

TERM OF COMMISSION: August Session of the July Adjourned Term

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

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

The meeting was called to order at 1:30 p.m.

**Subject: Purchasing Department**

Heather Turner, Purchasing Department Buyer, was present on behalf of these items.

**A. Open Bid 53-18AUG05 (Boone County Sheriff's Department North Sub-Station Site Work)**

	<i>Christensen Construction Co.</i>
Base Bid	\$22,025.28

Heather Turner stated the budgeted amount for this project was \$16,000. Commissioner Miller noted that was budgeted before fuel prices increased.

Commissioner noted the bids received will be forwarded to the department for review and brought back to the Commission at a later date with a recommendation for award.

**B. Second Reading and Award of Bid 44-12JUL05 (Tactical Body Armor)**

Commissioner Elkin moved to award bid 44-12JUL05 for Tactical Body Armor to Precinct Police Products.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 339-2005**

**C. Second Reading and Approval of Request to Dispose of Surplus Property**

Commissioner Miller moved to authorize the disposal of surplus property as listed on the August 11, 2005 memo from the Purchasing Department.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 340-2005**

**Subject: Second Reading and Approval of Recommendations from Job Classification Committee**

Commissioner Elkin moved to approve the following recommendations from the Job Classification Committee effective January 1, 2006:

- All Office Specialists at range 15 be reclassified to range 20 (excluding all Office Specialist pool positions until we have further information on those pool positions);
- Create a new Senior Buyer classification at pay range 36, classified as non-exempt under the Federal Fair Labor Standards Act; (Note – leave the Buyer classification as is);
- Merge all Warrant Specialists and Records Specialists into the Office Specialist classification at the recommended pay range of 20.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 341-2005**

**Subject: Presentation of 13<sup>th</sup> Judicial Circuit FY2006 Budgets**

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

A copy of this budget has been submitted to the Public Record.

Kathy Lloyd stated the Court en Banc reviewed and approved this budget at their August 2, 2005 meeting.

The projected revenue for the Juvenile division (JJC and Juvenile Office) is down 5.85% from FY2005. This decrease is due to the out of circuit revenue not meeting the projections. The revenue for this did increase 29% last year.

Projected revenue for the Jury Services/Court Costs is up 8.96%.

The Circuit Court's projected revenue for FY2006 is almost level compared to FY2005, at 0.35%.

Projected revenue for the Circuit Clerk is down 2.96%. This decrease is due primarily to a statutory change that requires Clerk's to pay 100% of the Crime Victim Surcharge to the State. This used to be 80% paid to the State and 20% paid to the County. This change was effective March 1, 2005.

Total projected revenue is down 3.80% compared to FY2005.

The projected expenditures for the Juvenile Operations (JJC, Juvenile Office and Juvenile Assistance Incentive Block Grant Cash Match) are down 0.85%.

The Jury Services/Court Costs projected expenditures are 1.85%.

There is a projected increase in expenditures for the Circuit Court of 6.7%. This is due to the request for an additional FTE, a Jury Supervisor.

The Circuit Clerk's expenditures are projected to be 4.85% above FY2005 expenditures.

Total projected expenditures reflects a 3.22% from the FY2005 budget.

The overall fixed asset budget for FY2006 is down 5.21% from the FY2005 budget.

Mrs. Lloyd stated this is a very conservative budget. In the past, the Commission has requested the Courts to make large reductions in their budgets. They have been able to do this in this past but by doing this, many projects and purchases have been postponed.

The goals for FY2006 are to give pay increases for full time staff in the Circuit Clerk, Circuit Court and Prop L budget of approximately 3.5%. The process she used in coming up with 3.5% was she reviewed the Consumer Price Index for wages, 2.6%, she had discussions with the City of Columbia, which is recommending a 3% cost of living and 1% merit. Also, the County's job classification ranges were part of this decision.

She is proposing to update the ranges of positions in the Courts to be in line with other County positions and also some state positions. This will be done in two years with the exception of the Information Technology staff.

Another goal for FY2006 is the request for additional personnel of a Jury Supervisor, a paralegal position, which was previously funded by grant funds, and reduce the family therapist hours. There is also a request for a small increase for the part-time pool hours for Court Marshals.

Mrs. Lloyd stated the Court is requesting upgrading the alarm system to a wireless system, continue the upgrade of computers and monitors, and substantial costs with relocating the court reports due to a new judge in 2007.

*Department 1221 – Circuit Clerk*

Cheryl Whitmarsh stated the projected Class 1 expenditures are up 3.5% from FY2005.

The revenues for FY2006 are projected to be lower because of the Crime Victims Compensation surcharge, which is \$7.50 per criminal and juvenile case where there is a delinquency. This \$7.50 will all go to the state now. In the past, the state received 80% and the counties would receive 20%.

Projected expenditures for Class 2 reflect a 6% increase. This is due to an 80% increase in the microfilm line item. An outside consultant came in to look at the microfilm and the office was informed that many rolls of microfilm will have to be redone because the film is deteriorating.

Projected expenditures for Class 3 are up 5%.

Class 4 expenditures are projected to decrease 6%.

There is projected level funding for Class 5, 7 and 8.

Class 6 expenditures are projected to increase 1%.

Projected expenditures for Class 9 reflect a 21% decrease.

The overall expenditures for the Circuit Clerk's budget reflects a 1% increase.

*Funds and Grants*

*Family Services and Justice Fund*

Mrs. Lloyd stated this fund is used for the Focus on Kids program. The Court is proposing to increase the fees for this program which would reflect an 8.35% increase for revenues.

The fund balance for this has increased over the last few years.

Adult Drug Court Fund

The fund balance as of July 1, 2005 is \$62,573.53. The Court is allowing this to continue to grow. They receive funding from the State Drug Court Commission but the funding received last year was not sufficient to pay the expenses incurred. Travel and training and some supplies for the Drug Court are paid out of this fund. All treatment and drug testing have been paid by the Drug Court Commission.

There was discussion about a possible target fund balance. Mrs. Lloyd stated they would need \$300,000 to operate. The Drug Court Commission has only been funding 90% of requests in the past.

Class 8 is projected to increase because of increases in drug testing.

Mrs. Lloyd noted there is a fixed asset request of one computer. There is, throughout the budget, computer replacement requests and this is due to their replacement schedule.

Administration of Justice Fund

The revenue for this fund is from the \$25 time payment fee, which is paid whenever an individual is ordered to pay costs, fines or restitution and it is not paid within 30 days.

Budgeted expenditures are primarily related to training.

Mrs. Lloyd stated there is an administrative order included in this section outlining what the purpose of each funds are. The Court budgets each of these funds according to the guidelines. One of the items identified is enhancing court security. This year, the budget includes funds for bullet proof vests for the Marshals out of this budget. This request is budgeted \$10,000. She has included the replacement for these vests in the Circuit Court budget.

There was discussion about the need for bullet proof vests.

Law Library Fund

The balance of this fund as of June 30, 2005 was \$56,456.37.

The legislation has opened up the use of these funds and just last year the legislation allowed for the support the Family Court Commissioner.

*Grants*

Mrs. Lloyd stated she has spoken with Commission about concerns over possibly losing DYS Diversion funding. It seemed to be at high risk for elimination in the legislature and as a line item veto. It was not eliminated but the Court did not receive the full funding they requested.

*Intensive Intervention Model Program*

This grant is \$15,519 with no local match. This funds a 0.5 family therapist position and a 0.5 equivalent position of program assistants.

*Probation Services*

This grant is \$71,914 with no local match. This funds two full time DJO positions.

*Victim Services Program*

This grant is \$34,983.27 with no local match. This funds one full time Victim Advocate.

*Juvenile Accountability Block Grant*

This grant is \$21,118.52 with a local match of \$2,346.50. An application will be made for funding of security and technological upgrades in the Juvenile Division and continued funding of the art program at JJC.

Mrs. Lloyd stated there has been discussion of this grant not being awarded next year to any entity. She has shifted some of the funding from personnel to projects because it is an unstable funding source. She is requesting moving the paralegal position, which has been funded out of this grant to a County funded position and to have security projects, such as CCTV, completed.

Commissioner Miller expressed concerns with moving that position to the County. Mrs. Lloyd stated another position has been eliminated to fund this paralegal position. She has reduced the number of family therapist hours.

*13<sup>th</sup> Circuit Adult Drug Court Coordinating Commission*

This grant is \$294,330.90 with no local match. This funds drug treatment and testing.

