

TERM OF COMMISSION: August Session of the July Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Commission Chambers

PRESENT WERE: District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor

The meeting was called to order at 1:31 p.m. Commissioner Elkin acted as Presiding Commissioner in the absence of Commissioner Schnarre.

Subject: Purchasing Department

Heather Turner, Purchasing Department Buyer, was present on behalf of this item.

A. First Reading of Bid 47-20JUL04 (Judy School Road and Timmons Road Bridge Project)

Heather Turner stated the Bid for Judy School Road and Timmons Road Bridge Project closed on July 20, 2004. Five bids were received. Purchasing and the Public Work's department recommend award to Widel, Inc. for submitting the low bid.

Total cost of contract is \$145,825.90 with a 10% contingency of \$14,583.00 for a total Purchase Order amount of \$160,408.90. This contract will be paid out of department 2045 - PW Design and Construction, account number 71100 – Outside Services. The original budget was \$136,000.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for award.

B. First Reading of Bid 45-08JUL04 (Pavement Repair and Drainage Improvements)

Heather Turner stated the Bid for Pavement Repair and Drainage Improvements closed on July 8, 2004. Two bids were received. Purchasing and the Public Work's department recommend award to APAC for submitting the low bid.

Attached is a memo from the Public Works Department outlining decreased quantities to remain within the budget allocation amount.

Total cost of contract is \$21,496.25 as outlined below:

Pavement Patch: 390 LF @ \$30.50 = \$11,895.00
Joint Sealer: 1,145 LF @ \$3.25 = \$3,721.25
Concrete Repair & Replace: 28 SY @ \$210 = \$5,880

This contract will be paid out of department 6100 – Facility and Grounds Maintenance, account number 60400 – Grounds Maintenance. The original budget was \$21,500.00.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for award.

C. First Reading of Bid 48-27JUL04 (Lumber Bridge Boards)

Heather Turner stated the Bid for Lumber Bridge Boards for the Public Works Department closed on July 27, 2004. One bid was received. Purchasing and Public Works recommend award to Lacrosse Lumber Company for submitting the low bid.

This Term & Supply contract will be paid out of department 2040 PW Maintenance Operations, Account Numbers 26600 Street/Traffic/Construction Signs and 23050 Other Supplies.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for award.

D. First Reading of Amendment #1 for Bid 20-18MAR03 (Street Name Signs Term and Supply)

Heather Turner stated the Purchasing department received a request from the Public Work's department to add yellow reflective arrows to our Street Name Signs Term and Supply Contract.

The amendment will be paid out of department 2040 – PW Maintenance Operations, account 26600 – Street/Traffic/Construction Signs.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

E. First Reading of Bid 49-13JUL04 (Regulatory Signs)

Heather Turner stated the Bid for Regulatory Signs closed on July 13, 2004. Six bids were received. The Public Works department recommends award as follows:

Custom Products –

Category A – Traffic Signs

All or none award for Category A based on Custom Products Corporation offering the low bid on the majority of items in this category.

Category B – Barricades, Cones, Markers

Custom Products is low on barricades and Vulcan is lower on cones, but cones are a low dollar item. Therefore, recommendation for award is to Custom Products for ease of contract administration to one vendor for both Category A and Category B.

J & A Traffic Products – Category C – Sign Posts

Recommendation for award based on lowest and best bid award.

This term and supply contract will be paid out of department 2040 - PW Maintenance Operations, account number 26600 – street/traffic/construction signs and account 23850 – barricades & cones. The original budget was \$42,100, and \$14,370 remains in the account.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for award.

Subject: Public Works – First Reading of Budget Amendment for Summers Lane NID

Commissioner Miller stated this budget amendment will establish the budget for the Summers Lane Neighborhood Improvement District project. The total budget for this project is \$91,580.

Commissioner Elkin noted Summers Lane is located off Olivet Road. The County is currently improving Olivet Road and is trying to consolidate the work for both projects.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting after the required 10-day waiting period with an appropriate order for approval.

Subject: County Counselor – First Reading of Budget Revision

Commissioner Elkin stated this budget revision will transfer \$1,600 from emergency to salaries and wages for the secretary position in the County Counselor's office. The County Counselor has requested the hours for this position be increased from 20 hours per week to 24 hours per week.

Commissioner Miller stated this was the right time to increase the number of hours and be able to have someone to stay with the department.

Commissioner Elkin noted this \$1,600 transfer will cover the additional hours for the remainder of the year.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Subject: Change to Contract in Medical Examiner Services

Commissioner Elkin stated earlier this year the University hired a new Medical Examiner. During the negotiations, the facilities where autopsies are preformed were part of the negotiations. Part of the agreement, the University is looking to consolidate the morgue and autopsy room to their facilities from the current off-site facilities.

The University and Fountain Enterprises have reached an agreement that the Department of Pathology and Anatomical Sciences will take over the responsibilities and functions.

Commissioner Miller requested this be acted upon today since the change is effective August 1, 2004. There was no objection to this request.

Commissioner Miller moved effective August 1, 2004, the County Commission of the County of Boone, hereby transfers contract payments currently rendered to Fountain Enterprises to the University Physicians Pathology-Medical Examiner. The Department of Pathology & Anatomical Sciences, with full endorsement of Fountain Enterprises, will assume the contract for the remainder of the term. All conditions and agreements will be honored through the end of the current term.

Contract payments are to be mailed to the Department of Pathology & Anatomical Sciences, Suite 263 Medical Science Building, University of Missouri, One Hospital Drive, Columbia, MO 65212.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 326-2004**

Subject: Authorize Use of Courtyard Square (Rape Awareness Rally)

Commissioner Miller moved to authorize the use of the Courtyard Square on August 21, 2004 from 7:00 to 9:30 p.m. for a Rape Awareness Information and Education Rally.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 327-2004**

Subject: Authorize Closed Session (610.021.3 RSMo.)

Commissioner Miller moved to authorize a closed session on Monday, August 9, 2004 immediately at 12:00 p.m. The meeting will be held in Room 243 of the Roger B. Wilson Boone County Government Center at 801 E Walnut, Columbia, Missouri, as authorized by 610.021(3) RSMo. to discuss hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 328-2004**

Subject: Presentation of the FY2005 Circuit Court Budgets

Kathy Lloyd, Circuit Court Administrator, and Vanessa Ridgel, Court Clerk Bookkeeper, were present on behalf of this item.

Kathy Lloyd stated the revenue for the two Juvenile budgets is projected to increase by 28.79% from the 2004 budget. This is due to the expansion of the JJC facility and anticipated revenue from the utilization from other circuits.

The revenue for the Circuit Court is projected to increase by 6.92% from the 2004 budget. This increase is due to the increase in the home detention program capacity.

The revenue for the Circuit Clerk is projected to decrease by 10.54%. This decrease is due to true interest and a change in the charges for copies related to the Sunshine Law.

The Juvenile Justice Center expenditures are projected to increase by 5.27% from the 2004 budget. The Juvenile Office expenditures are projected to increase by 3.44%. This results in a total Juvenile increase of 4.07%.

The Jury Services/Court Costs, Circuit Court, and Circuit Clerk projected expenditures are increased by 5.91% from the 2004 budget. If the fixed assets are removed from this total then the total expenditure budget increase is around 4.2%.

The overall difference between revenue and expenditures is projected to be 3.11%.

Commissioner Miller asked if the 3% was the Auditor's guide. Mrs. Lloyd stated she did not receive a specific target from the Auditor.

Mrs. Lloyd stated the following are the major targets and impacts for the FY2005 budget:

- JJC Expansion
- Expansion in the Home Detention Program
- Addition of two new positions: One 0.75 Transportation Office at JJC, which started in October and one Court Services Officer, which worked only half of the FY04 year.
- Request to increase the part-time pool hours and request a rate increase from \$9 per hour to \$9.25 per hour in the JJC and Juvenile Office budgets.
- Request to create a part-time pool for the Court Marshals budget. Currently the department is moving funds from the overtime budget to a part-time pool budget.
- Upgrade to security and computer and monitors.

Department 2904 – Proposition L – Alternative Sentencing Program

Mrs. Lloyd stated the goals for FY2005 are to continue to work on transitional housing and enhancing the mental health program. The department would also like to work on the pre-trial diversion program and increase the capacity to 60, maintain an average daily population of 55 participants or 16-18% of the Boone County population. There are also 50 participants per month on judicial parole or supervised probation.

Mrs. Lloyd noted changes were made to this budget in FY2004 in classes 2-8 to fund the Court Services officer. Some of these line items show a large percentage increase but these are funds that were used for the new position.

Class 1 reflects a 17% increase from FY2004 due to the added Court Services office and a salary increase of 5.5% for the current staff.

The largest increase for this budget is in the fixed assets. These are for purchases that were delayed when the Court Services officer was hired. \$2,100 was added to the budget for a work station and funds were added for a laptop for the mental health court coordinator.

Department 2907 – Proposition L – Information System Court Only

Mrs. Lloyd stated this is a new budget for 2004 because of the fiber installation. This budget includes the shared cost being paid to OSCA.

Department 1242 – Juvenile Justice Center

Mrs. Lloyd stated the goals for FY2005 are changes to the detention admission and resident days. The projection is increasing from 380 admissions to 750 admissions and from 2,800 to 6,600 resident days. This is a reflection of the additional beds in the detention wing.

Commissioner Miller asked why the average length of stay in 2004 7.4 versus the 8.8 that is projected for 2005. Mrs. Lloyd stated this is in line with the historical trend and also believes the numbers for 2004 were lower because of the availability due to construction.

The primary goals for this budget are as follows:

- Upgrade to Ansel System for fire suppression in the kitchen
- Upgrade of XP software workstation for program services coordinator. This is being done in lieu of upgrading cabinets and counters
- Upgrade computer workstations and flat screen monitors.

The projected revenue for FY2005 is \$418,425.

Mrs. Lloyd stated there is a projected increase of 21.21% for vehicle expenses for FY2005. This is due to the transportation of additional residents.

The equipment building and maintenance line item reflects a decrease and this is due to the moving of funds for the cabinets and counters project.

Contractual Services reflects a 15.37% increase from the FY2004 budget because of square footage assessment for building rent.

The fixed assets for this budget are the Ansel System and the replacement of computer hardware and software.

Commissioner Miller asked why the Ansel System was not included in the facility expansion. Mrs. Lloyd stated she believes this was an oversight and will speak with Kirk Kippley, JJC Superintendent, about this issue.

Department 1241 – Juvenile Office

Mrs. Lloyd stated the primary goals for this department are as follows:

- Replace Digital Copier
- Increase services to family and youth by increasing the number of assistant hours
- Purchase flat screen monitors and upgrading personal computers
- Use of contract services through University Behavioral Health and other local resources.

The total personnel and operations costs are projected to increase by only 2% in FY2005. The salaries and wages increase is due to adding a DJO position and this position is paid partially by the state and partially by the county. This increase by the county will bring that portion of their salary inline with the state portion of their salary. The family councilor hourly wage will increase depending on their experience. There is also a proposed increase of the number of hours and the hourly wage for the part-time pool positions.

Classes 2-6 have nominal increases for FY2005.

Mrs. Lloyd stated the primary change to this budget is in outside services line item and miscellaneous. There is a 6% increase in these items and is related to the increase in the Guardian at Litem contract. In July 2003, the department went to a contract agreement for the Guardian at Litem costs had increased and the Council for Indigent Parents costs had also increased. In 2002, \$123,000 was expended for Guardian at Litem services. There has been a transition period with having contracted attorneys and non-contracted. In that period of time, they have had to hold the contract price low because both were being paid out of the same fund. In 2005, they would like to give an increase, \$15,000 per contract, to the contract employees.

Commissioner Miller asked how many Guardian at Litem contracts does the County have. Mrs. Lloyd stated there are 6.5 contracts. They also have supplemental contracts for cases they hear for ex parte orders of protection. There are four Indigent Parent contracts, which are in a different budget.

Mrs. Lloyd noted even increasing the contracts to \$15,000 per contract; the 2005 budget is still 17% under 2002 expenditures.

Mrs. Lloyd stated the miscellaneous are also impacted by an increase in anticipated expenditures for drug testing. These costs were previously covered by juvenile drug court program, which no long exists.

The fixed assets for this budget are a new copier, color printer and replacement of computers and flat screen monitors.

Commissioner Miller asked how old the computers are. Mrs. Lloyd stated they initially

tried to have a three year upgrade rotation but in discussions with Melody Garnett, Court Information Technology Supervisor, the time is more like five years before everything is upgraded.

Department 1230 – Jury Services and Court Costs

Mrs. Lloyd stated in the FY2004 budget, there was funding for interpreter services and this has been left in the FY2005 budget. There has been some legislation that indicate in civil cases, parties shall be taxed with those costs but OSCA and the Court's legal counsel has advised them to continue to have the County pay these costs. Under federal guidelines if an entity is a recipient of federal funds those costs cannot be passed on.

The other primary objective in this budget is to increase security and monitoring capabilities. The Court is planning to upgrade the entry card system to be an entry and exit card system. It has been modeled after what the County is looking at through a Homeland Security Grant. Currently, the system does not know who is going out of the building.

The Court is also going to upgrade to a digital camera monitoring system. The current system is difficult to check, save video or have as many live cameras.

There is a projected 22.73% decrease for the FY2005 budget and this is due to moving to fiber lines.

There is a proposed increase in the Natural Parents attorneys. This is similar to the increase in the Guardian at Litem contracts. This line item is still 34% below the FY2002 expenditures.

Department 1210 – Circuit Court Services

Mrs. Lloyd stated one of the goals for this budget is the salary compensation. The Court is looking at a 5.5% personnel increase for full-time Court employees. This is based on an estimated 3 to 3.5% Cost of Living increase. She spoke with the City of Columbia and they are going to be requesting a 3.5% COLA increase. She checked the CPI and the increase was a little over 3%. In the first six months of 2004, consumer prices increased by 4.9%. The County Auditor has estimated a 2 to 2.5% merit increase.

Commissioner Miller noted the County does not do COLA any more. Mrs. Lloyd stated the Court did not participate in the salary study and the County uses the mid-range plan.

Mrs. Lloyd stated there is a proposed increase of 8.6% in dues, travel and training. This is related to the Assistant Court Administrator being an attorney, so there are bar fees related to this position. There are also costs related to web development training.

The other increase is contractual services, related to training for court reports and the software they use. Also, the Court is trying to automate the trial setting system. They would like to purchase PDAs for the three Circuit Court judges and there is money in the budget for software consulting as they look at how to sync the PDAs and the docket setting system.

The fixed assets for this budget are the furnishings for Judge Carpenter, the PDAs, additional network connections, and upgrades for some computer licenses. This is the last year for the replacement of the final steno machine, and costs related to upgrading computers and going to flat screen monitors. There will still be some flat screens to be purchased in FY2006 for the Court Marshals.

Commissioner Miller asked why flat screens are necessary. Mrs. Lloyd stated the flat screens allow for more work space, which is greatly needed. The Courts have not purchased new monitors for years.

Funds and Grants

Family Services and Justice Fund

Mrs. Lloyd stated this pays for the Family Court Commissioner and Focus of Kids Parent Education program. Parents who attend this class pay into this fund. Family court fees also pay into this fund.

There is additional training budgeted for this year.

Adult Drug Court Fund

Mrs. Lloyd stated they are anticipating 140 participants in 2005. This fund is paid into by the participants in the program. The projected fund balance as of January 2005 is \$54,000.

Administration of Justice Fund

Mrs. Lloyd stated the revenue for this fund comes from the time payment fee. There is a \$25 time payment fee for anyone who does not pay their court ordered fines and costs within 30 days. This can be used for court administrative fees. The projected revenue is \$12,100.

Law Library Fund

The balance of this fund as of June 30, 2004 was \$54,500. There was a change in legislation to allow law library funds to be used to purchase courtroom technology. They are looking into laptops for real-time court reporting.

Intensive Intervention Model Program (IIMP)

This is a continued grant and is funding the half-time family therapist and half-time equivalent position of program assistants.

Probation Services

This grant has paid for two full-time DJO positions.

Victim Services Program

This grant pays for a Victim Advocate. This grant was not fully funded by the Department of Public Safety during the last fiscal year. The Department of Public Safety's fiscal year ends on June 30. The Court thought this funding would be restored and the Court left the person at full-time. This funding was not restored and this position has been reduced to 0.8 FTE.

Juvenile Accountability Incentive Block Grant

This grant pays for one art instructor, one legal assistant, and drug testing.

Drug Court Coordinating Commission

The Court is receiving \$294,330.90 for the operation of the Adult Drug Court.

Bureau of Justice Assistance

This grant pays for the Mental Health Court. This is due to expire in March 2005 but the Court believes this will be extended. They have not spent all the funds.

Mrs. Lloyd noted the Domestic Relations Resolution Fund grant is not included in this budget because at this time they are not hopeful this funding will be continued.

There was no further discussion on these budgets.

Commissioner Reports

There were no Commissioner Reports.

Public Comment

Fred Seaman, 16100 Willet Road, Columbia, was present to tell the Commission that he is very proud of the work that the Planning and Building Inspections Department did for him while he was building a house.

There was no further public comment.

The meeting adjourned at 2:28 p.m.

Attest:

Wendy S. Noren
Clerk of the County Commission

Keith Schnarre
Presiding Commissioner

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner