL ACQUISITION DATE 2014/07/03

G/L ACCOUNT FOR PROCEEDS 2901-3836-HA

ORIGINAL ACQUISITION AMOUNT 3,295.00

ORIGINAL FUNDING SOURCE 2787

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/21/2021

FIXED ASSET TAG NUMBER: 00019154

DESCRIPTION: PANASONIC TOUGHBOOK CF31
LAPTOP NOTEBOOK

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: HARDDRIVE AND MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF

SIGNATURE: 

AUDITOR

ORIGINAL ACQUISITION DATE 2014/07/03

G/L ACCOUNT FOR PROCEEDS 2901-3836 Ha

ORIGINAL ACQUISITION AMOUNT 3,295.00

ORIGINAL FUNDING SOURCE 2787

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

 TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

 TRADE AUCTION SEALED BIDS

 OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE 

RECEIVED
AUG 06 2021
BOONE COUNTY

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/21/2021

FIXED ASSET TAG NUMBER: 00019335

DESCRIPTION: PANASONIC TOUGHBOOK CF31
LAPTOP NOTEBOOK

REQUESTED MEANS OF DISPOSAL: _____

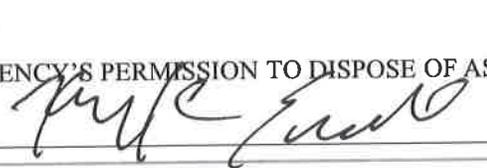
OTHER INFORMATION: _____

CONDITION OF ASSET: HARDDRIVE AND MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF SIGNATURE: 

RECEIVED
AUG 06 2021
BOONE COUNTY
AUDITOR

AUDITOR

ORIGINAL ACQUISITION DATE 2014/07/03

G/L ACCOUNT FOR PROCEEDS 29013836 Na

ORIGINAL ACQUISITION AMOUNT 3,295.00

ORIGINAL FUNDING SOURCE 2787

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

 TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

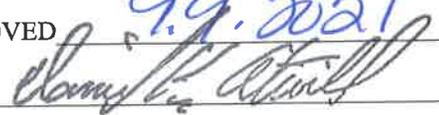
INDIVIDUAL _____

 TRADE AUCTION SEALED BIDS

 OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/15/2021

FIXED ASSET TAG NUMBER: 00022022

DESCRIPTION: PANASONIC TOUGHBOOK CF31
LAPTOP NOTEBOOK

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

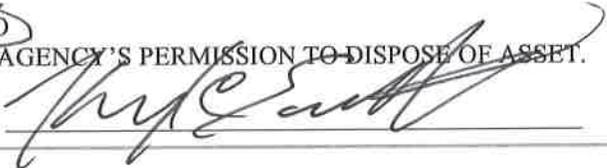
CONDITION OF ASSET: HARDDRIVE AND MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF

SIGNATURE: 

RECEIVED

AUG 06 2021

BOONE COUNTY
AUDITOR

AUDITOR

ORIGINAL ACQUISITION DATE 2017/05/08

G/L ACCOUNT FOR PROCEEDS 2901-3836 HA

ORIGINAL ACQUISITION AMOUNT 3,570.11

ORIGINAL FUNDING SOURCE 2787

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

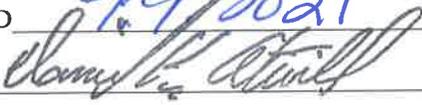
INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/21/2021

FIXED ASSET TAG NUMBER: 00019770

DESCRIPTION: APPLE IPAD 128G
TABLET I OS

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

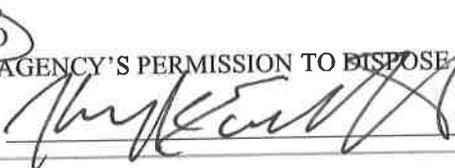
CONDITION OF ASSET: HARDDRIVE AND MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF

SIGNATURE: 

AUDITOR

ORIGINAL ACQUISITION DATE 2015/09/17

G/L ACCOUNT FOR PROCEEDS 1190-3836 HA

ORIGINAL ACQUISITION AMOUNT 777.65

ORIGINAL FUNDING SOURCE 2731

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

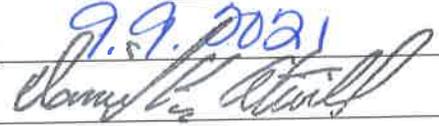
INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE 

RECEIVED

AUG 06 2021

**BOONE COUNTY
AUDITOR**

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 08/19/2021

FIXED ASSET TAG NUMBER: 00017521

DESCRIPTION: EPSON BRIGHTLINK 450WI
PROJECTOR

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: PURCHASED 11/9/2010

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF SIGNATURE: 

RECEIVED

AUG 20 2021

**BOONE COUNTY
AUDITOR**

AUDITOR

ORIGINAL ACQUISITION DATE 2010/11/24

G/L ACCOUNT FOR PROCEEDS 2550-3836 J

ORIGINAL ACQUISITION AMOUNT 1,965.00

ORIGINAL FUNDING SOURCE 2746

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 08/19/2021

FIXED ASSET TAG NUMBER: 00017789

DESCRIPTION: EPSON BRIGHTLINK 455WI
PROJECTOR

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: PURCHASED 9/27/2011

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF

SIGNATURE: 

RECEIVED

AUG 20 2021

**BOONE COUNTY
AUDITOR**

AUDITOR

ORIGINAL ACQUISITION DATE 2011/10/05

G/L ACCOUNT FOR PROCEEDS 2550-3836 J

ORIGINAL ACQUISITION AMOUNT 1,972.67

ORIGINAL FUNDING SOURCE 2746

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 08/19/2021

FIXED ASSET TAG NUMBER: 00018523

DESCRIPTION: HP COMPAQ 6300
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: _____

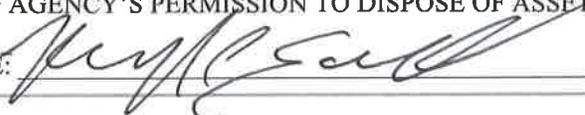
OTHER INFORMATION: _____

CONDITION OF ASSET: HARDDRIVE AND MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: INFORMATION TECHNOL SIGNATURE: 

RECEIVED

AUG 20 2021

BOONE COUNTY
AUDITOR

AUDITOR

ORIGINAL ACQUISITION DATE 2013/08/02

G/L ACCOUNT FOR PROCEEDS 1190-3836 J

ORIGINAL ACQUISITION AMOUNT 533.64

ORIGINAL FUNDING SOURCE 2731

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9-9-2021

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 08/19/2021

FIXED ASSET TAG NUMBER: 00018250

DESCRIPTION: HP COMPAQ 6300
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: _____

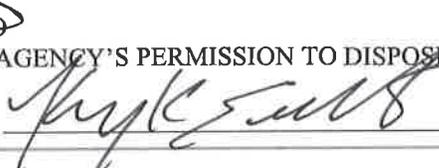
OTHER INFORMATION: _____

CONDITION OF ASSET: HARDDRIVE AND MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: INFORMATION TECHNOL SIGNATURE: 

RECEIVED
AUG 20 2021
BOONE COUNTY
AUDITOR

AUDITOR

ORIGINAL ACQUISITION DATE 2013/02/22

G/L ACCOUNT FOR PROCEEDS 1190-3836 J

ORIGINAL ACQUISITION AMOUNT 602.23

ORIGINAL FUNDING SOURCE 2731

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 08/19/2021

FIXED ASSET TAG NUMBER: 00019989

DESCRIPTION: HP PRODESK 600
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: _____

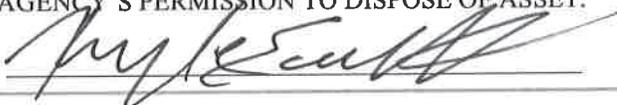
OTHER INFORMATION: _____

CONDITION OF ASSET: HARDDRIVE AND MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: COUNTY CLERK SIGNATURE: 

RECEIVED
AUG 20 2021
BOONE COUNTY
AUDITOR

AUDITOR

ORIGINAL ACQUISITION DATE 2016/05/19

G/L ACCOUNT FOR PROCEEDS 1190-3836 J

ORIGINAL ACQUISITION AMOUNT 769.54

ORIGINAL FUNDING SOURCE 2731

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

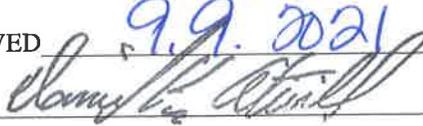
INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 08/19/2021

FIXED ASSET TAG NUMBER: 00018871

DESCRIPTION: HP PRO 4300
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: _____

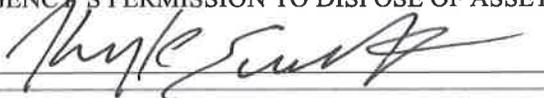
OTHER INFORMATION: _____

CONDITION OF ASSET: HARDDRIVE AND MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: PROSECUTING ATTORNI SIGNATURE: 

AUDITOR

ORIGINAL ACQUISITION DATE 2014/02/28

G/L ACCOUNT FOR PROCEEDS 1190-3836 J

ORIGINAL ACQUISITION AMOUNT 608.58

ORIGINAL FUNDING SOURCE 2731

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

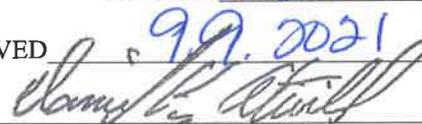
INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 07/14/2021

FIXED ASSET TAG NUMBER: 00022791

DESCRIPTION: WEST A9C
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: SENT BACK TO VENDOR

REASON FOR DISPOSITION: DEFECTIVE

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- In GC Room 123

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 911/JOINT COMM OPERA SIGNATURE: 

AUDITOR

ORIGINAL ACQUISITION DATE 2017/12/31

G/L ACCOUNT FOR PROCEEDS 2700-3835 49

ORIGINAL ACQUISITION AMOUNT 15,507.87

ORIGINAL FUNDING SOURCE 2790

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

___ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

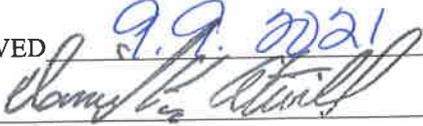
INDIVIDUAL _____

___ TRADE ___ AUCTION ___ SEALED BIDS

___ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 386-2021

DATE APPROVED 9.9.2021

SIGNATURE 

RECEIVED

AUG 06 2021

BOONE COUNTY
AUDITOR

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 21

In the County Commission of said county, on the 9th day of September 20 21

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

Now on this day, the County Commission of the County of Boone does hereby approve the request by the Resource Management Department to apply for additional funding and time expansion of the original grant application for a Chapter 319 Subgrant for the Bonne Femme Watershed Project that was approved in Commission Order 364-2018 and extended by amendment with Commission Order 130-2020.

Done this 9th day of September 2021.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner



Boone County Resource Management

ROGER B. WILSON BOONE COUNTY GOVERNMENT CENTER
801 E. WALNUT ROOM 315 COLUMBIA, MO 65201-7730
(573) 886-4330 FAX (573) 886-4340

BILL FLOREA, DIRECTOR

PLANNING - INSPECTIONS - ENGINEERING

To: Boone County Commission
From: Bill Florea
Lynne Hooper, Urban Hydrologist
Date: September 8, 2021

Regarding: Request for additional funds and extension of time on Section 319 Subgrant from Missouri Department of Natural Resources / Bonne Femme Watershed Project

Dear Commissioners,

We have attached a breakdown of additional funds that we would like to request from the Missouri Department of Natural Resources in order to complete the requirements of the Section 319 Subgrant for drafting a 9-element watershed-based plan in the Greater Bonne Femme Watershed. This is an expansion on the original Application for a Section 319 Subgrant approved with Order 364-2018, and Award approved with Order 403-2018, and an amended Application for a Section 319 Subgrant approved with Order 130-2020 and Award approved with Order 277-2020.

This amendment request will be for up to an additional \$15,000.00, depending on the amount awarded by the Missouri Department of Natural Resources, and an extension of time for an additional year so that the project would be completed at the end of July, 2022.

We will be happy to answer any questions that you might have.

**Available for Final Quarter
Need for Extension**

Items to Pay	Fed Grant Balance
After April 30, 201 -Invoice #11	\$23,771.34
Submitted invoice #12	(\$2,217.69)
Demo sign & install	(\$1,280.99)
Salter July 2021-includes mulch	(\$7,781.46)
Salter August 2021	(\$469.92)
Water shed sign installation	(\$1,825.88)
Move water shed signs	(\$440.16)
Watershed sign paint	<u>(\$23.48)</u>
Balance available for extension	\$9,731.76
GeoSyntech additional modeling	(\$8,000.00)
Salter September 2021-est	(\$1,409.76)
Salter October 2021-est	(\$1,174.80)
Salter mulch 1/2 of small basin-est	(\$2,000.00)
Beverages 2 Public Meetings-est	(\$175.00)
Advertise 2 Public Meetings-est	(\$390.00)
2 Monitoring Blitz lunch & snacks	(\$450.00)
Public Meeting room rental-est	(\$300.00)
Print fliers & postcards-est	(\$710.00)
Print copies of completed plan-est	(\$938.70) Calculated as 24# paper 174 duplex b&w/26 duplex color w/binding-30 copies
Graphic Designer-est	<u>(\$3,000.00)</u>
Total additional funds requested	(\$8,816.50)

Updated 9/8/2021

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the 9th day of September 20 21

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

Now on this day, the County Commission of the County of Boone does hereby approve the attached Grant Application for the 2022-2023 Stop Violence Against Women Act Grant (VAWA) submitted by the 13th Judicial Circuit Court.

It is further ordered the Presiding Commissioner is hereby authorized to sign the attached Acknowledgement of Notice to Comply with the Confidentiality and Privacy Provisions form.

Done this 9th day of September 2021.

ATTEST:

Brianna L. Lennon

Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Justin Aldred

Justin Aldred
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner



Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended

Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

(A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

(B) Nondisclosure

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

(i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or

(ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

(C) Release

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(D) Information sharing

(i) Grantees and subgrantees may share—

- (I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
- (II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

(E) Statutorily mandated reports of abuse or neglect

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

(F) Oversight

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

(G) Confidentiality assessment and assurances

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice of that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Daniel K. Atwill Presiding Commissioner
Typed Name of Authorized Representative Title

573.886.4305
Telephone Number

 9.9.2021
Signature of Authorized Representative Date Signed

Boone County Government
Agency Name

City*	Columbia City	Missouri State/Province	65201 Postal Code/Zip	4487 + 4
County:*	Boone			
Congressional District:*	09			
Phone:*	573-886-4060			Ext.
Fax:	573-886-4070			

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:*	Mr.	Dan	Atwill
	Title	First Name	Last Name

Job Title:* Presiding Commissioner

Agency:* Boone County

Mailing Address:* 801 East Walnut Street

Street Address 1: Room 333

Street Address 2:

AOCity*	Columbia	Missouri	65201
	City	State	Zip Code

Email:* datwill@boonecountymmo.org

Phone:* 573-886-4307 Ext.

Fax:* 573-886-4311

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:*	Ms.	Cindy	Garrett
	Title	First Name	Last Name

Job Title:* Court Administrator

Agency:* Thirteenth Judicial Circuit

Mailing Address:* 705 East Walnut Street

Street Address 1:

Street Address 2:

PDCity* Columbia Missouri 65201
City State Zip Code

Email:* cindy.l.garrett@courts.mo.gov

Phone:* 573-886-4058
Ext.

Fax:* 573-886-4070

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:* Mr. Tom Darrough
Title First Name Last Name

Job Title:* Treasurer

Agency:* Boone County

Mailing Address:* 801 East Walnut Street

Street Address 1: Room 205

Street Address 2:

FOCity* Columbia Missouri 65201
City State Zip Code

Email:* tdarrough@boonecountymmo.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.

Project Contact Person:* Mr. Derek Hux
Title First Name Last Name

Job Title:* Deputy Court Administrator

Agency:* Thirteenth Judicial Circuit

Mailing Address:* 705 East Walnut Street

Street Address 1:

Street Address 2:

OCCLty* Columbia Missouri 65201
City State Zip Code

Email:* derek.hux@courts.mo.gov

Phone:* 573-886-4059
Ext.

Fax:*

573-886-4070

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.

Non-Profit Chairperson:

Title First Name Last Name

Job Title:

Agency:

Mailing Address:

Street Address 1:

Street Address 2:

NCCity

Missouri

City

State

Zip Code

Email:

Phone:

Ext.

Fax

Project Summary

Application Type:* Continuation

Current Subaward Number(s): 2020-VAWA-01

Program Category:* Court

Project Type:* Regional

Geographic Area:* Boone and Callaway Counties, Missouri

Brief Summary:* The integrated Domestic Violence Program consists of the specialized domestic violence dockets; the utilization of MEND (Men Exploring Non-Violent Directions) and EMBRACE/EMBRACE U programs (Batterer's Intervention Program that offers classes for both men and women) as part of a graduated range of sanctions for offenders; and the DACC (Domestic Assault Court Coordinator), a court employee dedicated to the domestic violence dockets, who tracks and reports on participants in both BIP programs as well as all domestic cases, acts as a liaison to domestic violence docket stakeholders, and assists with the processing of domestic violence cases.

Program Income Generated:* Yes

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.

The Problem of Domestic Violence in Missouri

Domestic violence is a major societal issue across the country and specifically in Missouri. The Missouri legislature enacted legislation to aggressively protect victims of domestic violence. The Missouri statutes in chapters 565 and 455 define domestic assault as the circumstance when a person commits an act against a family or household member, or an adult in a continuing social relationship of a romantic or intimate nature, and anyone who has a child in common regardless of whether they've been married or have resided together at the time. The extension of the definition of domestic violence victims to include "social relationships" indicates a broad approach to domestic violence. Additionally, legislative intent to treat violence in domestic relationships differently from other cases involving violence can be seen in chapter 565. For example, the act of taking away a phone, which is often not considered a crime, may be determined such when it occurs between family or household members for the purpose of isolation. Another example is the status of a victim as a family member can escalate misdemeanor cases to the felony level and increase punishments for repeat offenders. According to the Missouri State Highway Patrol, Show-Me Crime data for 2020; 10% of all murders across Missouri in 2020 were domestic violence related. Males represented 75% of all DV homicide offenders and 38% of DV homicide victims. That is a 34% increase in DV related homicides compared to 2019. 31% of the victims were the current girlfriend or boyfriend of the offender.

According to the Missouri Uniform Crime Reporting Program (MUCRP), the number of domestic violence incidents in Boone County in the last five years is as follows: 1,549 in 2016; 1,696 in 2017; 1,366 in 2018; 1,360 in 2019; and 2,010 in 2020. The MUCRP reports the number of domestic violence incidents in Callaway County in the last five years is as follows: 496 in 2016; 568 in 2017; 601 in 2018; 653 in 2019; and 482 in 2020. Both sets of statistics confirm the ongoing issue of domestic violence within the Thirteenth Judicial Circuit.

Acknowledging the continuing problem of domestic violence in Missouri, the Missouri Attorney General's Task Force on Domestic Violence released a report in February 2011, which contained 12 recommendations to combat domestic violence. The recommendations that were the most applicable to the domestic violence court include the following: legislation should be consistent in the terminology utilized for domestic violence statutes; the Missouri Division of Probation and Parole should be established as the credentialing agency to establish standards batterers' intervention programs; law enforcement agencies and advocates should establish and formalize collaborative working relationships; courts should establish and formalize collaborative working relationships; courts should utilize specialized dockets to monitor compliance with conditions of probation; and judges should make greater use of Missouri Supreme Court Rule 33 as authority to set conditions of bond. The Thirteenth Judicial Circuit supports all of the Task Force's recommendations.

Batterer Intervention Strategies

Multiple studies show that programs of at least 26 weeks in length significantly reduce battering behavior and reduced the overall recidivism rates for domestic violence offenders. According to D.G. Saunders, conclusive results reveal that when an offender completes a six-month or longer batterer intervention program the reoffending rate for violence is 35%. (Saunders, *Legal Response to Wife Assault*, 1993). However, offenders who do not complete a batterers' intervention program, the reoffending rate is 52%. (Saunders, *Legal Response to Wife Assault*, 1993).

In order to maximize the potential positive effect of a Batterer Intervention Program, the court works with agencies certified by Probation and Parole as BIPs. Locally those agencies are Compass Health MEND program, and the TMT Consulting EMBRACE program. These are 27-week curriculums based on the Duluth Model. The Duluth Model is a widely recognized cognitive behavioral therapy for batterers. The main objectives of the programs are to help men identify goals to reach a non-violent lifestyle; identify abusive behaviors and their own pattern abuse; explore the intent of abusive behavior and the belief system that supports those behaviors; understand the connection of painful and negative feelings to beliefs about gender roles; identify the

function and extent of minimizing, denying or blaming; fully explore the impact of violent and abusive behaviors on partners, children, and class members; and identify and practice non-abusive behaviors. In addition, TMT Consulting offers a women Batterer Intervention Programs known as EMBRACE U. This certified program is a 27-week program based on the Vista model. TMT focuses on utilizing strength-based and family centered services individuals. The goal is to empower, educate, to increase positive outcomes within the families and the community.

The Domestic Violence Dockets in Boone and Callaway Counties

Since 2008 in Boone County and 2010 in Callaway County, criminal cases involving domestic violence are heard on consolidated dockets assigned to one associate circuit judge in each county. The designated domestic violence dockets in Boone and Callaway counties allow the domestic violence prosecutors and criminal defense counsel dedicated time to speak with each other, their witnesses and clients, as well as opportunities to discuss scheduling and possible dispositions. As a result, cases are processed and disposed of more quickly, which improves the court's efficiency, increases offender accountability, and quicker justice for the victims.

Consolidated dockets also make it easier for victims to stay engaged in the judicial process by knowing when they can access the domestic violence prosecuting attorneys, what judge will be hearing the case, and when their case will be heard in court. Prior to the consolidation of domestic violence cases, domestic violence cases were divided between multiple dockets with different judges in different courtrooms. Court appearances were often made by attorneys other than those assigned to the case who did not have the authority to discuss final dispositions. This resulted in cases being adjudicated for long periods of time and the frequently inability to keep the victim committed to the process. Consolidating the cases provides a more effective system for the court, the victims, the attorney, and all other parties involved in the judicial process.

Finally, utilization of specialized dockets for domestic violence cases was addressed in the Attorney General's Task Force on Domestic Violence Report. According to the report, the regular use of compliance dockets promotes greater victim safety through increased adherence to the terms of an order by holding offenders accountable. In both Boone and Callaway counties a separate docket was created to monitor a defendant's compliance with the BIP order. The judge normally sets the compliance hearing date within 90 days from the date the court ordered the defendant to participate in the BIP. The defendant is informed of this date at the date of disposition so he/she has adequate notice of the importance to comply with the court's order and engage in treatment. The Domestic Assault Court Coordinator provides the defendant with enrollment information immediately following disposition so they can begin the program timely. The Domestic Assault Court Coordinator also provides the court with each defendant's ongoing BIP compliance information so it can be discussed during the compliance hearings. Additional compliance hearings are set if the defendant is not attending or participating as expected in the program. In Boone County compliance hearings are held twice a month and in Callaway County they are held once a month.

Continued Need for Batterers' Intervention Program Funds and a Domestic Assault Court Coordinator

An essential component of the domestic violence docket is the requirement that some defendants attend a BIP as part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal action and for changing their behavior. In 2006 Family Counseling Center now Compass Health, obtained grant funding for its batterer intervention program, MEND. This allowed participants who could not afford the total cost of \$1,100 (\$40 per class for 27 classes plus \$20 orientation fee) to attend the program. However, that grant funding discontinued in 2008. To make the program financially feasible for defendants, the court applied for STOP-VAWA funding in 2008. Currently, up to \$30 of the \$40 per class fee is covered by the STOP-VAWA grant funding. The remaining portion, or copay, which is a minimum of \$10 per class, is calculated utilizing a sliding scale and is paid for by the defendants. This constitutes the match for the grant. TMT Consulting became part of the circuit's grant in 2017.

The Domestic Assault Court Coordinator (DACC) assists the court by tracking defendants who are ordered to a BIP by monitoring defendants' compliance. The DACC closely tracks whether defendants enroll and begin participating in the BIP by the court ordered dates, and finishes in a timely manner. The DACC sends correspondence to the judge and requests hearings to be set if defendants fail to adhere to those dates. The DACC serves as a liaison and fosters communication between the court and prosecuting attorneys, public defenders, private defense counsel, probation officers, and other stakeholders. As a result, the court is able to realistically require defendants to enroll in a BIP within 30 days. This is a dramatic reduction in time from the average of 143 days in 2010 between the court order and enrollment. Additionally, the court expects defendants to begin attending classes within a week after enrollment, which has significantly decreased the gap in time from enrollment date to start date. Furthermore, prior to the development of the DACC position, the time period between defendants' termination or suspension from a BIP and the court being notified of such action has been significantly reduced from one month or more to one to two weeks.

Moreover, due to the DACC monitoring defendants' compliance, more defendants are completing a BIP and are completing BIP in a shorter time frame. The implementation of the Domestic Violence Compliance Record (DVCR) can also be attributed to the improvement in defendants' compliance. The DVCR is a record signed by both the judge and the defendant at the time the judge orders a BIP. It assigns dates the defendant must enroll, start, and complete the program. It is designed to hold defendants

accountable in completing the 27 week program within 35 weeks of the court ordering participation into the program. In short, it is a written agreement that sets firm timeframes for participation in the program. The DACC files a copy of the DVCR with the court and provides a copy to the defendant so every participant is on notice of the expectations the court has regarding the BIP. By doing this, communication has improved greatly between all parties. Therefore, the DVCR along with the role of the DACC have greatly improved the efficiency of the Court in handling domestic violence cases and the implementation of the batterer's intervention program in a timely manner.

Type of Program

Methodology/Type of Program*

1. Provide a brief synopsis of the Agency and the type(s) of victim services the agency provides. Outline the services to be funded by this specific project. Include who will provide these services, how services are accessed, and who will benefit from the services. Flow charts and chronological outlines are great, but must be supported by additional narrative description.

2. Explain how services are delivered in compliance with either the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Standards or the Missouri Department of Public Safety/Crime Victims Services Unit (MoCVSU) Program Standards and Guidelines. **Please do not simply state the agency is in compliance!**

NOTE: Agencies that **primarily serve domestic and/or sexual violence victims** will be required to comply with the MCADSV Standards. (These agencies **will not** be required to comply with the MoCVSU Program Standards and Guidelines).

All other agencies (those **NOT primarily serving victims of domestic violence and/or sexual violence**) will be required to comply with the MoCVSU Program Standards and Guidelines. (These agencies **will not** be required to adhere to the MCADSV Standards).

MCADSV Standards and MoCVSU Program Standards and Guidelines can be downloaded as separate documents from the DPS website, or by using the links above.

The core of the court's domestic violence program is the designated dockets for criminal cases involving domestic violence. The designated dockets started in Boone County in 2008 and in Callaway County in 2010. In these specialized dockets all criminal cases involving domestic violence are assigned to one associate circuit judge in each county, with the exception of defendants who are on probation in another division. Cases include misdemeanor cases through disposition and preliminary hearings on felony cases.

The domestic violence dockets are overseen by a single judge in each county. The dockets also include domestic violence prosecutors and a court coordinator dedicated to domestic violence cases. Accelerated adjudication of domestic violence cases results from this inclusive approach, which allows for an increase in victim safety and offender accountability. Other emphasized elements of this approach include a quicker return date on bonds (10 days) and expedited settings for preliminary hearings. Additionally, the judge's familiarity with individual cases allows for more effective monitoring of dispositions.

In Boone County, the designated domestic violence/criminal dockets are held on Monday afternoon, Wednesday morning and afternoon, and Thursday afternoon. There is an average of 46 domestic cases filed per month on the Boone County domestic violence dockets. In Callaway County, the the designated domestic violence dockets are held every Thursday morning. There is an average of 18 domestic cases filed per month on the Callaway County domestic violence dockets.

Starting in 2009 in Boone County and in 2012 in Callaway County, the Court began receiving STOP-VAWA funding for a batterers' intervention program (BIP). The BIP is utilized as part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal behavior and to promote change in their behavior. MEND (Men Exploring Non-violent Directions), and EMBRACE/EMBRACE U are the local BIPs. They both have a 27-week program administered by Compass Health and TMT Consulting of Missouri. The majority of the VAWA funds currently requested will be used to help offset the cost of the BIP.

Two of the program coordinators for the MEND program (Quillen Reivich and Ted Solomon) were trained in Duluth, Minnesota using the internationally recognized Duluth Model Curriculum. The classes cover eight themes in three to four week cycles. The themes are as follows: 1) Non-violence; 2) Non-threatening Behavior; 3) Respect; 4) Support and Trust; 5) Accountability and Honesty; 6) Sexual Respect; 7) Partnership (includes topics of shared responsibility, financial partnership, and responsible parenting); and 8) Negotiation and Fairness. Tasca Tolson, program director for the EMBRACE program has also been trained in the Duluth model.

The main objectives of the program are to help men/women identify goals to reach a non-violent lifestyle; identify abusive behaviors and their own pattern abuse; explore the intent of abusive behavior and the belief system that supports those behaviors; understand the connection of painful and negative feelings to beliefs about gender roles; identify the function and extent of minimizing, denying or blaming; fully explore the impact of violent and abusive behaviors on partners, children, and class members; and identify and practice non-abusive behaviors. Compass Health currently has 3 classes per week in Columbia and one class per week in Fulton. TMT currently has 4 classes per week in Columbia; 3 for male offenders and 1 for female offenders. Classes consist up to 18 group members and are led by a male and female facilitator team. Both BIPs are accredited by the Department of Corrections-Probation and Parole. It should be noted that due to Covid-19, virtual classes were held via Zoom throughout most of 2020 in order to not interrupt services yet remain as safe as possible for everyone. While in person classes have resumed, Zoom classes are still available to those who need them due to transportation or other issues.

In order for a BIP to be effective, it must be financially accessible to the individuals who are court-ordered to attend the program. When funding was not available for the program, attendance at a BIP decreased and it was often not included as a probation condition due to the financial constraint it could place on defendants. This is not surprising considering that the \$40 per class fee is an unsustainable obligation for many defendants. With grant funding the court is able to offset the fees charged for the BIP program. A sliding scale based on income and number of dependents is used to determine the amount a participant must pay. The minimum fee a participant must pay is \$10 per class and the maximum cost is \$40. While the participants' contribution is used for match, the court supports the idea that defendants need to pay as much as they are able in order obtain maximum offender accountability. As of September 2021, there are a total of 62 participants enrolled in a BIP program at Compass Health and TMT in the two counties.

Compliance with the Missouri Crime Victim Services Unit Standards and Guidelines

Program Standards and Guidelines for Organizational Structure

- The mission of the Thirteenth Judicial Circuit's Domestic Violence Dockets is to accelerate adjudication of domestic violence cases. The domestic violence dockets allow the domestic violence prosecutors and criminal defense counsel to have dedicated time to speak with each other, their witnesses and clients, as well as opportunities to discuss scheduling and possible dispositions. The Thirteenth Circuit is committed to cases being processed and disposed of more quickly, which improves the court's efficiency, increases offender accountability, and brings quicker resolution for victims. The Thirteenth Judicial Circuit's Domestic Violence Dockets aim to accomplish its mission by establishing a quicker return date on bonds (10 days); establishing expedited settings for preliminary hearings; using a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal action and for changing their behavior that includes a 27-week batterers' intervention program (in Boone and Callaway counties, the program being utilized is MEND [Men Exploring Non-Violent Directions] offered by Compass Health and EMBRACE and EMBRACE U offered by TMT Consulting; providing defendants with grant funding to make sure finances are not an obstacle to cognitive behavior therapy; encouraging accountability by closely monitoring offenders' participating and attendance in cognitive behavior therapy through the use of Domestic Assault Court Coordinator (DACC) who completes a Domestic Violence Compliance Record with each defendant listing agreed upon dates for enrollment, commencement, and graduation from a BIP (if the defendant fails to comply with these agreed upon dates, the judge may set a show cause hearing); providing recognition for completion of a BIP; and performing regular evaluation measures to assist in promoting effective practices and improving ineffective practices.
- The court has written personnel policies and procedures, and rules and regulations that apply to all court staff including the DACC. The court has a prepared job description for the DACC, which is part of this application. Confidential personnel files are maintained for all court personnel. Performance-based assessments of staff service delivery are held via monthly meetings between the DACC and the Deputy Court Administrator as well as an annual evaluation.
- The DACC does not currently have direct contact with victims. Information regarding the criminal justice process and measure of victim satisfaction with services comes directly from the Prosecuting Attorney's Office. The Prosecuting Attorney's Office provides each victim with a survey in an effort to evaluate their services to victims of crime and to continue to improve the quality of their services to victims of crime in the community. All responses are kept confidential.
- The court communicates and collaborates with other service providers to include the local domestic violence shelters, the local police and sheriff's departments as well as the BIP service provider, Compass Health and TMT Consulting. This is demonstrated by the Memorandum of Agreement and interagency contracts that are attached to this application.

Program Standards and Guidelines for Personnel Administration

The Thirteenth Judicial Circuit has written policies and procedures, and rules and regulations that apply to all court staff including the Domestic Assault Court Coordinator (DACC). The court has a prepared job description for the DACC as well. These documents are available upon request. Confidential personnel files are maintained for all court personnel.

Program Standards and Guidelines for Staff Development

Grant-funded program staff are trained in a variety of ways. They receive one-on-one training with their direct supervisor as needed and have access to the judiciary's web-based educational programs. Program staff may also attend domestic violence conferences/trainings as available.

Program Standards and Guidelines for Service Provision

Court-ordered participants receive counseling services from Compass Health and TMT Consulting of Missouri. The providers follow the guidelines of the MCADSV, as set out below. Utilizing records kept by the Domestic Assault Court Coordinator (DACC) in Excel as well as reports generated through the court's "OSCA Reports" software, the following information required on the annual progress reports is available: the number and type of criminal cases filed; the number, type, and disposition of disposed cases; the number of offenders reviewed and hearings conducted with regards to judicial monitoring; the disposition of probation violations; the number of offenders enrolled in a BIP, and the program outcomes of the BIP participants. These records are kept electronically in a password protected environment and in a hard copy in a locking cabinet. The DACC is not a provider of counseling services. The Thirteenth Judicial Circuit has written policies and documents that can be provided upon request.

Program Standards and Guidelines for Program Accessibility

- The Thirteenth Judicial Circuit in partnership with Compass Health and TMT Consulting, does not discriminate or deny service on the basis of race, ethnicity, color, national origin, residency, language, sex, gender, age, sexual orientation, ability, social class, economic status, education, marital status, religious beliefs, or HIV status.
- The Domestic Assault Court Coordinator (DACC) does not provide direct services to victims of domestic violence. The DACC has a background in case management and the court supports ongoing training for the DACC in the form of attendance at outside training programs, such the training offered by the Missouri Coalition Against Domestic and Sexual Violence and the Missouri Office of Prosecutorial Services.
- The Thirteenth Judicial Circuit will furnish auxiliary aids and services to afford an individual with a disability and equal opportunity to participate in or benefit from services, programs, or activities conducted by the court. These auxiliary aids and services may include: sign language interpreter, large print materials, qualified interpreters for persons who are deaf, Ubi Duo communication device, written materials, assistive listening devices as well as other effective methods of making written or orally delivered materials available to individuals who are blind and deaf. Individuals with a disability may request the reasonable auxiliary aid of his or her choice and the court will give primary consideration to the choice. A reasonable effort will be made to accommodate the request. The Thirteenth Judicial Circuit provides language interpreters for court-related purposes; however, Compass Health and TMT Consulting are responsible for providing an interpreter for any deaf or non-English speaking defendants.
- In Boone County everyone with the exception of judges are required to enter the courthouse through one entrance and walk through a metal detector. Access to the Callaway County Courthouse for all but staff with a FOB key access is through one door, which is monitored through security cameras. Both courthouses are equipped with security cameras and fully staff with court marshals.

Program Standards and Guidelines for Records and Confidentiality of Victim Information

- Case files are organized by the year and corresponding case number. In Boone County and Callaway County, case files are electronic and managed on the Justice Information System (JIS).
- The content of a case file typically includes bond conditions, the probable cause statement, entry of appearance, probation orders, all accompanying docket entries and motions, as well Domestic Violence Compliance Records, which lists agreed upon dates for enrollment, commencement, and graduation from a BIP. All correspondence is typically included between the Judge/Defendant/DACC. Files also contain confidential reports from the DACC and probation officers. Files are kept pursuant to Supreme Court Operating Rule 8-Records and Retention and Destruction and are generally shredded. The DACC does not keep separate files on domestic violence cases. Generally, the Judge, Prosecuting Attorney, Defense Counsel, and DACC have access to the case file. In some cases, the general public has access to certain files, except all case information marked "CONFIDENTIAL". In paper files, the information marked CONFIDENTIAL is clearly labeled and only authorized court personnel can access this information and then only as it pertains to the duties of their jobs. In electronic files, only attorneys, judges, and court personnel may log-in to view court files and every person's security level is determined and monitored by the Office of State Courts Administrator.

- The batterers' intervention program is MEND through Compass Health and EMBRACE/EMBRACE U through TMT Consulting. Both programs provide information regarding clients' participation in the BIP, which is tracked by the DACC. The DACC keeps multiple Excel spreadsheets of all the clients that have ever been in the program to include attendance, termination, graduation, etc.
- The court follows Missouri Supreme Court Operating Rule 2 governing public access to court records, and applicable statutes protecting the confidentiality of specific court records. The DACC does not receive details of defendants' participation in a BIP except for attendance records and overall attitude regarding treatment.

Compass Health and TMT Consulting *adhere to the Standards and Guidelines for Batterers' Intervention Programs established by the Missouri Coalition Against Domestic and Sexual Violence (MCADSV)*

- The program philosophy of both programs and the curriculums used follow MCADSV's "Declaration of Principles" and the curriculum requirements.
- MEND/EMBRACE or EMBRACE U requires that participants attend an intake/orientation session, where the information set on page 9 of the MCADSV guidelines is gathered and assessed, and then 27-weekly two-hour group sessions.
- With funding from the STOP-VAWA grant, Compass Health and TMT both utilize a sliding fee scale allowing defendants to pay between \$10 to \$40 per class session, depending on their income and dependents.
- Compass Health and TMT Consulting reserve the right to exclude people from the BIP if they are unable to function in the group because of chemical dependency or psychiatric or cognitive issues.
- All program participants sign an agreement that they will adhere to group rules, which are listed on the agreement and discussed at the orientation session.
- All current facilitators have a master's degree in counseling or social work.
- The program has used facilitators who have a bachelor's degree and experience in working at women's shelters. Periodically staff from True North, a local women's shelter and advocacy center, assist with the training of new facilitators.
- New facilitators are trained in all aspects of the training guidelines and must observe several groups before starting their own groups. When beginning with a group, they must work with an experienced facilitator.
- Monthly facilitator staff meetings are held in which facilitators discuss the curriculum and articles regarding domestic violence treatment.

Coordination of Services (2019)

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!

Coordination efforts should be supported by, and tie back to, submitted letters of collaboration and/or MOU's.

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

The Thirteenth Judicial Circuit works closely with many offices, agencies, and stakeholders including the Boone and Callaway Prosecutor's Office, criminal defense attorneys, probation officers, True North (domestic violence shelter), Coalition Against Rape and Domestic Violence (domestic violence shelter), Compass Health and TMT Consulting. The Court anticipates continuing these relationships.

Meetings regarding the Boone County domestic violence docket are hosted quarterly at the Boone County Courthouse. These meetings include the domestic violence judge, the Domestic Assault Court Coordinator (DACC), court administration, the Boone County domestic violence prosecutors, victim advocates, public defenders, a representative from the private criminal defense bar, Missouri State probation officers, the Boone County Circuit Clerk's Office, True North, Adult Court Services (Boone County's internal probation and parole department), TMT Consulting and Compass Health. The meetings allow the stakeholders to openly discuss programs, issues, and solutions specifically related to the domestic violence docket. The frequency in which these meetings are held are reviewed and evaluated with the domestic violence judge.

Boone County is fortunate to have what is known as the Domestic Violence Enforcement (DOVE) unit. The DOVE unit includes the Columbia Police Department, Boone County Sheriff's Department, Missouri State Probation and Parole, True North, Boone County Prosecutor's Office, and Compass Health. Representatives from these agencies meet monthly to discuss the coordination of services, the domestic violence docket, and ideas for improving domestic violence awareness in the community. Outside of these monthly meetings the agencies partner to provide trainings and communicate about cases as needed.

In collaboration with the Court, and as a way to further assist victims, the Prosecutor's Office sends an informational letter to victims that include information on accessing Case.net, Missouri's automated case management system. This allows victims to easily determine court dates, bond conditions, and other applicable information that is part of the Court's case file. The informational letter is included with this application.

Callaway County also has a domestic violence task force known as the Coordinated Community Response Team (CCRT). The group includes the Fulton Police Department, Holts Summit Police Department, Callaway County Sheriff's Department, Callaway County Prosecutor's Office, Missouri State Board of Probation and Parole, and CARD-V (domestic violence shelter). The group meets monthly to discuss domestic violence issues in Callaway County. The DACC attends these meetings to discuss the Court's programs and ways to improve the domestic violence docket.

Due to Covid-19, these meetings were not held in person, however, virtual meetings were held as needed so issues could be addressed between the stakeholders. In person meetings hopefully can resume in the near future.

The DACC also has monthly staffings in each county with the BIP providers and the local Probation & Parole officers who supervise the DV offenders. This allows all parties to be on the same page regarding the defendant's compliance with their BIP requirement.

Consultation with Victim Services

Prosecution, Law Enforcement and Court based applicants Only:

Consultation with Victim Services Narrative

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.

The Domestic Assault Court Coordinator has ongoing communication with the executive directors of True North and the Coalition Against Rape and Domestic Violence (CARDV), the local domestic violence shelters, which were consulted when the courts first applied for STOP-VAWA funding. Memorandums of Understanding are included with this application. The consultation in preparation for this grant was completed by contact over the phone and email, but the DACC regularly meets with victim services in person throughout the year at monthly and quarterly meetings, and as needed when issues arise.

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.

It is anticipated the Integrated Domestic Violence Program will indirectly serve approximately 100 victims per year for a total of 200 victims in the two year grant cycle. This is based on the number of defendants who are anticipated to participate in the Batterer's Intervention Program. From January 2009 through 2020, 1262 defendants were court-ordered to attend BIP. Therefore 1262 divided by 11 years is approximately 115 defendants attending BIP yearly. Not every person ordered to complete BIP will actually begin the program. We are giving a 15% leeway for those defendants who do not have any involvement with BIP outside of an order to participate. It should be noted that while not every person ordered to complete BIP will actually begin the program, the majority of those cases will continue to appear on the domestic violence docket to monitor compliance therefore being subjected to interactions with the Domestic Assault Court Coordinator. However for the purpose of reporting contacts with victims a more accurate reporting measure would be to count one victim for each defendant who attends a BIP as there is normally one primary adult victim for each defendant ordered to complete BIP. It should be noted the majority of victims of domestic violence are women, therefore it is estimated the majority of the victims served will be women.

As part of the Integrated Domestic Violence Program, there are enhanced bond conditions and expedited preliminary hearings. This impacts on offender accountability. In addition to these indirect victims, the program will continue to contribute to the overall safety of the community by reducing recidivism rates.

Goals and Objectives

Type of Service	Objective	Objectives Percentage (%)
Batterer Intervention Programs	% will complete the BIP program	70
Batterer Intervention Programs	% with no reported incidents of violence while in the BIP program	85

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.

Objective 1: 70% of court-ordered defendants will complete the BIP program.

For the purposes of this objective, the DACC is using a timeframe of one year. The DACC currently tracks all defendants ordered to attend a BIP in Boone and Callaway counties utilizing attendance and participation reports from agency providers, OSCA Reports software, and Excel. While 70% may seem like a low target, we are taking into consideration that there will be some noncompliance causing a delay in completion time.

Objective 2: 85% of court-ordered defendants will have no reported incidents of violence while in the BIP program.

For the purposes of this objective, "violence" is being defined as any domestic violence case. The DACC currently tracks recidivism for BIP participants through Case.net, which is online access to the Missouri state courts automated case management system. From there one is able to inquire about case records including docket entries, parties, judgments and charges in public court. Via this system the DACC is able to monitor BIP participants for new domestic violence cases.

Progress and/or Final Report

Utilizing records kept by the DACC in Excel as well as reports generated through the court's OSCA Reports software, the following information required on the yearly progress reports is available: the number and type of criminal cases filed; the number, type, and disposition of disposed cases; the number of offenders reviewed and hearings conducted with regards to judicial monitoring; the disposition of probation violations; the number of offenders enrolled in BIP, and the program outcomes of BIP participants. Collaborative meetings have been a way for us to improve services, such as the need for a female program. TMT Consulting provides these services, therefore, in 2017 we contracted with them to do so. TMT and Compass Health also both provide services for men. Although both facilities offer the same type of services, their schedules are different which gives the men more flexibility with their work schedules.

The DACC uses data collected to evaluate the effectiveness of the program. Examples would be the recidivism rate, time it takes to complete the program and the number of hearings for these participants related to probation violations and compliance hearings regarding the BIP. The compliance hearings are beneficial because the judge hears firsthand information from the participant the pros and cons of the program. By completing the program in a timely manner, this helps hold the defendant accountable for their actions and also reduces the recidivism rate.

It is also noted the 13th Judicial Circuit Court implements positive reinforcement for defendants in the BIP program. Graduation letters are sent from the judge when they complete the BIP congratulating them on this accomplishment. In addition, when defendants appear before the judge for compliance hearings they are given the opportunity to have an open dialogue with the judge about the program and how it is working for them. Verbal reinforcement is given directly from the judge to the defendant.

Report of Success

Measurable Objectives	VAWA Outcomes
70% of court-ordered defendants will complete the BIP program.	Of the 69 defendants ordered to participate in BIP during calendar year 2020, 48 defendants (70%) successfully completed the program.
85% of court-ordered defendants will have no reported of violence while in the BIP program.	Of those 69 defendants who successfully completed BIP in 2020, 64 defendants (94%) had no reported incidents of violence while in the program.

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
Lori Zuroweste 2022	Domestic Assault Court Coordinator	Retained	FT	\$1,243.20	26.0	100.0	\$32,323.20	0	\$0.00	\$32,323.20
Lori Zuroweste2023	Domestic Assault Court Coordinator	Retained	FT	\$1,280.64	26.0	100.0	\$33,296.64	0	\$0.00	\$33,296.64
							\$65,619.84		\$0.00	\$65,619.84

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 DACC performs a variety of functions, which include monitoring defendants' attendance and participation in BIPs and coordinating with probation and court services in monitoring compliance with other court-ordered conditions of probation. When non-compliance occurs the DACC takes action based on a graduated range of sanctions including sending warning letters to defendants, talking and meeting with defendants, and informing the defendant's probation officer of noncompliance. When appropriate, noncompliance is reported to the domestic violence judge so the judge can have the discretion whether to set a show cause or probation violation hearing. In addition, the DACC administers grant funds; collects, maintains, and analyzes data regarding court programs, and assists the Court on domestic violence cases as needed. The DACC also reviews the dockets for Adult Abuse hearings (orders of protection) and informs the judge if the respondent has pending criminal charges for domestic violence. In 2017 the DACC started doing bond investigations in Callaway County for domestic violence cases and makes bond recommendations to the judge. A total of 41 Bond Investigations were completed in Callaway County for DV related cases from January 2020 through August 2021.

The DACC also acts as the court's liaison to BIPs (Compass Health and TMT Consulting), prosecutors, defense counsel, law enforcement, probation officers, and local CCRTs regarding court programs and procedures. This has allowed the court to realistically require defendants to enroll in a BIP within approximately one month. Prior to the hiring of the DACC it took a defendant an average of 143 days to enroll in the program. Additionally, it is expected the defendant begin class one week after enrolling in the program. Prior to the DACC, it took a defendant an average of 78 days to enroll in the program. Moreover, the time period between defendants being terminated from a BIP or placed on hold and the court receiving notification of such action has been significantly reduced from one month or more to 1-2 weeks. Thus, the DACC has significantly reduced the time periods for defendants to start the program and the court receiving notification on noncompliance, which ultimately increases offender accountability.

Calculations for salary and benefits are based on Boone County employees being paid bi-weekly, resulting in 26 pay periods per year. The estimates for 2022 and 2023 include up to a 3% COLA raise per year as is customary with Boone County employees, usually given on the first of the year. There is also a proposal for up to a 4% merit raise for 2022 and 2023. The COLA or merit raises will only occur if the county approves the raises for all other staff.

The most recent DACC has a Bachelor's of Science in Psychology from Culver-Stockton College. She has been employed within the 13th Circuit since 12/10/19. Prior to this, she was employed with Department of Corrections as a Probation & Parole Officer. She retired after 29 years of service.

Personnel Benefits

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
Deferred Comp	401 A Match (2022 and 2023)	\$54.17	24.0	100.0	\$1,300.08	0	\$0.00	\$1,300.08
Dental Insurance	Dental Insurance (2022 and 2023)	\$35.00	24.0	100.0	\$840.00	0	\$0.00	\$840.00
Disability Insurance	Disability Insurance (2022 and 2023)	\$85,619.84	0.0036	100.0	\$236.23	0	\$0.00	\$236.23
FICA/Medicare	FICA/MEDICARE	\$65,619.84	0.0765	100.0	\$5,019.92	0	\$0.00	\$5,019.92
Life Insurance	Life Insurance (2022 and 2023)	\$6.00	24.0	100.0	\$144.00	0	\$0.00	\$144.00

Medical Insurance	Medical Insurance (2022 and 2023)	\$519.00	24.0	100.0	\$12,456.00	0	\$0.00	\$12,456.00
Workers Comp	Workers Comp (2022 and 2023)	\$65,619.84	0.0337	100.0	\$2,211.39	0	\$0.00	\$2,211.39
					\$22,207.62		\$0.00	\$22,207.62

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.

The benefits stated are currently provided to all Boone County employees. The rates provided above are based on the December 21, 2020, letter from the Boone County Auditor and are effective January 1, 2021. We are using the same rates as we do not have the updated rates for 2022 and 2023. In the Auditor's letter it states that "premiums are determined annually through the budget process and approved with adoption of the annual budget." It should be noted the current DACC does not utilize the medical or dental insurance as she receives them under her state retirement, however, we included them here in case circumstances change.

Health Insurance (Medical) - Effective January 1, 2021, the rate will be \$ 5712 - \$6,228 a year per employee.

Dental Insurance - In 2021 the rate was \$420 annually. The rate was set by the county. As insurance is a benefit offered to all staff, the court is requesting the grant cover this benefit at the same rate.

Disability Insurance - In 2021, the rate was \$0.36 per \$100. As insurance is a benefit offered to all staff, the court is requesting the grant to cover this benefit.

Life Insurance - In 2021, Life Insurance was \$72.00 annually. As insurance is a benefit offered to all staff, the court is requesting the grant cover this benefit.

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.

N/A

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

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.

N/A

Volunteer Match (\$18.00/hour)

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).

NA

Travel/Training

Item	Category	Unit Cost	Duration	Number	Total Cost	Local Match %	Local Match Share	Federal/State Share
MAPA AND MISSOURI VICTIM'S SERVICES ACADEMY CONFERENCE	Lodging	\$225.00	1.0	2.0	\$450.00	100.0	\$450.00	\$0.00
MAPA and Missouri Victim's Services Academy Conference	Registration Fee	\$250.00	1.0	2.0	\$500.00	100.0	\$500.00	\$0.00
MAPA and Missouri Victim's Services Academy Conference	Mileage	\$100.00	1.0	2.0	\$200.00	100.0	\$200.00	\$0.00
MAPA and Missouri Victim's Services Academy Conference	Meals	\$125.00	1.0	2.0	\$250.00	100.0	\$250.00	\$0.00
					\$1,400.00		\$1,400.00	\$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 name of training or conference, the location, and date(s) of the training. If either the name, 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.

The DACC attends the Missouri Victim's Services Academy and Missouri Association of the Prosecuting Attorney's conference annually. This training is approved by the Department of Public Safety. This money will cover the registration fee, lodging, mileage and meals for this or other approved Domestic Violence related trainings.

Equipment

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
Desktop Scanner	Desktop Scanner	\$600.00	1.0		100.0	\$600.00	0	\$0.00	\$600.00
						\$600.00		\$0.00	\$600.00

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.

The Domestic Assault Court Coordinator e-files the domestic violence compliance record, graduation letters, and other memo's into case.net for each defendant as well as bond investigations completed for Callaway County. A desktop scanner will assist the DACC complete these duties in a timely and efficient manner.

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
Boone County BIP per year	Annual	\$44,095.00	2.0	100.0	\$88,190.00	45.0	\$39,685.50	\$48,504.50
Callaway County BIP per year	Annual	\$17,859.00	2.0	100.0	\$35,718.00	39.0	\$13,930.02	\$21,787.98
					\$123,908.00		\$53,615.52	\$70,292.48

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.

An essential component of the domestic violence docket is the requirement that some defendants attend a BIP as part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal action and for changing their behavior. In 2006, Compass Health obtained grant funding for its BIP, MEND. This allowed participants who could not afford the total cost of \$1,100 (\$40 per class for 27 classes plus \$20 orientation fee) for the 27-week program to still attend the program. The grant funding discontinued in 2008. To make the program financially feasible for defendants, the court applied for the STOP-VAWA funding for the program in 2008. The current funding permits up to \$30 of the \$40 per class fee. The remaining portion, or copay, which is a minimum of \$10 per class, is calculated utilizing a sliding scale, and is paid for by the defendants. Currently, there a total of 62 participants enrolled in the BIP program with Compass Health and TMT in the two counties. Approximately 55% of participants financially qualify to use grant funds. 85% of participants utilize the full extent of the grant and 15% of participants utilize the grant for less than the full benefit, paying \$12 to \$35 per class.

The funds designated as match in this section will be provided by the portion of BIP fees paid by defendants. The portion paid by defendants is currently \$10 to \$40 per class. The amount defendants are required to pay is determined utilizing a sliding scale based on income and dependants.

BOONE COUNTY BIP

BIP billing for both Compass Health and TMT Consulting for Boone County, the total cost of classes and orientation for 2019 was \$43,176.00, with defendants paying \$20,304, or 47%. The total costs for classes and orientation for 2020 was \$ 41,350.00 with defendants paying \$ 27,984.00, or 68%. The total classes and orientation for 2021 through July was \$27,860.00, with defendants paying \$15,659.00, or 56%. Averaging the first 7 months of 2021, the approximate total billing for the year will be around \$47,760.00 with \$ 26,844 paid by the defendants. Averaging the last three years together based on billing, it is expected that the total cost of classes and orientation will be \$44,095.00 a year with 56.8% or \$25,044 paid by the defendants.

CALLAWAY COUNTY BIP

Per Compass Health billing for Callaway County, the total cost of classes and orientation for 2019 was \$ 11,040.00, with defendants paying \$ 4,863.00, or 44%. The total costs for classes and orientation for 2020 was \$ 16,960.00, with defendants paying \$6,230 or 37%. The total classes and orientation for 2021 through July was \$14,920 with defendants paying \$8,916.00, or 60%. Averaging the first 7 months of 2021, the approximate total billing for the year will be around \$25,577.14 with approximately \$15,284.57 paid by the defendants. Averaging the last three years together based on billing, it is expected that the total cost of classes and orientation will be \$17,859 a year with 49.2% or \$8,792.00 paid by the defendants each year.

Given 2020 was somewhat unpredictable due to Covid-19, the local match is being figured conservatively.

For the 2022 and 2023 years, the defendants will continue to have the choice to attend either BIP offered at Compass Health or TMT Consulting. Both entities are 27 week programs and are the same price for classes. Both facilities use the sliding scale.

Indirect Costs

Item	Project Costs	Indirect Type	Indirect Rate	Total Indirect Costs	Local Match %	Local Match Share	Federal/State Share:
				\$0.00		\$0.00	\$0.00

Indirect Cost Justification

N/A

Total Budget

Total Federal/State Share:	\$158,719.94	74.26%
Total Local Match Share:	\$55,015.52	25.74%
Total Project Cost:	\$213,735.46	

VAWA Data Form

Budget Total: \$158,719.94

Please only select one category for your proposed project; the percentage should equal 100% for this category. The requested STOP Program funds will be used for:

Law Enforcement:*	0%	\$0.00
Prosecution:*	0%	\$0.00
Victim Services Project:*	0%	\$0.00
Court:*	100.0%	\$158,719.94

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:* 200

Hotline Calls:* 0

Indicate the anticipated number of women, children, and men to be served by this STOP funded project and the anticipated number of bednights.

Women: 180

Children: 0

Men: 20

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	\$158,719.94	
Sexual assault*	1.0%	\$1,587.20
Domestic violence/dating violence*	97.0%	\$153,958.34
Stalking*	2.0%	\$3,174.40
Total	100.0%	\$158,719.94
	(must equal 100%)	(must equal budget total 1)

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 end/or will comply with the following Certified Assurances if the assistance is awarded:

2022-2023 STOP VAWA Certified Assurances

I am aware that failure to comply with any of the Certified Assurances 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. *

Audit Requirements

Date last audit was completed:* 06/30/2021

Date(s) covered by last audit:* 01/01/2020-12/31/2020

Last audit performed by:* Rubin Brown LLP Certified Public Accountants

Phone number of auditor:* 314-290-3300

Date of next audit:* June 2022

Date(s) to be covered by next audit:* 01/01/21 - 12/31/2021

Next audit will be performed by:* Rubin Brown LLP Certified Public Accountant

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, 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.

Federal Amount:* \$22,693,731.00

State Amount:* \$4,974,813.00

VAWA Required Attachments

Attachment	Description	File Name	Type	File Size
Agency Organizational Chart (REQUIRED)	13th Judicial Circuit Court Org chart	13th Circuit Org Chart09022021.pdf	pdf	1.6 MB
Policies & Procedures Relating to Internal Controls (REQUIRED)	Boone County Purchasing Policy Manual	Boone_County_Purchasing_Manual.pdf	pdf	497 KB
Job Descriptions & Payroll Records (if applicable)	DACC Job Description and paystub	DACC Job Description and Paystub09072021.pdf	pdf	3.9 MB
Agency's Current Budget (REQUIRED)				
Your agency's profit/loss statement from the past two (2) years for your agency as a whole. (if applicable)				
Funding Source Identification (REQUIRED)	2022 Grants for 13th Circuit	2022 GRANTS for 13th Judicial Circuit.pdf	pdf	124 KB
Board of Directors Listing (if applicable)				
Documentation of Not-for-Profit Status (if applicable)				

Letters of Collaboration/MOU's (REQUIRED)	MOU's and LOC's for grant	MOU-LOC for Grant 2022.pdf	pdf	1.1 MB
Contractual Agreement (if applicable)	Compass Health & TMT Contracts	BIP provider contracts for grant 2022.pdf	pdf	319 KB
Indirect Cost Rate documentation (if applicable)				
Acknowledgement of Confidentiality and Privacy Provisions (REQUIRED)				
Evaluation Tools used to measure the success of the project (if applicable)	Compass Health and TMT pre/post surveys	Compass Health and TMT pre-post surveys.pdf	pdf	664 KB

Other Attachments

File Name	Description	File Size
AO 13-13 BOND RETURN SCHEDULE.pdf (760 KB)	BOND RETURN SCHEDULE	760 KB
Boone PA Victim Letter.pdf (912 KB)	Prosecutor's letter as referenced in "Coordinated Services" section	912 KB

Self Evaluation Risk Assessment

Section 1: General Information

1. Is the applicant agency on the Federal Excluded Parties List? System for Award Management (SAM) No
IF APPLICANT IS ON THE LIST THEY ARE NOT ELIGIBLE FOR FUNDING.*

2. Is the applicant agency on the State Excluded Parties List? MO Vendors Suspension/Debarment List No
IF APPLICANT IS ON THE LIST THEY ARE NOT ELIGIBLE FOR FUNDING.*

3. Does the applicant agency have new personnel that will be working on this project? (New personnel is defined as working with this award type less than 12 months.) No

3(a) If answered yes on Q3, please indicate who the new personnel are and their position(s):

4. Does the applicant agency have new fiscal or time accounting systems that will be used on this award? No

(New systems are defined as a system that is less than 12 months old.)*

4(a) If answered yes on Q4, please indicate the system name, date of change, and system purpose:

5. If the applicant agency is a previous subrecipient, have there been issues expending all grant funds during the subaward period (30% or more grant funds remaining at the end of the contract)?* No

5(a) If answered yes on Q5, please explain issues expending grant funds:

Other Direct Awards

6. Does the applicant agency receive other direct Federal/State awards? (Direct awards are those applied for and received directly; there is no intermediary/pass-through agency, such as DPS.)* No

6(a) If answered yes to Q6, please list direct Federal/State award(s) received:

7. Has the applicant agency received any Federal/State monitoring on a direct award in the last fiscal year?* No

7(a) If answered yes to Q7, please list which direct Federal/State awards were monitored:

7(b) Were there any noncompliance findings during the Federal/State monitoring in the last fiscal year? No

7(c) If answered yes to Q7(b), please discuss these findings:

Section 2: Audit

8. Did the applicant agency meet/exceed the \$750,000 threshold for Federal funds or \$375,000 threshold for State funds, requiring completion of an audit?* Yes

8(a) If answered yes on Yes

Q8, was a single audit completed?

9. Does the applicant agency have a completed audit that is less than 3 years old?* Yes

9(a) If answered yes on Q9, please list when the last audit was completed: June 2021

10. Were there any findings, weaknesses, or deficiencies in the most recently completed agency audit?* No

10(a) If answered yes on Q10, please describe findings:

Agency Risk Assessment

Risk Assessment Completed By:* Lori Zuroweste, Domestic Assault Court Coordinator
Enter Name and Title

Date Risk Assessment Completed:* 09/01/2021

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: Dan Atwill

Agency Type Court

Date: 09/01/2021

389-2021

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

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ea.

September Session of the July Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the

9th

day of September

20 21

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

Now on this day, the County Commission of the County of Boone does hereby approve the attached Violence Against Women (VAWA) Grant application from the Prosecuting Attorney's Office.

Done this 9th day of September 2021.

ATTEST:

Brianna L. Lennon

Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Justin Aldred

Justin Aldred
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner



Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended

Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

(A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

(B) Nondisclosure

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

(i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or

(ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

(C) Release

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(D) Information sharing

(i) Grantees and subgrantees may share—

- (I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
- (II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

(E) Statutorily mandated reports of abuse or neglect

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

(F) Oversight

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

(G) Confidentiality assessment and assurances

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice of that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Daniel K. Atwill

Presiding Commissioner

Typed Name of Authorized Representative

Title

(573) 886-4307

Telephone Number



9.9.2021

Signature of Authorized Representative

Date Signed

Boone County

Agency Name



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

September 7, 2021

TO: Commissioner Atwill
Commissioner Aldred
Commissioner Thompson

FROM: Boone County Prosecuting Attorney's Office

RE: 2022-2023 Stop Violence Against Women Act (VAWA)

We are requesting your approval to apply for Violence Against Women Act (VAWA) grant funds through the Department of Public Safety. We have been receiving funds from VAWA since 1998.

This is a two-year grant and if awarded, the contract will run from January 1, 2022 through December 31, 2023. It will go towards the salaries of three full-time assistant prosecuting attorneys and one part-time investigator who are all currently employed at the Boone County Prosecuting Attorney's Office and are dedicated to serving victims of domestic violence in Boone County. It will also go towards 100% of the benefits of one of the above-mentioned assistant prosecuting attorneys and 100% of the FICA for the above-mentioned investigator.

The federal share is \$396,301.90 and the 25% local match is \$132,075.14 for a total project cost of \$528,377.04. We will use the Boone County paid salary of one of our assistant prosecuting attorneys for the match requirement.

We respectfully request your approval to apply for this grant.

Thank you.

Agency:* Boone County
Mailing Address:* 801 E. Walnut Street
Street Address 1:
Street Address 2:
AOCity* Columbia Missouri 65201
City State Zip Code
Email:* datwill@boonecountymo.org
Phone:* 573-886-4107
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 Angela Loftin
Title First Name Last Name

Job Title:* Office Administrator
Agency:* Boone County Prosecuting Attorney's Office
Mailing Address:* 705 E. Walnut Street
Street Address 1:
Street Address 2:

PDCity* Columbia Missouri 65201
City State Zip Code
Email:* aloftin@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 Tom Darrrough
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:* tdarrrough@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.

Project Contact Person:* Office Administrator Angela Loftin
Title First Name Last Name

Job Title:* Office Administrator
Agency:* Boone County Prosecuting Attorney's Office
Mailing Address:* 705 E. Walnut Street
Street Address 1:
Street Address 2:

OCCTy* Columbia Missouri 65201
City State Zip Code

Email:* aloftin@boonecountymmo.org

Phone:* 573-886-4112 Ext.

Fax:* 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.

Non-Profit Chairperson:

<small>Title</small>	<small>First Name</small>	<small>Last Name</small>
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Job Title:

Agency:

Mailing Address:

Street Address 1:

Street Address 2:

NCCTy Missouri
City State Zip Code

Email:

Phone: Ext.

Fax

Project Summary

Application Type:* Continuation

Current Subaward Number(s): 2020-VAWA-015

Program Category:* Domestic Violence Services

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 DV prosecutors will interview victims, allow them to express their wishes about the case outcome & attempt to prosecute even the cases in which the victim is unable to participate. The DV investigator will investigate DV cases by interviewing victims and witnesses and assisting in the development plan for prosecuting domestic violence cases.

Program Income Generated:* No

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.

The County of Boone is located in the center of the state at 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. Demographics are of an urban, semi-urban and rural composition with a diverse ethnic population.

According to the 2020 Facts and Figures Book published by (REDI) Regional Economic Development, Inc., the following demographics describe Boone County as of the end of 2017.

Boone County Age Breakdown:

- 5-9 Years 5.6%
- 10-14 Years 5.6%
- 15-19 Years 8.3%
- 20-24 Years 15.2%
- 25-39 Years 21.3%
- 40-44 Years 5.5%
- 45-49 Years 5.3%
- 50-54 Years 5.7%
- 55-59 Years 5.4%
- 60-64 Years 5.3%
- 65-84 Years 9.8%
- >85 1.2%

Boone County Gender:

- Male 84,812
- Female 89,777

**Source: American Community Survey, 5-Year Estimates 2017*

County & City Population:

Boone County

- 2000 135,454
- 2018 180,005

City of Columbia

- 2000 87,752
- 2018 123,180

**Source: U.S. Census Bureau, 2018 Population Estimates*

Boone County Populations:

- Columbia 123,180
- Ashland 3,947
- Centralia 4,244
- Hallsville 1,564

**Source: U.S. Census Bureau 2018 Population Estimates*

With the prosperity and growth of our community since the year 2000, there has been a dramatic increase in crime in Boone County, particularly in violent crimes, including domestic violence. Between 2019 and 2020 alone, there was a 48% increase in reported domestic violence incidents in Boone County alone.

LAW ENFORCEMENT: DOMESTIC VIOLENCE INCIDENTS

Year	2019	2020
	1360	2010

**Source: Missouri State Highway Patrol Criminal Justice Information Services, <https://showmecrime.mo.gov/CrimeReporting/CrimeStatistics.html>*

FELONIES FILED:

Year	2000	2010	2015	2020	2021 as of 08/17/21
Felony	1102	1172	1232	1670	1152 (estimated at 1728 for the year)

Our caseload has almost doubled over the past twenty years. Not only have the number of felony cases increased, but the severity of felony crimes and domestic violence related offenses has escalated. Specifically, there has been an increase in the number of homicide, assault, robbery, burglary, and gang/gun-related crimes. We currently have twenty-seven (27) pending homicide cases. Nine (9) of the homicide cases involve a female victim, one-third (1/3) of all pending homicide cases.

DOMESTIC VIOLENCE/SEXUAL ASSAULT OFFENSES:

2019	2020	2021 Estimate
1216	1301	1431

Not only homicide cases, but all types of domestic violence offenses against women are on the rise. The Boone County Prosecuting Attorney's Office currently handles more than 4000 victim-related offenses per year and 15-20% of those cases involve domestic violence against women. The number of DV related offenses have increased by 7% from 2019 to 2020 and are projected to increase by 10% from 2020 to 2021. Certainly, these figures indicate the ongoing need for a coordinated response to violence against women in Boone County.

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 power of the justice system can be especially effective at preventing further criminal behavior when it utilizes a coordinated, specialized, and timely response to domestic violence. Implementation of Boone County's domestic violence docket has further necessitated coordination among service providers. Shortened bond returns (10 days) require more rapid, comprehensive follow-up with victims to assess safety and solicit input regarding filing decisions.

Prosecutors handling violence against women cases have the challenging task of balancing the safety of victims and community while holding offenders accountable. In many cases, the assistant prosecuting attorneys must proceed with a criminal prosecution without the victim's active participation. Economic dependence, fear, or the desire for reconciliation are some of the complicated dynamics that can impact a victim's willingness or ability to participate in a prosecution. The Boone County Prosecuting Attorney's office is projected to receive law enforcement referrals for more than _ domestic violence offenses in 2021. Traditionally, between 15 and 20% of the victims are either unavailable or unwilling to assist. By utilizing an aggressive, specialized response, our DOVE Unit removes, as much as possible, the weight of a case resting solely on the victim's shoulders.

Type of Program

Methodology/Type of Program*

1. Provide a brief synopsis of the Agency and the type(s) of victim services the agency provides. Outline the services to be funded by this specific project. Include who will provide these services, how services are accessed, and who will benefit from the services. Flow charts and chronological outlines are great, but must be supported by additional narrative description.

2. Explain how services are delivered in compliance with either the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Standards or the Missouri Department of Public Safety/Crime Victims Services Unit (MoCVSU) Program Standards and Guidelines. **Please do not simply state the agency is in compliance!**

NOTE: Agencies that **primarily** serve domestic and/or sexual violence victims will be required to comply with the MCADSV Standards. (These agencies will not be required to comply with the MoCVSU Program Standards and Guidelines).

All other agencies (those **NOT** primarily serving victims of domestic violence and/or sexual violence) will be required to comply with the MoCVSU Program Standards and Guidelines. (These agencies will not be required to adhere to the MCADSV Standards).

MCADSV Standards and MoCVSU Program Standards and Guidelines can be downloaded as separate documents from the DPS website, or by using the links above.

Our 2022-2023 VAWA grant request is to continue the funding for three assistant prosecuting attorneys and for one investigator dedicated to domestic violence. The current assistant prosecuting attorney positions as well as the investigator position are critical to providing sufficient resources to serve victims of domestic and sexual violence in Boone County. We have had an

increase in serious felony crimes and homicides in Boone County, and having sufficient personnel to handle the growing number of serious crimes is imperative.

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. These cases include: misdemeanor and felony domestic violence, harassment, stalking, violation of orders of protection, burglary, property damage and sexual assault or misconduct. The assistant prosecutors have ten working days to make a filing or charging decision. Domestic violence cases are reviewed within twenty-four hours of receipt from a referring law enforcement agency and contact is made with the victim as soon as possible in all felony and misdemeanor cases. Our investigator contacts the victim to assess safety/support, solicit input, and discuss expectations. The investigator also attempts to schedule a face-to-face meeting between the victim and DV prosecutor. In misdemeanor cases, a victim specialist with our office will send a letter to the victim informing them of their rights and requesting follow up contact with the DV victim specialist, the DV investigator and one of the DV prosecutors. If time permits, the victim specialist and/or investigator will follow the felony protocol of contacting the victim by phone which seems to increase the likelihood of victim participation.

After a filing decision has been made, the assistant prosecutor, the investigator, or a victim specialist will contact the crime victim again 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. A range of punishment options is 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, the DV investigator and one of our victim specialists will 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, the DV investigator, and one of our victim specialists will work hand in hand to anticipate victim's needs, provide for their safety and security while minimizing any harm to the victim that may come from participating in the criminal justice process.

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 who 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 tracking 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, and trauma-informed/coordinated response to victims. 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 comprehensive case management services. Collaboration is a cornerstone of the DOVE Unit's service provision. Coordination and communication with other service providers is active, ongoing and occurs on a daily basis.

Timely communication between first responders and members of the Boone County Prosecuting Attorney's office DOVE unit is critical in ensuring victims' safety, anticipating victims' needs/expectations, and holding domestic and sexual violence offenders accountable. Members of law enforcement and True North (local advocacy and shelter program) contact the DOVE unit

members on a daily basis to coordinate service provision. Weekly DOVE unit investigative meetings are held at the Boone County Prosecutor's Office and include DOVE detectives from the Columbia Police Department and the Boone County Sheriff's Department, our DOVE assistant prosecutors, our victim specialists and the True North Women's Shelter advocate. In the weekly meetings they talk about specific cases, filing decisions, reports, investigations and the need for additional interviews with domestic violence victims. They review service provision protocols for battered women to coordinate services for victims in active criminal investigations and prosecutions. Our DOVE Unit is also part of the Coordinated Community Response Team (CCRT) and includes the Boone County Prosecuting Attorney's Office DV prosecutors and victim specialists, Columbia Police Department DOVE detectives, the Boone County Sheriff's Department DOVE detective, Probation & Parole, batterer's intervention program staff, the public defender, True North Women's Shelter advocate, Associate Circuit Court Judge Shaw, and the 13th Judicial Circuit's Domestic Assault Court Coordinator. The CCRT meetings are held quarterly and they discuss big picture issues and they work together to resolve those issues between all the agencies. They have had speakers from MCADSV, Deaf-LEAD, and other local community service providers.

Members of the DOVE Unit play a vital role in the continued coordination of victims services through training and ongoing education. Members of the DOVE Unit participate in annual collaborative training for local law enforcement. In addition, DOVE Unit members participate in volunteer training at True North as well as training for the Sexual Assault Nurse Examiner (SANE) programs at local hospitals, law enforcement agencies, psychiatric facilities, True North Women's Shelter, the University of Missouri, and other counseling and social service organizations.

Coordination of Services (2019)

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!

Coordination efforts should be supported by, and tie back to, submitted letters of collaboration and/or MOU's.

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

The Boone County Prosecuting Attorney's Office hosts a weekly DOVE unit investigative meeting which includes our DV assistant prosecuting attorneys and victim specialists, detectives from the Columbia Police Department and the Boone County Sheriff's Department, as well as True North Women's Shelter staff to talk about specific cases and filing decisions. They also discuss the need for additional interviews with victims, reports and investigations. As discussed in the Type of Program, our DOVE unit assistant prosecutors are part of the Coordinated Community Response Team (CCRT) that meets quarterly and includes community service agencies that are involved in domestic violence type crimes in Boone County. CCRT team members include our DV assistant prosecutors and victim specialists, 13th Judicial Associate Circuit Judge Shaw, public defender representatives, True North staff, batterer intervention program staff and the 13th Judicial Circuit Domestic Assault Court Coordinator. The CCRT focuses on big picture issues and they work together to resolve any issues there are between agencies. Trauma-informed service delivery in pending domestic violence cases is discussed at each of the meetings.

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. A copy of our signed Domestic Violence Unit Protocols/MOU is attached to this application.

Consultation with Victim Services

Prosecution, Law Enforcement and Court based applicants Only:

Consultation with Victim Services Narrative

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 including the Boone County Prosecuting Attorney's Office and administrative staff as well as members of the Coordinated Community Response Team. Victim-related services and activities between the Boone County Prosecutor's Office, Boone County Sheriff's Department, True North, the Columbia

Police Department, Probation & Parole, and our local batterer's intervention/counseling program are not only reviewed and discussed during the application process, but are reviewed and discussed on a weekly and monthly basis to ensure that the DOVE unit as a whole follows the core assumptions and values of the victim services movement. The Boone County Prosecuting Attorney's Office victim specialists also performed a final review of the application to verify that all the information is accurate and follows the DOVE unit's protocol for service to victims of domestic violence in Boone County. Violence against women poses unique challenges and requires a coordinated specialized response from the justice system.

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 serving more than 3020 domestic violence victims during the two-year grant cycle. As mentioned previously in this application, approximately 15-20% of victims who initially participate in a criminal investigation do not participate in the court process. All identified victims of domestic violence, regardless of their ability or willingness to assist in the prosecution of the offender, will have access to services provided by our Domestic Violence Enforcement Unit (DOVE Unit).

Year DV Victims Served

- 2019 1762
- 2020 1390
- 2021 767 through 09/03/21
- 2022 1500 (projected)
- 2023 1520 (projected 10% increase from 2022-2023)

Goals and Objectives

Type of Service	Objective	Objectives Percentage (%)
Prosecutors	% of survivors will report having received information about the criminal justice process and their individualized case	90
Prosecutors	% of survivors will report having received information on available community resources	90

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.

Our goal is to hold batterers accountable while continuing to strengthen services to victims of domestic violence, sexual violence and dating violence.

Evaluating progress toward program goals and objectives will be accomplished by tracking the feedback gathered from our victim services survey, soliciting verbal feedback from victims, and by

gathering data collected from our case management system. The elected prosecutor, the project manager, the assistant prosecuting attorneys handling domestic violence cases, their assigned advocate, and the DV investigator will review and evaluate surveys as they are received. The surveys will be reviewed annually as well and feedback will be taken into account throughout the grant cycle.

During the two-year grant cycle, victim services surveys will be mailed to all identified victims of domestic violence at the disposition of the case. In our closing letter to victims, instructions outlining how to access this evaluation tool on our website will also be provided. Our survey is available in Spanish and can be translated directly on our website. Surveys will also be handed directly to the victim and emailed to the victim midway through their case in an effort to increase the number of surveys returned to our office.

Project data from the surveys and our case management system will be compared to previous years' data to help evaluate our services to victims of crime in Boone County. A copy of the survey in English and Spanish is attached to this application.

Our objectives will be evaluated as follows:

Objective #1 - Survivors will report having received information about the criminal justice process and their individualized case. Our victim services survey is one of the data sources for evaluation of this objective. The survey contains a question that inquires if the prosecutor's office provided information about the criminal justice system process and their individualized case. We consistently experience a very low rate of return on our surveys. In an effort to gain feedback, the DV assistant prosecutors and the DV investigator will elicit verbal feedback from the victims when they have in-person and phone communication to gain additional information. An affirmative response will be the desired result.

- 90% of the survivors will indicate that they received information about the criminal justice process and their individualized case.

Objective #2 - Survivors will report having received information on available community resources. Our victim services survey is one of the data sources for evaluation of this objective. The survey contains a question that inquires if the prosecutor's office provided information about community resources. Victims of domestic violence are very hesitant to fill out and return surveys, resulting in a very low rate of return. The DV assistant prosecutors and the DV investigator will elicit verbal feedback from the victims when they have in-person and phone communication to gain additional information. An affirmative response will be the desired result.

- 90% of the survivors will indicate that they received information about available community resources.

Evaluation of progress toward goals and objectives is also accomplished by gathering data entered in our case management system. We will collect and maintain service statistics (i.e. type of service provided, including demographic data for all domestic violence victims served by our DV assistant prosecutors and our DV investigator and review them annually. We will also collaborate with our DOVE Unit partners at our quarterly and weekly meetings, reviewing cases and outcomes in an effort to further evaluate and improve our services to victims of domestic violence in Boone County.

Report of Success

Measurable Objectives	VAWA Outcomes
90% of survivors will report having received information about the criminal justice process and their individualized case.	During the two-year grant cycle from January 1, 2020 through August 1, 2021 the DV prosecutors served 1785 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%. Surveys were also sent to 100% of the DV victims and twenty surveys were returned to our office. Fourteen victims (70%) stated that they received information about the criminal justice process and their individual case from our office, three stated they did not receive any information and three did not respond to the question or said it was not applicable. The DV assistant prosecutors, through verbal communication, verified that each victim they worked with received information about the criminal justice process. Getting victims to fill out and return surveys to our office is an on-going challenge. We will continue to strive to meet our goal of 90%.
90% of survivors will report having received information on available community resources.	During the two-year grant cycle from January 1, 2020 through August 1, 2021 the DV assistant prosecutors served 1785 victims of domestic violence. Surveys were sent to 100% of the victims and twenty surveys were returned to our office. Eight victims (40%) stated that they received information on available community resources; eight victims stated that they didn't receive any information, and four victims didn't answer the question or said it was not applicable. The DV assistant prosecutors through verbal communication verified that those victims needing referrals to community resources were provided that information. 90% will continue to be our goal.

Personnel

Name	Title	Position	Employment Status	Salary per Pay	Number of Pay	% of Grant	Total Cost	Local Match	Local Match	Federal/State Share

				Period	Periods	Funded Time		%	Share	
Jeff Adams (2022)	DV Investigator	Retained	PT	\$1,160.16	26.0	100.0	\$30,164.16	0	\$0.00	\$30,164.16
Jeff Adams (2023)	DV Investigator	Retained	PT	\$1,229.76	26.0	100.0	\$31,973.76	0	\$0.00	\$31,973.76
Justin Owens - Match (2022)	Assistant Prosecuting Attorney	Retained	FT	\$2,560.00	26.0	56.2	\$37,406.72	100.0	\$37,406.72	\$0.00
Justin Owens - Match (2023)	Assistant Prosecuting Attorney	Retained	FT	\$2,713.60	26.0	56.2	\$39,651.12	100.0	\$39,651.12	\$0.00
Marilyn Ferris (2022)	Assistant Prosecuting Attorney	Retained	FT	\$2,298.40	26.0	75.0	\$44,818.80	25.0	\$11,204.70	\$33,614.10
Marilyn Ferris (2023)	Assistant Prosecuting Attorney	Retained	FT	\$2,436.00	26.0	75.0	\$47,502.00	25.0	\$11,875.50	\$35,626.50
Melissa Knerr (2022)	Assistant Prosecuting Attorney	Retained	FT	\$2,537.60	26.0	100.0	\$65,977.60	0	\$0.00	\$65,977.60
Melissa Knerr (2023)	Assistant Prosecuting Attorney	Retained	FT	\$2,689.60	26.0	100.0	\$69,929.60	0	\$0.00	\$69,929.60
Nicholas Komoroski (2022)	Assistant Prosecuting Attorney	Retained	FT	\$3,180.00	26.0	75.0	\$62,010.00	25.0	\$15,502.50	\$46,507.50
Nicholas Komoroski (2023)	Assistant Prosecuting Attorney	Retained	FT	\$3,371.20	26.0	75.0	\$65,738.40	25.0	\$16,434.60	\$49,303.80
							\$495,172.16		\$132,075.14	\$363,097.02

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 **continued funding** for three domestic violence assistant prosecuting attorneys, Melissa Knerr, Nicholas Komoroski, and Marilyn Ferris as well as **continued funding** for one part time investigator dedicated to working with victims of domestic violence in Boone County, Jeff Adams.

Assistant Prosecuting Attorney Melissa Knerr's 2021 salary is currently \$62,233.60. A 6% merit increase is factored in for 2022 when her estimated salary will be \$65,977.60 and again in 2023 when her estimated salary will be \$69,929.60. Melissa received her Juris Doctorate in 2018 from the University of Missouri School of Law - Columbia. She has been an Assistant Prosecuting Attorney with our office since July 2021. Prior to working at the Boone County Prosecuting Attorney's Office, she was an Assistant Public Defender with the Missouri State Public Defender's Office in Springfield, MO.

Assistant Prosecuting Attorney Nicholas Komoroski's 2021 salary is currently \$78,000. A 6% merit increase is factored in for 2022 when his estimated salary will be \$82,680.00 and again in 2023 when his estimated salary will be \$87,651.20. Nick received his Juris Doctorate from the University of Missouri School of Law - Columbia in 2003. Prior to working at the Boone County Prosecuting Attorney's Office, he was an Assistant Attorney General - Litigation Division for the Missouri Attorney General's Office.

Assistant Prosecuting Attorney Marilyn Ferris' 2021 salary is currently \$56,368.00. A 6% merit increase is factored in for 2022 when her estimated salary will be \$59,758.40 and again in 2023 when her estimated salary will be \$63,336.00. Marilyn received her Juris Doctorate from Southern Illinois University School of Law in 2019. Prior to working at the Boone County Prosecuting Attorney's Office, she was an Attorney with the Division of Legal Services (Department of Social Services).

Assistant Prosecuting Attorney's Justin Owen's salary will be used as the matching funds for this grant request. His current salary is \$62,795.20. A 6% merit increase is factored in for 2022 when his estimated salary will be \$66,560.00 and again in 2023 when his estimated salary will be \$70,553.60. Justin works 80% of his time on domestic violence, and Boone County pays his

full salary and benefits. Justin received his Juris Doctorate from the University of Missouri-Kansas City School of Law in May 2018.

Investigator Jeff Adams' 2021 salary is currently \$28,454.40. A 6% merit increase is factored in for 2022 when his estimated salary will be \$30,164.16 and again in 2023 when his estimated salary will be \$31,973.76. Jeff received his Bachelor's Degree in Psychology with a minor in Criminal Justice from Columbia College. Prior to working at the Boone County Prosecuting Attorney's Office, Jeff was an Investigative Tech (Mobile/Computer Forensics) and Civilian Investigator with the Columbia Police Department.

Personnel Benefits

Category	Item	Salary/Premium	Percentage# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
CERF	CERF Retirement - DV Asst Pros Atty (2022&2023)	\$135,907.20	0.02	100.0	\$2,718.14	0	\$0.00	\$2,718.14
Dental Insurance	Dental Insurance-DV Asst Prosecuting Attorney (2022)	\$36.75	12.0	100.0	\$441.00	0	\$0.00	\$441.00
Dental Insurance	Dental Insurance-DV Asst Prosecuting Attorney (2023)	\$38.59	12.0	100.0	\$463.08	0	\$0.00	\$463.08
Disability Insurance	Disability Insurance DV Asst Prosecuting Attorney (2022&2023)	\$135,907.20	0.0036	100.0	\$489.27	0	\$0.00	\$489.27
FICA/Medicare	FICA/Medicare-DV Asst Pros Attorney and DV Investigator (2022&2023)	\$198,045.12	0.0765	100.0	\$15,150.45	0	\$0.00	\$15,150.45
Life Insurance	Life Insurance - DV Asst Prosecuting Attorney (2022)	\$6.00	12.0	100.0	\$72.00	0	\$0.00	\$72.00
Life Insurance	Life Insurance - DV Asst Prosecuting Attorney (2023)	\$6.00	12.0	100.0	\$72.00	0	\$0.00	\$72.00
Medical Insurance	Medical Insurance-DV Asst Prosecuting Attorney (2022)	\$499.80	12.0	100.0	\$5,997.60	0	\$0.00	\$5,997.60
Medical Insurance	Medical Insurance-DV Asst Prosecuting Attorney (2023)	\$524.79	12.0	100.0	\$6,297.48	0	\$0.00	\$6,297.48
Pension/Retirement	401A Match-DV Asst Prosecuting Attorney (2022&2023)	\$25.00	52.0	100.0	\$1,300.00	0	\$0.00	\$1,300.00
Workers Comp	Workers Comp-DV Asst Prosecuting Attorney (2022&2023)	\$135,907.20	0.0015	100.0	\$203.86	0	\$0.00	\$203.86
					\$33,204.88		\$0.00	\$33,204.88

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.

We are requesting **continued funding** for 100% of the benefits for Melissa Knerr, one of our DV Assistant Prosecuting Attorneys. The benefits include FICA/Medicare, medical insurance, dental insurance, life insurance, long-term disability, 401A contribution, workers comp and CERF (County Employees Retirement Fund) pension plan.

We are also requesting **continued funding** for FICA/Medicare for Jeff Adams, our DV Investigator.

FICA and Medicare are federally-mandated costs for employers and therefore are included in this application. FICA is .0765% of salary. We are requesting funding for FICA/Medicare benefits for our DV Assistant Prosecuting Attorney and our DV investigator. We are requesting FICA/Medicare reimbursement for both positions for twelve months in 2022 and twelve months in 2023.

Boone County contributes 2% of the 6% salary contribution requirement for employees choosing to be a part of the CERF pension plan. We are requesting reimbursement for that percentage for our DV Assistant Prosecuting Attorney for twelve months in 2022 and twelve months in 2023.

Workers Comp is also a required cost for employers and is .0015% of the salary for our DV Assistant Prosecuting Attorney. We are requesting reimbursement for that percentage for our DV Assistant Prosecuting Attorney for twelve months in 2022 and twelve months in 2023.

Providing medical insurance and dental insurance promotes healthy employees. Boone County offers several different medical plan choices. The estimate is based on the PPO medical insurance choice and a 5% cost of living increase is factored in for 2022 and 2023. Factoring in the 5% increase for 2022, the cost will be \$5,997.60. Factoring in the 5% increase for 2023, the cost will be \$6,297.48. We are requesting reimbursement for medical insurance for our DV Assistant Prosecuting Attorney for twelve months in 2022 and twelve months in 2023.

Dental insurance for 2022 will be \$441.00 after factoring in a 5% increase. Factoring in another 5% increase for 2023, the cost will be \$463.08. We are requesting reimbursement for dental insurance for the DV Assistant Prosecuting Attorney for twelve months in 2022 and twelve months in 2023.

Life insurance for 2022 and 2023 will be \$72.00 per year. Life insurance is currently \$6/month and we anticipate that it will remain the same for 2022 and 2023. Life insurance, long-term disability and retirement, as well as the health-related insurances are necessary tools to assist in retaining employees. We are requesting reimbursement for life insurance for the DV Assistant Prosecuting Attorney for twelve months in 2022 and twelve months in 2023.

Long-term disability is .0036% of the total salary.

Boone County offers a 401A matching plan. The matching amount is \$25.00 per pay period and there are 26 pay periods for 2022 and 26 for 2023 for our DV Assistant Prosecuting Attorney position.

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

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 (\$18.00/hour)

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).

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 name of training or conference, the location, and date(s) of the training. If either the name, 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		0	\$0.00	0	\$0.00	\$0.00
		\$0.00	0		0	\$0.00	0	\$0.00	\$0.00
		\$0.00	0		0	\$0.00	0	\$0.00	\$0.00
		\$0.00	0		0	\$0.00	0	\$0.00	\$0.00
						\$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.

Indirect Costs

Item	Project	Indirect	Indirect	Total Indirect	Local Match	Local Match	Federal/State

Costs	Type	Rate	Costs	%	Share	Share:
			\$0.00		\$0.00	\$0.00

Indirect Cost Justification

Total Budget

Total Federal/State Share:	\$396,301.90	75.0%
Total Local Match Share:	\$132,075.14	25.0%
Total Project Cost:	\$528,377.04	

VAWA Data Form

Budget Total: \$396,301.90

Please only select one category for your proposed project; the percentage should equal 100% for this category. The requested STOP Program funds will be used for:

Law Enforcement:*	0%	\$0.00
Prosecution:*	100.0%	\$396,301.90
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, Sexual Assault Services

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

Total Victims of Crime:* 3020
Hotline Calls:* 0

Indicate the anticipated number of women, children, and men to be served by this STOP funded project and the anticipated number of bednights.

Women: 3020
Children: 0
Men: 0
Bed-Nights: 0

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

People: 0
Communities: 0

Type of victimization

Budget Total 1	\$396,301.90	
Sexual assault*	10.0%	\$39,630.19
Domestic violence/dating violence*	90.0%	\$356,671.71
Stalking*	0%	\$0.00
Total	100.0%	\$396,301.90
	(must equal 100%)	(must equal budget total 1)

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:

2022-2023 STOP VAWA Certified Assurances

I am aware that failure to comply with any of the Certified Assurances 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

Audit Requirements

Date last audit was completed:* June 29, 2020
Date(s) covered by last audit:* 01/01/2019-12/31/2019
Last audit performed by:* RubinBrown LLP St. Louis, Missouri
Phone number of auditor:* 314-290-3300
Date of next audit:* 2021
Date(s) to be covered by next audit:* 01/01/2020-12/31/2020
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, 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.

Federal Amount:* \$864,397.00
State Amount:* \$2,961,935.00

VAWA Required Attachments

Attachment	Description	File Name	Type	File Size
Agency Organizational Chart (REQUIRED)	Organizational Chart VAWA 2022-2023	Organizational Chart 08-26-2021.pdf	pdf	291 KB
Policies & Procedures Relating to Internal Controls (REQUIRED)	Boone County Purchasing Policy Manual	Boone County Purchasing Policy Manual.pdf	pdf	497 KB
Job Descriptions & Payroll Records (if applicable)	VAWA Job Descriptions & Payroll Records	VAWA Job Descriptions & Payroll Records.pdf	pdf	249 KB
Agency's Current Budget (REQUIRED)	2020 & 2021 Budgets	2020 & 2021 Budgets.pdf	pdf	1.6 MB
Your agency's profit/loss statement from the past two (2) years for your agency as a whole. (if applicable)				
Funding Source Identification (REQUIRED)	Funding Source Identification	Funding Source Identification.pdf	pdf	265 KB
Board of Directors Listing (if applicable)				
Documentation of Not-for-Profit Status (if applicable)				
Letters of Collaboration/MOU's (REQUIRED)	DOVE Memorandum of Agreement & DOVE Procedural Protocols 2019	DOVE Memorandum of Agreement & DOVE Procedural Protocols.pdf	pdf	713 KB

Contractual Agreement (if applicable)				
Indirect Cost Rate documentation (if applicable)				
Acknowledgement of Confidentiality and Privacy Provisions (REQUIRED)				
Evaluation Tools used to measure the success of the project (if applicable)	Victim Services Survey-English & Spanish Version	Victim Services Survey-English & Spanish Version 2021.pdf	pdf	199 KB

Other Attachments

File Name	Description	File Size
Single Audit Report 2019.pdf (213 KB)	Audit Report 2019	213 KB

Self Evaluation Risk Assessment

Section 1: General Information

1. Is the applicant agency on the Federal Excluded Parties List? System for Award Management (SAM) IF APPLICANT IS ON THE LIST THEY ARE NOT ELIGIBLE FOR FUNDING.* No

2. Is the applicant agency on the State Excluded Parties List? MO Vendors Suspension/Debarment List IF APPLICANT IF APPLICANT IS ON THE LIST THEY ARE NOT ELIGIBLE FOR FUNDING.* No

3. Does the applicant agency have new personnel that will be working on this project? (New personnel is defined as working with this award type less than 12 months.)* No

3(a) If answered yes on Q3, please indicate who the new personnel are and their position(s):
County has contracted for new HR/Finance software and expects to implement in 2022.

4. Does the applicant agency have new fiscal or time accounting systems that will be used on this award? (New systems are defined as a system that is less than 12 months old.)* Yes

4(a) If answered yes on Q4, please indicate the system name, date of change, and system purpose:
County has contracted for new HR/Finance software and expects to implement in 2022.

5. If the applicant agency is a previous subrecipient, have there been issues expending all grant funds during the subaward period (30% or more grant funds remaining at the end of the contract)?* No

5(a) If answered yes on Q5, please explain issues expending grant funds:

Other Direct Awards

6. Does the applicant agency receive other direct Federal/State awards? (Direct awards are those applied for and received directly; there is no intermediary/pass-through agency, such as DPS.)* No

6(a) If answered yes to Q6, please list direct Receive direct payments from various Federal Agency for Payments in Lieu of Taxes (PILT).

Federal/State award(s) received:

7. Has the applicant agency received any Federal/State monitoring on a direct award in the last fiscal year? No

7(a) If answered yes to Q7, please list which direct Federal/State awards were monitored:

7(b) Were there any noncompliance findings during the Federal/State monitoring in the last fiscal year? No

7(c) If answered yes to Q7(b), please discuss these findings:

Section 2: Audit

8. Did the applicant agency meet/exceed the \$750,000 threshold for Federal funds or \$375,000 threshold for State funds, requiring completion of an audit? Yes

8(a) If answered yes on Q8, was a single audit completed? Yes

9. Does the applicant agency have a completed audit that is less than 3 years old? Yes

9(a) If answered yes on Q9, please list when the last audit was completed: 2020

10. Were there any findings, weaknesses, or deficiencies in the most recently completed agency audit? No

10(a) If answered yes on Q10, please describe findings:

Agency Risk Assessment

Risk Assessment Completed By:* Daniel Atwill - Presiding Commissioner

Date Risk Assessment Completed:* 09/09/2021

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

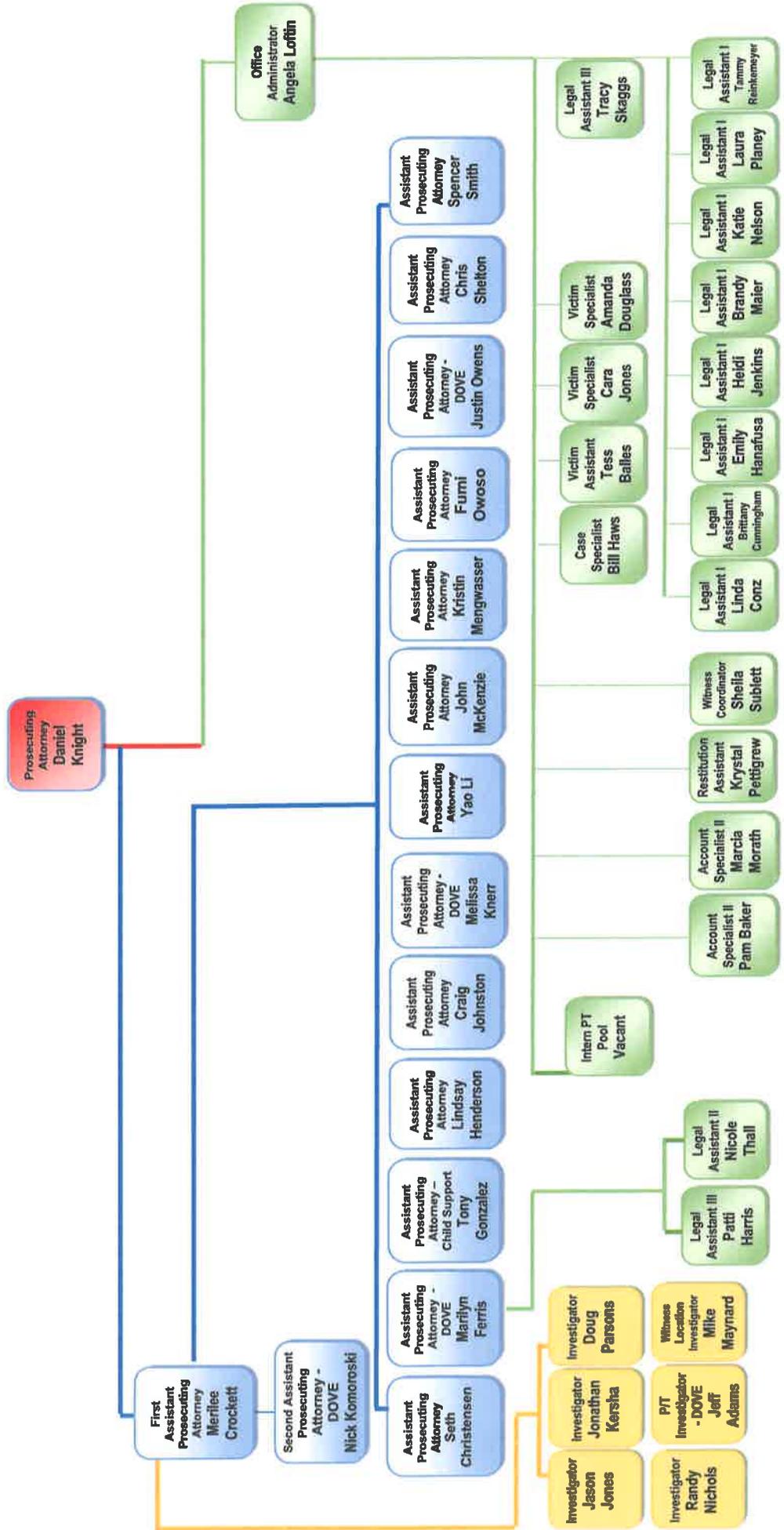
Authorized Official Name: Daniel Atwill

Agency Type: Prosecution

Date: 09/09/2021

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 43 staff members. Staff includes the elected Prosecutor, 15 Assistant Prosecuting Attorneys, 6 Investigators, a Victim Response Team, a Bad Check and Delinquent Tax Unit as well as support staff.



Boone County Purchasing Policy Manual



**Readopted and Amended by the
Boone County Commission
Commission Order #: 322-2021
Date: August 12, 2021**

Daniel K. Atwill
Presiding Commissioner

Justin Aldred
District I Commissioner

Janet M. Thompson
District II Commissioner

TABLE OF CONTENTS

Description	Page
ARTICLE 1 – GENERAL PROVISIONS	
Part A – Purpose and Application	
§1-101 Purpose	4
§1-102 Application	4
Part B – Definitions	
§1-201 Purpose	4-7
Part C – Public Access to Procurement Information	
§1-301 Public Access to Procurement Information	7
ARTICLE 2 – OFFICE OF THE PURCHASING AGENT	
§2-101 Establishment, Appointment, and Tenure	8
§2-102 Authority and Duties	8
§2-103 Delegations to Other County Officials	8
ARTICLE 3 – SOURCE SELECTION AND CONTRACT FORMATION	
Part A – Methods of Source Selection	
§3-101 Competitive Sealed Bidding	9-10
§3-102 Competitive Sealed Proposals	10-11
§3-103 Contracting for Designated Professional Services	11
§3-105 Sole Source Procurement	12
§3-106 Emergency Procurements	12
§3-107 Cancellation of Request for Bid or Request for Proposal	12-13
§3-108 Non-Competitive Negotiations	13
Part B – Qualifications and Duties of Bidders and Offerors	
§3-201 Responsibility of Bidders and Offerors	13
§3-202 Cost or Pricing Data in Capital Projects	13-14
§3-203 Cost or Price Analysis	14
§3-204 Bid and Performance Bonds on Supply or Service Contracts	14
Part C – Types of Contracts and Contract Administration	
§3-301 Types of Contracts	14-16
§3-302 Contract Clauses and Their Administration	16-17
§3-303 Contract Administration	17
§3-304 Right to Inspect Plant	17
§3-305 Right to Audit Records	17
§3-306 Reporting of Anti-Competitive Practices	17
§3-307 County Procurement Records	17

ARTICLE 1-GENERAL PROVISIONS

Part A--Purpose and Application

§1-101 Purpose.

The purpose of this Policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the County of Boone, hereinafter referred to as County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

§1-102 Application.

This Policy applies to contracts for the procurement of supplies, and services, entered into by the County after the effective date of this Policy, unless the parties agree to its application to contracts entered into prior to the effective date. It shall apply to every expenditure of public funds by all Administrative Authorities irrespective of the source of the funds. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this Policy shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

Part B--Definitions

§1-201 Definitions.

(1) *Addendum*. – An addition or supplement to a document, for example, items or information added to a procurement document (i.e. bid).

(2) *Administrative Authority*. Any Elected County Official or Department Head or a person designated by them to authorize procurement and the expenditure of County funds pursuant to this Policy.

(3) *Amendment*. A revision or change to a document, generally the contract; often used to correct a solicitation.

(4) *Architect-Engineer and Land Surveying Services*. Those professional services within the scope of the practice of architecture, professional engineering, or land surveying as defined by the laws of the State of Missouri Section 8.285 RSMo.

(3) *Blind Trust*. An independently managed trust in which the employee-beneficiary has no management rights and in which the employee-beneficiary is not given notice of alterations in, or other dispositions of, the property subject to the trust.

(4) *Or Equal Specification*. A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance, and other salient characteristics needed to meet Boone County requirements, and which provides for the submission of equivalent products.

(5) *Brand Name Specification*. A specification limited to one or more items by manufacturers' names or catalogue numbers.

(6) *Business*. Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.

(7) *Change Order*. A written alteration to a contract, initiated by the purchasing agent and signed by the Boone County Commission, in accordance with the terms of the contract, unilaterally directing the contractor to make changes.

(8) *Contract Modification* (bilateral change). Any written alteration to any provision of the contract (i.e. specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract) accomplished by mutual action of the parties to the contract.

(9) *Confidential Information*. Any information which is available to an employee only because of the employee's status as an employee of the County and is not a matter of public knowledge or available to the public on request.

(10) *Construction*. The process of building, altering, repairing, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.

(11) *Contract*. All types of Boone County agreements, regardless of what they may be called, for the procurement or disposal of supplies, services or construction.

(12) *Contractor*. Any person having a contract with the County or an Administrative Authority thereof.

(13) *Cost Analysis*. The evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed.

(14) *Cost Data*. Factual information concerning the cost of labor, material, overhead, and other cost elements which are expected to be incurred or which have been actually incurred by the contractor in performing the contract.

(15) *Cost-Reimbursement Contract*. A contract under which a contractor is reimbursed for costs which are allowable and allocable in accordance with the contract terms and the provisions of this Policy, and a fee or profit, if any.

(16) *Disadvantaged Business*. A small business which is owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages.

(17) *Employee*. An individual drawing a salary or wages from the County, whether elected or not; any non-compensated individual performing personal services for the County or any department, agency, commission, council, board, or any other entity established by the executive or legislative branch of the County; and any non-compensated individual serving as an elected official of the County.

(18) *Financial Interest*.

(a) Ownership of any interest for involvement in any relationship from which, or as a result of which, a person within the past fiscal year has received, or is presently or in the future entitled to receive, more than \$1,000 per year, or its equivalent;

(b) Ownership of 10% of any property or business; or

(c) Holding a position in a business such as officer, director, trustee, partner, employee, or the like, or holding any position of management.

(19) *Gratuities* – Gratuities include any material goods or services offered with the intent of, or providing the potential for, influencing the buying decision. As such, gratuities may be offered to the purchaser, or to other persons involved in purchasing decisions (or members of their immediate family).

(20) *Immediate Family*. A spouse, children, parents, brothers, and sisters.

(21) *Invitation for Bid*. A formal request to prospective vendors soliciting bids; contains, or incorporates by reference, the specifications or scope of work and all contractual terms and conditions. Boone County Purchasing initiates *Invitation for Bids* for disposal of surplus property.

(22) *Person*. Any business, individual, union, committee, club, other organization, or group of individuals.

(23) *Price Analysis*. The evaluation of price data, without analysis of the separate cost components and profit as in cost analysis, which may assist in arriving at prices to be paid and costs to be reimbursed.

(24) *Pricing Data*. Factual information concerning prices for items substantially similar to those being procured. Prices in this definition refer to offered or proposed selling prices, historical selling prices and current selling prices. The definition refers to data relevant to both prime and subcontract prices.

(25) *Procurement*. The buying, purchasing, renting, leasing, or otherwise acquiring of any supplies or services. It also includes all functions that pertain to the obtaining of any supply, or service, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.

(26) *Public Agency*. A public entity subject to or created by the County.

(27) *Purchase*. The term "purchase" as used in this policy refers to the procurement of any and all supplies, materials, equipment, contractual services or articles and shall include the rental or leasing of any equipment or articles as described and required in this policy. A purchase is defined as the value of one transaction, regardless of the number or type of items acquired or ordered in that transaction.

(28) *Qualified Products List*. An approved list of supplies, services, or items described by model or catalogue numbers, which, prior to competitive solicitation, the County has determined will meet the applicable specification requirements.

(29) *Request for Quotation (RFQ)*. An informal solicitation or request for information, where oral or written quotes are obtained from vendors, without formal advertising or receipt of sealed bids. Used only where statutes do not require formal sealed bids, such as small or emergency purchases, but price competition is desired.

(30) *Request for Bid*. A formal request to prospective vendors soliciting bids; contains, or incorporates by reference, the specifications or scope of work and all contractual terms and conditions.

(31) *Request for Proposal*. All documents, whether attached or incorporated by reference, utilized for soliciting proposals. A proposal solicitation method used for requirements exceeding authorized limits when it is expected that negotiations with one or more offerors may be required with respect to any aspect of the requirements, or other factors will be considered in the selection of the contractor in addition to price, or only one source is being solicited.

(32) *Responsible Bidder or Offeror*. A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

(33) *Responsive Bidder*. A person who has submitted a bid which conforms in all material respects to the requirements set forth in the Request for Bid.

(34) *Services*. The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.

(35) *Small Business*. A United States business which is independently owned, and which is not dominant in its field of operation or an affiliate or subsidiary of a business dominant in its field of operation.

(36) *Specification*. Any description of the physical or functional characteristics or of the nature of a supply or service. It may include a description of any requirement for inspecting, testing, or preparing a supply, or service for delivery.

(37) *Supplies.* All property, including but not limited to equipment, materials, printing, insurance, and leases of real property, excluding land or a permanent interest in land.

Part C--Public Access to Procurement Information

§1-301 Public Access to Procurement Information.

Procurement information shall be a public record to the extent provided in Section 610.010 and 109.180 RSMo. and shall be available to the public as provided in such statute.

ARTICLE 2--OFFICE OF THE PURCHASING AGENT

§2-101 Establishment, Appointment, and Tenure.

(1) *Establishment of the Position of Purchasing Agent (50.753 RSMo)* There is hereby created the position of purchasing agent (1995), who shall be the County's principal public purchasing official and serve at the pleasure of the Boone County Commission.

(2) *Appointment.* The purchasing agent shall be appointed by the Boone County Commission. The purchasing agent shall have a bachelor's degree and a minimum of five (5) years public purchasing experience in a government setting and two years management experience. Preferred qualifications include a master's degree and certification as a Certified Professional Public Buyer (CPPB), a Certified Public Purchasing Officer (CPPO), or a Certified Purchasing Manager (CPM).

(3) *Tenure.* The purchasing agent shall be appointed to serve an indefinite term and may be removed from office by the Boone County Commission.

§2-102 Authority and Duties.

(1) *Principal Public Purchasing Official.* Except as otherwise provided herein, the purchasing agent shall serve as the principal public purchasing official for the County and shall be responsible for the procurement of supplies and services in accordance with this Policy, as well as the management and disposal of supplies and fixed assets.

(2) *Duties.* In accordance with this Policy, and subject to the supervision of the Boone County Commission, the purchasing agent shall:

- (a) Procure or supervise the procurement of all supplies and services needed by the County; (50.755 RSMo)
- (b) Sell, trade, or otherwise dispose of surplus supplies and fixed assets belonging to the County and
- (c) Establish and maintain programs for specifications development, contract administration and inspection and acceptance, in cooperation with the public agencies using the supplies and services.

(3) *Operational Procedures.* Consistent with this Policy, and with the approval of the Boone County Commission, the purchasing agent may adopt operational procedures relating to the execution of its duties.

§2-103 Delegations to Other County Officials.

With the approval of the Boone County Commission, the purchasing agent may delegate authority to purchase certain supplies, services, or construction items to other Administrative Authorities if such delegation is deemed necessary for the effective procurement of those items. Notwithstanding the provisions of Section 2-102 (Authority and Duties), procurement authority with respect to certain supplies, services, or construction may be delegated to Administrative Authorities by the Boone County Commission, when such delegation is evidenced by a formal commission order for the effective procurement of these supplies, services, or construction.

ARTICLE 3--SOURCE SELECTION AND CONTRACT FORMATION

Part A--Methods of Source Selection (for purchases \$12,000 and over in a 90-day period)

§3-101 Competitive Sealed Bidding.

(1) *Conditions for Use.* All contracts of the County shall be awarded by competitive sealed bidding except as otherwise provided in Sections 3-102 (Competitive Sealed Proposals), 3-103 (Contracting for Designated Professional Service), 3-104 (Small Purchases), 3-105 (Sole Source Procurement), 3-106 (Emergency Procurements), or 5-401 (Public Announcement and Selection Process) of this Policy.

(2) *Invitation for Bids and Request for Bids.* An Invitation for Bids and Request for Bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.

(3) *Public Notice.* All public notices of the Invitation for Bids and Request for Bids shall be given a reasonable time, not less than fifteen (15) calendar days prior to the date set forth therein for the opening of bids. When time is of the essence, the Purchasing Director has the discretion to shorten the minimum time the bid is left open, with an opening date of 3 days from time of issue to allow for an emergency faxed/emailed bid. Such notice may include publication in a newspaper of general circulation of at least five hundred copies per issue a reasonable time prior to bid opening. (50.660 RSMo). The public notice shall state the place, date, and time of bid opening.

(4) *Bid Opening.* Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids or Request for Bids unless the bids are received electronically in the Purchasing Electronic System. The amount of each bid, and such other relevant information as the purchasing agent deems appropriate, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection in accordance with Section 1-301 (Public Access to Procurement Information). Bids are generally opened in the Purchasing Department. The list of bids received for projects greater than \$250,000 will be read and acknowledged during a Boone County Commission meeting following bid opening.

(5) *Bid Award Recommendations.* The Purchasing Department shall present bid award recommendations in two scheduled commission meetings for all contract awards except for bid award recommendations for bids opened in scheduled Commission meetings which may be approved by County Commission during the first reading following the public bid opening.

(6) *Bid Acceptance and Bid Evaluation.* Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Policy. Bids shall be evaluated based on the requirements set forth in the Invitation for Bids or Request for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The Invitation for Bids or Request for Bids will set forth the evaluation criteria to be used.

(7) *Correction or Withdrawal of Bids; Cancellation of Awards.* Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or in such circumstances, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the Invitation for Bids or

Request for Bids prior to the time set for bid opening. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the County or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:

(a) the mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident; or

(b) the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the purchasing agent.

(8) *Award.* The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the Invitation for Bids or Request for Bids. In the event the low responsive and responsible bid for a construction project exceeds available funds as certified by the Boone County Auditor, and such bid does not exceed such funds by more than [five] percent, the purchasing agent is authorized, when time or economic considerations preclude re-solicitation of work of a reduced scope, to negotiate an adjustment of the bid price with the low responsive and responsible bidder, in order to bring the bid within the amount of available funds. Any such negotiated adjustment shall be based only upon eliminating independent deductive items specified in the Invitation for Bids or Request for Bids.

(9) *Multi-Step Sealed Bidding.* When it is considered impractical to prepare initially a purchase description to support an award based on price, an Invitation for Bids or Request for Bids may be issued requesting the submission of un-priced offers to be followed by an Invitation for Bids or Request for Bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.

§3-102 Competitive Sealed Proposals (Request for Proposals).

(1) *Conditions for Use.* When the purchasing agent determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the County, a contract may be entered into by use of the competitive sealed proposals method.

(2) *Request for Proposals.* Proposals shall be solicited through a Request for Proposals.

(3) *Public Notice.* Adequate public notice of the Request for Proposals shall be given in the same manner as provided in Section 3-101(3) (Competitive Sealed Bidding, Public Notice); provided, the minimum time shall be thirty (30) calendar days. When time is of the essence, the Purchasing Director has the discretion to shorten the minimum time the proposal is left open, with an opening date of 21 days from time of issue.

(4) *Receipt of Proposals.* No proposals shall be handled so as to permit disclosure of the contents of any proposal to competing offeror's during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award (610.021 RSMo).

(5) *Evaluation Factors.* The Request for Proposals shall state the relative importance of price and other evaluation factors.

(6) *Discussion with Responsible Offerors and Revisions to Proposals.* As provided in the Request for Proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be

accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

(7) *Award.* Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

§3-103 Contracting for Designated Professional Services.

(1) *Authority.* For the purpose of procuring professional services as defined by the laws of the State of Missouri, any Administrative Authority requiring such services may procure them on its own behalf. No contractor for the services of County Counselor may be awarded without the approval of the Boone County Commission. The Boone County Purchasing department recommends that the following selection procedures be followed in these instances.

(2) *Selection Procedure.*

(a) *Obtain Statement of Qualifications.* Persons engaged in providing the designated types of professional services may submit statements of qualification and expressions of interest in providing such professional services. An Administrative Authority using such professional services may specify a uniform format for statements of qualifications. Persons may amend these statements at any time by filing a new statement. (See sample Exhibit A)

(b) *Provide adequate Public Announcement and Form of Request for Proposals.* Adequate public notice of the Request for Proposals shall be given in the same manner as provided in Section 3-102(3) (Competitive Sealed Proposals, Public Notice); provided the minimum time shall be thirty (30) calendar days. The Request for Proposals shall describe the services required, list the types of information and data required of each offeror, and state the relative importance of particular qualifications. Refer to paragraph 3-102 for competitive sealed proposals' procedures.

(c) *Conduct Discussions.* The Administrative Authority procuring the required professional services may conduct discussions with any offeror who has submitted a proposal to determine such offeror's qualifications for further consideration. Discussions shall not disclose any information derived from proposals submitted by other offerors.

(d) *Award.* A written award shall be made to the offeror selected by the Administrative Authority procuring the required professional services. The award will be based on the evaluation factors set forth in the request for proposals. If compensations cannot be agreed upon with the best qualified offeror, then negotiations will be formally terminated with the selected offeror. If proposals were submitted by one or more other offerors determined to be qualified, negotiations may be conducted with such other offeror or offerors, in the order of their respective qualification ranking, and the contract may be awarded to the offeror then ranked best qualified if the amount of compensations is determined to be fair and reasonable.

§3-105 Sole Source Procurement.

A contract of a value in excess of \$12,000 may be awarded without competition when the Commission finds that there is only one feasible source for the required supply, or service item. The requesting department must complete a Sole Source Request Form and submit it to the Purchasing department. (See attached Exhibit B). The Purchasing department shall keep and maintain, and provide

upon request of the Commission documentation, after conducting a good faith review of available sources, that there is only one feasible source for the required supply or service. The purchasing agent shall conduct negotiations as to price, delivery, and terms as appropriate under the circumstances. The Purchasing department shall also advertise the requesting department's intent to make a sole source purchase of a value in excess of \$12,000 in at least one daily and one weekly newspaper of general circulation in such places as are most likely to reach prospective bidders or offerors. Except for regulated utility services, a record of sole source procurements shall be maintained as a public record in the Purchasing department and shall list each contractor's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the identification number of each contract file. The Purchasing Agent will review the record of sole source providers yearly in December and submit the list of renewals for approval for the next fiscal year to the commissioners in regular session.

§3-106 Emergency Procurements.

Notwithstanding any other provisions of this Policy, and by direction of the liaison Commissioner to any Department, and in the absence of an assigned liaison Commissioner, it shall be the Presiding Commissioner, the purchasing agent may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. In the case of a major disaster affecting County operations caused by weather, terrorism, war, accidents, explosions, Acts of God, etc. the Presiding Commissioner or liaison Commissioner could enact the emergency purchasing policy to cover whatever goods or services may be necessary to stabilize the County's operations. A written determination of the basis for the emergency and for the selection of the particular contractor shall be documented on the *Emergency Procurement Form* and submitted to the Purchasing Department by the requesting department. (See attached Exhibit C) As soon as practicable, a record of each emergency procurement shall be made and maintained in the Purchasing department contract file and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.

§3-107 Cancellation of Request for Bid or Request for Proposal.

A request for bid, a request for proposal, or other solicitation may be canceled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is for good cause and in the best interests of the County. The reasons therefor shall be made part of the bid file. Each solicitation issued by the County shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part for good cause when in the best interests of the County. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items. Reasons for rejection shall be provided upon request by unsuccessful bidders or offerors.

§3-108 Non-Competitive Negotiations (Sole Source Procurement / Single Source Procurement).

A contract may be awarded without competition when the liaison Commissioner to any Department, and in the absence of an assigned liaison Commissioner, it shall be the Presiding Commissioner, agree that the required supply, or service item falls under a non-competitive negotiation. Used in those specific instances where competition is nonexistent; or to satisfy certain proprietary conditions caused by the existence of patents, copyrights, secret processes; or the purchase of captive

replacement parts, OEM parts or components for equipment, as well as the technical services related to such equipment; as long as governmental policy, rules and regulations do not prohibit them.

Part B--Qualifications and Duties of Bidders and Offerors

§3-201 Responsibility of Bidders and Offerors.

(1) *Determination of Non-responsibility.* Following the bid award, if a bidder or offeror who otherwise would be awarded a contract is found non-responsible, a written determination of non-responsibility, setting forth the basis of the finding, shall be prepared by the purchasing agent and retained in the bid file. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such bidder or Offeror. The final determination shall be made part of the bid file and be made a public record.

§3-202 Cost or Pricing Data in Capital Projects.

(1) *Required Submissions Relating to the Award of Contracts.* A prospective contractor shall submit cost or pricing data when the contract is expected to exceed \$100,000 and is to be awarded by competitive sealed proposals (Section 3-102; Competitive Sealed Proposals), or by sole source procurement authority (Section 3-105; Sole Source Procurement).

(2) *Exceptions.* The submission of cost or pricing data relating to the award of a contract is not required when:

- (a) the contract price is based on adequate price competition;
- (b) the contract price is based on established catalogue prices or market prices;
- (c) the contract price is set by law or regulation; or
- (d) it is determined in writing by the purchasing agent, and at the direction of the Boone

County Commission, that the requirements of Section 3-202(1) (Cost or Pricing Data; Required Submissions Relating to the Award of Contracts) may be waived, and the determination states the reasons for such waiver (i.e. Emergency 3-106).

(3) *Required Submissions Relating to Change Orders or Contract Modifications.* A contractor shall submit cost or pricing data prior to the pricing of any change order or contract modification, including adjustments to contracts awarded by competitive sealed bidding, whether or not cost or modification involves aggregate increases or aggregate decreases in costs plus applicable profits that are expected to exceed \$100,000.

(4) *Exceptions.* The submission of cost or pricing data relating to the pricing of a change order or contract modification is not required when:

- (a) unrelated and separately priced adjustments for which cost or pricing data would not be required are consolidated for administrative convenience; or
- (b) it is determined in writing by the purchasing agent, and as approved by the Boone County Commission, that the requirements of Section 3-202(3) (Cost or Pricing Data; Required Submissions Relating to Change Orders or Contract Modifications) may be waived, and the determination states the reasons for such waiver.

(5) *Certification Required.* A contractor, actual or prospective, required to submit cost or pricing data in accordance with this Section, shall certify that, to the best of its knowledge and belief, the cost or pricing data submitted was accurate, complete, and current as of a mutually specified date prior to the award of the contract or the pricing of the change order or contract modification.

(6) *Price Adjustment Provision Required.* Any contract award, change order, or contract modification under which the submission and certification of cost or pricing data are required shall contain a provision stating that the price to the County, including profit or fee, shall be adjusted to exclude any significant sums by which the County finds that such price was increased because the contractor-furnished cost or pricing data was inaccurate, incomplete, or not current as of the date agreed upon between the County and the contractor.

§3-203 Cost or Price Analysis.

A cost analysis or price analysis, as appropriate, shall be conducted prior to award of the contract other than one awarded under Section 3-101 (Competitive Sealed Bidding). A written record of such cost analysis or price analysis shall be made a part of the contract file.

§3-204 Bid and Performance Bonds on Supply or Service Contracts.

Bid and performance bonds or other security may be requested for supply contracts or service contracts as the Purchasing Agent or Administrative Authority deems advisable to protect the County's interests. The Purchasing department generally requests bonds and securities for contracts greater than \$50,000, however the Purchasing Agent or Administrative Authority has the discretion to request bonds or other security for contracts less than \$50,000. Any such bonding requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder or offeror's responsibility. (Bidders submit Bid Bond – in the amount of 5% of bid. Then Contractor submits a Performance Bond and a Labor & Material Bond for full amount of contract amount)).

Part C--Types of Contracts and Contract Administration

§3-301 Types of Contracts.

(1) *General Authority.* Subject to the limitations of this Section, any type of contract which is appropriate to the procurement and which will promote the best interests of the County may be used. A cost-plus-a-percentage-of-cost contract is prohibited. A cost reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the County than any other type of contract, or that it is impracticable to obtain the supply, service, or construction item required except under such a contract.

(2) Multi-Term Contracts.

(a) *Specified Period.* Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the County, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds.

(b) *Determination Prior to Use.* Prior to the utilization of a multi-term contract, it shall be determined in writing by the requesting administrative authority:

- (i) that estimated requirements cover the period of the contract and are reasonably firm and continuing; and
- (ii) that such a contract will serve the best interests of the County by encouraging effective competition or otherwise promoting economies in Boone County procurement.

(c) *Cancellation Due to Unavailability of Funds in Succeeding Fiscal Periods.* When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled, and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract. The cost of cancellation may be paid from any appropriations available for such purposes.

(3) *Multiple Source Contracting.*

(a) *General.* A multiple source award is an award of an indefinite quantity contract for one or more similar supplies or services to more than one bidder or offeror. The obligation to order the County's actual requirements is limited by the provisions of Uniform Commercial Code Section 2-306(1).

(b) *Limitations on Use.* A multiple source award may be made when award to two or more bidders or offerors for similar products is necessary for adequate delivery, service, or product compatibility. Any multiple source award shall be made in accordance with the provisions of Section 3-101 (Competitive Sealed Bidding), Section 3-201 (Competitive Sealed Proposals), and Section 3-106 (Emergency Procurements), as applicable. Multiple source awards shall not be made when a single award will meet the County's needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy, or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers necessary to meet the valid requirements.

(c) *Contract and Solicitation Provisions.* All eligible users of the contract shall be named in the solicitation, and it shall be mandatory that the actual requirements of such users that can be met under the contract be obtained in accordance with the contract, provided that:

- (i) the County shall reserve the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement, or an amount specified in the contract; and
- (ii) the County shall reserve the right to take bids separately if the purchasing agent approves a finding that the supply or service available under the contract will not meet a non-recurring special need of the County.

(d) *Intent to Use.* If a multiple source award is anticipated prior to issuing a solicitation, the County shall reserve the right to make such an award and the criteria for award shall be stated in the solicitation.

(e) *Determination Required.* The purchasing agent shall make a written determination setting forth the reasons for a multiple source award, which shall be made a part of the official record.

§3-302 Contract Clauses and Their Administration.

(1) *Contract Clauses.* All County contracts for supplies, services, and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The purchasing agent, after consultation with the Boone County Counselor, may issue clauses appropriate for supply, service, or construction contracts, addressing among others the following subjects:

- (a) the unilateral right of the County to order in writing changes in the work within the scope of the contract;

- (b) the unilateral right of the County to order in writing temporary stopping of the work or delaying performance that does not alter the scope of the contract;
- (c) variations occurring between estimated quantities of work in contract and actual quantities;
- (d) defective pricing;
- (e) liquidated damages;
- (f) specified excuses for delay of nonperformance;
- (g) termination of the contract for default;
- (h) termination of the contract in whole or in part for the convenience of the County of Boone;
- (i) suspension of work on a construction project ordered by the County; and
- (j) site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract:
 - (i) when the contract is negotiated
 - (ii) when the contractor provides the site or design; or
 - (iii) when the parties have otherwise agreed with respect to the risk of differing site conditions.

(2) *Price Adjustments.*

(a) Adjustments in price resulting from the use of contract clauses required by Subsection (1) of this Section shall be computed in one or more of the following ways:

- (i) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
- (ii) by unit prices specified in the contract or subsequently agreed upon;
- (iii) by the costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;
- (iv) in such other manner as the contracting parties may mutually agree; or
- (v) in the absence of agreement by the parties, by a unilateral determination by the County of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the County, as accounted for in accordance with generally accepted accounting practices and subject to the provisions of Article 9 (Appeals and Remedies).

(b) A contractor shall be required to submit cost or pricing data if any adjustment in contracting price is subject to the provisions of Section 3-202 (Cost or Pricing Data).

(3) *Standard Clauses and Their Modification.* The purchasing agent, after consultation with the Boone County Counselor, may establish standard contract clauses for use in Boone County contracts. If the purchasing agent establishes any standard clauses addressing the subjects set forth in Subsection (1) of this Section, such clauses may be varied provided that any variations are supported by a written determination that states the circumstances justifying such variations, and provided that notice of any such material variation be stated in the invitation for bids or request for proposals.

§3-303 Contract Administration.

A contract administration system designed to ensure that a contractor is performing in accordance with the solicitation under which the contract was awarded, and the terms and conditions of the contract, shall be maintained by the administrative authority.

§3-304 Right to Inspect Plant.

The County may, at reasonable times, inspect the part of the plant, place of business, or work site of a contractor or subcontractor at any tier which is pertinent to the performance of any contract awarded or to be awarded by the County.

§3-305 Right to Audit Records.

(1) *Audit of Cost or Pricing Data.* The County may at reasonable times and places audit the books and records of any contractor who has submitted cost or pricing data pursuant to Section 3-202 (Cost or Pricing Data) to the extent that such books, documents, papers, and records are pertinent to such cost or pricing data. Such books and records shall be maintained by the contractor for a period of five (5) years from the date of final payment under the subcontract or as otherwise provided by laws of the State of Missouri.

(2) *Contract Audit.* The County shall be entitled to audit the books and records of a contractor or a subcontractor at any tier under any negotiated contract or subcontract other than a firm fixed-price contract to the extent that such books, documents, papers, and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of five (5) years from the date of final payment under the subcontract or as otherwise provided by laws of the State of Missouri.

§3-306 Reporting of Anti-Competitive Practices.

When for any reason collusion or other anti-competitive practices are suspected among any bidders or offerors, a notice of the relevant facts shall be transmitted to the state Attorney General and Boone County Counselor.

§3-307 County Procurement Records.

(1) *Retention of Procurement Records.* All procurement records shall be retained and disposed of by the Boone County Clerk for the County in accordance with records retention guidelines and schedules approved by the Missouri Secretary of State.

ARTICLE 4--SPECIFICATIONS

§4-101 Maximum Practicable Competition.

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the County's needs, and shall not be unduly restrictive. The policy enunciated in this Section applies to all specifications including but not limited to, those prepared for the County by architects, engineers, designers, and draftsmen.

§4-102 Brand Name or Equal Specification.

(1) *Use.* Brand name or equal specifications may be used when the purchasing agent determines in writing that:

- (a) no other design or performance specification or qualified products list is available;
- (b) time does not permit the preparation of another form of purchase description, not including a brand name specification;
- (c) the nature of the product or the nature of the County's requirements makes use of a brand name or equal specification suitable for the procurement; or
- (d) use of a brand name or equal specification is in the County's best interests.

(2) *Designation of Several Brand Names.* Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.

(3) *Required Characteristics.* Unless the purchasing agent determines in writing that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional, or performance characteristics which are required.

(4) *Nonrestrictive Use of Brand Name or Equal Specifications.* Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

§4-103 Brand Name Specification

(1) *Use.* Since use of a brand name specification is restrictive of product competition, it may be used only when the purchasing agent makes a written determination that only the identified brand name item or items satisfy the County's needs.

(2) *Competition.* The purchasing agent shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 3-105 (Sole Source Procurement).

§4-104 Missouri Domestic Products Procurement Act (34.353 RSMo)

Buy American

- (1) Whenever feasible and practicable, any manufactured goods or commodities used, supplied, or leased in the performance of any County contract involving an expenditure greater than \$25,000 (or any subcontract thereto) shall be manufactured or produced in the United States unless:
 - a. obtaining said products manufactured or produced in the United States would increase the cost of the contract by more than ten percent (10%); or

- b. there is only one line of a particular good or product manufactured or produced in the United States.

ARTICLE 5
POLICY FOR CONTRACTING FOR ARCHITECTURAL, ENGINEERING, AND LAND SURVEYING SERVICES

1) GENERAL INFORMATION:

1.1 It shall be the policy of Boone County, Missouri (the "County") to negotiate contracts for architectural, engineering and land surveying on the basis of demonstrated competence and qualifications at fair and reasonable prices.

1.2 Only persons, firms, partnerships, corporations or other legal entities providing architectural, engineering and land surveying services (referred to in this policy as "Consultants") that are licensed or registered with their respective governmental agencies and are in good standing shall be permitted to contract with the County. In addition, all Consultants that contract with the County for professional services shall be required to maintain professional liability insurance and other standard business insurance coverages customarily maintained by businesses offering these professional services in such amounts and with such coverage as the County may from time-to-time determine necessary to assure the responsible performance of work and to protect the County and Consultants. The Consultants meeting these qualifications and who have shown an interest in performing services for the County, will be sent an annual General Consultant Services Agreement.

1.3. County Registry of Consultants: The Boone County Resource Management Department (the "Department") shall maintain a registry, classified by category, of Consultants interested in performing architectural, engineering and land surveying services for the County. Consultants may be listed in the County registry upon filing a statement of qualifications as prescribed in this policy.

1.3.1. Registry Information – The Registry of Consultants shall be open to the public for inspection. Consultants which do not annually update statements of qualifications may remain on the registry at the discretion of the Department but need not be considered nor have the right to make claim of entitlement to be considered for performing contract work with the County. It shall be the responsibility of each Consultant to maintain a current statement of qualifications.

2. COUNTY ACCEPTS AND VETS STATEMENT OF QUALIFICATIONS

2.1. Statement of Qualifications: Each Consultant desiring to be registered with the County for consideration in contracting with the County for architectural, engineering and land surveying services shall file a new or updated statement of qualifications before the close of each calendar year in accordance with this policy:

2.1.1. Content of Statement of Qualifications – Each statement of qualifications shall contain the following:

- a. Business Information – Contain basic biographical information about the firm, including firm name and former firm names, address, date established, statement of business organization, names of all owners, principles, partners and professional employees.
- b. Staff Information – Contain resumes of each professional in the firm, including a description of experience, technical competence, and areas of expertise. The description should also include the number of ancillary staff with job descriptions or titles and relevant experience available for assignment.
- c. Registration and Licensing – Contain evidence of professional registration or licensing with the State of Missouri and, in the case of business entities which must be registered with the Secretary of State, current copies of registration and statements of good standing.
- d. Work History – Contain a listing of all government agencies for which work was performed within the preceding two years and the nature of services performed. In the event the Consultant seeking registry has not performed professional services for governmental entities, then the Consultant shall provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable, then the Consultant seeking registration shall provide a detailed explanation of why references are not available.
- e. Subcontractors – Contain a listing of subconsultants or subcontractors normally retained by Consultant to perform work not customarily performed by the Consultant. Relevant descriptions of expertise of subcontractors should be included when appropriate.
- f. Project Listing – Contain a listing of current and pending projects in which the consultant is the primary provider of professional services or manager of the project.
- g. Insurance – Contain evidence of insurance coverages and amounts carried by the Consultant as required by the general qualifications for County Consultants.
- h. Quality Controls – Contain a description of internal quality control and assurance procedures used to verify accuracy and reliability of work product.

2.2. County Vets Qualifications: Prior to adding Consultant to list of County Registry of Consultants, County vets qualifications by confirming required items listed in section 2.1.1., a-h are included in the Statement of Qualifications and by having professional staff review credentials to confirm services offered by the Consultant are appropriate.

3. SELECTION OF CONSULTANT(S)

3.1. Consultants shall be selected for ongoing general consulting services on an “as needed” basis, for planning, feasibility studies, surveys, cost estimating, and other related work not currently designated or funded for capital improvement expenditures and for professional services on specific projects which are designated or funded for current or future capital improvements. Consultants shall be selected for each category in the following manner:

3.2. Professional Service Agreements Less Than \$6,000

The Directors of Road & Bridge, Resource Management and Facilities Maintenance have the authority to enter into professional service agreements for roadway and building improvements in an amount less than \$6,000 and authorize additional services up to 10% or \$5,999.99, whichever is less per contract.

- 3.2.1. A Request for Proposal, including a specific scope of work, is issued by the Department Director (or designated representative) to a qualified Consultant holding a general contract with the County via the Qualifications Based Selection Process.
- 3.2.2. The Consultant returns a proposal defining the scope of work with the same or greater level of specificity as the request for services and fee to the department.
- 3.2.3. The Department prepares and forwards to the County attorney TWO original contracts for review and signature. The original contracts are returned to the Department for the Consultant's signature.
- 3.2.4. A temporary copy of the contract is made and retained at the department, while the two originals are sent to the Consultant for signature.
- 3.2.5. The Department prepares a Purchase Requisition and submits with the two original signed contracts to the Auditor's office. The Auditor certifies funds, issues a Purchase order, then routes the documents back to the department.
- 3.2.6. One signed original contract is retained by the Department and the temporary copy is discarded. One signed original contract is submitted to the Consultant with the Notice to Proceed.

3.3. General Consultant Services for Projects from \$6,000 to \$80,000

- 3.3.1. The Department will select, contact, and solicit written work proposal(s) from one or more Consultant(s) listed on the County Registry of Consultants that have executed a county general consultant services agreement for the current fiscal year. Written proposals from such consultants shall contain information necessary to evaluate the Consultant's current ability to efficiently deliver required services in a timely manner. Proposals shall include the following information consistent with the general consultant services agreement: a written proposal responsive to the Department's request for services or proposal with the same or greater level of specificity required by the request for services. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services, time or schedule for completion, the cost of services, and the basis of billing. After evaluation on the basis of the foregoing criteria and any other information which the Department has gathered, the Department will negotiate a contract for services and forward to the County Commission its recommendation for selection of a Consultant for general service and the applicable contract for the specific work. The County Commission may also procure general consulting services in the manner prescribed by this policy.

3.4. Capital Improvement Consultant Services for Project(s) Greater Than \$80,000

- 3.4.1. For professional services on specific projects for which the fees are estimated to exceed \$80,000, the Consultant shall be selected in the following manner: the Department will contact a sufficient number of Consultants from the County Registry of Consultants in order to identify Consultants both qualified and available to perform needed work and to ensure that three (3) or more written proposals will be received for the proposed project. The Department will send written requests for proposals to all of those Consultants who, in the opinion of the Department, possess the necessary qualifications, capacity and ability to perform the professional services required by the County in an efficient and timely manner and who are available to perform such services. Consultant proposals to the County shall be returned to the County by the date stated in the request for proposal and shall include, at a minimum, the following information to the extent not included in the Consultant's current statement of qualifications on file with the County:
- a. Experience – The professional experience and technical competence with respect to the type of services required.
 - b. Performance Ability – The ability and capacity to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project.
 - c. Past Performance Record – The Consultant's past record of performance with respect to such factors of cost, quality of work, and ability to meet schedules.
 - d. Proposal – The Consultant's proposal for doing the work, including description of included and excluded services, in accordance with the criteria established in the request for proposal.
 - e. Fees and Expenses – A fee proposal including estimates of professional fees, the basis for the proposed fees, proposed schedule for payment, and identification and estimate of reimbursable expenses and other costs associated with proposed services.
 - f. Insurance Coverage – Evidence of current professional liability insurance coverages and amounts of coverage unless specific insurance requirements are specified in the request for proposal, in which case evidence that these requirements are satisfied.
- 3.4.2. Proposal Evaluations: A selection committee consisting of the Department Director, Project Manager, and other members as appropriate will review the proposals that exceed \$80,000 for the Capital Improvement Project(s). The Committee shall investigate and evaluate the proposal(s) received and may conduct screening interviews or conferences in person or by telephone to make a short list of Consultants with whom contract negotiations may be conducted. Preference may be given to Consultants who have previously performed work in connection with the proposed project. On the basis of the Committee's investigation and evaluation of the proposals, the Department will list the Consultants in order of qualifications and ability to perform the desired work at a fair and reasonable price in order to negotiate a mutually satisfactory contract for professional services.
- 3.4.3. Contract Negotiations: Regardless of the nature of services sought, the first selected Consultant shall be requested to interview with the Committee to define the scope of services to be provided and to establish the compensation as well as other elements or requirements for the work. The

Consultant's fees and expenses for the work shall also be negotiated on the basis of what amounts are mutually agreed upon to be fair and reasonable. The committee will make its recommendation to the Department director. A contract shall be prepared on the basis of these discussions and negotiations by either the Department or County Counselor which, once finalized, shall be submitted to the County Commission for award and final approval. If after reasonable effort as determined by the Department a contract cannot be negotiated, the negotiations with the first designated Consultant shall be terminated and negotiations shall be started with the next selected Consultant meeting the County's requirement.

- 3.4.4. **Contract Awards:** If the Department is able to successfully negotiate the terms and conditions of a contract with the Consultant it shall recommend award of the contract to the Consultant by the County Commission which shall be the contracting party. In the event the County Commission declines award to the recommended Consultant, the Department shall negotiate a contract and recommend award to the next succeeding qualified Consultant until contract is awarded.
- 3.5. **WAIVER OF POLICY REQUIREMENTS** – The Department may in its sole discretion waive any of the procedural requirements set forth in this policy in cases of emergency, exigent circumstances or other circumstances warranting waiver as long as the reasons for waiver are documented in writing; upon timely request of any party objecting to the waiver, the waiver shall be reviewed and approved by the County Commission.
- 3.6. **CONSULTANT DISQUALIFICATION** – Any Consultant which in the opinion of the Department is not qualified to perform work for the County, or is not financially solvent or responsible, or which violates any term or condition of this policy or substantially or repeatedly fails to perform any term or condition of a contract with the County deemed material by the Department may be disqualified from contracting with the County and will be notified of such disqualification in writing. Any Consultant aggrieved by any decision of the Department disqualifying the Consultant from contracting with the County may appeal such decision to the County Commission within ten (10) days of the rendition of such decision.

ARTICLE 6--DEBARMENT OR SUSPENSION

§6-101 Authority to Debar or Suspend.

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the purchasing agent, after consulting with the Boone County Counselor, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three years. After consultation with the Boone County Counselor, the purchasing agent is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment. The suspension shall be for a period not to exceed three months. The causes for debarment include:

- (a) conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
- (b) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a County contractor;
- (c) conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
- (d) violation of contract provisions, as set forth below, of a character which is regarded by the purchasing agent to be so serious as to justify debarment action:
 - (i.) deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - (ii) a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
- (e) any other cause the purchasing agent determines to be so serious and compelling as to affect responsibility as a Boone County contractor, including debarment by another governmental entity for any cause listed in this Policy; and
- (f) for violation of the ethical standards set forth in Article 12 (Ethics in Public Contracting).

§6-102 Decision to Debar or Suspend.

The purchasing agent shall issue a written decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person involved of its rights concerning judicial or administrative review.

§6-103 Notice of Decision.

A copy of the decision required by Section 6-102 (Decision of Debar or Suspend) shall be mailed or otherwise furnished immediately to the debarred or suspended person.

§6-104 Finality of Decision.

A decision under Section 6-102 (Decision to Debar or Suspend) shall be final and conclusive, unless fraudulent, or the debarred or suspended person within 10 days after receipt of the decision takes an appeal to the Boone County Commission or commences a timely action in court in accordance with applicable law.

ARTICLE 7--APPEALS AND REMEDIES

§7-101 Bid Protests.

(1) *Right to Protest.* Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Boone County Commission. Protesters are urged to seek resolution of their complaints initially with the purchasing agent. A protest with respect to a request for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and could not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

(2) *Stay of Procurements During Protests.* In the event of a timely protest under Subsection (1) of this Section, the purchasing agent will not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the Boone County Commission makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the County.

(3) *Entitlement to Costs.* In addition to any other relief, when a protest is sustained, the protesting bidder or offeror shall be entitled to the reasonable costs incurred in connection with the solicitation, including bid preparation costs other than attorney's fees.

§7-102 Contract Claims.

(1) *Decision of the Purchasing Agent.* All claims by a contractor against the County relating to a contract, except bid protest, shall be submitted in writing to the purchasing agent for a decision. The contractor may request a conference with the purchasing agent on the claim. Claims include, without limitation, disputes arising under a contract, and those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or rescission.

(2) *Notice to the Contractor of the Purchasing Agent's Decision.* The decision of the purchasing agent will be promptly issued in writing and mailed or otherwise furnished to the contractor. The decision will state the basis for the decision and will inform the contractor of its appeal rights under Subsection (3) of this Section.

(3) *Finality of Purchasing Agent's Decision; Contractor's Right to Appeal.* The purchasing agent's decision will be final and conclusive unless, within ten (10) calendar days from the date of receipt of the decision, the contractor mails or otherwise delivers a written appeal to the Boone County Commission or commences an action in a court of competent jurisdiction.

§7-103 Authority of the Purchasing Agent to Set the Bid Protests and Contract Claims.

The purchasing agent is authorized to settle any protest regarding the solicitation or award of a County of Boone contract, or any claim arising out of the performance of a County contract, prior to an appeal to the Boone County Commission or the commencement of an action in a court of competent jurisdiction.

§7-104 Remedies for Solicitations or Awards in Violation of Law.

(1) *Prior to Bid Opening or the Closing Date for Receipt of Proposals.* If prior to the bid opening or the closing date for receipt of proposals, the purchasing agent, after consultation with the

Boone County Counselor, determines that a solicitation shall be canceled or revised to comply with applicable law.

(2) *Prior to Award.* If after bid opening or the closing date for receipt of proposals, the purchasing agent, after consultation with the Boone County Counselor, determines that a solicitation or a proposed award of a contract is in violation of federal, state, or municipal law, then the solicitation or proposed award will be canceled.

(3) *After Award.* If, after an award, the purchasing agent, after consultation with the Boone County Counselor, determines that a solicitation or award of a contract was in violation of applicable law, then:

- (a) if the person awarded the contract has not acted fraudulently or in bad faith:
 - (i) the contract may be terminated, and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, prior to the termination; or
- (b) if the person awarded the contract has acted fraudulently or in bad faith the contract may be declared null and void or voidable, if such action is in the best interests of the County.

ARTICLE 8--COOPERATIVE PURCHASING

§8-101 An active list of cooperative agencies will be kept in the Purchasing Department. Examples may include State of Missouri Cooperative Purchasing, Mid-Missouri Public Purchasing Cooperative, U.S. Communities Cooperative Purchasing, and NASPO Value Point.

ARTICLE--9 ETHICS IN PUBLIC CONTRACTING

§9-101 Criminal Penalties.

To the extent that violations of the ethical standards of conduct set forth in this Article constitute violations of the criminal laws of the State of Missouri, they shall be punishable as provided therein. Such penalties shall be in addition to the civil sanctions set forth in this Part. Criminal, civil, and administrative sanctions against employees or non-employees which are in existence on the effective date of this Policy shall not be impaired.

§9-102 Employee Conflict of Interest.

It shall be unethical for any Boone County employee to participate directly or indirectly in a procurement contract when the Boone County employee knows that:

- (a) the Boone County employee or any member of the Boone County employee's immediate family has a financial interest pertaining to the procurement contract; or
- (b) any other person, business, or organization with whom the Boone County employee or any member of a Boone County employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract. A Boone County employee or any member of a Boone County employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.

§9-103 Gratuities and Kickbacks.

(1) *Gratuities.* It shall be unethical for any person to offer, give, or agree to give any Boone County employee or former Boone County employee, or for any Boone County employee or former Boone County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.

(2) *Kickbacks.* It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(3) *Contract Clause.* The prohibition against gratuities and kickbacks prescribed in the Section shall be conspicuously set forth in every contract and solicitation therefor.

§9-104 Prohibition Against Contingent Fees.

It shall be unethical for a person to be retained, or to retain a person, to solicit or secure a County contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

§9-105 Contemporaneous Employment Prohibited.

It shall be unethical for any Boone County employee who is participating directly or indirectly in the procurement process to become or to be, while such a Boone County employee, the employee of any person contracting with the governmental body by whom the employee is employed.

§9-106 Waivers from Contemporaneous Employment Prohibition and Other Conflicts of Interest.

The Boone County Commission may grant a waiver from the employee conflict of interest provision (Section 12-102; Employee Conflict of Interest) or the contemporaneous employment provision (Section 12-105; Contemporaneous Employment Prohibited) upon making a written determination that:

- (a) the contemporaneous employment or financial interest of the Boone County employee has been publicly disclosed;
- (b) the Boone County employee will be able to perform its procurement functions without actual or apparent bias or favoritism; and
- (c) the award will be in the best interest of the County.

§9-107 Use of Confidential Information.

It shall be unethical for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

§9-108 Sanctions.

(1) *Employees.* The Boone County Commission may recommend to the employees' Administrative Authority any one or more of the following sanctions on a Boone County employee for violations of the ethical standards in this Article:

- (a) oral or written warnings or reprimands;
- (b) suspension with or without pay for specified periods of time; or
- (c) termination of employment.

(2) *Non-employees.* The Boone County Commission may impose any one or more of the following sanctions on a non-employee for violations of the ethical standards:

- (a) written warnings or reprimands;
- (b) termination of contracts; or
- (c) debarment or suspension as provided in Section 6-101 (Authority to Debar or Suspend).

§9-109 Recovery of Value Transferred or Received in Breach of Ethical Standards.

(1) *General Provisions.* The value of anything transferred or received in breach of the ethical standards of this Policy by a Boone County employee or a non-employee may be recovered from both Boone County employee and non-employee.

(2) *Recovery of Kickbacks by the County.* Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the County and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

ARTICLE--10 FIXED ASSETS

§10-101 Fixed Asset Inventory.

(1) Class 9 items and some items from Class 2 are considered fixed assets and become a part of Boone County inventory when the value is greater than \$1,000. The Auditor department manages the fixed asset inventory for Boone County (55.160). Departments should attach a *Fixed Asset Addition Form* to Payment Requisitions to identify fixed assets.

ARTICLE—11 DISPOSAL OF SURPLUS

§11-101 Disposal of Surplus

(1) Disposal of surplus is managed by the Purchasing Department under the direction of the County Commission.

(2) Exhibit D includes procedures for County Departments for request for Transfer/Disposal of County Property.

STATEMENT OF BIDDER'S QUALIFICATIONS

(File with Bid Form in separate envelope appropriately designated.)

1. Number of years in business: _____ If not under present firm name, list previous firm names and types of organizations.

2. Contracts on hand: (Complete the following schedule)

Item	Purchaser	Amount of Contract	Percent Completed
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3. General type of product sold and manufactured:

4. There has been no default in any contract completed or un-completed except as noted below:

- (a) Number of contracts on which default was made: _____
(b) Description of defaulted contracts and reason therefor:

5. List banking references:

6. Upon request will you within 3 (three) days file a detailed confidential financial statement?

Yes _____

No _____

Dated at _____

this _____ **day of** _____, **200** _____.

Name of Organization(s)

By _____
(Signature)

(Title of person signing)

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



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

SOLE SOURCE/NO SUBSTITUTE FACT SHEET

Originating Office	_____
Person Requesting	_____
Date Requested	_____
Contact Phone Number	_____

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT.

PURCHASING DEPARTMENT APPROVAL:

Signature Date

SOLE SOURCE NUMBER:

(Assigned by Purchasing)

COMMISSION APPROVAL:

Signature Date

Expiration Date: _____ 20__ through _____ 20__ One Time Purchase (check)

Vendor Name

Vendor Address

Vendor Phone and Fax

Product Description

Estimated Cost

\$

Department/Account #s / Amount Budgeted: _____

The following is a list of questions that must be answered when making sole source requests. This is a formal document for submission to the County Commission. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

1. Please check the reason(s) for this sole request:
 - Only Known Source-Similar equipment or material not available from another vendor
 - Equipment or materials must be compatible with existing Equipment
 - Immediate purchase necessary to correct situation threatening life/property
 - Lease Purchase - Exercise purchase option on lease
 - Medical device or supply specified by physician
 - Used Equipment - Within price set by one/two appraisal(s) by disinterested party(ies)
 - Other - List (attach additional sheets if necessary)

2. Briefly describe the commodity/material you are requesting and its function.
3. Describe the unique features/compatibility of the commodity/material that precludes competitive bidding.
4. What research has been done to verify this vendor as the only known source?
5. Does this vendor have any distributors, dealers, resellers, etc. that sell the commodity/material?
 - Yes (please attach a list of known sources)
 - No
6. Must this commodity/material be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain.
7. If this is an initial purchase, what are the future consequences of the purchase? That is, once this purchase is approved and processed, what additional upgrades/additions/supplies/etc. are anticipated/projected over the useful life of this product?
8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurred since the initial purchase? Please state previous purchase order number(s).
9. How has this commodity/material been purchased in the past? (Sealed Bid, Sole Source, RFP, other) Please provide document numbers.
10. What are the consequences of not securing this specific commodity/material?
11. List any other information relevant to the acquisition of this commodity/material (additional sheets may be attached, if necessary).
12. How long is sole source approval necessary for this type of purchase? Is this a one-time purchase or is there an identified time period needed?

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



601 E. Walt

Boone County Emergency Procurement Policy: Notwithstanding any other provisions of this Policy, and by direction of the liaison Commissioner to any Department, and in the absence of an assigned liaison Commissioner, it shall be the Presiding Commissioner, the purchasing agent may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.

REQUEST FOR EMERGENCY PROCUREMENT

Originating Office, Dept. # & Account #	_____
Person Requesting	_____
Date Requested	_____
Phone Number	_____

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT.

PURCHASING DEPARTMENT APPROVAL: _____
Signature Date

EMERGENCY PROCUREMENT NUMBER: _____
(Assigned by Purchasing)

LIASON COMMISSIONER APPROVAL: _____
Signature Date

Expiration Date: _____ 20__ through _____ 20__ One Time Purchase (check)

(Note: Attach list for multiple vendors)

Vendor(s) Name _____
Vendor(s) Address _____
Vendor(s) Phone and Fax _____
Product Description _____
Estimated Cost \$ _____

The following is a list of questions that must be answered when making emergency procurement requests. This is a formal document for submission to the Liaison Commissioner for the requesting department.

1. Please describe the reason for the request of emergency procurement with respect to the threat to public health, welfare, or safety:

2. Describe anticipated consequences of not procuring immediately:

3. Describe and attach any quotes received:

4. Is this a one-time purchase? _____ Yes _____ No

5. If not, detail the anticipated future purchases with anticipated acquisition dates:

Instructions for Disposal/Transfer of Boone County Property
See Special Instructions for Disposal of Computer Equipment Below

1. The *Request for Disposal/Transfer of County Property* is available at S:\All\AUDITOR\Accounting Forms\Fixed Asset Disposal.
2. Use the *Request for Disposal/Transfer of County Property* form whenever county property (tagged or un-tagged) is no longer needed and should be removed from service. This form will initiate the disposal process. Property should not be moved from the original department until this form is completed and submitted. Note: if there is a need to prepare a large "batch" of individual disposal forms, contact the Auditor's Office to discuss alternative solutions that would be more efficient (for instance, a substitute spreadsheet listing).
3. Requesting Office: complete the top section of the form, providing a detailed description of the property, including condition, serial number (if applicable), and fixed asset tag number (if applicable) and route it to the Auditor's Office.
4. Auditor's Office: completes the middle-section and routes the form to the Purchasing Department. (Purchasing is responsible for surplus property disposal for the County.)
5. Purchasing: contacts the requesting department and/or Facilities Maintenance to arrange for removal of the item(s).
6. Purchasing: periodically compiles a listing of surplus property available for transfer to other offices and circulates the list to administrative authorities.

If property is transferred to another office, Purchasing completes the *transfer section* of the ***Request for Disposal/Transfer of County Property*** form and routes it to the Auditor's Office. The Auditor's Office updates the fixed asset records to reflect the new location of the item. Purchasing arranges to have the item(s) moved to the new location.

7. Purchasing: obtains approval from the County Commission to dispose of property no longer used by county offices. When a vehicle is surplus, Purchasing notifies the Risk Manager who is responsible for property insurance.
8. County Clerk's Office: prepares the commission order, completes the bottom section of each form, routes the originals to the Auditor's Office, and forwards a copy of the commission order with a copy of the commission signed Disposal Form to the Purchasing Office.
9. Vehicles are usually either picked up by the auction company or handled by the office requesting disposal. The office requesting disposal will notify the Auditor's office once the surplus has been transported to the auction service.
10. Purchasing: reconciles auction reports and remittances to the disposal forms to ensure the county is properly compensated for disposed property. Purchasing sends a copy of the auction reports and Treasurer's receipt to the Auditor's Office and the HR Risk Analyst.

11. Auditor's Office: reconciles commission-approved disposal forms to auction reports and cash proceeds and then updates the inventory records to reflect the disposal.

Procedures for Disposal of Computer Equipment

1. Computer equipment is to be removed from inventory only by authorized Court IT or County IT personnel.
2. Court IT and County IT prepare all computer equipment for disposal prior to initiating the disposal process. The respective IT department prepares a ***Request for Disposal/Transfer of County Property Form*** for each equipment item, making appropriate notation regarding the asset's condition (gutted for parts, memory removed, etc.) and forwards the form to the Auditor's Office. Follow steps 4-11 in the previous section to complete computer equipment disposal.

BOONE COUNTY
Request for Disposal/Transfer of County Property
Complete, sign, and return to Auditor's Office

Date:

Fixed Asset Tag Number:

Description of Asset:

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset:

Reason for Disposition:

Location of Asset and Desired Date for Removal to Storage:

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name:

Signature _____

JOB DESCRIPTION
BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

Melissa Knerr/Nicholas Komoroski/Marilyn Ferris/Justin Owens

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, policies, regulations, and other legal matters pertaining to 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 Summary Report

09/03/2021

23:20:30

Page: 1

Pay Date: 09/03/2021

100 GENERAL FUND
1261 OF PROSECUTING ATTORNEY

Employee Name	Pay Type	Rate	Hours	Amount	Deductions	Amount
KNERR MELISSA C	REGULAR	29.92	80.00	2,395.60	CERF 401(A) DEDUCTION PAYABL CERF 4% EMP 2% COUNTY DED DENTAL EMPLOYEE FEDERAL INCOME TAX FICA - SOCIAL SECURITY FICA - MEDICARE PPD EMPLOYEE MISSOURI STATE TAX SUPPLEMENTAL LIFE INSURANCE	16.76 95.75 229.37 147.63 84.53 12.90 89.00 8.25
DIRECT DEPOSIT				2,395.60		
	GROSS PAY			655.79-		
	DEDUCTIONS			1,739.81		
	NET PAY					

Payroll Summary Report

09/03/2021

23:20:35

Page: 1

Pay Date: 09/03/2021

100 GENERAL FUND
1261 GF PROSECUTING ATTORNEY

Employee Name	Pay Type	Rate	Hours	Amount	Deductions	Amount
KONOROSKI NICHOLAS J	REGULAR	37.50	80.00	3,000.00	COUNTY 401(A) MATCH CERF 401(A) DEDUCTION PAYABL CERF 4% EMP 2% COUNTY DED CERF 457 DEDUCTION PAYABLE NATIONWIDE 457 DEDUCT PAYABL DENTAL EMPLOYEE * DENTAL FAMILY * EXTRA FEDERAL TAX FEDERAL INCOME TAX FICA - SOCIAL SECURITY FICA - MEDICARE PPO EMPLOYEE * PPO FAMILY * MISSOURI STATE TAX VISION INSURANCE *	25.00 21.00 120.00 30.00 25.00 19.91 75.00 171.30 168.42 89.39 12.50 235.82 103.00 15.29
DIRECT DEPOSIT						
	GROSS PAY			3,000.00		
	DEDUCTIONS			1,036.63-		
	NET PAY			1,963.37		

Payroll Summary Report

09/03/2021

23:28:44

Page: 1

Pay Date: 09/03/2021

100 GENERAL FUND
1261 SF PROSECUTING ATTORNEY

Employee Name	Pay Type	Rate	Hours	Amount	Deductions	Amount
FERRIS MARILYN E	REGULAR	27.10	80.00	2,168.00	CERF 401(A) DEDUCTION PAYABL	18.18
					CERF 4% EMP 2% COUNTY DED	86.72
					CERF 487 DEDUCTION PAYABLE	130.08
					DENTAL EMPLOYEE	*
					FEDERAL INCOME TAX	226.23
					FICA - SOCIAL SECURITY	133.64
					FICA - MEDICARE	31.25
					PPD EMPLOYEE	12.50
					MISSOURI STATE TAX	71.00
DIRECT DEPOSIT				GROSS PAY		2,168.00
				DEDUCTIONS		706.60-
				NET PAY		1,461.40

VAWA Match

Payroll Summary Report

09/03/2021

23:20:58

Page: 1

Pay Date: 09/03/2021

180 GENERAL FUND
1261 SF PROSECUTING ATTORNEY

Employee Name	Pay Type	Rate	Hours	Amount	Deductions	Amount
OWENS JUSTIN T	REGULAR	30.19	80.00	2,415.20	COUNTY 401(A) MATCH CERF 401(A) DEDUCTION PAYABL CERF 4% EMP 2% COUNTY DED NATIONWIDE 457 DEDUCT PAYABL DENTAL EMPLOYEE FEDERAL INCOME TAX FICA - SOCIAL SECURITY FICA - MEDICARE PPO CHILDREN PPO EMPLOYEE MISSOURI STATE TAX SUPPLEMENTAL LIFE INSURANCE	25.00 16.91 96.61 25.00 278.94 142.78 33.57 101.07 12.50 84.00 6.60
DIRECT DEPOSIT				GROSS PAY 2,415.20 DEDUCTIONS 797.70- NET PAY 1,617.50		

JOB DESCRIPTION
BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

Jeff Adams

INVESTIGATOR – DOMESTIC VIOLENCE

STATUS: PART-TIME

RESPONSIBILITIES:

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

- Review and investigate violence against women cases submitted by law enforcement.
- Assist in the development plan for prosecuting violence against women cases.
- Interview witnesses and victims to assist them in preparation for court testimony in violence against women cases.
- Interview defense witnesses to assist in preparation of the prosecutor's response in violence against women cases.
- Retrieve evidence from various Boone County law enforcement agencies for trial and maintain security and custody of those items in violence against women cases.
- Assist with jury selection in violence against women cases.
- Participate in trials in violence against women cases.
- Prepare reports on witness and victim interviews in violence against women cases.
- Analyze information gathered by investigation and prepare reports of findings and recommendations in violence against women cases.
- Handle and operate a firearm.
- Operate a motor vehicle.
- *Any other duties as designated by the Prosecuting Attorney.*

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma or GED, and a minimum of three years law enforcement and investigations experience; or equivalent combination of education and experience.
- Clear criminal record (excluding minor traffic violations).
- Thorough knowledge of the judicial process.
- Ability to work independently as well as part of a team to meet the goals of the Domestic Violence Enforcement Unit.
- 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 issues of domestic violence.
- Knowledge of local area referral services.

- Possess a valid driver's license.
- Excellent oral and written communication skills.
- Ability to read, analyze, and interpret complex documents.
- Ability to respond effectively to the most sensitive inquiries and complaints.

Payroll Summary Report

09/03/2021

23:22:19

Page: 1

Pay Date: 08/20/2021

100 GENERAL FUND
1261 GF PROSECUTING ATTORNEY

Employee Name	Pay Type	Rate	Hours	Amount	Deductions	Amount
ADAMS JEFFERY C	REGULAR	22.80	11.00	250.80	EXTRA STATE TAX FEDERAL INCOME TAX FICA - SOCIAL SECURITY FICA - MEDICARE MISSOURI STATE TAX	20.00 15.55 3.64
DIRECT DEPOSIT	GROSS PAY			250.80		
	DEDUCTIONS			39.19-		
	NET PAY			211.61		

2020 BUDGET

Boone County Missouri



Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
District I Commissioner

Janet M. Thompson
District II Commissioner

June E. Pitchford, CPA
Boone County Auditor
Budget Officer

Prosecuting Attorney – 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 Forfeiture Fund (2640)
- PA Administrative Handling Cost Fund (2650)
- Bad Check Collections (2651)
- Law Enforcement Services Fund (2903)

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, 2610, 2620, 2640, 2650, 2651 2903)
- Child Support Enforcement (1263)

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

Prosecuting Attorney Summary

Budget Summary

Fund	Dept	Department Name	2018	2019	2020	2020	2020	2020
			Actual	Estimated	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
Prosecuting Attorney Operations								
100	1261	Prosecuting Attorney	\$ 2,125,017	\$ 2,133,746	\$ 1,859,636	\$ 270,872	\$ -	\$ 2,130,508
100	1262	Victim Witness	350,537	344,834	327,259	44,789	-	372,048
100	1264	PA Retirement	11,628	11,628	-	11,628	-	11,628
260	2600	PA Training	1,971	4,134	-	4,283	-	4,283
261	2610	PA Tax Collection	17,249	17,317	16,786	2,525	-	19,311
262	2620	PA Contingency	17,835	13,100	-	20,000	-	20,000
264	2640	PA Forfeiture Money	-	1,654	-	3,075	-	3,075
265	2650	PA Admin Handling Cost	9,673	12,968	-	13,143	-	13,143
265	2651	Bad Check Collections	6,615	6,021	-	2,800	-	2,800
290	2903	PA-Law Enf Sales Tax	331,098	332,231	339,315	9,126	-	348,441
		Subtotal	<u>2,871,623</u>	<u>2,877,633</u>	<u>2,542,996</u>	<u>382,241</u>	<u>-</u>	<u>2,925,237</u>
Child Support Enforcement								
100	1263	IV-D Child Support	234,657	237,163	212,547	28,588	-	241,135
		Subtotal	<u>234,657</u>	<u>237,163</u>	<u>212,547</u>	<u>28,588</u>	<u>-</u>	<u>241,135</u>
		Total	<u>\$ 3,106,280</u>	<u>\$ 3,114,796</u>	<u>\$ 2,755,543</u>	<u>\$ 410,829</u>	<u>\$ -</u>	<u>\$ 3,166,372</u>

Prosecuting Attorney Summary

Personnel Summary

Position Title			Departmental Funding Source					2020 Total	Change
	2018	2019	Full-time Equivalent Positions						
			Dept. 1261	Dept. 1262	Dept. 1263	Dept. 2610	Dept. 2903		
Prosecuting Attorney									
Operations:									
Prosecuting Attorney (Elected)	1.00	1.00	1.00	-	-	-	-	1.00	-
First Assistant Prosecuting Attorney	1.00	1.00	1.00	-	-	-	-	1.00	-
Assistant Prosecuting Attorney I/II/III	12.00	12.00	10.00	-	-	-	2.00	12.00	-
Chief Investigator	1.00	1.00	1.00	-	-	-	-	1.00	-
Investigator	3.00	3.00	1.00	-	-	-	2.00	3.00	-
Office Administrator	1.00	1.00	1.00	-	-	-	-	1.00	-
Witness Location Investigator	1.00	1.00	1.00	-	-	-	-	1.00	-
Legal Assistant I	8.00	8.00	7.00	-	-	-	1.00	8.00	-
Legal Assistant III	1.00	1.00	1.00	-	-	-	-	1.00	-
Crime Victim Specialist	3.00	3.00	-	3.00	-	-	-	3.00	-
Victim Assistant	-	-	-	-	-	-	-	-	-
Administrative Tech III	1.00	1.00	-	1.00	-	-	-	1.00	-
Witness Coordinator	1.00	1.00	-	1.00	-	-	-	1.00	-
Case Specialist	0.48	0.48	-	0.48	-	-	-	0.48	-
Bad Check /Tax Administrator	-	-	-	-	-	-	-	-	-
Account Specialist I/II	2.00	2.00	1.60	-	-	0.40	-	2.00	-
Temporary File Clerk Pool	1.00	-	-	-	-	-	-	-	-
Subtotal	37.48	36.48	25.60	5.48	-	0.43	5.00	36.48	-
Child Support Enforcement:									
Assistant Prosecuting Attorney I/II	1.00	1.00	-	-	1.00	-	-	1.00	-
Legal Assistant III	1.00	1.00	-	-	1.00	-	-	1.00	-
Legal Assistant II	1.00	1.00	-	-	1.00	-	-	1.00	-
Subtotal	3.00	3.00	-	-	3.00	-	-	3.00	-
Total FTEs	40.48	39.48	25.60	5.48	3.00	0.40	5.00	39.48	-
Overtime	\$ 15,800	\$ 8,400	\$ 3,000	\$ 3,900	\$ -	\$ -	\$ 3,000	\$ 9,900	\$ 1,500

Prosecuting Attorney Operations

Department Numbers 1261, 1262, 1264, 2600, 2610, 2620, 2640, 2650, 2651, 2903

Mission

The Prosecuting Attorney is an elected official who represents the State of Missouri in all criminal matters arising within Boone County. In addition, the Prosecuting Attorney's Office also provides a Victim Response Team; tax collections on behalf of the State of Missouri; and Non-Sufficient Funds (NSF) check collection and restitution collection on behalf of county residents and businesses.

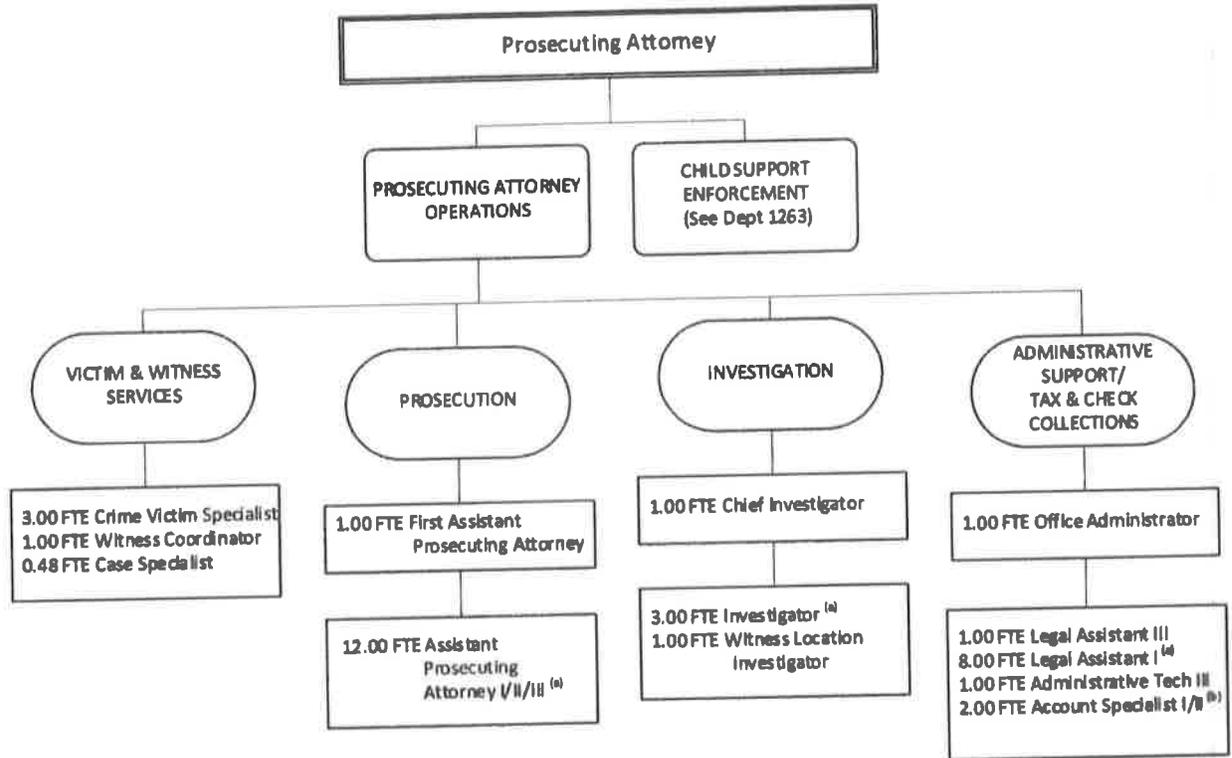
The Prosecuting Attorney provides child support enforcement services within the County pursuant to a cooperative agreement with the State of Missouri; the cost for these services are fully reimbursed by the State of Missouri and is accounted for within a separate budget immediately following this section.

Budget Highlights

There are no significant changes to the budget.

Prosecuting Attorney Operations

Organizational Chart



Funded by Sources other than the General Fund:
 (a) Prosecuting Attorney Law Enforcement Sales Tax (Dept 2903)
 2.00 FTE Investigator
 1.00 FTE Legal Assistant I
 2.00 FTE Assistant Prosecuting Attorney V/II
 (b) Prosecuting Attorney Tax Collection (Dept 2610)
 0.40 FTE Account Specialist I

Prosecuting Attorney Operations

Performance Measures

	2018 Actual	2019 Estimated	2020 Projected
Number of Felonies Filed	1,836	2,000	2,000
Number of Misdemeanors Filed	5,761	5,900	6,000
Total Number of Cases Filed	7,597	7,900	8,000

Annual Budget

1261 PROSECUTING ATTORNEY 100 GENERAL FUND

ACCT DESCRIPTION	2018 ACTUAL	2019 BUDGET + REVISIONS	2019 ESTIMATED	2020 CORE REQUEST	2020 SUPPLEMENTAL REQUEST	2020 ADOPTED BUDGET	%CHG FROM BY BUD
INTERGOVERNMENTAL REVENUE							
3411 FEDERAL GRANT REIMBURSE	73,767	77,209	77,209	79,525	0	79,525	3
SUBTOTAL	73,767	77,209	77,209	79,525	0	79,525	3
CHARGES FOR SERVICES							
3510 COPIES	134	0	0	0	0	0	0
3560 COLLECTION FEES	34,899	38,500	38,500	38,500	0	38,500	0
3574 P.A. FEES	83,066	78,000	58,187	58,000	0	58,000	25-
SUBTOTAL	118,099	116,500	96,687	96,500	0	96,500	17-
OTHER FINANCING SOURCES							
3917 OTI: FROM SPECIAL REVENUE FUND	8,890	4,400	5,966	2,745	0	2,745	37-
SUBTOTAL	8,890	4,400	5,966	2,745	0	2,745	38-
TOTAL REVENUES	200,756	198,109	179,862	178,770	0	178,770	10-
PERSONAL SERVICES							
10100 SALARIES & WAGES	1,549,588	1,520,755	1,516,376	1,526,797	0	1,526,797	0
10110 OVERTIME	2,997	3,000	3,000	3,000	0	3,000	0
10120 HOLIDAY WORKED	42	0	0	0	0	0	0
10200 FICA	114,209	116,567	112,354	117,029	0	117,029	0
10300 HEALTH INSURANCE	134,923	122,467	130,843	130,663	0	130,663	6
10310 COUNTY HSA CONTRIBUTION	10,350	9,600	9,000	6,000	0	6,000	37-
10325 DISABILITY INSURANCE	6,396	5,464	5,219	5,496	0	5,496	0
10330 CNTY PD DEPENDENT PREM-HEALTH	19,209	18,625	24,550	19,277	0	19,277	3
10331 CNTY PD DEPENDENT PREM-DENTAL	1,497	1,583	2,076	1,362	0	1,362	13-
10350 LIFE INSURANCE	1,221	1,843	1,788	1,843	0	1,843	0
10375 DENTAL INSURANCE	10,707	10,752	10,765	10,332	0	10,332	3-
10400 WORKERS COMP	2,398	2,742	2,980	3,365	0	3,365	12
10500 401(A) MATCH PLAN	10,950	13,312	11,411	13,312	0	13,312	0
10510 CERF-EMPLOYER PD CONTRIBUTION	0	19,117	20,310	21,160	0	21,160	0
10600 UNEMPLOYMENT BENEFITS	0	0	1,280	0	0	0	0
SUBTOTAL	1,864,487	1,845,827	1,851,952	1,859,636	0	1,859,636	1
MATERIALS & SUPPLIES							
22500 SUBSCRIPTIONS/PUBLICATIONS	21,362	2,295	2,340	3,345	0	3,345	15
23000 OFFICE SUPPLIES	15,174	18,500	17,500	14,860	0	14,860	19-
23001 PRINTING	691	825	1,057	825	0	825	0
23050 OTHER SUPPLIES	476	600	450	500	0	500	16-
23200 AMMUNITION	281	275	200	200	0	200	17-
23300 UNIFORMS	0	100	0	0	0	0	140-
23850 MINOR EQUIP & TOOLS (<\$1000)	207	845	500	500	0	500	10-
23855 FURNITURE/FIXTURE <\$1000	3,067	1,500	1,000	1,500	0	1,500	0
SUBTOTAL	41,258	24,940	23,047	21,730	0	21,730	13-
DUES TRAVEL & TRAINING							
37000 DUES & PROF CERTIFCTN/LICENSE	7,146	8,647	7,816	8,235	0	8,235	4-
37200 SEMINARS/CONFERENCE/MEETINGS	4,175	5,000	4,875	5,000	0	5,000	0
37220 TRAVEL (AIRFARE, MILEAGE, ETC)	951	1,183	1,402	1,261	0	1,261	6
37230 MEALS & LODGING-TRAINING	4,631	5,738	5,200	5,833	0	5,833	1
SUBTOTAL	16,903	20,568	19,293	20,329	0	20,329	1-

Prosecuting Attorney Operations

UTILITIES								
48000	TELEPHONES	11,181	11,500	11,500	11,500	0	11,500	0
48050	CELLULAR/MOBILE DEVICE SERVICE	981	1,020	1,064	1,068	0	1,068	4
48100	NATURAL GAS	200	204	204	204	0	204	0
48200	ELECTRICITY	640	768	600	600	0	2,330	203
48300	WATER	57	60	60	60	0	60	0
48400	SOLID WASTE	148	156	132	132	0	132	15-
48600	SEWER USE	85	84	72	72	0	72	14-
SUBTOTAL *****		13,292	13,792	13,632	13,636	0	15,366	11
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	3,230	3,900	3,600	3,600	0	3,600	7-
59010	FUEL SURCHARGE - REIMB TO R&B	149	180	145	144	0	144	20-
59025	VEHICLE TITLE/LICENSE/PLATES	0	204	162	0	0	0	100-
59100	VEHICLE REPAIRS/MAINTENANCE	474	1,000	500	1,000	0	1,000	0
59105	TIRES	103	500	450	500	0	500	0
59110	MECHANICS CHARGE - REIMB R&B	425	800	650	950	0	950	18
59200	LOCAL MILEAGE	1,006	500	500	500	0	500	0
SUBTOTAL *****		5,387	7,084	6,007	6,694	0	6,694	6-
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	4,951	3,996	3,878	3,978	0	3,978	0
60200	EQUIP REPAIRS/MAINTENANCE	0	225	0	0	0	0	100-
SUBTOTAL *****		4,951	4,221	3,878	3,978	0	3,978	6-
CONTRACTUAL SERVICES								
70100	SOFTWARE SUBSCRIPTIONS	0	22,482	22,820	21,678	0	21,678	3-
71000	INSURANCE AND BONDS	0	200	50	0	0	0	100-
71100	OUTSIDE SERVICES	1,463	2,000	2,000	2,000	0	2,000	0
71600	EQUIP LEASES & METER CHRG	73	72	72	72	0	72	0
SUBTOTAL *****		1,536	24,754	24,942	23,750	0	23,750	4-
OTHER								
83815	FACILITIES INTERNAL SERVC CHRG	173,045	184,478	184,478	179,025	0	179,025	2-
SUBTOTAL *****		173,045	184,478	184,478	179,025	0	179,025	3-
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	4,156	0	0	0	0	0	0
92000	REPLCMENT OFFICE EQUIP	0	6,517	6,517	0	0	0	100-
SUBTOTAL *****		4,156	6,517	6,517	0	0	0	100-
TOTAL EXPENDITURES *****		2,125,015	2,132,181	2,133,746	2,128,778	0	2,130,508	0

1262 VICTIM WITNESS

100 GENERAL FUND

ACCT	DESCRIPTION	2018 ACTUAL	2019 BUDGET + REVISIONS	2019 ESTIMATED	2020 CORE REQUEST	2020 SUPPLEMENTAL REQUEST	2020 ADOPTED BUDGET	CHG FROM FY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	141,730	140,225	133,216	159,127	0	159,127	13
SUBTOTAL *****		141,730	140,225	133,216	159,127	0	159,127	13
CHARGES FOR SERVICES								
3510	COPIES	226	250	25	100	0	100	60-
SUBTOTAL *****		226	250	25	100	0	100	60-
OTHER FINANCING SOURCES								
3917	OTI: FROM SPECIAL REVENUE FUND	0	11,935	11,773	11,748	0	11,748	1-
SUBTOTAL *****		0	11,935	11,773	11,748	0	11,748	2-
TOTAL REVENUES *****		141,956	152,410	145,014	170,975	0	170,975	12

Prosecuting Attorney Operations

PERSONAL SERVICES								
10100	SALARIES & WAGES	247,113	250,972	247,171	255,416	0	255,416	1
10110	OVERTIME	3,066	2,400	3,273	3,900	0	3,900	62
10120	HOLIDAY WORKED	0	0	118	0	0	0	0
10200	FICA	17,485	19,383	18,422	19,837	0	19,837	2
10300	HEALTH INSURANCE	27,560	25,248	25,422	26,076	0	26,076	3
10310	COUNTY HSA CONTRIBUTION	4,600	4,800	4,000	3,600	0	3,600	25-
10325	DISABILITY INSURANCE	974	799	769	813	0	813	1
10330	CNTY PD DEPENDENT PREM-HEALTH	8,848	9,713	6,508	7,794	0	7,794	19-
10331	CNTY PD DEPENDENT PREM-DENTAL	663	773	669	625	0	625	19-
10350	LIFE INSURANCE	236	360	354	360	0	360	0
10375	DENTAL INSURANCE	2,121	2,100	2,062	2,100	0	2,100	0
10400	WORKERS COMP	453	456	455	570	0	570	25
10500	401(A) MATCH PLAN	2,250	2,600	3,050	2,600	0	2,600	0
10510	CERF-EMPLOYER PD CONTRIBUTION	0	3,439	3,252	3,568	0	3,568	3
SUBTOTAL *****		315,369	323,043	315,525	327,259	0	327,259	1
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATIONS	171	162	160	162	0	162	0
23000	OFFICE SUPPLIES	2,392	2,550	2,550	2,200	0	2,200	13-
23001	PRINTING	73	396	396	396	0	396	0
23050	OTHER SUPPLIES	12	250	250	250	0	250	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	750	750	750	0	750	0
SUBTOTAL *****		2,648	4,108	4,106	3,758	0	3,758	3-
DUES TRAVEL & TRAINING								
37000	DUES & PROF CERTIFCTN/LICENSE	378	509	325	325	0	325	35-
37200	SEMINARS/CONFERENCE/MEETINGS	2,430	2,288	900	4,770	0	4,770	106
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,691	1,556	721	4,290	0	4,290	175
37230	MEALS & LODGING-TRAINING	4,634	4,095	2,122	11,316	0	11,316	176
SUBTOTAL *****		9,133	8,448	4,068	20,701	0	20,701	115
UTILITIES								
48000	TELEPHONES	1,619	1,740	1,680	1,680	0	1,680	3-
SUBTOTAL *****		1,619	1,740	1,680	1,680	0	1,680	3-
CONTRACTUAL SERVICES								
71000	INSURANCE AND BONDS	440	235	0	0	0	0	100-
SUBTOTAL *****		440	235	0	0	0	0	100-
OTHER								
84010	RECEPTION/MEETINGS	4,432	150	0	150	0	150	0
84600	COURT COSTS	460	3,500	1,500	2,500	0	2,500	28-
84700	WITNESS EXPENSES	6,600	9,500	8,500	8,500	0	8,500	10-
84800	TRANSCRIPTS-CRIMINAL	9,458	5,500	9,450	7,500	0	7,500	16
85400	CRIMINAL INVESTIGATION	0	0	5	0	0	0	0
SUBTOTAL *****		20,950	18,650	19,455	18,650	0	18,650	0
FIXED ASSET ADDITIONS								
91301	COMPUTER HARDWARE	380	0	0	0	0	0	0
SUBTOTAL *****		380	0	0	0	0	0	0
TOTAL EXPENDITURES *****		350,539	356,224	344,834	372,048	0	372,048	4

1264 PA RETIREMENT

100 GENERAL FUND

ACCT DESCRIPTION	2018 ACTUAL	2019 BUDGET + REVISIONS	2019 ESTIMATED	2020 CORE REQUEST	2020 SUPPLEMENTAL REQUEST	2020 ADOPTED BUDGET	CHG FROM FY BYD
OTHER							
86790 MO PROSECUTOR'S RETIREMEN	11,628	11,628	11,628	11,628	0	11,628	0
SUBTOTAL *****	11,628	11,628	11,628	11,628	0	11,628	0
TOTAL EXPENDITURES *****	11,628	11,628	11,628	11,628	0	11,628	0

Prosecuting Attorney Operations

2600 PA TRAINING

260 PA TRAINING FUND

ACCT DESCRIPTION	2018 ACTUAL	2019 BUDGET + REVISIONS	2019 ESTIMATED	2020 CORE REQUEST	2020 SUPPLEMENTAL REQUEST	2020 ADOPTED BUDGET	%CHG FROM FY BUD
CHARGES FOR SERVICES							
3540 DEFENDANT CRT COSTS&RECOUPMENT	2,918	3,000	3,500	2,500	0	2,500	16-
SUBTOTAL *****	2,918	3,000	3,500	2,500	0	2,500	17-
INTEREST							
3711 INT-OVERNIGHT	5	4	12	12	0	12	200
3712 INT-LONG TERM INVEST	77	50	100	100	0	100	100
3798 INC/DEC IN FV OF INVESTMENTS	1	0	0	0	0	0	0
SUBTOTAL *****	83	54	112	112	0	112	107
TOTAL REVENUES *****	3,001	3,054	3,612	2,612	0	2,612	14-
DOES TRAVEL & TRAINING							
37200 SEMINARS/CONFERENCE/MEETINGS	1,250	1,750	1,750	1,750	0	1,750	0
37220 TRAVEL (AIRFARE, MILEAGE, ETC)	0	360	384	384	0	384	6
37230 MEALS & LODGING-TRAINING	721	2,114	2,000	2,149	0	2,149	1
SUBTOTAL *****	1,971	4,224	4,134	4,283	0	4,283	1
OTHER							
86900 MISCELLANEOUS	0	0	0	0	0	0	0
SUBTOTAL *****	0	0	0	0	0	0	0
TOTAL EXPENDITURES *****	1,971	4,224	4,134	4,283	0	4,283	1

2610 PA TAX COLLECTION

261 PA TAX COLLECTION FUND

ACCT DESCRIPTION	2018 ACTUAL	2019 BUDGET + REVISIONS	2019 ESTIMATED	2020 CORE REQUEST	2020 SUPPLEMENTAL REQUEST	2020 ADOPTED BUDGET	%CHG FROM FY BUD
CHARGES FOR SERVICES							
3560 COLLECTION FEES	34,899	38,500	38,500	38,500	0	38,500	0
SUBTOTAL *****	34,899	38,500	38,500	38,500	0	38,500	0
INTEREST							
3711 INT-OVERNIGHT	0	0	47	45	0	45	0
3712 INT-LONG TERM INVEST	5	0	358	350	0	350	0
3798 INC/DEC IN FV OF INVESTMENTS	10	0	0	0	0	0	0
SUBTOTAL *****	15	0	405	395	0	395	0
OTHER FINANCING SOURCES							
3917 OTI: FROM SPECIAL REVENUE FUND	6,586	0	0	0	0	0	0
SUBTOTAL *****	6,586	0	0	0	0	0	0
TOTAL REVENUES *****	41,500	38,500	38,905	38,895	0	38,895	1
PERSONAL SERVICES							
10100 SALARIES & WAGES	12,115	12,612	12,591	12,791	0	12,791	1
10110 OVERTIME	7	0	5	0	0	0	0
10200 FICA	927	964	960	978	0	978	1
10300 HEALTH INSURANCE	2,553	2,284	2,285	2,284	0	2,284	0
10325 DISABILITY INSURANCE	54	45	41	46	0	46	2
10350 LIFE INSURANCE	19	28	26	28	0	28	0
10375 DENTAL INSURANCE	174	168	168	168	0	168	0
10400 WORKERS COMP	-5	22	1	28	0	28	27
10500 401(A) MATCH PLAN	36	260	104	208	0	208	20-
10510 CERF-EMPLOYER PD CONTRIBUTION	0	248	252	255	0	255	2
SUBTOTAL *****	15,880	16,631	16,433	16,786	0	16,786	1
MATERIALS & SUPPLIES							
22000 POSTAGE	1,329	1,800	800	1,500	0	1,500	16-
23000 OFFICE SUPPLIES	0	750	0	750	0	750	C
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	50	0	50	0	50	0
SUBTOTAL *****	1,329	2,725	800	2,425	0	2,425	11-

Prosecuting Attorney Operations

CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	41	100	84	100	0	100	0
	SUBTOTAL *****	41	100	84	100	0	100	0
	TOTAL EXPENDITURES *****	17,250	19,456	17,317	19,311	0	19,311	1-

2620 PA CONTINGENCY

262 PA CONTINGENCY FUND

ACCT	DESCRIPTION	2018 ACTUAL	2019 BUDGET + REVISIONS	2019 ESTIMATED	2020 CORE REQUEST	2020 SUPPLEMENTAL REQUEST	2020 ADOPTED BUDGET	%CHG FROM PY BUD
CHARGES FOR SERVICES								
3574	P.A. FEES	13,648	20,000	19,320	20,000	0	20,000	0
	SUBTOTAL *****	13,648	20,000	19,320	20,000	0	20,000	0
INTEREST								
3711	INT-OVERNIGHT	2	2	0	0	0	0	100-
3712	INT-LONG TERM INVEST	18	20	0	0	0	0	100-
3798	INC/DEC IN FV OF INVESTMENTS	-49	0	0	0	0	0	0
	SUBTOTAL *****	-29	22	0	0	0	0	100-
	TOTAL REVENUES *****	13,619	20,022	19,320	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	0	2,000	100	1,000	0	1,000	50-
84700	WITNESS EXPENSES	2,952	7,500	5,500	8,000	0	8,000	5
84750	SPECIAL PROSECUTOR COSTS & FEES	5,950	0	0	0	0	0	0
84800	TRANSCRIPTS-CRIMINAL	8,933	9,500	7,500	10,000	0	10,000	5
85400	CRIMINAL INVESTIGATION	0	500	0	500	0	500	0
	SUBTOTAL *****	17,835	19,500	13,100	19,500	0	19,500	0
	TOTAL EXPENDITURES *****	17,835	20,000	13,100	20,000	0	20,000	0

2640 PA FORFEITURE MONEY

264 PA FORFEITURE FUND

ACCT	DESCRIPTION	2018 ACTUAL	2019 BUDGET + REVISIONS	2019 ESTIMATED	2020 CORE REQUEST	2020 SUPPLEMENTAL REQUEST	2020 ADOPTED BUDGET	%CHG FROM PY BUD
INTEREST								
3711	INT-OVERNIGHT	5	5	12	12	0	12	140
3712	INT-LONG TERM INVEST	88	50	99	99	0	99	98
3798	INC/DEC IN FV OF INVESTMENTS	-1	0	0	0	0	0	0
	SUBTOTAL *****	92	55	111	111	0	111	102
	TOTAL REVENUES *****	92	55	111	111	0	111	102
DUES TRAVEL & TRAINING								
37200	SEMINARS/CONFERENCE/MEETINGS	0	575	0	575	0	575	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	750	534	750	0	750	0
37230	MEALS & LODGING-TRAINING	0	750	1,120	750	0	750	0
	SUBTOTAL *****	0	2,075	1,654	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
OTHER								
86900	MISCELLANEOUS	1	0	0	0	0	0	0
	SUBTOTAL *****	1	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	1	3,075	1,654	3,075	0	3,075	0

Prosecuting Attorney Operations

2650 PA ADMIN HANDLING COST

265 PA ADMIN HANDLING COST FUND

ACCT	DESCRIPTION	2018 ACTUAL	2019 BUDGET + REVISIONS	2019 ESTIMATED	2020 CORE REQUEST	2020 SUPPLEMENTAL REQUEST	2020 ADOPTED BUDGET	%CHG FROM FY BUD
CHARGES FOR SERVICES								
3501	ADMINISTRATIVE FEE	12,108	13,000	13,000	13,000	0	13,000	0
	SUBTOTAL *****	12,108	13,000	13,000	13,000	0	13,000	0
INTEREST								
3711	INT-OVERNIGHT	22	25	59	59	0	59	136
3712	INT-LONG TERM INVEST	348	300	59	59	0	59	80-
3798	INC/DEC IN FV OF INVESTMENTS	-18	0	0	0	0	0	0
	SUBTOTAL *****	352	325	118	118	0	118	64-
MISCELLANEOUS								
3892	DEPOSIT OVERAGE	96	25	45	25	0	25	0
	SUBTOTAL *****	96	25	45	25	0	25	0
	TOTAL REVENUES *****	12,556	13,350	13,163	13,143	0	13,143	2-
MATERIALS & SUPPLIES								
22000	POSTAGE	592	650	600	600	0	600	7-
23000	OFFICE SUPPLIES	0	500	400	500	0	500	0
23001	PRINTING	190	190	190	190	0	190	0
23050	OTHER SUPPLIES	0	50	0	50	0	50	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	50	0	50	0	50	0
	SUBTOTAL *****	782	1,440	1,190	1,390	0	1,390	3-
OTHER								
83917	OTO: TO GENERAL FUND	8,890	11,935	11,773	11,748	0	11,748	1-
86896	DEPOSIT SHORTAGE	0	5	5	5	0	5	0
86900	MISCELLANEOUS	2	0	0	0	0	0	0
	SUBTOTAL *****	8,892	11,940	11,778	11,753	0	11,753	2-
	TOTAL EXPENDITURES *****	9,674	13,380	12,968	13,143	0	13,143	2-

2651 BAD CHECK COLLECTIONS

265 PA ADMIN HANDLING COST FUND

ACCT	DESCRIPTION	2018 ACTUAL	2019 BUDGET + REVISIONS	2019 ESTIMATED	2020 CORE REQUEST	2020 SUPPLEMENTAL REQUEST	2020 ADOPTED BUDGET	%CHG FROM FY BUD
CHARGES FOR SERVICES								
3560	COLLECTION FEES	5,996	4,500	2,800	2,800	0	2,800	37-
	SUBTOTAL *****	5,996	4,500	2,800	2,800	0	2,800	38-
MISCELLANEOUS								
3892	DEPOSIT OVERAGE	0	10	5	10	0	10	0
	SUBTOTAL *****	0	10	5	10	0	10	0
	TOTAL REVENUES *****	5,996	4,510	2,805	2,810	0	2,810	38-
MATERIALS & SUPPLIES								
22000	POSTAGE	30	250	50	50	0	50	30-
	SUBTOTAL *****	30	250	50	50	0	50	30-
OTHER								
83917	OTO: TO GENERAL FUND	0	4,400	5,966	2,745	0	2,745	37-
83922	OTO: TO SPECIAL REVENUE FUND	6,586	0	0	0	0	0	0
86896	DEPOSIT SHORTAGE	0	5	5	5	0	5	0
	SUBTOTAL *****	6,586	4,405	5,971	2,750	0	2,750	38-
	TOTAL EXPENDITURES *****	6,616	4,655	6,021	2,800	0	2,800	40-

Prosecuting Attorney Operations

2903 PROSECUTING ATTRNY-LE SALES TX

290 LAW ENFORCEMENT SERVICES FUND

ACCT	DESCRIPTION	2018 ACTUAL	2019 BUDGET + REVISIONS	2019 ESTIMATED	2020 CORE REQUEST	2020 SUPPLEMENTAL REQUEST	2020 ADOPTED BUDGET	%CHG FROM FY BUD
PERSONAL SERVICES								
10100	SALARIES & WAGES	261,214	258,733	258,229	271,683	0	271,683	5
10110	OVERTIME	2,893	3,000	3,000	3,000	0	3,000	0
10200	FICA	19,626	20,022	19,602	21,013	0	21,013	4
10300	HEALTH INSURANCE	26,900	26,076	26,076	26,076	0	26,076	0
10310	COUNTY HSA CONTRIBUTION	4,050	3,600	3,900	3,600	0	3,600	0
10325	DISABILITY INSURANCE	1,133	931	924	978	0	978	5
10330	CNTY PD DEPENDENT PREM-HEALTH	2,098	1,648	1,648	1,648	0	1,648	0
10331	CNTY PD DEPENDENT PREM-DENTAL	480	220	221	220	0	220	0
10350	LIFE INSURANCE	224	360	360	360	0	360	0
10375	DENTAL INSURANCE	2,038	2,100	2,100	2,100	0	2,100	0
10400	WORKERS COMP	460	471	469	604	0	604	28
10500	401(A) MATCH PLAN	2,360	2,600	2,600	2,600	0	2,600	0
10510	CERF-EMPLOYER PD CONTRIBUTION	0	5,413	5,248	5,433	0	5,433	0
SUBTOTAL *****		323,476	325,174	324,377	339,315	0	339,315	4
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATIONS	1,629	0	0	0	0	0	0
23000	OFFICE SUPPLIES	624	1,360	1,360	1,360	0	1,360	0
SUBTOTAL *****		2,253	1,360	1,360	1,360	0	1,360	0
DUES TRAVEL & TRAINING								
37000	DUES & PROF CERTIFCTN/LICENSE	1,240	1,406	1,127	1,406	0	1,406	0
37200	SEMINARS/CONFERENCE/MEETINGS	1,000	1,000	500	1,000	0	1,000	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	127	360	182	384	0	384	6
37230	MEALS & LODGING-TRAINING	1,003	1,208	921	1,208	0	1,208	0
SUBTOTAL *****		3,370	3,974	2,730	3,998	0	3,998	1
UTILITIES								
48000	TELEPHONES	2,001	2,100	2,100	2,100	0	2,100	0
SUBTOTAL *****		2,001	2,100	2,100	2,100	0	2,100	0
CONTRACTUAL SERVICES								
70100	SOFTWARE SUBSCRIPTIONS	0	1,644	1,664	1,668	0	1,668	1
SUBTOTAL *****		0	1,644	1,664	1,668	0	1,668	1
TOTAL EXPENDITURES *****		331,100	334,252	332,231	348,441	0	348,441	4

Decimal values have been truncated.

Child Support Enforcement

Department Number 1263

Mission

The Family Support Division of the Boone County Prosecutor's Office represents the State of Missouri in establishing paternity and support orders, establishing state debt orders, and in enforcing and modifying existing court orders. The Division pursues civil and criminal remedies for enforcement. Activities are carried out pursuant to a cooperative agreement with the State of Missouri and all costs are reimbursed according to the terms of this agreement. Boone County Family Support Division follows the mission of the Missouri Division of Child Support Enforcement: Establish, enforce and monitor the financial responsibility of parents for the support of their children. Core Values include: Respect, Participatory Leadership, Diversity, Honesty, Communicate Clearly with Staff and Public, Provide a Service to the Public, and Open Mindedness.

Budget Highlights

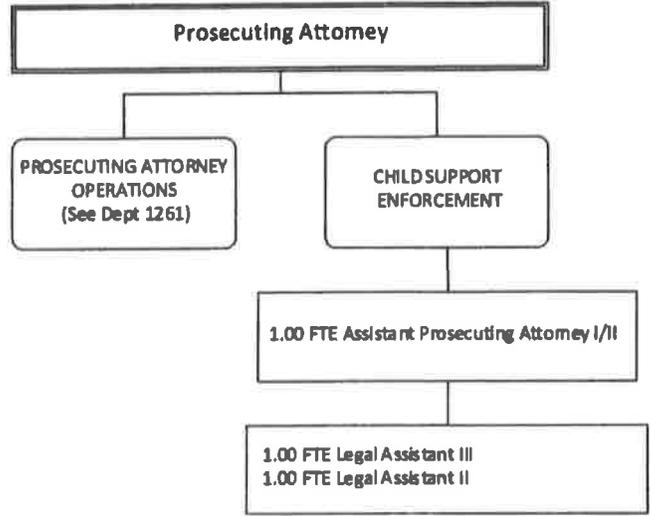
All of the costs (including depreciation on fixed assets) are eligible for state reimbursement. This normally results in 100% coverage of all operating costs as well as cost recovery of allowable indirect costs.

In January 2010, the state reduced funding to this program which required eliminating one full-time position and reducing another position to part-time. In fiscal year 2012, the state further reduced funding, resulting in an additional .50 FTE reduction. Effective January 2013, the state significantly reduced funding to this program again, which required eliminating four (4) full-time positions. These reductions remain in effect.

The reduction in salary and benefits is the result of turnover of long-tenured staff. There are no other significant changes to this budget.

Child Support Enforcement

Organizational Chart



Child Support Enforcement

Annual Budget

1263 IV-D

100 GENERAL FUND

ACCT	DESCRIPTION	2018 ACTUAL	2019 BUDGET + REVISIONS	2019 ESTIMATED	2020 CORE REQUEST	2020 SUPPLEMENTAL REQUEST	2020 ADOPTED BUDGET	%CHG FROM FY BUD
INTERGOVERNMENTAL REVENUE								
3465	FEDERAL REIMBURSE EXPENSES	237,677	226,000	226,000	226,000	0	226,000	0
	SUBTOTAL *****	237,677	226,000	226,000	226,000	0	226,000	0
	TOTAL REVENUES *****	237,677	226,000	226,000	226,000	0	226,000	0
PERSONAL SERVICES								
10100	SALARIES & WAGES	156,185	160,286	162,263	162,349	0	168,573	5
10200	FICA	10,343	12,261	11,694	12,419	0	12,896	5
10300	HEALTH INSURANCE	18,540	17,136	16,873	16,308	0	17,260	0
10310	COUNTY HSA CONTRIBUTION	0	0	1,200	1,200	0	1,200	0
10325	DISABILITY INSURANCE	698	577	555	584	0	607	5
10330	CNTY PD DEPENDENT PREM-HEALTH	13,135	10,216	6,479	7,068	0	7,068	31-
10331	CNTY PD DEPENDENT PREM-DENTAL	405	404	405	404	0	404	0
10350	LIFE INSURANCE	148	216	216	216	0	228	5
10375	DENTAL INSURANCE	1,260	1,260	1,297	1,260	0	1,330	5
10400	WORKERS COMP	276	288	278	357	0	369	28
10500	401(A) MATCH PLAN	650	1,560	1,275	1,560	0	1,660	6
10510	CERF-EMPLOYER PD CONTRIBUTION	0	813	878	827	0	952	17
	SUBTOTAL *****	201,640	205,017	203,413	204,552	0	212,547	4
MATERIALS & SUPPLIES								
22000	POSTAGE	565	707	420	420	0	420	40-
22500	SUBSCRIPTIONS/PUBLICATIONS	1,219	0	0	0	0	0	0
23000	OFFICE SUPPLIES	728	1,310	740	740	0	740	43-
	SUBTOTAL *****	2,512	2,017	1,160	1,160	0	1,160	42-
DUES TRAVEL & TRAINING								
37000	DUES & PROF CERTIFCTN/LICENSE	615	635	635	625	0	625	1-
37200	SEMINARS/CONFERENCE/MEETINGS	800	970	550	950	0	950	2-
37210	TRAINING/SCHOOLS	0	0	0	45	0	45	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	795	745	540	570	0	570	23-
37230	MEALS & LODGING-TRAINING	1,263	1,700	1,375	2,093	0	2,093	23
	SUBTOTAL *****	3,473	4,050	3,100	4,283	0	4,283	6
UTILITIES								
48000	TELEPHONES	2,290	2,334	2,336	2,336	0	2,336	0
48002	DATA COMMUNICATIONS	340	340	350	360	0	360	5
48100	NATURAL GAS	455	630	550	550	0	550	12-
48200	ELECTRICITY	1,458	1,500	1,600	1,600	0	1,600	6
48300	WATER	130	95	130	130	0	130	36
48400	SOLID WASTE	338	335	345	345	0	345	2
48500	STORM WATER UTILITY	0	20	0	0	0	0	100-
48600	SEWER USE	194	189	192	192	0	192	1
	SUBTOTAL *****	5,205	5,443	5,503	5,513	0	5,513	1
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	642	750	750	800	0	800	6
	SUBTOTAL *****	642	750	750	800	0	800	7
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	2,051	1,683	1,668	1,668	0	1,668	0
70100	SOFTWARE SUBSCRIPTIONS	0	2,515	2,537	2,304	168	2,643	5
71000	INSURANCE AND BONDS	0	0	65	0	0	0	0
71100	OUTSIDE SERVICES	737	1,299	1,250	1,250	0	1,250	3-
	SUBTOTAL *****	2,788	5,497	5,520	5,222	168	5,561	1
OTHER								
83815	FACILITIES INTERNAL SERVC CHRG	12,861	14,417	14,417	11,271	0	11,271	21-
	SUBTOTAL *****	12,861	14,417	14,417	11,271	0	11,271	22-

Child Support Enforcement

FIXED ASSET ADDITIONS							
91301	COMPUTER HARDWARE	560	1,350	1,350	0	0	0 100-
92000	REPLCMENT OFFICE EQUIP	4,974	0	0	0	0	0 0
92301	REPLC COMPUTER HDWR	0	1,950	1,950	0	0	0 100-
SUBTOTAL *****		5,534	3,300	3,300	0	0	0 100-
TOTAL EXPENDITURES *****		234,655	240,491	237,163	232,801	168	241,135 0

Decimal values have been truncated.

Prosecuting Attorney Summary

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

Budget Summary

Fund	Dept	Department Name	2019 Actual	2020 Estimated	2021 Class 1 Personal Services	2021 Classes 2-8 Other Services and Charges	2021 Class 9 Capital Outlay	2021 Total
Prosecuting Attorney Operations								
100	1261	GF Prosecuting Attorney	\$ 2,103,707	\$ 2,275,391	\$ 1,954,356	\$ 278,636	\$ -	\$ 2,232,992
100	1262	GF Pros Attny Victim Witness	344,222	314,065	313,137	40,148	-	353,285
100	1264	PA Retirement	11,628	-	-	-	-	-
260	2600	Pros Attny Training Fund Activity	3,792	-	-	4,283	-	4,283
261	2610	Pros Attny Tax Collection	17,287	18,076	16,860	2,175	-	19,035
262	2620	Pros Attny Contingency	19,529	14,585	-	20,000	-	20,000
264	2640	Pros Attny Forfeiture	1,652	-	-	3,075	-	3,075
265	2650	Pros Attny Admin Handling Cost	12,361	15,207	-	13,234	-	13,234
265	2651	Pros Attny Bad Check	5,995	2,391	-	2,800	-	2,800
290	2903	LEST Prosecuting Attorney	327,838	335,844	324,529	12,270	-	336,799
		Subtotal	2,848,011	2,975,559	2,608,882	376,621	-	2,985,503
Child Support Enforcement								
100	1263	Pros Attny Child Support Enf	235,942	237,791	195,601	22,642	-	218,243
		Subtotal	235,942	237,791	195,601	22,642	-	218,243
		Total	\$ 3,083,953	\$ 3,213,350	\$ 2,804,483	\$ 399,263	\$ -	\$ 3,203,746

VAWA
VOCA

Prosecuting Attorney Operations

Performance Measures

	2019 Actual	2020 Estimated	2021 Projected
Number of Felonies Filed	1,898	2,500	2,000
Number of Misdemeanors Filed	6,914	5,900	6,000
Total Number of Cases Filed	8,812	7,900	8,000

Annual Budget

1261 GF PROSECUTING ATTORNEY VAWA

100 GENERAL FUND

ACCT DESCRIPTION	2019 ACTUAL	2020 BUDGET + REVISIONS	2020 ESTIMATED	2021 CORE REQUEST	2021 SUPPLEMENTAL REQUEST	2021 ADOPTED BUDGET	%CBG FROM FY BUD
INTERGOVERNMENTAL REVENUE							
3411 FEDERAL GRANT REIMBURSE	70,953	146,756	118,160	186,940	0	186,940	27
SUBTOTAL	70,953	146,756	118,160	186,940	0	186,940	27
CHARGES FOR SERVICES							
3510 COPIES/PUBLIC INFORMATION RQST	3,739	0	2,585	0	0	0	0
3560 COLLECTION FEES	23,680	38,500	23,266	20,000	0	20,000	48-
3574 P.A. FEES	58,994	58,000	42,510	50,000	0	50,000	13-
SUBTOTAL	86,413	96,500	68,361	70,000	0	70,000	27-
OTHER FINANCING SOURCES							
3917 OTI: FROM SPECIAL REVENUE FUND	5,966	2,745	2,376	2,770	0	2,770	0
SUBTOTAL	5,966	2,745	2,376	2,770	0	2,770	1
TOTAL REVENUES	163,332	246,001	188,897	259,710	0	259,710	6
PERSONAL SERVICES							
10100 SALARIES & WAGES	1,502,284	1,574,307	1,654,930	1,572,925	14,997	1,601,234	1
10110 OVERTIME	5,102	3,000	3,974	3,000	0	3,000	0
10120 HOLIDAY WORKED	0	0	314	0	0	0	0
10125 FAMILY HOLIDAY WORKED PREMIUM	0	0	98	0	0	0	0
10200 FICA	109,713	120,409	123,374	120,558	1,148	122,724	1
10300 HEALTH INSURANCE	128,234	133,523	131,984	132,292	0	132,292	0
10310 COUNTY HSA CONTRIBUTION	7,650	6,000	8,150	9,120	0	9,120	52
10325 DISABILITY INSURANCE	5,262	5,656	5,398	5,560	54	5,662	0
10330 CNTY PD DEPENDENT PREM-HEALTH	23,955	19,277	18,260	14,926	0	14,926	22-
10331 CNTY PD DEPENDENT PREM-DENTAL	1,955	1,362	1,470	846	0	846	37-
10350 LIFE INSURANCE	1,803	1,883	1,999	1,915	0	1,915	1
10375 DENTAL INSURANCE	10,537	10,368	10,491	9,912	0	9,912	4-
10400 WORKERS COMP	2,980	3,445	3,363	2,363	27	2,410	30-
10500 401(A) MATCH PLAN	11,290	13,652	10,517	13,832	0	13,832	1
10510 CERF-EMPLOYER PD CONTRIBUTION	20,887	21,760	23,087	24,289	300	24,855	14
10511 PACARS-EMPLOYER PD CONTRIBUTN	0	11,628	11,628	0	0	11,628	0
10600 UNEMPLOYMENT BENEFITS	1,280	0	0	0	0	0	0
SUBTOTAL	1,832,932	1,926,270	2,009,037	1,911,538	16,526	1,954,356	1
MATERIALS & SUPPLIES							
22500 SUBSCRIPTIONS/PUBLICATIONS	2,340	3,345	3,370	26,706	0	26,706	698
23000 OFFICE SUPPLIES	12,274	14,860	9,530	15,360	0	15,360	3
23001 PRINTED MATERIALS	1,107	825	919	825	0	825	0
23050 OTHER SUPPLIES	429	500	860	2,300	0	2,300	360
23200 AMMUNITION	180	200	180	200	0	200	0
23300 UNIFORMS	0	0	0	200	0	200	0
23850 UNTAGGED EQUIPMENT & TOOLS	293	500	0	500	0	500	0
23855 UNTAGGED FURNITURE/FIXTURES	697	1,500	814	1,590	0	1,590	6
SUBTOTAL	17,320	21,730	15,673	47,681	0	47,681	119
DUES TRAVEL & TRAINING							
37000 DUES & PROF CERTIFCTN/LICENSE	7,816	8,235	7,915	8,987	0	8,987	9
37200 REGISTRATION	4,875	5,000	4,570	5,500	0	5,500	10
37220 TRAVEL: TRAINING RELATED	1,402	1,261	615	7,900	0	7,900	526
37230 MEALS & LODGING-TRAINING	4,420	4,237	1,210	0	0	0	100-
SUBTOTAL	18,513	18,733	14,310	22,387	0	22,387	20

Prosecuting Attorney Operations

UTILITIES								
48000	TELEPHONES	11,610	11,500	3,585	2,100	0	2,100	81-
48050	MOBILE DEVICE SERVICE	1,070	1,068	1,075	1,116	0	1,116	4
48100	NATURAL GAS	171	204	140	204	0	204	0
48200	ELECTRICITY	572	2,330	420	7,560	0	7,560	224
48300	WATER	48	60	40	195	0	195	225
48400	SOLID WASTE	135	132	130	132	0	132	0
48600	SEWER USE	72	72	65	277	0	277	284
48700	LP GAS/BLDG GENERATOR FUEL	0	0	0	950	0	950	0
SUBTOTAL *****		13,678	15,366	5,455	12,534	0	12,534	18-
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	2,928	3,600	2,015	3,600	0	3,600	0
59010	FUEL SURCHARGE - REIMB TO R&B	138	0	0	0	0	0	0
59025	VEHICLE TITLE/LICENSE/PLATES	162	0	0	330	0	330	0
59100	VEHICLE REPAIRS/MAINTENANCE	566	1,000	445	1,000	0	1,000	0
59105	TIRES	325	500	32	500	0	500	0
59110	MECHANICS CHARGE - REIMB R&B	566	0	0	0	0	0	0
59200	LOCAL MILEAGE	417	500	325	0	0	0	100-
SUBTOTAL *****		5,102	5,600	2,817	5,430	0	5,430	3-
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	3,815	3,978	3,900	3,978	0	3,978	0
SUBTOTAL *****		3,815	3,978	3,900	3,978	0	3,978	0
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	0	645	645	172	0	172	73-
70100	SOFTWARE SUBSCRIPTIONS	20,738	22,328	25,810	430	0	430	98-
71000	NOTARY BONDS	50	0	0	0	0	0	0
71100	OUTSOURCED SERVICES	489	2,000	950	0	0	0	100-
71101	PROFESSIONAL SERVICES	0	0	7,996	0	0	0	0
71526	DISPOSAL SERVICES	0	0	0	2,000	0	2,000	0
71600	EQUIP LEASES & METER CHRNG	71	72	72	72	0	72	0
SUBTOTAL *****		21,348	25,045	35,473	2,674	0	2,674	89-
OTHER								
83810	INTERFUND SERVICES USED	0	1,094	385	1,094	0	1,094	0
83815	FACILITIES INTERNAL SERVC CHRNG	184,478	179,025	179,025	172,358	0	172,358	3-
84700	WITNESS EXPENSES	0	0	1,520	0	0	0	0
84800	TRANSCRIPTS-CRIMINAL	0	0	0	10,000	0	10,000	0
85710	TRAVEL-OTHER	0	0	0	500	0	500	0
SUBTOTAL *****		184,478	180,119	180,930	183,952	0	183,952	4
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	0	2,545	2,545	0	0	0	100-
91301	COMPUTER HARDWARE	0	5,251	5,251	0	0	0	100-
92000	REPLCMNT OFFICE EQUIP	6,517	0	0	0	0	0	0
SUBTOTAL *****		6,517	7,796	7,796	0	0	0	100-
TOTAL EXPENDITURES *****		2,103,703	2,204,637	2,275,391	2,190,174	16,526	2,232,992	1

1262 GF PROS ATRNY VICTIM WITNESS VOCA

100 GENERAL FUND

ACCT	DESCRIPTION	2019 ACTUAL	2020 BUDGET + REVISIONS	2020 ESTIMATED	2021 CORE REQUEST	2021 SUPPLEMENTAL REQUEST	2021 ADOPTED BUDGET	%CHG FROM FY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	127,844	159,127	127,324	162,223	0	128,089	19-
SUBTOTAL *****		127,844	159,127	127,324	162,223	0	128,089	20-
CHARGES FOR SERVICES								
3510	COPIES/PUBLIC INFORMATION RQST	0	100	0	100	0	100	0
SUBTOTAL *****		0	100	0	100	0	100	0
MISCELLANEOUS								
3826	PRIOR YEAR COST REPAYMENT	0	0	450	0	0	0	0
SUBTOTAL *****		0	0	450	0	0	0	0
OTHER FINANCING SOURCES								
3917	OTI: FROM SPECIAL REVENUE FUND	11,773	11,748	14,652	12,129	0	12,129	3
SUBTOTAL *****		11,773	11,748	14,652	12,129	0	12,129	3
TOTAL REVENUES *****		139,617	170,975	142,426	174,452	0	140,318	18-

Prosecuting Attorney Operations

PERSONAL SERVICES								
10100	SALARIES & WAGES	146,299	157,416	136,680	148,201	15,945	250,801	1-
10110	OVERTIME	3,627	3,900	1,514	3,000	0	3,000	23-
10120	HOLIDAY WORKED	114	0	0	0	0	0	0
10200	FICA	18,096	19,837	17,978	19,216	1,223	19,415	2-
10300	HEALTH INSURANCE	25,893	26,076	23,010	21,816	0	21,816	16-
10310	COUNTY HSA CONTRIBUTION	3,700	3,600	2,500	2,400	0	2,400	33-
10325	DISABILITY INSURANCE	764	812	757	744	0	753	7-
10330	CNTY PD DEPENDENT PREM-HEALTH	6,664	7,794	6,284	6,327	0	6,327	18-
10331	CNTY PD DEPENDENT PREM-DENTAL	677	625	389	367	0	367	41-
10350	LIFE INSURANCE	354	360	354	360	0	360	0
10375	DENTAL INSURANCE	2,095	2,100	1,819	1,680	0	1,680	10-
10400	WORKERS COMP	455	570	572	376	36	380	33-
10500	401(A) MATCH PLAN	3,000	2,600	2,125	2,600	0	2,600	0
10510	CERF-EMPLOYER FD CONTRIBUTION	3,427	3,568	3,052	3,186	0	3,238	9-
10670	UNEMPLOYMENT BENEFITS	0	0	640	0	0	0	0
SUBTOTAL *****		315,164	327,259	297,574	317,273	17,302	313,137	4-
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATIONS	114	162	120	162	0	162	0
23000	OFFICE SUPPLIES	2,000	2,200	330	2,200	0	2,200	0
23001	PRINTED MATERIALS	191	396	250	396	0	396	0
23050	OTHER SUPPLIES	327	250	132	250	0	250	0
23450	UNTAGGED EQUIPMENT & TOOLS	254	750	0	250	0	500	33-
SUBTOTAL *****		2,896	3,758	832	3,508	0	3,508	7-
DUES TRAVEL & TRAINING								
37000	DUES & PROF CERTIFCTN/LICENSE	325	325	325	325	0	325	0
37200	REGISTRATION	900	4,770	0	6,765	0	6,765	41
37210	TRAVEL: TRAINING RELATED	721	4,290	0	18,920	0	18,920	341
37230	MEALS & LODGING-TRAINING	2,122	11,316	0	0	0	0	100-
SUBTOTAL *****		4,068	20,701	325	26,010	0	26,010	76
UTILITIES								
48000	TELEPHONES	1,697	1,680	630	480	0	480	71-
SUBTOTAL *****		1,697	1,680	630	480	0	480	71-
OTHER								
84010	RECEPTION/MEETINGS	0	150	0	150	0	150	0
84600	COURT COSTS	11	2,500	700	0	0	0	100-
84700	WITNESS EXPENSES	6,986	8,500	6,500	10,000	0	10,000	17
84800	TRANSCRIPTS-CRIMINAL	13,404	7,500	7,500	0	0	0	100-
85400	CRIMINAL INVESTIGATION	5	0	0	0	0	0	0
SUBTOTAL *****		20,406	18,650	14,700	16,150	0	10,150	46-
TOTAL EXPENDITURES *****		344,225	372,048	314,065	350,421	17,302	353,285	5-

1264 PA RETIREMENT

100 GENERAL FUND							
ACCT DESCRIPTION	2019 ACTUAL	2020 BUDGET + REVISIONS	2020 ESTIMATED	2021 CORE REQUEST	2021 SUPPLEMENTAL REQUEST	2021 ADOPTED BUDGET	%CHG FROM FY BUD
OTHER							
86790 MO PROSECUTOR'S RETIREMEN	11,628	0	0	0	0	0	0
SUBTOTAL *****		11,628	0	0	0	0	0
TOTAL EXPENDITURES *****		11,628	0	0	0	0	0

2600 PROS ATTRNY TRAINING FD ACTVTY

260 PA TRAINING FUND							
ACCT DESCRIPTION	2019 ACTUAL	2020 BUDGET + REVISIONS	2020 ESTIMATED	2021 CORE REQUEST	2021 SUPPLEMENTAL REQUEST	2021 ADOPTED BUDGET	%CHG FROM FY BUD
CHARGES FOR SERVICES							
3540 DEFENDANT CRT COSTS&RECOUPMENT	5,681	2,500	9,750	6,000	0	6,000	140
SUBTOTAL *****		5,681	2,500	9,750	6,000	6,000	140

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. In addition, as a member of the DOVE Unit,

True North provides a victim advocate who serves as an active member, coordinating on-going service delivery for victims working with/through the legal and judicial systems. In addition, True North provides advocates who can be on-site during the immediate aftermath of a domestic violence incident, freeing law enforcement officials to focus on building a case while ensuring the victim receives immediate crisis intervention and aftercare. These advocates, too, are a part 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 and all services provided (directly or indirectly) are done so to ensure 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



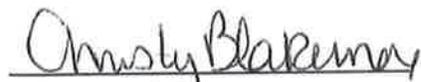
Dwayne Carcy
Sheriff, Boone County Sheriff's Department



Geoff Jones
Chief of Police, Columbia Police Department



Elizabeth Herrera Eichenberger
Executive Director, True North of Columbia, Inc.



Christy Blakemore
Circuit Clerk, Boone County

Date: October 2019

THE DOVE UNIT

PROCEDURAL PROTOCOLS

Developed and Implemented August 2003
Reviewed and Updated April 2019

COLUMBIA POLICE DEPARTMENT & BOONE COUNTY SHERIFF'S DEPARTMENT

A. PROTOCOL FOR DETECTIVE RESPONSE INVESTIGATING CRIMES OF DOMESTIC VIOLENCE

1. Investigators or their supervisors are responsible for collating initial domestic violence reports with the following guidelines:
 - a. Reporting officers will submit all preliminary reports by the end of their shift.
 - b. Columbia Police Department investigators or supervisors will receive all domestic violence-related incidents within two business days of the preliminary report being approved and archived in the Records Management System (RMS).
 - c. Investigators or supervisors will review all other domestic violence-related incidents where no known criminal offense occurred (e.g. insufficient evidence to determine a primary physical aggressor) within four business days of the preliminary report being approved and archived in the RMS.
 - d. The investigator's supervisor will assign the case in the RMS, or the investigators will assign it to themselves.
 - e. When the investigator receives the case, part of the initial follow-up will be to check the RMS for prior domestic violence-related incidents to document any history of abuse.
 - f. When the investigator receives a report of domestic violence, the report will be made available to the victim advocate.
2. After reviewing the preliminary report, the investigator will attempt to contact the victim, if feasible, within two business days of receiving the report.
 - a. When the investigator contacts the victim, the investigator will attempt to obtain as much information from them about the incident as they can, and ask whether any abuse has occurred since the police were last in contact with them.
 - b. The investigator will obtain information on reported or previously unreported incidents of abuse, and the victim's attempts to leave the abusive relationship.
 - c. The investigator will ask about injuries sustained during the incident, as well as the progression of injuries or healing since the reported incident.
3. Cases of significant lethality may require an investigator's more immediate response.
 - a. The investigator will assist the initial responding officer in the investigation of the incident; apprehension of the suspect; interview of the victim; provide information for obtaining an order of protection; and address considerations for conditions of release (e.g. a bond increase) with the prosecutor's office if appropriate.
 - b. The investigator will facilitate communication between the victim and a True North victim advocate, with due care to respecting the victim's discretion in working with a member of an extrajudicial advocacy team.

4. For investigations of criminal offenses, the investigator will attempt individualized contact with victims (e.g. phone, e-mail, and/or in-person).
 - a. If injuries were reported during the incident, the investigator will attempt to make in-person contact to photograph the victim.
 - b. The investigator will attempt to explain the Missouri Adult Abuse Act, and describe the accountability of pressing charges lying with the State of Missouri and not the victim.
5. Contact with the victim may include phone, e-mail, written, or in-person notification.
6. In-person contact may be indicated when (including but not necessarily limited to):
 - a. It would be prudent to capture follow-up photos of visible injuries;
 - b. It is necessary to obtain a signed medical release form;
 - c. If there are multiple or pending case(s) with the same victim;
 - d. When requested by a member of the DOVE Multi-Disciplinary Team (MDT) unit; or
 - e. When an investigator has been unable to successfully make contact with a victim by other means.
7. The investigator will perform follow-up investigations which include interviewing the victim, suspect, or witness.
8. The investigator may be responsible for performing additional investigation at the request of the designated assistant prosecuting attorney.
9. DOVE investigators may be responsible for collecting evidence for the case, including but not necessarily limited to the following:
 - a. Follow-up photographs (of a victim, suspect, crime scene, etc.);
 - b. Copies of 911 call audio recordings;
 - c. Copies of jail audio/video recordings (either phone calls or in-person visits);
 - d. Medical record release forms;
 - e. Written or signed statements or other documentary evidence (e.g. a copy of an order of protection; an endorsed or signed copy of a photo lineup image; a victim's written statement or account of events);
 - f. Forensic extraction/download reports from a cell phone or other computer device; or
 - g. Any other pertinent, detectable physical evidence.
10. Upon completion of a follow-up investigation, the investigator will complete and submit a written report of that part of the investigation. The investigator will make available to their supervisor a copy of that report (e.g. digitally submitted for review), which will then be forwarded by the department's Information Center personnel to be available to the Prosecuting Attorney's Office within three business days.
 - a. In after-hours investigations involving high degrees of lethality, the investigator or designee will, as appropriate, contact the on-call assistant prosecuting attorney to obtain a higher bond.
11. The investigator may attend ex-parte order of protection hearings on an as-needed basis, or as requested by the victim or member of the DOVE Unit.
 - a. A purpose of this attendance would be to contact a victim who would otherwise be difficult to contact, and/or to provide support or security for the victim.

12. The investigator is expected to facilitate, conduct, and/or participate in domestic violence-related training sessions. These sessions should regularly include the consultation with or attendance by law enforcement, victim advocates, and members of the prosecuting attorney's office.
 - a. Participation from all DOVE Unit members is vital to the success of the training of local law enforcement and advocacy teams. This participation exemplifies a coordinated, collaborative approach to combating domestic violence response in our community.
13. The investigator will be expected to contribute to community awareness presentations or participate in panel discussions.
 - a. These are important for the overall success of the DOVE Unit team, and all members are expected to provide support for these events.
14. The investigator must be able to work as part of a team in a coordinated, holistic response to combating domestic violence.
 - a. Investigators will work to continually build partnerships with other agencies in the fight against domestic violence. Other agencies can include police agencies, Probation and Parole, Children's Division, Juvenile Office, Division of Health and Senior Services, and others.
 - b. These relationships are dynamic and ever-changing; as newly relevant methodologies become apparent, the importance of close working relationships with these agencies becomes more critical.
15. The investigator is required to keep statistical data on incidents of domestic violence, both to track historical information but also to gauge trends and use those data to predict future programs for combating domestic violence.
 - a. Each criminal case assigned to a DOVE investigator will be entered into an agency-specific database. These databases were developed to track various pieces of information pertaining to the domestic violence caseload handled by the investigators.
 - b. Data collected include but are not necessarily limited to the following:
 - i. Case number
 - ii. Incident date
 - iii. Assigned detective
 - iv. "Primary victimization" (This is a single-value rating that corresponds to the most serious category of criminal offense reported, alleged, or investigated. Options include Physical Crime, Non-Physical Crime, Sexual Assault, Stalking, Other, None Given, Violation of Order of Protection, Property Damage, Harassment, and Burglary.)
 - v. "Secondary victimization" (This is a multiple-value rating that corresponds to any and all categories of criminal offense reported, alleged, or investigated. Options include Physical Crime, Non-Physical Crime, Sexual Assault, Stalking, Other, None Given, Violation of Order of Protection, Property Damage, Harassment, and Burglary.)
 - vi. Whether bond conditions were violated
 - vii. Drugs/Alcohol involved
 - viii. Relationship between offender and victim
 - ix. Status of cohabitation (current, prior, never, unknown)
 - x. Strangulation reported, alleged, or suspected
 - xi. Whether the victim has been a victim of domestic violence before

- xii. Whether the victim has been a victim of domestic violence with the same offender as in the current incident
- xiii. Whether the offender has been a suspect of domestic violence before
- xiv. Whether weapons were reportedly involved
- xv. Whether the investigator has taken follow-up photographs
- xvi. The degree of injuries reported, alleged, suspected, or seen (none, minor, moderate, serious, fatal)
- xvii. Whether there were children present at the time of the incident
- xviii. Whether the original investigating officer took photographs
- xix. Whether the suspect was arrested
- xx. Whether the officer or investigator applied for an arrest warrant
- xxi. If the victim obtained an ex-parte or full order of protection
- xxii. If the investigator requested or obtained a copy of the 911 audio recording for evidence
- xxiii. The geographic location of the incident
- xxiv. Whether the original investigator officer was able to determine or identify a primary physical aggressor
- xxv. When the DOVE assistant obtains or completes a survey response
- xxvi. If the offender and victim are in a same-sex intimate relationship
- xxvii. The sex, age range, and race of the victim
- xxviii. The sex and race of the offender
- xxix. Whether there were any special needs identified
- xxx. The type(s) of contact made to the victim by the investigator (letter, e-mail, phone, in-person)

16. Investigators of the Columbia Police Department's Special Victims Unit will address child abuse incidents regardless of whether they are related to domestic violence.
17. In some circumstances, investigators will address child abuse incidents related to domestic violence by referring those cases to a Crimes against Children investigator (also under the umbrella of the Special Victims Unit). Members of the Special Victims Unit will support each other in the investigation of all violence including:
- a. Rape
 - b. Other sexual assaults
 - c. Stalking
 - d. Domestic violence
 - e. Property damage
18. Columbia Police Department DOVE investigators will maintain and provide records of their time working on domestic violence-related investigations. These records will be approved by their supervisor and provided to the Department of Public Safety. These records will be categorized by type of work performed and accounted for by each quarter-hour period.

TRUE NORTH OF COLUMBIA — FOR VICTIMS OF DOMESTIC AND SEXUAL VIOLENCE

B. DOVE VICTIM ADVOCATE PROTOCOLS

1. The DOVE Victim Advocate will have access to contact DOVE investigators to discuss past, pending, or current incidents as it relates to victim welfare and safety planning.

2. The DOVE Victim Advocate may attempt to contact the victim by letter, e-mail, phone, or in-person contact. The DOVE Advocate may choose to make these contacts in the company of a DOVE investigator, and may include meeting somewhere other than the victim's residence.
3. Home visits are performed at the request of the victim, a member of the DOVE Multi-Disciplinary Team, or when there is another concern or reason to do so.
4. The DOVE Victim Advocate will provide victims with information regarding shelter services, safety planning, community resources, and other information regarding civil orders of protection or other basic court information.
5. The DOVE Victim Advocate will meet with victims to provide "DV101" education sessions when amenable to the victim.
6. The DOVE Victim Advocate will be permitted to assist with case review sessions on an as-needed basis, as it relates to coordinating advocacy with other community agency members and resources. In the event of a valid release of disclosure of private information, the DOVE Victim Advocate may meet with members of law enforcement and the prosecuting attorney's office to share information about the incident. The purpose of this information-sharing is to ensure victim safety and offender accountability.
7. The DOVE Victim Advocate will refer to victims to, and work with, the victim advocate at the prosecuting attorney's office—particularly in assisting with crime victims compensation applications and researching the status of a pending criminal case against the offender.
8. The DOVE Victim Advocate may attend full order of protection hearings at the request of the victim, or will assist in arranging court advocacy.
9. The DOVE Victim Advocate may attend the DOVE Unit quarterly meetings, and can arrange a replacement or proxy if unable to attend.
10. The DOVE Victim Advocate will provide other DOVE Unit members with relevant domestic violence information (e.g. new techniques, methods, or legal developments) and assist in facilitating domestic violence-related educational presentations involving shelter volunteers and staff, law enforcement personnel, and other community stakeholders.
11. The DOVE Victim Advocate will maintain ongoing communication with other DOVE Unit members to facilitate a coordinated, multi-disciplinary approach.
12. The DOVE Victim Advocate will attempt to prioritize cases based on a systematic and consistent protocol, such as: the assessment of potential lethality; repeated law enforcement response to incidents involving the same victim; weapons involved or available; the degree of injuries sustained; any threats to kill or commit suicide, etc.
13. The DOVE Victim Advocate will work with the Multi-Disciplinary Team in providing appropriate, constructive feedback on the criminal justice system's personnel and actions (when either commendation or criticism is warranted).

C. FIRST RESPONDER VICTIM ADVOCATE (FRA) — TRUE NORTH (if position is filled)

1. Procedure for Call Out

- a. When a police officer has information that the incident to which they are responding involves Intimate Partner Violence (IPV) they are to contact (a) the First Responder Victim Advocate (FRA) directly or (b) contact the Columbia Police Department front desk to have a call made to the FRA.
2. The FRA will be provided with the following information by an officer or front desk:
 - a. The location of the incident
 - b. Whether the FRA should "stage" (stand by in the area) or respond directly to the scene
 - i. If the FRA is "staging," an officer at the scene or the front desk will contact the FRA when it is safe to enter the scene
 - c. The nature and circumstances of the call, the names of the people involved, and the type of offense(s) alleged or suspected
 - d. Information, if available, about special needs or requirements for the FRA response, such as bringing car seats, transportation for the victim, Limited English Proficiency documents, etc.
 - e. Any other consideration for how the FRA's discretionary response would benefit or hinder the ongoing police investigation
 3. The FRA will offer services at the scene under the following conditions:
 - a. The FRA will begin the interaction with the victim at the discretion of the officer at the scene
 - b. The FRA will only remain at the scene if an officer is present for security
 - c. The FRA will not hinder or otherwise obstruct officers' investigations for the purpose of offering victim services
 - d. The FRA will offer victim services at True North (or another designated location) if it is not feasible to speak with a victim at the scene
 4. Crisis Intervention duties of the First Responder Victim Advocate (FRA)
 - a. Perform Safety Assessment with victim
 - b. Determine if victim meets requirements to stay at the True North shelter
 - c. Explain ex-parte and full orders of protection and the process to apply for them
 - d. Exchange contact information with victim for coordination of services with the DOVE Advocate Coordinator or designee

BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

D. DOVE Prosecuting Attorney's Office Protocols

1. Review investigative reports as soon after receipt as possible;
2. If additional information is needed before a filing decision can be made, request the appropriate officer or detective to conduct follow-up investigation;
3. Ensure open communication with investigative members of the DOVE Unit regarding the nature and circumstances of the follow-up investigation request
4. Make contact with the victim through the prosecuting attorney's office victim advocate, investigator, or personally as part of the input and evaluation of a filing decision;
5. Make filing decisions in a timely manner to avoid compromising victim safety;

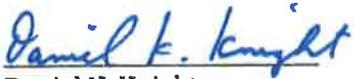
6. Filing decisions will be based in part on whether there is sufficient evidence to support probable cause, with due consideration for the likelihood of a conviction and the victim's input on pursuing prosecution. A victim's unwillingness or inability to effectively assist in prosecution is not a sole defining reason for not filing charges in a criminal case;
7. In cases where there are considerations of flight risk, victim danger, or danger to the community, request bond amounts higher than scheduled bond amounts to enhance victim safety;
8. After filing charges, arrange contact with the victim when practicable to develop rapport, assess ongoing safety concerns, address any concerns with the prosecution of the case, and assist the victim in understanding potential judicial outcomes;
9. Ensure that discovery and consistent, appropriate recommendations are promptly sent to defense counsel;
10. Move cases to final disposition as expeditiously as possible in balance with ensuring effective prosecution and due diligence for offender accountability;
11. Attend DOVE Multi-Disciplinary Team (MDT) meetings and be prepared to discuss pending and current cases, explain rationale for decisions (filing, conditions, sentencing), and express ideas on continual improvement of the team effort and work product;
12. Assist in providing training to law enforcement, other agencies, and community stakeholders involving in protecting and serving victims of domestic violence;
13. Stay current on legal updates and inform other members of the DOVE Unit on new legislative developments; and
14. Attend training and maintain a progressive approach, involving assessment of new methods, philosophies, and practices, to effectively prosecute domestic violence-related offenses.

E. DOVE VICTIM ADVOCATE PROTOCOLS

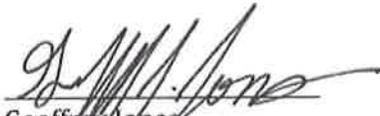
1. The designated Prosecuting Attorney's Office victim advocate will attempt to do the following when practicable:
2. Review law enforcement reports or case files, and within five business days attempt to contact victims.
3. During phone contact the victim advocate will assess the victim's:
 - a. Safety;
 - b. Severity of injury/trauma (medical release, crime victim compensation fund);
 - c. Level of support (family, community, DOVE Unit contacts);
 - d. Degree of knowledge about the criminal justice system and proceedings; and
 - e. Need for immediate in-person contact.
4. Document all relevant contacts in the case file and follow-up with the designated assistant prosecuting attorney or DOVE Unit member (if necessary), and inform the victim of potential plea options.

5. Meet with the victim in-person to provide education and preparation about the criminal justice system, emotional support, court accompaniment, and referral to other community support agencies.
6. Respond within a reasonable time frame to any other victim request.
7. Upon case disposition, send a closing letter and victim services survey.
8. Attend DOVE MDT meetings and assist in preparation for case reviews.

These protocols have been reviewed and approved by the DOVE Unit agency supervisors.



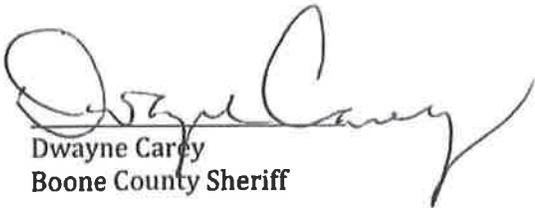
Daniel K. Knight
Boone County Prosecuting Attorney



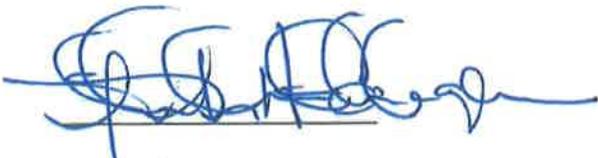
Geoffrey Jones
Interim Chief of Police, Columbia Police Department



Christy Blakemore
Boone County Circuit Clerk



Dwayne Carey
Boone County Sheriff



Elizabeth Herrera Eichenberger
Executive Director, True North of Columbia

Boone County Offices will be closed Monday, September 6, 2021 for Labor Day.

Daniel K. Knight
Prosecuting Attorney



Victim Services Survey

Victim Services Survey

Advocate

Enter the name of the advocate you worked with:

The advocate helped me understand my role in the criminal justice process.

- Yes No

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

- Letter
- Phone Conversation
- Personal Contact
- Email

The advocate helped me understand my rights as a victim.

- Yes No

The advocate assisted me with a safety plan.

- Yes No N/A

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

Limit of 1000 characters:

Prosecutor

Enter the name of the prosecutor assigned to your case:

The prosecutor helped me understand my role in the criminal justice process.

- Yes No

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

- Letter
- Phone Conversation
- Personal Contact
- Email

Additional Information

The prosecutor's office provided me with information about available community resources. (Please include verbal information provided over the phone or in person.)

Yes No

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.)

Yes No

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

Limit of 1000 characters:

Age: Race: Choose

Gender:
 Male Female

Case Number (Optional):

Please type the letters and numbers shown below into the "Enter Code" input box before submitting the contact form. The code is not case sensitive.



* Enter Code:

Boone County Prosecuting Attorney

Victim Services
Boone County Court House
705 E. Walnut St.
Columbia, MO 65201-4485

VictimServices@boonecountymmo.org

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

390-2021

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 21

In the County Commission of said county, on the 9th day of September 20 21

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 Board Reappointment.

Harry Feirman	Board of Health	Re-appointment	3 Year Term	October 1, 2021 thru September 30, 2024
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Done this 9th day of September 2021.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Dan Atwill, Presiding Commissioner
Justin Aldred, District I Commissioner
Janet Thompson, District II Commissioner



Boone County Government Center
801 E. Walnut, Room 333
Columbia, MO 65201
573-886-4305 - FAX 573-886-4311
E-mail: commission@boonecountymmo.org

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Board of Health

Name: Harry Feirman

Home Address: 7301 North Boothe Lane

City: Rocheport **Zip Code:** 65279

Business Address: _____

City: _____ **Zip Code:** _____

At which address would you prefer to be contacted?

E-mail: harryfeirman@gmail.com

Phone (Home): (573)289-6199 **Phone (Work):** _____

Fax: _____

Qualifications:

- Ph.D in Community Systems Planning and Development (concentration health), M.S. Community Development. - Worked 20 years for World Health Organization (health planner at country, WHO regional, and HQ levels, coordinator unit responsible for WHO global program budget - Pre WHO health planning/management consultant(World Bank, African Development Bank, USAID, Egyptian Gov)

Past Community Service:

08-current Board of Health, 13-16 Member Boone County Public Administrator's Mental Health Advisory Board, 14-16 Member Advisory Committee Boone County Public Administrator's Fund for Client Health care needs, 13-current Red Cross Disaster Services (Transportation Manager, Mo/Ark Disaster Territory 1 Logistics Coordinator, member National Transportation Leadership Group) 18-20 CLAIM (State Health Insurance Assistance Program) Volunteer

References:

Mahree Skala Chair Board of Health, Stephanie Browning Director Dept of Health Columbia- Boone County

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

Applicant Signature

**Return Application
To:**

**Boone County Commission Office
Boone County Government Center
801 East Walnut, Room 333
Columbia, MO 65201
Fax: 573-886-4311**

An Affirmative Action/Equal Opportunity Institution