*Bureau of Justice Assistance – Mental Health Court Grant*

This grant is \$142,000.00 with no local match. This funds travel and training expenses for the Mental Health Court Team, contractual services with University of Missouri-Columbia

School of Social Work for program evaluations, for Community Support/Counseling, Medication Services and Alternative Therapeutic Housing.

Commissioner Elkin asked what happens if this grant is not awarded after 2006. Mrs. Lloyd stated Prop L funds would be used.

*Department 2904 – Proposition L – Mental Health Court*

Mrs. Lloyd reviewed the goals and objectives for this budget.

The projected Class 1 expenditures reflect a 3.5% increase.

Classes 2, 3, 4, 5, and 8 reflect level funding.

Class 6 reflects a 10 % decrease from FY2005. This is due to faxes being dropped from maintenance.

Class 7 reflects a 13.31% increase from FY2005.

The fixed asset budget reflects a 29.85% decrease. The Court is requesting the purchase of a laptop.

The overall budget for Department 2904 reflects a 2.79% increase over the FY2005 budget.

*Department 2907 – Proposition L – Judicial Information Systems*

Mrs. Lloyd stated this budget is for the fiber for the judicial system. This budget reflects a 3.53% increase over the FY2005 budget.

*Department 1242 – Juvenile Justice Center*

Mrs. Lloyd reviewed the goals and objectives for this budget.

Projected expenditures for Class 1 are 0.7% above the FY2005 budget.

The Class 2 budget reflects a 5.05% decrease. This is due to the department not buying as many supplies because there are lower numbers at the facility and there is better management of storage.

The class 3 budget reflects a 13.64% decrease.

Class 4 reflects a 0.54% increase from the FY2005 budget.

Class 5 reflects a 5% decrease. Commissioner Miller suggested leaving the Class 5 funding the same as FY2005 due to the increases in gas prices.

The Class 6 budget reflects a 5.85% increase over the FY2005 budget.

Class 7 budget reflects a 1.32% decrease from FY2005.

The fixed asset requests are \$12,530, a 1% decrease from the FY2005 budget. The fixed asset requests are listed beginning on page 31 of the Juvenile Justice Center section of the budget book.

Mrs. Lloyd discussed the reason for the projected revenue for FY2006, which is down 6%. This decrease is due to a decrease in the number of Out of Circuit Reimbursements. In the past few years the number of requests for out of circuit placement decreased as the number of applications were denied. The Court needs to re-establish that availability and relationships to have those numbers begin to increase.

Department 1241 – Juvenile Office

Mrs. Lloyd reviewed the goals and objectives for this budget.

Class 1 reflects a 3.35% increase over the FY2005 budget. This increase is due to moving the paralegal from the grants and would only increase the benefits being paid.

Also, Mrs. Lloyd noted she is requesting an increase in the program assistant pool hours by 100 but there will be no salary increase with this request.

Class 2 budget reflects a 4% increase over the FY2005 budget.

The Class 3 budget reflects level funding.

The projected budget for class 4 is down 1% from FY2005.

The Class 5 budget reflects level funding. She has made it known that this department will need an additional vehicle in the future.

Class 6 budget reflects a 3% increase over the FY2005 budget.

The Class 7 budget reflects a 1% increase over the FY2005 budget.

The projected budget for Class 8 is down 2% from FY2005. This decrease is due to a change in handling the Guardian at Litem fees on child order of protection cases.

The fixed asset requests are 44% below the FY2005 budget. The fixed asset requests are



listed beginning on page 21 of the Juvenile Office section of the budget book.

The projected revenue for this budget reflects a 0.47% increase from FY2005.

*Department 1230 – Jury Services*

Mrs. Lloyd reviewed the goals and objectives for this budget. There has been an increase in jury related activity.

She is requesting a wireless panic alarm system.

The Class 2 budget reflects an increase of 0.31% from FY2005.

The projected budget for class 4 reflects a 3.53% from FY2005. This is due to the requested purchase of a telephone for the proposed Jury Supervisor position.

Class 6 budget reflects a 0.81% decrease over the FY2005 budget.

The Class 7 budget reflects level funding.

The projected budget for Class 8 reflects a 9.48% increase from FY2005. This increase is due to court costs for Guardian at Litem fees on child order of protection cases.

Mrs. Lloyd noted there was \$15,000 budgeted for FY2005 for upgrade to an exit/entry card system. This upgrade did not occur because they did not feel the cost benefit was there. She believes the funds will be returned to the County.

The fixed assets reflect a 32.18% decrease. The fixed asset requests are listed beginning on page 11 of the Jury Services and Court Costs section of the budget book.

*Department 1210 – Circuit Court*

Mrs. Lloyd reviewed the goals and objectives for this budget.

The fines and costs collected have doubled between 2002 and projected 2005. A new collection program in July 2003 where the staff has made a great effort to collect costs, fines and restitution ordered by the Court. There are other programs that help in the collection.

Mrs. Lloyd discussed the justification and job description for the requested Jury Supervisor.

Class 1 reflects a 7.82% increase over the FY2005 budget. This is due to the requested Jury Supervisor position and the 3.5% salary increase for staff.

The Class 2 budget reflects a 0.71% increase.

The Class 3 budget reflects a 0.25% increase.

Class 4 reflects level funding.

Class 5 reflects a 3.98% decrease.

Class 6 reflects level funding.

Class 7 budget reflects a 1.2% increase from FY2005.

The Class 8 budget reflects level funding.

The fixed asset fund is up 54.08% from FY2005 funding. This increase is due to new court reporter work stations and equipment for the requested Jury Supervisor position. The fixed asset requests are listed beginning on page 20 of the Circuit Clerk section of the budget book.

The projected revenue for the Circuit Clerk is 0.35% above FY2005.

The Commission thanked Mrs. Lloyd and her staff for their work on this budget.

**Subject: Road and Bridge Advisory Committee – Second Reading and Approval of Variance Request for A Civil Group (within Street Estates for length of cul-de-sac and roadway width)**

Commissioner Elkin moved to approve the following recommendations from the Road and Bridge Advisory Committee:

- For A Civil Group at the location of Street Estates: To waive the requirement of a 1000' maximum length cul-de-sac and allow Daniel Street to be built as a 1450' cul-de-sac until the remaining property is developed.
- For A Civil Group at the location of Street Estates: To waive the requirement of 32-foot pavement section and allow 28-foot wide pavement section.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 342-2005**

**Subject: Second Reading and Approval of Commercial Lease Agreement**

Commissioner Elkin moved to approve the Commercial Lease between Fera Technologies, LLC and Boone County.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 343-2005**

**Subject: Authorize Closed Session (610.021.13 RSMo.)**

Commissioner Miller moved to authorize a closed session on Tuesday, November 30, 2004 immediately following the regularly scheduled meeting at 11:30 a.m. The meeting will be held in Room 220 of the Roger B. Wilson Boone County Government Center at 801 E Walnut, Columbia, Missouri, as authorized by 610.021(2) to discuss leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 344-2005**

**Commissioner Reports**

*Commissioner Schnarre*

*Boone Electric C.A.S.H./H.E.L.P. Program*

Commissioner Schnarre stated the beginning balance of the C.A.S.H. program on July 1, 2005 was \$74,307.07. Donations during July were \$2,087.45, interest was \$59.23 and disbursements were \$3,083.49. The end balance was \$73,370.26.

The beginning balance of the H.E.L.P. program on July 1, 2005 was \$16,430.74. Donations during July were \$1,610.36, interest was \$13.10 and disbursements were \$1,730.37. The end balance was \$16,323.83.

*Commissioner Miller*

*NACo Prescription Card Report*

Commissioner Miller stated she received the July report for the NACo Prescription Card use. 150 prescriptions were submitted, 132 of those were cheaper with the NACo card than any other card.

The total savings was 15.8% or \$7.83 per prescription for a total of \$1,174.61.

Commissioner Miller requested a first reading of a Letter of Engagement with Lathrop and Gage. Boone County will take part in filing for a preliminary injunction of Senate Bill 420. Jackson, Cass, Platte and Jefferson counties are also part of this injunction. This will cost \$3,000.

This needs to be done by the next meeting of the August 28 deadline for implementation of the law.

Commissioner Schnarre 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.

*Commissioner Elkin*

No reports at this time

**Public Comment**

There was no public comment.

The meeting adjourned at 3:00 p.m.

Attest:

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Keith Schnarre  
Presiding Commissioner

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Wendy S. Noren  
Clerk of the County Commission

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner